

# THE HOLY FAMILY CATHOLIC PRIMARY SCHOOL

[www.holyfamily.herts.sch.uk](http://www.holyfamily.herts.sch.uk)  
[admin@holyfamily.herts.sch.uk](mailto:admin@holyfamily.herts.sch.uk)



## Nursery Admissions Policy 2026-2027

Review Date: October 2024



### **OFSTED July 2019**

Pupils feel safe in school and believe that the adults take good care of them.

The quality of teaching, learning and assessment in the school is strong.



### **Section 48 Diocesan Inspection February 2023**

### **Catholic Schools Inspection February 2023**

'The visitor is left in no doubt that this is a loving Catholic school that prides itself on a genuine, warm welcome.'

'Staff provide the highest level of pastoral care; there is a deep commitment to the most vulnerable.'

'Prayer is central to life in Holy Family.'

*At The Holy Family School we are committed to Safeguarding Children*

# The Holy Family Catholic Primary School Nursery Admissions Policy 2026-27

## Introduction

The Holy Family Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families at our nursery, Catholic doctrine and practice permeate every aspect of the nursery's activity. It is essential that the Catholic character of the nursery's education is 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 nursery. This does not affect the right of parents, who are not of the faith of this school, to apply for and be considered for a place here.

The governing body is the admission authority and has responsibility for the admission to the nursery. The admission authority has set its Published Admissions Number (PAN) at 30 children for the school year which begins in September 2026. Applications for Nursery are welcome from families whose child reaches his/her 3rd birthday between 1st September 2025 and 31st August 2026.

The admission authority intend to offer 15 hours (morning only) or 30 hours (morning & afternoon). We will treat all applications with the same priority whether applying for part-time (15 hours) or full-time places (30 hours). All nursery aged children are entitled to 15 hours free nursery provision, it is the expectation of the governing body that the 15 hour allocation is the minimum attendance and that in accepting a nursery place each child meets this minimum expectation. The Holy Family Catholic Primary School offers this on a Monday to Friday basis, term time only 8.45am – 12pm. If eligible for 30 hours, The Holy Family Catholic Primary School offers 30 hours on a Monday to Friday basis, term time only 8.45am – 3.15pm.

Parents may be eligible for 30 hours of free provision and need to apply for an eligibility code. Please see the following website to check conditions of eligibility [www.hertfordshire.gov.uk/parents](http://www.hertfordshire.gov.uk/parents) Places for 30 hours will only be confirmed on receipt of a valid eligibility code. Parents must reapply each term for their eligibility code. A child will not be able to start the additional hours without the code.

If your child is not eligible for the 30 hours free childcare, you can pay for the additional 15 hours at Early Years payment rate.

**If there is not a significant amount of applications for full time places, the admission authority may decide to withdraw the 30 hour offer. However, the admission authority will continue to offer the morning places (15 hours) regardless of take up.**

**Your child's attendance at our nursery does not guarantee admission to the school for primary education.** Separate applications **must** be made to the school for admission to Reception class. Exceptional circumstances are not considered as part of the school's admission criteria.

If the nursery has fewer applications than places available, all applicants will be offered a place. Whenever there are more applications than places available, priority will always be given to Catholic

applicants in accordance with the Trust Deed of the Diocese of Westminster. Applications will be ranked in accordance with the oversubscription criteria below.

### **Pupils with an Education, Health and Care Plan (see note 1)**

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an Education, Health and Care Plan that names the school 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.

### **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:

### **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 2&3)
2. Catholic children who are **resident** in the parishes of Welwyn Garden City or St Thomas More, Knebworth. (see notes 3&11)
3. Other Catholic children. (see note 3)
4. Other looked after and previously looked after children. (see note 2)
5. Catechumens and members of an Eastern Christian Church. (see notes 4&5)
6. Children of other Christian denominations whose membership is evidenced by a minister of religion. (see note 6)
7. Children of other faiths whose membership is evidenced by a religious leader. (see note 7)
8. Any other children.

***Within each of the categories listed above, the following provisions 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 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 8).

### **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 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 Hertfordshire County Councils computerised measuring system on the following basis. If there is a need for a tie break where two different addresses are the same distance from a school, in the case of a block of flats for example, the lower door number will be deemed nearest as logically this will be on the ground floor and therefore closer. If there are two identical addresses of separate applicants, the tie break will be random. When there is a need for a final tie break the random number is used to allocate the place, with the lowest number given priority.

