

***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 2023-2024

1. St Joan of Arc Catholic Primary School is a Catholic school which serves primarily 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, an Early Years Education Worker and a Nursery nurse.
 - ii. The nursery will provide 36 places for each session with the staff / pupil ratio of 1-12
 - iii. Places will be offered in accordance with the nursery admission’s policy. There are four options depending on parental circumstances:
 - **Option A** - 30 hours of free nursery education for those parents who qualify under the Childcare Bill
 - **Option B** - 15 hours of free nursery education plus 15 hours of paid nursery education for parents who do not qualify under the Childcare Bill (totalling 30 hours), but who enter into a paid contract agreement with the nursery
 - **Option C** - 15 hours of free nursery education – Monday/ Tuesday all day and Wednesday morning
 - **Option D** - 15 hours of free nursery education - 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 2023-24 will be confirmed once the term dates for this academic year have been set by the Local Authority. These will be confirmed by March 2022

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: -

1. Catholic looked after and previously looked after children (see notes E & F).
2. Baptised Catholic children with a Certificate of Catholic Practice with one or more sibling(s) attending the school or school Nursery 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 and previously looked after children (see notes E & F).
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 or school nursery at the time of their enrolment.
10. Any other applicants.
- 11.

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.

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* 'Parent' means the person or persons who have legal responsibility for the child.
- C* '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.
- D* '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.
- E* 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. (Referred to as internationally adopted previously looked after children in the 2021 code)
- F* '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.
- G* '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.
- H* '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/>
- I* '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.

J '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.

K 'Parish Boundary'. For the purpose of this policy parish boundaries are shown on the map included in the policy.

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.

Children of UK service personnel and crown servants

For families of service personnel with a confirmed posting, or crown servants returning from overseas, the school will allocate a place in advance of the family arriving in the area (as long as one is available), and provided the application is accompanied by an official letter that declares a relocation date and so long as some evidence of their intended address is provided for a unit or quarter address to be used.

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 or from the school office during term time at the following times: Mondays from 2.30 – 3.30 pm and Thursdays from 12.30 – 1.30pm, or by writing to the school/calling the school office. Forms can be returned to the school in person at the above times.
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 license.
(Please note that the Governing Body may seek independent verification of your residential address.)
 - d. **Proof that your child lives with you in the form of at least two of the following documents, dated within one year:**
 - A copy of your most recent child benefit or family tax credit letter, as long as it shows your child's name and address
 - A letter from your child's GP, dentist, hospital or optician.
 - NHS Medical Card.
 - The page in your child's health record book that has their name and address.

- e. Code from HMRC to verify eligibility for extended free childcare entitlement.
- f. Certificate of Catholic Practice (CCP), if applicable – available from your Parish Priest or from the Diocesan website

You may also 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 by the following deadlines:

Date of Birth	Earliest time applications can be received	Earliest point of entry
01.04.20 – 31.08.20	01.02.23 – 31.03.23	September 2023
01.09.20 – 31.12.20	01.09.23 – 31.10.23	January 2024
01.01.21 – 31.03.21	01.11.23 – 30.01.24	April 2024

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

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 2.30pm-3.30pm 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

I am applying for one of the following nursery places (please tick):

- Full time** - 30 hours of free nursery education for those parents who qualify under the Childcare Bill *
- Full time** - 15 hours of free nursery education plus 15 hours of paid education for parents who do not qualify under the Childcare Bill (totalling 30 hours), but who enter into a paid contract agreement with the nursery (see charges on page 3 of the Nursery Admissions Policy).
- Part time** - 15 hours of free Nursery education:

Monday/ Tuesday all day and Wednesday morning
- Part time** – 15 hours of free Nursery education:

Wednesday afternoon, Thursday and Friday all day

* Proof of eligibility will be requested.