

The admissions process for Our Lady of the Wayside Catholic Primary School is co-ordinated by its' Governors.

To apply for a Nursery place at Our Lady of the Wayside Catholic Primary School an application must be made using the Nursery application form, which can be found on the school website www.ol-wayside.solihull.sch.uk or requested directly from the school office. Parents are also required to provide proof of baptism and address at time of application.

Applications need to be made by **1st December 2023**. All applications and evidence of baptism which are submitted on time will be considered at the same time, after the closing date.

You will be advised of the outcome of your application on **26th January 2024**, or the next working day, by correspondence directly from the school.

Please note that throughout this policy, the term 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.

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. 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 Our Lord Jesus Christ.

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. Our expectations are that all parents will give their full, unreserved, and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

For the purposes of this policy, parish boundaries are as shown on the Archdiocese of Birmingham parish boundary map which can be accessed at <http://www.birminghamdiocese.org.uk/parish-map/> and will be applied to the admission arrangements for the academic year **2024/2025**. A printed copy of the parish map can be requested via the school office and can also be viewed on the school's website – www.ol-wayside.solihull.sch.uk

Published Admission Number (PAN):

The Governing Body has set its admission number at **22 full-time places** (30 hours per week) for the school year which begins September 2024.

Oversubscription:

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority. If there is oversubscription within a category, the Governing Body will give priority to children living closest to the school determined by the shortest straight line distance (see Note 5). Please refer to the oversubscription criteria on page 3.

Late applications:

Applications received after the closing date (1st December 2023) are late and will be processed after the offer day (26th January 2024). You are encouraged to ensure that your application is made on time.

Nursery Offers

Offers will be made on the following basis:

The pupil will be entitled to take up that place, on a full-time basis (30 hours per week) in the September following their third birthday.

Currently all parents are eligible for 15 hours of universal free childcare with an additional 15 hours of free childcare available if parents meet the funding requirements. Parents will be charged for the additional 15 hours if they do not qualify for 30 hours of free childcare. The hourly rate will mirror that which the Local Governing Body receives in funding from Solihull Local Authority. In addition, if children stay on the school premises for the lunch-time period, 11:45 am to 12:30 pm, parents/guardians will be asked for a voluntary contribution towards adult supervision costs incurred by the Local Governing Body.

Acceptance of a Nursery Place:

Acceptance of a Nursery place will be based on the acceptance of the above funding policy.

Attendance at Our Lady of the Wayside Nursery does not automatically guarantee that a place will be offered in the Reception class at Our Lady of the Wayside Catholic Primary School. All applications will be considered against the over subscription criteria by the Governing Body.

Waiting List:

Unsuccessful applicants will be placed on a waiting list in priority order according to the over-subscription criteria. If a place becomes available, the child at the top of the list will be offered the place.

A child's position on a waiting list is not fixed. When a new child joins the waiting list, all applicants on that waiting list will be re-ranked to ensure that the list is always maintained in oversubscription criteria order. This means that a child's position on the waiting list could go up or down during the time that he/she is on the list. Any late applications accepted will be added to the waiting list in accordance with the oversubscription criteria.

Inclusion on the waiting list does not mean that a place will eventually become available. It may be that those already offered places may accept them, thereby filling all available places.

Appeals:

There is no statutory right of appeal to admission to a nursery setting.

However, where parents feel there are exceptional circumstances, they may request for the school Admissions Panel to reconsider the application. Requests to review applications must be made in writing and contain details of the basis for a review. In addition, parents may request face to face meeting with the Admissions Panel. This decision will be final.

Oversubscription Criteria

1. Baptised Catholic children (see Note 2 below) who are looked after or previously looked after (See Note 3 below).
2. Baptised Catholic children (see Note 2 below) living in the parish of Our Lady of the Wayside who have a brother or sister (see Note 4 below) attending Our Lady of the Wayside Catholic Primary School at the time of admission.
3. Baptised Catholic children (see Note 2 below) living in the parish of Our Lady of the Wayside.
4. Other Baptised Catholic children (see Note 2 below) who have a brother or sister (see Note 4 below) attending Our Lady of the Wayside Catholic Primary School at the time of admission.
5. Other Baptised Catholic children (see note 2 below).
6. Non-Catholic children who are looked after or previously looked after (See Note 3 below).
7. Non-Catholic children who have a brother or sister (see Note 4 below) attending Our Lady of the Wayside Catholic Primary School at the time of admission.
8. Non-Catholic children.

