



## St Gerard's Catholic Primary and Nursery School

### Determined Admission Policy and Arrangements for 2025-2026



1. St Gerard's is a Catholic Primary and maintained Nursery School situated in the Archdiocese of Liverpool and is maintained by Halton Local Authority.
2. The Governing Body is responsible for determining and administering the policy relating to the admission of children to the nursery. It is guided in that responsibility by:
  - the requirements of the law
  - the advice of the Archdiocesan Trustees on the nature and purpose of its duties
  - its duty towards the school and the Catholic community it serves
  - the Catholic character of the school and its Mission Statement
  - recognition of the Parish boundary
3. The nursery serves in the first instance baptised Catholic children living in the Parish of St Wilfrid's.
4. The admission number for the nursery is 52, i.e. 26 places in the morning and 26 places in the afternoon. The admission number for 2-year-provision (Little Explorers) is 20 i.e. 10 places in the morning and 10 places in the afternoon
5. Parents/Carers must complete a Early Years application form which they can obtain from the School Office. If the application to Early Years is to be considered against the priority faith criteria, parents/carers are requested to complete the supplementary form. It is essential that you indicate your religion clearly on this form. If the Early Years is oversubscribed, failure to complete the supplementary form may result in the application for a place being considered against lower priority criteria, as the Governing Body will have no information upon which to assess the application on the basis of the applicant's baptism and/or membership of a faith community (if there is any falsification the child will lose their place).
6. Applications will be considered when there are available places. Children are invited to start Early Years as soon as they turn 2 and 3 years old. Parents/carers will be informed about starting dates and visits to the Nursery from the School when the child has turned three years old.

The school will inform you by letter of the outcome of your application:

- where a place can be offered, the letter will give a start date
- Where a place cannot be offered, names may be kept on a waiting list in line with the above criteria and if places become available will be offered from the waiting list. There is no right of appeal. Parents/carers may wish to consider other school nursery classes in the area with a place available.

Please note that any offer of a nursery place is subject to parents/carers providing proof documents of information given on the form in particular their birth certificate.

#### Admissions Criteria

**Where the number of applications exceeds the number of places available the Governing Body will apply the following over-subscription criteria**

1. Looked after children and previously looked after children.
2. Catholic children who are resident in the parish(es) of St Wilfrid or former parishes of St Marie (see notes 3&11)
3. Other Catholic children. (see note 3)
4. Catechumens in the Catholic Church and members of an Eastern Christian Church **not** in full communion with Rome (see notes 4&5)
5. Children of other Christian Ecclesial Communities whose membership is evidenced by a minister of religion. (see note 6)
6. Children of other faiths whose membership is evidenced by a religious leader. (see note 7)
7. Any other children.

In the event of any over-subscription in the number of applications made under any of the categories above then the admissions committee will offer places first to children based upon random allocation

Places offered are subject to parents/carers providing proof of information stated on their application form and used during the allocation of places. The nursery may request, for example, evidence of baptism, date of birth and home address. Failure to provide proof documents requested may result in the place being withdrawn.

1. An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.
2. A 'looked after child' has the same meaning as in section 22(1) of the Children Act 1989 and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making an application to the school.

A 'previously looked after child' is a child who was looked after but ceased to be so because he or she was adopted or became subject to a child arrangements order or special guardianship order. Included in this definition are those children who appear (to the admission authority) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

3. 'Catholic' means a member of a Church in full communion with the See of Rome. This includes the 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.

For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact the local Parish Priest who, after consulting with the archdiocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

4. 'catechumen' means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.
5. 'Eastern Christian Church' **not** in full communion with Rome includes Orthodox Churches and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.
6. "children of other Christian Ecclesial Communities" means children who belong to other churches bodies and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is His body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and CYTUN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis. Any queries as to membership should be made to the archdiocese.

7. "Children of other faiths" means children who are members of a religious community that does not fall within the definition of 'other Christian Ecclesial Communities' at 6 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:
  - A religion which involves belief in more than one God, and
  - A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

8. 'brother or sister' includes:
  - (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and
9. A 'parent' means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.
10. To demonstrate an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the admission authority will require compelling written evidence from an appropriate professional, such as a social worker, doctor or priest. (Please see Guidance Handbook for further information).
11. For the purposes of this policy, parish boundaries can be confirmed on an individual basis from the school Office.
12. A child's "home address" refers to the address where the child usually lives with a parent or carer and will be the address provided in the Common Application Form ("CAF"). Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.