

St Monica's Catholic Primary School

Nursery Admissions Policy for September 2025



'Strive to succeed in the presence of God'

Together – as a Catholic community
Everyone - children, staff, parents, carers and parish
Achieves – in their unique way and tries to be
More – like Jesus

St. Monica's Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families, although the school welcomes applications to the nursery for children of all faiths and of none. All applicants are expected to give their full, unreserved and positive support for the aims and ethos of the school. 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.

St. Monica's Nursery is run in the building next door to the school (St Monica's Scout Hut) and run by St. Monica's Catholic Primary School. Nursery admissions are not covered by all the laws governing admissions to the School, but the Governing Body of the School has decided to apply similar criteria for admissions. It must be noted that admission to the Nursery does not guarantee subsequent admission to the School. Please see the **School Admissions Policy** for details of how to apply for a place in Reception class.

If the Nursery is oversubscribed, the Governors will, taking note of the Obligations regarding Baptism (referred to in the notes below), give priority to children who were Baptised into the Catholic Church, in accordance with the oversubscription criteria listed below.

The Governing Body has the sole responsibility for admissions to the Nursery and intends to limit admissions so that there are no more *than 32 children in any of the sessions. A morning session runs from 8.45am to 11.45am and an afternoon session from 12.30pm to 3.30pm.*

The Governing Body will try and meet requested preferences, but should these sessions be oversubscribed, the Governing Body may offer a place in an alternative session.

The Governors' decision is final. Applications must be made in writing on the relevant form (as set out under Application Procedures below) and only the Governing Body can offer or refuse a place at the Nursery.

All questions relating to nursery admissions should be emailed to office@st-monicas.enfield.sch.uk

ELIGIBILITY FOR ADMISSION TO NURSERY

Children born between 1 September 2021 and 31st March 2023 are eligible to be considered for admission to the Nursery starting in September 2025. However, priority will be given to children who are three years old by 31st August 2025.

Whenever there are more applications than places available, priority will always be given to Catholic applicants in accordance with the criteria listed below.

In this policy, '**applicant**' refers to the person making an application on behalf of a child; '**candidate**' refers to the child on whose behalf the application is being made. A '**parent**' is the adult or adults with legal responsibility for a child.

OVERSUBSCRIPTION CRITERIA

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

1. Catholic* looked-after* children and previously looked-after* children;
2. baptized Catholic children. Those who have a sibling* at the School at the time of application will be given priority within this category;
3. other looked-after* children and previously looked-after* children;
4. children who are catechumens and children who are members of an Eastern Christian Church whose application is supported by a letter from their minister/religious leader confirming membership of the faith community. Those who have a sibling* at the School at the time of

application will be given priority within this category;

5. other children who are not baptized Catholics and who have a sibling at the School at the time of application;
6. children of other Christian denominations whose application is supported by a letter from their minister/religious leader confirming membership of the faith community;
7. children of other faiths* whose application is supported by a letter from their minister/religious leader confirming membership of the faith community; and
8. any other children.

DISTANCE CRITERION

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 St Monica's Church, Stonard Road, Palmers Green. This distance is calculated by the Enfield Schools' Admissions Service IT system using ADDRESS-BASE PREMIUM. They calculate the distance (in a straight line, as the crow flies) from the central point of St Monica's Church to the front door of the candidate's home address. **'Home address' refers to the address at which the candidate usually lives with a parent or carer, and will be the address provided in the Common Application Form (CAF). Where parents have shared 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 CAF, provided that the child resides at that address for any part of the nursery school week.** The distance measure provides a national grid coordinate and a unique reference for each postal address in Great Britain. The grid reference is provided to a resolution of 0.1 metre (10cm). The accuracy of ADDRESS-BASE PREMIUM is such that each point will fall within the building at the address in question. In the case of a multi-occupancy building, such as flats where there may only be one address point, priority will be given to the applicant whose door number is the lowest numerically or alphabetically.

WAITING LIST

Unsuccessful applicants will be invited to place their child on the waiting list. This will be maintained by the admission authority in the order of the categories in the oversubscription criteria above and not in the order in which the applications are received. At the end of the academic year, the School will ask applicants if they wish their child to remain on the waiting list. Names will be removed accordingly. When a place becomes available, the admission authority will decide who is at the top of the list so that an offer can be made.

