



We are called to be the hands and face of Jesus as we learn, love and grow together

Headteacher: Mr P Keane

St. Vincent de Paul Catholic Primary School

Bedwell Crescent, Stevenage, Herts., SG1 1NJ

Tel: 01438 729555

Email: admin@stvincent.herts.sch.uk

www.stvincent.herts.sch.uk

NURSERY ADMISSION POLICY 2017 - 2018

We are called to be the hands and face of Jesus as we learn, love and grow together

St. Vincent de Paul School is a Catholic foundation intended for the education of Catholic children. The admission of pupils rests with the Board of Governors whose criteria for admissions are set out below. The first and most important criterion for the school is to determine that the child comes from a Catholic family. As a Catholic school we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education is fully supported by all families in the school. All applicants are therefore expected to give their full, unreserved and positive support for the aims and ethos of the school.

In this policy applicant refers to the person making an application on behalf of a child.

The Governors intend to admit fifty two children (Published Admission Number PAN) at the nursery stage in each school year.

Whenever there are more applications than places available, priority will always be given to Catholic applicants in accordance with the Trust Deed of the Diocese of Westminster.

If more than fifty two applications are made for nursery the following criteria will be applied in the order set out below:

CRITERIA

1. Catholic 'looked after children' ¹ and Catholic children who have been adopted ² (or made subject to 'Child Arrangements Orders' ³), or 'special guardianship orders' ⁴.
2. Children, from a family ⁶ with a 'Certificate of Catholic Practice' ⁵, who are baptised 'Catholics' ⁷ and who have 'siblings' ⁸ in our school at the time of admission.
3. Children, from a family with a 'Certificate of Catholic Practice', who are baptised Catholics, resident ⁹ in St. Joseph's and All Saints Parish ¹⁰, Stevenage New Town or The Church of the Transfiguration and Christ the King Parish, Stevenage Old Town.
4. Children, from a family with a 'Certificate of Catholic Practice', who are baptised Catholics, resident in any other parishes and for whom St Vincent de Paul Catholic Primary School is their nearest Catholic Primary School.
5. Children, from a family with a 'Certificate of Catholic Practice', who are baptised Catholics and for whom St Vincent de Paul Catholic Primary School is not their nearest Catholic Primary School.
6. Other Baptised Catholic children.
7. Other 'looked after children and children who have been adopted (or made subject to residence orders or special guardianship orders'.
8. Children who are undergoing a Catholic Baptismal preparation course leading to Baptism before the child begins school, and this is verified in writing by a Catholic priest or members of the 'Eastern Christian Church' ¹¹ as defined in Diocesan Guidance whose membership is confirmed in writing by their priest.
9. Christians ¹² and this is verified in writing by their Minister.
10. Other Christian children.
11. Children of other faiths.
12. Any other children.



University of
Hertfordshire

¹ **'looked after child'** is a child who is in the care of a local authority or provided with accommodation by that authority in accordance with section 22 of the Children Act 1989 at the time of the application and who the local authority has confirmed will still be looked after at the time of admission into school.

² **'Adopted'**. An adopted child is a child whose parents can give proof of adoption following being looked-after.

³ **'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.

⁴ **'Special Guardianship Order'**. A special guardianship order is an order under the terms of the Children Act 1989 s.14A which defines it as an order appointing one or more individuals to be a child's special guardian(s). A child who is 'looked-after' up until the making of this order will qualify in this category.

⁵ **'Certificate of Catholic Practice'** means a certificate given by the family's parish priest (or the priest in charge of the church where the family practises) in the form laid down by the Bishops' Conference of England and Wales.

⁶ **'Family'** normally includes the Catholic or Catholics who have legal responsibility for the child.

⁷ **'Catholic'** means a member of the Church in full Communion with the See of Rome. This includes the Eastern Catholic Churches. This will be evidenced by a Certificate of Baptism in a Catholic Church or a Certificate of Reception into the full communion of the Catholic Church.

⁸ **'Sibling'** means the sister, brother, half brother or sister, adopted brother or sister, or child of the parent or partner, and in every case living in the same house from Monday to Friday.

⁹ **'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.

¹⁰ For the purposes of this policy, parish boundaries are as shown on the attached map. Distance of the child's home to the school will be measured in line with Hertfordshire County Council Guidelines.

