St Joseph's Catholic Primary School

Nursery Admissions Policy 2027/28

Policy produced by WDES/School

Academic year 2027/28

Updated September 2025

ST. JOSEPH'S CATHOLIC PRIMARY SCHOOL

NURSERY ADMISSIONS POLICY 2027-2028

St. Joseph's Catholic Primary School provides a high-quality education, founded on Catholic principles, recognising the needs of each individual and valuing the contribution of our whole community. 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.

The Published Admissions Number (PAN) for the Nursery class at St Joseph's is 13. The Governing Body has sole responsibility for admissions to this nursery and intends to admit 13 children in the school year which begins in September 2027. Applications are welcome from families whose child's date of birth is between 1st September 2023 and 31st August 2024.

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

In this Policy *applicant* refers to the person making an application on behalf of a child; *candidate* refers to the child on whose behalf the application is being made.

A place in the Nursery class does not automatically guarantee your child a place in the Reception class for the following year. A new application must be made for Reception class for September 2028.

OVERSUBSCRIPTION CRITERIA
Where there are more applications than the number of places available, places will be offered according to the following order of priority: -

1. Catholic 'looked after' children and Catholic children who have been adopted or made subject to child arrangements orders or special guardianship orders, immediately after having been 'looked after'.

2. Baptised Catholic children whose applications are supported by a Certificate of Catholic Practice and who are resident in the parishes of:

   St. Anselm and St. Cecilia - Lincoln's Inn Fields (WC2)
   Corpus Christi - Maiden Lane (WC2)
   St. Ethelreda - Ely Place (EC1)
   St. Patrick's - Soho Square (W1)

   (Maps of parish boundaries are attached)

3. Other baptised Catholic children from other parishes whose applications are supported by a Certificate of Catholic Practice.

4. Other baptised Catholic children.

5. Other looked after children and children who have been adopted or made subject to child arrangements orders or special guardianship orders, immediately after having been 'looked after'.

6. Children who are catechumens and members of an Eastern/Orthodox Church.

7. Christians of other denominations whose application is supported by a letter from their minister/faith leader confirming membership of the faith community.

8. Children of other faiths whose application is supported by a letter from their minister/faith leader confirming membership of the faith community.

9. Any other child or children.

EDUCATION, HEALTH AND CARE PLANS (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 Special Educational Needs Code of Practice. If your child has an EHC plan you must contact your local authority SEN officer. Children with this school named in their EHC Plan will be admitted to the school.

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

STAFF MEMBERS
Priority will be given within a category to children of teaching staff, where the staff member has been employed at the school for at least two years at the time of application.

MULTIPLE APPLICATIONS
Where the final place is offered to a child who has other siblings applying for a place in the same school year, where logistically possible, these siblings will also be admitted.

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 as measured by the Local Authority (LA).

FAIR ACCESS PROTOCOL
The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The governing body has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

IN-YEAR ADMISSIONS
Applications for In-Year admissions are made directly to the school. If a place is available and there is no waiting list the child will be admitted. If there is a waiting list, then applications will be ranked by the Governing Body in accordance with the oversubscription criteria. If a place cannot be offered at this time then you may ask us for the reasons and you will be informed of your right of appeal. You will be offered the opportunity of being placed on a waiting list. This waiting 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. Names are removed from the list at the end of each academic year. When a place becomes

available the Governing Body will re-rank the list, in accordance with the oversubscription criteria, and make an offer.

APPLICATION PROCEDURE 2027 - 2028

You will need to complete the **School's Supplementary Information Form (SIF)** (available from the school office) The information on the SIF enables the Governing Body to assess your application fully against the School's criteria in the event of oversubscription. Please return the SIF (in person or by post) to St. Joseph's School, Macklin Street, London WC2B 5NA together with all other relevant paperwork required for your application **by 15th January 2027.**

If you do not complete the form described above and return it by 15th January 2027, the Governing Body will be unable to consider your application fully. Applications received after the closing date will be dealt with after the initial allocation process has been completed.

The school will write to you with the outcome of your application during April 2027.

WAITING LIST

Unsuccessful candidates will be offered the opportunity to be placed on a waiting list. This list will be maintained in order of the oversubscription criteria set out in the Policy and not in the order in which applications are received or added to the list. Names are removed from the list after one year, unless applicants request to remain on the list**.**

CHANGE OF DETAILS

If any of the details on your form changes between the date of application and the receipt of the letter of offer or refusal, you **must** inform the school immediately. If misleading information is given or allowed to remain on your form, the Governing Body reserves the right to withdraw the place, even if the child has already started at the Nursery.

