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[www.st-patricks.hants.sch.uk](http://www.st-patricks.hants.sch.uk)

## Nursery Class Admissions Policy

Policy Reference:	A(N)1
Responsibility:	Admissions Committee
Reviewed by:	V Ryan
Consultees:	
This Review:	November 2018
Next Review Due:	November 2019
Cycle:	Annual
Ratified by Full Governing Body on:	
Signed:	
Mr Gerard Owens	Chair of Governors

***With Christ as our guide and example we celebrate the uniqueness of the individual.***

***Together we will try to:***

***Learn from Jesus;***

***Love like Jesus;***

***Live like Jesus.***

## **Admissions Policy 2019 – 2020 and 2020 – 2021**

### **Mission**

At St Patrick's Pandas Pre-School Christ is our guide and example. Through Him and with Him we all work together to provide the best possible education for the children entrusted to our care.

### **Vision**

St Patrick's welcomes all children, recognising their unique qualities, and encourages them to grow and develop in this safe and caring environment.

### **Statement**

Pupils will be admitted in the term in which they become four according to the Early Years Education regulations without reference to ability or aptitude. If there are places available after all applications for three year olds have been considered, children from 2 years old, subject to similar criteria, will be admitted up to a maximum of eight children per session.

### **Admission to the Primary School is by separate application.**

The number of pupils per session may not exceed 30 during any one session. The availability of places is, therefore, restricted and will be made available according to the following criteria:

- 1 Children with a statement of special educational need that names the school in part 4 of the statement.
- 2 Looked after children, whom the Corporate Parent agrees should attend the school, and "previously looked after" children.
- 3 Disabled children who need to be admitted to a school on the grounds of physical accessibility. The definition of disability is that contained within the Equality Act 2010.
- 4 Children who are entitled to 2 year old funding (vulnerable 2 year olds)
- 5 Children of staff at St Patrick's Catholic Primary School
- 6 Children who have a sibling (2\*) attending either the nursery, foundation stage or the main school at the time of entry. If there are more applicants than places in this category, priority will be given within this group to children who live closest to the school by the nearest designated public route as defined on the Directorate for Children, Education and Families Geographic Information System.
- 7 Children who live in the designated catchment area (1\*)(3\*). If there are more applicants than places in this category, priority will be given in the following descending order:
  - Those children who live closest to the school by the nearest designated public route.
- 8 Children outside the designated area who live closest to the school by the nearest designated public route

### **Allocation of Places**

- 1) The offer of a place is conditional on children meeting the required criteria
- 2) We can admit pupils from the age of 2 years only if we have places available, up to a maximum of 8 per session.
- 3) In the case of over subscription of children meeting the required criteria places will be offered in order of date of application. These children will still be meeting the early learning goals.
- 4) All children who are entitled to the Early Years Educational grant will be offered 5 daily sessions per week if these sessions are available. Parents of 4 year old children who request 5 daily sessions per week will have priority.
- 5) Parents will receive a letter in which a place will be offered according to the sessions allocated. For Entry in September this letter will be sent during the first week in February. Should parents not accept these sessions from the start date they are offered they will forfeit their child's place.

Parents will be asked to sign an agreement that they will take up the sessions requested, offered and accepted, and a commitment to full and complete payment for these places termly or half termly in the first week of the term or half term.

Each applicant will be considered on an individual basis and if a child requires a place more urgently than another, it may be appropriate to bypass the waiting list at the discretion of the admissions committee. The displaced child will be found a place as soon as possible.

**Explanatory notes**

- (1\*) Exchange of contracts can be accepted by schools as proof of residence. Evidence of a properly constituted rent agreement is equally acceptable.
- (2\*) Definition of siblings. The qualification "living in the same family unit" is extended to refer only to step- or half- brothers/sisters although long-term foster children would also be included. Full brothers and sisters qualify within this category even if they live at separate addresses.
- (3\*) The designated area is the geographical parish boundary of Our Lady Help of Christians.



# St. Patrick's Catholic Primary School

Age 2 - 11

Whitefriars, Avenue Road, Farnborough, Hampshire GU14 7BW

Telephone 01252 542511

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E-mail enquiries@st-patricks.hants.sch.uk

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*Executive Headteacher* **Mrs Paula J Dix B.Ed (Hons) M.A. N.P.Q.H**

*Head of School*

**Mrs Anne Mulholland**

## Application to join St Patrick's Pandalas Nursery Class

Term when admission is required autumn (Sept) / spring (Jan) / summer (April) 20.....

Sessions requested Monday – AM / PM / All day  
Tuesday – AM / PM / All day  
Wednesday – AM / PM / All day  
Thursday – AM / PM / All day  
Friday – AM / PM / All day

Preferred start time for morning sessions 8.30am / 9.00am / NA

Preferred collection time for afternoon sessions 3.00pm / 3.30pm / NA

Child's Surname/Family name .....

All other names .....  
(Please underline the name the child is known by)

Date of birth .....  
(Please attach a copy of the birth certificate).

Permanent address of child .....

.....

Postcode .....  
(Please attach proof of address dated within the last three months)

Parents /Guardians names .....

Addresses of parents/guardians if different from child .....

.....

Contact numbers .....

Does your child have an Educational Health Care Plan that names Pandalas Pre-school?  
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Does your child have a disability which requires admission to the pre-school on the grounds of physical accessibility?  
.....

Is the child currently, or has he/she previously been in Local Authority care?

.....

Is your child entitled to 2 year funding?

(details can be found at <https://www.gov.uk/help-with-childcare-costs/free-childcare-and-education-for-2-to-4-year-olds>)

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Do you have any children who are currently or have previously attended Pandas Nursery or St Patrick's Catholic Primary School?

Name(s) .....

The information on this form is correct to the best of my knowledge and belief. If we find we no longer need the place, we will inform the nursery as soon as possible. I understand that the submission of this does not indicate that the pre-school can offer a place to the child. A decision will be taken by the Admissions Officer and governors when they consider the application in accordance with the published Admissions Policy.

Signed .....

Relationship to child .....

Date .....