



**Our Lady of Lourdes**  
Catholic Primary School

## **NURSERY ADMISSIONS POLICY**

**2024 - 2025**

### **MISSION STATEMENT**

Our Parish School of Our Lady of Lourdes  
welcomes everyone in the community,  
to share with us the joys of our Catholic Faith.  
We worship, learn and play together in the love of Jesus,  
helping one another to become the people  
God has created us to be.

#### **Commitment to equality:**

We are committed to providing a positive working environment which is free from prejudice and unlawful discrimination and any form of harassment, bullying or victimisation. We have developed a number of key policies to ensure that the principles of Catholic Social Teaching in relation to human dignity and dignity in work become embedded into every aspect of school life and these policies are reviewed regularly in this regard.

<b>Policy approved by Governing Body on:</b>	<b>30<sup>th</sup> September 2024</b>
<b>Date of next review:</b>	<b>30 September 2025</b>

Our Lady of Lourdes Nursery is run by the school. Nursery admissions are not covered by all the laws governing admissions to the School but the governing body of the School has decided to apply similar criteria for admissions. **It must be noted that admission to the Nursery does not guarantee subsequent admission to the School.** Please see the School Admissions Policy for further details.

If the Nursery is oversubscribed, the Governors will, taking note of the Obligations regarding Baptism (referred to in the notes below), give priority to children who were baptised into the Catholic Church, in accordance with the oversubscription criteria listed below. The governing body has the sole responsibility for admissions to the Nursery.

**We offer term time only part time Universal Entitlement funded 15 hour (mornings - 8.30am to 11.30am) nursery places to children aged 3 and 4 years. We also offer a limited number of school day places (9am to 3pm) and full day (8am to 6pm) for working families using either 30 hour funding from the government or those who wish to pay for additional hours. All Nursery places are offered as per the oversubscription criteria detailed below. All places will be offered to children receiving their Universal Entitlement Funding prior to offering self-funded hours. Self-funded hours will be charged at £7.00 per hour.**

Applications must be made in writing on the relevant forms (as set out under Application Procedures below) and only the governing body can offer or refuse a place at the Nursery.

All questions on admissions should be made in writing to the Chair of the Admissions Committee.

### **ELIGIBILITY FOR ADMISSION TO NURSERY**

Children born between 1 September 2020 and 31 August 2021, who are toilet trained\*, are eligible to be considered for admission to the Nursery starting in the autumn term 2024.

The school will consider applications for children to start Nursery from the day they have turned 3 years old, if there is space available. Places will be allocated chronologically as applications are received until all the spaces are filled.

The number of Nursery places available at any one time will reflect the number of children admitted to reception class each year and will not exceed the maximum number of 30 children in the class.

*\*The requirement to be toilet trained will not apply to any child that has a specific disability or medical condition that prevents or has delayed the child being toilet trained. Parents should include, with their application, written*

*evidence of any relevant disability or medical condition from an appropriate professional, such as a doctor or nurse.*

If a child has an exceptional educational, social or medical need, documentation must be supplied, preferably at the time of application, to ensure that the Nursery can meet the need.

If a child starts in the Nursery and is found to have an exceptional educational, social or medical need and no documentation was supplied, the Governors will ask the Nursery to ascertain whether it can meet the needs of the child and if not, the Governors will withdraw the place.

### **OVERSUBSCRIPTION CRITERIA**

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority. Places will first be awarded to those in Category 1, then Category 2 and so on.

1. Catholic 'looked after' children and previously 'looked after' children (see notes 2-5);
2. Baptised Catholic children who live within Our Lady of Lourdes parish with a brother or sister in the school at the time of admission (see notes 6, 7 and 13);
3. Baptised Catholic children with a brother or sister in the school at the time of admission;
4. Baptised Catholic Children whose parent has been an employee of the school for at least 2 years at the time of application;
5. Baptised Catholic children who live within Our Lady of Lourdes parish with no brother or sister in the school at the time of admission;
6. Other Baptised Catholic children (see note 6);
7. Other 'looked after' children and previously 'looked after' children (see notes 2-5);
8. Catechumens and members of an Eastern Christian Church (see note 8 & 9);
9. Children without a baptism certificate whose parent has been an employee of the school for at least 2 years at the time of application;
10. Christians of other denominations whose application is supported by either by a certificate of baptism or by a letter from a minister confirming membership of the faith community;
11. Any other children.

Within each of the categories listed above, the provisions below will be applied in the following order:

- i. The Governing Body will give top priority, within a 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.
- ii. Priority within categories 6, 7, 8 and 9 (after i. above) will be given to applicants with a brother or sister in the school at the time of admission.

