

**ST. JOSEPH'S CATHOLIC
PRIMARY SCHOOL**



Barleyfields Road, Wetherby
West Yorkshire LS22 6PR

NURSERY

ADMISSIONS POLICY

'This school is committed to safeguarding and promoting the wellbeing of all our children, and expects our staff and volunteers to share this commitment'.

Updated (following government updates) Approved & Adopted - February 2022
Next review - February 2023

Admission Policy St Joseph's Catholic Primary School Nursery

Saint Joseph's Catholic Primary School Wetherby – Nursery Admission Policy

The Nursery is an integral part of St. Joseph's Catholic Primary School and its admission policy is in keeping with that of the main school in that it reflects and maintains its Catholic Character. A place in a Catholic school offers additional support to parents in developing the spiritual lives of their children.

Saint Joseph's Catholic Primary School was founded by the Catholic Church to provide education for baptised Catholic children. The school is run by its governing body as part of the Catholic Church in accordance with its Instrument of Government and seeks at all times to be a witness to Jesus Christ.

Admission to the Nursery will be made by the Governing Body in accordance with stated Parental preference, subject to the following set of admission criteria forming a priority order where there are more applications for admission than Nursery places available.

If the number of preferences received is less than the admission number, then all preferences will be met. However, when there are more applications than places available, priority will always be given to Catholic applicants in accordance with the oversubscription criteria listed below. By applying to this, parents or carers, are declaring their support for the aims and ethos of the school nursery.

The governing body has responsibility for admissions to the nursery and intends to admit 26 pupils to nursery in the school year which begins in September 2023.

ADMISSION TO THE SCHOOL'S NURSERY CLASS DOES NOT GUARANTEE ADMISSION TO ST. JOSEPH'S CATHOLIC PRIMARY SCHOOL, WETHERBY

Oversubscription criteria

At any time where there are more applications for places than the number of places available, places will be offered in the following order of priority:

1. Catholic looked after Children and previously looked after Catholic children or looked after/previously looked after children from catholic families. (see notes 2 & 3)
2. Baptised Catholic children with a sibling(s) who attends St Joseph's Catholic Primary School, Wetherby (see note 4)
3. Baptised Catholic children who live in the defined area. (see note 5)
4. Other baptised Catholic children.
5. Other looked after and previously looked after children with a sibling who attends St Joseph's Catholic Primary School, Wetherby (see note 2 & 4)
6. Other looked after and previously looked after children (see note 2)
7. Members of an Eastern Christian Church (see note 6)

8. Other children with a sibling(s) who attends St Joseph's Catholic Primary School, Wetherby (see note 4)
9. Other children.

Tie Break

- Where the offer of places to all the applicants in any of the categories listed above would still lead to oversubscription, the available places will be offered to those living nearest to the school. 'Straight line distance' will be used as the measure (see notes).
- If two or more children live equidistant from the school, the distance each child lives by road from the preferred school will be measured and the place offered to the child who lives nearest by this means. In the event of this being equal, places will then be decided by random allocation (see notes).
- Where there is more than one application from a postal address contained within a block of flats, places will be decided by random allocation (see notes).

Application Procedures and Timetable

If parents/carers feel that they should be in a specific category i.e., Baptised Catholic, then they are required to complete a Supplementary Information Form and provide the required evidence. The Supplementary Information Form is attached to this policy and must be submitted by the due date given when contacting school to apply for a place (dates can also be found on our school website) and applications must be sent to the school Headteacher, St Joseph's Catholic Primary School, Barleyfields Road, Wetherby LS22 6PR. Therefore, failure to provide a Supplementary Information Form (SIF) could affect the category your application is placed in. **Please note that it is the responsibility of the parent/carer to complete all forms and supply evidence by the due date and before governors meet to rank applications – reminders will not be sent.**

Parents or carers will be advised of the outcome of their applications during the week commencing 17th April in the year in which the child will be admitted to Nursery. Unsuccessful applicants will be given reasons related to the over-subscription criteria listed above.

