

Our Lady Queen of Peace RCVA Primary School, Penshaw, Houghton-le-Spring
NURSERY ADMISSION POLICY 2017-18

Our Lady Queen of Peace RCVA Primary School was founded by the Catholic Church to provide education for children of Catholic families and the governing body is the admissions authority for this nursery. 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. The governing body intends to admit 26 part-time pupils to the nursery class in September 2017 with up to a further 9 pupils in January 2018. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below.

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 parents (see note 11) are therefore expected to give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of a parent who is not of the faith to apply for a place for their child at the school.

The admission policy criteria will be dealt with on an equal preference basis.

Parishes served by the school

The school serves the parish of St John XXIII, Washington and Penshaw.

Children with an Education, Health and Care plan or a statement of Special Educational Need

Children who have an Education, Health and Care (EHC) plan or a statement of Special Educational Need where the school is named as the most appropriate educational setting for the child will be admitted.

Application Procedures and Timetable

To apply for a place at this school, the parent or guardian must complete an application form which is available from the school. The closing date for admittance to the nursery in September 2017 will be April 1st 2017. The closing date for applications to the nursery in January 2018 will be 30th September 2017.

If the parent is required to provide supplemental evidence to support the application (e.g. a baptismal certificate), this evidence should be provided at the time of application. If not provided, evidence may be sought by the governing body following the closing date for applications. This information must have been correct at the date of closing for applications.

All applications will be considered at the same time and after the closing date for admissions.

Late Applications

Late applications will be accepted but considered only after those received by the closing date.

Waiting Lists

Applicants will be offered the opportunity to be placed on a waiting list if their initial application is unsuccessful. This waiting list will be maintained in order of the oversubscription criteria set out below and not in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until the last day of the summer term. Inclusion on the nursery's waiting list does not mean that a place will eventually become available.

In-Year Applications

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Applications should be made to the school by contacting Mrs Reilly-O'Donnell, Our Lady Queen of Peace RCVA Primary School, Station Road, Penshaw, Houghton-le-Spring, Tyne and Wear, DH4 7JZ. Parents will be advised of the outcome of their application in writing.

Where there are places available but more applications than places, the published oversubscription criteria will be applied.

If there are no places available, a request can be made that the child is added to the waiting list (see above).

Applications to the Main School

For children attending the school's nursery, application to the reception class of the school should be made in the normal way, to the local authority. Attendance at the school's nursery does not guarantee that a place will be offered at the school.

False Evidence

The governing body reserves the right to withdraw the offer of a place where false evidence is received.

OVERSUBSCRIPTION CRITERIA

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

First priority in each category will be given to children who will have a sibling attending the school in September 2017.

1. Looked after and previously looked after children (see notes 2&3)
2. Catholic children who are resident in the pastoral area of Our Lady Queen of Peace (See note 12)
3. Catholic Children whose home address is outside of the boundaries of Our Lady Queen of Peace Pastoral Area but within the parish boundaries of St. John XXIII, Washington and Penschaw.
4. Other Catholic children (see note 3)
5. Children with an older sibling in school in September 2017.
6. Catechumens and members of an Eastern Christian Church (see notes 5&6)
7. Children of other Christian denominations (see note 7)
8. Children of other faiths (see note 8)
9. Any other children

Tie Breaker

Where there are places available for some, but not all applicants within a particular criterion priority will be given to children living closest to the school determined by the shortest distance. Distance from home to school when measured by the shortest walking route will be the deciding factor. Measurements will be calculated using the Local Authority's Geographical Information System, (GIS.)

In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out in a public place and supervised by a person independent of the school.

NOTES AND DEFINITIONS

1. An **Education, Health and Care Plan** is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child. A **Statement of Special Educational Needs** is a statement made by the local authority under section 324 of the Education Act 1996, specifying the special educational provision for a child.
2. A **looked after child** is a child who is (a) in the care of a local authority or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22 (1) of the Children Act 1989):

An **adoption order** is an order under section 46 of the Adoption and Children Act 2002.

A **child arrangements order** is an order outlining the arrangements as to the person with whom the child will live under the provisions of section 14 of the Children and Families Act 2014.

A **special guardianship order** is an order appointing one or more individuals to be a child's special guardian or guardians.

3. 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.
4. **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 the full communion of the Catholic Church. Those who have difficulty obtaining written evidence of baptism or reception should contact their parish priest who, after consulting with the Diocese, will decide how the question of baptism or reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.
5. **Catechumen** means a member of the catechumenate of a Catholic Church and is a person who is receiving instruction in preparation for baptism. This must be evidenced by a certificate of reception into the order of catechumens.
6. **Eastern Christian Church** includes Orthodox Churches, and must be evidenced by a certificate of baptism or reception from the authorities of that Church. Those who have difficulty obtaining written evidence of baptism or reception should contact the Diocese who will decide how the question of baptism or reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.
7. **Children of other Christian denominations** means children who are members of a Church or religious community that practises Trinitarian baptism recognised by the Catholic Church. Applicants must provide a baptismal certificate or where child baptism is not practised, a letter confirming their church membership from their minister or faith leader.
8. **Children of other faiths** means children who are members of a religious community that does not fall within the definitions above. Applicants must provide a letter of support to confirm their faith membership from their minister or faith leader.
9. **Home address** is the primary parental address which will be used in applying the admission criteria. This means that, when stating the choice of school, the parental address at the time of application should be given. The address of childminders or other family members who may share in the care of the child must not be used as the home address. Documentary evidence may be requested.
10. **Brother or sister** means a child who lives as a brother or sister in the same house, including natural brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, or the

child of a parent's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling. It also includes natural brothers or sisters where the child for whom the school place is sought is not living in the same family unit at the same address as that sibling.

11. **Parent** means all natural parents, any person who is not a parent but has parental responsibility for the child, or who has care of the child (having care of a child means that the child lives with and is looked after by that person).
12. Our Lady Queen of Peace RCVA Primary School serves the parish of St. John XXIII, Washington and Penshaw. The boundary of Our Lady Queen of Peace Pastoral Area covers the area of the former parish of Our Lady Queen of Peace, Penshaw. A boundary map is available to view in the school.

This policy should be read in conjunction with the local authority's admission guidance for parents.