



**Nursery Admissions
Policy
2023-2024**



SACRED HEART CATHOLIC PRIMARY SCHOOL

ADMISSION POLICY 2023-2024



ADMISSION POLICY 2023-2024 – FOUNDATION 1 CLASS

ADMISSION TO THE FOUNDATION 1 CLASS at Sacred Heart Catholic Primary School will be on a part time basis and made by the Governing Body in accordance with the parental applications subject to the following set of ADMISSION CRITERIA forming a priority order where there are more applications for admission than the class has places available.

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. Looked After and previously Looked After children. (see note 2)
2. Catholic children who are resident in the parish of Sacred Heart, Moreton (see notes 3 and 7)
3. Other Catholic children. (see note 3)
4. All remaining applicants.

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

- i) 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 so that the application will be placed at the top of the category in which the application is made after children in (1) above (see note 4).
- ii) The children of staff will be given increased priority within each category so that the application will be placed at the top of the category in which the application is made after children in (1) above (see note 6).

Tie Break

Priority will be given to children living closest to the school determined by the shortest distance. Distance will be measured, using the Local Authority's computerised measuring system, from the nearest school gate to the home address using the shortest road route, unless it is possible to use a footpath which the LA consider to be a safe walking route. In the event of distances being the same for two or more applicants where this distance would be last place/s to be allocated, a 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.

Application Procedures and Timetable

Children whose third birthday falls before 1st September 2023 will be eligible for a place within Sacred Heart Nursery in September 2023. If any places remain available after allocations have been made, a further intake in January 2024 will be made available to children whose third birthday falls between 1st September 2023 and 31st December 2023. In this case, places will be allocated in accordance with the admission criteria in chronological order of age. If places remain after January 2024 allocations have been made, a further intake will be made to children who turn three between January 2024 and April 2024.

If places are available, children may be invited to take up their allocated place in Nursery immediately after their third birthday.

To apply for a place at Sacred Heart Catholic Nursery you must complete an Interest Form which can be found on the school website <https://sacredheartmoreton.co.uk/nursery> . Application forms will then be sent to parents/carers to complete and return electronically.

All applicants will be required to produce a short birth certificate.

All Catholic applicants will be asked to produce a Certificate of Baptism.

The previous application deadline was set at 31st January, however this has now been removed as applications for FS1 places can be made and allocated throughout the year, if places are available. All applications made after this date will be allocated according to this policy, if places are available.

A maximum of 36 children can be accommodated in each session, where a third (level 2) Teaching Assistant is present.

The decision with regard to the allocation of a morning or afternoon place rests with the Headteacher.

Nursery Sessions

We will offer 15 hour and 30 hour sessions depending upon availability (parental preference cannot be guaranteed). This is either five morning sessions (8.40 – 11:40 am) or five afternoon sessions: (12.20 – 3:20 pm), or where available 30 hours (8.40am to 3.20pm) including lunch.

For information please refer to the leaflet enclosed and the following websites:

<https://www.gov.uk/get-tax-free-childcare>

<https://www.childcarechoices.gov.uk/>

If you require 30 hours' childcare (*subject to validity of eligibility codes*) there is an additional charge of £10 per week to cover lunchtime supervision costs. This is payable via our online payment system two weeks in advance.

If you do not meet the requirements to receive an eligibility code for 30 hour funding; where there is availability, there is an option to take up a 30 hour place. Parents/Carers will have the option to pay for the additional 15 hours, plus wrap-around care charge. The cost for the additional 15 hours will be the equivalent of funding received for each child per hour. The cost breakdown will be as follows:

£5.19 per hour x 15 hours a week = £77.85

Wrap-around care charge = £10 per week.

Total cost for additional hours: £77.85 + £10.00 = £87.85 per week.

Where spaces are available, if a child attends for 15 hours a week but parents require additional afternoon sessions, it is possible for parents/carers to extend attendance patterns to include 1,2,3,4 or 5 additional sessions per week. Parents/Carers will have the option to pay for these additional sessions, according to the cost breakdown detailed above.

If a family becomes ineligible for the 30 hours they will still be eligible for 15hrs and there will be a 'grace period' of 30 funded hours whilst arrangements can be made.

Waiting Lists

If there are no places available, the child will be added to the 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. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until the last day of the summer term.

Inclusion in the Nursery's waiting list does not mean that a place will eventually become available within the academic year.

Entry to the Reception Classes in Sacred Heart Catholic Primary school.

