

**ST ANDREW THE APOSTLE CATHOLIC PRIMARY SCHOOL
DETERMINED NURSERY ADMISSION POLICY AND ARRANGEMENTS 2018/2019**

1. St Andrew the Apostle is a Catholic Nursery situated in the Archdiocese of Liverpool and is maintained by Knowsley Local Authority.
2. The Governing Board is responsible for determining and administering the policy relating to the admission of children to the nursery. It is guided in that responsibility by:
 - The requirements of the law
 - The advice of the Archdiocesan Trustees on the nature and purpose of its duties
 - Its duty towards the school and the Catholic community it serves
 - The Catholic character of the school and its Mission Statement
 - Recognition of the Parish boundary
3. The nursery serves in the first instance Baptised Catholic children resident in the parish of St John Vianney (the part of the parish formerly referred to as St Andrew the Apostle).
4. The admission number for the nursery is 52.
5. Parents / carers must complete a Nursery application form which they can obtain from the school office. If the application to the nursery is to be considered against the priority faith criteria, parents / carers are requested to complete the supplementary form. It is essential that you indicate your religion clearly on this form. If the nursery is oversubscribed, failure to complete the supplementary form may result in the application for a place being considered against lower priority criteria, as the Governing Board will have no information upon which to assess the application on the basis of the applicant's baptism and/or membership of a faith community (if there is any falsification the child will lose their place).
6. Applications will be considered on a termly basis.

School will inform you by letter of the outcome of your application:

- Where a place can be offered, the letter will give a start date
- Where a place cannot be offered, names may be kept on a waiting list in line with the above criteria and if places become available will be offered from the waiting list. There is no right of appeal.

Please note that any offer of a nursery place is subject to parents / carers providing proof documents of information given on the form.

**Where the number of applications exceeds the number of places available
the Governing Board will apply the following over-subscription criteria**

1. Baptised Catholic children who are in the care of the Local Authority (children looked after), including who were previously looked after*
2. Baptised Catholic children living in the designated parish of St John Vianney (the part of the parish formerly referred to as St Andrew the Apostle).
3. Baptised Catholic children who have a sibling at the Nursery at the time of admission.
4. Baptised Catholic children living in other Catholic parishes. **(See Note 1)**
5. Children who are in the care of the Local Authority who are other than Catholic, including who were previously looked after*
6. Children who are other than Catholic who have a sibling at the Nursery/Primary School at the time of likely admission. **(See Note 2)**
7. Children from other Christian denominations. **(See Note 3)**
8. Children of other faiths. **(See Note 3)**
9. Children whose parents / carers express a preference for a place at the school.

In the event of any over-subscription in the number of applications made under any of the categories above then the Admissions committee will offer places first to children based upon random allocation.

Places offered are subject to parents / carers providing proof of information stated on their application form and used during the allocation of places. The Nursery may request, for example, evidence of baptism, date of birth and home address. Failure to provide proof documents requested may result in the place being withdrawn.

Evidence that a child is looked after, or previously looked after, must be provided at the point of application. If this evidence cannot be provided, the offer of a place may be withdrawn.

A Looked After Child is a child who is in the care of a Local Authority, or being provided with accommodation by a Local Authority (under Section 22 of the Children Act 1989). A previously Looked After Child is one who immediately moved from that status after becoming subject to an adoption, residence or special guardianship order. (As re-defined in the Schools Admissions Code 2012 – looked after at the time of application and expected time of admission **or** who were looked after and ceased to be so because they immediately became adopted or subject to residence orders or special guardianship orders.)

Note 1

For the child to be considered as a Baptised Catholic, parents / carers should provide proof of Baptism in the form of a Baptismal Certificate.

Note 2

“Sibling” includes half or stepbrothers and sisters, adopted and foster brothers and sisters who are living at the same address and are part of the same family unit. This does not include cousins or other family relationships.

Note 3

Parents / carers who wish to be considered under criterion 7 or 8 should provide proof of Baptism in the form of a Baptismal Certificate or confirmation in writing that the applicant is a member of their faith community from an appropriate Faith Leader.

Note 4

Home address is considered to be the address where the child normally lives during the school week. The address which receives child benefit will normally be used if the child's time is split between two homes, but the Authority reserves the right to request other proofs as fit the individual circumstances. Parents / carers should not state a childminder's or other relative's address.