

ARCHDIOCESE OF WESTMINSTER

THE ANNUNCIATION CATHOLIC INFANT SCHOOL

NURSERY APPLICATION FORM 2025- 2026

Thirleby Road
Burnt Oak
Edgware
Middx HA8 0HQ

Tel: 020 8959 2325

Please note – for Nursery admission, only this form is required and is to be returned to the School Office by 15 January 2025.

NURSERY APPLICATION FORM (Please use BLOCK CAPITALS) *The school is committed to protecting the information provided by parents/carers and using it only for the purpose for which it was obtained.*

1. Child’s surname Child’s first name
2. Date of Birth.....
(Please attach a photocopy of the child’s proof of date of birth)
3. Address
- Postcode** Email
4. **Home Telephone Number** **Parent’s Daytime Contact Numbers**
-
 (These contact numbers must be available at all times)
5. Church of Baptism Date.....
(Please attach a photocopy of the child’s Baptismal Certificate if applicable)
6. Mother’s Surname Forename Religion
- Address.....
(Please attach two photocopies of utility bills as proof of address)
- Postcode**.....
7. Father’s Surname Forename Religion
- Address (if different).....
8. Guardian’s Full Name (if not parent)
9. Name of your Parish of residence
10. Name of your Parish Priest
11. Name of brothers/sisters (not cousins) now in The Annunciation Infant or Junior Schools who will still be attending the school at the time of enrolment.....
12. Does your child have an exceptional need? Yes/No (please circle). If yes, please attach supporting evidence.
13. Name of your child’s last school/nursery setting attended (if any)
14. Preferred nursery session, please circle - AM/15hrs, PM/15hrs or 30hrs (subject to eligibility/availability). **If you wish any special factors to be considered please write a separate sheet and attach it to this form.** (Unfortunately we can never guarantee your preferred option).

CLOSING DATE for the return of this application form is **15 January 2025**. Should the Nursery be oversubscribed the Governors regret that applications received after this date will automatically transfer to the waiting list. For information on the school’s Privacy Notice please look on the school website under Privacy Notice or contact the school for a hard copy.

THE ANNUNCIATION CATHOLIC INFANT SCHOOL

NURSERY ADMISSIONS POLICY 2025 - 2026

The Annunciation Catholic Infant School within the Diocese of Westminster was founded by the Catholic Church to provide education for children of Catholic families.

Whenever there are more applications than places available, priority will always be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its Governing Board as part of the Catholic Church in accordance with its Trust Deed of the Diocese of Westminster 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 is 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 school in accordance with the admission arrangements.

The Governing Board is the admission authority and has responsibility for admissions to the school and can admit up to 52 pupils to the Nursery (26 to each of the morning and afternoon sessions) in the school year 2025-2026. Applications are invited for September 2025 from families whose child reaches 3 years of age between 01 September 2024 and 31 August 2025. Admission to the school has to be considered independently from Nursery Class admissions. **There is no automatic progression from Nursery to Reception Classes.** Please remember that a **separate application** must be made on behalf of ALL children seeking admission to Reception Classes in September 2025 or in subsequent years.

PUPILS WITH AN EDUCATION, HEALTH AND CARE PLAN (EHC Plan)

The admission of pupils with an Education, Health and Care Plan (EHC) is dealt with by a completely separate procedure. Children with this school named in their EHC Plan must be admitted as per the SEND Code of Practice. Where this takes place before the allocation of places under these arrangements, this will reduce the number of places available to other children.

Please read carefully application procedure outlined below.

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. Catholic 'looked after children' and Catholic children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been 'looked after' as well as those 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 notes 2&3).
2. Catholic children who are resident in the parish of Our lady of The Annunciation, Burnt Oak for whom The Annunciation Catholic infant School is the nearest Catholic School and who have a brother or sister at the school or The Annunciation Catholic Infant or Junior School at the time of admission.

