

POLICY ON ADMISSION TO THE NURSERY FROM SEPTEMBER 20154

At ~~Marton cum Grafton CE~~All Saints Catholic (VA) Primary School we offer high quality Early Years provision within a Foundation Stage Unit. The unit comprises a ~~143~~ 145 place ~~nursery pre-school class~~ nursery (Foundation One) and a ~~145~~ 145 place ~~full time reception group class~~ reception class (Foundation Two), catering for children aged 3 to 5. This policy sets out how places are allocated for ~~Foundation eOne the pre-school nursery?~~ Foundation One class and the procedures for applying for a place.

~~Do we need to explicitly state here that:~~

~~A place in the nursery/pre-school class does not have any bearing on whether the child will get a Reception class place.~~

Parents MUST also fill out an Admissions form for both the school and North Yorkshire County Council separately for a Reception place. ~~there'll always be at least one who doesn't get the fact that the two are not connected..~~

The Early Years Entitlement

Early Years Entitlement enables all children to access early learning and care based provision from the term after their third birthday. The entitlement is for up to 15 hours a week over a minimum of 38 weeks of the year.

This means that:

- Children with birthdays between 1st January and 31st March can access 15 hours free pre-school provision from the start of the following Summer term (after Easter).
- Children with birthdays between 1st April and 31st August can access 15 hours free pre-school provision from the start of the following Autumn term (September).
- Children with birthdays between 1st September and 31st December can access 15 hours free pre-school provision from the start of the following Spring term (January).

Governors have determined that **additional sessions** may be purchased for ~~£12~~ £4.50 per hour and this will be reviewed annually in April. ~~Lunchtime supervision cover~~ can be provided at a cost of £4.50 ~~(this does not include the cost of a meal)~~. If you require sessions at ~~Marton cum Grafton CE~~All Saints Catholic Primary School Nursery for your child in excess of their funded hours you will be invoiced in advance on a half-termly basis, payment terms are 14 days.

Parents are able to request any combination of ~~pre-school~~Nursery sessions, subject to availability. Session times are as follows:

Mornings ~~___~~ 9.05 a.m. to 12.00 p.m.

~~do we need to just put down 3 hours here or explain that they don't have to pay for the extra 10 minutes?~~

Afternoons — 1.00 p.m. to ~~3.30~~ 3.10 p.m.

Lunch time ~~___~~ 12.00-1.00pm

All day — 9.05 a.m. to ~~3.30~~ 3.10 p.m. (6.5 hours) ~~.....again, do we need to round up/down the hours?~~

September January 20154 Admissions

Formatted: Font: Bold

Formatted: Font: Bold, Not Highlight

Formatted: Font: Bold

Formatted: Font: Bold, Not Highlight

Formatted: Justified

Formatted: Justified, Space After: 0 pt

Children who stay all day may bring a packed lunch or parents/carers may purchase a school meal.
~~Will they get free meals under the new Infants deal or does that just start at Reception?~~

Applying for a place in the nursery (Foundation One), ~~are we calling it pre school as above or should it be nursery through the whole document?~~

As ~~Marton cum Grafton~~ **All Saints** Primary is a Church Aided school, the governors are responsible for ~~nursery pre school~~ admissions.

The closing date for applications is as follows:

- By the ~~end of 31st~~ -May for a September start.
- By the ~~end of 31st~~ -October for a January start.
- By the ~~end of 31st~~ -~~February~~ **January** for an April start.

~~Or could this be earlier eg 14th Feb?~~

- [Parents should complete a Nursery Application Form available from the school office or the school website at ~~www.marton-cum-graftonallsaints.n-yorks.sch.uk~~ and return to the school office either by post \(~~Reas Lane, Marton cum Grafton, York, YO51 9QB~~ **Green Lane East, Sowerby, Thirsk, YO7 1NB** ~~give address?~~\) or email \(~~admin@marton-cum-graftonallsaints.n-yorks.sch.uk~~ **give address**\). A Supplementary Information form should also be returned with the Application Form if the child falls into criteria 3-9 of the Oversubscription Criteria listed below.](#)

Allocating places

The Published Admission Number of our ~~pre school~~ **Nursery** is ~~143~~. This means that there are ~~143~~ places available in each session. Following the closing date, the admissions panel will meet and will rank all applications according to the school's Admissions Criteria listed below and not according to when the application was made. Priority will be given to the oldest children first.