### **Tie Break**

Priority within each category will be determined, if necessary, by proximity of the child's home (where he/she resides for 50% or more of the time as at the date of the Application with at least one parent or guardian who has legal responsibility for him/her) to a mid-point in the school as confirmed by the local authority (the LA). All distances will be calculated by the LA's admissions IT system using ADDRESS-BASE ®. This provides a national grid co-ordinate and a unique reference for each postal address in Great Britain. The grid reference is provided to a resolution of 0.1 metre (10cm). The accuracy of each ADDRESS-BASE ® is such that each point will fall within the addressed building. In the event of a number of candidates being the same distance from the school, a lottery will be used to offer places. This will take place in the presence of an independent witness.

### ***NOTES (These notes form part of the oversubscription criteria)***

#### **PLEASE NOTE:**

1. **An Education, Health and Care Plan** is a plan made by the local authority under S.37 of the Children and Families Act 2014, specifying the educational provision required for a child.
2. **“Looked after child”** has the same meaning as in S.22(1) of the Children Act 1989, and means any child in the care of a local authority or provided with accommodation by them in the exercise of the social services functions (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 subject to a child arrangements order or a special guardianship order.
3. **“Adopted”** An adopted child is any child who has been formally adopted, having previously been in care and whose parent/guardian can give proof of this.
4. **“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 before the order is made qualify in this category.

5. **“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 before the order is made qualify in this category.
6. **“Catholic”** means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will be evidenced by a child by a Certificate of Baptism in a Catholic church or a Certificate of Reception into full communion with the Catholic Church. For the purposes of this policy this includes a looked after child in the process of adoption and living with a Catholic family, where a letter from a priest demonstrates that the child would have been baptised were it not for his/her status as a looked after child. For a child to be treated as Catholic, evidence of Catholic baptism or reception in the Catholic Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their parish priest who, after consulting with the diocese 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.
7. **‘Children of other Christian denominations’** means children who belong to other churches and ecclesial communities which, acknowledge God’s revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God’s will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and CYTŪN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.
8. **‘Catechumen’** means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a Certificate of Reception into the Order of Catechumens.
9. **‘Eastern Christian Church’** includes Orthodox Churches, and is normally evidenced by a Certificate of Baptism or Reception from the authorities of that Church.
10. **‘brother’ or ‘sister’** includes:

- i. All natural brothers or sisters, half-brothers and sisters, adopted brothers or sisters, stepbrothers and sisters, foster brothers and sisters, whether or not they are living at the same address, and
  - 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 address as the applicant.
11. **'Parent'** means all natural parents, any person who is not a parent but has parental responsibility for the child or any adult with legal responsibility for the child.
12. **'Resident'** - 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 Application Form ("CAF"). 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 CAF, provided that the child resides at that address for any part of the school week.
13. **"Parish Boundaries"** - for the purposes of this Policy, parish boundaries are as shown on the attached map and will be applied to the admission arrangements for 2022-2023.

These criteria apply to *all* applications for places in the Nursery at Our Lady of Lourdes Catholic Primary School, The Limes Avenue, New Southgate, London, N11 1RD.

A map of Our Lady of Lourdes parish is attached.

**These criteria, conditions and requirements replace all those previously published in respect of applications for a place at our Nursery, starting after 31<sup>st</sup> August 2024.**

### **APPLICATION PROCEDURES FOR THE ACADEMIC YEAR 2024-2025**

To apply for a place in the Nursery in September 2024 you must complete the following:

#### **1. Our Lady of Lourdes Nursery Application Form (NAF)**

Available from: The school office or from the school website.

#### **Notification of places:**

Parents will be advised of the outcome of their applications by the office admin team, on behalf of the governing body.

If any of the details on the NAF change between the date of application and the receipt of the letter of offer or refusal, you **must** inform the school immediately.

The Governors reserve the right to seek verification of the information parents have given and to withdraw the place if false information has been given, even if the child has already started in the Nursery.

### **Applications for In-Year admission**

Applications for In-Year admissions are made with the documentation described above. If a place is available, and there is no waiting list, an offer will be made for the session in which there is a vacancy. If a place cannot be offered at this time you will be offered the opportunity of being placed on a waiting list.

### **Waiting lists**

Unsuccessful candidates will be offered the opportunity to be placed on a waiting list. The waiting list will be maintained in the order of the oversubscription criteria listed above and not in the order in which applications are received or added to the list. Applicants will remain on the waiting list until the end of the academic year 2024/25.

*Please read the Admissions Policy carefully.*

*Your notice is particularly drawn to the fact that it is the Governors, NOT the school staff, who have responsibility for admissions, and that they consider only applications made in the way described above.*

*The staff, in particular the Headteacher and administrative assistants, are always happy to help you with whatever information and advice they can give, but, whatever contact you may have with them, completed forms are always necessary, and only the Governors offer (or refuse) your child a place.*

*Governor's decisions are final.*