

Sacred Heart Catholic Primary School

Merry Hill Road, Bushey, Hertfordshire, WD23 1SU

Telephone: 01923 493040

Fax: 01923 493041

Email: admin@sacredheart682.herts.sch.uk

Website: www.sacredheart682.herts.sch.uk

Headteacher: Mrs R Tregear



Nursery Admissions Policy - 2018/2019

Living, learning and loving happily together, with Christ at the Centre

New Nursery Admissions Application Process for 2018/2019

The Local Authority centralised online application system is no longer available for nursery admissions. From January 2018 you need to apply direct to the school for a nursery place. Guidance on how to apply is set out below in this policy.

Sacred Heart Catholic Primary School and Nursery exists primarily to provide education for Catholic children in the parish of Sacred Heart & St. John the Evangelist. Applications are invited for September 2018 from families whose child attains 3 years of age between 01/09/2017 and 31/08/2018.

As a Catholic school, we aim to provide a Catholic education for all our pupils and Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. All applicants are therefore expected to give their full, unreserved and positive support for the aims and ethos of the school. The school constitution states that religious observance and education in the school shall be in accordance with the practices and doctrines of the Catholic Church. The school's Catholic-centred ethos is reflected in its Mission Statement and supporting aims. 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.

The Governing Body is the admission authority and has responsibility for admissions to the Nursery and has set its Published Admission Number (PAN) at 30 children for the school year commencing September 2018. We offer morning nursery places from 08:45 to 11:45, Monday to Friday. The school offers 15 hours' nursery provision.

Offers of places will be made to eligible children in accordance with the criteria and order of priority set out below.

In reaching the decision concerning a child's admission to the school's Nursery, the Governing Body will give priority to baptised Catholics with a Certificate of Catholic Practice from a Catholic priest in the standard format laid down by the Diocese of Westminster. 'Family' includes the Catholic or Catholics who have legal responsibility for the child.



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The priest's Certificate of Catholic Practice is only required for criteria 2, 3 and 4. Applicants wishing to be considered for criteria 2, 3 or 4 must submit a Certificate of Catholic Practice along with a fully completed Nursery Admissions Application Form.

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. Catholic 'looked after' children and Catholic children who have been adopted or made subject to child arrangements orders or special guardianship orders, immediately after having been looked after.
2. Baptised Catholic children who have a baptised sibling attending Sacred Heart School at the time of admission, with a Certificate of Catholic Practice.
3. Baptised Catholic children who are resident in the parish of Sacred Heart & St. John the Evangelist, with a Certificate of Catholic Practice.
4. Other Baptised Catholic children, with a Certificate of Catholic Practice.
5. Baptised Catholic children who have a baptised Catholic sibling attending Sacred Heart School at the time of admission.
6. Baptised Catholic children who do not fit criteria 1-5.
7. Other children looked after (CLA) and children who have been adopted (or made subject to child arrangements orders or special guardianship orders) immediately following having been looked after.
8. Christians of other denominations have a brother/sister attending Sacred Heart School at the time of admission.
9. Christians of other denominations.
10. Non-Christians who have a brother/sister attending Sacred Heart School at the time of admission.
11. Any other applicants.

A map of the Parish of Sacred Heart and St John the Evangelist can be found on the school website www.sacredheart682.herts.sch.uk.

Pupils with an Education Health Care Plan (EHCP)

The admission of pupils with an Education, Health and Care Plan (EHCP) are dealt with by a completely separate procedure. This procedure is integral to the making and maintaining of statements by the pupil's home LA. Details of this separate procedure are set out in the Special Educational Needs Code of Practice. Children with this school named in their EHC Plan will be admitted.



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Multiple applications from the same family

The Governing Body will admit twins and all siblings from multiple births for the same year group, even if the statutory limit of 30 places is exceeded, where one of the children is the last ranked within the school's PAN.

Tie Break

Where the offer of places to all the applicants in any of the sub-categories listed above would still lead to oversubscription, the places up to the admission number will be offered to those living nearest to the school. This will be measured by using a 'straight line' distance measurement from the address point of the child's home to the address point of the school. Distances are measured using a computerised mapping system to two decimal places. The measurement is taken from the AddressBase Premium address point of your child's house to the address point of the school. AddressBase Premium data is a nationally recognised method of identifying the location of schools and individual residences.

Nursery Application Procedure and Timetable for 2018-19

In order to make an application, parents of all candidates must apply direct to the school using the school's own Nursery Application Form. This is available from the school office and can be downloaded from the school website www.sacredheart682.herts.sch.uk

Parents of candidates applying under criteria 2, 3, and 4 above should obtain a Certificate of Catholic Practice (CCP) from the priest at the parish where the family normally worships. The Certificate of Catholic Practice can also be downloaded from the Diocese of Westminster's website (www.rcdow.org.uk/education/parents).

How to Apply

- A fully completed Nursery Application Form, Certificate of Catholic Practice (where necessary), original Baptism Certificate (for photocopying) and proof of address must be returned to the school office as soon as possible to complete your application and must be received no later than the closing date for applications - 9:00 am on the 23rd February 2018.
- All applications received will be processed during the week beginning 26th February 2018 and our oversubscription admission criteria will be applied, if necessary.
- Parents will be advised by the school if they have been offered a place, or not, by letter which will be posted (2nd class) on Monday 5th March 2018. Parents who wish to be notified by email should request this on the Nursery Application Form and provide the school with their email address. If no email address is provided, parents will be notified by letter only.



