St Augustine's Catholic Primary school

NURSERY ADMISSIONS POLICY

Date of last review:	Date of next review:
June 2024	June 2025

Nursery Admissions Policy

St Augustine's Catholic Primary School is a 30 place Early Years setting for 3 and 4 year olds (26 per session). We run a morning session (9am – 12:00pm) and an afternoon session (12.00 noon – 3pm) for 3 hours per session. The provision is available from Monday to Friday, during term time.

Universal Entitlement - 15 Hours

All 3 and 4 year old children are entitled to 15 hours of funded sessions a week and access to Early Years provision for 38 weeks a year.

St Augustine's Catholic Primary School Nursery, parents/carers can use their free entitlement of 15 hours per week. Government funding is intended to cover the cost to deliver 15 or 30 hours a week of free, high quality, flexible childcare only. It is not intended to cover the cost of meals, consumables, additional hours or additional services. The free entitlements will be delivered consistently so that all children accessing any of the free entitlements will receive the same quality and access to provision.

Extended Entitlement - 30 Hours

Parents/carers may be eligible for 30 hours free funding which can be requested through the HMRC website. If parents/carers are eligible, they will be given a code by HMRC to declare on their claim form to confirm the entitlement.

In order to claim the funding at the nursery, the parent/carer is required to complete a claim form once a term. This will be organised by the school.

Admissions

St Augustine's Catholic Primary School was founded by Lady Stafford from Costessey Hall and Lord Stafford to provide education for children of Catholic families and the local community.

Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and articles of association of St John the Baptist Catholic Multi Academy Trust, and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. We hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

Applications to the nursery must be made directly to the school by contacting the School Office, St Augustine's Primary School, West End, Old Costessey, Norwich NR8 5AG by **31st March 2025**. Attendance at the school's nursery does not automatically guarantee a place in reception class of the school. Applications to the school's reception must be made in the normal way, to the home local authority.
The governing body reserves the right to withdraw the offer of a place or, where a child is already attending the school, the place itself, where it is satisfied that the offer or place was obtained by deception.

Oversubscription Criteria
Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

1. Baptised Catholic looked after and previously looked after children (see notes 2,3&10)

2. Baptised Catholic Children of staff who have been employed by the school for at least two years or are in a position where there is a demonstrable skills shortage

3. Other Baptised Catholic children (see notes 3&10)

4. Other looked after and previously looked after children (see note 2)

5. Catechumens and members of an Eastern Christian Church (see notes 4&5)

6. Children of staff who have been employed by the school for at least two years or are in a position where there is a demonstrable skills shortage

7. Children of other Christian denominations whose membership is evidenced by a minister of religion. (see note 6)

8. Children of other faiths whose membership is evidenced by a religious leader. (see note 7)

9. Any other children.

Within each of the categories listed above, the following provisions will be applied in the following order.
(i) The attendance of a sibling at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made (see note 8).

(ii) Priority will be given within each category to children living closest to the school. Distances are measured on a straight line "*as the crow flies*" basis by the Local Authority, using Ordnance Survey data. In the event of distances being the same for two or more children where this would determine the last place to be allocated, a random allocation will be carried out and supervised by the Local Authority.

Notes (these notes form part of the oversubscription criteria)

1. An Education, Health and Care Plan 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. The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

2. A 'looked after child' has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.
   A 'previously looked after child' is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order.

3. 'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. 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 (e.g. a looked after child in the process of adoption by a Catholic family). See note 10 for a list of Churches in full communion with the See of Rome.

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. Catechumens are children above the age of 7 who are undergoing a course of instruction to become baptised into the Catholic Church, or who have been baptised within another Christian denomination, and are undergoing a course of instruction in preparation for reception into the Catholic Church through the sacrament of Holy Communion.

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

6. "children of other Christian denominations" means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

   All members of Churches Together in England and CYTÛN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

7. “children of other faiths” means children who are members of a religious community that does not fall within the definition of ‘other Christian denominations’ at 6 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:
    - A religion which involves belief in one God
    - A religion which involves belief in more than one God, and
    - A religion which does not involve belief in a God.

    Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

8. ‘sibling’ includes:
    (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, who are living at the same address; and
    (ii) the child of a parent’s partner where that child lives for most of the week in the same family unit at the same address as the applicant.

    In all these cases, the child and their sibling will both be living at the same address in a single family unit. This means that children from different family units, where those are living together at the same address, are not considered siblings under this criterion.

