St Elizabeth
Catholic Primary School

# Admissions Policy 2025-2026

# Nursery

The Governing Body of St Elizabeth Catholic Primary School

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| Date of Policy | September 2025 |
| Review Date | September 2026 |
| Chair/Committee Chair of Governor's signature | |
| Headteacher's signature | |

## Mission Statement

*Inspiring and achieving lifelong learning in a welcoming Catholic community*

## Safeguarding Statement

At St Elizabeth Catholic Primary School, we respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn, in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at St Elizabeth Catholic Primary School. We recognise our responsibility to safeguard all who access school and promote the welfare of all our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying.

## Equality statement

As a school we are committed to ensuring that equality principles are embedded within all school policies and procedures, as we endeavour to:

- Eliminate discrimination, harassment and victimisation.
- Promote equality of access and opportunity within our school and within our wider community.
- Promote positive attitudes to difference and good relationships between people with different backgrounds, genders, cultures, faiths, abilities, sexual orientation, and ethnic origins.

## School Values

As a Catholic school with a strong Christian ethos we actively support and promote a value-based education. By living out our 4Rs – Relationships, Resilience, Responsibility and Respect, we encourage the whole school community to:

- Think about and reflect upon positive Christian, British and Universal values
- Experience how living out these values impacts on themselves and others, in school, in the wider community and in the world
- Instill a sense of belonging to the school, the local community, the country they live in and the wider global community
- Inspire individuals to choose their own positive personal social, moral and spiritual values
- Promote an inclusive school ethos and a learning climate that will raise aspirations and achievement
- Raise self-esteem and encourage children to take more responsibility for their own behaviour and learning

## British Values

At St Elizabeth's, the school recognises and promotes the fundamental British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs. Through this provision of SMSC, the school will:

- enable pupils to develop their self-knowledge, self-esteem and self-confidence;
- enable pupils to distinguish right from wrong and to respect the civil and criminal law of England;
- encourage pupils to accept responsibility for their behaviour, show initiative, and to understand how they can contribute positively to the lives of those living and working in the locality of the school and to society more widely;
- enable pupils to acquire a broad general knowledge of and respect for public institutions and services in England; further tolerance and harmony between different cultural traditions by enabling students to acquire an appreciation of and respect for their own and other cultures;
- encourage respect for other people;
- and encourage respect for democracy and support for participation in the democratic processes, including respect for the basis on which the law is made and applied in England.

## Data Protection

The General Data Protection Regulation (GDPR) ensures a balance between an individual's rights to privacy and the lawful processing of personal data undertaken by organisations in the course of their business. It aims to protect the rights of individuals about whom data is obtained, stored, processed or supplied and requires that organisations take appropriate security measures against unauthorised access, alteration, disclosure or destruction of personal data.
The School will protect and maintain a balance between data protection rights in accordance with the GDPR. This policy sets out how we handle the personal data of our pupils, parents, suppliers, employees, workers and other third parties.
Changes to data protection legislation will be monitored and further amendments may be required to this policy in order to remain compliant with legal obligations.
All members of staff are required to familiarise themselves with its content and comply with the provisions contained in it. Breach of this policy will be treated as a disciplinary offence which may result in disciplinary action under the School's Disciplinary Policy and Procedure up to and including summary dismissal depending on the seriousness of the breach.

# ST ELIZABETH CATHOLIC PRIMARY SCHOOL

## NURSERY ADMISSIONS POLICY 2025 - 2026

St Elizabeth Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. 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. All applicants are therefore expected to give their full, unreserved and positive support for the aims and ethos of the school.

The Published Admissions Number (PAN) for the nursery class at St Elizabeth is **40**. The Governing Body has sole responsibility for admissions to this school and intends to admit **40** children in the school year which begins in September. **The decision to offer full time or part time places will be the responsibility of the governing body.**

Whenever there are more applications than places available, priority will always be given to Catholic applicants in accordance with the criteria listed below.

