

ST MICHAEL'S CATHOLIC PRIMARY SCHOOL

NURSERY POLICY

FOR ADMISSION FROM September 2020

St Michael's Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and instrument of government, and seeks at all times to be a witness to Jesus Christ.

Whenever there are more applications than places available, priority will always be given to Catholic applicants in accordance with the oversubscription criteria listed below.

The governing body (incorporating their nominated admissions committee) has sole responsibility for admissions to their school and intend to admit pupils in the Nursery Class which begins in September 2018 as follows:

St. Michael's Catholic Primary School – Nursery Class 26 part-time morning pupils

In accordance with London Borough of Newham procedures, if a place is available children can start in the school term after their third birthday and can stay until 31st August of academic year before their 5th birthday.

Pupils with a Statement of Special Educational Needs or an Education Health Care Plan will be given priority over all categories.

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.

1. Catholic looked after and previously looked after children. (see notes 2 & 3)
2. Catholic children with a Certificate of Catholic Practice who are resident in the parish in which the school they are applying for is situated. (see notes 3, 4 & 10)
3. Other Catholic children who are resident in the parish in which the school they are applying for is situated. (see notes 3 & 10)
4. Other Catholic children. (see note 3)
5. Other looked after and previously looked after children. (see note 2)
6. Catechumens and members of an Eastern Christian Church. (see notes 5 & 6)
7. Children of other Christian denominations whose application is supported by a minister of religion. (see note 7)
8. Children of other faiths whose application is supported by a religious leader. (see note 8)
9. Any other children.

Where the offer of places to all the applicants in any of the categories listed above would lead to oversubscription the following provision will be applied as follows:

Siblings

For nursery admission purposes in Newham Catholic schools this is:

Adopted siblings, step-children, common law step-children, half-siblings, children subject of a residence order and foster children (only those “looked after” by any local authority).

Examples of those who will not be considered as siblings:

Cousins, friends, other family members living in the same home, other children living in the same household who are not included in the list above, children who share the same child-minder or children of a child-minder.

Sibling priority will only apply to children if they live in the same home as another sibling attending the named school.

Siblings priority can only be granted where the applicant has supplied the full name and date of birth of the sibling on the application form in the appropriate section and where the sibling is and will be reasonably expected to be on roll at the school when the child for whom a place is being sought is due to start.

If a child applying for a place has a sibling who has started at the school since the submission of their application, the parent/carer must notify the school in writing of the sibling’s enrolment details for the child’s priority for a place to be changed to include their sibling priority.

The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category.

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. Distance will be the walking distance measured from the home to the main entrance of the school. The route will not go through parks, private property or unlit footpaths, and will only use designated pedestrian crossing points for the A13 and the Royal Docks.

If governors have to decide between applicants in any of the above admissions criterion the tie break will be: home to school shortest walking distance, starting with the nearest address. In the event of two or more children living equidistant from the school, the place will be decided by drawing lots, the first name drawn will be offered the place.

The Local authority uses an Industry Leading and Council approved Geographical Information System (GIS) to calculate shortest walking distance measurements. This system provides distances in miles and yards to three decimal places using a routing database system, based upon two dimensional maps. Contour, elevation or terrain is not taken into account when the distances are measured.

Start point of calculation (home address)

For calculation purposes the local authority uses the best address database available to determine the location of the address start point.

This start point is the centroid point of within the property building boundary. The property buildings used are based upon the UK’s definitive map base supplied by the UK’s national mapping agency Ordnance Survey (OS).

This means if a child lives in a block of flats where a communal entrance used as an entry point the LA will use the centroid of the block and not the individual flat for these calculations.

All calculations are based on the child’s home address supplied on the application form being correct at the date of parental/carer’s signature and the address being classified as a residential property on the Council’s database.

