

**ST ANNE'S CATHOLIC PRIMARY SCHOOL**  
**NURSERY ADMISSION POLICY AND ARRANGEMENTS 2018-19**

St Anne's is a Catholic School under the trusteeship of the Archdiocese of Liverpool. It is maintained by Knowsley Council. As a Voluntary Aided School, the Governing Body is the Admissions Authority and is responsible for taking decisions on applications for admissions. For the school's year commencing September 2018, the Governing Body has set its admissions number for Nursery at 16 full time equivalent places.

Our principal role as a Catholic school is to participate in the mission of the Catholic Church by providing a framework which will help children to grow in their understanding of the Good News and in the practice of their faith. The school will help the children develop fully as human beings and prepare them to undertake their responsibilities as Catholic in society. The school asks all parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the rights of parents who are not of the faith of this school to apply for and be considered for a place here.

ADMISSIONS TO THE NURSERY will be determined by the Governing Body. Parents must complete an application form (available from the school or the school's website). All applications will be considered on an equal basis and, where there are more applications than the number of places available, the following set of OVERSUBSCRIPTION CRITERIA will be applied:

1. Looked After Children and previously Looked After Children.
2. Baptised Catholic children aged 4 who have a sibling in the school at the time of admission.
3. Baptised Catholic children aged 4 resident in the parish of St Agnes.
4. Other baptised Catholic children aged 4.
5. Baptised Catholic children aged 3 who have a sibling in the school at the time of admission.
6. Baptised Catholic children aged 3 resident in the parish of St Agnes.
7. Other baptised Catholic children aged 3.
8. Other children aged 4 who have a sibling in the school at the time of admission.
9. Children aged 4 from other Christian denominations. 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 Minister of Religion is required.
10. Children aged 4 of other faiths. An appropriate Faith Leader would need to confirm in writing that the applicant is a member of their faith group.
11. Other children aged 4.
12. Other children aged 3 who have a sibling in the school at the time of admission.
13. Children aged 3 from other Christian denominations. 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 Minister of Religion is required.
14. Children aged 3 of other faiths. An appropriate Faith Leader would need to confirm in writing that the applicant is a member of their faith group.
15. Other children aged 3.

If it is not possible to offer places for all applications within any criteria above then places will be allocated to the children who live nearest to the school. Distance will be measured by the local authority which will carry out straight line measurements ('as the crow flies') using a computerised Geographical Information System (GIS) based on the Local Land and Property Gazetteer (LLPG) data and national grid co-ordinates for the school and home address.

Children with a Statement of Special Educational Needs or Education Health Care Plan that names a school will be offered a place without using the admission criteria and will count as part of the published admission number.

**Notes:**

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

b. **Definition of a Baptised Catholic**

For a child to be considered as a Catholic, evidence of a Catholic Baptism is required.

A Baptised Catholic can also be defined as one who has been baptised by the Rites of Baptism of one of the various Churches in communion with the See of Rome (cf Catechism of the Catholic Church 1203). Written evidence of this baptism can be obtained by recourse to the Baptismal Registers of the church in which the baptism took place.

Or

A person who has been baptised in a separate ecclesial community and subsequently received into full communion with the Catholic Church by the Rite of Reception of Baptised Christians into the Full Communion of the Catholic Church. Written evidence of their reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases a sub-section of the Baptismal Registers of the Church in which the Rite of Reception took place.

The Governing Body will require written evidence in the form of a Certificate of Reception before applications for places can be considered for categories of 'Baptised Catholics'. A Certificate of Reception is to include full name, date of birth, date of reception and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of reception.

Those who have difficulty obtaining written evidence of baptism for a good reason, may still be considered as baptised Catholics but only after they have been referred to the parish priest who after consulting with the Vicar General, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

c. Home Address is considered to be the address where the child normally lives. Where care is split and a child moves between two addresses, the household in receipt of the child benefit would normally be the address used but the admission body reserve the right to request other proofs as fit the individual circumstance. Applicants should not state a childminder's or other relative's address.

d. Sibling is defined in these arrangements as full, half or brother or step brothers 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.

e. A waiting list for children who have not been offered a place will be kept and will be ranked according to the Admission Criteria. The waiting list does not consider the date the application was received or the length of time a child's name has been on the waiting list. This means that a child's position on the list may change if another applicant is refused a place and their child has higher priority in the admissions criteria.

f. For 'In Year' applications received outside the normal admissions round, if places are available they will be offered to those who apply. If there are places available but more applicants than places then the published oversubscription criteria will be applied.

g. The Governing Body reserve the right to withdraw the offer of a place where false evidence is received in relation to the application.

**PLEASE NOTE A PLACE IN NURSERY DOES NOT GUARANTEE A PLACE FOR YOUR CHILD IN SCHOOL**