NOTES (these notes form part of the oversubscription criteria)

'Looked after child' has the same meaning as in Section 22 of the Children Act 1989, and means any child in the care of a local authority or provided with accommodation by them (e.g. children with foster parents at the time of making an application to the school).

'Adopted'. An adopted child is a child who has been formally adopted and whose parent/guardian can give proof of adoption.

'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.

'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). Priority will be given to children who were looked after up until this order was made.

'Parent' means the adult or adults with legal responsibility for the child**.**

‘Sibling’ means brother or sister, to include adopted brothers and sisters, half brothers and sisters or step brothers and sisters. A sibling relationship does not apply when the older child(ren) will leave before the younger one starts.

‘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.

CERTIFICATE OF CATHOLIC PRACTICE

Applicants applying under criteria 1, 2 and 3 must submit a Certificate of Catholic Practice (CCP) by the closing date. This form (which used to be called a priest’s reference form) is available from the school or from the diocesan website. Parents should fill in the top part of the form with their details and then take the form to their parish priest (or the priest at the parish where they normally worship) for signature. It is the parent’s duty to ensure that the CCP is submitted to the school in good time. The priest will only sign this form if he knows you.

‘Catechumen’ means a person who is a member of the catechumenate of a Catholic Church. This will normally be evidenced by a Certificate of Reception into the Order of Catechumens.

‘**Eastern Christian Church**’ includes Orthodox Churches, and is normally evidenced by a Certificate of Baptism or Reception from the authorities of that Church.

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

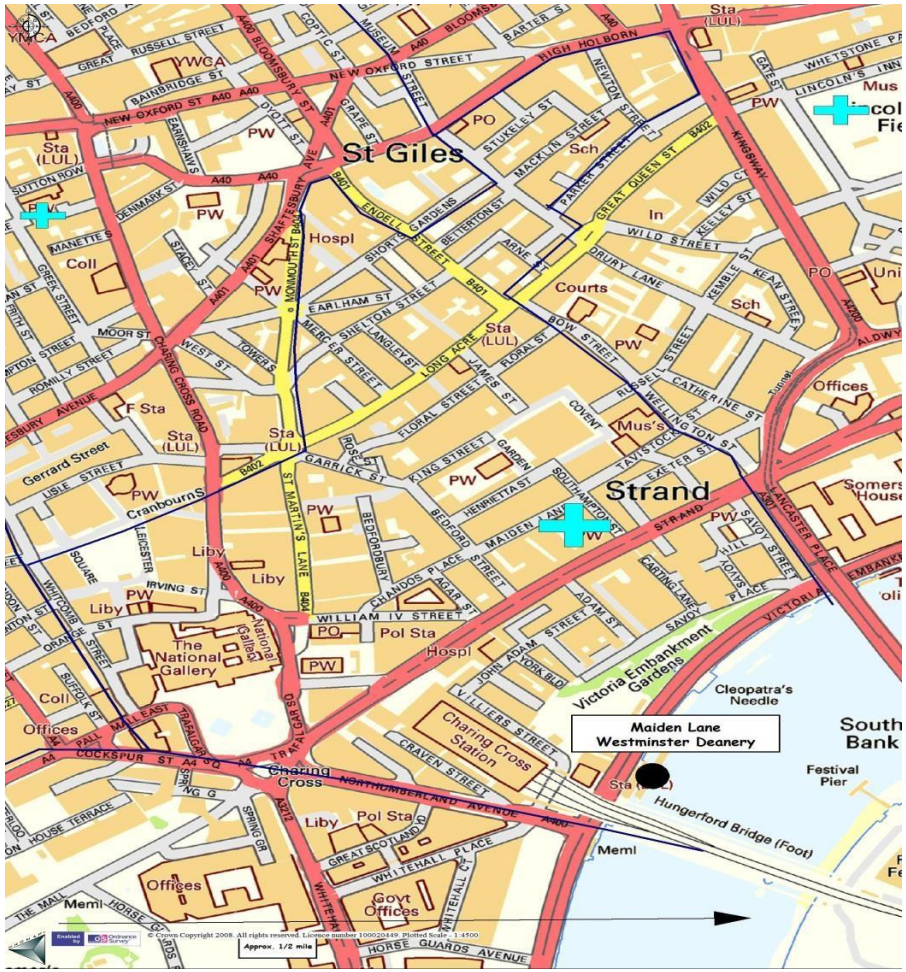
‘Resident’ – A child is deemed to be resident at a particular address when he/she resides there for more than 50% of the school week.

Parish Boundaries – for the purposes of this Policy, parish maps are enclosed with this Policy.

‘Distance from school’ means distance as measured by a straight line, from the home address to the school using a computerised mapping system.

Parish Boundaries 1





Parish Boundaries 2

