

# Admission Policy for St Joseph's Catholic Primary School Nursery 2022/2023

St Joseph's Catholic Nursery and Primary School, is a 3-11 co-educational Catholic Voluntary Academy. St Joseph's Nursery has 16 places, for children aged over 3 years. The Governing Body is the Admissions Authority. The Nursery exists to provide early years "education," rather than "childcare."

You can apply for a place by completing an application form available from the school office [office@st-josephs.sheffield.sch.uk](mailto:office@st-josephs.sheffield.sch.uk)

Children attend for 15 hours (Funded Early Learning) and there are 30 hours places available for those who are eligible for Extended Funded Early Learning.

Our Places are:

15 Hours First half of the week	Monday 8.45 to 15.15 Tuesday 8.45 to 15.15 Wednesday 8.45 to 11.30
15 Hours Second half of the week	Wednesday 12.30 to 15.15 Thursday 8.45 to 15.15 Friday 8.45 to 15.15
30 Hours -All week Only with valid HMRC Code:	All week 8.45 to 15.15

- Children are eligible for a Nursery place in the term after their third birthday.
- Priority for Nursery places is in line with the School's Admissions Policy – see over subscription criteria below
- For 30 hours, you must qualify for Extended Free Early Learning and get a valid code from H.M.R.C. <https://www.gov.uk/apply-30-hours-free-tax-free-childcare> in the term before your child will start.
- We will contact you at the beginning of the term before your child is due to start Nursery to discuss their place.
- A Nursery place at St. Joseph's does necessarily not mean you will be offered a school place St. Joseph's.

## Oversubscription Criteria

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

1. Catholic looked after and previously looked after children (see notes 1&2)
2. Catholic children (see note 2)
3. Other looked after and previously looked after children (see note 1)
4. Catechumens and members of an Eastern Christian Church (see notes 3&4)
5. Children of other Christian denominations whose membership is evidenced by a minister of religion (see note 5)
6. Children of other faiths whose membership is evidenced by a religious leader (see note 6)
7. Any other children

Within each of the categories listed above, the following provisions will be applied in the following order:

- (i) Where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can most appropriately be met at this school, the application will be placed at the top of the category in which the application is made (see note 9)
- (ii) The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (i) above (see note 7).

## Tie Break

Should the limit be reached mid category, the Governing Body will allocate places to the oldest children first, using the date of birth provided with the application.

## Notes (these notes form part of the oversubscription criteria)

1. 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 a 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 application to the school.  
A 'previously looked after child' is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order.
2. 'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child who is part of a Catholic family where a letter from a priest demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (e.g. a looked after child in the process of adoption by a Catholic family).  
For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest who, after consulting with the Diocese, 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.
3. 'Catechumen' means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.
4. 'Eastern Christian Church' includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.
5. "Children of other Christian denominations" means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.  
All members of Churches Together in England and CYTUN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.
6. "Children of other faiths" means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 6 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:  
A religion which involves belief in more than one God, and  
A religion which does not involve belief in a God.  
Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.
7. 'brother or sister' includes:
  - (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and
  - (ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same address as the applicant.
8. A '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.
9. To demonstrate an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the governing body will require compelling written evidence from an appropriate professional, such as a social worker, doctor or priest.