Admission to the Foundation 1 class **does not** secure admission to the mainstream primary school. Parents and Carers need to make a separate application undertaken by the Wirral Authority using a Wirral Authority admissions form, accessed from www.wirral.gov.uk under the 'schools, youth and adult learning' tab and by going to admissions.

For information on admission to our reception class, please see the Foundation Stage 2 policy, published on our website: www.sacredheart.wirral.sch.uk

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

Notes (these notes form part of the oversubscription criteria)

1. A. 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. Included in this definition are those children who appear (to the governing body) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

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 (eg a looked after child in the process of adoption by a Catholic family).

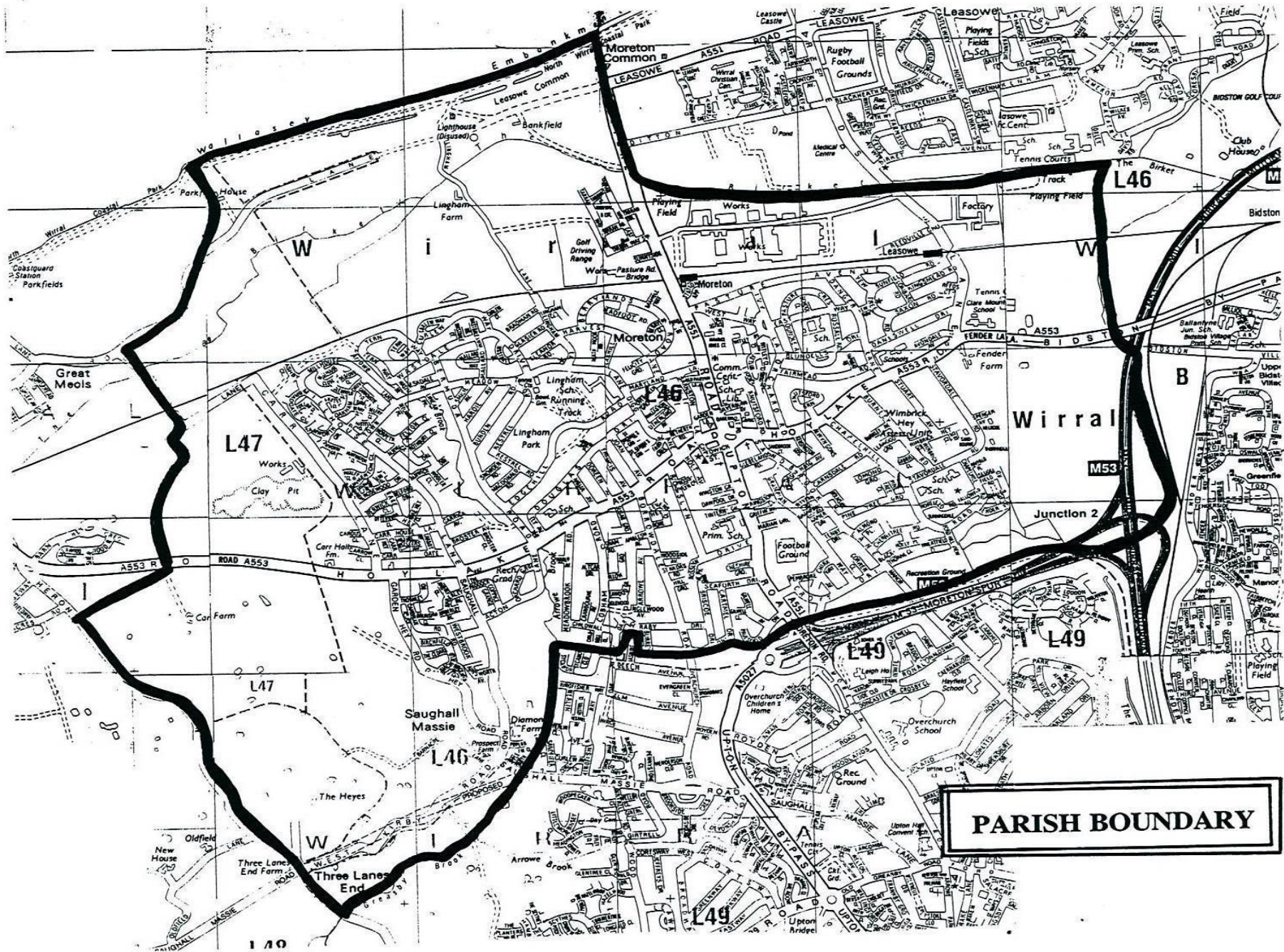
For a child to be treated as Catholic, evidence of Catholic baptism, or reception into the Church will be required, Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest who, after

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. 'brother or sister' includes:
 - i) all natural brothers or sisters, half brothers or sisters, adopted brothers or 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.
5. 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.
6. This applies where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
7. For the purposes of this policy, parish boundaries are as shown on the attached map and will be applied to the admission arrangements for 2023-2024.

