



## HOLY CROSS CATHOLIC PRIMARY SCHOOL

Basuto Road, Fulham, LONDON SW6 4BL

Telephone: 020 7736 1447

Email: admin@holycrossrc.lbhf.sch.uk

Executive Headteacher: Mrs Kathleen Williams

Head of School: Ms Cath Macgonigal

### NURSERY ADMISSION POLICY 2023-2024

Holy Cross Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families within the parishes of Holy Cross Parsons Green and Our Lady of Perpetual Help Sands End. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and instrument of governance, and seeks at all times to be a witness to Jesus Christ.

Please note:

Holy Cross Nursery is a full time 30 hour placement, of which there is a charge of £1200 per term per child; payable in advance. A non-refundable deposit of £600 is payable on accepting the place. If you are working, you may be eligible for the government funding system of '30 hours of childcare.' To check your eligibility, please refer to <https://www.childcarechoices.gov.uk/> and apply through the online website.

Whenever there are more applications than places available, priority will always be given to Catholic applicants in accordance with the oversubscription criteria listed below. 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. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

Applications are invited for September 2023 from families whose child attains 3 years of age between 01/09/2022 and 31/08/2023.

The published Admission Number (PAN) for the Nursery Class at Holy Cross Catholic Primary School is 30. The Governing Body has sole responsibility for admissions to this school and intends to admit 30 pupils to the nursery class in the school year which begins in September 2023.

#### 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 children who have been adopted (or made subject to child arrangement orders or special guardianship orders) immediately following having been looked after (**Previously Looked After Children**). Previously looked after children also includes those children who appear (to the governing body) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Baptised Catholic children with a Certificate of Catholic Practice who have a sibling on roll at the school at the time of admission.

3. Baptised Catholic children with a Certificate of Catholic Practice who are resident in the Parishes of Holy Cross or Our Lady of Perpetual Help.
4. Baptised Catholic children with a Certificate of Catholic Practice who are resident outside the parishes of Holy Cross and Our Lady of Perpetual Help.
5. Other Baptised Catholic children.
6. Other 'looked-after' children who have been adopted (or made subject to child arrangement orders or special guardianship orders) immediately following having been looked after (**Previously Looked After Children**). Previously looked after children also includes those children who appear (to the governing body) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
7. Catechumens and members of the Eastern Christian Church.
8. Non-Catholic children who have a sibling on roll at the school at the time of admission.
9. Christians of other denominations whose application is supported by a letter from their minister confirming membership of the faith community.
10. Any other children.

**Within each of the categories listed above, the following provisions will be applied in the following order.**

### **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 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. Applications will be considered on an individual basis.

### **STAFF MEMBERS**

The Governing Body will give second priority for children of members of staff, ( i.e. teaching staff, support staff and anyone employed by the Governing Body who have completed two years of service at the time of application) after the appropriate category of looked after children.

### **SIBLINGS**

The attendance of a brother or sister at the school at the time of admission will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made. Where the final place is offered to a child who has other siblings applying for a place in the same school year, these siblings will also be admitted.

### **TIE BREAK**

Priority will be given to children living closest to the school determined by the shortest distance. Distances are calculated [on basis of a straight line measurement between the front door of the child's home address (including the community entrance to flats) and the main entrance of the school] (using the local authority's computerised measuring system on the following basis [the Ordnance Survey system and the Geographical Information system]. In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out and supervised by a person independent of the school. All the names will be entered into a hat and the required number of names will be drawn out.

### **FAIR ACCESS**

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 admissions round, the Governing body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the Governing Body and the Diocese for the current school year. The Governing Body has the power even when admitting the child would mean exceeding the published admission number.

### **APPLICATION PROCEDURE –2023-2024**

In order to make an application, you **must** complete an **e-admissions form** from your local authority and return it to them. If you do not wish to complete an online e-admissions form, you can obtain a paper form from your local authority. You **should** also complete the school's Supplementary Information Form (**SIF**). 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 Holy Cross Catholic Primary School, Basuto Road, London SW6 4BL together with the relevant paperwork required for your application. Please provide a self-addressed postage paid envelope if you require an acknowledgment.

