



'Excellence together with Christ at the Centre'

Admissions Policy 2025 – 2026 Nursery

Approved by:	St Anne's and Guardian Angels Primary School Governing Body	Date: September 2023
Last reviewed:	August 2023	
Next review due by:	September 2024	

St. Anne's and Guardian Angels Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The Nursery Class is conducted by the School's governing body as part of the Catholic Church in accordance with its trust deed and its instrument of government and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. In a Catholic Nursery Class, Catholic doctrine and practice permeate every aspect of its activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. **This does not affect the right of an applicant who is not a Catholic to apply for and be admitted to a place at the Nursery in accordance with the published admission arrangements.**

The Published Admission Number (PAN) for the Nursery class at St. Anne's is 40. The Governing Body has sole responsibility for admissions to the Nursery and intends to admit 40 children in the school year, which begins in September 2025.

We admit children to our Nursery three times a year, at the beginning of the autumn, spring and summer terms. Applications for the main round of admissions in September are made by completing the local authority online application form and the Nursery Supplementary Information Form (NSIF) and returning it to the School by 16th February 2025 at the latest. Applications are invited from families with a child born between 1st September 2021 and 31st August 2022 i.e. children who will have reached their 3rd birthday by 31st August 2025.

WHEN TO APPLY

An application for a nursery place can be made for a start date at the beginning of the term after the child reaches 3 years of age.

Applications should therefore be made either in the main admissions round for:

- the September following the child's 3rd birthday, or
- for children born between 2nd September 2022 – 31st December 2022 apply in the Autumn Term 2025 for a start date in January 2026
- Children born between 1st January 2023 – 31st March 2023 apply in the Spring Term 2026 for a start date in April 2026.

ADMISSION OF TWO-YEAR OLDS

We have a limited number of places for two year olds, for fifteen hours per week. To qualify for a **free two-year-old place you must be in receipt of benefits**. Please enquire at the school office for further clarification.

HOW MANY HOURS TO APPLY FOR

When an offer of a place is made, it is initially for 15 hours. The School will then offer you specific mornings/afternoons. This nursery will also be offering 30 hour places for eligible families (where both parents, or a single parent are working 16 hours or more per week and earning less than £100k) and parents/carers should make it clear

how many hours they would prefer. If you are not eligible for more than 15 funded hours, you may top up your hours by paying for additional hours at a fee of £7.50 per hour. The number of hours and the times available will be negotiated directly with the School.

Information on the times and costs of Breakfast and After-school club can be obtained directly from the school office.

OVERSUBSCRIPTION CRITERIA

Where there are more applications for places than the number of places available, places will be offered by governors according to the following criteria:

1. Catholic 'looked after' children and previously 'looked after' children, who have been adopted or made subject to child arrangements orders or special guardianship orders.
2. Baptised Catholic children who have a sibling at St. Anne's and Guardian Angels Catholic primary school at the time of admission.
3. Baptised Catholic children from Catholic families who are resident in the Parish of St. Anne's, Whitechapel and Guardian Angels, Mile End.
4. Other baptised Catholics.
5. Other 'looked after' children and previously 'looked after' children who have been adopted or made subject to child arrangement orders or special guardianship orders.
6. Children of catechumens and members of an Eastern Christian Church.
7. Christians of other denominations whose application is supported either by a certificate of baptism or by a letter from their Minister of Religion confirming membership of their faith community.
8. Children of other faiths whose application is supported by a letter confirming membership of the faith from their religious leader.
9. Any other children.

EXCEPTIONAL NEED

The Governing Body will give top priority within each category, to an application where compelling evidence is provided, at the time of application, from an appropriate professional such as a doctor, priest or social worker, of an exceptional social, medical, pastoral or other need of the child, which can only be met at this school.

MULTIPLE APPLICATIONS

Where the final place is offered to a child who has other siblings from multiple births (e.g. twins) applying for a place in the Nursery Class, these siblings will also be admitted.

TIE BREAK

Where the offer of places to all the applicants in any of the sub-categories listed above would still lead to oversubscription, the places up to the admission number will be offered to those living nearest to the school as measured by the local authority's measuring system.

