



Company number 8181927

## **St Thomas of Canterbury (Catholic Voluntary Academy) Pre-school**

### **Admission Policy 2019/2020**

St Thomas of Canterbury Catholic Pre-school and Primary School is a 3-11 co-educational Catholic Voluntary Academy situated on Chancet Wood Drive, Sheffield. The Governing Body is the Admissions Authority. The Pre-school exists to provide early years 'education' rather than 'childcare'.

**The date of admission to the Nursery School for 2019/2020 is September 2019.**

A child is entitled to up to 30 hours per week (depending on eligibility) Free Early Learning (FEL) and care in an early years setting, from the start of the term following their third birthday, for 38 weeks in a full year. At St Thomas of Canterbury Pre-school, this entitlement is normally taken from 9:00am to 3:00pm over 5 days. Children may bring a packed lunch or purchase a school meal at a cost of £2.00 per day.

To access the full curriculum children need to attend either of the following sessions:  
Mornings Mon – Fri from 9:00am to 12:00 noon, (15 hours)  
9:00am to 3 00pm Monday, Tues & Weds morning 9:00 to 12:00 noon (15 hours)  
Wednesday 12:00 to 3:00pm, Thursday & Friday 9:00am to 3:00pm. (15 hours)  
Monday to Friday 9:00am to 3:00pm. (30 hours)

Additional wrap around sessions are also available at a cost of £4.00 per hour (£12.00 per session) Any extra wrap around sessions should be requested upon application.

#### **Procedures for admission**

Parents/carers should complete an application form, available from the school and on the schools website, and return it to the school, together with any relevant documentation as required (baptismal certificate, parent carer agreement and birth certificate), when the child is two years old, or as soon as possible after that but **no later than 30<sup>th</sup> April 2019.**

The Governors will consider applications in accordance with the admission criteria. After applying the admissions criteria, priority will be given to those children who wish to start in September 2019, then to those who wish to start in January 2020 and finally to those who wish to start in April 2020. Parents/carers will be informed by

letter of the Governors' decision by **17<sup>th</sup> May 2019**.

The final decision on the number of hours a child is able to attend the Pre-school and the pattern of attendance rests with the Head Teacher.

### **Criteria for Admission:**

Where there are more applications for admission to the Pre-school than the planned admission number (39) stated the Governing Body will apply the following criteria in strict order of priority:

#### **Category One**

- a) Catholic Looked After Children or previously Looked After Children.
- b) Catholic siblings of children attending St Thomas of Canterbury Primary School at the time of admission
- c) Catholic children who live within the parishes of Our Lady of Beauchief and St Thomas of Canterbury and the Holy Spirit, Dronfield.
- d) Other Catholic children.

#### **Category Two**

- a) Looked After Children or previously Looked After Children who are not baptised Catholics.
- b) Children who are not baptised Catholics but have siblings attending St Thomas of Canterbury Primary school at the time of admission.
- c) Children who are not baptised Catholics who live within the parishes of Our Lady of Beauchief and St Thomas of Canterbury and the Holy Spirit, Dronfield.
- d) Other children

Please note that children with a specific educational, medical or emotional need will be prioritised within each sub category, provided that appropriate written evidence from a suitably qualified professional, e.g. Doctor or Social Worker, is submitted with the application, indicating why St Thomas of Canterbury Pre-school is the most appropriate setting.

#### **Tie Breaker**

Should the planned admission number be reached mid-category, the Governing Body as Admissions Authority will allocate places, using a random allocation process which will be independently monitored, for all the applicants in that category.

**Please note that admission to St Thomas of Canterbury Pre-school does not guarantee admission to St Thomas of Canterbury Primary School which has a separate admissions policy.**

## **Waiting List**

The names of any children who have been refused admission will be placed on the waiting list for the pre-school. The waiting list is determined according to the Governing Body's admission criteria. Subsequently, should an application be received where the child has a higher priority, as determined by the admissions criteria, for a place at the pre-school, they will be placed on the list above those with a lower priority.

**PLEASE CONTACT THE SCHOOL IF YOU NEED ANY HELP IN APPLYING FOR ADMISSION**

## **Notes**

1. For a child to be considered for Category One (Catholic children) the Governing Body requires that parents/carers produce a copy of a Catholic Baptismal Certificate.
2. A Looked After Child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (Sect 22(1) of the Children Act 1989). A previously Looked After Child is a child who immediately after being looked after became subject to an adoption, residence or special guardianship order.
3. Siblings are defined as children who live as brother or sister in the same house, including natural brothers or sisters, adopted brothers or sisters, stepbrothers or sisters and foster brothers and sisters.
4. The place of residence of a child will be deemed to be the residential property at which the parent or persons with parental responsibility for the child reside on the date of application for admission to the pre-School.

Where parental responsibility is held by more than one person and those persons reside in separate properties, the child's ordinary place of residence will be deemed to be that property at which the child resides for the greater part of the week.