

THE CATHOLIC DIOCESE OF  
ARUNDEL & BRIGHTON

**St Charles Borromeo Catholic Nursery School**

**ADMISSION POLICY 2026 – 2027**



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



**Policy Review Date: Autumn 2027**

## **NURSERY ADMISSIONS POLICY 2026 -2027**

St Charles Borromeo Catholic Primary School Nursery was founded by the Catholic Church to provide education for children of Catholic families. 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 nursery is conducted by Xavier Catholic Education Trust as part of the Catholic Church in accordance with its trust deed and articles of association, and seeks at all times to be a witness to Our Lord Jesus Christ.

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 nursery in accordance with the admission arrangements.

The Published Admission Number (PAN) for the nursery intake at St Charles Borromeo Catholic Primary School Nursery is 26 full time equivalent places. The Governing Body has sole responsibility for admissions to this nursery. For every nursery intake the Governing Body will agree the ratio of full and part-time spaces. Applications for children to start nursery in September 2026 are welcome from families whose child reaches his/her 3<sup>rd</sup> birthday between 1st September 2025 and 31st August 2026. The governing body will admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's Published Admissions Number ("PAN").

The Xavier Catholic Education Trust will try and meet requested preferences for either the morning or the afternoon session for a child entitled to attend one session, but should either session be oversubscribed, the governing body may offer a place in the alternate session. The Governors' decision is final.

### **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 a 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.

## Nursery Children Applying For Reception

Attendance at the Nursery does not guarantee a place in the Reception class. Parents of children attending St Charles Borromeo Catholic Primary School Nursery must make a new application for Reception.

### 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

<b>Criterion 1</b>	Catholic looked after and previously looked after children (see notes 2&3)
<b>Criterion 2</b>	Catholic children (see note 3)
<b>Criterion 3</b>	Other looked after and previously looked after children (see note 2)
<b>Criterion 4</b>	Catechumens and members of an Eastern Christian Church (see notes 4&5)
<b>Criterion 5</b>	Children of other Christian denominations whose membership is evidenced by a minister of religion (see note 6)
<b>Criterion 6</b>	Children of other faiths whose membership is evidenced by a religious leader (see note 7)
<b>Criterion 7</b>	Any other children.
	<p><b><i>Within each of the categories listed above, the following provisions will be applied in the following order.</i></b></p> <p>(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 8)</p> <p>(ii) Children of a member of staff who has been employed at the school for two or more consecutive years at the time at which the application for admission to the school is made or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage (see note 9)</p>

### 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 the local authority's computerised measuring system. 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.

## **Application Procedures**

In order to make an application, you must complete the: Nursery Application Form and include a copy of your child's birth certificate. The information on the application form and other supporting documents enables the Governing Body to assess your application fully against the nursery's criteria in the event of oversubscription. Please return the application (in person or by post) to the school Admissions Officer at Portmore Way, Weybridge, Surrey, KT13 8JD together with all other relevant paperwork required for your application. Alternatively, applications can also be sent across via email to [info@stcharlesb.surrey.sch.uk](mailto:info@stcharlesb.surrey.sch.uk). If you do not complete the application and return it by 15th January 2026, the Governing Body will be unable to consider your application fully and your child's offer may be compromised. Applications received after the closing date will be deemed late and therefore, dealt with after the initial allocation process has been completed. The Admissions Officer will write to you on behalf of the Governing Body with the outcome of your application on or prior to 27<sup>th</sup> March 2026.

For a child to be considered under Criteria 1,2,4,5 or 6, supporting evidence will be required. If you do not provide the supporting documentation, your child will not be placed in criteria 1,2,4,5 or 6, which 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.

## **Late Applications**

Late applications will be considered once the applications received on time have been allocated. 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 throughout the school year. The waiting list will be held open until the 31 July 2026. Inclusion in the school's waiting list does not mean that a place will eventually become available.

## **In-Year Applications**

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 to the school. 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).

The governing body reserves the right to withdraw the offer of a place or, where a child is already attending the nursery, the place itself, where it is satisfied that the offer or place was obtained by deception.

## **Fair Access**

The nursery is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admissions round, the Governing Body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the Local Authority and the Diocese for the current school year. The Governing Body has this power even when admitting the child would mean exceeding the published admission number.

## Right of Appeal

If you are unsuccessful you may ask us for the reasons for the refusal of a place. As nursery provision is non-statutory the Governors' decision is final and there is no formal right of appeal.

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

1. 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.
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 who is part of a Catholic family where a letter from a priest demonstrates that the child would have been baptised or received 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 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. '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 address as the applicant.

9. 'Member of Staff' are children of St Charles Borromeo Catholic Primary School staff members only. This does not include employees of Xavier/Bosco Catholic Education Trust (or their other schools) of which St Charles Borromeo Catholic Primary School is a part.

10. 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.

11. 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.