



ADMISSION POLICY FOR ENTRY INTO ST JUDE'S NURSERY DURING THE ACADEMIC YEAR 2023/2024

We live, love and learn together joyfully in Jesus' name.

The Nursery Admission Policy of the Governors of St Jude's Catholic Primary School is as follows:

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. 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 Jesus Christ. We ask all parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the right of parents who are not of the faith of this school to apply for and be considered for a place here.

The maximum number of places available in the Nursery is 52 part time places with a maximum of 26 children attending in the morning and a maximum of 26 children attending in the afternoon.

The number of part time places available during the academic year 2022/2023 is 26 (26 attending in the morning). We are unable to offer any afternoon places currently.

If the number of applications exceeds the number of places available, the governors will give priority to applications in accordance with the criteria listed below. A map of the parish boundary is available at the school and parish church.

1. Baptised Catholic children who will have a brother or sister in the school at the time of admission who will already be three years old at the time of admission.
2. Baptised Catholic children who will already be three years old at the time of admission.
3. Non-Catholic children who will have a brother or sister in the school at the time of admission who will already be three years old at the time of admission.
4. Non-Catholic children who will already be three years old at the time

of admission.

5. Baptised Catholic children who will have a brother or sister in the school at the time of admission who are a 'rising three' at the time of admission. (Note 5)
6. Baptised Catholic children who are a 'rising three' at the time of admission. (Note 5)
7. Non-Catholic children who will have a brother or sister in the school at the time of admission who are a 'rising three' at the time of admission. (Note 5)
8. Non-Catholic children who are a 'rising three' at the time of admission. (Note 5)

OVER-SUBSCRIPTION

If there is over-subscription within a criterion, the Governors will give priority to children living closest to the school determined by shortest distance. Distances will be measured in a straight line from the centre point of the applicant's home address to the centre point of the school address using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority (See Note 4).

In a very small number of cases it may not be able to decide between the applicants of those pupils who are qualifiers for a place, when applying the published admission criteria. For example, this may occur when children in the same year group live at the same address, or where there are twins, or if the distance between the home and school is exactly the same. If there is no other way of separating the application according to the admissions criteria and to admit both or all of the children would cause the legal limit to be exceeded, the local authority on behalf of the governing body will draw lots to randomly select the child to be offered the final place. In case of blocks of flats priority will be given to the lower flat.

Note 1

Children with a Statement of Special Educational Needs or an Education, Health and Care (EHC) Plan that names the school must be admitted. This will reduce the number of places available to applicants. This is not an oversubscription criterion.

Note 2

In all categories, for a child to be considered as a Catholic, evidence of Catholic Baptism or Reception into the Church will be required. For a definition of a Baptised Catholic see the Appendix. Those who face difficulties in producing written evidence of baptism should contact their Parish Priest.

Note 3

The definition of a brother or sister is:

- A brother or sister sharing the same parents;
- Half-brother or half-sister, where two children share one common parent;
- Step-brother or step-sister, where two children are related by a parent's marriage;
- Step-brother or step-sister
- Adopted or fostered children

The children must be living permanently in the same household

Note 4

The home address of a pupil is considered to be the permanent residence of a child. The address must be the child's only or main residence for the majority of the school week. Documentary evidence may be required. Where care is split equally between mother and father, parents must name which address is to be used for the purpose of allocating a school place.

Note 5

Schools can currently take two-year-olds in the term in which they turn three (known as "rising threes").

APPEALS

Please note that there is **NO** right of appeal against the refusal of a place in the Nursery.

LATE APPLICATIONS

Late applications will normally be dealt with after the governors have considered all applications that were submitted on time.

WAITING LISTS

Parents whose children have been refused a place in the Nursery class will be given the opportunity to have their name placed on a waiting list and their application be reconsidered in the event of a place becoming available. The waiting list will be kept in admission criteria order. A child's name may move up or down the list.

There is no charge or cost related to the admission of a child to this school.