[Map attached]

8. 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 on the application form. 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 application form, provided that the child resides at that address for any part of the school week.



Nursery Application Form

Application for Sacred Heart Catholic Primary School Nursery.

* Required

1. Child's Legal Forename *

2. Child's Legal Surname *

3. Child's Date of Birth - once you have submitted this form please take your * child's original birth certificate to the school office.

Example: January 7, 2019

4. Address *

5. Ethnicity *

6. Religion *

7. Nationality *

8. Parent/Carer Information - Full names of parents as given on Birth Certificate *

9. Does your child currently attend a Nursery or Playgroup? *

Mark only one oval.

Yes *Skip to question 10*

No *Skip to question 12*

Skip to question 12

Current Nursery/Playgroup Information

10. Name of current Nursery/Playgroup *

11. Contact number of current Nursery/Playgroup *

Please include the area code for landline numbers (e.g. 0151).

Skip to question 12

**First
Emergency
Contact
Information**

Please give the details of the first emergency contact for the child.
We will ask for a minimum of 3 contacts. Your child must be
picked up from by a responsible adult (over 16 years of age).

12. **Salutation ***

Mark only one oval.

- Mr *Skip to question 14*
- Mrs *Skip to question 14*
- Miss *Skip to question 14*
- Ms *Skip to question 14*
- Other *Skip to question 13*

Skip to question 14

13. **Please specify your salutation ***

Skip to question 14

**First
Emergency
Contact
Information**

Please give the details of the first emergency contact for the
child. We will ask for a minimum of 3 contacts.

14. **Forename ***

15. **Surname ***

16. Relationship to child *

17. Home Telephone Number

Please include the area code for landline numbers (e.g. 0151). Please leave blank if not applicable.

18. Work Telephone Number

Please include the area code for landline numbers (e.g. 0151). Please leave blank if not applicable.

19. Mobile Number

Please leave blank if not applicable.

Second
Emergency
Contact
Information

Please give the details of the second emergency contact for the child. We will ask for a minimum of 3 contacts.

20. Salutation *

Mark only one oval.

- Mr *Skip to question 22*
- Mrs *Skip to question 22*
- Miss *Skip to question 22*
- Ms *Skip to question 22*
- Other *Skip to question 21*

Skip to question 22

21. Please specify your salutation *

**Second
Emergency
Contact
Information**

Please give the details of the second emergency contact for the child. We will ask for a minimum of 3 contacts.

22. Forename *

23. Surname *

24. Relationship to child *

25. Home Telephone Number

Please include the area code for landline numbers (e.g. 0151). Please leave blank if not applicable.

26. Work Telephone Number

Please include the area code for landline numbers (e.g. 0151). Please leave blank if not applicable.

27. Mobile Number

Please leave blank if not applicable.

**Third
Emergency
Contact
Information**

Please give the details of the third emergency contact for the child. We will ask for a minimum of 3 contacts.

28. Salutation *

Mark only one oval.

- Mr *Skip to question 30*
- Mrs *Skip to question 30*
- Miss *Skip to question 30*
- Ms *Skip to question 30*
- Other *Skip to question 29*

29. Please specify your salutation *

Skip to question 30

**Third
Emergency
Contact
Information**

Please give the details of the third emergency contact for the child. We will ask for a minimum of 3 contacts.

30. Forename *

31. Surname *

32. Relationship to child *

33. Home Telephone Number

Please include the area code for landline numbers (e.g. 0151). Please leave blank if not applicable.

34. Work Telephone Number

Please include the area code for landline numbers (e.g. 0151). Please leave blank if not applicable.

35. Mobile Number

Please leave blank if not applicable.

36. Would you like to add an additional emergency contact? *

Mark only one oval.

Yes *Skip to question 37*

No *Skip to question 45*

**Fourth Emergency
Contact Information**

Please give the details of the fourth emergency contact for the child.

