



St. Joan of Arc RC Primary School and Nursery

Northolme Road, Highbury Park, London, N5 2UX

Nursery admissions policy 2024/25

St. Joan of Arc Nursery is part of St. Joan of Arc Catholic Primary School, a voluntary-aided primary school founded to provide education based on the Catholic faith. The ethos and practice of our school is informed by our four guiding Christian values of Respect, Love, Service and Courage.

Our nursery offers high-quality early years education. The nursery class is led by a fully qualified teacher, who is supported by an early years education worker and a nursery nurse. The nursery provides places for 36 children in each session, with a staff-to-pupil ratio of 1-12.

Timings

You can apply for a place for your child to start nursery from the term following their third birthday. The following deadlines apply for admissions in 2024/25:

Date of Birth	Earliest Time Applications Can Be Received	Earliest Start at Nursery
01.04.21 – 31.08.21	01.02.24 – 31.03.24	September 2024
01.09.21 – 31.12.21	01.09.24 – 31.10.24	January 2025
01.01.22 – 31.03.22	01.11.24 – 30.01.25	April 2025

Please note: A place in the school nursery does not guarantee a place in Reception. You will need to re-apply for a place in Reception (see Admissions Policy www.st-joanofarc.islington.sch.uk/admissions/reception-admissions).

Allocation of places

You can apply for a full-time (30 hours) or part-time (15 hours) place for your child at St. Joan of Arc Nursery (see Appendix B). Whenever there are more applications than places available, places will be offered in the order of priority outlined in the over-subscription criteria (see Appendix A). All admissions to the school nursery are at the discretion of the Governing Body.



Procedure

To apply for a place in the nursery, you must:

1. Return a completed application form. Forms are available from the school's website, at:
<https://www.st-joanofarc.islington.sch.uk/wp-content/uploads/Nursery-Application-Form.pdf> and from the school office during term time, on: Mondays from 2.30 to 3.30pm and Thursdays from 12.30 to 1.30pm.
2. Provide the school with the following original documents:
 - i. The child's birth certificate (showing parent(s)' names)
 - ii. Proof of your residential address, in the form of at least two of the following documents, dated within three months:
 - Child benefit document
 - Electricity, gas, telephone or council tax bills (printed online versions will be accepted but further proofs of address may be requested).
 - iii. Proof that your child lives with you, in the form of at least two of the following documents, dated within one year:
 - 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.
 - The page in your child's health record book that has their name and address.


Please note: the Governing Body may seek independent verification of your residential address.

3. Provide the school with the following additional documents, if applicable:
 - i. Certificate of Catholic Practice (CCP), signed by your Parish Priest. This certificate is available from your Parish Priest. The Parish Priest will sign this only if he agrees that you are a practicing Catholic family.
 - ii. Your child's Baptismal Certificate, or equivalent.
 - iii. Code from HMRC to verify eligibility for 30 hours of free nursery education.
 - iv. Proof that you are the legal guardian(s) of the child for whom you are applying if you are not the child's parent(s).

Please submit the form and relevant documents directly to the school, either:

- By post: please send FAO: The Admissions Officer, St. Joan of Arc Catholic Primary School, Northolme Road, Highbury Park, London, N5 2UX.

Note: If you are posting original documents, please provide a stamped addressed envelope for their return and note that the school cannot accept responsibility for items being lost or damaged in the post.

- 
- In person: at the school office during term time on Mondays from 2.30 to 3.30pm and Thursdays from 12.30 to 1.30pm.

It is the applicant's responsibility to ensure that the application form and relevant documents are submitted to the school by the deadline. If any document is received late, your application may not be considered until the following term.

The Admissions Committee of the Governing Body will meet at the beginning of each term to review applications and allocate places in the school's nursery for the following term. If your child is allocated a place, you will be informed by post. If you are not successful, you will be offered the opportunity to be placed on a waiting list. The waiting list will be maintained in order of the oversubscription criteria (see Appendix A) and not in the order in which applications are received or added to the list. As nursery education is not statutory, there is no right of appeal.



Appendix A

Over-subscription criteria

1. Catholic 'looked after' and 'previously looked after' children (see notes 1, 2 and 3).
2. Baptised Catholic children with a Certificate of Catholic Practice (CCP) who are resident in one of the three parishes of: St. Joan of Arc, Highbury; St. Thomas More, Manor House; or Our Lady of Good Counsel, Stoke Newington (see notes 1, 5, 6 and 7).
3. Baptised Catholic children with a Certificate of Catholic Practice (see notes 1 and 5).
4. Other baptised Catholic children.
5. Other 'looked after' and 'previously looked after' children (see notes 2 and 3).
6. Other applicants.

If there are more applicants in any one category than places available, places will be allocated with the following prioritisation applied:

- i. Priority will be given to children who have one or more sibling(s) enrolled at the school at the time of enrolment (see note 8).

Tie-break


If the offer of a place to all applicants in a category and sub-category would exceed the places available, priority will be given to children living nearest to the school. Distance is measured as a straight-line from the front door of the applicant's home to the main entrance of the school on Northolme Road. In a situation where two families live equidistant from the school, the final place will be offered by random allocation using a lottery. This will take place in the presence of an independent witness.


Twins and siblings from multiple births

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

Notes

The notes below form part of the over-subscription criteria.

- 
1. **'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. For the purposes of this policy, it includes a looked-after child living with a family where at least one of the parents is Catholic.
 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.
 3. 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).
 - a) **'Child arrangements order'** is an order under the terms of the Children Act 1989 s.8. It is defined 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.
 - b) **'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.
 4. **'Parent'** means the person or persons who have legal responsibility for the child.
 5. **Certificate of Catholic Practice (CCP)** 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 Governance & Admissions – Diocese of Westminster Education Service (rcdow.org.uk).

6. **‘Resident’**. A child is deemed to be resident at the home address where they usually live with a parent or carer. 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, provided that the child resides at that address for any part of the school week.
7. The **‘Three Parishes’** describes the parishes of St. Joan of Arc, Highbury, St. Thomas More, Manor House, and Our Lady of Good Counsel, Stoke Newington, which St. Joan of Arc Catholic Primary School primarily serves. Links showing the parish boundaries are available on the school website at: Parish boundaries. The parish boundaries shown on this map are used to determine the parish in which each applicant’s residential address is situated.
 - a) The **‘residential address’** is the address at which the child is deemed to be resident.
8. **‘Siblings’** are defined as brothers or sisters, which includes: biological brothers and sisters, half-brothers and -sisters, adopted brothers and sisters, step-brothers and -sisters, and foster brothers and sisters. This also includes the child of a parent’s partner where that child is resident at the same address as the applicant. A sibling relationship does not apply when the older child will leave St. Joan of Arc before the younger child starts at the school.



Appendix B

Available provision and charges

You can apply for a full-time (30 hours) or part-time (15 hours) place for your child at St. Joan of Arc Nursery. Four options are available:

1. **Option A:** 30 hours of free nursery education for those families who qualify under the Childcare Bill.
2. **Option B:** 15 hours of free nursery education plus 15 hours of paid nursery education (totalling 30 hours), for families who do not qualify under the Childcare Bill but who enter into a paid contract agreement with the nursery.
3. **Option C:** 15 hours of free nursery education on Monday, Tuesday, and Wednesday morning.
4. **Option D:** 15 hours of free nursery education on Wednesday afternoon, Thursday, and Friday.

For families who enter into a paid contract agreement, charges will be applied per half term and are to be paid in advance in full. Fees are not refundable for absences or change of circumstances.