



## **ST PETER'S CATHOLIC PRIMARY SCHOOL**

### **NURSERY ADMISSION POLICY 2025- 2026**



St Peter's Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. 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 conducted by its **governing body** as part of the Catholic Church in accordance with its trust deed and **instrument of government** and articles of association and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

#### **Pupils with an Education, Health and Care Plan (see note 1)**

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an Education, Health and Care Plan that names the Nursery unit must be admitted. Where this takes place before the allocation of places under these arrangements, this will reduce the number of places available to other children.

The governing body is the admission authority and has responsibility for admissions to the Nursery unit. The admission authority has set the school's Published Admissions Number (PAN) at 26 pupils to be admitted to the Nursery unit in the school year which begins in September 2025. Admissions will take place in September 2025 and in January 2026, if there are places available following the September 2025 admission.

#### **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 2&3)
2. Catholic children who are resident in the parish of **Ss Peter & Raphael**. (see notes 3&11)
3. Other Catholic children. (see note 3)
4. Other looked after and previously looked after children. (see note 2)
5. Catechumens and members of an Eastern Christian Church. (see notes 4&5)
6. Children of other Christian denominations whose membership is evidenced by a minister of religion. (see note 6)
7. Children of other faiths whose membership is evidenced by a religious leader. (see note 7)
8. Any other children.

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

- (i) 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 8).

### **Tie Break**

Priority will be given to children living closest to the school determined by the shortest distance. Distance will be measured as a straight-line measurement between the front door of the child's home address (including the community entrance to flats) using the address point assigned by the National Land and Property Gazetteer, to the main gate to the school property. Measurements will be made using the local authority's school admissions data mapping software, which uses a Geographical Information System based on Ordnance Survey.

In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out and supervised by a person independent of the school. All the names will be entered into a hat and the required number of names will be drawn out.

### **Application Procedures and Timetable**

To apply for a place in the Nursery unit you must contact the School Business Manager to request an application form. Application forms may also be downloaded from our school website using the following link: [Nursery-Application-Form.pdf \(stpetersstalybridge.co.uk\)](https://stpetersstalybridge.co.uk/Nursery-Application-Form.pdf) You are also requested to supply the Supplementary Information detailed at the end of this policy if you wish to apply under oversubscription criteria 1 to 8. The completed application form and Supplementary Information must be returned to the School Business Manager by 31<sup>st</sup> January 2025. Forms and information may be submitted by hand at the school office, or electronically via Email to: [admin@st-peters.tameside.sch.uk](mailto:admin@st-peters.tameside.sch.uk)

You will receive a letter by March 2025 to advise whether your child has gained a place in our Nursery unit. If your child is not allocated a place, you will be informed of the reasons, which will be related to the oversubscription criteria above.

***if you do not provide the required supplementary information and return it by the closing date of 31<sup>st</sup> January 2025, together with all supplementary information, your child may not be placed in the correct criterion, and this may affect your child's chance of being offered a place.***

All applications which are submitted on time will be considered at the same time and after 31<sup>st</sup> January 2025.

A meeting of the governors' admissions committee will take place in February 2025 prior to admission in September 2025. If we have places available for a January intake, the admissions meeting will take place in October 2025. An offer letter for a Nursery place in January 2026 will be issued to parents following this October meeting.

For categories 1-5, a valid certificate of Catholic baptism is required to establish the faith of the child. We also require proof of address to confirm residency of parish. This proof must be supplied to the school before the meetings to allocate places. Priority cannot be given to children without this supplementary information.

Proof of birth is needed to establish a child's age. This must be supplied to school before the meetings to allocate places.

### **Late Applications**

The admissions committee will consider late applications submitted after 31<sup>st</sup> January 2025 once the admissions process for on-time applications is complete. Late applications will be administered where we have spaces available in the Nursery unit.

### **Waiting List**

Children who do not gain a place in the Nursery unit will be offered the opportunity to be placed on a waiting list. The 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. Waiting lists for admissions will operate throughout the school year. The waiting list will be held open until **the last day of the summer term, 2026**.

### **In-Year Applications**

An application can be made for a place for a child at any time outside the normal admissions round and the child will be admitted where there are available places. The application should be made to the School Business Manager in the same way as detailed above in the section 'Application Procedures and Timetable.'

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

If there are no places available, the child will be added to the waiting list (see above).

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

1. An Education, Health and Care Plan is a plan made by the Local Authority under Section 37 of the Child and Families Act 2014, specifying the Special Educational provision required for a child.
2. 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 a Local Authority in the exercise of their Social Services functions (e.g. children with foster parents) at the time of making an application to the school.

A previously looked after child is one 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. Included in this definition are those children who appear (to the admission authority) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

3. '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 living with a family where at least one of the parents is Catholic.

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.

Baptismal certificates must be forwarded to the school by **31st January 2025**.

4. '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.
5. 'Eastern Christian Church' includes Orthodox Churches and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.
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 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.