Approved by Governors: 25.11.21



Supplementary Information Form

The ethos of this school is Catholic. The 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 in the school's published admission policy. 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 application who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

Child's Surname:	
Child's First Name(s):	
Address:	
Contact number:	
Child's current school:	

Please tick the appropriate boxes below:

Is the above named child a Baptised Catholic or have they been received into the Catholic Church?	Yes*		No	
Is the certificate of Catholic Baptism or Reception into the Catholic Church attached?	Yes		No*	

*A Certificate of Catholic Baptism or Reception into the Catholic Church is required in order for the Governing Body to give the correct priority to an application.

Failure to provide evidence of Catholic Baptism or Reception in the Church may affect the oversubscription criterion that the child's name is placed in.

Please note that as well as completing this Supplementary Application Form, parents must also complete the school's Nursery Application Form.

In compliance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018, we wish to ensure that you are aware of the purpose for which we collect and process the data we have asked for on this form.

1. We are St. Jude's Catholic Primary School at St. Jude's Close, Maypole, Birmingham, B14 5PD
2. Being a Catholic education provider, we work closely with the School's Diocesan Authority, the School's Trustees, the Local Authority, the Birmingham Diocesan Education Service and the

Department for Education and may share the information you provide on this application form if we consider it necessary in order to fulfil our functions.

3. The person responsible for data protection within our school is Maria Dann and you can contact them with questions relating to our handling of the data. You can contact them by telephoning the school on 0121 464 5069.
4. We require the information we have requested for reasons relating to our functions as the admission authority of the school.
5. It is necessary for us to process personal data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the GDPR).
6. To the extent that you have shared any special categories of data this will not be shared with any third parties except as detailed in paragraph 2 above, unless a legal obligation should arise.
7. It is necessary for us to process special category data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the GDPR). Additionally processing is necessary for reasons of substantial public interest on the basis of Union or Member State law which is proportionate to the aim pursued and which contains appropriate safeguards (Article 9(2)(g) of the GDPR).
8. If the application is successful, the information you have provided on this will be migrated to the school's enrolment system, and the data will be retained and processed on the basis of the school's fair processing notice and data protection policies which apply to that data.
9. If the application is unsuccessful, the application form and any documents submitted in support of the application will be destroyed after a period of 12 months. The school may keep a simple record of all applications and their outcome as part of their permanent archives in accordance with the school's data retention policy.
10. To read about your individual rights you can refer to the school's fair processing notice and data protection policies.
11. If you wish to complain about how we have collected and processed the information you have provided on this form, you can make a complaint to our organisation by accessing and following our Complaints Procedure which can be found at www.stjuderc.bham.sch.uk . If you are unhappy with how your complaint has been handled, you can contact the Information Commissioner's Office via their website at ico.org.uk

I confirm that I have read the Admissions Policy of the school and that the information I have provided is correct. I understand that I must notify the school immediately if there is any change to these details and that, should any information I have given prove to be inaccurate, the governing body may withdraw any offer of a place even if the child has already started school.

Signed
Date.....

Print Name

APPENDIX

DEFINITION OF A "BAPTISED CATHOLIC"

A "Baptised Catholic" is one who:

- Has been baptised into full communion (Cf. *Catechism of the Catholic Church*, 837) with the Catholic Church by the Rites of Baptism of one of the various ritual Churches in communion with the See of Rome (i.e. Latin Rite, Byzantine Rite, Coptic, Syriac, etc, 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 (Cf. *Code of Canon Law*, 877 & 878).

Or

- Has been validly baptised in a separated ecclesial community and subsequently received into full communion with the Catholic Church by the *Right of Reception of Baptised Christians into the Full Communion of the Catholic Church*. Written evidence of their baptism and 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 (Cf. *Rite of Christian Initiation*, 399).

WRITTEN EVIDENCE OF BAPTISM

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

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

Those who would be considered to have good reason for not obtaining written evidence would include those who cannot contact the place of Baptism/Reception due to persecution or fear, the destruction of the church and the original records, or where Baptism/Reception was administered validly but not in the Parish church where records are kept.

Governors may request extra supporting evidence when the written documents that are produced do not clarify the fact that a person was baptised or received into the Catholic Church, (i.e. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not.)