

To apply for a place at St Dunstan's Catholic School NURSERY CLASS an application must be made using the school application form which is available from the school office, or from the school website. Applications need to be made by Wednesday 13<sup>th</sup> April 2022.

All applications which are submitted on time will be considered at the same time, after the closing date.

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 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 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 the admission arrangements.

The governing body is the admissions authority and has responsibility for admissions to this school. The governing body has set its admission number at 26 pupils to be admitted to the Nursery class in the school year which begins in September 2021. (See Note 1 below)

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority. If there is oversubscription within a category, the Governing Body will give priority to children living closest to the school determined by the shortest distance (see Note 5).

For the purposes of this policy, parish boundaries are as shown on the Archdiocese of Birmingham parish boundary map which can be accessed at <https://www.birminghamdiocese.org.uk/boundary-map> and will be applied to the admission arrangements for the academic year 2021/2022.

Details of the parish boundary are at the end of this document and also available on the school website.

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

6. Non-Catholic children who are looked after or previously looked after (See Note 3 below).
7. Non-Catholic children who have a brother or sister (see Note 4 below) attending St Dunstan's Catholic School at the time of admission.
8. Non-Catholic children.

#### **Note 1**

Children with an Education, Health and Care (EHC) Plan that names the Nursery **MUST** be admitted. This will reduce the number of places available to applicants. This is not an oversubscription criteria.

#### **Note 2**

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 complete a Nursery application form **which should be returned directly to the school**. If you do not provide the information required in the Nursery application 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 Nursery.

For the purposes of this policy, a looked after child living with a family where at least one of the carers is Catholic will be considered as Catholic. The carer must forward a copy of their own Catholic Baptismal or Reception certificate directly to the school in order for this priority to be given to the child as failure to do so will result in the looked after child being ranked as a non-Catholic.

#### **Note 3**

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 (eg 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.

For the purposes of this policy, a looked after child living with a family where at least one of the carers is Catholic will be considered as Catholic. The carer must forward a copy of their own Catholic Baptismal or Reception certificate directly to the school in order for this priority to be given to the child as failure to do so will result in the looked after child being ranked as a non-Catholic.

#### **Note 4**

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 5**

Distances are calculated on the basis of a straight-line measurement between the child's home address and the front gate. The Local Authority uses a computerised system, which measures all distances in metres. Ordnance Survey supplies the co-ordinates that are used to plot a child's home address and the address of the school.

In a very small number of cases, where the school 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 school 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 the child's year group to be exceeded, the Local Authority, on behalf of the Governing Body, will use a computerised system to randomly select the child to be offered the final place.

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 school's published admission number.

A child's home address refers to the address where the child usually lives with a parent or carer and will be the address provided in the Local Authority's Common Application Form.

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 provided in the Local Authority's Common Application Form, provided that the child resides at that address for any part of the school 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.

### **SCHOOL APPLICATIONS FROM CHILDREN ATTENDING ST DUNSTAN'S CATHOLIC SCHOOL NURSERY**

Attendance at St Dunstan's Catholic Nursery does not automatically guarantee that a place will be offered in the Reception class of St Dunstan's Catholic School. Parents must apply for a Reception place 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.

### **APPEALS**

There is no right to appeal the refusal of a Nursery place.

Please note that parents do not have the right to appeal if their request for their children to be admitted to a class outside of their normal year group has been refused, but the Governing Body have offered a place in the normal age group instead.

### **WAITING LIST**

Children who have not been offered a place at St Dunstan's School Nursery will be added to the waiting list. The waiting list will be maintained until the last day of the summer term 2022 and then will be discarded.

A child's position on a waiting list is not fixed. When a new child joins the waiting list, all applicants on that waiting list will be re-ranked to ensure that the list is always maintained in oversubscription criteria order. This means that a child's position on the waiting list could go up or down during the time that it is on the list. Any late applications accepted will be added to the waiting list in accordance with the oversubscription criteria. Inclusion on the waiting list does not mean that a place will eventually become available.

Parents will be advised of the outcome of their application in writing.

There is no charge or cost related to the admission of a child to this Nursery.

## APPENDIX

### 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 Nursery 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 Dunstan's Catholic Primary School

Drayton Road, Birmingham, B14 7LP 0121 464 4648

## Application for a Nursery Place

### For Office Use Only

Admission Year :

**Criteria:**

Birth Cert: Yes / No

Baptismal: Yes / No

Address: Yes / No

Date Received.....



**I wish to apply for a Nursery place for my child.**

Monday, Tuesday & Wednesday 8.55am until 3.15pm. Children MUST attend all three nursery sessions or their place may be withdrawn.

