



**ST FIDELIS CATHOLIC NURSERY  
ADMISSIONS POLICY AND PROCEDURES  
2018-2019**

The Admissions Policy for St Fidelis Catholic Nursery is set and administered by the Governors of St Fidelis Catholic Primary School. This is a voluntary aided school in the Diocese of Southwark. It is in the trusteeship of the Diocese. 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. The school exists primarily to serve the Catholic community and Catholic children always have priority of admission. However, the Governing Body welcomes all applications, particularly from those of other denominations and faiths who support the religious ethos of the school.

The Governors intend to admit between 26 and 52 children in a combination of part and full time places. Children born between 1<sup>st</sup> September 2014 and 31<sup>st</sup> August 2015 will start Nursery in September 2018. Applications will be categorised on the basis of the criteria set out below, rather than whether an application is for a full time or part time place.

Where the number of applications exceeds 52, the Governors will offer places using the following criteria in the order stated:

1. Looked-After Catholic Children or Looked-After Children in the care of Catholic families.
2. Baptised Catholic children. Evidence of Baptism will be required.
3. Other Looked-After Children.
4. Children who are members of Eastern Orthodox Churches. Evidence of Baptism will be required.
5. Children of families who are committed members of other Christian denominations that are part of Churches Together in England. Evidence of Baptism (or dedication) provided by a priest or minister of a designated place of worship will be required.
6. Children of other faiths. Evidence of religious commitment provided by a priest, minister or religious leader of a designated place of worship will be required.
7. Any other children.

The following order of priorities will be applied when applications within any of the above categories exceed the places available and it is necessary to decide between applications:

- i. For Category 2 above- The strength of evidence of commitment to the Catholic faith as demonstrated by the level of the family's Mass attendance on Sundays in the Parish of Our Lady of the Angels. Highest priority will be given to those who attend Mass weekly. This evidence must be provided by the parents/carers and be endorsed by a priest in the Parish (Supplementary Form, Part Two).
- ii. For Category 2 above- The strength of evidence of commitment to the Catholic faith as demonstrated by the level of the family's Mass attendance on Sundays in other Catholic church(es). This evidence must be provided by the parents/carers and be endorsed by a priest in the other Catholic church(es) where the family normally worship. Highest priority will be given to those who attend Mass weekly. This evidence must be provided by the parents/carers and be endorsed by a priest in the Parish (Supplementary Form, Part Two).
- iii. A brother or sister on the school roll at the time of admission. Evidence of the relationship may be required. Brother or sister means children who live as brother and sister, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brother or sisters.
- iv. Social and medical needs which make the school particularly suitable for the child in question. Strong and relevant evidence must be provided by an appropriate professional authority.

- v. Distance from home to school. Evidence of residence will be required. Distance from home to school is measured as a straight line from front gate of the home to the main gate of the school using the measurement supplied by Bexley Council derived from their computerised mapping system.

#### Notes:

- a) Catholics include members of the Ordinariate and the Latin and Oriental Rite Churches that are in union with the Bishop of Rome (Appendix One). Reference to other Christian denominations refers to denominations that are full members of Churches Together in England (Appendix Two).
- b) Home refers to the permanent home address at which the child lives for the majority of his/her time and with the parent who is in receipt of child benefit.
- c) Looked after children are those in the care of a public authority and are in public care. Applications made under this criterion must be accompanied by details of circumstance and professionally supported evidence (e.g. from an appropriate social worker).

#### Please Note:

Attendance at St Fidelis Nursery does not constitute a right to a place in the Primary School.

The School Office will require sight of the following original documents:

- Baptism Certificate (or evidence of Dedication)
- Current Council Tax Bill (as proof of residence)

#### Appeals

There is no right of appeal against refusal of Governors to admit a child to the Nursery.

#### Places

The Nursery offers places from one of the following options:

- 15 hours funded care (either 8:30am-11:30am or 12:20-3:20pm)
- 30 hours funded care plus hot lunch (8:30am – 3:20pm)
- 15 hours funded care plus the opportunity to “top up” to 30 hours plus hot lunch (8:30am – 3:20pm)

The Nursery has a physical capacity of 26 children in any part of the day, so it is likely there will be a combination of full time and part time children within the setting.

#### Waiting Lists

Parents of children who have not been offered a place at the Nursery may ask for their child’s name to be placed on a waiting list. The waiting list will be operated using the same admissions criteria listed above. Placing a child’s name on the waiting list does not guarantee that a place will become available.

## **APPENDIX ONE: Churches in union with Rome**

**Personal Ordinariate.** Baptised children of parents who are members of the Ordinariate established under The Apostolic Constitution *Anglicanorum Coetibus* of November 4th 2009 are to be given equal preference to that offered to children baptised in a Catholic church. It is important to note that these children may have been baptised in the Church of England.

