

## **ST. JOSEPH'S CATHOLIC PRIMARY SCHOOL, BRIGHOUSE**

### **NURSERY DEPARTMENT ADMISSION POLICY**

St. Joseph's Catholic Primary School was founded by the Catholic Church to provide education for baptised Catholic children. The school is conducted by its governing body as part of the Catholic Church in accordance with its Trust Deed and Instrument of Government and seeks at all times to be a witness to Jesus Christ.

Whenever there are more applications than places available, priority will always be given to Catholic applicants in accordance with the over-subscription criteria listed below. In expressing a preference for St. Joseph's Catholic Primary School parents/guardians are declaring their support for the aims and ethos of the school.

The governing body has responsibility for admissions to this school and intends to admit 52 Full Time Equivalent Nursery Pupils in the school year which begins in September.

The general policy in Calderdale M.B.C. is to admit children to nursery classes in the September of each year, providing their fourth birthday falls between 1<sup>st</sup> September of the year of admission and the 31<sup>st</sup> August of the following year – i.e. the September following the child's third birthday.

By agreement with Calderdale M.B.C. and the Governing Body 10% of the Nursery places are reserved for children with proven and exceptional medical or social needs as specified by the Group Director, Schools and Children's Services and/or Group Director, Health and Social care. If these places are not fully allocated in September, they will be retained until Autumn half-term break after which date they may be filled in accordance with the school's published Nursery admission criteria.

#### **Over-subscription Criteria**

**At any time 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 children from Catholic families.
2. Baptised Catholic children who are resident in the parish of St. Joseph's, Brighouse.
3. Baptised Catholic children from parishes other than St. Joseph's, Brighouse.
4. Other "Looked After" children.
5. Children of other Christian denominations or of other Faiths whose parents are in sympathy with the aims and ethos of the school and whose application is supported by a minister or religion or an appropriate religious leader.
6. Children whose parents/guardians wish them to attend St. Joseph's Catholic School – Nursery Department.

*Where the offer of places to all the applicants in any of the categories listed above would lead to over-subscription the following provisions will be applied.*

**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.**

### **Tie Break**

***Where the offer of places to all the applicants in any of the sub-categories listed above would still lead to over-subscription, the places up to the admission number will be offered to those living nearest to the school. 'Walking distance' will be used as the measure.***

### **Application Procedures and Timetable**

Applications must be submitted by **31st January** to the school for the attention of The Clerk to the Governors, St. Joseph's School, Finkil Street, Brighouse, HD6 2NT on the **Registration Form** attached to this policy. Unsuccessful applicants will be given reasons related to the over-subscription criteria listed above. As there is no right of appeal for pre-statutory school age pupils the governors' decision is final.

### **Waiting Lists**

Unsuccessful candidates will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the over-subscription criteria set out above and **not** in the order in which applications are received or added to the list. Names are normally removed from the list **after the third week of January**.

### **Pupils with a Statement of Special Educational Needs**

The admission of pupils with a statement of Special Educational Needs is dealt with a completely separate procedure. This procedure is integral to the making and maintaining statements by the pupil's home Local Education Authority (in accordance with the 1996 Education Act) where the Local Education Authority has named St. Joseph's Catholic School, Brighouse as necessary to meet the pupil's need. Details of this separate procedure is set out in the Special Educational Needs Code of Practice.

Schedule 27 of the 1996 Education Act states that there are only two reasons for an admission authority to refuse admission to a Statemented child.

- the school is unsuitable to the child's age, ability or aptitude or to his special educational need,
- or
- the attendance of the child at the school would be incompatible with the provision of efficient education for children with whom he would be educated or the efficient use of resources.

**Notes (these notes form part of the over-subscription criteria).**

**(1) 'Catholic'** means a member of a Church in communion with the See of Rome. A certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church will normally evidence this. This includes the Eastern Catholic Churches.

**(2) 'Catechumen'** means a member of the catechumen of a Catholic Church. A certificate of reception into the order of catechumens will normally evidence this.

**(3) 'Looked After Child'** 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).

**(4) 'Parish Boundaries'** are as shown on a map available for inspection in school.

**(5) 'Residency'** under the Children's Act (1989) the home address of a child is deemed to be where the child is habitually and normally resident with his/her parent(s) or guardian(s). The address of a parent, a relative, a carer or a childminder who does not have parental rights should not be given for the purposes of admission. The Governors reserve the right to investigate the question of residency and to amend school offers accordingly.

**(6) 'Straight Line Distance'** will be measured from the main entrance of the school to the home.

**(7)** Whilst every effort will be made to accommodate parental preferences, decisions with regard to the allocation of morning or afternoon nursery places rests with the Headteacher taking such issues as class size and gender balance into account.

**(8) It should be noted that admission to St. Joseph's Nursery class does not guarantee a subsequent place in the Reception class of St. Joseph's Catholic School.**

**The Governors wish to register their regret if they find that they are unable to offer your child a place at the school.**

**Visits to the school by prospective pupils and their parents/guardians by prior appointment are actively welcomed.**

**Please do not hesitate to contact St. Joseph's School (01484/713037) if you wish to seek clarification/further information on any of the above admission arrangements.**