

# *St Francis Church of England Voluntary Aided Primary School*

## Nursery Admission Policy September 2018-19

### **Rationale**

The Nursery Admissions Policy uses the same criteria for allocation of places as the School Admissions Policy. The application process for a Nursery Place is slightly different to that of a school place. Please therefore read this policy carefully and ensure that you comply with our requirements to avoid disappointment.

The policy has been created to reflect the Christian foundations and the community focus of the school. The oversubscription criteria reflects the governors wish to offer Christian service in education, and offer places to children who regularly attend worship and who live in the parish, also to children living close to the school according to the order of criteria below and within current government legislation or National guidelines.

### **How to apply**

An application form is available to download from the school website or may be obtained from the school reception.

Applications for admission to St Francis School Nursery will be dealt with by the school directly and you need to hand your application personally or send it to the school office between 1st September 2017 and 28th February 2018 to be considered in time. If you want to apply for a church place you must also make sure you fully complete and hand in a Supplemental Information Form (see below) to be considered for a church place.

### **Nursery Admission Numbers**

The number of intended admissions for the year commencing September 2018 is 52 in two separate sessions of 26.

### **Oversubscription Criteria**

If the nursery is undersubscribed then all applicants will be offered a place.

If the school is oversubscribed the following criteria will be used to allocate places in the following order.

If a child has a Statement of Special Educational Needs, Health and Care Plan (EHCP) naming St Francis School then they will be admitted to the nursery without reference to the following criteria.

For all other children, if the number of applicants exceeds the number of available places then the following criteria will be followed in numerical order.

1. Looked after children<sup>1</sup>, as defined in section 22 of the Children Act 1989, including previously looked after children<sup>2</sup>, at the date of the relevant application for admission is made and who a local authority has confirmed will continue to be looked after by it at the time they are admitted to the nursery.
2. Siblings<sup>3</sup> of children who attend St Francis School at the time that the nursery applicant is due to start.
3. 50% of the remaining places (rounded up to the nearest whole place) will be allocated to children who live within the ecclesiastical parish of St Andrew North Swindon (please see map attached) and are at the heart<sup>4</sup> of a Christian Church<sup>5</sup>. For regular church members who have moved into the ecclesiastical parish of St Andrew, consideration will be made on case by case basis and evidence of attendance at a previous church will need to be confirmed. Part A of the Supplementary Information Form (SIF) must be completed by the parents or carers of the child for whom a place is being sought and Part B of the form should be completed by a minister of the church. The SIF must be submitted to the school reception desk no later than the **28<sup>th</sup> February 2018**, to ensure that it is considered as part of the admissions process. If a SIF form is not completed and handed in on time the application will not be considered under criterion 3

If the school is under-subscribed in this category then the extra places will be given to those fulfilling category 4.

If the nursery is over-subscribed in this criteria then the church places will be allocated on the basis of those church applicants living closest to the school (in accordance with the provisions made in criterion 4)

4. The remaining spaces will be allocated to all other applicants, with priority given to those closest to the school. Priority is given to those closest to the school measured as a straight line between the centre point of the rooftop of the home address to the centre point of the rooftop of the school.

If the distance, between two children's homes and the school, is the same then random allocation will be used as a tie breaker to decide who has the highest priority for admission.

## Definitions

1. "Looked after child" is a child who is: (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989) at the time of making an application to a school.
2. Previously looked after children are children who were looked after, but ceased to be so because:

- they were adopted (Under the terms of the Adoption and Children Act 2002 Section 46 “adoption orders”) or
  - they became subject to a residence order (Under the terms of the Children Act 1989 Section 8 which defines ‘residence order’ as an order settling the arrangements to be made as to the person with whom the child is to live) or
  - a special guardianship order (See section 14A of the Children Act 1989 which defines a ‘special guardianship order’ as an order appointing one or more individuals to be a child’s special guardian or special guardians).”
- 3 “Sibling” means brother or sister, half brother or sister, adopted brother or sister, step brother or sister or the child of a parent’s partner/carer’s partner and refers to those children who are living at the same family address in the same family unit as the sibling for more than 50% of the time. Evidence of the address at which the child is living the majority of the time can be obtained by confirming the address at which the child is registered at with their GP.
4. An applicant ‘at the heart of the church’ would be a regular worshipper. We suggest that this means one who worships twice a month over a period of at least 2 years prior to the deadline of receipt for applications. To accommodate difficult patterns of work and family relationships account will be taken of week-day worship. The ‘applicant worshipper’ could be the child for whom application is made or one or both parents.’ Checks will be made to confirm church attendance via the information provided to us in the SIF.
5. “Christian Church” means a church that is affiliated to the Council of Churches of Great Britain and Ireland, or a church which is in full sympathy with its Trinitarian stance. For more information please see website [www.ctbi.org.uk](http://www.ctbi.org.uk) or contact the school office.