The offer of sessions will be made according to this ranking and will be made to meet parental need wherever possible. This will include offering successful applicants their full 15 hours' free entitlement plus any additional purchased hours that the parent may need. Parents are encouraged to be flexible in their choice of sessions as this will aid the allocation of places.

On behalf of the governors, a member of the school office staff will contact all applicants approximately half a term in advance of the start date, informing them of the offer. If parents accept the offer they will be invited to a 'stay and play' session in the **Foundation Stage Unit** ~~pre school~~ to meet staff and agree a start date. If the place is not accepted it will be re-allocated according to the ranking list.

If the ~~nursery pre school~~ is over-subscribed, parents who have been unsuccessful can request that their application is placed on a waiting list in case vacancies arise.

Late applications

If an application is received when a child is already over 3 years old, sessions will be offered if these are available and the child will be able to start as soon as possible. If the ~~nursery pre school~~ is full, the application will be placed on the waiting list and considered against the admissions criteria when a vacancy arises.

Formatted: Font: Not Bold

Formatted: Font: Not Bold

Formatted: Superscript

Formatted: Justified, Indent: Left: 1.27 cm, No bullets or numbering

Formatted: Font: Italic

Formatted: Font: Italic

Formatted: Font: Italic

Formatted: Font: Italic

Criteria for Admission into the ~~Pre-School~~Nursery

~~The~~ governors use the following criteria when prioritising applications. ~~These are the same as the criteria used for the school and are reviewed annually in consultation with the Local Authority and Diocese.~~

Where we receive more applications than the number of places available - the Published Admission Number, currently 143 - the governing body will prioritise applications using the following criteria:

Admissions Criteria

Children with a statement of special educational need if the statement names the school. (In accordance with section 324 of the Education Act 1996)

Over-subscription Criteria

First priority in each category will be given to siblings that is, children who will have older brothers or sisters attending the school

Where there are fewer applications than places available, all children will be admitted. In the event that more applications are received than there are places available, places will be allocated in the following order of priority:

1. Roman Catholic 'children looked after' (in public care) and Roman Catholic children previously 'looked after' but ceased to be so because they became adopted or became subject to a residence or special guardianship order immediately following having been looked after.
2. Roman Catholic children whose home address is within the parish of All Saints, Thirsk
3. Roman Catholic children of all members of school staff who have been employed at the school for two or more years at the time at which the application for admission to the school is made.
4. Other Roman Catholic children.
5. Other 'children looked after' (in public care) and other children previously 'looked after' but ceased to be so because they became adopted or became subject to a residence or special guardianship order immediately following having been looked after.
6. Baptised of other Christian denominations whose baptism is recognised by the Roman Catholic Church (see Note 3)
7. Other children.
 - ~~1- Looked after children or previously looked after children for whom Marton eCum Grafton School has been expressed as a preference, including children who have been adopted but who were previously in public care, those with a residency order and those with special guardianship.~~
 - ~~2- Children who have a brother or sister/sibling in at the school at the expected time of entry to the nurseryschool*.~~

