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**Holy Trinity  
Catholic and Church of England School**

A Catholic and Church of England Voluntary Academy

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**NURSERY ADMISSION POLICY  
2022-2023**

The Hallam Schools Partnership Academy Trust  
(Company Number 08665067)

Catholic Diocese of Hallam and  
Anglican Diocese of Leeds

## INTRODUCTION

Holy Trinity is a Catholic and Church of England Voluntary Academy, part of the Hallam Schools' Partnership Academy Trust.

The Hallam Schools' Partnership Academy Trust (the MAT) is the admission authority for the school and is responsible for determining the admission policy and taking decisions on applications. The MAT has decided to delegate responsibility for these tasks to the Local Governing Body. Any reference to the governing body within this policy should be understood in that context.

The purpose of the nursery is to provide early years education rather than childcare; we are ambitious for the educational development of our nursery children.

Our Provision:

- The maximum number of places in each session is 26.
- The morning session runs from 8.45 to 11.45.
- The afternoon session runs from 12.15 to 3.15.
- Up to 8 of the 26 places are available for both the morning and afternoons sessions, for those eligible for 30 hours provision. This will reduce the number of places available for 15 hours provision.
- Children staying in school for morning and afternoon sessions should bring a packed lunch.

For more information on 30 Hours Free Childcare visit [www.barnsley.gov.uk](http://www.barnsley.gov.uk) and search for "30 Hours Free Childcare" or follow the link below;

[www.barnsley.gov.uk/services/children-families-and-education/childcare-nurseries-and-family-support/30-hours-free-childcare/](http://www.barnsley.gov.uk/services/children-families-and-education/childcare-nurseries-and-family-support/30-hours-free-childcare/)

To see if you may be eligible for 30 hours free childcare visit [www.childcarechoices.gov.uk/](http://www.childcarechoices.gov.uk/)

If you are not eligible for 30 hours free provision, and places are available, you may be able to pay for 15 hours of provision to 'top up' the 15 hours of free provision at a cost of £60 per week (£12 per session). This will be subject to availability.

### **The date of admission to the Nursery for 2022/2023 is September 2022 (main admission round)**

A child is entitled to up to 30 hours per week (depending on eligibility) Free Early Learning (FEL) and care in an early years setting, from the start of the term following their third birthday, for 38 weeks in a full year.

If places are available following the main admission round, children will be admitted the term following their third birthday.

If places are still available following this admission, children may be admitted following their third birthday. A fee of £12 per am or pm session will apply. Please enquire at the school.

**Please note, admission to the nursery does not guarantee a place in the primary phase of the school. For pupils wishing to join the school in the primary phase an application must be received before the closing date of 15<sup>th</sup> January 2022 for entry in September 2022.**

PLEASE CONTACT THE SCHOOL IF YOU NEED ANY HELP IN APPLYING FOR ADMISSION  
Telephone Number: 01226 704550

## ADMISSION CRITERIA (CATEGORIES)

Children are admitted to Nursery the term following their third birthday. Where there are more applications for admission to the nursery than the number of places available admission number (please see introduction) the following criteria will be applied in strict priority order.

<b>1</b>	Looked after children (children in public care) or previously looked after children (children previously in public care.) (Footnote 1)
<b>2</b>	Catholic children, (footnote 2), who reside in the parishes of Blessed Sacrament, St Mary Magdalene, St Theresa's and St Paul's Church of England children, (footnote 3), who reside within the Barnsley Deanery. <i>Documents required: Birth Certificate, proof of baptism and Application Form</i>
<b>3</b>	Siblings of children attending Holy Trinity at the time of admission (footnote 4). (NB. admission to the nursery does not guarantee a place in the primary phase of the school.) <i>Documents required: Application Form</i>
<b>4</b>	Catholic children (footnote 2) who reside outside the Catholic parishes listed and Church of England children (footnote 3) who reside outside the Church of England Barnsley Deanery boundaries. <i>Documents required: Birth Certificate, proof of baptism and Application Form</i>
<b>5</b>	Children who are practising members of other Christian communities (footnote 5) and who have the written support of their minister of religion. <i>Documents required: Application Form, letter of support from their minister of religion (MR1 form)</i>
<b>6</b>	Children who are members of other faiths (footnote 6) who have the written support of their religious leader. <i>Documents required: Application Form, letter of support from their minister of religion / Religious Leader (MR1 form)</i>
<b>7</b>	Children who are not included in the categories above.

