

Nursery Class Admissions Policy 2024/2025

Children are eligible to start Nursery at the beginning of the term following their third birthday. As term dates can vary from year to year, the following dates are used when determining eligibility to start nursery:

- September start – children must have had their 3rd birthday by 31st August
- January start – children must have had their 3rd birthday by 31st December
- Easter start – children must have had their 3rd birthday by 31st March

All places will be allocated according to the Nursery Class Admissions Policy.

The governors of the School control admissions to the Nursery Class. Parents who wish to send their child to the Nursery Class at Holy Family Catholic Primary School should send the completed preference forms to the school with any other necessary information by the relevant closing date which can be found on the Cumbria County Council website.

The maximum intake for our nursery is 26 children in the morning and 26 children in the afternoon. Once we reach our limit of 26, we will not be able to accept any more applications.

If there are more applications than places, children will be admitted on the basis of the following order of priorities.

- 1 Children who are in public care or adopted children who were previously in public care.
- 2 Children of staff at Holy Family School who are baptised Roman Catholic and have a permanent contract of 0.5 fte or 16.25 hrs plus.
- 3 Baptised Roman Catholic children who live in the parish of Our Lady of Furness.

In the event of over subscription in Category (3) the Governing Body will apply the following additional criteria in strict order of priority.

- (i) Baptised Roman Catholic children who will have a brother or sister in the School at the time of admission, giving priority to those children with the younger siblings.
- (ii) Baptised Roman Catholic children living closest to the School on the basis of the distance between home and the School. Distance measurements will be undertaken using the Local Authority's computerised Geographical Information System (GIS) and will be from the pupil's home to the nearest entrance on the school site which is

available to pupils at the time of undertaking the assessment. The route used will be the shortest walking route by road as identified by GIS at that time.

- 4 Other baptised Roman Catholic children whose parents wish them to attend Holy Family Roman Catholic Primary School.

In the event of over subscription in Category (4) the Governing Body will apply the following additional criteria in strict order of priority.

- (i) Baptised Roman Catholic children who will have a brother or sister in the School at the time of admission, giving priority to those children with the younger siblings.
 - (ii) Baptised Roman Catholic children living closest to the School on the basis of the distance between home and the School. Distance measurements will be undertaken using the Local Authority's computerised Geographical Information System (GIS) and will be from the pupil's home to the nearest entrance on the school site which is available to pupils at the time of undertaking the assessment. The route used will be the shortest walking route by road as identified by GIS at that time.
- 5 Children of staff at Holy Family School who are Non-Roman Catholic.
- 6 Non-Roman Catholic children who will have a brother or sister in the School at the time of admission, giving priority to those children with the younger siblings.
- 7 Non-Roman Catholic children living closest to the School on the basis of the distance between home and the School. Distance measurements will be undertaken using the Local Authority's computerised Geographical Information System (GIS) and will be from the pupil's home to the nearest entrance on the school site which is available to pupils at the time of undertaking the assessment. The route used will be the shortest walking route by road as identified by GIS at that time.

Applications will be prioritised on the above basis. An exception will be made under the Authority's policy for the education of children with special needs (i) where a child holds a Statement of Special Educational Needs, or (ii) is currently undergoing a statutory assessment, and in either case it is considered that attendance at a particular school is necessary to meet the identified needs of that child.

NOTES

Note 1

All applicants will be considered at the same time and after the closing date for admissions which will be provided by Cumbria Local Authority as part of the Co-ordinated Admission Scheme.

Note 2

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 1989 Act. A previously Looked After Child is one who immediately moved on from that status after becoming subject to adoption, residence or special guardianship order.

Note 3

Where parents apply for a place for more than one child, eg twins or triplets and it is only possible in applying the admissions policy to offer one place, the place will be offered and it will be up to the parents to decide whether or not they wish to accept it.

Note 4

Parents of Catholic children must include a copy of the child's Baptismal Certificate with the application form.

Note 5

Where a child lives with parents with shared responsibility, each for part of the week, the child's "permanent place of residence" will be determined as the address of the parent who normally has responsibility for the majority of school days in a week.

Note 6

Applications received after the closing date, but before allocations are made, will only be considered in exceptional circumstances.

Allocation of Places

Parents must complete the Local Authority's Application Form (available on-line from Cumbria County Council).

Parents will be informed in writing whether or not their application has been successful and will be asked to confirm acceptance of this place in writing.

Other Information

Children who are not allocated a place will be placed on the School's waiting list for at least one term in the academic year of admission. If a place becomes available the governors will apply the admissions policy to all children in that year group. The child with the highest priority will be offered a place irrespective of the length of time he/she has been on the waiting list.

Applications should be submitted by the closing date to the Head Teacher along with proof of date of birth and home address. Parents of Catholic children should also include a copy of their child's Baptismal Certificate.

Priority for a place will be given to children whose parents want either the standard 5 morning sessions or 5 afternoon sessions if applying for a 15 hour place and to those parents applying for the full 30 hour place.

The admission arrangements for the Nursery Class are a matter to be decided by the Governing Body. There is no right of appeal.

The Governing Body reserves the right to withdraw a place if the nursery grant has been previously allocated elsewhere.

The Governing Body reserves the right to withdraw a place if it has been allocated on the basis of false information.

This is a Catholic Voluntary Aided School and all rites and ceremonies are that of the Catholic Church. The practice of the Catholic Faith is fundamental to school life and all areas of the curriculum.