IN-YEAR ADMISSIONS

Applications for in-year admissions are still made directly to the School. All parents applying for in-year admission (that is at any time from 1st September 2025 onwards), should complete the Nursery Supplementary Information Form (NSIF, available from the school office) and return it to the school. Parents should also complete the LA online in-year application form. If a place is available and there is no waiting list, the child will be admitted. If there is a waiting list, then applications will be ranked by the Governing Body in accordance with the oversubscription criteria. If a place cannot be offered at this time, then you will be offered the opportunity of being placed on a waiting list.

The Governing Body, in the order of the oversubscription criteria and not in the order in which the applications are received, will maintain the waiting list. Names are removed from the list at the end of each academic year. When a place becomes available, the Governing Body will re-rank the list and make an offer. Parents are invited to come and visit the Nursery Class by prior arrangement.

APPLICATION PROCEDURE 2025 – 2026

For September admissions the local authority is co-ordinating the admissions to nursery classes. In order to make an application, you **must** complete an online **Application Form** from your local authority (paper forms can also be obtained from your LA and returned to them.)

If you are applying under criterion 2, 3 or 4 you **should** also complete the **Nursery Supplementary Information Form (NSIF)**. The information on the NSIF enables the Governing Body to assess your application fully against the Nursery's criteria in the event of oversubscription. If you do not complete it, you may receive a lower ranking, as governors will have no knowledge of your Catholicity. Please return the NSIF (in person or by post or email) to the school together with all other relevant paperwork required for your application.

If you do not complete both of the forms described above and return them by 16th February 2025, the Governing Body may be unable to rank your application appropriately and your child may not be offered a place.

The local authority will write to you on behalf of the Governing Body with the outcome of your application on or about 3rd May 2025. The information will also be available on line on that date. Parents/carers should accept the place as soon as possible and by 19th May 2025 at the latest.

LATE APPLICATIONS i.e. those received after 16th February 2025 will be dealt with after the initial allocation process has been completed.

WAITING LIST

Unsuccessful candidates will be offered the opportunity to be placed on a waiting list. This list will be maintained in order of the oversubscription criteria set out in the policy and not in the order in which applications are received or added to the list. Names will be removed from the list on 31st July 2026.

CHILDREN WITH AN EDUCATION, HEALTH AND CARE PLAN (EHCP)

The admission of pupils with an Education Health and Care Plan (EHCP) is dealt with by a completely separate procedure. Details of this separate procedure are set out in the Special Educational Needs Code of Practice 2015. If your child has an EHC plan, you must contact your local authority SEN officer. Children whose EHC Plan names this School, will usually be admitted so long as we can meet the child's needs.

CHANGE OF DETAILS

If any of the details on either of your forms change between the date of application and the receipt of the letter of offer or refusal, you **must** inform the School and the local authority immediately. If misleading information is given or allowed to remain on your forms, the Governing Body reserves the right to withdraw the place, even if the child has already started at the School.

NOTES (these definitions form part of the oversubscription criteria)

'Looked after child' has the same meaning as in S.22 of the Children Act 1989, and means (a) any child in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services function (e.g. children with foster parents at the time of making an application to the school).

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 the subject to 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.

'Adopted'. An adopted child is any child who has been formally adopted from care and whose parent/ guardian can give proof of legal adoption.

'Child Arrangements Order'. A child arrangements order is an order under the terms of the Children Act 1989 s.8, settling the arrangements to be made as to the person with whom the child is to live. Children 'looked after' immediately prior to the order qualify in this category.

'Special Guardianship Order'. A special guardianship order is an order under the terms of the Children Act 1989 s.14A appointing one or more individuals to be a child's special guardian(s). Children 'looked after' immediately prior to the order qualify in this category.

'Parent' means the adult or adults with legal responsibility for the child.

'Sibling' means brother or sister to include adopted brothers and sisters, half brothers and sisters or stepbrothers and sisters. A sibling relationship does not apply when the older child will leave before the younger one starts.

'Catholic' means a member of a Church in full 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. For the purposes of this Policy, this includes a looked-after child who is part of a Catholic family and in the process of adoption, where a priest's letter demonstrates that the child would have been baptised or received were it not for their status as a looked-after child.

'Resident' – A child is deemed to be resident at a particular address when he/she resides there for more than 50% of the school week.

'Distance from school' means distance as measured by a straight line, from the front door of the child's residential address (including flats) to an address point at the school. [Governors of schools whose distance measurements are carried out by the local authority are strongly advised to include the same wording used by the local authority in their current booklet]. If distances are identical, the Governing Body will draw lots in the presence of an independent witness.

-End of Policy-