



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 **25<sup>th</sup> March 2019**.

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 Nursery. 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 2019**. (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 <http://www.birminghamdiocese.org.uk/parish-map/> and will be applied to the admission arrangements for the **academic year 2019/2020**.

#### **Oversubscription Criteria**

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 and 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 and 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 school **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 also complete the school's Nursery Application Form which **should be returned directly to the school**. If you do not provide the information required in the 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.

**Note 3**

A Looked After Child is a child who is in the care of a local authority or is being provided with accommodation by a local authority as set out in s22(1) of the Children Act 1989. A Previously Looked After Child is a child who immediately after being looked after became subject to an adoption, special guardianship or child arrangements order.

In the case of previously looked after children, admission authorities may request a copy of the adoption order, child arrangements order or special guardianship order and a letter from the local authority that last looked after the child confirming that he or she was looked after immediately prior to that order being made.

**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.

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.

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

Attendance at St Dunstan's Catholic School 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 against the refusal of a Nursery place.

#### **WAITING LIST**

Children who have not been offered a place at St Dunstan's Catholic School Nursery will be added to a waiting list. The waiting list will be maintained until the last day of the **summer term 2020** and will then 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 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.)

# St Dunstan's Catholic Primary School

Drayton Road, Birmingham, B14 7LP 0121 464 4648

For Office Use Only

Admission Year : 2019/20

**Criteria:**

Birth Cert: Yes / No

Baptismal: Yes / No

Address: Yes / No

Date Received.....

## Application for a Nursery Place



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

**15 Hours; Monday and Tuesday 8.55am until 3.15pm & Wednesday Morning 8.55 am until 11.30am**

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.

**Closing date for applications is Monday 25<sup>th</sup> March 2019**