### **Multiple Births**

The Governing Body will endeavour to place siblings born at the same time (e.g. twins, triplets etc) in the nursery.

### **Waiting List**

St Francis Church of England School holds and maintains its own waiting list which is maintained until the end of the school year an application was made. Placement will be determined by applying the above over-subscription criteria. Names will be removed from the lists if requested or if the offer of a place that becomes available is not accepted. Positions on waiting lists may change due to new applications.

### **Late Applications**

The closing date for applications for 2018-2019 is 28<sup>th</sup> February 2018. Applications may be submitted after this date but they will be deemed as late applications, this means that they will not be considered until after all on time applications. **If you wish to apply on a church place a Supplementary Information Form must be submitted to the school by this date.** If a Supplementary Information Form is not submitted in time the application will not be considered on the basis of a church place and the distance criteria will apply.

### **In Year Admissions**

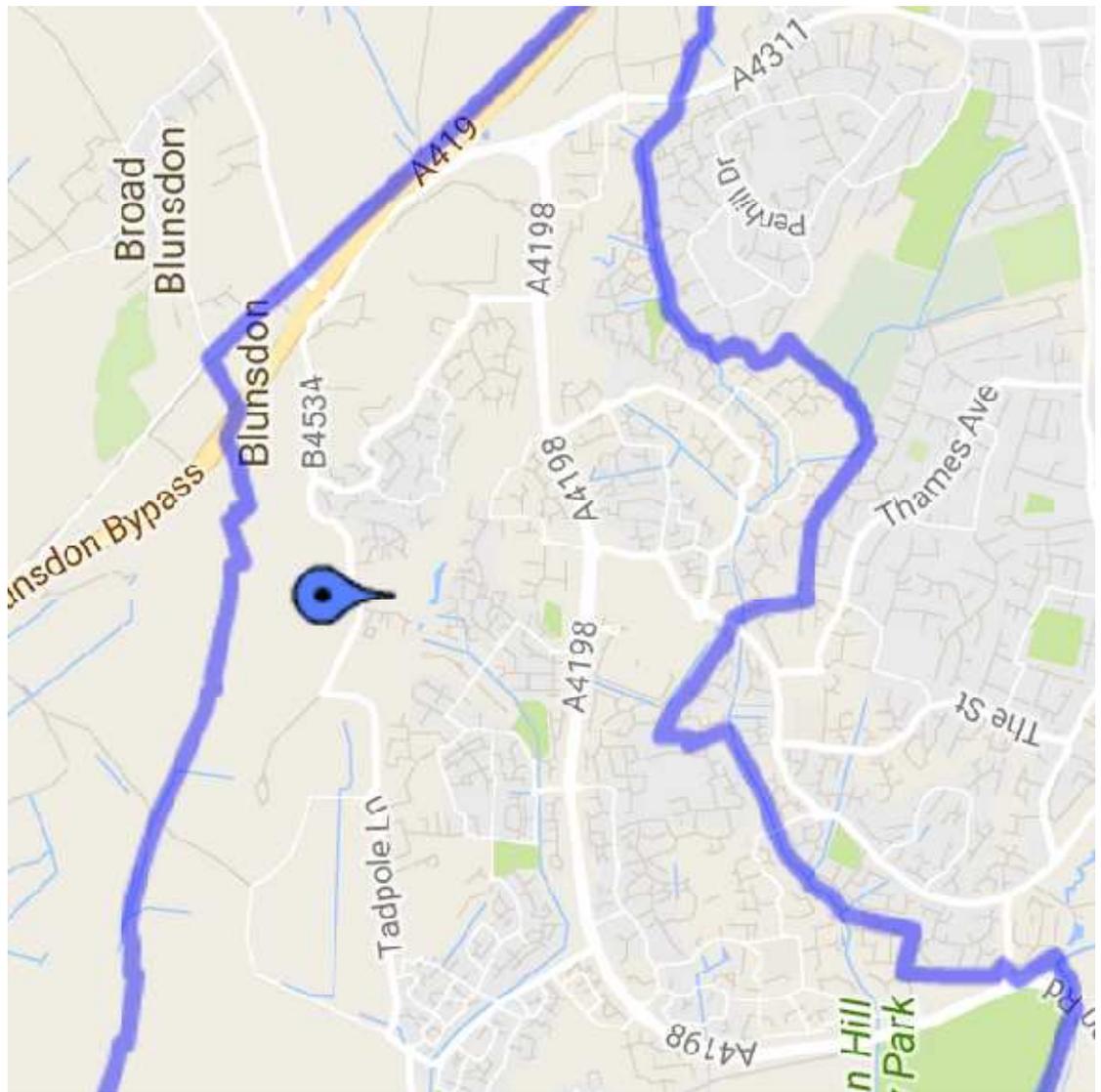
The above criteria will be applied for in year applications made during the school year where there are more applicants than places. Applications should be made directly to the school.

