

St Agatha's Catholic Primary (Academy) Nursery

Admission Policy 2024-2025

1. General

St Agatha's Catholic Primary School is an academy school in the Archdiocese of Southwark. We welcome families from all faiths and countries and we create a close-knit community that works together to support each other. Our Christian faith is central to every part of our lives and guides everything we do – from the way we treat each other, how we look for every day opportunities to help those in need, and in the example we give to those we meet.

- a) This document reflects legal requirements. **It is in your interest to read this document carefully together with the Local Authority Nursery Education in Kingston upon Thames booklet.**
- b) Pupils will be admitted without reference to aptitude or ability. Governors have a non-discriminatory policy in relation to children with special educational needs.
- c) The school provides an inclusive education for children aged 3+ to 11 years and welcomes applications from all families who agree to support the ethos and values of the school.
- d) The Governing Body has responsibility for admissions to St Agatha's school and, having consulted with the Local Authority, the Royal Borough of Kingston, and other admissions authorities, intends to admit a maximum of 52 children to the nursery class in the school year that begins in September 2023. There will be a maximum of 26 morning places and 26 afternoon places. The number of Universal 15-hour places will reduce with the offer of 30-hour provision places. 30-hour provision will be offered after the initial 15 hour offers have been made (see appendix 1).
- e) **Parents are reminded that if your child is offered a place this does not guarantee a place for future applications from siblings. It does not automatically guarantee a place in the school's Reception Classes. The Admissions criteria will be applied in every case.**

2. How do I apply for a school nursery place?

To apply for a place at the nursery parents must complete and return the registration and supplementary forms to the school office by the 8 March 2024 (tbc). The forms are available on the school website www.stagathas.school, by e-mail from the school office office@stagathas.school or by phone 020 8546 3879.

Where appropriate, the office staff will need to see Baptismal certificates. Copies of Baptismal certificates can be obtained from the Parish priest at the church where the Baptism took place.

Please contact a member of the office staff at the school if you need any information or help in applying for admission.

3. When do I have to apply?

There is one intake in September for the Nursery class and places are allocated annually. The closing date for applications is **8 March 2024 (tbc)**.

St Agatha's will only accept late applications and treat them as equivalent to applications received by the closing date if there are exceptional circumstances to support why the application was late. Late applicants must provide documentary evidence to support why their application is late. Such request must be supported by a professional, for example, a doctor or social worker.

4. When will I know the outcome of my application?

You will be advised of the outcome of your application by a common offer date as specified by your local authority in their Nursery Education in Kingston upon Thames booklet for 2024.

5. How will St Agatha's keep waiting lists for their nursery?

Unsuccessful applicants will be placed on an order of priority waiting list using the oversubscription criteria set out in this document. The school admissions officer will keep a waiting list in rank order as identified by the published oversubscription criteria. The waiting list will remain in place throughout the academic year. Placing a child's name on the waiting list is not a guarantee that a place will become

available. Parents should note that when the admission criteria have been applied to any new applicants the rank position of children on the waiting list may change to reflect a new applicant's position.

6. When will my child start in nursery?

If your child is born between 01 September 2020 and 31 August 2021 then they will be able to start nursery class in September 2024.

7. Can I choose a morning or afternoon session for 15 hours Provision?

No, but you may name your preferred session so we can do our best to offer you that session. Twins and multiple birth children will be offered the same session.

At St Agatha's we 'stagger' the admission of pupils to the nursery over the first two weeks of the term. You will be advised of the exact day on which your child can start.

8. If my child starts at St Agatha's nursery will they automatically transfer to the Reception class in the same school?

No, you must complete an application for entry into the Reception class even if your child attends the nursery class in St. Agatha's School. This is to ensure that parents who place their children in other kinds of nursery, or who do not use a nursery, are treated equally when applying for a place for their child.

9. 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. Looked After Catholic children or 'Looked After' children in the care of Catholic families and previously 'Looked After' Catholic children who have been adopted. *[see footnote 1]*
2. Baptised Catholic children and children enrolled in the catechumenate *[see footnote 5]*
3. Other 'Looked After' children or 'Looked After' children in the care of families and previously 'Looked After' children who have been adopted. *[see footnote 1]*
4. Children of families who are members of other Christian denominations *[see footnote 6]*
5. Children of other faiths
6. Any other children

Where the offer of places to all the applicants in any of the categories listed above would lead to oversubscription, the following provisions will be applied.

