ST. HELEN'S CATHOLIC INFANT AND NURSERY SCHOOL

Nursery Admissions Policy 2027-28

Written by	Date	Ratified by	Date
A. McAuliffe	2025	Governors	2025

To be reviewed	Annually	Every 3 Years
Reviewed on	**Reviewed by**	**Next review date**
		October 2026

With Jesus alive in our hearts, we celebrate each other and learn together as a family.

St. Helen's Catholic Infant and Nursery School – Nursery Admissions Policy - 2027/2028

The governing body is the admission authority and has responsibility for admissions to the nursery. The school undertakes the co-ordination of admission arrangements.

PLEASE NOTE: Once a child receives a place at the nursery, it does not guarantee a place at the school. Parents/carers will need to apply for a school place for Reception 2028 under the normal admissions round.

Number to Admit

The governing body has set its admission number at **26** pupils (FTE) to the nursery in the school year which begins in September, 2027. Pupils whose 4th birthday falls between 1st September 2027 and 31st August 2028 (i.e. children born between 1st September 2023 and 31st August 2024) will be admitted, at the beginning of the Autumn Term following a short induction period.

Please note: The governing body will consider offering places to children whose 3rd birthday falls in the autumn or spring term if places are available and the school can meet the child's needs. In this instance, the place will be offered the term after their 3rd birthday.

Over Subscription Criteria

Where the number of applications for admission **exceeds** the number of places available, the following criteria will be applied in order of priority set out below:

1. Catholic looked after and previously looked after children. Highest priority **is** given to looked after children, Previously Looked after Children **and** those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. (see Notes 2&3)
2. Catholic children who are resident in the parishes of Brentwood – Cathedral Church of St. Mary & St. Helen with Holy Cross and All Saints, Ingatestone – St. John the Evangelist & St. Erconwold and Ongar – St. Helen Ongar and St. Margaret of Scotland Doddinghurst. (see Notes 3&12)
3. Other Catholic children from other Parishes.(see Notes 3&12)
4. Other looked after and previously looked after children. (see Note 2)
5. Catechumens and members of the Eastern Christian Churches.(see Notes 5&6)
6. Children who have a brother or sister attending at St. Helen's Catholic Infant or Junior School Academy at the **time of admission** and who do not fit into any of the categories above. (see Note 7)
7. Children of other Christian denominations whose membership is evidenced by a minister of their religion. (see Note 8)
8. Children of other faiths whose membership is evidenced by a religious leader of their faith. (see Note 9)
9. Any other children.

Within each category, the following criteria in the order given below will be used to determine priority

i. Those who have a brother or sister at St. Helen's Catholic Infant or Junior School Academy at the **time of admission**. A sibling is defined as a brother, sister, stepbrother or stepsister living in the same family unit in the same family household and address. Biological siblings will be treated as siblings irrespective of place of residence. (see Note 7)

Application forms and Supplementary Information Forms must be returned to the school by **4pm, Friday 19th March 2027.**

Tie Break

Where the offer of places to all the applicants in any of the sub-categories listed above would still lead to oversubscription, places up to the admission number will be offered to those living nearest to the nursery measured by a straight line from the main entrance to the applicants main address.

Mid-Year Entry
If space is available at the beginning of the Spring and Summer Term, the Headteacher and Governing Body will consider offering spaces to children whose 3rd birthday falls the term before.

Waiting Lists
Unsuccessful children will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out above and ***not*** in the order in which applications are received or added to the list.

PLEASE NOTE: Inclusion in the school's waiting list does not guarantee a place.

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.

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. 'brother or sister' includes:
   (i) all natural brothers and sisters, half brothers and sisters, adopted brothers and 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.

6. "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 creedal 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 CYTÛN 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.

7. "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 8 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.

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.
10. For the purposes of this policy, parish boundaries will be applied to the admission arrangements for 2027-2028.