

***St. Joan of Arc Catholic  
Nursery School***



***Nursery School Admission Policy  
and Application Form***

## ADMISSIONS

Places at St Joan of Arc will be allocated in accordance with the following policy and procedure.

You should note in particular the following:

- The school regularly receives many more applications than it has places available. Even if your application falls within one of the first oversubscription criteria there is no guarantee that a place will be available.
- A place in the school's Nursery does not guarantee you a place in Reception. You will need to re-apply.

**ST. JOAN OF ARC NURSERY**  
**ADMISSIONS POLICY 2018-2019**

1. St Joan of Arc Catholic Primary School is a Catholic school which serves the following parishes:

**St Joan of Arc, Highbury**  
**St Thomas More, Manor House**  
**Our Lady of Good Counsel, Stoke Newington**

In this document we describe these parishes as the “Three Parishes”.

Links showing parish boundaries are available on the school website. These will be used to determine the parish in which each applicant’s residential address is situated.

2. All admissions to the school Nursery are at the discretion of the Governing Body. Nursery Education is not statutory; therefore there is no right of appeal.

3. Provision available at St Joan of Arc Catholic Nursery School:

- i. The nursery will continue to offer high quality Early Years Education, led by a fully qualified teacher and nursery nurse
- ii. The nursery will provide 26 places for each session with the staff / pupil ratio of 1:13
- iii. Places will be offered in accordance with the nursery admission’s policy and will comprise of the following:

- 30 hours of free nursery education for those parents who qualify under the Childcare Bill
- 15 hours of free nursery education plus 15 hours of paid education for parents who do not qualify under the Childcare Bill (totaling 30 hours), but who enter into a paid contract agreement with the nursery
- 15 hours of free education – comprising of the following hours –

- Monday/ Tuesday all day and Wednesday morning, or
- Wednesday afternoon, Thursday and Friday all day

- iv. A summary of the paid contract agreement is:

- charges will be per half term – paid in full in advance
- fees are not refundable for absences or change of circumstances
- full details are available in the school’s Charging Policy

The charges for the 2018-19 academic year are as follows:

Autumn Term 1	- £680
Autumn Term 2	- £780
Spring Term1	- £500
Spring Term 2	- £560
Summer Term 1	- £580
Summer Term 2	- £700

4. To apply for a place for your child you must return an application form and the supporting documents listed under “Procedure”. It is very important that you do this in the timeframe set out.
5. When there are more applications than places, the places will be offered in the order of priority detailed below in the Oversubscription Criteria.

## OVERSUBSCRIPTION CRITERIA

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

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1. Catholic looked after children and Catholic children who have been adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after.
2. Baptised Catholic children with a Certificate of Catholic Practice with one or more sibling(s) attending the school at the time of their enrolment.
3. Baptised Catholic children with a Certificate of Catholic Practice whose parent(s)/legal guardian(s) are resident in one of the Three Parishes.
4. Baptised Catholic children with a Certificate of Catholic Practice not included in criteria 1, 2 and 3 above.
5. Other baptised Catholics.
6. Other looked after children and other children who have been adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after.
7. Children from families of Christian denominations whose application is supported with a letter confirming membership of the faith community by a minister of religion, with one or more sibling(s) attending the school at the time of their enrolment.
8. Children from families of Christian denominations whose application is supported with a letter confirming membership of the faith community by a minister of religion.
9. Any other applicants with one or more sibling(s) attending the school at the time of their enrolment.
10. Any other applicants.

### For these purposes;

- A '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 for a child by a certificate of baptism in a Catholic church or a certificate of reception into the full communion of the Catholic Church.*
- B 'Christian' means a member of one of the member churches of Churches Together in Britain and Ireland.*
- C 'Parent' means the person or persons who have legal responsibility for the child.*
- D 'Sibling' means brother or sister, to include adopted brothers and sisters, half brothers and sisters, step brothers and sisters or foster siblings. A sibling relationship does not apply when the older child will leave before the younger one starts.*
- E 'Adopted'. An adopted child is a child who has been adopted from care and whose parents can provide evidence of this status.*
- F 'Looked after children' 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).*
- G 'Child arrangements order'. A child arrangements order is an order under the terms of the Children Act 1989 s.8 which defines it as an order 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.*
- H '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 'looked after' immediately before the order is made qualifies in this category.*

- I* '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. Further details of these circumstances can be found in the guidance issued to priests <http://rcdow.org.uk/education/governors/admissions/>
- J* '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 CYTŪN 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.
- K* '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.
- L* 'Parish Boundary'. For the purpose of this policy parish boundaries are shown on the map included in the policy.

## **TIE BREAK**

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

- i Places will be given to applicants who live nearest the school as measured on a straight-line basis from the applicant's home to the main entrance of the school on a large-scale map. (The measurement point is taken from the school gate entrance on Northolme Road to the front door of the applicant's property).

In the case of equidistance from the school, the final place will be offered by random allocation i.e. lottery. This will take place in the presence of an independent witness.

- ii. Unsuccessful candidates will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscriptions criteria set out above and not in the order in which applications are received or added to the list.

## ***Twins and Siblings from Multiple Births***

Where the final place is offered to a child who has other siblings applying for a place in the same term, these siblings will also be admitted.