37. Salutation *

Mark only one oval.

Mr *Skip to question 39*

Mrs *Skip to question 39*

Miss *Skip to question 39*

Ms *Skip to question 39*

Other *Skip to question 38*

Skip to question 39

38. Please specify your salutation *

Fourth Emergency Contact Information

Please give the details of the fourth emergency contact for the child.

39. Forename *

40. Surname *

41. Relationship to child *

42. Home Telephone Number

Please include the area code for landline numbers (e.g. 0151). Please leave blank if not applicable.

43. Work Telephone Number

Please include the area code for landline numbers (e.g. 0151). Please leave blank if not applicable.

44. Mobile Number

Please leave blank if not applicable.

Skip to question 45

Child Collection Details

45. Is there anyone who is NOT allowed to pick up your child due to legal reasons? *

Mark only one oval.

Yes *Skip to question 46*

No *Skip to question 48*

Skip to question 48

**Child
Collection
Details**

Please state the details of the person who is not allowed to collect your child. Please ensure that the Headteacher is informed of this in writing in addition to this form.

46. Name *

47. Legal Reason *

**Additional
Information**

Once you have submitted this form please take your child's Baptism certificate to the school office if your child is Baptised.

48. Is your child Baptised Catholic? *

Mark only one oval.

Yes *Skip to question 51* No

Skip to question 49

49. Are you planning to have your child Baptised? *

Mark only one oval.

Yes *Skip to question 50*

No *Skip to question 51*

50. Please state where and when the Baptism will take place *

Siblings

51. Does your child have any siblings currently registered at Sacred Heart? *

Mark only one oval.

Yes *Skip to question 52*

No *Skip to question 53*

Siblings

52. Please state the names and dates of birth of the siblings *

Medical
Information

This will not affect your application but will ensure any necessary adaptations are made if required.

53. Does your child have any medical conditions, food allergies or special dietary requirements? *

Mark only one oval.

Yes Skip to question 54

No Skip to question 55

Medical Information

54. Please provide details for the medical conditions, food allergies or special dietary requirements. *

Medical Information

55. Name of Doctor *

56. Address of Doctor *

57. Doctor's Contact Number *

Please include the area code for landline numbers (e.g. 0151). Please leave blank if not applicable.

We provide 15 hours of nursery education. Each year we also offer some places to extend your child's hours to 30 hours per week (subject to availability). To check if you are eligible to receive extended funding for your child, go to <https://www.childcarechoices.gov.uk>. To receive 30 hours' nursery education (subject to validity of eligibility codes) there is an additional charge of £10 per week to cover lunchtime supervision costs. This is payable via our online payment system two weeks in advance.

Preferred Sessions

If you do not meet the requirements to receive an eligibility code for 30-hour funding; where there is availability, there is an option to take up a 30-hour place. Contact the school office for further information.

If a family becomes ineligible for the 30 hours they will still be eligible for 15 hours and there will be a 'grace period' of 30 funded hours whilst arrangements can be made.

For information please refer to the following websites - <https://www.gov.uk/get-tax-free-childcare> <https://www.childcarechoices.gov.uk/>

58. Please indicate your preferred session * Please note

your preference cannot be guaranteed *Mark only one oval.*

- Morning (08:40 - 11:40)
- Afternoon (12:20 - 15:20)
- 30 Hours (08:40 - 15:20 including lunchtime)

Additional Information

59. Please state any special circumstances or reasons you wish to be considered in support of this application

I/We make an application for the child specified in this form to be admitted to Sacred Heart Catholic Primary School Nursery. I/We understand that, as a Catholic School, Sacred Heart is committed to developing and maintaining a strong Catholic ethos and to promoting an education based on Gospel values and the Catholic tradition.

I/We undertake to support the school in this aim and agree to him/her following the full programme of Religious Education and religious activities which the school offers. I/We agree to fully co-operate with the school in its aim to achieve high standards of learning and behaviour for all children at the school.

Home/School

Agreement

The school will -

- Develop each child to their full potential by providing high quality teaching.
- Provide a good Catholic education supporting Gospel values.
- Provide the best possible care.
- Reinforce good standards of behaviour and inform parents if concerns arise.
- Provide well planned homework as outlined in the Homework policy.
- Produce a written report of each child's progress.

60. Please tick the box below to confirm your agreement *

Check all that apply.

I agree

61. Parent Name *

62. Date *

Example: January 7, 2019

Google Forms