ST MONICA'S CATHOLIC PRIMARY SCHOOL - APPLICATION PROCEDURE

- A. In order to make an application, you **must** complete the nursery **application form**
- B. In order for applications to St Monica's Nursery to be placed in the correct order of priority according to the oversubscription criteria set out above, you should also submit the following direct to the School by 15th February 2025:
 - (a) proof of baptism (if applicable) – **only the original certificate marked with the parish seal can be accepted;** or
 - (b) a letter from a minister/religious leader confirming membership of a non-Catholic faith community.

If you are applying on behalf of a looked-after or adopted child, you should provide evidence that confirms this.

Unless all applicable documents are returned to the school by 15th February 2025, the admission authority will be unable to consider your application fully and this may affect your child's chance of being offered a nursery place.

- C. The admission authority will meet in the week beginning 24th February to rank the children in accordance with this Admissions Policy and its oversubscription criteria.
- D. At the beginning of the summer term (date to be confirmed by the local authority) letters will be sent by the school, to the parents/carers of the children who are being offered a nursery place. All families who wish to accept this offer will be asked to confirm so in writing.
- E. If your child is not offered a place in the nursery, he/she will automatically be placed on a waiting list. This list ranks the children according to the categories in the oversubscription criteria.
- F. Applications on the waiting list are ranked according to the oversubscription criteria and NOT in the order in which they have been received. This means that a child's position on the reserve list is subject to change, depending on how subsequent applications are ranked.
- G. The Admissions Policy will be posted on the notice board at St. Monica's Church, Stonard Road, Palmers Green.
- H. It must be noted that admission to the Nursery does not guarantee subsequent admission to the School's Reception Class. Please see the School Website and the School's Admissions Policy for details of how to apply for a place in Reception class <https://www.st-monicas.enfield.sch.uk/admissions/>. Parents of practising Catholic children will be required to submit a Certificate of Catholic Practice.

NURSERY FEES

All children from 2 years upwards are eligible for 15 hours free child care. Working parents may also be eligible for an additional 15 hours (30 hours child care in total). If so, your unique code will need to be supplied on the application form. If you want more than 15 hours and are not eligible for 30 hours free child care, you will need to pay for sessions as follows: £20 per session per day for 3 year olds and £27 per session per day for 2 year olds. Because the nursery day is longer than 30 hours (8.45am – 3.30pm), there will be a subsidiary charge of £7 per child per day for any child attending all day. Child care vouchers and salary sacrifice schemes are all welcome.

***Definitions:-**

'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 an application to the School

'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. Included in this definition are those children who appear (to the Governing Body) to have been in state care outside England and who ceased to be in state care as a result of being adopted.

'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This must be evidenced by a Certificate of Baptism in a Catholic church or a Certificate of Reception into the full communion of the Catholic Church, **presented at the time of application.**

'Adopted' means a child who has been formally adopted and whose parent/guardian can give proof of adoption.

'Child arrangements order'. A child arrangements order is an order under the terms of the Children Act 1989 s.8 settling the arrangements to be made as to the person with whom the child is to live. Children 'looked after' immediately before the order is made qualify to be included in this category.

'Special guardianship order' means an order under the terms of the Children Act 1989, section 14A appointing one or more individuals to be a child's special guardian(s). Children 'looked after' immediately before the order is made qualify to be included in this category.

'Sibling' means brother or sister, to include adopted brothers and sisters, half-brothers and sisters or step-brothers and sisters.

'Catechumen' means a child who is a member of the catechumenate of a Catholic Church. This will normally be evidenced by a Certificate of Reception into the Order of Catechumens, which can only happen after the age of 7.

'Eastern Christian Church' includes Orthodox Churches and is normally evidenced by a Certificate of Baptism or Reception from the authorities of that Church.

'Christian', for the purposes of this policy, means a member of one of the Churches affiliated to 'Churches Together in Britain and Ireland'.

'Children of other Christian denominations' means children who belong to other churches and ecclesial communities which, acknowledging 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 of CYTÛN (Churches Together in Wales) 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.

'Children of other faiths' means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' 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.