

# Diocese of Westminster Catholic Primary Schools



## 2025/26 Nursery Admissions Policy

**St Augustine's Catholic Primary School**

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St Francis of Assisi  
CATHOLIC ACADEMY TRUST

**‘We come to school to live and learn happily together  
by loving ourselves and each other as Jesus teaches us.’**

St. Augustine's Catholic Primary 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.

The Governing Body has responsibility for admissions to this school and intends to admit **30** pupils to the Nursery in the school year commencing September 2025.

Applications are invited from families whose child was born between 1<sup>st</sup> September 2021 and 31<sup>st</sup> August 2022.

The school has a one-intake policy for nursery admissions, with all children being admitted in September 2025.

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. All applicants are therefore expected to give their full, unreserved and positive support for the aims and ethos of the school.

Whenever there are more applications than places available, priority will always be given to Catholic applicants in accordance with the Trust Deed of the Diocese of Westminster. Applicants will be ranked using the oversubscription criteria listed later in this document.

The attendance of a child in the Nursery class does not guarantee a place in the Reception class. A separate application must be made for any transfer from Nursery to Primary School.

If there is availability, the school may offer 30 hours provision within the school day. This provision will be allocated through the operation of the oversubscription criteria. More information on 30 hours provision can be found at <https://www.gov.uk/30-hours-free-childcare>.

Please note that there is no appeals process for Nursery admissions.

**Oversubscription Criteria**

Where there are more applications for places than the number of places available, places will be offered in the following order of priority:

1. Catholic children looked after and Catholic children, who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or a special guardianship orders) immediately after being looked after.
2. Catholic children of qualified teaching staff employed at the school for a minimum of two years at the time of application.
3. Catholic children with a sibling attending the Primary school at the date of admission.
4. Other Catholic children.
5. Other children looked after and other children, who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or a special guardianship orders) immediately after being looked after.
6. Other children of qualified teaching staff employed at the school for a minimum of two years at the time of application.
7. Children of catechumens and members of an Eastern Christian Church.
8. Other Christians with a sibling at the Primary school at the date of admission, who can provide a baptismal certificate or other reference from their priest or minister of religion.
9. Other Christians whose parents would like them to have a Catholic education, who can provide a baptismal certificate or other reference from their priest or minister of religion.
10. Any other children.

**Twins, Triplets and Other Multiple Births**

In respect of children of multiple births, where only one twin has been offered the final place, the Governors will admit a second or subsequent twin, as an 'excepted pupil'.

**Exceptional Need**

The Governing Body will give top priority after the appropriate category of children looked after, to an application where compelling written evidence is provided at the time of application, from an appropriate professional such as a doctor, priest or social worker, of an exceptional social, medical, pastoral or other need of the child, which can only be met at this school. Priority will not be given unless the aforesaid written evidence is produced by the closing date of applications.

**Tie Break**

Where the offer of places to all 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 applicants living closest to the school. Home to school distance measurement for purposes of admissions follows the Hertfordshire County Council's procedure of a 'straight line' distance measurement from the address point of the child's home to the address point of the relevant school. Distances are measured and carried out by Hertfordshire County Council using a computerised mapping system to two decimal places. The measurement is taken from the AddressBase Premium address point of your child's house to the address point of the school. AddressBase Premium data is a nationally recognised method of identifying the location of schools and individual residences. If the home to school distance measurement is identical for any applicants, the Governing Body will draw lots in the presence of an independent witness.

**Pupils with a Statement of Special Educational Needs**

Section 324 of the Education Act 1996 requires the governing bodies of all maintained schools to admit a child with a statement of special educational needs that names their school. Schools must also admit children with an EHC (Education, Health and Care) Plan that names the school.

**Application Procedure for Annual Nursery Class Admissions**

The application process for Nursery Schools opens from October 2023. Applicants should complete a St. Augustine's Catholic Supplementary Information Form available from the school office or online at [www.staugustines.herts.sch.uk](http://www.staugustines.herts.sch.uk). This should be returned to the School as soon as possible, as places will be allocated on a first come, first served basis. The closing date for applications is 16<sup>th</sup> February 2025.

A letter of offer will be sent to successful applicants.

**Continuing Interest List and Waiting List**

Unsuccessful candidates will be offered the opportunity to be placed on a waiting list. The 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. This list remains open until the first day of the Summer Term 2026.

**In-Year Admissions**

Parents are requested to complete a St Augustine's Catholic School Supplementary Information Form, available from the school office, or online at [www.staugustines.herts.sch.uk](http://www.staugustines.herts.sch.uk) and return to the school office as soon as possible. You will be advised of the outcome of your application by letter from St Augustine's Catholic Primary School.

## Definitions

**'Looked after children'** - has the same meaning as in Section 22 of the Children Act 1989, and means any child in the care of a local authority or provided with accommodation by them (e.g. children with foster parents at the time of making an application to the school).

**'Adopted'** - An adopted child is any child who has been formally adopted, including children who have been previously looked after and whose parent/ guardian can give proof of this.

**'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. (Previously known as Residence Orders.)

**'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). A child 'looked after' immediately before the order is made qualifies in this category.

**'Parent'** - means the person or persons with legal responsibility for the child.

**'Sibling'** - a sibling must be on the roll of the school at the time the younger child starts. A sibling means the sister, brother, stepsiblings, foster siblings, adopted siblings or child of the parent/guardian or partner, and in every case living in the same house from Monday to Friday.

**'Home address'** – in applying these admission arrangements, 'permanent home address' will be defined as the permanent place of residence of the parent with whom the applicant spends the majority of their time. The home address must be the address where the applicant is living at the time of application and before the closing date for applications. If a child lives at two addresses equally, the address of the parent/guardian that claims Child Benefit/Child Tax Credit will be considered as the child's main residence. If a family is not in receipt of Child Benefit/Tax Credit alternative documentation will be requested. If a child's residence is in dispute, parents/guardians should provide court documentation to evidence the address that should be used for admission allocation purposes. The school may check the authenticity of the address stated. Proof of residence or further information may be requested and must be provided.

If the main address has changed temporarily, for example where a family is renting a property on a Short Term Tenancy Agreement (12 months or under), then the parental address remains that at which the parent was resident before the period of temporary residence began unless it can be shown that all ties to the previous address have been relinquished, or that the move is not easily reversible. The Governors may refuse to base an allocation on an address that might be considered only a temporary address.

**'Catholic'** - means a member of a church in full communion with the See of Rome. This includes 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.

**'Family'** - includes the Catholic or Catholics who have legal responsibility for the child.

**'Christian'** - for the purpose of this Policy, means a member of one of the Churches affiliated to 'Churches Together in Britain and Ireland'.

**'Catechumen'** - means a child or parent who is a member of the catechumenate of a Catholic Church. This will 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.

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

**'Children of Qualified Teaching staff'** - applies to children entering Nursery class in the main admission process for whom the parent has legal responsibility and has been employed at the school for two or more years at the time at which the application for admission to the school is made. Governors will include children and stepchildren living at the same address. The Governing Body will also give priority, after the appropriate category of looked after children, to in-year admissions for children if a qualified teacher is recruited to fill a vacant post for which there is a demonstrable skill shortage.