Rosary Catholic Primary School

Nursery Admissions Policy

2026/2027

Nursery
Admission Criteria.
Rosary Catholic Primary School.
Camden 2026 - 2027

Rosary Catholic Primary School is a voluntary aided Roman Catholic Primary School. It is a place where prayer and worship are threaded through the daily life of the school and the Gospel message underpins the pursuit of academic excellence. It is essential that the Catholic character of the school's education is fully supported by all families within the school. All applicants are expected to give their full, unreserved and positive support for the aims and ethos of the school.
The governing body has responsibility for admissions to this school and intends to admit 45 pupils to the reception class and up to 39 children to the nursery in the school year which begins in September 2026. A place in the nursery does not automatically guarantee a place in Reception.
Applications for nursery are invited for September 2026 from families whose child attains 3 years of age between 01/09/2025 and 31/8/2026.
Applications for reception are invited for September 2026 from families whose child attains 4 years of age between 01/09/2025 and 31/08/2026.

Oversubscription Criteria.

Whenever there are more applicants than places available, priority will always be given to Catholic applicants in accordance with the oversubscription criteria listed below. In this policy, 'applicant' refers to you, the parent or guardian applying for a place, and 'candidate' refers to the child for whom the application is made.

1. Catholic looked after children and Catholic children who have been adopted (or made subject to residence orders or special guardianship orders) immediately after having been looked after, as well as 'internationally adopted previously looked after children'. Those children who appear (to the admission authority) to have been in a state care outside of England and ceased to be in state care as a result of being adopted.

2. Baptised Catholic children who have a sibling at this school at the time of admission.

3. Baptised Catholic Children who are resident in the Parishes of St Dominic's Priory Southampton Road, NW5 4LB, St Thomas More, Maresfield Gardens NW3 5SU and St Mary's Holly Place, NW3 6QU

4. Other baptised Catholics

5. Other looked after children and children who have been adopted (or made subject to residence orders or special guardianship orders) immediately after having been looked after, as well as 'internationally adopted previously looked after children'. Those children who appear (to the admission authority) to have been in a state care outside of England and ceased to be in state care as a result of being adopted.

6. Catechumens and members of the Eastern Christian Church

7. Christians of other denominations whose parents wish them to have a Catholic education and whose application is supported by a minister of religion.

8. Any other applicant.

9. The governing body will give top priority to an application within a category where compelling evidence is provided ***at the time of application,*** from an appropriate professional such as doctor, priest or social worker, of an exceptional social, medical or pastoral need of the child which can only be met at this school.

Where the offers of places to all the applicants listed above would lead to over subscription the following provisions will be applied.

- The attendance of a brother or sister, including step and half siblings, at the school at the time of enrolment will increase the priority of an application within each category.
- Where the final place is offered to a child who has other siblings applying for a place in the same school year, 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 closest to the school.

Applications and Procedures.

Nursery.

From 2019, children who meet the admissions criteria for the school will have an entitlement to 15hrs free nursery provision.
Some children will also be entitled to an additional 15hs (30hrs in total) of nursery provision if their parent(s) meet the following eligibility criteria

- ***Where both parents are working (or the sole parent in a lone family), and each parent earns, on average, a weekly minimum equivalent of up to 16hrs at national minimum wage (NMW) or national living wage (NLW), and less that £100.000 per year. Working will include employed and self-employed persons. Parents do not necessarily need to actually work 16hrs a week, but rather their earning must reflect at least 16 hrs of work at NMW or NLW, which is £107 per week at the current NMW rate. This includes those parents on zero contract hours who meet the criteria.***
- ***Parents wishing to apply for a 30hr place should register with HMRC and will be given a code to confirm their eligibility. An offer of a full time place will only be given if an eligibility code is provided. An offer of a full time place will be subject to parent still being eligible when their child starts nursery and will be withdrawn if the parent(s) becomes ineligible between the time an offer is made and when their child starts nursery. Also if a child is offered a 15hr place and the parent(s) become***

eligible by the time their child starts nursery, then a 30hr place will be offered subject to the receipt of the eligibility code and a place being available.

(This is the current government criteria as at 1st September 2019 and maybe subject to change).

To apply for a place in nursery you should fill in the schools **Supplementary Nursery Application Form** attached to this policy, and return it to the school office of Rosary Catholic Primary School, 238 Haverstock Hill, Hampstead, NW3 2AE along with the child's proof of birth and their baptism certificate.

