

# Our Lady Queen of Peace Catholic Primary School

In our school we believe that each person is unique and created to flourish in God's image.

We aspire to excellence through a nurturing environment in which every child takes Jesus Christ as their model and develops their individual gifts so that they live fully and serve others.



## Nursery Admissions Policy 2026-2027

Agreed: *Local Governing Committee*

Date: Autumn Term 2024



## **OUR LADY QUEEN OF PEACE CATHOLIC PRIMARY SCHOOL, PENSHAW NURSERY ADMISSION POLICY 2026-2027**

Our Lady Queen of Peace Catholic Primary 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 local academy board 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. We therefore hope 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 nursery in accordance with the admission arrangements.

The admission policy criteria will be dealt with on an equal preference basis.

Bishop Wilkinson Catholic Education Trust is the admissions authority and is responsible for determining the admission policy. The administration and operation of this admission policy and the admissions to this nursery is delegated by the Trust to the Local Governing Committee.

### **Parishes served by the school**

The school serves the former parish of Our Lady Queen of Peace, Peshaw within the parish of St John XXIII, Washington and Peshaw.

### **Published Admission Number**

The local academy board has set its published admission number (PAN) at 26 pupils to be admitted to the nursery in the school year which begins in September 2026.

### **Application Procedures and Timetable**

To apply for a place at this nursery, the parent or guardian must complete an application form which is available from the school. The closing date for applications to the nursery in September 2024 will be March 1<sup>st</sup> 2025.

If the parent is required to provide supplemental evidence to support the application (e.g. a baptismal certificate), this evidence should be provided at the time of application.

All applications will be considered at the same time and after the closing date for admissions.

### **Waiting Lists**

Applicants will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out below and not in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until the last day of the summer term. Inclusion on the school's waiting list does not mean that a place will eventually become available.

### **In-Year Applications**

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Applications should be made to the school

by contacting the Head Teacher, Our Lady Queen of Peace Catholic Primary School, Station Road, Penshaw, Houghton-le-Spring, Tyne and Wear, DH4 7JZ. Parents will be advised of the outcome of their application in writing.

Where there are places available but more applications than places, the published oversubscription criteria will be applied.

If there are no places available, a request can be made that the child is added to the waiting list (see above).

### **Application to the Main school**

For children attending the school's nursery, application to the reception class of the school must be made in the normal way, to the home local authority. Attendance at the school's nursery does not automatically guarantee that a place will be offered at the school.

### **False evidence**

The governing body reserves the right to withdraw the offer of a place or, where a child is already attending the nursery, the place itself, where it is satisfied that the offer or place was obtained by deception.

### **Oversubscription Criteria**

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

- i. Where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can most appropriately be met at this school, the application will be placed at the top of the category in which the application is made. (see note 12)*
  - ii. Children who will have an older sibling attending the school in September 2020 will be given priority in each category after children in (i) above. .*
1. Catholic looked after and previously looked after children. (see notes 2&3)
  2. Catholic children who are resident in the former parish of Our Lady Queen of Peace (See notes 3&11)
  3. Catholic Children whose home address is outside of the boundaries of the former parish of Our Lady Queen of Peace but within the parish boundaries of St. John XXIII, Washington and Penshaw. (See notes 3 and 11)
  4. Other Catholic children. (see note 3)
  5. Other looked after and previously looked after children. (see note 2)
  6. Catechumens and members of an Eastern Christian Church. (see notes 4&5)
  7. Children with an older sibling in school in September 2025.
  8. Children of other Christian denominations whose membership is evidenced by a minister or faith leader. (see note 6)
  9. Children of other faiths whose membership is evidenced by a minister or faith leader. (see note 7)
  10. Any other children.

**Tie Breaker**

Where there are places available for some, but not all applicants within a particular criterion priority will be given to children living closest to the school determined by the shortest distance. Distance from home to school when measured by the shortest walking route will be the deciding factor.

In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out in a public place and supervised by a person independent of the school.

## **Notes and definitions**

1. A **Statement of Special Educational Needs** is a statement made by the local authority under section 324 of the Education Act 1996, specifying the special educational provision for a child. 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 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.

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 the purposes of this policy, it includes a looked after child who is part of a Catholic family where a letter from a priest demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (e.g. a looked after child in the process of adoption by a Catholic family).

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 their parish priest who, after consulting with the diocese, 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. For the purposes of admissions this refers to the child on whose behalf the application is being made. This will normally be evidenced by a certificate of reception into the order of catechumens.
5. **Eastern Christian Church** includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church. Those who have difficulty obtaining written evidence of baptism or reception should contact the Diocese who will decide how the question of baptism or reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.
6. **Children of other Christian denominations** means children who belong to other churches 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 CYTÛN 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.

Applicants must provide a baptismal certificate or where child baptism is not practised, a letter confirming their church membership from their minister or faith leader.

7. **Children of other faiths** means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' 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.

Applicants must provide a letter of support to confirm their faith membership from their minister or faith leader.

8. **Home address** is the primary parental address which will be used in applying the admission criteria. This means that, when stating the choice of school, the parental address at the time of application should be given. The address of childminders or other family members who may share in the care of the child must not be used as the home address. Documentary evidence may be requested.

9. **Sibling** 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
- (ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same address as the applicant.

10. 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 (having care of a child means that the child lives with and is looked after by that person).

11. Our Lady Queen of Peace Catholic Primary School serves the former parish of Our Lady Queen of Peace Parish, Penshaw within the parish of St John XXIII, Washington and Penshaw. A boundary map is available to view in the school.

12. To demonstrate an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the governing body will require compelling written evidence from an appropriate professional, such as a social worker, doctor or priest.

**This policy should be read in conjunction with the local authority's admission guidance for parents.**