

Our Lady of Lourdes RC Primary School



**An Academy School Part of
The Good Shepherd Catholic Trust**



Nursery Admissions Policy 2026-27

Our Mission Statement:

We are a Catholic School. We strive to be a sign of Christ's presence in the world. We follow Jesus.

Date Approved by Governing Body:	23 rd August 2026
Date To be Reviewed by:	Summer Term 2027
Signed By:	Richard Sharman – Chair of Govenors

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Our Lady of Lourdes RC Primary School is part of The Good Shepherd Catholic Trust, a multi-academy trust based in the Diocese of Brentwood. The vision for our school is to provide the highest possible care, support opportunities and outcomes for every child. Pupils are cherished for who they are, as much as for what they achieve and all achievements are celebrated.

Our Lady of Lourdes Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. Our Nursery is an integral part of our School. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its academy company as part of the Catholic Church in accordance with its trust deed and articles of association.

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 be 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 academy company is the admissions authority and has responsibility for admissions to this school and nursery. Please see our Admissions Policy for entry to the school in Reception.

You may apply for our Nursery when your child turns 2; however overall priority is given for children who turn 4 during the applicable school year (rising 4s).

Oversubscription Criteria

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

- 1. Catholic looked after and previously looked after children. (see notes 1&2)*
- 2. Catholic children who are resident in the parish of Our Lady of Lourdes. (see notes 2&8)*
- 3. Catholic children who are resident in the parish of St. Anne Line. (see notes 2&8)*
- 4. Catholic children. (see notes 2)*
- 5. Other looked after and previously looked after children. (see note 1)*
- 6. Catechumens and members of an Eastern Christian Church. (see notes 3&4)*
- 7. Children of other Christian denominations whose membership is evidenced by a minister of religion. (see note 5)*
- 8. Any other children.*

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

- (i) *The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each 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 6).*
- (ii) *If the applicant is a child of a staff member that has been working at the school for 2 years or more at the time at which the application for admission to the school is made; and/or is recruited to fill a vacant post at the school for which there is a demonstrable skill shortage.*

Tie Break

Priority will be given to children living closest to the school determined by the shortest distance. Distances are calculated on the basis of the shortest measured walking distance as measured by the local authority's Geographical Information System from the child's home (including the community entrance to a block of flats) to the main entrance of the school using public roads and recognised footpaths. 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.

Rising 3's

If there are spaces available after we have allocated to the "rising 4s" applications, we will consider applications for rising 3's. The school may decide not to offer any rising 3's even if spaces are available. The rationale for this decision will be reviewed annually

Nursery Sessions

We offer "Morning" (8.35 to 11.35) or "All Day" (8.35 to 3.15) sessions, 5 days per week. We do not offer personalised schedules; however, it may be possible for Morning only children to extend their sessions in the summer term, based on availability, in order to assist readiness for Reception.

No preference is given to applications based on your requested session or intended payment method when allocating spaces in the first round of the admissions process; all offers will follow the above over subscription criteria. Should a space become available later in the admissions process (i.e. due to someone declining their space), we may offer you an alternative session to the one requested.

All children receive 15 funded hours per week of nursery from the term following their 3rd birthday. If your child is attending a full day session, this can be funded via the working parent entitlement (30 hours per week) plus a charge for the additional hours (3 Hours 20 Minutes), or it can be paid for privately. Please see our website for current fees.

Our main point of entry is September; however, should spaces still be available, we may offer a start date for January or April.

Application Procedures and Timetable

To apply for a place at Our Lady of Lourdes Nursery in the normal admission round (i.e. for the upcoming September), you must complete an online application form, the link to which can be found on our website. Please also bring to school the originals of the following documents; Birth Certificate, Proof of Address, Catholic Baptism Certificate (where applicable). The form should be completed and the supporting evidence provided to The Admissions Officer at Our Lady of Lourdes RC Primary School, Chestnut Drive, Wanstead, London E11 2TA by 28th February for entry the following September.

We aim to advise you of the outcome of your application by 31st March; however, if possible, this will be done earlier. All applications which are submitted on time will be considered at the same time and after the closing date of 28th February.

Late Applications

Late applications will be administered after places have been allocated for on-time applications. You are encouraged to ensure that your application is received on time.

Waiting Lists

Unsuccessful children 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 in which applications are received or added to the list. Waiting lists for admission will operate until the summer term.

Inclusion in the nursery's waiting list does not mean that a place will eventually become available.

Applications outside the normal admissions process

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. Application should be made via the application form on our website in the same process as above.

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

If there are no 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.

Reception places

Attendance at the school's nursery does not automatically guarantee that a place will be offered at the school.

The admissions authority reserves the right to withdraw the offer of a place or, where a child is already attending the school the place itself, where it is

satisfied that the offer or place was obtained through a fraudulent or intentionally misleading application.

Notes (these notes form part of the oversubscription criteria)

1. 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. Included in this definition are those children who appear (to the admissions authority) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

2. '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.

3. '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.
4. 'Eastern Christian Church' includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.

5. "children of other Christian denominations" means children who belong to other churches and ecclesial communities which, acknowledge 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 CYTŪN 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.

6. 'brother or sister' includes:
 - (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and
 - (ii) 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.
7. 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.
8. For the purposes of this policy, parish boundaries are as shown on the attached map and will be applied to the admission arrangements for 2027-28.
9. 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.