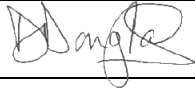





ST MARY'S CATHOLIC PRIMARY SCHOOL

Nursery Admission's Policy

Approved by ¹	
Name and address of school	St Mary's Catholic Primary School, Workington
Headteacher	Mrs Danielle Douglas
Signed:	
Name:	Mr Marc Featherstone
Position:	Chair of Governors
Signed:	
Date of ratification:	June 2026
Review date ² :	June 2027

Saint Mary's Catholic Primary School Admission to our Nursery

"Children are a gift from the Lord, they are a reward from him." Psalms 127:3 "Not all of us can do great things but we can do small things with great love."

Saint Mother Teresa

Our Nursery offers both full time (30 hours) and part time (15 hours morning sessions) for children whose 4th birthday falls between 1st September of the year of admission and the following 31st August.

We also offer provision for children whose 3rd birthday falls between 1st September of the year of admission and the following 31st August. Should there be vacant places, the Governing Body will consider places for children at the start of the term after their 2nd or 3rd birthday. For children attending the term after their 2nd birthday they will be entitled to an afternoon ONLY session. Where a family is eligible for the 30-hour childcare entitlement through Childcare Choices, and eligibility has been confirmed, the child may attend additional sessions beyond the standard 15-hour afternoon provision, subject to availability. The nursery reserves the right to allocate places and session patterns according to availability and operational requirements. Our Nursery, is led by experienced Nursery teaching staff and led by our Early Years Lead Mrs C Davidson and Miss C Wells.

Nursery uniform is the same as our school, we encourage the children to wear:

- Grey trousers, skirt or pinafore
- White polo shirt
- Maroon jumper/ cardigan
- Sensible black shoes
- Wellies (Labelled and left in school)
- Suitable coat for the weather as we will be outside a lot!

Parents/ Carers seeking a place in our Nursery are asked to read the information below and contact the school office. Please note that admission to our Nursery class does not guarantee a place in our Reception class.

Nursey Applications

All parents/ carers are eligible for the current 15 hours free childcare provision, but you may be entitled to the 30 hour free entitlement. Please check your eligibility via the link below.

APPLICATIONS CAN BE MADE FOR 30 HOURS FREE CHILDCARE

<https://www.childcarechoices.gov.uk/>

Please bear in mind that if you are not eligible for the extended 30 hours entitlement, we can offer additional hours at a charge of £8.00 per hour for any care beyond the free 15 hours entitlement.

Session Times:

15-hour pre-schoolers- 8.45am- 11:45

30-hour pre-schoolers 8:45-3:30pm

2 Year-old provision afternoon session ONLY 12:30pm-3:30pm

30-hour 2 Year -old provision 8:45-3:30pm

Nursery Admissions Policy

St Mary's Catholic Primary School is run 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. If the number of preferences received is less than the admission number, then all preferences will be met. However, when there are more applications than places available, priority will always be given to Catholic applicants in accordance with the oversubscription criteria listed below. By applying to this school, parents or carers are declaring their support for the aims and ethos of the school.

The Governing Body has responsibility for admissions to the Nursery and intends to admit 28 full time equivalent pupils to the Nursery in each school year. All parents/carers can access up to 15 universal hours per week. Parents/carers may be entitled to an additional 15 hours. They can go to the government website <https://www.childcarechoices.gov.uk/> to check this eligibility.

Our policy is to admit children to Nursery each year if their second or third birthday falls between 1st September of the year of admission and the 31st August of the following year. Should there be vacant places, the Governing Body will consider places for children at the start of the term after their 2nd or 3rd birthday.

School Intakes for Nursery

We have 3 intakes for the Nursery class: September, January and April Mid-term.

Applications

Mid-term applications will be considered and an offer of a place will depend on the availability of a place and the access of funding from the Local Authority. If a place is available but funding cannot be accessed, then the place will be deferred until the next intake (September, January, April).

If there is more than one application for one available place the Governors will make their decision using the Oversubscription Criteria listed. Unsuccessful applicants will be given reasons related to those criteria.

Admission to Reception Class

It should be noted that early admission into the Nursery does not guarantee a subsequent place in the Reception class of St Mary's Catholic Primary school. The usual school Admissions Forms should be completed and applications made in accordance with the main school Admissions Policy.

