



Saint Thomas More Catholic Primary School

Nursery Admission Policy 2026-2027

Consulted with staff	Not applicable
Agreed by governor committee	Not applicable
Ratified by full governing body	Sept 2025
Date for review	Sept 2027
Signature of Chair of Governors	
Signature of Headteacher	

Jesus Christ said, 'Let the children come to me, do not hinder them' (Matthew 19:14). As a Catholic school it is our mission to educate pupils in such a way that no matter what their abilities or background they may reach their full potential as human beings. We thus seek to overcome any hindrance that might prevent any pupil accessing the fullness of the curriculum, opportunities and activities we offer.

'Saint Thomas More Catholic Primary School is committed to safeguarding and promoting the safety and welfare of all children and expects all staff and volunteers to share this commitment.'

The Nursery Admission Policy of the Governors of Saint Thomas More Catholic Primary School is as follows:

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. We ask all parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the right of parents who are not of the faith of this school to apply for and be considered for a place here.

ADMISSION LIMIT

We have spaces for 52 children, 26 spaces in the morning session, 26 spaces in the afternoon session; 22 of which are 30-hour places; 6 hours per day from Monday to Friday. Please note that we have a flexible working model and dependant on applications received this number may change. We will do all we can to meet your preference but cannot guarantee to do so. Priority will be given to all day spaces.

We offer 30 hours provision subject to a valid 30-hour free childcare code. There are limited spaces available. These places will be allocated using the current Nursery Admissions Policy. Provision offered to 30-hour children will be in a continuous block each day from 8.30am – 2.30pm Monday to Friday and will include lunchtimes. If you require for your child to attend the Nursery setting for an additional 50 mins each day from 2:30pm – 3:20pm there is a cost of £6.00 per day for the supervision which will be payable via Arbor on a half termly basis. If your account falls into arrears, your child's place may be withdrawn.

For any late collection over 15 minutes, parents will be charged £5.50 for each instance occurred.

Allocation of a place at Saint Thomas More Catholic Primary School's Nursery does not automatically guarantee that a place will be offered in the Reception class of Saint Thomas More Catholic Primary School. Parents must apply for a Reception place in exactly the same way as parents of children not attending the Nursery. Children starting Nursery in the term after their third birthday will remain in Nursery until the normal application point for Reception and will not begin Reception class a year early. All applications will be considered against the oversubscription criteria by the Governing Body in the same way regardless of whether the child does or does not attend the Nursery at the time of application. A copy of the school Admission policy is available upon request and on the school website.

The session times for Nursery are as follows:

- Morning Nursery 8:30am – 11:30am
- Afternoon Nursery 12:20pm – 3:20pm
- All day Nursery 8.30am-2.30pm (30 hours funding). Teaching continues until 3.20pm with the additional time from 2.30-3.20 incurring a fee of £6.00 to cover staffing costs.

NURSERY EDUCATION ENTITLEMENT

Children are entitled to 30 hours (restrictions apply - parents/ carers to liaise with HMRC to check eligibility of free Nursery education through the Nursery Educational Entitlement. Where a child also attends a Private or Voluntary sector setting, parents should be aware that the child is not eligible for Nursery Education Funding in that setting if they take up their full entitlement in the school Nursery. It is expected that children

will attend all five sessions Monday to Friday. You will be asked to withdraw your child from Nursery if you cannot ensure that he/she attends regularly. Children are admitted to Nursery in September, January and after the Easter holiday following their third birthday. Places will be allocated prior to each admission point, with no places saved for later admissions. **A copy of the original birth certificate and a copy of the original Baptism certificate (if applicable) must be seen before an application form is processed.** If any information given on the application form is found to be false, any offered place will be withdrawn.

ALLOCATION OF NURSERY PLACES

If the school admission numbers for Nursery is at its maximum allocation, children can be placed on a waiting list if space should become available in the year.

The closing date for applications for the September admission point is 15th January 2026.

The closing date for the January admission point is 31st October 2026.

The closing date for the Easter admission point is 28th February 2027.

If the number of applications exceeds the admission number, the Governors will give priority to applications in accordance with the criteria listed, provided that the Governors are made aware of that application before decisions on admissions are made. A map of the catchment area is available at the school and church. The Governing Body will notify parents of their decisions after Easter 2026 for the projected September 2026 entry.

ADMISSION CRITERIA

Places for children in the year before the Reception intake will be allocated before Rising 3s places. The oversubscription criteria will be applied for applicants in the year before the Reception intake. The oversubscription criteria will then be applied for 'Rising 3s' applicants.

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

Note 1

In all categories, for a child to be considered as Catholic, evidence of Catholic Baptism or Reception into the Church will be required

Parents making an application for a Catholic child will need to submit a copy of the child's Baptismal Certificate. **This should be returned directly to the school.** If you do not provide a Baptismal Certificate by the closing date, this is likely to 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.

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 (i.e. Latin Rite, Byzantine Rite, Coptic, Syriac, etc, Cf. *Catechism of the Catholic Church, 1203*). 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 *Right 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*).

Note 2

A “” “ Child Looked After” 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 a child arrangements order or special guardianship order and includes those children who appear (to the Board of Directors) 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 child looked after 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

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 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 4

Distances are calculated on the basis of a straight-line measurement from the centre of the child’s home address to the centre of the school site.

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 Governing Body will select the child to be offered the place by drawing lots. This process will be overseen by a person independent to the Governing Body.

The governing body will, where 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 is considered to be a residential property that is the child's only or main permanent residence. Evidence of ownership or rental agreement may be required, plus proof of permanent residence at the property concerned.

Where parents have shared responsibility for a child, and the child lives with both parents for part of the week, then the main residence will be determined as the address where the child lives for the majority of the week. Parents may be requested to supply documentary evidence to satisfy the Governing Body that the child lives at the address put forward by the parents. Where documentary evidence can substantiate to the satisfaction of the Local Authority that care is split equally between parents at two homes, parents must name the address to be used for the purpose of allocating a school place.

If a place in the nursery is offered on the basis of an address that is subsequently found to be different from a child's normal and permanent home address, then that place is liable to be withdrawn.

SPECIAL EDUCATIONAL NEEDS and DISABILITY

If a Nursery child has special educational needs, the school SENDCO (Special Educational Needs and Disability Co-ordinator) should be made aware of the situation so that the individual needs of your child can be met effectively and so that we can work together to prepare and plan the Nursery provision for your child. A child will not be refused admission to our nursery because they have special educational needs or a disability.

WAITING LISTS

Waiting lists for admission will remain open until the end of School year July 2026 and will then be discarded. Parents may apply for their child's name to be reinstated. The waiting list will be kept in admission criteria order.