St Mary's Kells

2027/28

Nursery Admissions Policy



At St Mary's We Grow and Learn
in the Footsteps of Jesus

INTRODUCTION

St Mary's Nursery is a part St Mary's Catholic Primary School which is provided by the Diocese of Lancaster and maintained by Cumbria Local Authority as a voluntary aided primary school.

St Mary's is a Catholic Primary School in which the Catholic faith and the teachings of the Catholic Church are important aspects of school life and influence the school curriculum.
We ask all parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the right of parents who are not of the faith of this school to apply for and be considered for a place here.

The Governing Body is the admissions authority and is responsible for taking decisions on applicants for admission. The Governors welcome applications from Catholic and non-Catholic parents who would like their children educated within the aims and ethos of St Mary's.

The Governing Body is responsible for admissions within the requirements of the law. In doing so, the Governing Body has regard for:

a. The Advice of the Diocesan Trustees on the nature and purpose of Catholic Schools.
b. The Governing Body's responsibility towards the school and the Catholic community it serves.
c. The Catholic character of the school and its Mission Statement.

The Governing Body Admissions Committee is comprised of the following governors: Chair of Governors, Headteacher, one member of the Admissions Committee.

The Governing Body has set the admissions number for Nursery in September 2027 at 25. Additional children may be admitted under limited circumstances in line with the School Admissions Code [see SAC paragraph 2.15].

This policy relates to the Nursery morning session which will run from September 2027 to July 2028. Admission to the Nursery afternoon sessions, in January and April 2027, is separate from these morning sessions as they are additional sessions for children who reach their third birthday before the Summer term.
Parents should be aware that attendance in the afternoons does not automatically entitle their child to a place in the morning Nursery from September.

ARRANGEMENTS FOR ADMISSION IN SEPTEMBER 2027

1. Applications for a place at the Nursery should be made on the St Mary's application form and returned to the school office before 1st April 2027.

2. Parents must complete the application form giving details of faith and place of baptism, where relevant. If the school is oversubscribed, failure to complete this information may result in your application for a place in this school being considered against lower priority criteria, as the Governing Body will have no information upon which to assess the application on the basis of the applicant's baptism.

3. Roman Catholic applicants may be required to produce a baptismal certificate or other evidence of baptism.

4. The admissions committee of the Governing Body will consider all applications at the same time after the given closing date.

5. Parents or guardians will be informed of the outcome of their application in June 2027.

6. As required by law, all children with a Statement of Special Educational Needs or Education Health Care Plan naming the school will be admitted before the application of the oversubscription criteria.

Parents are advised that a place in the Nursery does not guarantee a place in Reception and are asked to note that a new application will be required when a pupil applies for full-time Statutory Education and the School Admissions Policy will apply.

OVERSUBSCRIPTION CRITERIA

The published admission number (PAN) for the Nursery class is 25. If the number of applications for admission exceeds the places available, children will be admitted subject to the following criteria which will be used to form a priority order.

1. Children whose Statement of Special Educational Need or Education Health Care Plan names St Mary's Catholic Primary School.

2. Baptised Catholic looked after children and previously looked after children. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangement order or special guardianship order)

3. Baptised Catholic children who live in the parish of St Mary's Kells with a sibling in the school at the time of expected admission.

4. Other Baptised Catholic children who live in the parish of St Mary's Kells.

5. Other Baptised Catholic children with a sibling in the school at the time of expected admission.

6. Other Baptised Catholic children.

7. Other Looked After Children and previously Looked After Children.

8. Other children with a sibling or parent (staff) in school at the time of expected admission.

9. Other children.

In the event of oversubscription in any of the above criteria places will be allocated according to the following tie breaker criterion:

Applicants living nearest to the school, where the distance between an applicant's home and school is the shortest available route by road to the school site as defined and measured by A.A. Route Planner.

APPEALS AGAINST REFUSAL OF ADMISSION

With regard to nursery admissions, the decision of the admissions committee is binding and there is no right of appeal.

EXPLANATARY NOTES

Looked After Children - 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 (under section 22(1) of the Children Act 1989. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order

Late Applications - Applications received after the closing date will be treated as late applications. Only in exceptional circumstances, and where appropriate evidence is provided, will applications received after the closing date (but before offers of places have been made) be considered alongside those received on time.

Waiting List - A waiting list for children who have not been offered a place will be kept and will be ranked according to the admissions /oversubscription criteria. Parents/guardians are invited to contact the school if they wish to be informed of their child's position on the waiting list. Each added child will require the list to be ranked again in line with the published oversubscription criteria. Places will be offered according to the priority on the list and not on the length of time they have been on the waiting list. The waiting list will be closed at the end of the Autumn term.

Address of Pupil - The address used on the school's admission form must be the current one at the time of application. If the address changes subsequently, the parents should notify the school. In some cases, for example, where shared parental living arrangements are in place, a child's address may be difficult to determine. In these circumstances, the address used for child benefit purposes, i.e, the address of the parent claiming the child benefit, will be used.
If you are moving house and applying for the school and it is not oversubscribed, using your new address may not be a problem. In the event of oversubscription it may be possible to consider your application on the basis of an address you are intending to move to. You must be resident at a specific address and not just a stated intention to move to an area. You must provide evidence that you have exchanged contracts on a house or have an offer of a tenancy on a property in which you intend to live and which will be in place when your child would start at the school. This evidence must be submitted as soon as possible and no later than the deadline provided by the Local Authority. Further evidence, eg utility bills, will also need to be submitted.

Fraudulent Applications - Where the Governing Body discovers that a child has been awarded a place as a result of an intentionally misleading application from a parent, for example, where a false address has been provided, then the Governing Body will withdraw the offer of a place. The application will then be considered afresh and a right of appeal offered if a place is refused.

Multiple Births - Where there are twins or multiple birth children wanting admission and there is only one single place left within the admission number, then the Governing Body will exercise as much flexibility as possible within the requirements of infant class sizes.
Where places are available for some but not all children from multiple births (including twins) the Governing Body will exercise the discretion offered by the Admissions Code to offer all of the children a place. Where this results in an infant class exceeding 30 pupils, additional children admitted under these arrangements will be treated as 'excepted pupils' for the duration of their infant education and will not constitute a breach of legislative requirements.