



**OUR LADY AND ST EDWARD PRIMARY AND NURSERY CATHOLIC VOLUNTARY ACADEMY  
30 HOURS ADMISSIONS POLICY TO NURSERY  
2018-19**

**Policy Aim:**

The ethos of our school is principally to serve the Catholic community of Our Lady and St Edward's Parish Nottingham. The Governors also welcome applications from all parents and carers, regardless of faith or background, who would like their children to be educated in a Christian environment.

**Application process**

Application forms are available from our website and information relating to the application process is available via: [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)

**Admission Criteria:**

- The school will offer a maximum of up to 10 full time places to N2 children who will be 3 before September 1st 2018.
- The Nursery will normally endeavor to have 3 intakes over the period of any academic year i.e. September 2018, January 2019 and April 2019. Children are admitted the term after their third birthday.
- Once the ten places are allocated we do not have the capacity to offer any more full time places.
- When there are more part time places requested than full time 30 hour places, part time places will take preference and fill any spaces available.
- However, if the ten full time places are filled and there are part time places available, the school would consider opening these up to accommodate more full time requests.
- If there are more than ten children applying for full time places, the school would apply the following oversubscription criteria which is in line with the current school admission policy, where all part time places are allocated.

**Oversubscription Criteria**

Where schools have more applications than places available, Governors will draw up a ranked list based on the criteria listed below and will allocate places accordingly.

Children who have an Educational Health and Care Plan (EHCP) (see Note 1) which names the school will be admitted. This will reduce the number of places available.

1. Catholic looked after or previously looked after children. (See Notes 2 and 3).
2. Catholic (see Note 3) children living in the parish served by the school



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3. Catholic (see Note 3) children living outside the parish served by the school
4. Other looked after or previously looked after children (see Note 2).
5. Catechumens, Candidates and members of Eastern Christian Churches (see Notes 4, 5 and 6)
6. Children of other Christian denominations whose membership is evidenced by a minister of religion (see note 7)
7. Children of other faiths whose membership is evidenced by a religious leader (see note 8)
8. Any other children not within categories 1-7.

**Distance measurement – Nottingham City**

For Our Lady and St Edward Academy which is in Nottingham City, distance will be measured in a straight line (This will be calculated by Nottingham City Local Authority's computerised distance measuring software) from the centre of the academy campus to a point at the pupil's home address identified by the Local Land and Property Gazetteer.

**Tie Breaker**

In a very few cases, it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place (eg children who live at the same address or have the same distance measurement). In this exceptional situation, if there is no other way of separating the applications then the governors will admit the additional child above the published admission number. If however, admission would result in the legal limit of 30 children being exceeded, then the place will be allocated by the drawing of lots supervised by someone independent of the Academy.

**Notes (these form part of the oversubscription criteria):**

1. An Education, Health and Care Plan (EHCP), is a plan made by the Local Authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.
2. A "looked after child" is a child who is: (a) in the care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their social services functions (see the definition in s.22(1) of the Children Act 1989) at the time of making an application to a school. A "previously looked after child" is a child who: (a) ceased to be looked after because they were adopted (this includes



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children who were adopted under the Adoption Act 1976 [see s.12 adoption orders] and children who were adopted under the Adoption and Children's Act 2002 [see s.46 adoption orders] , or (b) became subject to a child arrangements order (under the terms of the Children Act 1989 s.8, as amended by s.12 of the Children and Families Act 2014 - an order settling the arrangements to be made as to the person with whom the child is to live), or (c) became subject to a special guardianship order (see S.14A of the Children Act 1989 - an order appointing one or more individuals to be a child's special guardian [or special guardians]).

3. 'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into full communion with the Catholic Church signed by a Catholic Priest and stamped with the parish stamp. For the purposes of this policy, it includes a looked after child who is part of a Catholic family where a letter from a priest demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (i.e. a looked after child in the process of adoption by a Catholic family).

For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest.

4. 'Catechumen' means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens or a letter of verification signed by the parish priest and stamped with the parish stamp.

5. 'Candidate' means a candidate for reception into the Catholic Church. This will normally be evidenced by a letter of verification signed by the parish priest and stamped with the parish stamp.

6. 'Eastern Christian Church' includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.

7. 'Children of other Christian denominations' means children who are members of a Church or religious community that practises Trinitarian baptism recognised by the Catholic Church, and is normally evidenced by a Baptism Certificate , a Certificate of Dedication or a letter of verification signed by the minister of religion for that church.

**Other relevant information**

All children allocated a place will be required to wear a full school uniform – see uniform policy.



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All children will be required to bring a packed lunch as the school cannot provide a hot meal at lunchtime.