

St Joseph's Catholic Primary School



Our Mission Statement

We grow together in God's Love as we Pray, Learn and Play

"Dyn ni'n tyfu gyda'n gilydd mewn cariad Duw wrth i ni weddio, dysgu a chwarae"

NURSERY ADMISSIONS POLICY

Article 28:

You have the right to a good quality education

This Policy was approved by the Governing Body on	September 2024	The first policy was drawn up and ratified by the Governing Body	Signed: 
This policy is due to be reviewed by the Governing Body	November 2025	This Policy was reviewed by the Governing Body and ratified	Signed:
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NURSERY ADMISSION POLICY 2025-2026



The Nursery education provided at St Joseph's is in line with the Catholic ethos of St Joseph's Roman Catholic Primary School and Nursery. The Governing Body is responsible for admissions. Children are eligible for a part time nursery place in the term following their third birthday.

References to the Local Authority shall be deemed to be reference to Cardiff Council.

Parents or Guardians should register their interest in the Nursery by contacting St Joseph's School Office to obtain an application form. The application form must be returned directly to the School Office.

The Governing Body will follow the co-ordinated dates for implementing their Admissions as laid out in the Local Authority's "Admission to Schools: Information for Parents" annual booklet.

St Joseph's Nursery is a part time nursery offering 16 places in each of the morning and afternoon sessions. A child must attend either the five morning sessions or the five afternoon sessions. The school would hope to offer the parents or guardians their preference for morning or afternoon, but this is not always possible. The allocation of the morning or afternoon sessions rests with the Headteacher of St Joseph's School.

The Governing Body will consider each application received on its merits.

Attendance at St Joseph's Nursery does not automatically entitle a child to a place at St Joseph's Roman Catholic Primary School

Oversubscription Criteria

Where the number of applicants exceeds the number of places available, places will be awarded to applicants in the following order of priority. In the event of the Governors being unable to offer all children in a particular oversubscription category a place, then places will be offered to those children living closest to the school measured by the safest walking route as determined by the Local Authority.

1. Baptised Catholic Children Looked After (CLA) or Baptised Catholic Children Previously Looked After (CPLA).
2. Baptised Catholic children whose families reside in St Joseph's Parish and who will have a sibling in St Joseph's School at the time of admission.
3. Baptised Catholic children living in St Joseph's Parish.
4. Baptised Catholic children who have a sibling in St Joseph's School at the time of admission.
5. Baptised Catholic children.

Confirmation of Baptism will be required for Categories 1 – 5 and must be provided at the time of submitting the application for admittance to the Nursery.

6. Children Looked After (CLA) or Children Previously Looked After (CPLA).
7. Children of other Christian faiths whose parents/guardians wish them to have a Catholic education and who will have a sibling in St Joseph's school at the time of admission.
8. Children of other Christian faiths whose Parents/Guardians wish them to have a Catholic education.

Confirmation of Baptism will be required for Categories 7 – 8 and must be provided at the time of submitting the application for admittance to the Nursery.

9. Children of other Faiths whose parents/guardians wish them to have a Catholic education and who will have a sibling in St Joseph's school at the time of admission.
10. Children of other Faiths whose parents/guardians wish them to have a Catholic education.

A letter confirming their practice of worship from their Religious Leader will be required for Categories 9 – 10 and must be provided at the time of submitting the application for admittance to the Nursery.

11. Children of no faith whose Parents/Guardians wish them to have a Catholic education.

Guidance Notes

Siblings

For Admissions purposes a sibling is a child who is the brother/sister, half brother/sister (children who share one common parent), step brother/sister (where two children are related by marriage). This definition includes adopted or foster children living at the same address. Any sibling connection must be stated on the application form.

Multiple Birth Children (eg Twins, Triplets etc.)

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

Proximity

Where it is possible to admit some but not all of the children who fall within one particular category within the **Oversubscription Criteria**, preference will be given to those children whose homes are within the shortest walking distance to the main entrance of the school (204 North Road, Gabalfa, Cardiff, CF14 3BL) as measured using the Global Positioning Satellite (GPS) system as operated by the Local Authority.

Residence

Evidence of the permanent residence of the child at the time of application until their eligible start date **must** be supplied. Permanent residence is considered to be the child's principal address where they are regularly and normally living. If a child is resident with friends or relatives (for reasons other than guardianship) the friend or relative's address will not be considered for allocation purposes.

Shared Parental Responsibility

Where parents have shared responsibility for a child and the child lives with both parents for parts of the week, the home address will be determined as the property where the child lives for the majority of the school week (ie: 3 out of 5 school days). Parents will be required to provide documentary evidence to support the address to be considered as the child's main home for admission purposes.

How to Apply

Any Parent/Guardian may apply for his/her child to be admitted to the Nursery. An application form can be obtained from the school office. Every application form together with the necessary supporting material will be considered by the Admissions Committee of the Governing Body in accordance with the Admissions Policy.

Late Applications

Only applications received by the published closing date will be considered in the initial round of allocation of places.

Waiting Lists

The Nursery will provide for a maximum of 16 morning and 16 afternoon part time places. Entry to Nursery will be limited to the availability of places. The school will keep a waiting list of unsuccessful and late applications and inform the Parents/Guardians of their child's place on the list at the time of consideration. Should places subsequently become available, places will be allocated according to the oversubscription criteria applied to the waiting list at that point in time. As a consequence, your position on the waiting list may differ from that originally notified.