



# St. Paulinus Catholic Primary School

"Inspiring all to live, learn and love in the light of Jesus."



(I am the light of the world; whoever follows me will never walk in darkness but will have the light of life." cf John 8:12)



## Nursery Admissions Policy 2020–2021

**Policy reviewed by Subject Managers :** Mrs. C. Berry  
**Policy updated by :** Miss E. Sinclair, February 2019  
**Policy review date :** Annually

Signed ..... Date .....  
Chair of Governors

Temple Road, Dewsbury, West Yorkshire, WF13 3QE

*'An outstanding school, which is deeply committed to the Catholic mission... this school inspires all within this faith community to live life to the full.'* Ofsted 2017



# Nursery Admissions Policy

A Catholic Primary School for Boys and Girls (Age range 3 – 11)

Model Admission Policy for adoption by Primary Schools in the Diocese of Leeds

## **Mission Statement**

"Inspiring all to live, learn and love in the light of Jesus"

## **St. Paulinus Catholic Nursery School, [Dewsbury, West Yorkshire] Admission Policy**

St. Paulinus Catholic Primary School was founded by the Catholic Church to provide education for baptised Catholic children. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The 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 is the admissions authority and has responsibility for admissions to the school and intends to admit 24 pupils to Nursery in the school year which begins in September 2020. The local Academy Council has delegated responsibility for admissions.

## ***Oversubscription criteria***

If the number of preferences received is less than the admission number then all preferences will be met.

***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. Catholic looked after Children and previously looked after Catholic children or looked after/previously looked after children from catholic families. (see notes 2 & 3)
2. Baptised Catholic children with a sibling(s) who attends St. Paulinus Catholic Primary School (see note 4)
3. Baptised Catholic children who live in the defined area. (see note 5)
4. Other baptised Catholic children.
5. 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. Paulinus Catholic Primary School. (see note 2)



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
7. Members of an Eastern Christian Church (see note 6)
8. Other children with a sibling(s) who attends St. Paulinus Catholic Primary School. (see note 4)
8. Other children.

### **Tie Break**

- Where the offer of places to all the applicants in any of the categories listed above would still lead to oversubscription, the available places will be offered to those living nearest to the school. 'straight line distance' will be used as the measure (see notes 8 & 9).
- If two or more pupils live equidistant from the school, the distance each pupil lives by road from the preferred school will be measured and the place offered to the pupil who lives nearest by this means. In the event of this being equal, places will then be decided by random allocation (see note 10).
- Where there is more than one application from a postal address contained within a block of flats, places will be decided by random allocation (see note 10).

### **Application Procedures and Timetable**

A standard application form, known as the Common Preference Form must be completed online at : [www.kirklees.gov.uk/admissions](http://www.kirklees.gov.uk/admissions) by 15 January 2020. Failure to provide a Common Preference Form (CPF) would mean that the application is not valid.

If parents/carers feel that they should be in a specific category i.e. Baptised Catholic, then they are required to complete a Supplementary Information Form and provide the required evidence. The Supplementary Information Form is attached to this policy and must be submitted by 15 January 2020 to the Admissions Committee at St. Paulinus Catholic Primary School, Temple Road, Dewsbury, West Yorkshire, WF13 3QE. Therefore, failure to provide a Supplementary Information Form (SIF) could affect the category your application is placed in. Please note that it is the responsibility of the parent/carer to complete all forms and supply evidence – reminders will not be sent.

Parents or carers will be advised of the outcome of their applications on 16 April 2020. Unsuccessful applicants will be given reasons related to the over-subscription criteria listed above and advised of their right of appeal to an independent appeal panel.

All children will be considered equally for a Nursery place, regardless of whether they may eventually apply for a place in Reception class in our school. Conversely it needs to be clearly understood that a child attending our school for their Early Year's entitlement is not given priority into our reception class.

Parents will need to apply separately for Reception class place. Please see the school Reception Admission Policy for further information.



## Waiting Lists

In addition to their right of appeal, unsuccessful children will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in the order of the oversubscription criteria set out above, and not in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. Names are removed from the waiting list at the end of each academic year. Inclusion on the waiting list does not mean that a place will eventually become available

## 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 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.

**Looked After Child** 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.

**Looked After Children 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 Leeds).**

**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 30<sup>th</sup> 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/carer, at different addresses, we will use the preference expressed by the parent/carer 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. Straight Line Distance will be measured in a straight line from a child's home address to the school. Measurements are calculated using six-figure grid references for each address taken from Ordnance Survey ADDRESS-POINT data. This grid reference relates to a point that falls within the permanent building structure corresponding to the address. The boundary of the building structure for the address is derived from Ordnance Survey Land-Line data. For smaller, residential properties the grid reference denotes a point near the centre of the building. For larger properties, like schools with, for



example multiple buildings and large grounds, the grid reference relates to a point inside the main addressable building structure. The distance calculated is accurate to within 0.1 metres.