Notes (these notes form part of the over-subscription criteria)

1. **A Statement of Special Educational Needs** is a statement made by the local authority under section 324 of the Education Act 1996, specifying the special educational provision for a child. An **Education, Health and Care Plan** is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.
2. **Looked After Child** has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) provided with accommodation by them in the exercise of their social services functions (e.g., children with foster parents) at the time of making the application to the school.
3. A **'Previously looked after child'** is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order. Included in this definition are those children who appear (to the governing body) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

4. **Catholic** means a member of a church in communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic church, or a certificate of reception into the full communion of the Catholic Church, alternatively a letter from a parish priest confirming membership of a church in communion with the See of Rome.
5. **Looked After Children from Catholic Families** – this has a dual meaning. It could be the child themselves who are baptised Catholic or it could be the family who are caring for the child that is Catholic. If it is the child who is baptised Catholic, normal rules apply and a baptism certificate should be seen by the admission authority. However, (in limited situations) this may not always be possible and in these cases the admission authority should seek to ensure that there is evidence that the child has been baptised. If a child is placed with a Catholic family who wish the child to have a Catholic education this should be evidenced by a letter from a priest evidencing the baptism of the parent/carer.
6. **Sibling(s) (brother or sister)** includes:
 - (i) children with a brother or sister (including siblings, step-siblings, adoptive siblings and foster siblings) of statutory school age, living at the same address, in attendance at the same school on the date of admission.
 - (ii) The child of a parent's partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application
7. **Defined area** is a geographical area for the purposes of this policy as determined by the Diocese of Leeds. Defined area maps available on school website (<https://www.stjosephswetherby.com/admissions/reception-fs2-admissions-2/>)
8. **Eastern Christian Church** includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that church.
9. **Twins or triplets (or multiple births)** - where a family of twins or triplets request admission and if one sibling has been offered the 26th or last place the 'excepted pupil' rule comes in and the other twin/triplets are offered a place.
10. A child's '**home address**' refers to the address where the child usually lives with a parent or carer, and will be the address provided in the Common Preference Form (CPF). Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CPF, provided that the child resides at that address for any part of the school week.
11. **Straight line distance** - in all categories, when decisions have to be made between children satisfying the same criterion, children living nearest to the school, using a straight-line measure, have priority. St Joseph's catholic Primary Wetherby will check all distances with the Local Authority. The definition of straight-line distance used by the Local Authority is 'the straight line' distances from the centre of the main school building to your home address.
12. **Random allocation** – this is only to be used when the last place to be offered would fall into one of the two categories above i.e., children living in a block of flats or children who live equidistant from the school using straight line distance criterion. An independent person will be used to make the random selection.

Additional Information

If during the admissions round in September, there are still places available in the nursery, places will be allocated for the start of the next term (January admission of children into the nursery). The same will apply if there are places available for the start of the next term, with an April admission of children into the nursery. If the nursery is full from September and places are not available, there will be no further intakes during the year, unless a place becomes available during the year, in which case, the place will be offered in line with the criteria in this policy after looking at the waiting list of children not successful in September or at any point of an in-year admissions round.

In year admissions into nursery process is as follows:

Children with their name currently on the waiting list to start nursery after their 3rd birthday, will be contacted from school to offer the opportunity of an earlier start into nursery. Parents/carers will be given a date to return the relevant documents should they be interested in the place. If the number of children interested in the place exceeds the number of places available, places will be offered following the admissions criteria above.

Children offered a place during an earlier admission round as detailed above, will automatically hold their place for the duration of their eligibility in nursery e.g., through the next academic year.

Remaining places in the nursery will be offered out to children in line with the admissions criteria.

If you wish to make an application, please contact the school (either via office@stjosephswetherby.com or via phone on 01937 582163) or alternatively, visit the website (www.stjosephswetherby.com) for details of the application process.



**APPLICATION FORM FOR ADMISSION TO
ST JOSEPH'S CATHOLIC PRIMARY SCHOOL NURSERY**

The school nursery to which you are applying is a voluntary aided Catholic school. The school is designated as a school with a religious character and as such is permitted to give priority to applicants who are of the faith of the school.