In this policy *applicant* refers to the person making an application on behalf of a child; *candidate* refers to the child on whose behalf the application is being made.

### 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' children and Catholic children who have been adopted or made subject to child arrangement orders or special guardianship orders, immediately after having been looked after.
2. Baptised Catholic children.
3. Children of other Christian denominations and children of other faiths
4. Other looked after children and children who have been adopted (or made subject to child arrangement or special guardianship orders) immediately after having been looked after.
5. Any other children.

### EXCEPTIONAL NEED

The Governing Body will give top priority, after the appropriate category of looked-after children, to an application where compelling evidence is provided at the time of application, from an appropriate professional such as a doctor, priest or social worker, of an exceptional social, medical, pastoral or other need of the child, which can only be met at this school.

### FURTHER OVERSUBSCRIPTION CRITERIA

Further to the above oversubscription criteria, 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, after the places given to children with exceptional need:

1. The children of permanent teaching staff who have been employed at the school for a minimum of 2 years at the time of application
2. Children with the attendance of a sibling (brothers, sisters, half brothers and sisters, step brothers and sisters or adopted brothers and sisters) at St Elizabeth at the time of enrolment

### MULTIPLE APPLICATIONS

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

## TIE BREAK

Where the offer of places to all the applicants in any of the sub-categories listed above would still lead to oversubscription, the places up to the admission number will be offered to those living nearest to the school.

## FAIR ACCESS

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admissions round, the Governing Body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the governing body and the Diocese for the current school year. The Governing Body has this power even when admitting the child would mean exceeding the published admission number.

## IN-YEAR ADMISSIONS

Applications for In-Year admissions are made directly to the school. If a place is available and there is no waiting list, the child will be admitted. If there is a waiting list, then applications will be ranked by the Governing Body in accordance with the oversubscription criteria. If a place cannot be offered at this time, then you may ask us for the reasons and you will be informed of your right of appeal. You will be offered the opportunity of being placed on a waiting list. This waiting list will be maintained by the Governing Body in the order of the oversubscription criteria and not in the order in which the applications are received. Names are removed from the list at the end of each academic year. When a place becomes available the Governing Body will decide who is at the top of the list so that an offer can be made.

## APPLICATIONS FROM CHILDREN ALREADY ATTENDING NURSERY AT THE SCHOOL

Parents of children who already attend St Elizabeth School's Nursery are welcome to apply for their child to join the main school from Reception onwards. However, having your child attend our Nursery does not guarantee them a place at the school in Reception. Parents will need to reapply for their children and the above admissions criteria will be applied accordingly.

## SUMMER BORN CHILDREN

Parents may choose for children, born between 1st April – 31st August 2018, to start Reception in the September following their 5th birthday. The Chair of Governors should be notified in writing about this by 15th January 2024 and an application made in the usual way. The application will be ranked with all other applications and there is no guarantee that an offer will be made.

## APPLICATION PROCEDURE 2025- 2026

In order to make an application, you **must** complete a **Common Application Form (CAF)** from your local authority and return it to them. If you are applying under criteria 2, 3, 5 or 6 you should also complete the school's Supplementary Information Form (SIF). Applicants should complete the SIF in order to be ranked against the oversubscription criteria. The information on the SIF enables the Governing Body to assess your application fully against the School's criteria in the event of oversubscription. Please return the SIF (in person or by post) to the School together with all other relevant paperwork required for your application. If you do not complete **both** of the forms described above and return them **both** (CAF and SIF) by **16 February**, the Governing Body will be unable to consider your application fully and it is very unlikely that your child will be offered a place. Applications received after the closing date will be dealt with after the initial allocation process has been completed.

## CHILDREN EDUCATED OUTSIDE THEIR CHRONOLOGICAL AGE GROUP (except Reception applications for summer born children)

Parents may apply for their child to be educated outside his/her chronological age group i.e. a year behind or a year ahead. Application should be made to the Chair of Governors at the time of application and any supporting evidence should be submitted at the same time. Governors will consider each case on its own merits and permission will only be given in exceptional circumstances.

