

Sacred Heart  
Catholic Primary School



Learning in Love

## Admissions Policy 2025 – 2026 For Nursery

### Mission Statement

Guided by truth, respect and compassion; we share in building upon every individual's foundation, nurturing a love of learning in preparation for tomorrow's society, with Jesus at the heart of all we do.

Governing Body with Responsibility	Achievement, Standards and Curriculum
Agreed by Governors on	Autumn Term 2024
Chair's Signature	
Staff Member Responsible for Review	Lorraine Dolan-Walsh
Date for Review	Autumn 2025

Our school provides a broad and creative education with high expectations, in a safe and welcoming environment. We believe that every child matters and is a unique gift from God. The care of each child lies at the heart of the shared mission of home, school and parish.

### **BACKGROUND INFORMATION**

Sacred Heart Catholic Primary School is a voluntary aided school in the Diocese of Southwark. It is in the trusteeship of the Diocese. 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 school exists primarily to serve the Catholic community and Catholic children always have priority of admission. However, the Governing Body also welcomes applications from those of other denominations and faiths who support the religious ethos of the school.

A substantial amount of funding for the upkeep of the school is donated by regular Sacred Heart churchgoers through their regular weekly contributions at Mass.

The Catholic community supports the school because they value a distinctive Catholic Education for their children. Parents elect to apply for this school in order to ensure that the Catholic values and way of life are passed on to their children at home, in the parish and at school.

Governors have full regard for these factors in the framework of this policy. Governors will consider the allocation of places in the school:

1. As part of the intake process for Nursery.  
A place in the Nursery does not guarantee a place in the main school. Where the child is attending the school Nursery, a separate application must be made for entry into Reception Class. Places are allocated according to the admissions criteria shown below.
2. As individual cases where existing pupils move away and create spaces for others on the waiting lists or where pupils move into the area and make a late application to any year group appropriate to this school.

### **FAIR ACCESS PROTOCOL**

The school participates in the Local Authority's Fair Access Protocol to allocate places to vulnerable and other children in accordance with the School Admission Code 2014. Admitting pupils under the protocol may require the school to admit above the planned admission number for the relevant year group.

### **APPLICATION FOR PLACES IN THE NURSERY CLASS AT THE SCHOOL**

Before Governors can consider the allocation of places the application process has to be complete. There are FIVE points to remember in order to make it complete. For the purposes of this document 'Parents' refers to those who are parents or have parental responsibility.

1. Two forms should be completed.
  - a. The Application Form for the School Nursery which is available from the school office.
  - b. The School's Supplementary Information Form which is available from the school office.

2. The supplementary form is to be returned to the school by 31<sup>st</sup> January 2025 and the school application form to the school by 31<sup>st</sup> January 2025.
3. The child's Baptismal certificate must be produced and will be copied for the school records when the Supplementary Information Form is returned to the school. If the child gains a place at the school, a copy of the birth certificate must be provided prior to the child starting school.
4. Parents are requested to complete the section on the Supplementary Information Form regarding the religious commitment of the family and have the Supplementary Form signed by their priest or religious leader.
5. Completion of the Supplementary Information Form is not mandatory; however, if the Supplementary Information Form is not completed, the Governing Body of the school will not be able to consider the application fully against the school's faith criteria.

### **OVERALL FACTORS TO BE OBSERVED BY GOVERNORS IN THE ALLOCATION OF PLACES**

1. The Governing Body has responsibility for admissions and intends to admit 52-part time pupils to Nursery classes in the academic year 2024/25.
2. The maximum number of pupils in Nursery will be 26 in either the morning or afternoon session.
3. In order to maintain the distinctive Catholic Ethos, children from practising Catholic families will be given priority.
4. The admission of pupils with a statement of Special Educational Needs is dealt with by a completely separate procedure as set out in the Special Educational Needs Code of Practice. This procedure is integral to the making and maintaining of statements by the pupil's home Local Authority.
5. The normal point of entry to nursery is the September following a child's 3<sup>rd</sup> birthday. If there are spaces, the Governing Body will admit pupils who have turned 3 between 1<sup>st</sup> September and 31<sup>st</sup> December in January and those who turned 3 between 1<sup>st</sup> January and 31<sup>st</sup> March in April. Where there are still spaces available the Governing Body will admit a pupil immediately following their 3<sup>rd</sup> birthday, if the parents are eligible for 2-year-old funding.

### **ADMISSION CRITERIA**

Where the number of applications exceeds 52 the Governors will consider all complete applications i.e. those who have completed the School Supplementary Form and who have presented Baptism certificates for inspection along with the signed priest reference form, in the following order:

1. Looked after Catholic children or looked after children in the care of Catholic families and previously looked after Catholic children who have been adopted or who have become the subject of a residence or guardianship order.
2. Baptised Catholic children from regular practising Catholic families.
3. Baptised Catholic children from occasional practising Catholic families.
4. Baptised Catholic children not so far accounted for or children enrolled in the catechumenate.
5. Other looked after children and other previously looked after children who have been adopted or who have become the subject of a residence or guardianship order.
6. Children who are members of other Christian churches. Evidence of baptism, and membership of the church should be provided by a priest or minister.
7. Children of other faiths. Evidence of membership of the faith should be provided by the faith leader.
8. Other children.

## **NOTES ON CRITERIA**

By 'regular practising Catholic family', we mean at least one parent and the child/ren attend mass on Sundays as a central part of their lives.

By 'occasional practice', we mean at least one parent and the child/ren attend mass on some Sundays, but less than the regular criteria above.

Catholics include children who have been baptised or received into the Church, members of the Ordinariate and the Latin and Oriental Rite churches that are in union with the Bishop of Rome.

Reference to other Christian Denominations refers to denominations that are part of Churches Together in England.

Looked after children or previously looked after children. (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 definition in section 22(1) of the Children Act 1989). A previously looked after child is a child who was adopted, or subject to a residence order, or special guardianship order, immediately following having been looked after).

## **Oversubscription Criteria**

Where the number of applications exceeds 52, Governors will decide on the allocation within each group of the main criteria by applying the following rules in the following order:

1. Those with a brother or sister (sibling) on the school roll who will remain on the school roll at the entry date, highest numbers of siblings first. A qualifying sibling is a brother or sister (including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers or sisters. It would not include other relatives e.g. cousins) who are part of the same family unit living at the same address.
2. Those whose families live in the Parish of Sacred Heart, Wimbledon.
3. Medical or social grounds which make the school particularly suitable for the child in question. Strong and relevant evidence must be provided by an appropriate authority (e.g. medical practitioner, education welfare officer or social worker).
4. Those who live in surrounding Catholic parishes

## **Waiting List**

Parents of children who have not been offered a place at the school may ask for their child's name to be placed on a waiting list. The waiting list will be operated using the same admissions criteria listed above. Placing a child's name on the waiting list does not guarantee that a place will become available. This does not prevent parents from exercising their right to appeal against the decision not to offer a place. Names are removed from the waiting list at the end of the academic year.

## **Appeals**

Please note that there is no appeal against refusal of a Nursery place. If there are insufficient places available, the school's admission criteria will be used.