# St Augustine's Catholic Primary School

# Nursery Admissions Policy

# 2027/2028

***"We love and learn together by growing in friendship with Jesus"***

***Linked virtues:***

***'Faith-filled and hopeful'***

# St Augustine's Catholic Primary School

## Nursery Admission Arrangements for the Academic Year 2027/2028

St Augustine's Catholic Primary School is part of the Our Lady and All Saints Catholic Multi Academy Company. The admissions authority for the school is the Board of Directors of the Our Lady and All Saints Catholic Multi Academy Company who has responsibility for admissions to this school. The Board of Directors has delegated responsibility for the administration of the admissions process to the Local Governing Body of St Augustine's Catholic Primary School.

The admissions process for St Augustine's Nursery is not part of the Solihull Local Authority co-ordinated admissions scheme. To apply for a place at St Augustine's Nursery in the normal admissions round, an application must be made directly to the School Office using the application form on the School's website.

Applications need to be made by **Friday 4th December 2026**. A Supplementary Information Form (SIF) must also be completed and returned directly to the school by the same date (see Note 2).

All applications which are submitted on time will be considered at the same time, after the closing date. Where there are more applications for places than the number of places available, places will be offered according to oversubscription criteria. If there is oversubscription within a category, the Local Governing Body will give priority to children living closest to the **Church of St Augustine's, Solihull,** determined by the shortest straight line distance (see Note 6).

You will be advised of the outcome of your application on **Friday 29th January 2027**, or the next working day, by correspondence directly from the school.

Please note that throughout this policy, the term 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.

The ethos of this school is Catholic. The 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 Board of Directors as part of the Catholic Church in accordance with its 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.

The Local Governing Body acts for the Board of Directors who is the admissions authority and has responsibility for admissions to this school. The Local Governing Body has set its Published Admission Number (PAN) at **16 full-time places (30 hours per week)**, to be admitted to the Nursery class in the school year which begins in **September 2027**. (See Note 1 below)

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority. If there is oversubscription within a category, the Local Governing Body will give priority to **children living closest to the Church of St Augustine's, Solihull,** determined by the shortest straight-line distance (see Note 5).

For the purposes of this policy, parish boundaries are as shown on the Archdiocese of Birmingham parish boundary map which can be accessed at https://www.birminghamdiocese.org.uk/boundary-map and will be applied to the admission arrangements for the academic year **2027/2028.**

A map of the Parish boundaries is also available to view in the school.

Oversubscription Criteria

1. Baptised Catholic children (see Note 2 below) who are looked after or previously looked after (See Note 3 below).

2. Baptised Catholic children (see Note 2 below) living in the parish of St Augustine's, Solihull who have a brother or sister (see Note 4 below) attending St Augustine's Catholic Primary School at the time of admission.

3. Baptised Catholic children (see Note 2 below) living in the parish of St Augustine's Solihull.

4. Other Baptised Catholic children (see Note 2 below) who have a brother or sister (see Note 4 below) attending St Augustine's Catholic Primary School at the time of admission.

5. Other Baptised Catholic children (see note 2 below).

6. Non-Catholic children who are looked after or previously looked after (See Note 3 below).

7. Non-Catholic children who have a brother or sister (see Note 4 below) attending St Augustine's Catholic Primary School at the time of admission.

8. Non-Catholic children.

**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 school 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. An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.

**Note 2**
In all categories, for a child to be considered as Catholic, evidence of Catholic Baptism or Reception into the Church will be required. For a definition of a Baptised Catholic, see the Appendix. Those who face difficulties in producing written evidence of Catholic Baptism or Reception into the Church should contact their Parish Priest.

Parents making an application for a Catholic child should also complete a **Supplementary Information Form (SIF), which should be returned directly to the school**. If you do not provide the information required in the Supplementary Information Form and return it by the closing date, together with all supporting documentation, this may affect the criteria that your child is placed into, which may affect your child's chance of being offered a place at this school.

For the purposes of this policy, a looked after child living with a family where at least one of the carers is Catholic will be considered as Catholic. The carer must forward a copy of their own Catholic Baptismal or Reception certificate directly to the school in order for this priority to be given to the child as failure to do so will result in the looked after child being ranked as a non-Catholic.

**Note 3**

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 the 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 the 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 and includes those children who appear to the Local Governing Body to have been in state care outside of England and ceased to be in state case as a result of being adopted.

For the purposes of this policy, a looked after child living with a family where at least one of the carers is Catholic will be considered as Catholic. The carer must forward a copy of their own Catholic Baptismal or Reception certificate directly to the school in order for this priority to be given to the child as failure to do so will result in the looked after child being ranked as a non-Catholic.

**Note 4**

For all applicants the definition of a brother or sister is:

- A brother or sister sharing the same parents
- A half-brother or half-sister, where two children share one common parent
- A step-brother or step-sister, where two children are related by a parents' marriage or civil partnership, or where they are unrelated but their parents are living as partners.
- Adopted or fostered children

The children must be living permanently in the same household.

