



# Sacred Heart Catholic Primary School

Part of The Romero Catholic Academy

## Nursery Admission

### Policy

2025 - 2026

The Admission Policy of the Local Governing Body of Sacred Heart Catholic Primary School is as follows:

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. The school is conducted by its Local 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. We ask all parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the right of parents who are not of the faith of this school to apply for and be considered for a place here.

#### Admission Limit

The School's Admission number for the school year beginning September 2025 for Nursery is 52 (24 morning places and 24 afternoon places) including provision for 30-hour Nursery provision (limited places available). This is the standard admission number for Nursery. A place allocated at our Nursery does not convey preference or priority for admission to the school when your child is due to start in Reception.

A separate application must be made for admission to the Reception year group of any school.

#### Session Times

- Morning Nursery - 8:30am - 11:30am (15-hour places)
- Afternoon Nursery - 12:30pm - 3:30pm (15-hour places)
- All day Nursery - 8:30am - 2:30pm (30-hour places) - you will be charged £2:45 per day for your child's school meal and £5.00 (Subject to change) for Wraparound hour if needed (2:30pm to 3:30pm) - total £7:45 per day.

A packed lunch from home can be provided if preferred.

It is expected that children will attend all five sessions Monday to Friday. The original Birth and Baptism Certificate must be seen by the school before the application is processed.

#### Nursery Education Entitlement

Where a child also attends a private or voluntary sector setting, parents should be aware that the child is not eligible for Nursery Education Funding in that setting, if they take up their full entitlement in the school Nursery. It is expected that children will attend all five sessions Monday - Friday. However, parents wishing to split the entitlement will be given equal consideration as those applying for a place at the Nursery only. Children are admitted to Nursery in September (one intake only) following their third birthday (the year prior to their entry into school) and then if any places become available, places will be allocated using our Admission Policy.

#### Allocation of Nursery Places

If the number of applications is less than the Nursery admission number then all applicants will be offered a place. If the number of applications exceeds the admission number, the Local Governing Body will give priority to applications in accordance with the criteria listed, provided that the Local Governing Body are made aware of that application before decisions on admissions are made.

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 2025/2026.

The Local Governing Body will notify parents of their decision in February each year.

1. Baptised Catholic children who are in the care of a Local Authority (looked after children) or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989) and children who were previously looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order) Note 4
2. Baptised Catholic children (see note 2 below) living within the Parish of Sacred Heart who have a brother or sister (see note 3 below) in the school at the time of admission
3. Baptised Catholic children living within the Parish of Sacred Heart
4. Other Baptised Catholic children who have a brother or sister in the school at the time of admission
5. Other Baptised Catholic children
6. Non-Catholic children who are in the care of a Local Authority (looked-after children) or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989) and children who were previously looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order)
7. Non-Catholic children who have a brother or sister in the school at time of admission.
8. Non-Catholic children.

#### Over Subscription

If there is over subscription within the category, the Local Governing Body will give priority to children living closest to the school determined by the shortest distance. Distances are calculated on the basis of a straight-line measurement between the centre of the applicant's home address to the centre of the school site. The Local Authority uses a computerised system, which measures all distances in miles. Ordnance Survey supply the coordinates that are used to plot an applicant's home address within this system (see note 4).

In a very small number of cases, it may not be able to decide between the applicants of those pupils who are qualifiers for the final place according to the Nursery admission number. 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 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 standard admission number to be exceeded, the Local Governing Body will draw lots to select the child to be offered the final place. Where appropriate, the Local Governing Body will give careful consideration to offering places above the Admission Number to applications from individuals with parental responsibility for children whose twin or sibling from a multiple birth is admitted even when there are no other vacant places.

#### Special Educational Needs

If a Nursery child has Special Educational Needs, the school Inclusion Leader should be made aware of the situation so that the individual needs of your child can be met effectively and so that we can work together to prepare and

plan the Nursery provision for your child. A child will not be refused admission to our Nursery because they have special educational needs.

#### Note 1

In all categories, for a child to be considered as a 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/Reception should contact their Parish Priest. Failure to provide evidence of Baptism may affect the criterion the child's name is placed in.

#### Note 2

The definition of a brother or sister is:

- a brother or sister sharing the same parents;
- half-brother or half-sister, where two children share one common parent;
- step-brother or step sister, where two children are related by a parent's marriage;
- step brother or step sister
- adopted or fostered children.

The children must be living permanently in the same household.

#### Note 3

The home address of a pupil is considered to be the permanent residence of a child. The address must be the child's only or main residence for the majority of the school week. Documentary evidence may be required. Where care is split equally between mother and father, parents must name which address is to be used for the purpose of allocating a school place.

#### Note 4

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 (e.g., children with foster parents) at the time of making the application to the school. A "previously looked after child" is a child was looked after but ceased to be so because he or she was adopted or became subject to child arrangements order or special guardianship order and includes those children who appear (to the Board of Directors) to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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.

#### Waiting Lists

Waiting lists for admission will remain open until the end of December 2025 and will then be discarded.

Parents may apply for their child's name to be reinstated until the end of the academic year when the list will be discarded. The waiting list will be kept by the Local Governing Body in admission criteria order. This means that a child's position on the waiting list could go up or down. Inclusion of a child's name on the waiting list does not mean that a place will eventually become available.

If any information given in the application form is found to be false, any place offered may be withdrawn.

#### Please Note

Attendance at Sacred Heart Catholic School Nursery does not constitute a right to a place in the Primary School. The Common Application Form supplied online by the Local Authority must be completed in accordance with the Local Authority Time Line for applications.

The School Office will require sight of the following original documents: Birth Certificate and Baptism Certificate (or evidence of Dedication) Current Council Tax Bill (as proof of residence) if required for an address check.

## Appendix

### Definition of a “Baptised Catholic”

(For use in the Criteria of Admission to Catholic Schools in the Archdiocese of Birmingham)

To establish clarity, consistency and fairness in the application of Criteria of Admission in Catholic Schools in accordance with the Trust Deed of the Archdiocese of Birmingham, it is necessary to define the description of a “Baptised Catholic” for the benefit of parents who are making applications and for Local Governing Body who formulate and apply the criteria for admissions.

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 (i.e. Latin Rite, Byzantine Rite, Coptic, Syriac, etc, Cf. Catechism of the Catholic Church, 1203). 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 Right of Reception of Baptised Christians into the Full Catholic Communion of the 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 Academy Committees of Catholic schools 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 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.

The Local Governing Body 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.)