## OFFERS

The local authority will write to you on behalf of the Governing Body with the outcome of your application on or about **06 May**. This information will also be available on line for those who have submitted an e-application. Parents/carers should accept or decline the place as soon as possible.

## NURSERY PUPILS

Attendance at the nursery **does not** guarantee a place in Reception. Parents of children attending the nursery **must** make a fresh application for reception.

## RIGHT OF APPEAL

If you are unsuccessful you may ask us for the reasons for the refusal of a place. These reasons will be related to the oversubscription criteria listed in the policy and you will have the right of appeal to an independent panel. The deadline for submission of an appeal is **21 May**.

**Note:** Right of Appeal does not apply to children of Nursery age (or non-statutory age).

## WAITING LIST

In addition to their right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. This list will be maintained in order of the oversubscription criteria set out in the policy and not in the order in which applications are received or added to the list. Names are removed from the list after one year, unless applicants request to remain on the list.

## PUPILS WITH AN EDUCATION, HEALTH AND CARE PLAN (EHCP)

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Details of this separate procedure are set out in the Special Educational Needs (SEN) Code of Practice 2015. If your child has an EHC Plan you must contact your local authority SEND officer. Children with this school named in their EHC Plan will be admitted.

## CHANGE OF DETAILS

If any of the details on either of your forms changes between the date of application and the receipt of the letter of offer or refusal, you **must** inform the School and the local authority immediately. If misleading information is given or allowed to remain on either of your forms, the Governing Body reserves the right to withdraw the place, even if the child has already started at the School.

## NOTES (these notes form part of the oversubscription criteria)

**An Education, Health and Care Plan** is a plan made by the local authority under S.37 of the Children and Families Act 2014, specifying the educational provision required for a child.

**'Looked-after and previously looked after children' -** Children who are in the care of a local authority in England and children who have been adopted or made subject to a child arrangement order or special guardianship order immediately after being looked-after, including those who appear to have been in state care outside of England.

**'Adopted' -** means a child who is adopted under the terms of the Adoption and Children Act 2002 section 46 (adoption orders).

**'Child Arrangements Order' -** is an order under the terms of the Children Act 1989 section 8 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.

**'Special Guardianship Order'** - is an order under the terms of the Children Act 1989 section 14A which deferens it as an order appointing one or more individuals to be a child's special guardian(s).

**'Parent'** means the adult or adults with legal responsibility for the child.

**'Sibling'** means brother or sister, to include adopted brothers and sisters, half brothers and sisters or step brothers and sisters. A sibling relationship does not apply when the older child(ren) will leave before the younger one starts.

**'Catholic'** means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will be evidenced by a Certificate of Baptism in a Catholic church or a Certificate of Reception into full communion with the Catholic Church. For the purposes of this policy this includes a looked after child in the process of adoption and living with a Catholic family, where a letter from a priest demonstrates that the child would have been baptised were it not for his/her status as a looked after child. For a child to be treated as Catholic, evidence of Catholic baptism or reception in the Catholic Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their parish priest who, after consulting with the diocese will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

"**Children of other faiths**" means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

- A religion which involves belief in more than one God, and
- A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

For a child to be treated as Christian or of other faith, evidence of baptism if applicable, or a letter from your religious leader confirming that the child is a member of the faith community will be required.

**"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 creedal 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 CYTÛN 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.

**'Resident'** – means a child deemed to be resident at a particular address when he/she resides there for more than 50% of the school week.

**'Distance from school'** means the shortest distance as measured by a straight line, from the front door of the child's residential address (including flats) to a point at the school. The School uses the measurements provided by Tower Hamlets Local Authority. If distances are identical, the Governing Body will draw lots in the presence of an independent witness.