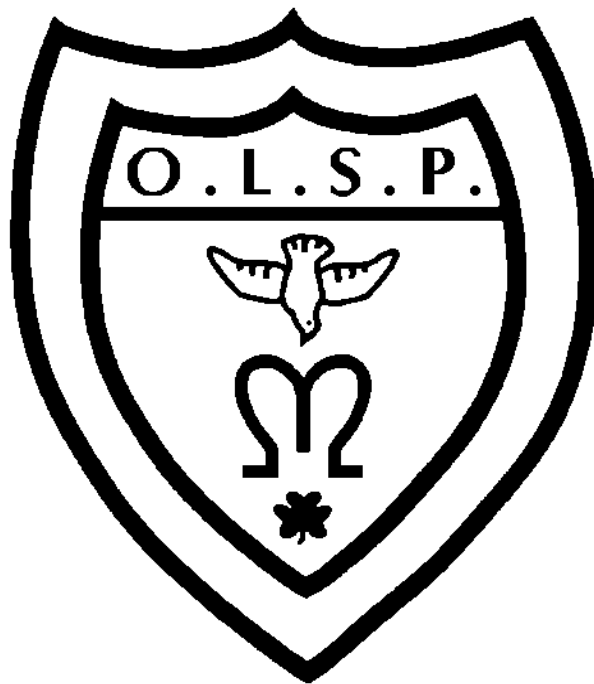


**Our Lady and St Patrick's
Roman Catholic
Nursery and Primary School
Teignmouth**



Nursery Admissions Policy 2018 – 2019

Last reviewed: Spring Term 2018
Next review: Spring Term 2019

Our Lady and St Patrick's Roman Catholic Nursery and Primary School Teignmouth

Nursery Admission Policy 2018 / 2019

MISSION

The Catholic Faith and the principles of the Gospel are central to the daily life of Our Lady and St Patrick's School. We are committed to:

"Living, Loving and Learning Together in God's Way"

INTRODUCTION

Our Lady and St Patrick's is an Academy in the Diocese of Plymouth, traditionally, though not exclusively serving the Parish of All Saints' Teignmouth which incorporates the Catholic communities of Teignmouth, Shaldon and Dawlish. We also serve other Christian denominations in our community.

As an Academy it is the Governing Body that decides who will be offered a place at the Nursery and on what basis.

The Planned Admission Number for the Nursery is 26 Full Time Equivalent (FTE).

Children will be admitted to the Nursery the term after their third birthday. Governors may decide to admit children earlier if there is room in the Nursery. If a place is offered and Parents then want to defer the application, it will be reconsidered in the relevant term. However, there is no guarantee that a place will be available at a later date.

THE ADMISSIONS PROCESS

Making an Application

Parents then need to complete the **'Nursery Application Form'**. This should be returned to Our Lady and St Patrick's Roman Catholic Nursery and Primary School. Applications should be submitted at least half a term in advance.

Supplementary Information Form

It will help your application if you also complete a **'Supplementary Information Form'** which is available from the school office and the school's website. This will enable Governors to apply the oversubscription criteria fairly and accurately to each application. This should be returned to the school with accompanying evidence.

Processing Applications

The Governors will make decisions, regarding the offer of a place, based on the oversubscription criteria. Parents of children to whom the Admissions Committee offer places in the Nursery will be informed in writing. Parents are required to confirm their acceptance of the offer of a place, using the reply slip, within two weeks.

Appeals

Parents of children whose application is unsuccessful will be informed in writing, giving the reason a place was not offered and of their right to appeal against the decision, including details of how, and to whom, such an appeal should be made.

Late applications

Applications that are not made a half a term in advance may be considered at the Head Teacher's discretion. Should the Nursery be oversubscribed late applications will be considered by the Admissions Committee. Parents will be notified as soon as is practical. There is no right of appeal for late applications; however, parents are entitled to request that their application be considered for the start of the next term.

Waiting List

Unsuccessful applicants will be placed on a waiting list, at parent's request. The admissions criteria will be applied should a vacancy arise.

Withdrawing Offers of Places

Parents should note that if the Governing Body finds evidence of fraudulent or intentionally misleading application from a parent, which effectively denied a child with a higher ranking an offer of a place, the offer could be withdrawn.

What happens next?

If there are more applications than there are places available the Governing Body will prioritise applications according to the oversubscription criteria below.

Oversubscription Criteria

Children with a Statement of Special Educational Need (SEN or Education, Health Care Plan which names Our Lady and St Patrick's Roman Catholic Nursery and Primary School will be admitted.

1. Children in Care or those who were in Care but ceased to be so because they were adopted after 31 December 2005, made the subject of a residency order or made the subject of a special guardianship order.
2. Children for whom an exceptional medical or social need is demonstrated.
3. Baptised Catholic children or those currently enrolled on a Baptism Preparation Course at application.
4. Children who have a sibling (see footnote 1 below) on roll at the School or Nursery at the time of admission
5. Children with a parent who is a baptised Catholic.
6. Children who are members (or have a Parent who is a member) of another Christian denomination.
7. Children whose parents seek a Christian educational environment, within the Catholic tradition.
8. Other Children

In the event of a tie in any category the Admissions Committee will offer places to children who live nearest to the school as measured by straight line distance

Footnote 1: "Sibling" is a full, adopted, half or step brother or sister living at the same or a different address. Foster children will count as a brother or sister to those living within the foster household or, where appropriate, the natural parental home address.