Child's Surname: \_\_\_\_\_

Child's Forename: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Parent/Guardian Name (s): \_\_\_\_\_

Home Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Contact Telephone Numbers: \_\_\_\_\_

Name of sibling(s) at St Dunstan's School at the time of applicant's admission:

\_\_\_\_\_

Religion: \_\_\_\_\_ Date of Catholic Baptism \_\_\_\_\_

Name of Church \_\_\_\_\_

Address of Church \_\_\_\_\_

***For a child to be considered as a Catholic applicant, evidence of Catholic Baptism or Reception into the Catholic Church is required. For a definition of a Baptised Catholic please see the school Admission Criteria (available in the school foyer or on the school website) Those who face difficulties in producing written evidence of Catholic baptism are advised to contact their Parish Priest.***

**Please include the following documentary evidence to support your child's application:**

- **A copy of your child's long birth certificate**
- **Evidence of Catholicity (if applicable)**
- **Evidence of home address:**  
Acceptable proof includes a council tax bill, utility bill (gas/electric/water dated within 6 months).  
A Solicitors letter confirming contracts have been exchanged. Copy of child Tax Credit award letter.  
An original signed & dated tenancy agreement when presented with a Council Tax bill.

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.

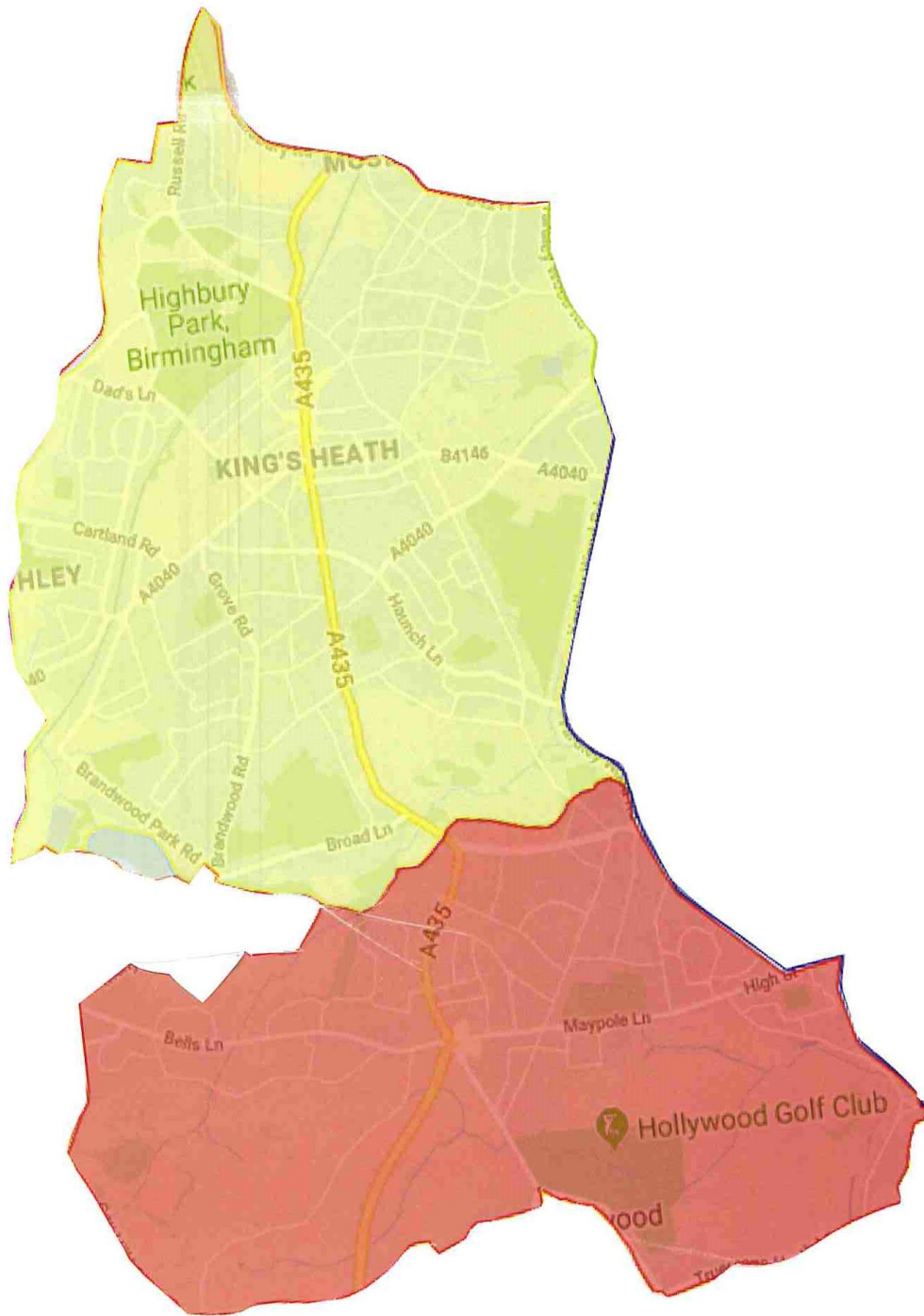
1. We are St Dunstan's Catholic School at Drayton Road, Birmingham, B14 7LP
2. Being a Catholic education provider, we work closely with the School's Diocesan Authority, the School's Trustees, the Local Authority, the Birmingham Diocesan Education Service and the Department for Education and may share 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 Mrs A Gilbride and you can contact them with questions relating to our handling of the data. You can contact them via the school office or by telephone 0121 464 4648.
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 following the schools Complaints Procedure (available on the school website [https://www.stdunstans.bham.sch.uk/uploads/8/5/7/2/85724170/4.d.v. des-complaints\\_policy\\_for\\_va\\_schools\\_-\\_september\\_2018.pdf](https://www.stdunstans.bham.sch.uk/uploads/8/5/7/2/85724170/4.d.v._des-complaints_policy_for_va_schools_-_september_2018.pdf)) 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 Admissions Policy of the Nursery and that the information I have provided is correct. I understand that I must notify the school office immediately if there is any change to these details and that, should any information I have given prove to be inaccurate, the governing body may withdraw any offer of a place even if the child has already started nursery.**