### ***Pupils with an Education, Health and Care Plan (EHCP)***

The admission of pupils with an Education, Health and Care Plan (EHCP) is dealt with by a completely separate procedure. This used to be called Statement of Special Educational Needs. Details of this separate procedure are set out in the *Special Educational Needs Code of Practice*. If your child has an Education, Health and Care Plan (EHC Plan) you must contact your local authority SEN officer.

### **Procedure**

If you wish to apply for a place in the Nursery for your child you should:

1. Return an application form, which you have fully completed. Forms can be obtained from the School Website [www.st-joanofarc.islington.sch.uk](http://www.st-joanofarc.islington.sch.uk) or from the school office during term time at the following times: Mondays from 3.00 – 4.00 pm and Thursdays from 12.30 – 1.30pm, or by writing to the school/calling the school office.
2. Provide the school with the original following documents:
  - a. The child’s birth certificate (showing parents’ names)
  - b. Baptismal Certificate, if applicable
  - c. Proof of your residential address, in the form of at least two of the following documents, dated within three months:
    - Your child benefit document.
    - Electricity, gas, telephone or council tax bills (printed online versions will be accepted but further proofs of address may be requested).
    - A current driving licence.(Please note that the Governing Body may seek independent verification of your residential address.)
  - d. Code from HMRC to verify eligibility for extended free childcare entitlement.
  - e. Certificate of Catholic Practice (CCP), if applicable.

You may send original documents to us, which can be returned if requested. This, however, is at your own risk.

If you are not the parent of the child for whom you are applying you should also provide the school with proof that you are his/her legal guardian(s).

It is not the Governing Body’s practice to conduct interviews. However, the priest providing a Certificate of Catholic Practice may wish to meet with parent(s)/legal guardian(s) before completing the form.

### **Timing**

Applications for a place in the school’s Nursery should be submitted the following deadlines:

<b>Date of Birth</b>	<b>Earliest time applications can be received</b>	<b>Earliest point of entry</b>
01.04.15 – 31.08.15	01.02.18 – 31.03.18	September 2018
01.09.15 – 31.12.15	01.09.18 – 31.10.18	January 2019
01.01.16 – 31.03.16	01.11.18 – 30.01.19	April 2019

If any document – including the Certificate of Catholic Practice – is received late the Governing Body will be entitled to ignore it unless places become available after the Admissions Committee has allocated places for the relevant school year, for example if successful applicants withdraw.

The Admissions Committee of the Governing Body will meet to allocate places in the school's Nursery for admissions at the beginning of each term.

You will be informed by the Governors Admissions Committee if your child has been allocated a place.

Admission to the school nursery is from the term after your child's third birthday.

A settling in period will take place at the beginning of your child's admission to the nursery.



St Joan of Arc Catholic Primary School  
Northolme Road Highbury Park London N5 2UX  
Tel: 020 7226 3920 Fax 020 7704 9220

16/10/17

## Application form for St Joan of Arc School Nursery

***(This document is in read-only format - please print form in order to complete)***

***Applications are dealt with on Mondays 3pm-4pm and Thursdays 12.30pm to 1.30pm ONLY. Applications can be received any time after the earliest dates specified on page 6, based on your child's date of birth. We will endeavour to offer a place in the term at the earliest time of entry specified on page 6, however this will be dependent on the availability of places and the oversubscription criteria will apply, where required.***

Please complete in **CAPITAL** letters

Child's family Name \_\_\_\_\_ Date of birth \_\_\_\_\_

Christian name(s) \_\_\_\_\_ Male/Female \_\_\_\_\_

Address where the child lives

\_\_\_\_\_  
\_\_\_\_\_

Telephone number (person making application) Home: \_\_\_\_\_ Mobile: \_\_\_\_\_

Mother's name \_\_\_\_\_

Father's name \_\_\_\_\_

Does the child have any other brothers or sisters at St Joan of Arc School?    Yes     No

If "yes" please give the name of the eldest \_\_\_\_\_

How many children are there in the family altogether? \_\_\_\_\_

What is the position of this child in the family (*circle the number*)

*eldest*    1        2        3        4        5        6        7        8        *youngest*

Has the child attended any other playgroups/nurseries/schools?    Yes     No

If "yes" please list \_\_\_\_\_

Are there any social or medical issues you wish the Governors to consider? \_\_\_\_\_

\_\_\_\_\_

Name of the person making this application \_\_\_\_\_

If you are not the child's parent(s)/legal guardian(s); please say why you are making this application

\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

*NB As a result of the Provisions of the 1980 Education Act the information in this form is not to be treated as confidential. Information held at the school in respect of its pupils complies with the Data Protection Legislation*



**BISHOPS' CONFERENCE OF ENGLAND AND WALES**

**CERTIFICATE OF CATHOLIC PRACTICE**

**Details of child (for identification only)**

Full name of child: \_\_\_\_\_

Address of child: \_\_\_\_\_

\_\_\_\_\_

Postcode: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

I am [the child's parish priest] [the priest in charge of the Church where the family practises] **[delete as applicable]**

I hereby certify that this child and his/her family are known to me and, to the best of my knowledge and belief, the child is from a practising Catholic family.

Priest's name \_\_\_\_\_ Position \_\_\_\_\_

Parish (or ethnic chaplaincy) \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone \_\_\_\_\_

Priest's signature \_\_\_\_\_

*Parish stamp or seal*

Date \_\_\_\_\_