3. ~~Children living in the ecclesiastical parish of Christ's Church, Marton-cum-Grafton. A map showing the parish boundaries can be inspected at the school.~~
4. ~~Children at the heart of the church — those whose family (i.e. the child and one or both parents) worships twice a month or more or may be regularly involved in or even lead some church activities at a church within The United Benefice of Great and Little Ouseburn with Marton-cum-Grafton and Whixley with Green Hammerton. (Account will be taken of those who have irregular shift or work patterns);~~
5. ~~Children who are attached to the church — those who are regular but not frequent worshippers — perhaps attending monthly family service. Children who may be involved in weekday church activities perhaps involving an element of worship — e.g. occasional Bible study group — within The United Benefice of Great and Little Ouseburn with Marton-cum-Grafton and Whixley with Green Hammerton~~
6. ~~Children who are known to the church — those who are occasional but not frequent worshippers. Children who have a low key connection e.g. are baptised there or are involved in non-worship church activities e.g. uniformed organisations linked to the church within The United Benefice of Great and Little Ouseburn with Marton-cum-Grafton and Whixley with Green Hammerton or children who attend a Church not in The United Benefice of Great and Little Ouseburn with Marton-cum-Grafton and Whixley with Green Hammerton.~~
7. ~~Children who are at the heart of the church at a Christian Church not within the benefice. (see 4 above for a definition of 'at the heart of the church')~~
8. ~~Children who are attached to the church at a Christian Church not within the benefice. (see 5 above for definition of 'attached to the church')~~
9. ~~Children who are known to the church at a Christian Church not within the benefice. (see 6 above for definition of 'known to the church')~~
10. All other children

~~Tie Breaker — If there are more applications falling within any of the above criteria than there are places remaining, available priority will be given to those living nearest to School (see below).~~

~~Parents of children whose situation falls under sections 4-79 of the Over-subscription Criteria are asked to complete the supplementary information form obtainable from the school office or from the school website at www.marton-cum-graftonallsaints.n-yorks.sch.uk and should submit this with their application form. A map is available showing [Christchurch's All Saints Parish boundaries](#) if required. The form needs to be signed by a priest/minister/vicar and confirmation given that the parent(s) and child worship regularly at their church.* Please note that siblings are children who normally reside at the same address and who are blood relatives, step children, adopted children or long term foster children and a copy of the child's baptism certificate will be required.~~

ADDITIONAL NOTES

1. Definition of Roman Catholic

Children who have been baptised as Roman Catholics or have been formally received into the Roman Catholic Church. All applicants seeking admission under any of criteria 1 to 4 will be asked to provide evidence that the child has been baptised as a Roman Catholic or has been received into the Roman Catholic Church. A baptismal certificate or a letter from their priest confirming their baptism or reception into the Roman Catholic Church will suffice.

2. Definition of Looked After Child in Public Care

A 'looked after' child is a pupil who is in the care of a LA or provided with accommodation by that authority (For more in depth definitions see Section 22(1), Section 8, Section 14A of the Children's Act 1989 and Section 46 of the Adoption and Children Act 2002).

3. Definition of Baptised children of other Christian denominations whose baptism is recognised by the Roman Catholic Church

Baptism is administered only by a **washing in real water** with the **proper form of words** [the Trinitarian Formula naming Father, Son, and Holy Spirit] in accordance with c. 849.

The following information is provided with the hope that it will help in discerning the canonical status of candidates. **It is not exhaustive. When in doubt, reference should be made to the Chancery of the Roman Catholic Diocese of Middlesbrough**