Signed ..... Date.....

Print Name .....

## Parish Boundary Map of St Dunstan & St Jude Parish



### St Dunstan's Parish Boundary Map

Starting in the north-west at the junction of Edgbaston Road with Russell Road:

1. South along RUSSELL ROAD to the entrance to Cannon Hill Park;
2. South-west along the BOUNDARY OF CANNON HILL PARK to its junction with the River Rea (nothing within the Park boundary to be in the Parish);
3. South along the RIVER REA to its junction with Tunnel Lane;

4. East along TUNNEL LANE to its junction with the Stratford-on-Avon Canal (neither side);
5. East along the STRATFORD-ON-AVON CANAL to its junction with Shelfield Road;
6. North along SHELFIELD ROAD to its end on Brandwood Park Road (neither side);
7. South-east along BRANDWOOD PARK ROAD to its end on Monyhull Hall Road (both sides);
8. Round the BOUNDARY OF THE MONYHULL HALL HOSPITAL for a short distance to the Stratford-on-Avon Canal (thus excluding all the Hospital Grounds);
9. East along the STRATFORD-ON-AVON CANAL to its junction with Yardley Wood Road;
10. North along YARDLEY WOOD ROAD to its junction with Wake Green Road (neither side as far as Coldbath Road, thence along the middle of the road);
11. North-west along WAKE GREEN ROAD and its continuations SALISBURY ROAD and EDGBASTON ROAD to the junction with Russell Road (middle of the road to Amesbury Road, thence neither side).

## **St Jude's Parish Boundary Map**

Starting in the west at the junction of Walkers Heath Road and Monyhull Hall Road:

1. North-east along MONEYHULL HALL ROAD to the boundary of Monyhull Hall Hospital (neither side);
2. Around the SOUTHERN BOUNDARY OF MONEYHULL HALL HOSPITAL GROUNDS to the Stratford-on-Avon Canal (thus excluding all the Hospital);
3. East along the STRATFORD-ON-AVON CANAL to Yardley Wood Road;
4. South-east along YARDLEY WOOD ROAD to its end on High Street, Solihull Lodge (neither side);
5. East along HIGH STREET to the Stratford-on-Avon Canal (neither side);
6. South along the STRATFORD-ON-AVON CANAL to Drawbridge Road;
7. East along DRAWBRIDGE ROAD to its end on Haslucks Green Road (both sides);
8. South-west along HASLUCKS GREEN ROAD to its junction with Trueman's Heath Road (neither side);
9. West along TRUEMAN'S HEATH ROAD to its junction with Hollywood Lane (both sides);
10. North-west along HOLLYWOOD LANE to its end on Alcester Road (both sides);
11. South for a short distance along ALCESTER ROAD to the junction with Dark Lane (both sides);
12. West along DARK LANE to its end on Gayhill Lane;
13. North along GAYHILL LANE to its junction with Walkers Heath Road (neither side);
14. North along WALKERS HEATH ROAD to its junction with Monyhull Hall Road (neither side).

An electronic version of all the parish boundaries for the Archdiocese of Birmingham can be found <https://www.birminghamdiocese.org.uk/boundary-map>