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October 2025

Review Date:

December 2026

POLICY DOCUMENT

ST JOHN BOSCO CATHOLIC ACADEMY

Nursery Admission Arrangements for the academic year 2025-2026

St. Mary's Catholic Primary School



At St. Mary's Catholic Primary School we are committed to being as inclusive as possible in regards to our admissions. This policy outlines our approach to nursery admissions, our admissions criteria and an outline of what we offer.

Please note that throughout this policy, the term 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.

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its Board of Directors as part of the Catholic Church in accordance with its Articles of Association and seeks at all times to be a witness to Our Lord Jesus Christ.

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 be 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 these admission arrangements.

Nursery admissions

At St. Mary's Catholic Primary School we care for children from 3 Years. The numbers and ages of children admitted to the nursery comply with the legal space requirements set out in the Early Years Foundation Stage (EYFS).

When considering admissions we are mindful of staff: child ratios and the facilities available for the children.

Names are taken for all children interested in a place at our nursery. Priority will be given for children that are 3 before 1st September. If we are oversubscribed the admissions criteria below will be applied:

1. Baptised Catholic children (see Note 1 below) who are looked after or previously looked after (See Note 2 below).
2. Baptised Catholic children (see Note 1 below) living in the parish of St. Mary's on the Hill who have a brother or sister (see Note 4 below) attending St. Mary's Catholic Primary School at the time of admission.
3. Baptised Catholic children (see Note 1 below) living in the parish of St. Mary's on the Hill.
4. Other Baptised Catholic children (see Note 1 below) who have a brother or sister (see Note 3 below) attending St. Mary's Catholic Primary School at the time of admission.
5. Other Baptised Catholic children (see note 1 below).

6. Non-Catholic children who are looked after or previously looked after (See Note 2 below).
7. Non-Catholic children who have a brother or sister (see Note 3 below) attending St. Mary's Catholic Primary School at the time of admission.
8. Non-Catholic children.

Note 1

In all categories, for a child to be considered as Catholic, evidence of Catholic Baptism or Reception into the Church will be required. For a definition of a Baptised Catholic, see the Appendix. Those who face difficulties in producing written evidence of Catholic Baptism or Reception into the Church should contact their Parish Priest.

Parents making an application for a Catholic child should also complete a Supplementary Information Form (SIF) which should be returned with the application for admission directly to the school. If you do not provide the information required in the Supplementary Information Form and return it by the closing date, together with all supporting documentation, this is likely to affect the criteria that your child is placed into, which is likely to affect your child's chance of being offered a place at this school.

Note 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 the 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 immediately moved on from that status after becoming subject to an adoption, child arrangement order or special guardianship order.

Note 3

For all applicants the definition of a brother or sister is:

- A brother or sister sharing the same parents
- A half-brother or half-sister, where two children share one common parent
- A step-brother or step-sister, where two children are related by a parents' marriage or where they are unrelated but their parents are living as partners.
- Adopted or fostered children

The children must be living permanently in the same household.

Note 4

Distances are calculated by using the calculated walking route detailed in google maps to calculate home to nursery distances in miles. The measurement is calculated using the post code from an applicant's home address to the post code of school (WS10 9PN).

In a very small number of cases, where the nursery is oversubscribed, it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place when applying the published admission criteria.

For example, this may occur when children in the same year group live at the same address, or if the distance between the home and the nursery is exactly the same, for example, blocks of flats.

If there is no other way of separating the application according to the admissions criteria and to admit both, or all, of the children would cause the Published Admission Number for nursery to be exceeded, the Governing Body, will randomly select the child to be offered the final place by selecting their name from a box.

The governing body will, where possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the nursery's published admission number. A child's home address is considered to be a residential property that is the child's only or main permanent residence and is either:

- Owned by the child's parent(s);
- Leased to or rented by the child's parent(s) under lease or written rental agreement of not less than twelve months duration.

Evidence of ownership or rental agreement may be required, plus proof of permanent residence at the property concerned.

Where parents have shared responsibility for a child, and the child lives with both parents for part of the week, then the main residence will be determined as the address where the child lives for the majority of the week. Parents may be requested to supply documentary evidence to satisfy the Governing Body that the child lives at the address put forward by the parents.

If a place in the nursery is offered on the basis of an address that is subsequently found to be different from a child's normal and permanent home address, then that place is liable to be withdrawn. If there are any places available we will have further intakes in the Spring Term and Summer Term for children who turn 3 the previous term.

Having a place in Nursery does not automatically give a child a place in Reception. Attendance at St. Mary's nursery does not automatically guarantee that a place will be offered in the Reception class of St. Mary's. Parents must apply in exactly the same way as parents of children not attending the nursery.

All applications will be considered against the oversubscription criteria by the Governing Body in the same way regardless of whether the child does or does not attend the nursery at the time of application.

What we offer

15 hours fully funded morning nursery places.
Morning sessions run from 08:45-11:45

15 hours fully funded afternoon nursery places
Afternoon sessions run from 12:15-15:15

We also offer 30 hour funded places and the option for parents to pay for additional hours if there are places available.

