



ST. BERNADETTE'S NURSERY **ADMISSION POLICY**

Please note: Attendance at St Bernadette's Nursery does not automatically entitle a child to a Reception class place in St Bernadette's Catholic Primary School. Parents MUST apply separately if they wish for their child to be considered for a place in the Reception class.

St Bernadette's Nursery is a part time nursery offering 78 places; 39 places for the morning session and 39 for the afternoon session. Children must attend for a minimum of five half days either every morning or every afternoon. We aim to match parents/guardians' preferences for morning or afternoon, but this is not always possible. The allocation of places will be decided by the Headteacher.

Parents/guardians should note that at St Bernadette's Nursery, nursery education is in line with the Catholic ethos of the main school.

Children are entitled to a part time nursery place from the start of the term following their third birthday. There are three qualifying dates for children to obtain a part time place which are as follows (please be aware if the nursery is full following a September intake there will be no places available):

- If your child is three years old between 1 April - 31 August your child may be accepted during the Autumn term.
- If your child is three years old between 1 September - 31 December your child may be accepted during the Spring term.
- If your child is three years old between 1 January - 31 March your child may be accepted during the Summer term.

Parents/ guardians should register their interest for admission to the Nursery by completing the application form obtainable by contacting the school office at:

Email: - stbernadettesprm@cardiff.gov.uk

St Bernadette's Catholic Primary School.

Bryn Heulog

Pentwyn

CF23 7JB

Tel No: - 02920 733443

Completed application forms must be returned directly to the school

The processing of late applications will normally be done on a termly basis.

If the Governing Body receives applications in excess of the 78 available places, it will apply its oversubscription criteria in order to determine all the applications.

Oversubscription Criteria

Places are provided for children **who** due to SEN needs, have been allocated Nursery funding by the Early Years Assessment Panel or Case Advisory Panel and to those children who have a Statement of Special Educational Needs where St Bernadette's Primary School is clearly named on the statement in accordance with the Education Act 1996.

In the event of the school receiving more applications for an age group than the number of places available, places will be filled by using the Oversubscription Criteria below.

Oversubscription Criteria

❖ **Children who will have siblings on roll at St Bernadette's Catholic Primary School in the year the applicant would join the school will have priority under each oversubscription criteria.**

- 1 Baptised Catholic Children who are Looked After (CLA) or previously looked after are given priority in accordance with Section 106 of the Education Act 2005 and Education (Admission of Looked After Children) (Wales) Regulations 2009:
- 2 Baptised Catholic children who reside in Pentwyn and Pontprennau*
- 3 Baptised Catholic children who reside outside of category 2
- 4 Children who are Looked After and previously looked after children that are not of the faith.
- 5 Christian children from other denominations who reside **in** the areas referred to in category 2 (Baptismal certificate or letter from minister of religion required).
- 6 Christian children from other denominations who reside in areas **outside of** those in category 2 (Baptismal certificate or letter from minister required).
- 7 Other children whose parents have demonstrated a wish for Catholic education at St Bernadette's.

Guidance Notes

To apply for a place at St Bernadette's Nursery School, a parent/guardian the following documentation needs to be provided:

1. Admission Application Form
2. Documentary evidence of Baptism (if applicable)
3. Birth Certificate
4. Evidence of residency at the time of application. This needs to be a current Council Tax form with the correct postal address or equivalent documentation e.g. a child benefit statement. NB – utility bills will not be accepted. The home address is considered to be the child's along with the parent's main and genuine principal place of residence on the published date i.e. where they are normally and regularly living

Baptism and Birth Certificates may be brought into school where they will be photocopied and returned.

Tie breaker

If the governing body are unable to admit all applicants who fall into the lowest criterion a tie-breaker will be applied. The governing body give priority to children living nearest the school as measured by the safest walking route and will ask the Council to calculate this. The Council uses a Geographical Information System (GIS) to calculate home to school distances in miles. The safest walking route is calculated using Ordnance Survey (OS) customised route data from an applicant's home address to the nearest open school gate. The co-ordinates of an applicant's home address are determined using the Local Land and Property Gazetteer (LLPG) AND OS Address Point Data. Cardiff Council has developed a computerised walking route network based on the Local Authority

Road Safety Officers Association (LARSOA) criteria and this is used to ensure that every pupil is assessed as consistently as possible.

Children who are Looked After

A looked after child is a child who is looked after by a Local Authority (LA) in Wales or England in accordance with the Children Act 1989 and whom the LA has confirmed will be looked after at the time of child's admission to the school.

Definition of sibling

Children who have a sibling on roll at St Bernadette's Catholic Primary School in the September the applicant would begin school. Any sibling connection must be stated on the application form. For admission purposes a sibling is a child living at the same address who is the brother/sister, half-brother/ sister (children who share one common parent), step brother/sister where two children are related in marriage. This definition also includes adopted or fostered children at the same address.

Multiple births

If, when applying the oversubscription criteria, the last child to be admitted is one of multiple birth, the Governors will admit the other sibling(s).

Waiting Lists

The nursery will provide a maximum of 78 part time places. Entry to nursery at any time will depend on availability of places. The school will keep a waiting list of unsuccessful and late applications and inform parents/guardians of their child's position on the list. Places will be allocated in accordance with the oversubscription criteria as and when a place becomes available.

Right of Appeal

There is no right of appeal against refusal of a nursery place under the relevant legislation as nursery education is non-statutory.