### **Applications in previous years**

The Governing Body has been happy, in previous years, to welcome children from all categories to the Holy Family Primary School.

### **Timetable and Application Procedures**

Closing date: 15<sup>th</sup> January 2026

Applications will be accepted after the closing date until all places are allocated. If offered a place children are admitted to nursery on 1<sup>st</sup> September, 1<sup>st</sup> January and 1<sup>st</sup> April.

To apply for a place at this nursery the applicant must complete the school's Supplementary Information form (SIF) together with all supporting documents (a copy of any other supporting documents including proof of address) and return it to:

Admissions, The Holy Family School Office, Crookhams, Welwyn Garden City, Herts, AL7 1PG

If your application form and supporting documentation is received after the closing date, it will be dealt with after the initial allocation process has been completed.

The information provided on the Nursery application form enables the admissions authority to fully assess your application in the event of over-subscription. If the copy of your child's baptism certificate is not submitted as requested, the admission authority will apply their admission arrangements using the information supplied on your Nursery application form only, which may result in your application being given a lower priority.

***If you do not provide the information required in the SIF and return it by the closing date, together with all supporting documentation, your child will not be placed in criteria 1 to 3 or 5 to 7, and this may affect your child's chance of being offered a place.***

**All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15<sup>th</sup> January 2026**

### Late Applications

Application forms and supporting documents received after the closing date will be dealt with after the initial allocation process has been completed. If the nursery is oversubscribed it is very unlikely that late applicants will obtain a place.

### Outcome of application

We will notify you of the outcome of your application in writing by in March 2026. Please accept or decline your place by the date advised in the offer letter using the acceptance form enclosed with your application outcome.

### Waiting Lists (Continuing Interest)

In addition to their right of appeal, 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. A child's place on the list can change as other children join or leave it. The school office will contact parents/carers if a vacancy becomes available and it can be offered to a child. Waiting lists for admission will operate throughout the school year. The waiting list will be held open **until the last day of the summer term**.

### Appeals

Parents refused a place for which they have applied (either in the normal round or in-year) also have the right to appeal to an independent appeals panel. Parents should be informed of this right and given information on how to appeal.

Parents wishing to appeal should write to the Chair of Governors at [hfchair@hollyfamily.herts.sch.uk](mailto:hfchair@hollyfamily.herts.sch.uk)

### In-Year Applications

In-year applications are made directly to the school. If a place is available and there is no waiting list the child will be admitted at as soon as possible. If there is a waiting list then applications will be ranked by the Governing Body in accordance with the over subscription criteria. If a place cannot be offered at this time you will be offered the opportunity of being placed on a waiting list. This waiting list will be maintained by the Governing Body in the order of the oversubscription criteria as above and not in order in which the applications are received. The Applicant must accept the place and start at the nursery within two school weeks of the offer being made. Failure to do so may result in the offer being retracted. If places are available they may be offered to children the term after they are 3 in accordance with the oversubscription criteria.

Names are removed from the list at the end of each academic year. When a place becomes available the Governing Body will confirm who is at the top of the list so that an offer can be made.

## **Fraudulent Applications**

**The admission 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 by deception.**

### ***Notes (these notes form part of the oversubscription criteria)***

1. A Statement of Special Educational Needs is a statement made by the local authority under section 324 of the Education Act 1996, specifying the special educational provision for a child. 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 special educational provision required for a child.
2. 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 governing body) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

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" 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.

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’ at 6 above 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. Sibling includes:

- (i) A sibling is defined as: the sister, brother, half brother or sister, adopted brother or sister, child of the parent/carer or partner or a child looked after or previously looked after and in every case living permanently in a placement within the home as part of the family household from Monday to Friday at the time of this application.

A sibling must be on the roll of the named school at the time the younger child starts or has been offered and accepted a place.

If a place is obtained for an older child using fraudulent information, there will be no sibling connection available to subsequent children from that family.

A sibling link will not be recognised for children living temporarily in the same house, for example a child who usually lives with one parent but has temporarily moved or a looked after child in a respite placement or very short term or bridging foster placement.

- (i) If an applicant lives at more than one address, the sibling must also reside at the same address for the majority of the school week. The sibling’s address will be verified by the school

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 body will require compelling written evidence from an appropriate professional, such as a social worker, doctor or priest.
11. For the purposes of this policy, parish boundaries are as shown on the attached map and will be applied to the admission arrangements for **[Admissions Policy 26-27]**.

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 Supplementary Application Form ("SIF"). 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 SIF, provided that the child resides at that address for any part of the school week.