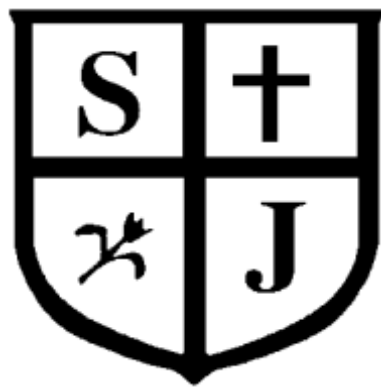


# **St Joseph the Worker Catholic Primary School**



## **NURSERY ADMISSIONS POLICY**

**"A loving Christian family, striving to  
achieve excellence"**

### **General admission arrangements**

All children, irrespective of need, have statutory entitlement to part-time nursery education from the beginning of the term following their third birthday. Current provision is normally 5 sessions either mornings or afternoons.

Each Knowsley nursery class has a set number of places. Parents should note that places may have been allocated to three year olds in the preceding year. Where these children are still of nursery age and are continuing to attend, this will limit the number of places available for allocation. St Joseph the Worker has a total of 42 places in this school.

Parents should note that in this school, the nursery class is linked to a Children's Centre with fulltime "wraparound care", before and after school care, on offer. This has to be applied for separately. Please apply to Kids in Bloom, telephone number 0151 545 1566, or call in to their office – next door to the Nursery.

In September 2010, the Authority will publish the booklet *Knowsley Nursery Education Provision 2011/12*. This will include a list of Knowsley schools with a nursery class, details of registered private providers and other information. An application form for use for all community and controlled primary nursery applications is included at the back of the booklet. **Please use the school form and not the Local Authority form for applications to this school.** Where nurseries are known to be oversubscribed, parents may wish to apply for a place in more than one nursery. A form should be completed for each nursery class.

Applications are welcomed both from Knowsley residents and from those who live outside the borough. In all cases, the relevant Knowsley form should be completed.

An application form should contain accurate information. Any offer of a place is subject to a birth certificate and proof of address subsequently being provided to the school, confirming the details on the form. The address given must be the normal home address for the child. Where false information has been provided, the place offered may be withdrawn.

Where there are more applications than places, the school will apply the admissions policy. (attached)

Parents should note that there is no right of appeal if a nursery place cannot be allocated. When a place becomes available it will be offered in line with the criteria in the Admissions policy. Names will be kept on a waiting list.

Normally, schools run five morning and five afternoon sessions. Schools will seek to accommodate parents' preferences for either morning or afternoon places, but this may not always be possible and cannot be guaranteed.

**NB** Parents should note that the offer of a nursery place **DOES NOT** guarantee transfer to the reception class of the school. All parents seeking reception places for their children will have to apply formally during the appropriate period. Applications will be considered according to the determined primary school admission policy and procedures for that year.

Applications will be considered on a termly basis. (see attached policy).

## ST JOSEPH THE WORKER NURSERY ADMISSION CRITERIA

The Nursery Admissions Criteria will be applied three times every year: The three closing dates for admission will usually be as follows:

Start Date	Application Closing Date
For September Start (Or days after third birthday whichever comes first)	12.00pm (midday) Friday (up to ) 1 week before Easter Holidays (If Easter Holidays Break Up on a Friday, then the closing date will be 1 week before to allow for acceptance letters to be sent.)
For January Start (Or day after third birthday whichever comes first)	12.00pm (midday) School Closing date For Half Term (October)
For Summer Term Start (Or day after third birthday whichever comes first)	12.00pm (midday) School Closing date For Half Term (February)

Letters of acceptance will be sent as soon as practicable after the closing date.

Any children not succeeding with a request for a place at the point of closing date will be carried forward onto a waiting list, which at the next closing date will have the admissions criteria applied.

### **Criteria For Admission At Time Of Closing Applications:**

NB. In all cases pupils aged 4 will be given precedence over pupils aged 3. ie. All 4 year olds will be considered against all 10 criteria before considering 3 year olds.

“Children aged 4” is defined as children who will have reached the age of 4 by 31<sup>st</sup> August at the end of the school year for which they are applying for a nursery place. (i.e. they are in the year previous to admission to reception class.)

“Children aged 3” is defined as children who will reach the age of 3 by the end of the summer term in the school year for which they apply for a nursery place. (i.e. they are 2 years previous to admission to reception class.)

Children who are aged 3 prior to the term they are due to start will be given precedence over children who are 3 during the term they are due to start.

1. Baptised Catholic Looked After Children and previously Looked After Children
2. Baptised Catholic children living in the present parish of St Joseph and St Laurence or part of Holy Name parish, Fazakerley covered by Knowsley Local Authority who have a sibling at the school at the time of likely admission. **(See note 1)**
3. Baptised Catholic children who have a sibling at the school at the time of likely admission. **(See note 1 and 2)**
4. Baptised Catholic children living in the present parish of St Joseph and St Laurence or part of Holy Name parish, Fazakerley covered by Knowsley Local Authority. **(See note 1)**
5. Baptised Catholic children living in other Catholic parishes. **(See note 1)**
6. Looked After Children and previously Looked After Children other than Catholic.
7. Children who are other than Catholic and have a sibling in the school at the time of admission. **(See note 2)**
8. Children from other Christian denominations. Proof of Baptism in the form of a Baptismal Certificate or confirmation in writing that the applicant is a member of their Faith community from an appropriate Minister of Religion is required. **(See note 3)**
9. Children of other faiths. An appropriate Faith Leader would need to confirm in writing that the applicant is a member of their faith group. **(See note 3)**
10. Children whose parents express a preference for a place at the school.

In the event of any over-subscription in the number of applications made under any of the categories above then the admissions committee will offer places first to children living nearest to the school measured in a straight line. **(See note 4)**

In rare cases where the distance tie-break does not assist, for example due to twins/triplets in the same house or where there are two or more children with an exact distance measurement, where to admit another pupils would have class size implications, random selection will be used to determine the allocation of places.

Places offered are subject to parents/carers providing proof of information stated on their application form and used during the allocation of places. The school may request, for example, evidence of baptism, date of birth and home address. Failure to provide proof documents requested may result in the place being withdrawn.

**Note 1**

Proof of Baptism in the form of a Baptismal Certificate may be requested by the school if a place is allocated on these grounds. Definition of a Baptised Catholic is attached at Appendix 1 of this policy.

**Note 2**

“Brother or sister” includes half or stepbrothers and sisters, adopted and foster brothers and sisters who are living at the same address and are part of the same family unit. This does not include cousins or other family relationships.

**Note 3**

Proof of Baptism in the form of a Baptismal Certificate or confirmation in writing that the applicant is a member of their faith community from an appropriate Faith Leader may be requested by the school if a place is allocated under these criteria.

**Note 4**

Home address is considered to be the address where the child normally lives during the school week. Where care is split and a child moves between two addresses, the household in receipt of the child benefit would normally be the address used. Parents/carers should not state a childminder’s or other relatives address.

Where a place cannot be offered names will be kept on a waiting list. Where a place becomes available, it will be offered in line with the above criteria. There is no right of appeal.

**Start dates**

When parents are offered a place for their child, the school’s offer letter will give a start date. If parents do not require the place they should inform the school immediately in writing.