The governing body has responsibility for admissions to the nursery. In order to apply the school's oversubscription criteria, the governing body requires the information below. ***Failure to supply appropriate evidence may affect the oversubscription criteria in which your child is placed.***

**ADMISSION TO THE SCHOOL'S NURSERY CLASS DOES NOT GUARANTEE ADMISSION TO
ST. JOSEPH'S CATHOLIC PRIMARY SCHOOL, WETHERBY**

Full name of child (including surname)	
Date of birth	
Child's permanent address including postcode	
Contact telephone number(s)	
Religion of child	

Full name(s) of parent(s)/carer(s)	Relationship to child
1.	Telephone Number: - Email Address: -

2.	<p>Telephone Number: -</p> <p>Email Address: -</p>
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If, at the time of admission, you will have other children attending this school, please provide details below:	
Full name(s)	Date(s) of birth

If, Medical Information:	
Doctor's name: -	Telephone No:-
Address of Practice: -	
ETHNICITY (Please circle one of the following)	
Ethnic Origin:- White – British / Irish/ Any Other White background / Mixed White & Black Caribbean / White & Black African/ White & Asian / Any Other Mixed Background / Black or Black British Black Caribbean / Black African or Any Other Black Background / Asian or Asian British Asian Indian / Pakistani / Bangladeshi / Any Other Asian Background / Chinese / Any Other Ethnic Background / I do not wish an Ethnic Background to be recorded	

CATHOLIC CHILDREN

If you think that your application should be considered under category 1-4 then you must supply the information below and attach the evidence requested.

Date of baptism <i>(You must attach proof of baptism i.e. baptism certificate or a letter from your priest)</i>		Place of baptism and address	
Name of your parish priest			

EASTERN CHRISTIAN CHURCH

If you think that your application should be considered under category 7 then you must supply evidence of baptism as requested in the admission policy.

Date of Baptism <i>(You must attach proof of baptism i.e. baptism certificate or a letter from the authorities of the church)</i>		Place of Baptism and address	
Name of Eastern Christian Church of which you are a member			

Please include (by ticking each relevant box) the combination of days/hours you are requesting for the academic year 2022-2023.

	Monday	Tuesday	Wednesday	Thursday	Friday
am					
Pm					

I confirm that I have read the Admissions Policy of the school and that the information I have provided is correct. I understand that I must notify the school immediately if there is any change to these details and that, should any information I have given prove to be inaccurate, the governing body may withdraw any offer of a place even if the child has already started school.

Signed.....

Date.....

Please return your completed form to the school.

For school use only

Date SIF received

Verification of baptism Year Group

In compliance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018, we wish to ensure that you are aware of the purpose for which we collect and process the data we have asked you to provide on this form.

1. We are St Joseph's Catholic Primary School, Wetherby, Barleyfields Road, Wetherby, LS22 6PR
2. Being a Catholic education provider, we work closely with the School's Diocesan Authority, the Local Authority, the Catholic Education Service and the Department for Education, and may share the information you provide on this application form if we consider it is necessary in order to fulfil our functions.
3. The person responsible for data protection within our organisation is Mr Richard Lewis-Ogden and you can contact them with questions relating to our handling of the data. You can contact them by emailing dataprotection@carrmanor.org.uk
4. We require the information we have requested for reasons relating to our functions as the admission authority of the School.
5. It is necessary for us to process personal data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the GDPR).
6. To the extent that you have shared any special categories of data this will not be shared with any third parties except as detailed in paragraph 2 above, unless a legal obligation should arise.
7. It is necessary for us to process special category data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the GDPR). Additionally, processing is necessary for reasons of substantial public interest on the basis of Union or Member State law which is proportionate to the aim pursued and which contains appropriate safeguards (Article 9(2)(g) of the GDPR).
8. If the application is successful, the information you have provided on this form will be migrated to the School's enrolment system, and the data will be retained and processed on the basis of the School's fair processing notice and data protection policies which apply to that data.
9. If the application is unsuccessful, the application form and any documents submitted in support of the application will be destroyed after a period of 12 months. The school may keep a simple record of all applications and their outcome as part of their permanent archives in accordance with the School's data retention policy.
10. To read about individual rights you can refer to the School's fair processing notice and data protection policies.
11. If you wish to complain about how we have collected and processed the information you have provided on this form, you can make a complaint to our organisation by contacting in writing the

Headteacher, St Joseph's Catholic Primary School, Barleyfields Road, Wetherby, LS22 6PR. If you are unhappy with how your complaint has been handled, you can contact the Information Commissioners Office via their website at: ico.org.uk.