**Note 5**

Distances are measured in a straight line from **home to St Augustine's Church Solihull,** by Solihull local authority's admissions system. The admissions system uses six-figure grid references provided by the Local Land and Property Gazetteer (LLPG). The grid references provide a unique point on each property.

In a very small number of cases, where the school is oversubscribed, it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place when applying the published admission criteria.

For example, this may occur when children in the same year group live at the same address, or if the distance between the home and the church is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both, or all, of the children would cause the Published Admission Number for the child's year group to be exceeded, the Local Authority, on behalf of the Local Governing Body, will use a computerised system to randomly select the child to be offered the final place.

The Local Governing Body will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's published admission number.

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 at the time of application. 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 provided that the child resides at that address for any part of the school week.

Parents may be requested to supply documentary evidence to satisfy the Local Governing Body that the child lives at the address put forward by the parents. The Local Governing Body reserves the right to withdraw the offer of a place or, where a child is already attending the school, where it is satisfied that the offer or place was obtained by deception.

**NURSERY OFFERS**
Offers will be made on the following basis:-

The pupil will be entitled to take up that place, on a full-time basis (30 hours per week) in the September following their third birthday.

Currently all parents are eligible to receive 15 hours of universal free childcare with an additional 15 hours of free childcare available if parents meet the funding requirements. Parents will be charged for the additional 15 hours if they do not qualify for 30 hours of free childcare. In addition, parents have the option to pay for children to stay on the school premises for the period **2:50pm – 3:20pm** to finish in line with the end of the school day and to aid collection with older siblings.

**ACCEPTANCE OF A PLACE AT ST AUGUSTINE'S NURSERY**
Acceptance of a Nursery place will be based on the acceptance of the above funding policy.

**Attendance at St Augustine's Nursery does not automatically guarantee that a place will be offered in the Reception class of St Augustine's Catholic Primary School.**

Parents **must apply** for a Reception place in exactly the same way as parents of children not attending the Nursery. All applications will be considered against the oversubscription criteria by the Local Governing Body in the same way regardless of whether the child does or does not attend the Nursery at the time of application.

**LATE APPLICATIONS & CHANGES IN PREFERENCE**
Late applications will be dealt with as follows:

- Applications received after the closing date are late and will be processed after the offer day.
- Changes to on-time applications received before the allocation of places will be considered, if possible.
- Changes received after the allocation of places will be processed after the offer day.

All requests to change preferences should be made in writing to the School, to whom the parents submitted the original application. You are encouraged to ensure that your application is received on time.

**WAITING LIST**
Children who have not been offered a place at St Augustine's Nursery will be added to a waiting list in priority order according to the oversubscription criteria.

A child's position on a waiting list is not fixed. When a new child joins the waiting list, all applicants on that waiting list will be re-ranked to ensure that the list is always maintained in oversubscription criteria order. This means that a child's position on the waiting list could go up or down during the time that it is on the list. Any late applications accepted will be added to the waiting list in accordance with the oversubscription criteria.

Inclusion on the waiting list does not mean that a place will eventually become available. It may be that those already offered places may accept them, thereby filling all available places.

**APPEALS**
**There is no right of Appeal for Nursery Applications.**

APPENDIX

DEFINITION OF A "BAPTISED CATHOLIC"

A "Baptised Catholic" is one who:

- Has been baptised into full communion (Cf. *Catechism of the Catholic Church, 837*) with the Catholic Church by the Rites of Baptism of one of the various ritual Churches in communion with the See of Rome. Written evidence of this baptism can be obtained by recourse to the Baptismal Registers of the church in which the baptism took place (Cf. *Code of Canon Law, 877 & 878*).

Or

- Has been validly baptised in a separated ecclesial community and subsequently received into full communion with the Catholic Church by the *Rite of Reception of Baptised Christians into the Full Communion of the Catholic Church.* Written evidence of their baptism and reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases, a sub-section of the Baptismal Registers of the church in which the *Rite of Reception* took place (Cf. *Rite of Christian Initiation, 399*).

**WRITTEN EVIDENCE OF BAPTISM**

The Governing bodies of Catholic schools and Boards of Directors of Catholic Academies will require written evidence in the form of a Certificate of Baptism or Certificate of Reception before applications for school places can be considered for categories of "Baptised Catholics". A Certificate of Baptism or Reception is to include: the full name, date of birth, date of Baptism or Reception, and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of Baptism or Reception.

Those who would have difficulty obtaining written evidence of Catholic Baptism/Reception for a good reason, may still be considered as Baptised Catholics but only after they have been referred to their parish priest who, after consulting the Vicar General, will decide how the question of Baptism/Reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

Those who would be considered to have good reason for not obtaining written evidence would include those who cannot contact the place of Baptism/Reception due to persecution or fear, the destruction of the church and the original records, or where Baptism/Reception was administered validly but not in the Parish church where records are kept.

Governors and Boards of Directors may request extra supporting evidence when the written documents that are produced do not clarify the fact that a person was baptised or received into the Catholic Church, (i.e. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not.)

For the purposes of this policy, a looked after child (see Note 3) living with a family where at least one of the parents/carers is Catholic will be considered as Catholic.