Oversubscription Criteria

At any time where there are more applications for places than the number of places available, places will be offered in the following order of priority:

1. Looked After Children from Catholic Families or children from Catholic families who were previously looked after but ceased to be so because they became adopted or became subject to a residence or special guardianship order with a sibling who attends St Mary's Catholic Primary School.
2. Looked After Children from Catholic Families or children from Catholic families who were previously looked after but ceased to be so because they became adopted or became subject to a residence or special guardianship order.
3. Baptised Catholic children with a sibling who attends St. Mary's Catholic Primary School.
4. Baptised Catholic children who live in the defined area.
5. Other baptised Catholic children.
6. Other looked after children or other children who were previously looked after but ceased to be so because they became adopted or became subject to a residence or special guardianship order with a sibling who attends St. Mary's Catholic Primary School.

7. Other looked after children or other children who were previously looked after but ceased to be so because they became adopted or became subject to a residence or special guardianship order

8. Other children with a sibling who attends St. Mary's Catholic Primary.

9. Other children.

Application Procedures and Timetable Applications, made on the Application Form available from school.

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.

The Governors wish to register their regret if they are unable to offer your child a place in the Nursery.

Waiting Lists

Unsuccessful applicants will be placed on a waiting list. This waiting list will follow the order of the oversubscription criteria set out above. Names are taken off the list at the end of the academic year.

Children with an Education, Health & Care Plan

Children with an Education, Health & Care Plan that names the school must be admitted as long as the school is able to meet the needs of the child as stated in the Plan. This will reduce the number of places available to applicants. This is not an oversubscription criterion. The admission of pupils with an Education, Health & Care Plan is dealt with by a completely separate procedure. This procedure is set out in the 1996 Education Act. Details of this separate procedure are set out in the Special Educational Needs Code of Practice.

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

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 or alternatively a letter from a parish priest confirming membership of a church in communion with the See of Rome. This includes the Eastern Catholic Churches.

Child Looked After:

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.
Children Looked After from Catholic Families: This has a dual meaning. It could be the child

themselves who are baptised Catholic or it could be the family who are caring for the child that is Catholic. If it is the child who is a baptised Catholic, normal rules apply and a baptism certificate should be seen by the admission authority. However, (in limited situations) this may not always be possible and in these cases the admission authority should seek to ensure that there is evidence that the child has been baptised.

If a child is placed with a Catholic family who wish the child to have a Catholic education this should be evidenced by a letter from a priest evidencing the baptism of the parent carer.

Defined area: Is a geographical area. Please see boundary maps available for inspection in school (boundaries determined by the Diocese of Lancaster). **Siblings (brother or sister):** Includes children with a brother or sister (including step-siblings, adoptive siblings and foster siblings) of statutory school age, living at the same address, in attendance at the same school on the date of admission. **Twins or triplets (or multiple births):** Where a family of twins or triplets request admission and if one sibling has been offered the 30th or last place the 'excepted pupil' rule comes in and the other twin/triplets are offered a place.

Live: In all categories "live" means the child's permanent home address. A child is normally regarded as living with a parent or guardian and we will use the parent or guardian's address for admission purposes. You cannot lodge a child with a friend or relation in order to gain a place at a school. For admissions purposes only one address can be used as a child's permanent address. When a child lives with more than one parent/carers, at different addresses, we will use the preference expressed by the parent/carers at the address where the child lives the majority of the time during the school week as the main place of residence.

Straight line distance: In all categories, when decisions have to be made between children satisfying the same criterion, children living nearest to the school, using a straight-line measure, have priority. i.e., distance will be calculated using a straight-line measurement from the pupil's home to the closest designated school gate. Distances will be calculated using the LA's Geographical Information System (GIS). To ensure consistency, all measurements will be carried out by the LA's GIS system and no other method of measuring distance will be considered. Each property has a coordinate taken from Ordnance Survey ADDRESS-POINT data. This is the point which distance measurements will be taken from).

Random allocation: This is only to be used when the last place to be offered would fall into one of the two categories above i.e. children living in a block of flats or children who live equidistant from the school using straight line distance criterion. An independent person will be used to make the random selection.

Visits to the Nursery by prospective pupils and their parents/carers by prior appointment are welcomed.