### **Children with Specific education, medical or emotional need**

Please note that children with a specific educational, medical or emotional need will be prioritised, provided that appropriate written evidence from a suitably qualified professional, e.g. Doctor or Social Worker, is submitted with the application, indicating why Holy Trinity Nursery is the most appropriate setting.

### **Tie Breaker**

Should the maximum number of places be reached mid-category, places will be allocated based on the child's date of birth. If there are several children with the same date of birth, then a random allocation process, which will be independently monitored, will be applied for all the applicants in that category.

If your child is unsuccessful in gaining a place at Holy Trinity Nursery, he/she will be placed onto the Nursery waiting list, which will be maintained according to the admissions criteria in category order.

If a place becomes available, the applicant in the highest category will be allocated the place and where two or more applicants are in that category then the tie breaker will be applied.

## **Waiting List**

The names of any children who have not gained admission will be placed on the waiting list for the nursery. The waiting list is determined according to the admission criteria. Subsequently, should an application be received where the child has a higher priority, as determined by the admissions criteria, for a place in the nursery, they will be placed on the list above those with a lower priority.

### **FOOTNOTES:**

#### **Footnote 1:**

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 them in the exercise of their social services functions (e.g. children with foster parents) at the time of making 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.

#### **Footnote 2:**

'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 who is part of a Catholic family where a letter from a priest demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (e.g. a looked after child in the process of adoption by a Catholic family).

A list of those Catholic Churches which are in full communion with the Roman Catholic Church is available from the Hallam Diocesan Schools Department (Hallam Pastoral Centre, St Charles Street, Sheffield, S9 2WU Tel 0114 256 6440).

#### **Footnote 3:**

Church of England children are children who have been baptised and/or confirmed into the Church of England (and those churches in full communion with the Church of England)

#### **Footnote 4:**

For the sibling criteria to be applicable one of the following conditions must exist:

- a) a brother and / or sister is to be permanently resident at the same address
- b) a stepbrother and / or stepsister is to be permanently resident at the same address (to include half brothers / sisters).

#### **Footnote 5:**

'children who are practising members of other Christian communities' 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.

#### **Footnote 6:**

'children who are members 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.

### **FALSE INFORMATION**

1. Where the Governing Body has made an offer of a place at this nursery on the basis of a fraudulent or intentionally misleading application from a parent, which has effectively denied a place to a child with a stronger claim to a place at the nursery, the offer of a place will be withdrawn.
2. Where a child starts attending the nursery on the basis of fraudulent and intentionally misleading information, the place may be withdrawn depending on the length of time that the child has been at the nursery.

### **DOCUMENTATION REQUIRED**

1. The school requires additional information not contained on the Application for Admission to a Nursery Unit Form (Form N1 attached). This additional information is needed to place your application in the correct priority of admission category.
2. Proof of the child's baptism if the applicant is baptised Roman Catholic/baptised member of the Church of England.
3. A copy of the child's birth certificate for all applications.

### **Procedures for admission to the nursery**

Parents/carers should complete a Nursery Application Form, available from the school and on the school's website, and return it to the school, together with any relevant documentation as required.

Documentation required; Birth Certificate and, proof of the child's baptism (if the applicant is baptised Roman Catholic or baptised member of the Church of England). Nursery applications must be submitted by the end of the spring term; 26<sup>th</sup> March 2022.

Applications will be considered in accordance with the admission criteria. After applying the admissions criteria, priority will be given to those children who wish to start in September 2022, then to those who wish to start in January 2023 and finally to those who wish to start in April 2023.

Parents / carers will be informed by letter of the outcome of their application by 15<sup>th</sup> May 2022.

If after this date places for some sessions are still available, further applications for specific sessions will be invited and the places offered in the order of their receipt by the main school office, until all sessions are full. At that stage, the nursery would also accept applications for children to start the term after their third birthday, thus starting either in January 2022 or April 2022.

If places are still available when this procedure has been followed, children may be admitted following their third birthday. A fee of £12 per am or pm session will apply.

The final decision on the number of hours a child is able to attend the nursery and the pattern of attendance rests with the Headteacher.