### **Appeals Procedure**

If you feel that your application for a Nursery place has not been handled fairly please contact the school giving your reasons in writing and the matter will be considered by the School Governors.

### **Misleading Applications**

Where the Governing Body discovers that a child has been awarded a place as the result of an intentionally misleading application from a parent (e.g. a false claim to residence in the catchment area or of involvement in a place of worship) which effectively denies a place to a child with a stronger claim, then the Governing Body is required to withdraw the offer of the place. The application will be considered afresh and a right of appeal offered if a place is refused.



### **Supplementary Information Form**

In support of an application for a church place

This form should be submitted directly to the school by the closing date of the 15<sup>th</sup> January 2018 for places in the Nursery starting September 2018. **Any forms received after this date will not be considered for a church place and the other criteria in the policy will be applied.**

St Francis School, Taw Hill is a voluntary aided Church of England school, which means that the governing body is the admissions authority for the school.

Criterion 3 of the admissions criteria states that places will be allocated to children who live within the parish of St Andrew North Swindon and are at the heart of a Christian Church that is affiliated to the Council of Churches of Great Britain and Ireland, or a church which is in full sympathy with its Trinitarian stance.

Please ask the leader of your church or a person in a position of authority within the church to complete the other side of this form in support of your application. Please note that we do routinely check and verify and we need to be able to contact the person completing this form before a church place can be offered. Incomplete forms will not be considered for a church place.

If you have not been attending your current church for 2 years, you may ask a minister at a previous church to complete a SIF to cover prior attendance. Please ensure that all SIFs covering the full two year period are fully completed and submitted by the date on the front of this form to be considered.

### **Details of the applicant**

Name of child: .....

Name of parent/guardian/carer making this application: .....

.....

Permanent residential address of child:.....

.....

(please note that applicants must be living in the parish of St Andrews Church Blunsdon (although not necessarily worshipping in the parish) at the time of making the application. A map of the parish is attached to the admissions policy,

Tel: .....

Email address: .....

(see over).....

### **Details of your Church and Minister/Church Leader**

Name of Church: .....

Name of Minister/leader: .....

Position held within the church: .....

Contact Address: .....

Tel: .....

Email Address: .....

**To the Church Leader:**

Please complete and sign this declaration below to confirm that the applicant or applicants are at the Heart of your church

**Definition**

*The definition of 'at the heart of the Church' is covered in point 16 of the National Society's guidelines. An applicant at the heart of the church would be a regular worshipper. We suggest that this means one who worships twice a month over a period of at least 2 years prior to the deadline of receipt for applications. To accommodate difficult patterns of work and family relationships account will be taken of week-day worship. The 'applicant worshipper' could be the child for whom application is made or one or both parents*

**Declaration of Church leader of Minister**

I.....*name*..... being the minister (or other leader or authorised representative or official) of .....*church name*..... truthfully declare that the parent/guardian/carers detailed above are regular worshippers at the heart of my church (in accordance with the definition given above) and I confirm that they have been regularly attending at my church for .....years and I can confirm that my church is affiliated to the Council of Churches of Great Britain and Ireland, or it is church which is in full sympathy with its Trinitarian stance.

Signed:..... Dated:.....