



Blessed Edward Campion Federation Mission Statement

Christ taught us to love one another.

As a school we follow his example, appreciating everyone as a unique gift from God.

We encourage each individual in the BEC Federation to achieve their true potential, giving them a firm foundation through love, learning and worship, to guide them on their journey through life.

Jesus said, "Love one another as I have loved you." (John 13: 34)

St Patrick's Catholic Primary School – Nursery Admissions Policy 2025-2026

Policy Type	Policy Number	Prepared by (job title) and date
Statutory	S10	Graeme Hawes Executive Headteacher
Approval Date	Review Frequency	Review Due Date
TBC	Annual	Autumn 2026
Signed on behalf of the Full Governing Body	<i>G M Kendrick.</i> G M Kendrick 17 th June 2025	This Policy was amended, emailed to Governors for approval and ratified in February 2026



Our Lady Help of Christians Catholic Academy Trust

Providing an inspirational, outstanding Catholic education for all the children and young people in our schools.

ADMISSION POLICY AND ARRANGEMENTS 2025-2026 FOR ADMISSION TO THE NURSERY CLASS

St Patrick's Catholic Primary School Nursery was founded by the Catholic Church to provide education for children of Catholic families.

The school is conducted by Our Lady Help of Christians Multi Academy Trust (MAT) as part of the Catholic Church in accordance with its trust deed and articles of association and always seeks to be a witness to Our Lord Jesus Christ.

As a Catholic school we aim to provide a Catholic education for all our pupils. As 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 school in accordance with the admission arrangements.

Our Lady Help of Christians MAT is the admissions authority and has delegated full responsibility for admissions to the Local Governing Body.

Admission to the Nursery does not guarantee admission to the school. Admission to the school must be applied for separately; please see the separate School Admissions Policy.

Our Lady Help of Christians MAT determines the number of children to be admitted to the Nursery.

To apply for a place, a completed admission form (see attached), baptismal certificate and birth certificate must be received.

Funded Places

Universal funded childcare (15 hours) applies to all 3 years olds **from the term after they turn 3**. There is no code required for these places as it is a universal offer to all children.

Some 3 years olds will be eligible to **30 hours funded childcare** if families meet the criteria.

To find out if you are eligible for funded places under the working criteria for a 3 or 4 year old visit: [Childcare Choices | 30 Hours Childcare, Tax-Free Childcare and More | Help with Costs | GOV.UK](#)

Top-Up Places

Parents who wish to *top-up* their child's hours beyond their funded entitlement may purchase additional three-hour sessions. These are charged at £12 per session, in line with the rate agreed by the governing body.

All additional sessions must be pre-booked and are chargeable even if your child does not attend, as staffing and provision are arranged in advance. Ad hoc sessions are not normally permitted unless there are exceptional circumstances, which must be agreed by the Executive Headteacher or Head of School.

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Children must attend morning sessions (5 x 3-hour nursery class sessions). Funded and non-funded additional hours can be added in the afternoons.

All applications will be considered with the following Criteria order. Where there are more applications for the nursery than places available names will be added to a waiting list in the over subscription criteria order, and will be considered by the Governors if places become available.

Nursery Attendance

Children attending our nursery provision are all under the age of five and therefore not of statutory school age. As such, attendance requirements differ from those applied to compulsory-aged pupils. In line with our attendance expectations, if a child fails to attend for 15 consecutive sessions without valid reason or communication or does not provide a valid reason for a child's absence on 15 or more occasions then the school reserves the right to remove the child from roll. In such cases, the place may be offered to another child on the waiting list.

Lunches and Snacks

Children who stay for a full day should bring a healthy packed lunch. Guidance on what to include can be found on our school website. Alternatively, parents may purchase a hot school dinner from our school kitchen at a cost of £3 per day. Menus are available from the school office, and payments should be made via Arbor.

All children receive a healthy snack in both the morning and the afternoon. We ask for a contribution of:

- £1 per week for children attending morning sessions only
- £2 per week for children attending all day

Our snack menu is available from the Nursery team.

Oversubscription Criteria

1. Catholic Looked after and previously looked after children.(See note a/b)
2. Catholic children who are resident in the parish of St Patrick's, Wellington, Telford, Shropshire. (See note b)
3. Catholic children who are resident in other parishes. (See note b)
4. Non Catholic looked after children
5. Any other

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

- (i) The attendance of a sibling 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 children in (1) above (see note d).