End point of calculation (school nominated entrance)

The school’s nominated entrance (nominated gate) used for calculation purposes is the main gate at the official postal address of the school unless their Governing Body has officially notified the LA by 31 August every year of a different entrance for measurement purposes. No other entrance will be used to calculate the distance.

Route

The shortest walking route is calculated using the LA's adopted highways and approved footpaths available to the best of our knowledge at the time of the calculations.

The route starts and is measured from the pupils home address centroid, links to the nearest point on the Ordnance Survey MasterMap Integrated Transport Network (ITN), then follows the shortest available walking route (see below) to link to the nearest ITN point to the schools nominated entrance and then ends at that nominated entrance

All routes are measured using data from Ordnance Survey, the officially recognised national mapping agency. Where necessary we have enhanced this dataset to reflect the characteristics that aim to best deliver our adopted local standards.

The following are excluded from our calculations (this is not an exhaustive list and maybe subject to change depending on conditions outside the control of the Admissions Service)

Unlit areas

Parks/recreational areas (The Greenway is included in our calculations)

Unofficial crossing points of the A12/3 and Newham docks

Footpaths not approved by the LA

Second Stage Tie Break

If the LA's system calculates that two or more pupils applying for the same school in the same year group have the same home to school distance (to three decimal places) the following criteria is used to determine their priority.

For pupils who live in a flats, whether they are within a block or a house, priority will be given based on the floor the child lives, with the lowest floor having priority over higher floors.

In all other cases random allocation would be used to determine which of the children will be offered the place available. An officer independent of Children's Services and the admissions processes will be responsible for drawing the name of the successful applicant and the draw will be overseen by an independent adjudicator who will not work in Children Services or have any involvement with the admissions processes.

For applications from outside of Newham

The route starts and is measured from the pupils home address, links to the nearest point on the Ordnance Survey MasterMap Integrated Transport Network (ITN), then follows a straight line measurement (as the crow flies) to the nearest point on the Ordnance Survey MasterMap Integrated Transport Network (ITN) on the Newham borough boundary, then follows the shortest available walking route (see below) to link to the nearest ITN point to the schools nominated entrance and then ends at that nominated entrance.

Note: to ensure continuity for all applicants only the LA council approved system can be used to calculate home to school distance tie breaks.

Other GIS systems such as Google Maps or personal Satellite Navigation Systems will not necessarily calculate the same route as the LA approved system as they may not be able to accommodate our approved routes.

To check your own distance please visit the Newham Website and Type in School Fact Finder:

www.newham.gov.uk/schoolfactfinder

Home address

An address supplied as the child's home address will not be considered if it is:

- An address registered with the Council as commercial property, OR
- An address registered with the Council as empty or derelict OR
- A tenant's address, where the property owned by the parent/carer and rented to a third party, OR
- Another family members/friends address who does not have parental responsibility for the child, even if the tenant is responsible for the child's daycare arrangements, OR
- Their child-minder's address, OR
- A PO Box address OR
- Second or other additional property's owned by the child's family, which do not have other tenants and where the child is not resident for at least 6 months of the academic year. OR
- Future addresses even if contracts have been exchanged or the Council have offered the property in writing.

And these will not be used for the purposes of allocating school places.

Where a child's natural parents are not living together and the child spends a few days in both households on week days, then the address that will be used for measurement purposes will be the one from which the child goes to school in the morning most often on week days.

Instead of Application Procedures and Timetable have added

Admissions process

- in the term prior to a child starting nursery families who have completed an application form are contacted by letter to offer a place. This may be followed by a phone call if there is no response, depending on the numbers being admitted
- the offer letter states a date by which families need to respond before we offer the place to another child
- at this stage, the child's up to date proof of address will need to be seen
- generic permission slips are signed

Home visiting

- before children join the nursery parents are sent a letter with a date and time for a home visit
- home visiting takes place before a child starts nursery
- the nursery teacher and another member of staff visit the child at home. This enables initial relationship building to take place in a setting where both the child and family feel safe and secure.
- during the home visit, more individual information is gathered about the child which will help with the transition from home to school

Settling in

- parents will be notified by letter of a starting date for their child
- entry dates are staggered to ensure that each child gets the support they need to settle
- children are supported, as necessary, until happily settled
- if a child is having difficulty settling, staff and parents work together to try to ease the situation. Parents are encouraged to stay if the child is genuinely upset.