Adventist

<u>African Methodist Episcopal</u>	<u>Alexandrian: Coptic Alexandrian:</u>
<u>Ethiopian Catholic</u>	<u>Amish/ Mennonite Valid Baptism</u>
<u>Anglican Valid Baptism</u>	<u>Antiochian: Chaldean Valid Baptism</u>
<u>Antiochian: Malabarese</u>	<u>Antiochian: Malankarese</u>
<u>Antiochian: Maronite</u>	<u>Antiochian: Syro-Antiochian</u>
<u>Armenian Apostolic</u>	<u>Assembly of God</u>
<u>Baptist</u>	<u>Byzantine: Albanian</u>
<u>Byzantine: Belarusian</u>	<u>Byzantine: Bulgarian</u>
<u>Byzantine: Croatian</u>	<u>Byzantine: Czech</u>
<u>Byzantine: Greek</u>	<u>Byzantine: Greek-Melkite</u>
<u>Byzantine: Hungarian</u>	<u>Byzantine: Italo-Greek</u>
<u>Byzantine: Romanian</u>	<u>Byzantine: Russian</u>
<u>Byzantine: Ruthenian</u>	<u>Byzantine: Slovak</u>
<u>Byzantine: Ukranian</u>	<u>Chinese Catholic Baptism</u>
<u>Church of God</u>	<u>Church of the Brethren</u>
<u>Church of the Nazarene</u>	<u>Community of Pope Pius X (Lefebvre)</u>
<u>Congregational Church</u>	<u>Disciples of Christ</u>
<u>Eastern Non-Catholics (Orthodox)</u>	<u>Eastern Rite Catholics</u>
<u>Episcopal Church</u>	<u>Evangelical Church of Covenant</u>
<u>Evangelical Church of Covenant</u>	<u>Evangelical Churches</u>
<u>Evangelical United Brethren</u>	<u>Latin: Roman Catholic</u>
<u>Liberal Catholic Church</u>	<u>Lutheran</u>
<u>Methodist</u>	<u>Old Catholic Church</u>

Old Roman Catholic Church	Orthodox (see Eastern above)
Polish National Church (is Eastern Rite)	Presbyterian
Reformed Church	United Church of Christ

A baptismal certificate confirming baptism will be required to be produced to confirm eligibility under criterion 6

4. Definition of Sibling

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling and is in attendance at the same school on the date of admission.

5. Multiple Births

For multiple births where only 1 place remains, infant classes will be allowed to exceed the statutory limit where the 31st child is a twin or from multiple births. The 'excepted pupil' will be allowed for the time in Key Stage 1 or until the class numbers fall back to current class size limit

Tie-breaker

Where there are places available for some, but not all applicants within a particular criterion, distance from home address to the school entrance will be the deciding factor. Distance will be measured [by the shortest walking route] from the front door of the child's home address (including flats) to the main entrance of the school, [using the Local Authority's computerised measuring system], with those living closer to the school receiving the higher priority.

Right of Appeal

Where a parent has been notified that a place is not available for a child, every effort will be made to help the parent to find a place in a suitable alternative school. Parents who are refused a place have a statutory right of appeal. Further details of the appeals process are available by writing to the Chair of Governors at the school address.

Home Address

It is the parental address which will be used in applying the admission criteria. This means that, when stating your choice of school, you should give the parental/guardian address at the time of application. The address of childminders or other family members who may share in the care of your child should not be quoted as the home address.

Waiting Lists

If your child has been refused admission, a waiting list is available where priority will be given according to the above criteria based on the information provided at the time of application. The waiting list will be open until the end of the Autumn term.

Application Information

It is very helpful to have an early indication of the number of children to be admitted to the Reception class in the following September. However, it must be stressed that formal written applications for admission must be made on the form provided by the Local Authority and returned to them by the stated date. Place will then be allocated by strict application of the above criteria, with no reference to the date of application. Parents will be notified as to whether or not their child has been allocated a place according to LA timetable.

Definitions and Interpretations

~~Proximity to the School will be measured by the shortest walking distance from home to the main entrance of the school as electronically measured by the local authority.~~

~~Reference to parents includes either or both parents or a sole parent and where only one of the two parents satisfied the criteria the application will be treated equally with applications where the criteria is satisfied by both parents.~~

~~Siblings are children who normally reside at the same address and who are blood relatives, step children, adopted children or long term foster children~~

~~The expression 'parents' includes legal guardians.~~

~~3-9 are asked to complete the supplementary information form obtainable from the school office or from the school website and should submit this with their application. A map is available showing the St Sidwell's parish boundaries if required. The form needs to be signed by a priest/minister/vicar and confirmation given that the parent(s) and child worship regularly at their church. { The definition of regular attendance at church is at least monthly. Is this already covered in the criteria section?}~~

Formatted: Underline