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In partnership with local Nursery classes, Sacred Heart Catholic Primary School will adhere to the following timetable when dealing with admissions:

Deadline to apply to your chosen school nursery	9:00 am - Friday 23rd February 2018
Offer letters, or email (if applicable) sent by school to parents/carers	Monday 5th March 2018 (2nd class post/email)
Deadline to accept place and return paperwork to chosen school nursery	9:00am - Friday 23rd March 2018

The timetable for nursery admissions is agreed in partnership with other providers and is advertised to parents each year. The timetable is also advertised within the school, and on the school website, at the appropriate time.

Any applications received after the deadline will be treated as a late application. Late applications will not be dealt with until all on-time applications have been considered.

Parents wishing to apply for a place for their child are invited to attend one of our open mornings and tour of the school for prospective parents.

The decision on admission rests with the Governors.

Waiting Lists

In the event of an application for a place at the school being unsuccessful, you will need to phone all nearby nurseries to see which ones have spaces. You will be offered the opportunity to be placed on the school's waiting list in rank order. The waiting list will be maintained in the order of the oversubscription criteria, not in the order in which applications are received. On the day a place becomes available the school has to rank all, including in-year applicants, against the oversubscription criteria. This means that applicants, originally ranked in the normal admissions round, can move position on the waiting list. A child will remain on the school's waiting list until the end of the academic year and until a vacancy has arisen and the offer of a place accepted or declined.

Fair Access Protocols

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admissions round the Governing Body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the Diocese and the Governing Body for the current school year. The Governing Body has this power even when admitting a vulnerable and/or hard to place child would mean exceeding the published number. Children admitted under Hertfordshire Count Council's Fair Access Protocol will be prioritised before children on the continuing interest list/waiting list.



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In-Year Admissions

'In-Year Admissions' refers to applications made outside of the normal admissions round. In these circumstances parents should contact the school direct. If a place is available and there is no waiting list then the Governing Body will admit the child. If a place is not available at this time applicants can ask for the reasons. Applicants will be offered the opportunity of being placed on our waiting list, which is maintained in the order of the oversubscription criteria and not in the order in which the applications are received. Names are removed from the list at the end of each academic year. When a place becomes available the Governing Body will re-rank the list.

For children currently attending the school's nursery, application to the Reception class of the school must be made in the normal way to the Local Authority. Attendance at the school's nursery does not guarantee a place in Reception in September 2019. Please see the Reception Admissions Policy on the school website.

DEFINITIONS

'**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 or a certificate of reception into the Catholic Church. For the purposes of the admission policy, the definition of a Catholic includes a looked after child who is part of a Catholic family where a Priest's Certificate of Catholic Practice 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).

'**Certificate of Catholic Practice**' means a certificate issued by the family's parish priest (or the priest in charge of the church where the family attends Mass) in the form laid down by the Bishops' Conference of England and Wales. It will be issued if the priest is satisfied that at least one Catholic parent or carer (along with the child, if he or she is over seven years old) have (except when it was impossible to do so) attended Mass on Sundays and holy days of obligation for at least five years (or, in the case of a child, since the age of seven, if shorter). It will also be issued when the practice has been continuous since being received into the Church if that occurred less than five years ago. It is expected that most Certificates will be issued on the basis of attendance. A Certificate may also be issued by the priest when attendance is interrupted by exceptional circumstances which excuse from the obligation to attend on that occasion or occasions. Further details of these circumstances can be found in the guidance issued to priests <http://rcdow.org.uk/education/governors/admissions/>



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‘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.

Applicants from other Christian denominations and other faiths may attach a letter from their minister or religious leader confirming membership of the faith community.

‘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 8 and 9 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 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.

‘Children looked after’ Places are allocated to children in public care according to Chapter 7, Section 2 of the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012. These children will be prioritised. Highest priority will also be given to children who were looked after, but ceased to be so because they were adopted, or became subject to a residence order or a special guardianship order.

A child looked after is a child who is:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in the exercise of their social services functions (section 22(1) of The Children Act 1989); and
- Children in the process of being placed for adoption are classified by law as children looked after providing there is a Placement Order and the application would be prioritised under Rule 1.



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‘Resident’ This is where a child legally resides for more than 50% of the school week. The address of another relative or a temporary address is not acceptable unless there is a residency order at this address. Any attempt to mislead the school will render the application void and/or any subsequent offer of a place will be withdrawn.

‘Sibling’ This is the sister, brother, half brother or sister, adopted brother or sister or step brother and sister, or a child looked after or previously looked after and in every case living permanently in a placement within the home as part of the family household from Monday to Friday at the time of this application. A sibling link will not be recognised for children living temporarily in the same house, for example a child who usually lives with one parent but has temporarily moved or a looked after child in a respite placement or very short term or bridging foster placement.

‘Special Guardianship Order’ A Special Guardianship Order is an order under the terms of the Children Act 1989 s.14A which defines it as an order appointing one or more individuals to be a child’s special guardian(s).

‘Child Arrangements Order’ A Child Arrangements Order is an order under the terms of the Children Act 1989 s.8 settling the arrangements to be made as to the person with whom the child is to live. Children ‘looked after’ immediately before the order is made qualify in this category.

‘Parent’ Means the adult or adults with legal responsibility for the child.

