

**“Learning and Growing
Together; Inspired by the
Love of Jesus.”**

St Aidan’s Catholic Primary School

Nursery Admissions Policy



Christ Centred Aim:

Inspired by the love of Jesus, we are committed to creating a school community for all, by developing everyone to support Catholic values and show love and forgiveness to all.

Education Aim:

By learning and growing together, everyone can discover and develop their gifts, use their knowledge and skills and aspire to do their best in all areas of the curriculum.

Community Aim:

Together we foster respect for each other and for our environment creating a welcoming, non-judgemental community that works together in peace and harmony as one school, parish and global family.

Ratified on: 20.01.26

Date to be reviewed: January 2026

Key Information

St Aidan's is a Catholic Nursery situated in the Archdiocese of Liverpool and is maintained by the Knowsley Local Authority.

The Governing Body is responsible for determining and administering the policy relating to the admission of children to the nursery. It is guided in that responsibility by:

- the requirements of the law
- the advice of the Archdiocesan Trustees on the nature and purpose of its duties
- its duty towards the school and the Catholic community it serves
- the Catholic character of the school and its Mission Statement
- recognition of the Parish boundary

The nursery serves in the first instance baptised Catholic children living in the Parish of St Aidan.

The admission number for the nursery is 52, ie 26 places in the morning and 26 places in the afternoon.

Parents must complete a Nursery application form which they can obtain from the Primary School Office. If the application to the nursery is to be considered against the priority faith, it is essential that you indicate your religion clearly on this form. If the nursery is oversubscribed, failure to complete all sections of the form may result in the application for a place being considered against lower priority criteria, as the Governing Body will have no information upon which to assess the application on the basis of the applicant's baptism and/or membership of a faith community (if there is any falsification the child will lose their place).

Applications will be considered on a termly basis. Applications for September entry should be submitted no later than Friday 1st April. Parents/carers wishing to apply for Spring or Summer term entry should return an application form by the school closing date for half-term break in the term preceding entry. All applications received by the closing dates will be considered together against the policy.

The school will inform you by letter of the outcome of your application:

- where a place can be offered, the letter will give a start date
- where a place cannot be offered, names may be kept on a waiting list in line with the above criteria and if places become available will be offered from the waiting list. There is no right of appeal. Parents/carers may wish to consider other Knowsley school nursery classes in the area with a place available.

Please note that any offer of a nursery place is subject to parents/carers providing proof documents of information given on the form.

Admissions Criteria

Where the number of applications exceeds the number of places available the Governing Body will apply the following over-subscription criteria.

1. Looked After Children and previously Looked After Children.
2. Baptised Catholic children who have a sibling in the school at the time of admission.
3. Baptised Catholic children resident in the parish of St Aidan.
4. Other baptised Catholic children.
5. Other children who have a sibling in the school at the time of admission.
6. Children from other Christian denominations. Proof of Baptism in the form of a Baptismal Certificate or confirmation in writing that the applicant is a member of their Faith community from an appropriate Minister of Religion is required.

7. Children of other faiths. An appropriate Faith Leader would need to confirm in writing that the applicant is a member of their faith group.
8. Other children.

If it is not possible to offer places for all applications within any criteria above then places will be allocated to the children who live nearest to the school. Distance will be measured by the local authority which will carry out straight line measurements ('as the crow flies') using a computerised Geographical Information System (GIS) based on the Local Land and Property Gazetteer (LLPG) data and national grid co-ordinates for the school and home address.

Notes

- a. All applications will be considered at the same time and after the national closing date. Applications received after the closing date but before the initial allocation process begins, will be included where possible. However, as the exact date of allocation for individual schools cannot be given, parents/carers have no guarantee that any application submitted after the closing date will be included in the initial allocation and are strongly advised to abide by the closing date.
- b. A Looked After Child is a child who is (a) in the care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their Social Services functions (under section 22(1) of the Children Act 1989. A previously Looked After Child is one who immediately moved on from that status after becoming subject to an adoption, child arrangements order or special guardianship order.
- c. For the child to be considered as a baptised Catholic, Knowsley resident parents/carers should answer the questions in section 4 of the local authority preference form. Non-Knowsley residents should provide the information on their own home authority form or by completing a Knowsley Catholic Schools supplementary information form. Baptism should take place before the closing date for applications.

Definition of a Baptised Catholic

For a child to be considered as a Catholic evidence of a Catholic Baptism is required.

A Baptised Catholic can also be defined as one who has been baptised by the Rites of Baptism of one of the various Churches in communion with the See of Rome (cf Catechism of the Catholic Church 1203). Written evidence of this baptism can be obtained by recourse to the Baptismal Registers of the church in which the baptism took place.

Or

A person who has been baptised in a separate 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 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.

The Governing Body will require written evidence in the form of a Certificate of Reception before applications for school places can be considered for categories of 'Baptised Catholics'. A Certificate of Reception is to include full name, date of birth, date of reception and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of reception.

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

- d. Home Address is considered to be the address where the child normally lives. Where care is split and a child moves between two addresses, the household in receipt of the child benefit would normally be the address

used but the admission body reserve the right to request other proofs as fit the individual circumstance. Applicants should not state a childminder's or other relative's address.

- e. Sibling is defined in these arrangements as full, half or brother or step brothers and sisters, adopted and foster brothers and sisters who are living at the same address and are part of the same family unit. This does not include cousins or other family relationships.
- f. A waiting list for children who have not been offered a place will be kept and will be ranked according to the Admission Criteria. The waiting list does not consider the date the application was received or the length of time a child's name has been on the waiting list. This means that a child's position on the list may change if another applicant is refused a place and their child has higher priority in the admissions criteria.
- g. For 'In Year' applications received outside the normal admissions round, if places are available they will be offered to those who apply. Direct application to the school can now be made under this heading. If there are places available but more applicants than places then the published oversubscription criteria will be applied.
- h. The Governing Body reserve the right to withdraw the offer of a school place where false evidence is received in relation to the application.
- i. It is the duty of governors to comply with regulations on class size limits at Foundation Stage and Key Stage One. The Governing Body may exceed the regulations for twins and children from multiple births where one of the children is the 26th child admitted. This also applies to in-year applicants who are looked after/Previously looked after, children of UK service personnel or children who move into the area for whom there is no other school available within a reasonable distance.