Note 1

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an Education, Health and Care (EHC) Plan that names the school **MUST** be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

Note 2

In all categories, for a child to be considered as Catholic, evidence of Catholic Baptism or Reception into the Church will be required. For a definition of a Baptised Catholic, see the Appendix. Those who face difficulties in producing written evidence of Catholic Baptism or Reception into the Church should contact their Parish Priest.

Parents making an application for a Catholic child should also complete a Supplementary Information Form (SIF) **which should be returned directly to the school**. If you do not provide the information required in the Supplementary Information Form and return it by the closing date, together with all supporting documentation, this may affect the criteria that your child is placed into, which is likely to affect your child's chance of being offered a place at this school.

For the purposes of this policy, a looked after child living with a family where at least one of the carers is Catholic will be considered as Catholic. The carer must forward a copy of their own Catholic Baptismal or Reception certificate directly to the school in order for this priority to be given to the child as failure to do so will result in the looked after child being ranked as a non-Catholic.

Note 3

"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 the local authority or (b) being provided with accommodation by them in the exercise of their social services functions (eg children with foster parents) at the time of making the 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 an adoption, child arrangement order or special guardianship order and includes those children who appear to the Local Governing Body to have been in state care outside of England and ceased to be in state care as a result of being adopted.

For the purposes of this policy, a looked after child living with a family where at least one of the carers is Catholic will be considered as Catholic. The carer must forward a copy of their own Catholic Baptismal or Reception certificate directly to the school in order for this priority to be given to the child as failure to do so will result in the looked after child being ranked as a non-Catholic.”

Note 4

For all applicants the definition of a brother or sister is:

- A brother or sister sharing the same parents
- A half-brother or half-sister, where two children share one common parent
- A step-brother or step-sister, where two children are related by a parents’ marriage or civil partnership, or where they are unrelated but their parents are living as partners.
- Adopted or fostered children

The children must be living permanently in the same household.

Note 5

The admissions system uses six-figure grid references provided by the Local Land and Property Gazetteer (LLGP). The grid references provide a unique point on each property.

In a very small number of cases, where the school is oversubscribed, it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place when applying the published admission criteria. For example, this may occur when children in the same year group live at the same address, or if the distance between the home and the school is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both, or all, of the children would cause the Published Admission Number for the child’s year group to be exceeded the Local Governing Body, will randomly select the child to be offered the final place.

The Local Governing Body will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school’s published admission number.

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 Application Form.

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 provided in the Application Form, provided that the child resides at that address for any part of the school week.

Parents may be requested to supply documentary evidence to satisfy the Local Governing Body that the child lives at the address put forward by the parents.

The Local Governing Body reserves the right to withdraw the offer of a place or, where a child is already attending the school the place itself, where it is satisfied that the offer or place was obtained by deception.

APPENDIX

DEFINITION OF A “BAPTISED CATHOLIC”

A “Baptised Catholic” is one who:

- Has been baptised into full communion (Cf. *Catechism of the Catholic Church, 837*) with the Catholic Church by the Rites of Baptism of one of the various ritual Churches in communion with the See of Rome. Written evidence of this baptism can be obtained by recourse to the Baptismal Registers of the church in which the baptism took place (Cf. *Code of Canon Law, 877 & 878*).

Or

- Has been validly baptised in a separated ecclesial community and subsequently received into full communion with the Catholic Church by the *Rite of Reception of Baptised Christians into the Full Communion of the Catholic Church*. Written evidence of their baptism and reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases, a sub-section of the Baptismal Registers of the church in which the *Rite of Reception* took place (Cf. *Rite of Christian Initiation, 399*).

WRITTEN EVIDENCE OF BAPTISM



The Governing bodies of Catholic schools and Boards of Directors of Catholic Academies will require written evidence in the form of a Certificate of Baptism or Certificate of Reception before applications for school places can be considered for categories of “Baptised Catholics”. A Certificate of Baptism or Reception is to include: the full name, date of birth, date of Baptism or Reception, and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of Baptism or Reception.

Those who would have difficulty obtaining written evidence of Catholic Baptism/Reception for a good reason, may still be considered as Baptised Catholics but only after they have been referred to their parish priest who, after consulting the Vicar General, will decide how the question of Baptism/Reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

Those who would be considered to have good reason for not obtaining written evidence would include those who cannot contact the place of Baptism/Reception due to persecution or fear, the destruction of the church and the original records, or where Baptism/Reception was administered validly but not in the Parish church where records are kept.

Governors and Boards of Directors may request extra supporting evidence when the written documents that are produced do not clarify the fact that a person was baptised or received into the Catholic Church, (i.e. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not.)

For the purposes of this policy, a looked after child (see Note 3) living with a family where at least one of the parents/carers is Catholic will be considered as Catholic.

	<p>Our Lady of the Wayside Catholic Primary School</p> <p>Admission Arrangements for NURSERY 2024/2025</p>	
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Supplementary Information Form

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed in the school’s published admission policy. The school is conducted by its Board of Directors as part of the Catholic Church in accordance with its Articles of Association and seeks at all times to be a witness to Our Lord Jesus Christ. 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. We therefore expect that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an application who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

Child’s Surname:	
Child’s First Name(s):	
Child’s Date of Birth:	
Address:	
Contact number:	

Please tick the appropriate boxes below:

Is the above named child a Baptised Catholic or have they been received into the Catholic Church?	Yes*		No	
Is the certificate of Catholic Baptism or Reception into the Catholic Church attached?	Yes		No	

*A Certificate of Catholic Baptism or Reception into the Catholic Church is required in order for the Local Governing Body to give the correct priority to an application.

Failure to provide evidence of Catholic Baptism or Reception in the Church may affect the oversubscription criterion that the child’s name is placed in.

Please note that as well as completing this Supplementary Application Form, **parents must also complete the School’s Nursery Application Form** in order for the application to be complete. This Supplementary Information Form is only for school use and is, in conjunction with the Nursery Application Form, to enable the Local Governing Body to rank applicants using the published oversubscription criteria:

This Supplementary Information Form must be returned directly to Our Lady of the Wayside Catholic Primary School at Stratford Road, Shirley, Solihull, West Midlands, B90 4AY **by 1st December 2023.**

PLEASE NOTE: COMPLETED APPLICATION FORMS AND SUPPLEMENTARY APPLICATION FORM PLUS BAPTISMAL EVIDENCE MUST BE RETURNED TO THE SCHOOL.

In compliance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018, we wish to ensure that you are aware of the purpose for which we collect and process the data we have asked for on this form.

1. We are Our Lady of the Wayside Catholic Primary School at Stratford Road, Shirley, Solihull, West Midlands, B90 4AY
2. Being a Catholic education provider, we work closely with the School's Diocesan Authority, the School's Trustees, the Local Authority, the Birmingham Diocesan Education Service and the Department for Education and may share the information you provide on this application form if we consider it necessary in order to fulfil our functions.
3. The person responsible for data protection within our organisation is School Data Protection Officer, Warwickshire Legal Services, Warwickshire County Council, CV34 4RL. You can contact them by email schooldop@warwickshire.gov.uk – specifying which school your request relates to.
4. We require the information we have requested for reasons relating to our functions as the admission authority of the school.
5. It is necessary for us to process personal data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the GDPR).
6. To the extent that you have shared any special categories of data this will not be shared with any third parties except as detailed in paragraph 2 above, unless a legal obligation should arise.
7. It is necessary for us to process special category data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the GDPR). Additionally, processing is necessary for reasons of substantial public interest on the basis of Union or Member State law which is proportionate to the aim pursued and which contains appropriate safeguards (Article 9(2)(g) of the GDPR).
8. If the application is successful, the information you have provided on this will be migrated to the school's enrolment system, and the data will be retained and processed on the basis of the school's fair processing notice and data protection policies which apply to that data.
9. If the application is unsuccessful, the application form and any documents submitted in support of the application will be destroyed after a period of 12 months. The school may keep a simple record of all applications and their outcome as part of their permanent archives in accordance with the school's data retention policy.
10. To read about your individual rights you can refer to the school's fair processing notice and data protection policies.
11. If you wish to complain about how we have collected and processed the information you have provided on this form, you can make a complaint to our organisation by writing to the Headteacher, c/o the school address – details of the complaints procedure can be found on the school website. If you are unhappy with how your complaint has been handled, you can contact the Information Commissioner's Office via their website at ico.org.uk

I confirm that I have read the Nursery Admissions Policy and that the information I have provided is correct. I understand that I must notify the school immediately if there is any change to these details and that, should any information I have given prove to be inaccurate, the Local Governing Body may withdraw any offer of a place even if the child has already started school.

Signed Date.....

Print Name