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| St Joseph’s Catholic Primary School, a Voluntary Academy  **C:\Users\Kdavidson\AppData\Local\Microsoft\Windows\INetCache\Content.Word\OLOL.png.jpgC:\Users\office1\Desktop\Logo.JPG Nursery Application Form** |

**Applications must be accompanied by a copy of the birth certificate.**

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| --- | --- | --- | --- | --- |
| Surname of child: |  | | | |
| Forename(s) |  | | Date of birth |  |
| Gender | Male Female | | Home Language |  |
| Surname of parent/carer 1 | Mr Mrs Miss Ms | | Forename of parent/carer 1 |  |
| Name of parent/carer 2 | Mr Mrs Miss Ms | | Forename of parent/carer 2 |  |
| Usual home address |  | | Postcode |  |
| Mobile number  Daytime/emergency telephone number |  | | Email address |  |
| Religion |  | | Nationality |  |
| Medical conditions  Special needs |  | | | |
| Have you had any contact with the following? | Social care  Yes    No | Speech & Language therapy  Yes    No | | Children’s Centre  Yes    No |
| Preferred session | AM / PM / 30 Hours  Please circle preference | | | |
| Your name(s) in  BLOCK CAPITALS |  | | Relationship to the child | |
| Your signature(s) |  | |  | |
| Date |  | | | |

**ST JOSEPH’S CATHOLIC PRIMARY SCHOOL, A VOLUNTARY ACADEMY**

**NURSERY ADMITTANCE PROCEDURE**

The governing body has the responsibility for admissions to this school and can have up to 15 full-time and 15 part-time Nursery pupils.

The children are admitted according to their birthday. Children can attend the day after their 3rd birthday providing a place is available.

**Oversubscription Criteria**

Where schools have more applications than places available, Governors will draw up a ranked list based on the criteria listed below and will allocate places accordingly.

In accordance with legislation Pupils with an Educational Health and Care Plan (EHCP) (a plan made by the Local Authority under Section 37 of the Children and Families Act 2014 which specifies the special educational provision required for a child) which names the school will be allocated a place first. This will reduce the number of places available.

1. Catholic looked after or previously looked after children (see admissions policy).
2. Catholic children living in the parish served by the school
3. Catholic children living outside the parish served by the school
4. Other looked after or previously looked after children (see admissions policy).
5. Catechumens, Candidates and members of Eastern Christian Churches (see admissions policy).
6. Children of other Christian denominations whose membership is evidenced by a minister of religion (see admissions policy).
7. Children of other faiths whose membership is evidenced by a religious leader (see admissions policy).
8. Any other children not within categories 1-7.

**Application Procedures and Timetable:**

Applications must be accompanied by a copy of the Birth Certificate.

Parents will be notified of a child’s place by the half term before admission to Nursery. This notification will be by letter or email and include:

* The date of admission
* Invitation to have a home visit
* Invitation to attend a new parents meeting
* Children and parents will have the opportunity to attend Nursery visits to prepare for starting Foundation Stage.
* Failure to return this form acknowledging acceptance of the Nursery place could result in the offer of a child’s place being withdrawn.

However, if a place is not available at the expected time of admission, parents will be informed and a place will be offered as soon as it becomes available. As there is no right of appeal for pre-statutory school age pupils, the Head Teacher’s decision is final.

Whilst every effort will be made to accommodate parental preferences, decisions with regard to the allocation of morning or afternoon nursery places rests with the Head Teacher taking such issues as class size and gender balance into account.

**It should be noted that admission to the Nursery class does not guarantee a subsequent place in the Reception class (FS2) of the school.**