Prior to a child attending nursery, parents must complete and sign forms which provide the school with personal details relating to the child.

1 APPENDIX

2 DEFINITION OF A “BAPTISED CATHOLIC”

A “Baptised Catholic” is one who:

- Has been baptised into full communion (Cf. *Catechism of the Catholic Church*, 837) with the Catholic Church by the Rites of Baptism of one of the various ritual Churches in communion with the See of Rome. Written evidence of this baptism can be obtained by recourse to the Baptismal Registers of the church in which the baptism took place (Cf. *Code of Canon Law*, 877 & 878).

Or

- Has been validly baptised in a separated ecclesial community and subsequently received into full communion with the Catholic Church by the *Rite of Reception of Baptised Christians into the Full Communion of the Catholic Church*. Written evidence of their baptism and reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases, a sub-section of the Baptismal Registers of the church in which the *Rite of Reception* took place (Cf. *Rite of Christian Initiation*, 399).

WRITTEN EVIDENCE OF BAPTISM

The Governing bodies of Catholic schools and Boards of Directors of Catholic Academies will require written evidence in the form of a Certificate of Baptism or Certificate of Reception before applications for school places can be considered for categories of “Baptised Catholics”. A Certificate of Baptism or Reception is to include: the full name, date of birth, date of Baptism or Reception, and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of Baptism or Reception.

Those who would have difficulty obtaining written evidence of Catholic Baptism/Reception for a good reason, may still be considered as Baptised Catholics but only after they have been referred to their parish priest who, after consulting the Vicar General, will decide how the question of Baptism/Reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

Those who would be considered to have good reason for not obtaining written evidence would include those who cannot contact the place of Baptism/Reception due to persecution or fear, the destruction of the church and the original records, or where Baptism/Reception was administered validly but not in the Parish church where records are kept.

Governors and Boards of Directors may request extra supporting evidence when the written documents that are produced do not clarify the fact that a person was baptised or received into the Catholic Church, (i.e. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not.)

For the purposes of this policy, a looked after child (see Note 3) living with a family where at least one of the parents/carers is Catholic will be considered as Catholic.

	St. Mary's Catholic Primary School	
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Supplementary Information Form

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. Wherever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed in the school's published Nursery admission policy. The school is conducted by its Board of Directors as part of the Catholic Church in accordance with its Articles of Association and seeks at all times to be a witness to Our Lord Jesus Christ. 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 be 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 application who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

Child's Surname:	
Child's First Name(s):	
Address:	
Contact number:	

Please tick the appropriate boxes below:

Is the above named child a Baptised Catholic or have they been received into the Catholic Church?	Yes*		No	
Is the certificate of Catholic Baptism or Reception into the Catholic Church attached?	Yes		No*	

*A Certificate of Catholic Baptism or Reception into the Catholic Church is required in order for the Local Governing Body to give the correct priority to an application.

Failure to provide evidence of Catholic Baptism or Reception in the Church may affect the oversubscription criterion that the child's name is placed in.

In compliance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018, we wish to ensure that you are aware of the purpose for which we collect and process the data we have asked for on this form.

1. We are St. Mary's Catholic Primary School at Manor House Road in Wednesbury
2. Being a Catholic education provider, we work closely with the School's Diocesan Authority, the School's Trustees, the Local Authority, the Birmingham Diocesan Education Service and the Department for Education and may share the information you provide on this application form if we consider it necessary in order to fulfil our functions.
3. The person responsible for data protection within our school is YourIG and you can contact them with questions relating to our handling of the data. You can contact them by email at YourIGDPOService@dudley.gov.uk

4. We require the information we have requested for reasons relating to our functions as the admission authority of the school.
5. It is necessary for us to process personal data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the GDPR).
6. To the extent that you have shared any special categories of data this will not be shared with any third parties except as detailed in paragraph 2 above, unless a legal obligation should arise.
7. It is necessary for us to process special category data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the GDPR). Additionally processing is necessary for reasons of substantial public interest on the basis of Union or Member State law which is proportionate to the aim pursued and which contains appropriate safeguards (Article 9(2)(g) of the GDPR).
8. If the application is successful, the information you have provided on this will be migrated to the school's enrolment system, and the data will be retained and processed on the basis of the school's fair processing notice and data protection policies which apply to that data.
9. If the application is unsuccessful, the application form and any documents submitted in support of the application will be destroyed after a period of 12 months. The school may keep a simple record of all applications and their outcome as part of their permanent archives in accordance with the school's data retention policy.
10. To read about your individual rights you can refer to the school's fair processing notice and data protection policies.
11. If you wish to complain about how we have collected and processed the information you have provided on this form, you can make a complaint to our organisation by contacting Amanda Moore at amoore@sjbca.co.uk . If you are unhappy with how your complaint has been handled, you can contact the Information Commissioner's Office via their website at ico.org.uk

I confirm that I have read the Nursery Admissions Policy of the school and that the information I have provided is correct. I understand that I must notify the school immediately if there is any change to these details and that, should any information I have given prove to be inaccurate, the Local Governing Body may withdraw any offer of a place even if the child has already started school.

Signed.....

Date.....

Print Name