Notes:

a) 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. Included in this definition are those children who appear (to Our Lady Help of Christians MAT) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

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- b) For a child to be considered as a Catholic evidence of a Catholic Baptism is required at time of application. 'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required at time of application. 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].
- c) 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 authority body reserves the right to request other evidence as fits the individual circumstance. Applicants should not state the address of another relative or person who has daily care of the child.
- d) 'Sibling' is defined in these arrangements as full, half 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.
- e) In addition to their right of appeal, unsuccessful children 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 above and not in the order in which applications are received or added to the list. Waiting lists for Nursery admission will operate throughout the school year and until the child reaches school age.
- f) For 'In Term' applications received outside the normal admission rounds, if places are available they will be offered to those who apply. If there are places available but more applicants than places then the published oversubscription criteria will be applied. Application should be made to the school by contacting the school administrator on 01952 386160.
- g) If an application for admission has been turned down by Our Lady Help of Christians MAT, parents may appeal to an Independent Appeals Panel. Parents are allowed at least twenty school days from the date of notification that their application was unsuccessful to submit that appeal. Parents must give reasons for appealing in writing and the decision of the Appeals Panel is binding on the MAT.
- h) Our Lady Help of Christians MAT reserves the right to withdraw the offer of a nursery class place where false evidence is received in relation to the application.
- i) For children attending the school's nursery, application to the reception class of the school must be made in the normal way, to the home Local Authority. Attendance at the school's nursery does not automatically guarantee that a place will be offered at the main school.
- j) The final decision with regard to the allocation of sessions and what sessions can be offered by the nursery class rests with the Executive Headteacher and maybe subject to change. Changes to the sessions offered by the nursery unit will be notified to parents in writing, with no less than a months' notice.

Tie Break

Priority will be given to children living closest to the school determined by the shortest distance. Distances are calculated on the basis of the straight line distance between a central point in the school building and a central point in the child's home. The distances will be measured using Telford & Wrekin Council's computerised mapping system, which is a Geographical Information System. In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out and supervised by a

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person independent of the school. All the names will be entered into a hat and the required number of names will be drawn out.



ST PATRICK'S CATHOLIC PRIMARY SCHOOL'S NURSERY CLASS SUPPLEMENTARY INFORMATION FORM 01 SEPTEMBER 2025 - 31 AUGUST 2026

First Name		Surname	
Date of Birth <i>(All applicants are required to produce a birth certificate)</i>		Gender	
Home Address Post Code		Telephone number <i>The child's home address is considered to be the address where the child normally lives. Where care is split and a child moves between two addresses please see note (c) on the nursery's admission policy.</i>	
<u>Parent(s)/Guardian(s) Information:</u>			
Name: Relationship		Name: Relationship	
Address if not as above		Address if not as above	
Telephone number	(home) (mobile)	Telephone number	(home) (mobile)
National Insurance Number¹	D.O.B²	National Insurance Number	D.O.B
<u>Childcare Application</u>			

¹ National Insurance Numbers will only be used to ascertain entitlement to additional funding your child might be eligible for.

² Parent/Guardian's D.O.B will only be used to ascertain entitlement to additional funding your child might be eligible for.

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Are you applying for a free universal 15-hour place? (term after your child turns 3)	Yes/No		
Are you applying for funded 30-hour place? If yes, provide eligibility code? (3 year olds, eligible working families)	Yes/No	30-hour eligibility code:	
Are you applying for a funded 15 hour place (aged 3 with a 2 year old eligibility code)?	Yes/No	15-hour eligibility code:	
Are you applying for additional self -funded places at £12 each session?	Yes/No	If yes, how many sessions per week do you want to pay for?	
I wish St Patrick's Catholic Primary School and Nursery to be the setting which claims the nursery grant for my child. Signed.....Parent/Guardian Date..... If you are using more than one setting, please provide details here: Setting Name: Hours spent in setting: Please note you will be required to sign a termly declaration form to confirm which setting can claim the nursery grant for your child.			

English as an Additional Language

Is your child an EAL learner? Yes / No

This includes anyone who has been exposed to a language other than English during early development 'and continues to be exposed to this language in the home or in the community.

If so which languages(s) are they exposed to?

Siblings in School

Does the child already have a sibling in the school, if so who?.....

Sibling is defined in these arrangements as full, half 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. See note (d) of the nursery's admission policy.

Child's Religion

Religion..... Present parish/church.....

For Catholic children only:

Is your child baptised?..... Date of baptism.....

Church of baptism..... In which town.....

All Catholic applicants are required to provide written evidence of baptism, such as a baptismal certificate. This evidence must be attached to this form and be submitted before the application deadline. See note (b) of the nursery's admission policy.

Which Nursery Sessions do you require? (Please tick)

We will endeavor to meet requirements where places are available; sessions will be confirmed after applications have been considered

	Morning 8:40am-11.40am	Full time 8.40am-3.10pm
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

School use only:

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SIF

Date..... Signed.....

Birth certificate checked

Date..... Signed.....

Evidence of baptism received & copied

Date..... Signed.....