



**St. Charles Borromeo**  
CATHOLIC PRIMARY SCHOOL  
AND NURSERY

**Nursery  
Admission Policy**

**2025-2026**



**Part of the Xavier Catholic Education Trust**

# St Charles Borromeo Mission Statement

We will **grow** in our Catholic faith by praying and worshipping together.

We will work hard so that we can **learn** and be the best that we can be.

We will **work** together in our families, school, and parish and with those both near and far to make our world a better place for us all.

We will **follow** the example of Jesus and his teachings in all that we say and do.

## Nursery Admission Policy 2025/2026

A child will be eligible for admission to the Nursery class in the term after they turn 3 years old. Admission is subject to an application being made and places being available.

There are 26 full time equivalent places in the Nursery (see note f), with each session lasting 3 hours. These will be allocated according to the criteria below and not whether the applicant requires a 15 or 30 hours place. We offer three different models for the allocation of these places subject to availability. The models we offer are:-

- Full Day Place, AM & PM Session (30 Hours) 8.50 AM – 3.20 PM (see note e)
- AM Sessions 5 mornings a week (15 Hours) 8.50AM - 11.50AM
- PM Sessions 5 afternoons a week (15 Hours) 12.20PM – 3.20PM

Specific numbers for each type of place will be decided, depending on demand, and will be at the Local Governing Admissions Committee's discretion and according to this Admission Policy.

Where a family does NOT qualify for 30 hours per week of free early years education but expresses an interest in and takes up the offer of the 30 hours, they will be liable for the cost of 15 hrs childcare per week to be charged at the published rate determined by the Local Governing Admissions Committee. Please see:

<https://www.surreycc.gov.uk/schools-and-learning/childcare-professionals/funding-for-childcare-professionals/providing-plus-15-hours-of-free-childcare> for more details on the qualification criteria.

The Local Authority has delegated the admission of Nursery children to the Local Governing Committee of the school. Parents wishing to apply for a place must complete the application form and submit it directly to St Charles Borromeo when their child is two years old or in accordance with the dates set by the Local Governing Committee, if different. In order to be considered for the initial allocation of Nursery places for September 2025 the Nursery Application Form should be returned to the school office by 31st January 2025.

Places will be offered in accordance with the following order of priority:

1. Catholic looked after children or previously looked after children (*see notes a & b*).
2. Catholic children with a brother or sister (*see note d*) at the school at the time of application, resident in the parish of Christ the Prince of Peace (*see note c*). The application must be supported with a certificate of Catholic baptism or reception into the Catholic Church (*see note b*).
3. Catholic children with a brother or sister (*see note d*) at the school at the time of application, who are not resident in the parish of Christ the Prince of Peace (*see note c*). The application must be supported with a certificate of Catholic baptism or reception into the Catholic Church (*see note b*).
4. Catholic children without a brother or sister (*see note d*) at the school at the time of application, resident in the parish of Christ the Prince of Peace (*see note c*). The application must be supported with a certificate of Catholic baptism or reception into the Catholic Church (*see note b*).
5. Catholic children without a brother or sister at the school at the time of application, who are not resident in the parish of Christ the Prince of Peace. The application must be supported with a certificate of Catholic baptism or reception into the Catholic Church.
6. Other looked after children or previously looked after children.
7. Other children with a brother or sister at the school at the time of application.
8. All other children.

Please note Nursery education is a non-statutory provision and there is therefore no right of appeal against the admission authority's decision.

The Governors expect that parents applying for places for their children will accept and uphold the Catholic character and ethos of the school.

In the event of over-subscription of any of the above categories, preference will be given to those children living closest to the school. The distance is measured in a straight line from the address point of the pupil's house, as set by Ordnance Survey, to the nearest school gate available for pupils to use. This is calculated using the Admission and Transport Team's Geographical Information System.

Where the Nursery is oversubscribed it will maintain a waiting list in criteria order.

The needs of the child are our priority. The final decision on the number of hours a child is able to attend and his or her pattern of attendance, rests with the Headteacher.

#### **Notes:**

Whilst we will endeavour to accommodate parents' requested preferences, (i.e. am or pm, 15 hrs or 30 hrs), this may not always be possible. Parents will be advised of a place for September 2025 entry before the end of the Spring Term 2025. If places are still available, applications will be accepted up to the end of the first Autumn half term for immediate entry, for children who are 3 years old prior to Sept 1st 2025. For entry to the Nursery in January 2026, should places be available, parents will be notified by the preceding November.

Children attending St Charles Borromeo Nursery, who joined in January 2025, will continue their Nursery education in September 2025, if it is the parents' wish. Our Admission Policy criteria above will be applied if a parent wishes to change from afternoon to morning, from morning to afternoon and from morning/afternoon to full time for the September place.

**ADMISSION TO THE SCHOOL'S NURSERY DOES NOT GUARANTEE ADMISSION TO THE RECEPTION CLASS AT OUR SCHOOL.** Applications for admission to Reception must be made on a separate application through Surrey County Council and be submitted by the statutory deadline in order to be considered.

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. Previously looked after children also includes those children who appear (to the governing body) to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child will be regarded as having been in state care outside of England if they were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society. The parent/carer will need to provide evidence to demonstrate that the child was in state care outside of England and left that care as a result of being adopted.

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 the purposes of this policy, it includes a looked after child who is part of a Catholic family where a letter from a priest demonstrates that the child would have been baptised or received into the Church if it were not for their status as a looked after child (e.g. a looked after child in the process of adoption by a Catholic family). For a child to be treated as Catholic, evidence of baptism or reception into the Church will be required.

c. **Parish Boundaries:** For the purposes of the admission arrangements for the year 2025/26, the parish boundary of Christ the Prince of Peace is available on the school's website or from the school office.

d. **'Brother or sister':** For admission to this Nursery, 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 application.

e. **30 hour provision** is 8.50 am – 2.50 pm. However, if you would like a full day, finishing at 3.20 pm, there will be an additional charge per week. If a child is full-time, they will be required to bring in a packed lunch.

f. The 26 full time equivalent places in the Nursery can be either 30 hours full time or all morning sessions or all afternoon sessions of 3 hours each, Monday to Friday. The school will make every effort to accommodate your preference but this cannot be guaranteed.

Reviewed: January 2024

Any additional policies referred to can be viewed/downloaded from the school website ([www.stcharlesb.surrey.sch.uk](http://www.stcharlesb.surrey.sch.uk)). Printed copies are available on request from the school office (tel. 01932 842617 or email [info@stcharlesb.surrey.sch.uk](mailto:info@stcharlesb.surrey.sch.uk)).

All policies should be read in conjunction with central policies of Xavier CET which can be viewed/downloaded from [xaviercet.org.uk](http://xaviercet.org.uk)