Sessions

Priority for the choice of sessions will be offered to children currently in the Nursery. Choice of sessions for new applicants will be considered in line with the oversubscription criteria.

Patterns of Attendance Available

Morning Sessions only 9.00am -12.00pm (3 hours)

Lunch time packed lunch /school meal

Afternoon Session only 12.15pm -3.15pm (3 hours)

All day sessions of 9.00am to 3.15pm (6 hours)

School Lunches

Free school meals (FSM) can be provided for children (whose parents meet the eligibility criteria) and if their child attends **both** before and after the lunch time period (all day session). A FSM will be provided whether the child is attending for funded or bought time and regardless of their age.

Visiting

We welcome visits from parents and children who are considering applying for a place here. This is an opportunity for you to see what we have to offer. Visits are not a compulsory part of the admissions process and will not affect decisions on whether a place can be offered at our nursery/FSU. If you would like to visit Our Lady and St Patrick's Roman Catholic Nursery and Primary School, you should contact the school to make an appointment.

School Places

Admission to a place in Nursery of the Foundation Stage Unit does not guarantee a place in the school. There is a separate Policy for School Applications.



Our Lady and St Patrick's Catholic Nursery and Primary School

Faith Supplementary Information Form 2018-19

To be completed only where a parent is seeking admissions priority on faith criteria.

Where there are more applications than there are places, we will prioritise applications where a faith criterion has been met. Please complete and return this form to the school.

Please complete and return this form to the school as soon as possible for in-year admissions.

Please read the admissions policy, including definitions, before completing this form.

PART A – to be completed by the parent	
Full name of child	
Date of Birth	

Please tick box if it describes your child's circumstances.

<input type="checkbox"/>	Criterion 3	Children who are Baptised Catholic or enrolled on a Baptism Preparation Course when the application is made. Please provide a Baptism Certificate or ask your priest to confirm the position at Part B.
<input type="checkbox"/>	Criterion 5	Children with a parent who is a Baptised Catholic. Please provide a Baptism Certificate or ask your priest to confirm the position at Part B.
<input type="checkbox"/>	Criterion 6	Children who regularly attend ¹ (or whose parents regularly attend) a Christian church ² . Please ask your priest to confirm the position at Part B.
<input type="checkbox"/>	Criterion 7	Children with a parent who seeks a Christian educational environment within the Catholic tradition. Your signature is sufficient to confirm your wishes.

I confirm that I have submitted a Local Authority Common Application Form.

Parent's name		Date	
Please sign here			

Once you have completed Part A, please EITHER attach a copy of the Baptism Certificate OR pass the form to your priest, minister, faith leader or church official who should complete Part B and return it to the school. Part B does not need to be completed if you are seeking admissions priority under criterion 7. If you don't return this form, your application will be considered under the "non-faith" criteria.

¹ Either the parent or child attends church services on at least a monthly basis for a minimum period of one year immediately prior to the application being made.

² A church which subscribes to the doctrine of the Holy Trinity or a church recognised by Churches Together in England.

PART B – to be completed by a Church Priest or Minister

Full name of child	
Church	
Priest or minister	
Address	
Telephone	

From your knowledge, please tick box if it describes the child's circumstances:

<input type="checkbox"/>	Criterion 3	Children who are Baptised Catholic or enrolled on a Baptism Preparation Course ³ when the application is made.
<input type="checkbox"/>	Criterion 5	Children with a parent who is a Baptised Catholic. ⁴
<input type="checkbox"/>	Criterion 6	Children who regularly attend ⁵ (or whose parents regularly attend) a Christian church ⁶ .

I confirm that the information provided above is accurate.

Please sign here		Date	
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Thank you for your assistance in completing this Supplementary Information Form. Please note that if a family is refused a place at the school and appeals against the decision, this form may be used as evidence at the appeal.

Please return this form to:

**Our Lady and St Patrick's Catholic Nursery and Primary School, Fourth Avenue,
Teignmouth, TQ14 9DT**

Data Protection

The information collected on this form will be processed and may be stored electronically by the school in compliance with the Data Protection Act. The data may be shared with Devon County Council or other agent of the school, but only for administrative or other service provision purposes and with Government Departments where there is a legal requirement to do so. For further information about Data Protection, please contact the school. By signing or submitting this form you acknowledge that you have read, understood and agreed to this data processing.

³ If the parent is unable to provide a copy of a Baptism Certificate, please confirm the child has been Baptised or is enrolled on a Baptism Preparation Course.

⁴ If the parent is unable to provide a copy of a Baptism Certificate, please confirm he or she has been Baptised.

⁵ Either the parent or child attends church services on at least a monthly basis for a minimum period of one year immediately prior to the application being made.

⁶ A church which subscribes to the doctrine of the Holy Trinity or a church recognised by Churches Together in England.