



ST. THERESA'S CATHOLIC PRIMARY SCHOOL ADMISSION POLICY FOR THE SCHOOL NURSERY IN THE ACADEMIC YEAR 2025-2026

St. Theresa's Catholic Primary 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 Governing Body as part of the Catholic Church in accordance with its trust deed and instrument of government 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 Nursery in accordance with the admission arrangements.

The Governing Body is the admission authority and has responsibility for admissions to the Nursery; it intends to admit up to a maximum of twenty-six children to each Nursery session (one morning and one afternoon session). Children will be admitted in the September 2025 (child has to be 3 by 31st August 2025) or the January 2026 (child has to be 3 by 31st December 2025) intake after their 3rd birthday. If there are vacancies, then children who will be 3 by 31st March 2026 could be admitted in the summer term, in strict accordance with our criteria.

Attendance at the Nursery **does not** guarantee a place in reception. Parents of children attending St. Theresa's nursery **must** make a fresh application for reception.

Oversubscription Criteria

Where there are more applications for places 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 as well as those children who have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Baptised Catholic children with a sibling at the school at the time of admission.
3. Baptised Catholic children resident in the parishes of St Philip the Apostle, St. Albans, St. Mary's and St. Edward the Confessor.
4. Other baptised Catholic children.
5. Other 'looked after' children and previously 'looked after' children as well as those children who have been in state care outside of England and ceased to be in state care as a result of being adopted.
6. Children of Catechumens and members of an Eastern Christian church.
7. Any other children.

Within each of the categories listed above, the provisions below will be applied in the following order:

- I. The Governing Body will give top priority, after the appropriate category of looked after children, to an application where compelling evidence is provided at the time of application of an exceptional social, medical, pastoral or other need **of the child** which can only be met at this school. To demonstrate an exceptional social, medical, pastoral or other need of the child which can only be met at this school, the Governing Body will require written evidence from an appropriate professional, such as a social worker, doctor or priest.
- II. The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category, so that the application will be placed at the top of the category in which the application is made, after the children in (i) above.

Tie Break

Where the offer of places to all the applicants in any of the sub-categories listed above would still lead to oversubscription, the places up to the admission number will be offered to those living nearest to the school as measured in a straight line from the applicant's home address point to the school address point using a computerised mapping system. The measurement will be conducted by the Local Authority (LA). If two or more applications are received from the same block of flats, in the event of distances being the same for two or more children where this would determine the last place to be allocated, it will be randomly allocated.

Application Procedures and Timetable for 2025-2026

To apply for a place at this nursery, please complete the **School's Supplementary Information Form (SIF)** and return it to *The Nursery Admissions Officer, St. Theresa's Catholic Primary School, East End Road, Finchley, London N3 2TD* by the closing date **31st January 2025**.

How Many Hours to Apply for

When an offer of a place is made it is initially for 15 hours. The School will then offer you specific mornings/afternoons. This nursery also offers a limited number of 30 hour places for eligible families (where both parents, or a single parent are working 16 hours or more per week and earning less than £100k) and parents/carers should make it clear how many hours they would prefer. If there are more children entitled to the 30 hour places, than the school is able to provide, the places will be allocated in accordance with the oversubscription criteria.

If you are not eligible for more than 15 funded hours you may top up your hours by paying for additional hours at a fee of £8 per hour. The number of hours and the times available will be negotiated directly with the school.

Right of Appeal

If you are unsuccessful you may ask us for the reasons for the refusal of a place. As nursery provision is non-statutory the Governors' decision is final and there is no formal right of appeal.

Waiting Lists

Unsuccessful candidates will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out in the policy and not in the order in which applications are received or added to the list. Names will be removed from the list on 31st August 2026, unless applicants request in writing to remain on the list. Inclusion in the school's waiting list does not mean that a place will eventually become available.

In-Year Applications

An application for admission can be made for any child at any time outside the normal admissions round. Applications are made directly to the school. If a place is available and there is no waiting list, the school Supplementary Information Form will be completed and the child will be admitted. If there is a waiting list, then applications will be ranked by the Governing Body in accordance with the oversubscription criteria.

You will be offered the opportunity of being placed on a waiting list. This waiting list will be maintained by the Governing Body in the order of the oversubscription criteria and not in the order in which the applications are received. Names are removed from the list at the end of each academic year. When a place becomes available the Governing Body will re-rank the list and make an offer to the person at the top of the list.

Change of details

If any of the details on either of your forms change between the date of application and the receipt of the letter of offer or refusal, you **must** inform the school immediately. If misleading information is given or allowed to remain on either of your forms, the Governing Body reserves the right to withdraw the place, even if the child has already started at the Nursery.

Notes

‘Adopted’. An adopted child is any child who has been formally adopted, having previously been in care, and whose parent/guardian can give proof of adoption.

‘Catechumen’ means a child or parent 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 for a child aged 7 or over. For a child under 7 years of age it will be the certificate of the parent.

‘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 in the process of adoption and living with a Catholic family, where a letter from a priest demonstrates that the child would have been baptised were it not for his/her status as a looked after child. For a child to be treated as Catholic, evidence of the Catholic baptism or reception in the Catholic Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their parish priest who, after consulting with the diocese 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.

‘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 in this category.

“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 CYTŪN 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.

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

'Looked after child' has the same meaning as in S.22 of the Children Act 1989, and means any child in the care of a local authority or 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). 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 a special guardianship order. Those children who have been in state care outside of England and ceased to be in state care as a result of being adopted.

'Parent' means all natural parents, any person who is not a parent but has parental responsibility for the child or any adult with legal responsibility for the child.

'Resident' – A child is deemed to be resident at a particular address when he/she resides there for more than 50% of the school week.

'Sibling' includes:

- All natural brothers and sisters, half-brother and sisters, adopted brothers and sisters, stepbrothers and sisters, foster brothers and sisters, whether or not they are living at the same address, and
- The child of a parent's partner where that child lives for at least part of the week in the same family unit at the same address as the applicant.

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