¹¹ **'The Eastern Christian Churches'** (other than the Eastern Catholic Churches) include the Orthodox Churches as well as those Eastern Churches resulting from divisions following the early Church Councils." (Paragraph A18 Joint Guidance on Admissions revised February 2007).

¹² **'Christian'** for the purposes of this policy, means a member of one of the Churches affiliated to 'Churches Together in Britain and Ireland'.

Exceptional Need

The Governing Body will give top priority, after the appropriate category of looked-after children, 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.

Other Priorities

Where there are more applications for places than the number of places available, places will be offered according to the order of priority of the numbered criteria above.

Where the offer of places to all the applicants in any of the criteria listed above would lead to oversubscription the following provisions in each criterion will be applied.

(a) Children who have a sibling already attending the school at the time of admission.

(b) Distance of the child's home to the school as measured in line with Hertfordshire County Council guidelines

(c) Where one child of twins/triplets/siblings for the same academic year has been offered a place and the other(s) have not the additional sibling will be offered a place, even though this would mean the class size is over the admission number.

(d) Two families in the same block of flats or the distance given based on the HCC guidelines is the same and there is only one remaining place, then the offer of the place will be decided by random allocation. This will take place in the presence of an independent witness.

Pupils with an Educational Health and Care Plan (EHC)

The admission of pupils with an Education Health and Care Plan (EHC) is dealt with by a completely separate procedure. Details of this separate procedure are set out in the EHC plan code of practice. If your child has an EHC you must contact your local authority SEN officer. Children with this school named in their EHC Plan will be admitted)

Fair Access Protocols

The school is committed to taking its fair share of vulnerable children who are hard to place, in accordance with locally agreed protocols. Accordingly, outside the normal round of admissions, the governing body is empowered to give absolute priority (admitted before children on the continued interest list) to a child where admission is requested under any local protocol which carries the agreement of both the governing body and the diocese for the current admission year. The governing body has this power even when admitting such a child would exceed the normal admission number.

Continuing Interest List

A Continuing Interest List will be maintained by the governing body in the order of the oversubscription criteria and not in the order in which the applications are received.



University of
Hertfordshire

Distance

Distances are measured along a straight line between a child's address and the relevant school(s). A computerised mapping system is used, accurate to two decimal places. The measurement is taken from the AddressBase Premium address point of the child's house to the address point of the school. AddressBase Premium data is a nationally recognised method of identifying the location of schools and individual residences.

In year applications

Applications for In-Year admissions are made directly to the school using the school's application form. The LA will also provide parents with an In-Year application form upon request. Where there is no Continuing Interest List the child will be admitted. If more applications are received than there are places available then applications will be ranked by the governing body in accordance with the admissions policy and oversubscription criteria. You will be offered the opportunity of being placed on a Continuing Interest List. This list will be maintained by the governing body in the order of the oversubscription criteria and not in the order in which the applications are received. When a place becomes available the governing body will decide who is at the top of the list so an offer can be made.

Procedures

- In line with the Hertfordshire County Council admissions procedure, all parents/carers seeking a place for their child, whether they are Catholic or not, are requested to complete and return to the school a Supplementary Information Form (i.e., school application form) **as well as completing the Hertfordshire County Council online application form**. If parents/carers have not received a letter from Herts County Council (HCC) they should contact the Customer Service Centre (CSC) on, tel: 0300 123 4043 or access the website: www.hertsdirect.org/admissions. A copy of the School Supplementary Information Form can be obtained directly from the school or via the school web site at www.stvincent.herts.sch.uk. Both forms must be completed and returned by (to be confirmed). If you do not complete and return both the forms described above by the closing date, the governing body will be unable to consider your application fully and your child is unlikely to get a place at the school. If an application is received after the closing date, it will be considered as a late application and will be dealt with after consideration of all on time applications, so you will be much less likely to gain a place at the school. Notification letters will be sent out by the LA on behalf of the governors on (to be confirmed).
- Baptism certificates must be produced at the time of application along with necessary supporting statements.
- Before applying, parents are warmly welcome to arrange a visit to see the school at work.
- Early application does not confer any higher or additional priority.
- If you deliberately give fraudulent information, the governors will withdraw the offer of a place.

The offer of a place in the Nursery does not ensure a place in main school.



University of
Hertfordshire