- I. The attendance of a sibling *[see footnote 3]* at the school at the time of admission will increase the priority of an application in each category.
- II. For categories 1 and 2 above, the strength of the evidence of commitment to the faith *[see footnote 2]* as demonstrated by the level of the family's Mass attendance on Sundays will increase the priority of an application in each category. This evidence will be provided by the Supplementary Application Form.
- III. A child whose parent is a member of staff, where the member of staff has been employed at the school for two or more years at the time at which the application for admission is made and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- IV. For Category 4 above the strength of the evidence of commitment to the faith by other Christian denominations *[see footnote 6]* as demonstrated by the level of the family's Church attendance on Sundays will increase the priority of an application in each category. This evidence will be provided by the Supplementary Application Form.
- V. The governing body may increase the priority of an application within a category where evidence is provided at the time of application of an exceptional social, medical or pastoral need *[see footnote 7]* of the child which makes St Agatha's school particularly suitable for the child in question.
- VI. The remaining places will be offered to children who live nearest to the school, as measured by a straight line to the nearest school gate. All distances will be measured using the Kingston Council's School Admissions computerised Geographical Information System *[see footnote 4]*. Where the last remaining place is to be allocated and two or more children are deemed to live at the same distance from the school the place will be decided by the drawing of lots.

Definition of a Catholic

'In the context of school admissions Catholic children are defined as Children who are baptised or received into the Catholic Church, children baptised or received into the Eastern Churches in union with Rome and children of members of the Ordinariate. The children or their families may be ranked depending on their attendance at Mass but not on any other involvement in parish or community activities.'

Footnote 1:

Definition of 'looked after children'

To qualify for the highest priority, currently looked after and previously looked after children are defined as:

- children who are in the care of a local authority, or being provided with accommodation by a local authority in the exercise of their social services functions in accordance with Section 22 of the Children Act 1989, at the time an application for a school is made;

- children who were previously looked after, but ceased to be so because they were adopted (under the Adoption Act 1976 or Adoption and Children Act 2002), or became subject to a child arrangements order or special guardianship order.

Footnote 2:

Definition of ‘commitment to the faith’

In assessing ‘commitment to faith’ the Governing Body will take into account the frequency of attendance at Mass. Applications will be ranked in the order shown on the Supplementary Form [section 4 A to E] Missing Mass more than once a month would not be deemed as regular practice.

Footnote 3:

Definition of ‘sibling’

Children who have a brother or sister, including a step, adopted, half-brother or sister or foster-brother or sister, living at the same address, a child who, is living as part of a family unit by reason of a Court Order or a child who has been placed with foster carers as a result of being looked after by the authority and attending the school at the time when the child would be admitted

Footnote 4:

Definition of ‘home’

Home will be the child’s ordinary place of residence and will be deemed to be a residential property at which the parent or persons with parental responsibility for the child resides at the closing date for receiving applications for admission to the school. If you move after submitting your application, you must inform the School office as soon as possible and no later than two weeks after your move so that your application is considered using the correct address for nursery admissions purposes.

Where parental responsibility is held by more than one person and those persons reside in separate properties, the child’s ordinary place of residence will be deemed to be that property at which the child resides for the greater part of the week.

Footnote 5:

Definition of Catechumen’

A person undergoing instruction into the Catholic Church prior to baptism and will normally be evidenced by a certificate of reception into the order of catechumens.

Footnote 6:

Definition of ‘Other Christian Denominations’

Reference to other Christian denominations refers to denominations that are full members of Churches Together in England.

Footnote 7:

Definition of Social Medical or Pastoral need

To demonstrate an exceptional social, medical or pastoral need of the child which can most appropriately be met by St Agatha’s school, the governing body would normally require written evidence from an appropriate professional, such as a social worker, doctor or priest.

11. False Information

- Where the Governing Body has made an offer of a place at this school on the basis of a fraudulent or intentionally misleading application from a parent, which has effectively denied a place to a child with a stronger claim to a place at the school, the offer of a place will be withdrawn.
- Where a child starts attending the school on the basis of fraudulent and intentionally misleading information the place may be withdrawn by the governing body, depending on the length of time that the child has been at the school.
- Where a place or an offer has been withdrawn, the application will be re-considered, by the governing body and a right of independent appeal offered if the place is refused.

12. Applications outside of the normal admissions round

Applications outside of the normal admissions round will be considered by the Governors Admission Committee using the criteria set out in this document in section 2. If all places have been filled then parents will be offered the opportunity to place their child on the waiting list in criteria order.

