

OUR LADY OF GRACE CATHOLIC INFANT SCHOOL

Dollis Hill Avenue, London NW2 6EU

POLICY FOR ADMISSION TO NURSERY (FOUNDATION STAGE 1) FOR THE ACADEMIC YEAR 2027-28

The Governors consider that the greatest pastoral benefit from going to a Catholic school is obtained by children who come from homes where the Catholic Faith is practised. Children who attend Mass regularly with their parents and who participate in the activities of the parish will derive the fullest benefit from the complementary influences of home, school and parish.

At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity, therefore it is essential that the Catholic character of the school's education be fully supported by all families in the school. All applicants are therefore expected to give their full, unreserved and positive support for the aims and ethos of the school.

The academy company is the admission authority and has responsibility for admissions to this school and intends to admit 52 children into our Nursery classes in the year 2027-28. Children will be admitted throughout September unless an alternative arrangement is agreed with the Headteacher. Preference will be given to baptised Catholic children and baptismal and evidence of birth will be required. Verification of address will also be required*.

Parents should note that there is no automatic right of transfer from the Nursery into the Reception class and that all parents with children in Nursery will be expected to re-apply for a place in Reception.

OVER-SUBSCRIPTION CRITERIA

Where there are more applications than places available the admission authority will always give priority to catholic applicants in accordance with the Trust Deed of the Diocese of Westminster and will make offers of places in accordance with the following criteria in order of priority. Applications in respect of

1. Baptised Catholic looked after and previously looked after children (see Note 1).
2. Baptised Catholic children (see Note 2) who are resident in the parish of St Mary and St Andrew, Dollis Hill (see attached map).
3. Baptised Catholic children, resident in other parishes.
4. Other looked after and previously looked after children (see Note 1).
5. Catechumens* and members of an Eastern Christian Church (see Notes 3 & 4).
6. Children of other Christian denominations (see Note 5).
7. Any other children.

*** Please refer to notes overleaf**

Multiple Applications: The admission authority 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 PAN.

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

- a. **Exceptional Need:** The admission authority will give top priority, after the appropriate category of looked after children, to an application where compelling evidence is provided at the time of application, from an appropriate professional such as a doctor, priest or social worker, of an exceptional social, medical, pastoral or other need of the child, which can only be met at this school.
- b. **Sibling:** The attendance of a sibling at Our Lady of Grace Infant School or Our Lady of Grace Junior School at the time of application 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.

- c. **Staff:** A child(ren) of a member of Our Lady of Grace Catholic Infant School who has been employed at the School for two or more consecutive years at the time of application 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) and (ii) above.

Tie Break: Where the offer of places to all the applicants in any of the sub-categories listed above would still lead to oversubscription, places up to the admission number will be offered to those living nearest to the school as measured (in a straight line/by the shortest walking route) from the front door of the child's home address (including flats) to the main entrance of the school located on Dollis Hill Ave (using the local authority's computerised measuring system), with those living closer to the school receiving the higher priority.

A public right of way is one which is determined by The Countryside Act 1968. Where applicants live in the same block of flats, internal walkways will be treated as public rights of way when calculating distance travelled (measurements will be taken from the door of each individual dwelling). If you would like a copy of The Countryside Act 1968 please contact the Brent School Admissions Service on 020 8937 3110.

Pupils with an Education, Health and Care Plan ("EHC"): The admission of pupils with an EHC Plan is dealt with by a completely separate procedure (this used to be called a Statement of Special Educational Needs). Details of this separate procedure is set out in the *Special Educational Needs Code of Practice*. If your child has an EHC Plan, you must contact your Local Authority SEN Officer. Children with this school named in their EHC Plan must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children

Waiting List: Children's names will be placed on a Waiting List, if parents so request, along with those who apply during the year or after the annual allocation of places has been made. The school will maintain this list in the order of the over-subscription criteria set out above, and *not* in the order in which applications are received or added to the list. The Waiting List will be closed at the end of each academic year and will not roll over. Parents wishing to stay on the Waiting List will be required to submit a request in writing to the School.

Summer Born Children: Any application for a child to be educated out of his/her age group will be considered by governors on an individual basis and will only be granted in exceptional circumstances.

Change of Details: If any of the details on your form 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 your form, the Governing Body reserves the right to withdraw the place, even if the child has already started at the School.

Timetable: Application forms will be sent out from the beginning of October 2026 to those who request one, together with details of the closing date.

Notes (these notes form part of the over subscription criteria)

- 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.
- ‘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.
- ‘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’ includes orthodox churches and is normally evidenced by a certificate of baptism or reception from the authorities of that church
- “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 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 the 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 creedal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to work in the spirit of the above. All members of Churches Together in England and of CYTUN 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.
- 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.
- 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.
- Siblings include half and step brothers and sisters and those who have been adopted who are living at the same address. Priority will be given to children whose siblings attend the Infant School over those with siblings at Our Lady of Grace Junior School at the time of application.