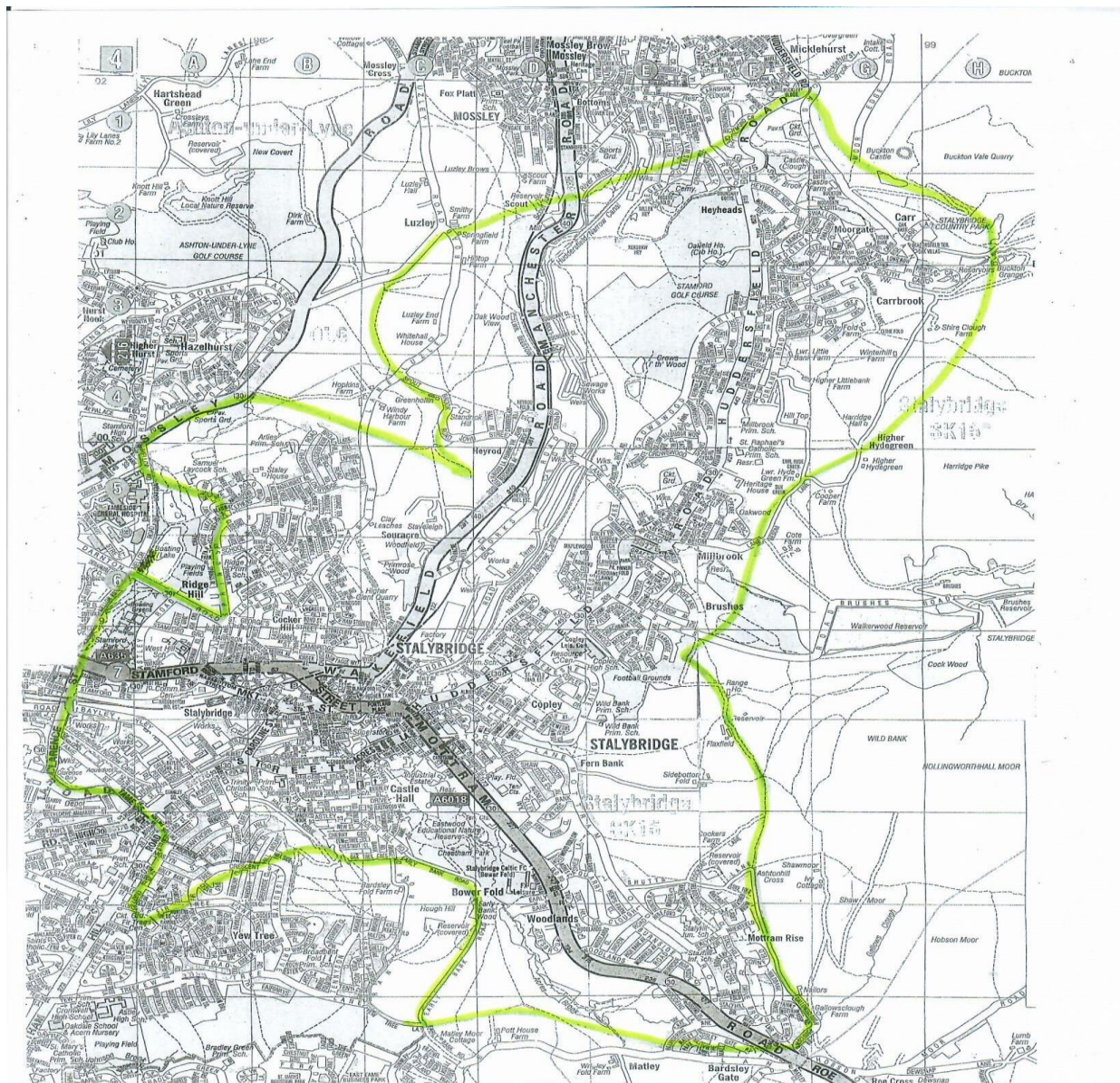
All members of Churches Together in England and CYTÛN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

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 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.

8. "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 home address as the child who is the subject of the application.
9. "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.
10. For the purposes of this policy, parish boundaries are as shown on the map below and will be applied to the admissions arrangements for 2025-2026.





11. A child's "home address" refers to the address where the child usually lives with a parent or carer and will be the address provided in the application form. Where parents have shared parental responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the application form, provided that the child resides at that address for any part of the school week.
12. Children entering the Nursery **will not** automatically be offered a place in the Reception Class. The admissions criteria for admission to school will still apply.
13. The Governing Body reserves the right to withdraw the offer of a nursery place where false evidence is received in relation to baptism, sibling connections or place of residence.

**ST PETER'S CATHOLIC PRIMARY**  
**SUPPLEMENTARY INFORMATION REQUIRED FOR ADMISSION TO NURSERY**  
**2025 – 2026**

- For a child to be treated as Catholic, evidence of Catholic baptism or reception or welcome into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest.
- For children applying under the over-subscription criteria 5, 6 or 7, evidence of faith must be submitted to the school by the closing date – **31<sup>st</sup> January 2025**.
- Baptismal and birth certificates, along with two proofs of address, must be forwarded to the school by the closing date – **31<sup>st</sup> January 2025**.
- Parents are asked to provide TWO documents from the list below as proof of address:
  - Mortgage statement\*
  - Tenancy Agreement or letter from landlord\*
  - Council Tax statement\*
  - Benefit statements\*
  - Recent utility bill (gas, electricity, land-line phone bill but not a mobile phone bill)\*\*
  - Current TV Licence
  - Letter from a solicitor confirming exchange of contracts on a residence\*\*

\* issued within last 12 months

\*\* issued within last 3 months