9. A ‘parent’ means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.

10. Churches in Full Communion with the Roman Catholic Church are the:
    - Albanian Byzantine Catholic Church
    - Armenian Catholic Church
    - Belarusian Greek Catholic Church
    - Bulgarian Greek Catholic Church
    - Chaldean Catholic Church
    - Coptic Catholic Church
    - Eritrean Catholic Church
    - Ethiopian Catholic Church
    - Byzantine Church of Croatia, Serbia and Montenegro
    - Greek Byzantine Catholic Church
    - Hungarian Greek Catholic Church
    - Italo-Albanian Byzantine Catholic Church
    - Macedonian Greek Catholic Church
    - Maronite Church
    - Melkite Greek Catholic Church
    - Romanian Church United with Rome, Greek-Catholic
    - Russian Greek Catholic Church
    - Ruthenian Byzantine Catholic Church
    - Slovak Byzantine Catholic Church
    - Syriac Catholic Church
    - Syro-Malabar Catholic Church
    - Syro-Malankara Catholic Church
    - Ukrainian Greek Catholic Church

11. Fair Access Protocol: The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in the locally agreed protocol. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The governing body has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

In order to request a place at St Augustine's Nursery please complete a nursery application form. This can be found on our school website, or alternatively please contact the school office.

As part of the registration process, parents/carers will be required to provide documentation to evidence their child's date of birth. This is to confirm they have reached the eligible age for the funded entitlement. A copy will not be retained but may be requested again later by the Local Authority for audit or fraud investigation purposes.

For more information on admissions or to book a visit to the school please contact the school office on Tel: 01603 743317 or email office@st-augustines.norfolk.sch.uk

Nursery offer

Early Education is offered within the national parameters –

- no session to be longer than 10 hours
- no minimum session length (subject to the requirements of registration on the Ofsted Early Years Register)
- not before 6.00am or after 8.00pm
- a maximum of two sites in a single day

Early Education is offered to families 38 weeks of the year.

Funded hours can be claimed –

- Mon – 6 hrs = 09:00am to 3pm
- Tues – 6 hrs = 09:00am to 3pm
- Wed – 6 hrs = 09:00am to 3pm
- Thur – 6 hrs = 09:00am to 3pm
- Fri – 6 hrs = 09:00am to 3pm

There are 30 fully funded places for families, these sessions are available –

- Mon – 6 hrs = 09:00am to 3pm
- Tues – 6 hrs = 09:00am to 3pm
- Wed – 6 hrs = 09:00am to 3pm
- Thur – 6 hrs = 09:00am to 3pm
- Fri – 6 hrs = 09:00am to 3pm

If you are unable to pay our charges, please speak with the Head teacher to discuss the alternative options available.

Funding can be claimed during our lunch period.

The Admission and Charging Policies are issued to all families as part of the registration process. They are also available on our website.

We will work in partnership with parents, carers, childcare providers, the local authority, and other organisations to improve provision and outcomes for children in their setting. Where required we will seek parent / carer consent to collect, share and use your information in accordance with the Data Protection Act and General Data Protection Regulations.

To ensure a smooth transition for the child, we will work closely with families to discuss and agree how a child's overall care will work in practice where an entitlement is split across different providers, and where possible when families transfer their funding claim to a new setting.

Special Educational Needs and Disabilities (SEND)

At St Augustine's Nursery we aim to provide a welcoming and stimulating learning environment, to support the needs and development of all children. We value every child equally within the nursery and diversity is celebrated. At St Augustine's we provide a broad and balanced curriculum which allows each child to achieve, develop and grow. Please refer to the SEND Policy and Information Report concerning the SEND support on offer to children and how we support families to choose the right setting for their child with SEND. This is available on our school website.

We aim to identify all children that may attract any additional funding such as EYPP, DAF, SEND Inclusion Fund and any locally available funding streams with a view to submit a claim/application to support and improve their outcomes. This will be in partnership with families and consent will be sought prior to submitting a claim/application.

We will work with parents to ensure that as far as possible the hours/sessions that can be taken as funded provision are convenient for parents' working hours.

Complaints

- Our Complaints Policy is issued to all families as part of the registration process. It is also available on the website : https://www.stjohnthebaptist-cmat.org.uk/attachments/download.asp?file=544&type=pdf

- Where parents/carers are not satisfied that their child is receiving the free entitlement in the correct way (as set out in this funding agreement and in Early Education and Childcare Statutory guidance for local authorities), a complaint can be submitted directly to the Head Teacher Miss R Swindell.