Twins and Multiple Births

In the case of infant classes twins and children from multiple births can be admitted over the 30 per class limit if one of the siblings is the 30th child admitted.

Waiting Lists

Unsuccessful candidates will be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out above and not in the order in which applications are received or added to the list. Names will be removed on the last day of the academic year before the child's 5th birthday.

Please note:

Acceptance of a Nursery place does not guarantee entry to the Primary School. A separate application for a Reception Class place needs to be made at the appropriate time. Details of how to apply are published each year in the London Borough of Newham Guide "Starting Primary School." There is no right of appeal should a child be refused a place in the Nursery.

The governing body reserves the right to withdraw the offer of a place or, where the child is already attending the school the place itself, where it is satisfied that the offer or the place was obtained by deception.

Notes (These notes form part of the oversubscription criteria)

1. A Statement of Special Educational Needs is a statement made by the local authority under section 324 of the Education Act 1996, specifying the special educational provision for a child. An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.

2. A 'looked after child' has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making 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 special guardianship order.

3. '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, it includes a looked after child who is part of a Catholic family where a letter from a priest demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (e.g. a looked after child in the process of adoption by a Catholic family).

For a child to be treated as Catholic, evidence of Catholic baptism or reception into the 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).

4. 'Certificate of Catholic Practice' means a certificate issued by the family's parish priest (or the priest in charge of the church where the family attends Mass) in the form laid down by the Bishops' Conference of England and Wales. It will be issued if the priest is satisfied that at least one Catholic parent or carer (along with the child, if he or she is over seven years old) have (except when it was impossible to do so) attended Mass on Sundays and holy days of obligation for at least five years (or, in the case of a child, since the age of seven, if shorter). It will also be issued when the practice has been continuous since being received into the Church if that occurred less than five years ago. It is expected that most Certificates will be issued on the basis of attendance. A Certificate may also be issued by the priest when attendance is interrupted by exceptional circumstances which excuse from the obligation to attend on that occasion or occasions. Further details of these circumstances can be found in the guidance issued to priests;

<http://www.dioceseofbrentwood.net/departments/education/school-admissions/>

5. '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.

6. 'Eastern Christian Church' includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.

Notes (These notes form part of the oversubscription criteria)

7. 'Children of other Christian denominations' means: children who belong to other churches and ecclesial communities which, acknowledging 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 of CYTÛN 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. 'Children of other faiths' means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 7 above and which falls within the definition of a religion for the purpose of charity law. The Charities Act 2011 defines religion to include:

- A religion which involves belief in more than one God, and
- A religion which does not involve belief in a God

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity Law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

9. 'Brother or sister' includes:

- (i) all natural brothers and sisters, half brothers and sisters, adopted brothers and sisters, stepbrothers or sisters, foster brothers or 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.

*Examples of those who will **not** be considered as siblings:*

Cousins, friends, other family members living in the same home, other children living in the same household who are not included in the list above, children who share the same child-minder or children of a child-minder.

10. A 'parent' means all natural parents, any person who is not a parent but has parental responsibility for a child and any person who has care of a child.

11. For the purposes of this policy, parish boundaries are as shown on the attached map and will be applied to the admission arrangements for [September 2020]. Distances will be measured from the home to the main entrance of the school, or *Newham Dockside 1000 Dockside Road, E16 2QU* in the case of St Joachim's. Please note that we do not use routes through parks, private properties or unlit footpaths and we only use the approved crossing points for the Docks and A13. [Map attached]