If you do not complete both of the forms described above and return it by 15<sup>th</sup> January 2023 the Governing Body will be unable to consider your application fully and it is very unlikely that your child will be offered a place. Applications received after the closing date will be dealt with after the initial allocation process has been completed.

The school will write to you on behalf of the Governing Body with the outcome of your application on or about 17<sup>th</sup> April 2023. Parents/carers should accept the place as soon as possible.

### **CERTIFICATE OF CATHOLIC PRACTICE**

Applicants applying under criteria 2, 3 and 4 must submit a Certificate of Catholic Practice (CCP) by the closing date. This form is available from the priest at the parish where the family normally worships or from the diocesan website. 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 and agrees that you are a practicing Catholic family.

### **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.

### **LATE APPLICATIONS**

Applications received after the closing date will be handled by the Local Authority, after the initial allocation of places has been completed.

### **RIGHT OF APPEAL**

There is no right of appeal for a Nursery place.

### **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 above and *not* in the order in which applications are received or added to the list. Please note the waiting list is subject to change at any time. Names are removed from the list after 1 year, unless applicants request to remain on the list.

## CHANGE OF DETAILS

If any of the details on either of your forms change 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 either of your forms, the Governing Body reserves the right to withdraw the place, even if the child has already started at the School.

**Please note that there is no automatic right of entry from Nursery Class to Reception. Parents whose children are currently attending Holy Cross Nursery need to re-apply for Reception.**

## EXPLANATORY NOTES (these notes form part of the oversubscription criteria)

**'Adopted'** an adopted child is a child who is adopted under the terms of the Adoption and Children Act 2002 s.46 (adoption orders).

**'Child Arrangements Order'** A Child Arrangements Order is an order under the term of Children Act 1989 s.8 setting 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 qualifies in this category.

**'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 the 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. Previously looked after children also includes those children who appear (to the governing body) to have been in state care outside of England and ceased to be in state care as a result of being adopted". LAC/PLAC priority includes Internationally Adopted Looked After Children (IAPLAC).

**'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).

**'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 in the process of adoption and living with a Catholic family, where a letter from a priest demonstrates that the child would have been baptised were it not for his/her status as a looked after child. For a child to be treated as Catholic, evidence of the Catholic baptism or reception in the Catholic 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.

**'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 the 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.

**"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.

**'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.

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

**'Exceptional Needs'** if you think your child has an exceptional social, medical or pastoral need for a place at Holy Cross, your application must be supported by documented evidence from a doctor, health visitor, social worker or other medical professional, which must be submitted at the time of your original application. You will need to show why a place at Holy Cross is the only school that is uniquely placed to meet your child's social or medical need. The case must be a clear connection between the child's need and an explanation of the difficulties which would be caused if the child were to attend another school. The decision as to whether your child qualifies on medical or social grounds is made by the Governing Body.

**'Siblings'** means brothers and sisters, step brothers and sisters, half brothers and sisters and/or adopted/fostered brothers and sisters. It includes: 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 child who is the subject of the application. It means siblings on roll in school at time of admission, not time of application.

**'Resident'** 'A child's "home address" refers to the address where the child usually lives with a parent or carer, and will be the address provided in the Common Application Form ("CAF"). Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.

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

**'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.

**Parish Boundaries** For the purposes of this Policy, the parish boundaries are shown on the map on the school's website.

**Distance Measure** For the purposes of this policy, nearness to the school will be calculated using a straight line measurement (as the crow flies) from the child's home address point to the main entrance of the school as determined by the Governing Body. Accessibility by car or public transport will be disregarded.

If a tie-break involves twins or triplets, the LA will offer places over the published admission number to accommodate the children.