**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.

### **Non-Statutory**

As Nursery provision is non-statutory the school's decision will be final and there is no formal right of appeal. However the Headteacher will be happy to discuss any concerns parent may have about the allocation of places.

### **Policy Monitoring and Review**

This policy will be reviewed annually or when there are significant changes to the curriculum that warrant it. It may also be reviewed earlier should it no longer comply with school practice or the legal requirements of schools.



This page is intentionally left blank



# St. Paulinus Catholic Primary School



Inspiring all to live, learn and love in the light of Jesus.  
(cf John 8:12)

## SUPPLEMENTARY INFORMATION FORM FOR ADMISSION TO A VOLUNTARY AIDED CATHOLIC SCHOOL

The school to which you are applying is a voluntary aided Catholic school. The school is designated as a school with a religious character and as such is permitted to give priority to applicants who are of the faith of the school.

The governing body has responsibility for admissions to the school. In order to apply the school's oversubscription criteria the governing body requires additional information that is not collected on the local authority's Common Application Form. This information can be supplied by completing this Supplementary Information Form. **Failure to complete this form may affect the oversubscription criteria in which your child is placed.**

<b>Full name of child (including surname)</b>	
<b>Date of birth</b>	
<b>Child's permanent address including postcode</b>	
<b>Contact telephone number(s)</b>	

<b>Full name of parent/carer</b>	<b>Relationship to child</b>

<b>If, at the time of admission, you will have other children attending this school, please provide details below:</b>	
<b>Full name(s)</b>	<b>Date(s) of birth</b>



**CATHOLIC CHILDREN**

If you think that your application should be considered under category 1-4 then you must supply the information below and attach the evidence requested.

<b>Date of baptism</b> <i>(You must attach proof of baptism i.e. baptism certificate or a letter from your priest)</i>		<b>Place of baptism and address</b>	
<b>Name of your parish priest</b>			

**EASTERN CHRISTIAN CHURCH**

If you think that your application should be considered under category 7 then you must supply evidence of baptism as requested in the admission policy.

<b>Date of Baptism</b> <i>(You must attach proof of baptism i.e. baptism certificate or a letter from the authorities of the church)</i>		<b>Place of Baptism and address</b>	
<b>Name of Eastern Christian Church of which you are a member</b>			

In compliance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018, we wish to ensure that you are aware of the purpose for which we collect and process the data we have asked you to provide on this form.

1. We are St Paulinus Catholic Primary School, Temple Road, Dewsbury, West Yorkshire, WF13 3QE
2. Being a Catholic education provider, we work closely with the School's Diocesan Authority, the School's Trustees, the Local Authority, the Catholic Education Service and the Department for Education, and may share the information you provide on this application form if we consider it is necessary in order to fulfil our functions.
3. The person responsible for data protection within our organisation is Mrs. H. Scott and you can contact them with questions relating to our handling of the data. You can contact them by e-mail ([hs@stpaulinus.org](mailto:hs@stpaulinus.org)) or by post : Attn. Data Protection Officer, St. Paulinus Catholic Primary School, Temple Road, Dewsbury West Yorkshire, WF13 3QE.
4. We require the information we have requested for reasons relating to our functions as the admission authority of the School.
5. It is necessary for us to process personal data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the GDPR).
6. To the extent that you have shared any special categories of data this will not be shared with any third parties except as detailed in paragraph 2 above, unless a legal obligation should arise.
7. It is necessary for us to process special category data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the GDPR). Additionally, processing is necessary for reasons of substantial public interest on the basis of Union or Member State law which is proportionate to the aim pursued and which contains appropriate safeguards (Article 9(2)(g) of the GDPR).





8. If the application is successful, the information you have provided on this form will be migrated to the School's enrolment system, and the data will be retained and processed on the basis of the School's fair processing notice and data protection policies which apply to that data.

9. If the application is unsuccessful, the application form and any documents submitted in support of the application will be destroyed after a period of 12 months. The school may keep a simple record of all applications and their outcome as part of their permanent archives in accordance with the School's data retention policy.

10. To read about individual rights you can refer to the School's fair processing notice and data protection policies.

11. If you wish to complain about how we have collected and processed the information you have provided on this form, you can make a complaint to our organisation by following the School's complaints procedure, which can be found on our website. If you are unhappy with how your complaint has been handled, you can contact the Information Commissioners Office via their website at: ico.org.uk.

**I confirm that I have read the Admissions Policy of the school and that the information I have provided is correct. I understand that I must notify the school immediately if there is any change to these details and that, should any information I have given prove to be inaccurate, the governing body may withdraw any offer of a place even if the child has already started school.**

Signed..... Date.....

**Please return your completed form to the school.**

<i>For school use only</i>	
<i>Date SIF received</i> .....	.....
<i>Verification of baptism</i> .....	<i>Year Group</i> .....