3. Catholic children who are resident in the parish of Our lady of The Annunciation, Burnt Oak for whom The Annunciation Catholic infant School is the nearest Catholic School (see note 3).
4. Catholic children from other parishes (see notes 3-4).
5. Other ‘looked after’ children and previously ‘looked after’ children (see note 2).
6. Catechumens and members of an Eastern Christian Church (see notes 4-5).
7. Children of other Christian denominations whose membership is evidenced by a Minister of Religion (see note 6).
8. Children of other faiths whose membership is evidenced by a Religious Leader (see note7).
9. Any other children who have a brother or sister at the school or The Annunciation Catholic Infant or Junior School at the time of admission
10. Any other children.

Within each of the categories listed above, the provisions below will be applied in the following order:

- 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 10).
- ii. The attendance of a brother/sister at the school at the time of enrolment will increase the priority of an application within a category, so that the application will be placed at the top of the category in which the application is made, after children in (i) above (see note 8).

MULTIPLE APPLICATIONS

The Governing Board will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the nursery’s Published Admission’s Number (“PAN”).

TIE BREAK

Priority will be given to children living closest to the school determined by the shortest distance. Distances are calculated by Barnet Council on the basis of a straight-line measurement between the front door of the child’s home address, including the community entrance to flats and the main entrance of the school, using the local authority’s computerised measuring system. 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 and supervised by a person independent of the school. All the names will be entered into a hat and the required number of names will be drawn out.

APPLICATION PROCEDURE AND TIMETABLE

You should complete the **Nursery Application Form** attached to this policy, and return it to the school office by **15 January 2025**. Parents will be advised of the outcome of their applications by **March/ April 2025**. There is no right of appeal for Nursery places.

WAITING LIST

Any unsuccessful candidates will be offered the opportunity to be placed on a waiting list. You must return the tear-off slip on the letter you receive in March/April 2025 to say whether you wish to be placed on the waiting list. This waiting list will be maintained in order of the oversubscription criteria set out above and not in the order in which applications are received or added to the list. **If you do not return the slip as requested the Governors will assume you do not wish to be placed on the waiting list. The waiting list will remain open throughout the applicable academic year.**

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 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 Nursery.

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. Where there are places available but more applications than places the published oversubscription criteria, as set out above, will be applied. Applications should be made directly to the school. If there is a waiting list, then applications will be ranked by the Governing Board in accordance with the oversubscription criteria as set out above.

If there are not places available the child will be added to the waiting list (see above).

You will be advised of the outcome of your application in writing, and you have the right of appeal to an independent appeal panel.

Notes (these notes form part of the oversubscription criteria)

- 1. 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 educational provision required for a child.
- 2. A child looked after** is a child in the care of a local authority or provided with accommodation by that authority in accordance with Section 22 of the Children Act 1989. An adopted child is defined by Section 12 of the Adoption Act 1976 and Section 46 of the Adoption and Children Act 2002. Child arrangements orders are defined in Section 8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22April 2014 is deemed to be a child arrangements order. A special guardianship order is defined by Section 14A of the Children Act 1989.
- 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 living with a family, where at least one of the parents is Catholic. . 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. 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.

6. Children of other Christian denominations

Children who belong to other churches and ecclesial communities which, acknowledging 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 of 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.

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’ 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.

8. Brother or Sister includes:

- All natural brothers and sisters, half-brother and sisters, adopted brothers and sisters, foster brothers and sisters, whether or not they are living at the same address and
- 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 home address as the child who is the subject of the application.

9. 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.

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

11. ‘Parish Boundary’ for the purposes of this policy, the parish boundary is shown on the attached map and will be applied to the admission arrangements for 2025 to 2026. Map attached.

12. 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 Common Application Form (“CAF”). 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 given in the CAF, provided that the child resides at that address for any part of the school week.

Parish Boundaries for The Annunciation Catholic Parish, Burnt Oak

