

St Agatha's Catholic Primary (Academy) Nursery

Admission Policy 2026-2027

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 2026. 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 6 March 2026 (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 **6 March 2026 (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 2026. (2nd May 2026 tbc)

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 2022 and 31 August 2023 then they will be able to start nursery class in September 2026.

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 2]* at the school at the time of admission will increase the priority of an application in each category.
- II. 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.
- III. 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 6]* of the child which makes St Agatha's school particularly suitable for the child in question.
- IV. 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 3]*. 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 Baptised Catholics include children who have been received into the Church, members of the Ordinariate and the Latin and Oriental Rite Churches that are in union with the Bishop of Rome.

Footnote 1:

Definition of 'looked after children'

To qualify for the highest priority, currently looked after, previously looked after and international adopted 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), were adopted internationally or became subject to a child arrangement order or special guardianship order.

Required evidence for a looked after child:

If you are applying for a child who is currently in the care of a local authority, you must:

- enclose a letter from the child's social worker which confirms that the child is currently subject to a Section 20 Children Act 1989 agreement (signed by parent(s) and the local authority) and has been placed with a foster carer or in local authority accommodation; • or a current interim care order; • or a current final care order.

Required evidence for a previously looked after child:

You must provide documentary evidence to show that that the child was in care immediately before the point when the adoption order, child arrangements order or special guardianship order was made, along with a copy of the relevant order. Please provide:

- A letter from the local authority where the child was previously in care stating the child was in care immediately before an adoption order, child arrangements order or special guardianship order was made and one of the following:
- an adoption order (not adoption certificate) made under the Adoption Act 1976 or Adoption and Children's Act 2002, or
- a child arrangements order settling the arrangements regarding the person the child is to live with under section 8 of the Children Act 1989 (as amended by section 12 of the Children and Families Act), or
- a special guardianship order appointing one or more individuals to be a child's special guardian(s), under section 14A of the Children Act 1989, or Equivalent international papers where the child was previously in care stating the child was in care immediately before an adoption.

Footnote 2:

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 3:

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 Admissions Team as soon as possible and no later than two weeks after your move so that your application is considered using the correct address for school admissions purposes. If you move at any time during the admissions process (the admissions process covers the entire period from submitting your application to your child starting school), you must provide evidence to support the reason for your move. 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 4:

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 5:

Definition of 'Other Christian Denominations'

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

Footnote 6:

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.

15. Nursery Provision – 15 hours and 30 hours

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.

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 2026

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.

St Agatha's Catholic Nursery

Supplementary Information and Declaration Form 2026-2027

When you apply for a nursery place at a Church school you can also 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 6th March 2026 (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. If you are a member of another Christian or World faith you will need to complete part 2 of this form.

| Applicant Details | |
|--|---|
| Surname: First Names: Date of Birth: | Address: Religion: Date and place of Baptism: <i>Please provide a copy of the baptism certificate</i> |
| Parent 1: | Parent 2: |
| Name: Contact No: | Name: Contact No: |

| PART 1: Admission: Sibling Criteria |
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| Details of sibling/siblings who will still be attending St Agatha's Catholic Primary School at the time of admission. |
| 1. Name:.....Date of Birth: |
| 2. Name:.....Date of Birth: |
| 3. Name:.....Date of Birth: |
| Please attach any other information you may feel is relevant to this application in relation to the school's admissions policy in respect of exceptional medical, social or pastoral needs of your child that make only this school suitable for them. Strong and relevant evidence must be provided by an appropriate professional authority (e.g. qualified medical practitioner, education welfare officer, social worker or priest). |

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| I confirm that the information we have given on this form is accurate and truthful: |
| Signed Date: |

PART 2: To be completed only by priests/ministers of non-Catholic denominations or other world faiths.

Non-Catholic parents/carers from other denominations or faiths should hand this form to their priest/minister or faith leader who should complete the section below and return it to school before the national closing date for primary admissions.

I confirm that this family are members of our faith community:

The family is not known to me:

Name of minister: _____

Denomination/faith: _____

Parish or faith community: _____

Address: _____

Tel.: _____

Signed: _____ Date: _____

Parish stamp or seal: