



## ADMISSION PACK – NURSERY



# ADMISSION TO NURSERY 2024 (FS1) FOR CHILDREN BORN BETWEEN 1ST SEPTEMBER 2020 AND 31ST AUGUST 2021

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Dear Parents/Carers,

Thank you for your interest in applying for a place for your child into Our Lady of the Visitation Catholic Primary School.

This pack provides information that will help you to complete an application for your child into the **September 2024 Nursery intake**. The Nursery year group is the 1st year of what is called the Foundation Stage (the second being the year children spend in Reception).

Parents continue to be highly delighted with the Nursery. The following is an extract from a letter that was received from a parent of a child in our Nursery: *'We would like to take this opportunity to acknowledge the wonderful work the Nursery staff are doing. We are delighted with how well they are helping our daughter to settle in to the Nursery along with the things she has learnt in such a short time! They are indeed a credit to your school.'*

I look forward to receiving your completed Application Form, which must be returned to the School Office no later than **noon on Monday 15th January 2024**. If you require any form of assistance with the completion of the form or if you require any additional information about the application process, then please do not hesitate to contact either myself or a member of the office staff.

You will be informed of the outcome of your application by letter that will be sent by first class post on 16th April 2024.

Yours sincerely,

*Kathleen Coll*

K Coll/Headteacher

# MISSION STATEMENT

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Our Lady of the Visitation Catholic Primary School looks to a loving God, through the life, death and resurrection of Christ, for the basis of its existence.

## CORE PURPOSE:

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**We Learn, Love and Grow through Christ**

### **Aims for Pupils:**

Our Lady of the Visitation Catholic Primary School promotes high achievement and an enjoyment in learning for life so that children will:

- implement the Gospel message of justice, tolerance, forgiveness and understanding in all aspects of their schooling
- have the knowledge and skills to extend themselves in mind, body and spirit
- be able to respect religious views, moral values, disabilities other ethnic backgrounds and ways of life
- feel safe and secure
- display a positive attitude towards their learning, finding in it both satisfaction and a sense of achievement
- have high self esteem, respecting themselves, others and the environment
- be highly motivated lifelong learners who always strive to achieve their full potential
- work both independently and collaboratively, having an understanding of themselves as learners
- have the confidence to explore new challenges, to take appropriate risks in their learning and to learn from mistakes
- recognise the value and importance that modern technology brings to their own learning

## MISSION FOR THE SCHOOL:

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**We believe each pupil will succeed through experiencing quality in:**

- a range of opportunities that affirm the teachings of the Gospels, whilst also appreciating, respecting and valuing other faiths
- a range of opportunities which foster an understanding and appreciation of the similarities and differences related to culture, gender, social background and disability
- a curriculum of breadth, depth, balance, relevance and challenge that meets the needs of all pupils including those with Special Educational Needs
- a curriculum that fosters each child's intellectual, physical, aesthetic, spiritual, emotional, moral and social development
- an ethos of support, challenge and encouragement to succeed
- a welcoming, stimulating and healthy learning environment that caters for the variety of learning styles
- innovative teaching and an investigative approach to learning
- a varied, relevant and appropriate range of learning resources
- an enriching programme of extra-curricular activities and educational visits
- learning partnerships between school, home, parish and the community

**We demonstrate our commitment to working as a thinking school in a learning community by:**

- valuing and developing each child's spirituality and knowledge of their faith
- affirming the teaching of the Gospels
- developing the concept of prayer as a means of communicating with God
- recognising, affirming and developing each individual's gifts by valuing the uniqueness of each member of the school community
- valuing each person for who they are and for what they achieve
- helping each child to learn how to learn
- helping each child to pose and answer questions
- ensuring that teaching and learning is part of an evaluative process
- striving for continuous improvement in all that we do
- working collaboratively towards agreed common goals
- managing all aspects of provision through open and effective communication
- fostering an ethos of support, challenge and encouragement so that all staff achieve their potential

# NURSERY ADMISSIONS POLICY 2024-2025

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Our Lady of the Visitation Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. 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. All applicants are therefore expected to give their full, unreserved and positive support for the aims and ethos of the school.

Our Lady of the Visitation is a Catholic Voluntary Aided School, maintained by the London Borough of Ealing in the Trusteeship of the Diocese of Westminster. Full responsibility for the admission of pupils rests with the Governing Body of the School. The Governors admit 52 pupils each September into the two Nursery classes. It is the policy of the Governors that the maximum size of each class will be 26 pupils in the Nursery, thereby complying with government legislation for class sizes for children in the Nursery. We have a limited number of 30 hour places within the 52 places.

*Please note that attendance at Nursery does not guarantee a place in Reception.* You will have to apply for a reception place at the appropriate time.

Whenever there are more applications than places available, priority will always be given to Catholic applicants in accordance with the Trust Deed of the Diocese of Westminster. Applications will be ranked using the criteria listed below.

In this policy *applicant* refers to the person making an application on behalf of a child; *candidate* refers to the child on whose behalf the application is being made.

## OVERSUBSCRIPTION CRITERIA

Where there are more applications than the number of places available, places will be offered according to the following order of priority: -

1. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order. Including children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted (See below for definitions of children who are looked after or were previously looked after).
2. Baptised Catholic children with a Certificate of Catholic Practice who have a sibling at the school at the time of admission.
3. Baptised Catholic children with a Certificate of Catholic Practice resident in the Parish of Our Lady of the Visitation, Greenford. (A map of the Parish and a list of streets within the Parish is attached.)
4. Other Baptised Catholic children.
5. Other 'looked after' children and previously 'looked after' children who have been adopted or made subject to child arrangements orders or special guardianship orders.
6. Children of catechumens or members of an Eastern Christian Church.
7. Children of Christians of other denominations whose application is supported either by a certificate of baptism or by a letter from their Minister of Religion.
8. Children of other faiths whose application is supported by a letter from their religious leader.
9. Any other children.

### EXCEPTIONAL NEED

The Governing Body will give top priority, after the appropriate category of looked-after children, to an application where compelling written evidence is provided at the time of application, from an appropriate professional such as a priest, hospital consultant or social worker, of an exceptional social, medical, pastoral or other **need of the child**, which can only be met at this school.

### MULTIPLE APPLICATIONS

Where the final place is offered to a child who has other siblings applying for a place in the Nursery, these siblings will also be admitted.

### TIE BREAK

Where the offer of places to all the applicants in any of the sub-categories listed above would still lead to oversubscription, the places up to the admission number will be offered to those living nearest to the school as measured in a straight line from the applicant's home to the school. The measurement will be conducted by the Local Authority.

The distance from home to school is measured by straight-line, from a point in the property to a point in the school determined by the grid references for the centre of the school's postcode. The measuring system is an integral part of the admission software

produced by Tribal Technology Ltd. It uses Ordnance Survey maps and the LLPG (Local Land Property Gazetteer) and is accurate to 1 metre.

If distances for the final place are identical then random allocation will be carried out in the presence of an independent witness.

### CERTIFICATE OF CATHOLIC PRACTICE

Applicants applying under criteria 2, 3 and 4 must submit a Certificate of Catholic Practice (CCP) by the closing date. The certificate is available from the church where you normally worship. Parents should fill in the top part of the form with their details and then take it to their parish priest (or the priest at the parish where they normally worship) for signature. It is the parent's duty to ensure that the CCP is submitted to the school in good time. The priest will only give you the Certificate if he knows you. You will need to get a separate Certificate signed for each Catholic school that requires one.

### CHANGE OF DETAILS

If any of the details on either of your forms changes between the date of application and the receipt of the letter of offer or refusal, you **must** inform the School and the local authority immediately. If misleading information is given or allowed to remain on either of your forms, the Governing Body reserves the right to withdraw the place, even if the child has already started at the School.



## NOTES (these notes form part of the oversubscription criteria)

**‘Children who are looked after or were previously looked after’** - 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 (see the definition in Section 22(1) of the Children Act 1989). Previously looked after children are children who were looked after, but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order immediately following having been looked after. Adopted children are those who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children’s Act 2002 (see section 46 adoption orders). Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. A special guardianship order is defined by s. 14A of the Children Act 1989 as an order appointing one or more individuals to be a child’s special guardian (or special guardians). A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

**‘Adopted’.** An adopted child is any child who has been formally adopted, having previously been in care and whose parent/guardian can give proof of this.

**‘Child Arrangements Order’.** A Child Arrangements order is an order under the terms of the Children Act 1989 s.8 settling the arrangements to be made as to the person with whom the child is to live. Children ‘looked after’ immediately before the order is made qualify in this category.

**‘Special Guardianship Order’.** A special guardianship order is an order under the terms of the Children Act 1989 s.14A appointing one or more individuals to be a child’s special guardian(s). A child

‘looked after’ immediately before the order is made qualifies in this category.

**‘Parent’** means the adult or adults with legal responsibility for the child.

**‘Sibling’** means brother or sister, to include adopted brothers and sisters, half brothers and sisters or step brothers and sisters. A sibling relationship does not apply when the older child(ren) will leave before the younger one starts.

**‘Catholic’** means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will be evidenced by a Certificate of Baptism in a Catholic church or a Certificate of Reception into the full communion with the Catholic Church.

**‘Certificate of Catholic Practice’** means a certificate given by the family’s parish priest (or the priest in charge of the church where the family practises) in the form laid down by the Bishops’ Conference of England and Wales.

**‘Catechumen’** means a member of the catechumenate of a Catholic Church. This will be evidenced by a Certificate of Reception into the Order of Catechumens.

**‘Eastern Christian Church’** includes Orthodox Churches, and is evidenced by a Certificate of Baptism or Reception from the authorities of that Church.

**‘Christian’** for the purposes of this policy, means a member of one of the Churches affiliated to ‘Churches Together in Britain and Ireland’.

**‘Resident’.** A child is deemed to be resident at a particular address when he/she resides there for more than 50% of the school week.

**Parish Boundaries.** For the purposes of this Policy, parish boundaries are as shown on the map overleaf.

**‘Distance from school’** means distance as measured by a straight line, from the front door of the child’s residential address (including flats) to a point at the school. If distances are identical, the Governing Body will draw lots in the presence of an independent witness.

# ADMISSIONS PROCEDURE 2024-2025

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## Applying for a Nursery place for September 2024

1. The **School Nursery Application Form** should be completed and returned directly to Our Lady of the Visitation School either by post or email, together with all other relevant paperwork required for your application. The information on the form enables the Governing Body to assess your application fully against the School's criteria in the event of oversubscription. Please note that the completed form must be returned no later than **noon on Monday 15th January 2024**. Forms returned after this time will be treated as late applications.

2. Please complete all sections of the forms in full using **BLACK** ink and using **CAPITAL LETTERS**. The Governing Body of Our Lady of the Visitation will not consider incomplete forms.

- Fill out the form ensuring all sections are completed. Before the Governing Body can consider your application, parents are required to provide:
  - a) your child's Baptismal Certificate
  - b) proof of date of birth

*and*

- c) proof of residence – before noon on 15th January 2024 you will need to email or send by post, two documents (not more than three months old) which provide evidence of your name and address, such as a Council Tax Bill, Child Benefit Book, Utility Bill (gas/water/electricity).

If you do not pay Council Tax, then the following may be accepted as proof of residence:

- Council rent book for the current year
- Letter confirming entitlement to benefits, e.g. Child Benefit,

- Tenancy agreement from a registered private letting agency
- Letter from Social Services or other government agency confirming placement at your address.

together with 2 copies of recent bills e.g. bank/mobile phone/ phone statement, utility bill (gas/water/electricity) or wage slip

*and*

- If you are living with friends or relatives, you will need to provide a copy of their Council Tax Bill and a letter from the Council Tax payer confirming that you are residing with them for the foreseeable future and two of the documents referred to above.

3. Please mark the location of your home on the map with a **RED** cross. There is a list of streets within the Parish boundary (please note that this is a guide and not necessarily exhaustive).

4. The Certificate of Catholic Practice must be completed by your priest (normally the priest of the parish where you attend church) and you will need to book an appointment with him. He will complete the form and stamp it with the official Parish stamp.

5. If any of the details on any of your forms change between the date of application and the receipt of the letter of offer or refusal, you **must** inform the school and the local authority immediately. If misleading information is given or allowed to remain on either of your forms, the Governing Body reserves the right to withdraw the place, even if the child has already started at the school.

6. The Governing Body will send a letter giving the outcome of your application on 16th April 2024.

# CHECKLIST FOR ADMISSION TO NURSERY 2024-2025

Please make sure you have done the following:

	YES	NO
Completed the Our Lady of the Visitation Nursery Application Form		
Indicated your home address on the Parish Map with a red 'X'		
Completed the Diocesan Certificate of Catholic Practice (if applicable) or a supporting statement for applicants of other Christian denominations or faiths		
Included documentary proof of birth		
Included the baptismal certificate		
Included two proofs of address (please check with the school's Admissions Procedure as to what is acceptable)		
Provided any supporting evidence (if applicable) as set out in the Admissions Criteria		



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