### **Oriental Rite (or Eastern Catholic) Churches in union with Rome**

**The Holy See's *Annuario Pontificio* gives the following list of Eastern Catholic Churches:**

1. Alexandrian liturgical tradition:
  1. Coptic Catholic Church (patriarchate):
  2. Eritrean Catholic Church (metropolia):
  3. Ethiopian Catholic Church (metropolia):
2. West Syrian, including Malankara, liturgical tradition (which is part of Antiochene Rite):
  1. Maronite Church (patriarchate):
  2. Syriac Catholic Church (patriarchate):
  3. Syro-Malankara Catholic Church (major archepiscopate):
3. Armenian liturgical tradition:
  1. Armenian Catholic Church (patriarchate):
4. Chaldean or East Syrian liturgical tradition:
  1. Chaldean Catholic Church (patriarchate):
  2. Syro-Malabar Catholic Church (Major Archepiscopate):
5. Constantinopolitan (Byzantine) liturgical tradition:
  1. Albanian Catholic Church (apostolic administration):
  2. Belarusian Catholic Church (no established hierarchy at present):
  3. Bulgarian Greek Catholic Church (apostolic exarchate):
  4. Byzantine Church of Croatia, Serbia and Montenegro (an eparchy and an apostolic exarchate):
  5. Greek Byzantine Catholic Church (two apostolic exarchates):
  6. Hungarian Greek Catholic Church (an eparchy and an apostolic exarchate):
  7. Italo-Albanian Catholic Church (two eparchies and a territorial abbacy):
  8. Macedonian Catholic Church (an apostolic exarchate):
  9. Melkite Greek Catholic Church (patriarchate):
  10. Romanian Church United with Rome (major archiepiscopate):
  11. Russian Catholic Church (two apostolic exarchates, at present with no published hierarchs):
  12. Ruthenian Catholic Church (a sui juris metropolia, an eparchy & an apostolic exarchate):
  13. Slovak Catholic Church (metropolia and an eparchy):
  14. Ukrainian Catholic Church (major archiepiscopate):

There are an equivalent number of Eastern Orthodox Churches with similar names that are not in union with the See of Rome. The general rule is Eastern Rite Churches in union with the See of Rome will have the word Catholic in their titles. Churches with the word Orthodox in their titles are not in union with the See of Rome and children from these Churches should be considered after Catholic children.

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## **APPENDIX TWO: Members of Churches Together in England**

A full up to date list of Churches that are members of Churches Together in England (CTE) can be accessed from the CTE website- <http://cte.org.uk/>

# APPLICATION FORM ST FIDELIS CATHOLIC NURSERY



This form must be completed when applying for a place in St Fidelis Catholic Nursery. Please complete and sign the form below and, if you are Catholic, present it to your parish priest at the church you normally worship. He will add his reference in Part 2. If you are not Catholic, please present the form to your priest, minister or faith leader who will add his or her reference in Part 3. This form must be received by the School Office no later than the closing date published by the Local Authority. **Please note: There is no automatic right of transfer from the Nursery to the Primary School. A separate application must be made, completing the Common Application Form and the school's supplementary form at the appropriate time.**

## PART ONE (to be completed by all parents or carers)

Child's name:	<input type="text"/>	Date of birth:	<input type="text"/>
Religion/ Denomination:	<input type="text"/>	Gender:	<input type="text"/>
Date and place of Baptism (if applicable):	<input type="text"/>		
Parent's names:	<input type="text"/>		
Parent's religions/ denominations:	<input type="text"/>		
Home address:	<input type="text"/>		
Postcode:	<input type="text"/>	Contact telephone number:	<input type="text"/>
Names of brothers or sisters who will be on the school roll at time of entry:	<input type="text"/>	Year group:	<input type="text"/>
	<input type="text"/>	Year group:	<input type="text"/>
Parish in which you live:	<input type="text"/>		
Usual place of worship (if different):	<input type="text"/>	How long have you worshipped there?	<input type="text"/>
How often do you attend Mass?	Weekly: <input type="checkbox"/>	Most weeks (3 out of 4): <input type="checkbox"/>	At least once a month: <input type="checkbox"/> Less often: <input type="checkbox"/>

Please add here any other information you may feel is relevant to this application in relation to the school's admissions policy in respect of exceptional medical, social or pastoral needs of your child that make only this school suitable for them. Strong and relevant evidence must be provided by an appropriate professional authority (eg qualified medical practitioner, education welfare officer, social worker or priest).

All 3 and 4 year olds are entitled to 15 hours of free childcare (the part time sessions set out below). Some working parents are entitled to 30 hours of free childcare (the full time funded session below) others may wish to purchase (top-up) the additional hours up to full time. To check on what your entitlement might be visit <https://childcare-support.tax.service.gov.uk/> to find out more. **Your choice of option will not affect the priority given to your application.**

Would you prefer a part time or full time place?	Part time 8:30-11:30am: <input type="checkbox"/>	Part time 12:20-3:20pm: <input type="checkbox"/>	Full time funded 8:30am-3:20pm: <input type="checkbox"/>	Full time top-up 8:30am-3:20pm: <input type="checkbox"/>
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I confirm that I have read and understood the school's Admissions Policy. I confirm that the information given on this form is accurate and truthful.

Signed:	<input type="text"/>	Date:	<input type="text"/>
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### FOR SCHOOL OFFICE USE ONLY

Date received:	<input type="text"/>	Photocopies taken of-	Baptism Certificate: <input type="text"/>
Application and forms verified by:	<input type="text"/>		Proof of residence: <input type="text"/>

**PART TWO (to be completed by Catholic priests only)**

Child's name:

Date of birth:

Parent contact  
telephone number:

I am satisfied that the child is a baptised Catholic or has been received into full communion with the Catholic Church.

Yes:

No:

How often does the family  
attend Mass?

Weekly:

Most weeks  
(3 out of 4):

At least once a  
month:

Less often:

How long have the parent/ carers attended your church?

Please add here any other information you may feel is relevant to this application in relation to the information provided above. *If you consider there are valid reasons for non-regular Mass attendance please state this below.*

Priest's name:

Parish:

Priest's signature:

Date:

Parish stamp required:

**PART THREE (to be completed only by priests/ministers/faith leaders of other denominations or faiths)**

Child's name:

Date of birth:

I confirm that this family are members of our faith community.

Yes:

No:

Minister's name:

Parish or faith community:

Minister's signature:

Date:

Parish / faith community stamp required:

How long have the parent/ carers attended your church?

Please add here any other information you may feel is relevant to this application in relation to the information provided above.