



St Joseph's Catholic Primary School

the nursery

## Admissions Criteria 2025-26

The normal admission round for The Nursery is September each year. Our published deadline for applications is 15<sup>th</sup> January each year. Thereafter, spaces for the following September are allocated against the criteria below.

Once The Nursery spaces have been allocated, applications continue to be accepted, processed and placed on the waiting list. Parents will be informed as spaces become available.

The Nursery welcomes children of all denominations; in the event that we receive more applications than there are places available, the order of priority for admission will be established using the following criteria:

1. Looked after children or previously looked after children (*see note a.*).
2. Catholic children with a brother or sister (*see note e.*) at the school at the time of admission, resident in the parish of Guildford (*see note g.*).  
*The application must be supported with a certificate of Catholic baptism or reception into the Catholic Church (see note b.) and, on the Application Form, their parish priest's signature with the parish stamp or seal \*\*\*.*
3. Catholic children with a brother or sister (*see note e.*) at the school at the time of admission, who are not resident in the parish of Guildford (*see note g.*).  
*The application must be supported with a certificate of Catholic baptism or reception into the Catholic Church (see note b.) and, on the Application Form, their parish priest's signature with the parish stamp or seal \*\*\*.*
4. Catholic children without a brother or sister (*see note e.*) at the school at the time of admission, resident in the parish of Guildford (*see note g.*).  
*The application must be supported with a certificate of Catholic baptism or reception into the Catholic Church (see note b.) and, on the Application Form, their parish priest's signature with the parish stamp or seal \*\*\*.*
5. Catholic children without a brother or sister (*see note e.*) at the school at the time of admission, who are not resident in the parish of Guildford (*see note g.*).  
*The application must be supported with a certificate of Catholic baptism or reception into the Catholic Church (see note b.) and, on the Application Form, their parish priest's signature with the parish stamp or seal \*\*\*.*
6. Other Catholic children (*see note b.*).
7. Catechumens, Candidates for Reception into the Church and children who are members of an Orthodox Church (*see note c. & d.*).  
*If application is being made for a place at the school where the parent/carer is a Catechumen or Candidate for reception into the Church, evidence of their being a member of the Catechumenate of a Catholic Church or a Candidate for reception will be required. Proof of acceptance into the catechumenate, and evidence for a candidate, should be by letter from the appropriate priest.*



*Applications for children from an Orthodox Church must be supported with a certificate of baptism and a letter confirming membership of the applicable Orthodox Church, signed by the appropriate priest.*

8. Other children with a brother or sister (*see note e.*) at the school at the time of admission.
9. Children of other Christian denominations (*see note j.*) whose membership is evidenced by a minister of religion.  
*The application must be supported by a letter confirming membership of the Christian denomination, signed by the minister of religion.*
10. Children of other faiths (*see note k.*) whose membership is evidenced by a religious leader.  
*The application must be supported by a letter confirming membership of that faith, signed by the faith leader.*
11. Any other children.

\*\*\*The priest concerned would be the priest of the church where the parent/carer normally worships or, if they do not practise their faith by attending Mass, the parish priest in the parish in which they are resident.

**Final Tiebreaker:**

*Priority will be given to children living closest to the school determined by the shortest distance (see note i.).*

**Notes (these form part of the admission arrangements):**

- a. A **'Looked after child'** has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (i) in the care of a local authority or (ii) 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 arrangement order or special guardianship order.
- b. **'Catholic'** means a member of a Church in full communion with the See of Rome. This includes the Latin Rite (Roman Catholics) and the Eastern Catholic Churches (see Appendix 3 of the Diocesan Admissions Guidance for a list of Churches in full communion with the See of Rome). 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 a child to be treated as Catholic, evidence of baptism or reception into the Church will be required. In terms of an application to this school, a child will not be treated as Catholic if the date for baptism or the ceremony of acceptance into the Catholic Church is after the closing date for applications. 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 laws of the Church.

For oversubscription criteria 2-5, there is a requirement for the parent/carer to obtain the priest's signature and the parish stamp or seal on the Supplementary Information Form. The priest concerned



would be the priest of the church where the parent/carer normally worships or, if they do not practise their faith by attending Mass, the parish priest in the parish in which they are resident.

- c. **'Catechumen'** means a person who wishes to be baptised and has been accepted into the Order of Catechumens through the appropriate liturgical rite. **'Candidate'** means a baptised member of a non-Catholic denomination who is preparing for admission into full communion with the Catholic Church. Proof of acceptance into the catechumenate, and evidence for a candidate should be by a letter from the appropriate priest.
- d. **'Orthodox Churches'** are those eastern Churches not in full communion with the Catholic Church, who have retained the Catholic tradition regarding the sacraments. In this group are included (for the purpose of admissions) members of other Churches which the Apostolic See judges to be in the same position as the aforesaid eastern Churches as far as the sacraments are concerned. Membership is normally evidenced by a certificate of baptism or reception from the authorities of that Church.
- e. **'Brother or sister'**: For admission to this school, a brother or sister is defined as a natural brother or sister (i.e. another child of the same parents, whether living at the same address or not), or a half-brother/ half-sister or a step-brother/ step-sister or an adoptive or foster brother/ sister, living at the same address. A child will be given a 'brother or sister' priority if they have a brother or sister at the school at the time of the child's admission.
- f. **Parents/Carers**: A parent/carer 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.
- g. **Parish Boundaries**: *For the purposes of the admission arrangements for the year 2021-22, the parish boundaries are as shown on the map in this policy. A zoomable map is available at: [www.abdiocese.org.uk/Parishes](http://www.abdiocese.org.uk/Parishes).*
- h. **Multiple Births**: In the event of applications from parents/carers relating to children of multiple births (e.g. twins or triplets etc.), the governing body will, where logistically 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.
- i. **Distance**: Distance will be measured in a straight line from the child's home address to the nearest gate for pupils to use at the school using Surrey Admissions Team's Geographical Information System.

A child's home address is considered to be a residential property that is the child's only/main residence and not an address that is sometimes used due to certain domestic/special arrangements. The address must be the pupil's home address that applies at the closing date for applications and which is either owned by the child's parent, parents, or guardian OR leased or rented by the child's parent, parents or guardian under a lease or written rental agreement. If parents live separately but share responsibility for the child, and the child lives at two different addresses during the week, the 'home address' will be regarded as the one at which the child sleeps for the majority of weekday nights. If two addresses are provided, the Local Authority will decide which address should be used as the main residence for the purpose of processing the application as they only accept one current address. Parents/carers must notify the school about any address changes during the application deadlines to ensure all applications are treated in the same way.

In some cases, applicants who live in the same block of flats may share the same address point. In such cases, applicants will be considered to be living equidistant from the school. In the unlikely event that



any two or more children live equidistant from the school, and in all other ways have equal eligibility for a place, the names will be issued a number and drawn randomly to decide which child receives priority. This will be supervised by a person independent of the school.

- j. **‘Children of other Christian denominations’** means 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 Churches Together in Wales 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.

- k. **‘Children of other faiths’** means children who are a member 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 purpose 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 God.

Case law has identified certain characteristics which describe the meaning of religion for the purpose of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.