Reception

To apply for a place in reception at this school, you **should** complete and return **two separate forms** in order to make a full application. You **should** complete the school's **Supplementary Information Form**, and return it to the admissions officer at the school office of Rosary Catholic Primary School, 238 Haverstock Hill, Hampstead NW3 2AE along with your child's original proof of birth and baptism certificate. You **must** also complete an online **Common Application Form** from your Local Authority and return it to them. In the case of Camden residents, the Camden application form is available on www.eadmissions.org.uk. You will be advised of the outcome by email from the LEA on our behalf. If you are unsuccessful you may ask us for the reasons, related to the oversubscription criteria listed above, and you have the right to appeal to an independent appeal panel.

If you do not complete BOTH of the forms described above and return them by the closing date, the governing body may be unable to consider your application fully within the current admissions rounds and your child is very unlikely to obtain a place at the school.

Waiting Lists.

Unsuccessful 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 above and ***not*** in the order the applications were received or added to the list. Names are usually removed from the list at the end of the academic year.

Pupils with a Statement of Special Educational Needs.

The admissions of pupils with a statement of Special Educational Needs are dealt with by a completely different procedure. This procedure is integral to the making and maintaining of statements by the pupils home Local Education Authority. Details of this separate procedure are set out in the Special Educational Needs Code of Practice.

Notes: These notes form part of the oversubscription criteria.

'Looked after child' has the same meaning as in section 22 of the Children Act 1989, and means any child in the care of a local authority or provided with accommodation by them (e.g. children with foster parents).

'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 priest's reference 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).

'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.

'Eastern Christian Church' indicates Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.

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

Distances will be measured from the child's home to the centre of the school by using the Local Authority's computerised mapping system.

In-Year Admissions

Applications for In-Year admissions are made directly to the school. If more applications are received than there are places available then the applications will be ranked by the governing body in accordance with the oversubscription criteria, with the following modifications: Catholic children without on offer for a school place elsewhere are given priority immediately after Catholic 'looked after' children; similarly, other children without an offer of a school place are given priority immediately after other 'looked after' children. If a place cannot be offered at this time then you may ask us for the reasons and you will be informed of your right of appeal. You will be offered the opportunity of being placed on a Continued Interest List. This list will be maintained by the governing body in the order of the oversubscription criteria as modified above and not in the order in which the applications are received. Names will be reviewed at the end of each academic year. When a place becomes available the governing body will decide who is at the top of the list.

Fair Access Protocols

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admissions round the governing body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the Diocese and the governing body for the current school year. The governing body has this power even when admitting the child would mean exceeding the published admission number.

ADMISSIONS PRIVACY NOTICE FOR ROSARY CATHOLIC PRIMARY SCHOOL

Rosary Catholic Primary School is a data controller for the purposes of the Data Protection Act 2018 and is committed to dealing with your information safely and securely. We need to collect and share information in order to fulfil our obligations as an admission authority. We take our responsibility to protect your data seriously and we will use it in accordance with the legal requirements of the Data Protection Act 2018.

We will comply with the School Admissions Code, which has the force of law. In respect of in-year admissions, the Rosary Catholic Primary School is the admissions authority for this school. The information you provide to us on your Supplementary Information Form (SIF), any supporting papers or appeal documentation you provide will be used to:

- Process your application
- Consider Admission Appeals

We may also use this data for the following purposes:

- Forward planning as part of school budget, forecasting and reorganisation proposals
- To assist in the development of policy proposals
- For the prevention and/or detection of crime or fraud
- For research and statistical purposes when we will ensure that statistics are developed in such a way that individual children cannot be identified

In order to administer admissions to this school the following information may be collected by us:

- Name and date of birth
- Address where the child ordinarily lives at the time of application, which will be used for distance calculation purposes
- Supplementary information i.e. information on religious affiliation and status
- Parent name and contact details
- Details of baptism and/or Catholic practice
- Information on parish of residence.

Agencies we will share the information with:

- The Department for Education, to comply with statutory data collections
- The LA, to verify the information provided so that the admission scheme\process can be accurately administered
- Admission Appeal panels
- The Schools Adjudicator, in response to any objections raised
- In Year Fair Access Panel, where applicable, to enable them to appropriately place complex admissions
- The Local Government and Social Care Ombudsman, when investigating maladministration of school admissions and admission appeals.

School Retention Policy:

The information listed above will be retained securely by the school for 8 years, after which it will be destroyed.

For further information please refer to the Privacy Notice on the School website.