13. Pupils with an Education Health Care Plan

The admission of pupils with an Education Health Care Plan is dealt with by a completely separate procedure. This procedure is integral to the making and maintaining EHCPs by the pupil’s home local authority. Details of this separate procedure are set out in the *Special Educational Needs Code of Practice*. Further help or advice on this can be obtained from the home local authority.

14. Appeals

Appeals against the Governing Body’s decision to refuse admission

There is no right of appeal against the refusal of a place at St Agatha’s Nursery.

St Agatha's Catholic Nursery

Supplementary Information Form 2024-2025

When you apply for a place at a Church school you will also need to fill in the supplementary information form provided by that school, because Church schools need additional information to apply their admission criteria fairly. **This supplementary information form needs to be returned to the school** by the 8 March 2024 (tbc).

It is important for you to complete all the information requested on this form. You are also asked to provide a copy of your child's baptismal certificate. You may provide any other information with this form that you feel would support your application.

Section 1: Family Details

Child's Surname:

Child's First Names:

Date of Birth:

Religion:

Home Address:

Contact numbers:

Section 2: Admission Criteria

Please indicate which of the following criteria you feel are relevant to your application for a place at St Agatha's Catholic Nursery

- [a] A Baptised Catholic child with one or both parents practising
- [b] A sibling [both Catholic and non-Catholic] at the time of admission
- [c] A Baptised Catholic child whose parents are not practising
- [d] A child of another Christian faith
- [e] A child who is a member of another World Faith
- [f] All other children
- [g] A looked after child

If you are applying under [a] or [d] in [section 2] you will need to **complete Section 3** and **section 4** and take this form to your Parish Priest, Vicar or minister and ask him/her to sign at **Section 4**

Section 3 To be completed by the parent

Name of the church you normally worship at:

Name of the parish priest:

Your signature:

Please print your name:

Section 4: To be completed by the Parish Priest of the Church you regularly worship at

Please tick as appropriate

The family mentioned in section 1 above;

- A. Regularly worship at our church each Sunday
- B. Attend every few weeks [more than once each month]
- C. Occasionally attend church [less than once each month]
- D. Very rarely attend
- E. Are not known to me

If you consider there are valid reasons for Mass attendance to be considered equivalent to weekly, because of illness or other reasons please state this below;

Parish priest's signature:

Date:

30 Hours Nursery Provision

In September 2017 the Government introduced an eligibility based additional 15 hours of free childcare for three and four year olds. This means that all three and four year old children will access the universal 15 hours entitlement but some children will be able to access an additional 15 hours - if their parent(s) meet the proposed eligibility criteria.

The Free Hours Offer

All three and four year olds currently receive 570 hours of free early education or childcare a year, this is based on 15 hours a week for 38 weeks a year and is a universal offer which is the child's entitlement. The additional hours introduced from September 2017 are based on the parent(s) of the child meeting an eligibility criteria. If eligible, the child will be entitled to an additional 570 hours, a total of 1140 hours per year. The maximum number of hours that can be claimed each week is 30 hours, but the hours can be spread (stretched) over fewer hours per week for more weeks, e.g. 22.8 hours a week for 50 weeks a year.

Schools do not have to offer the additional hours themselves but may choose to work with other providers to give parents flexible options.

Proposed Eligibility Criteria

Both parents/carers resident in a household or sole parent in a single parent household currently work and **each** earns at least the equivalent of 16 hours work per week at the, relevant minimum wage (currently £115.00 for over 25 year olds which equates to £5,980 per year) and **under** £100,000 per year total income.

Where parents are self- employed or on a zero or variable hours contract average earnings will be assessed.

Where one parent is in receipt of benefits relating to a significant caring role or DLA and the other parent works the family will also be eligible if work earnings fall within the range.

For further information please see the links below:

https://www.richmond.gov.uk/30_hours_free_childcare

https://www.kingston.gov.uk/info/200243/childcare/556/childcare_costs

If you have further queries, you can email for more information on: early.years@achievingforchildren.org.uk

30 hours Provision at St Agatha's Nursery September 2024

If offered a 15 hours universal place, you will be given the opportunity to apply for a further 15 hours provision. This can be under the eligibility criteria or fee paying.

An application form will be included in your welcome pack.

Please contact the school office on 02085463879 or email office@stagathas.school if you require further guidance or have any questions.