Our Lady of Compassion Catholic Primary School Nursery Admission Arrangements for the academic year 2027/2028

The admissions process for Our Lady of the Compassion Catholic Primary School is co-ordinated by its' Governors.

To apply for a Nursery place at Our Lady of the Compassion Catholic Primary School an application must be made using the Nursery application form, which can be found on the school website www.olc.solihull.sch.uk or requested directly from the school office. Parents are also required to provide proof of baptism at time of application.

Applications need to be made by **Friday 4th December 2026**. All applications and evidence of baptism which are submitted on time will be considered at the same time, after the closing date.

You will be advised of the outcome of your application on **Friday 22nd January 2027**, or the next working day, by correspondence directly from the school.

Please note that throughout this policy, the term 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.

The ethos of this school is Catholic. The school 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 is conducted by its governing body as part of the Catholic Church in accordance with its Trust Deed and Instrument of Government 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. Our expectations are 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.
For the purposes of this policy, parish boundaries are as shown on the Archdiocese of Birmingham parish boundary map which can be accessed at http://www.birminghamdiocese.org.uk/parish-map/ and will be applied to the admission arrangements for the academic year 2024/2025.
A copy of the parish map can be requested via the school office and can also be viewed on the school's website – www.olc.solihull.sch.uk

Published Admission Number (PAN):
The Governing Body has set its admission number at 36 full-time places (30 hours per week) for the school year which begins September 2026.

Rising 3's
Our Lady of Compassion Catholic Primary School admits children at the beginning of each academic year in September. If there is space in Nursery (FS1), children can be admitted in the term after they become 3 years old (known as Rising 3's) in January (Spring Term) and April (Summer Term).

If a child is 3 years old within the Autumn Term (and therefore not eligible for government funding until the Spring Term) parents have the option to pay for a place in Nursery (subject to availability).

There is also an option for children to attend the breakfast/afterschool club (Footsteps) please follow this link for further information and charges: https://www.olc.solihull.sch.uk/footsteps-breakfast-and-after-school-club/

Consumables
We do not charge for consumables; however, we kindly ask parents to provide items such as nappies, wipes, nappy cream, and suncream.

Oversubscription:
Where there are more applications for places than the number of places available, places will be offered according to the following order of priority. If there is oversubscription within a category, the Governing Body will give priority to children living closest to the school determined by the shortest straight line distance (see Note 5). Please refer to the oversubscription criteria on page 3.

Late applications:
Late applications will be offered a place where possible or will be added to the waiting list in priority order according to the oversubscription criteria.

Nursery Offers
Offers will be made on the following basis:

The pupil will be entitled to take up that place, on a full-time basis in the September following their third birthday.

Currently all parents are eligible for 15 hours of free childcare with an additional 15 hours of free childcare available if parents meet the funding requirements. Parents will be charged for the additional 15 hours if they do not qualify for 30 hours of free childcare. The hourly rate will mirror that the Governing Body receives in funding from Solihull Local Authority. In addition, there is an option for children to stay on the school premises longer than 30 hours per week. This will be charged as follows:

- Core nursery hours - 8.45am to 2.45pm are free for those parents who receive 30-hour funding. Please check your eligibility by visiting: Check you're eligible for free childcare if you're working - GOV.UK (www.gov.uk)
- 3.15pm pick up (2:45pm-3:15pm) would incur a cost of £3.00 per day
- For parents who are not eligible for the 30 hours of funded childcare, nursery sessions can be purchased at a rate consistent with government funding.
- There is also an option for children to attend the breakfast/afterschool club (Footsteps) please follow this link for further information and charges: https://www.olc.solihull.sch.uk/footsteps-breakfast-and-after-school-club/

Acceptance of a Nursery Place:
Acceptance of a Nursery place will be based on the acceptance of the above funding policy. Attendance at Our Lady of Compassion Nursery does not automatically guarantee that a place will be offered in the Reception class at Our Lady of Compassion Catholic Primary School All applications will be considered against the over subscription criteria by the Governing Body.

Waiting List:
Unsuccessful applicants will be placed on a waiting list in priority order according to the oversubscription criteria. If a place becomes available, the child at the top of the list will be offered the place.

A child's position on a waiting list is not fixed. When a new child joins the waiting list, all applicants on that waiting list will be re-ranked to ensure that the list is always maintained in oversubscription criteria order. This means that a child's position on the waiting list could go up or down during the time that it is on the list. Any late applications accepted will be added to the waiting list in accordance with the oversubscription criteria.

Inclusion on the waiting list does not mean that a place will eventually become available. It may be that those already offered places may accept them, thereby filling all available places.

Appeals:
There is no statutory right of appeal to admission to a nursery setting.

However, where parents feel there are exceptional circumstances, they may request for the school Admissions Panel to reconsider the application. Requests to review applications must be made in writing and contain details of the basis for a review. In addition, parents may request face to face meeting with the Admissions Panel. This decision will be final

Oversubscription Criteria

1. Baptised Catholic children (see Note 2 below) who are looked after or previously looked after (See Note 3 below).

2. Baptised Catholic children (see Note 2 below) living in the parish of The Holy Ghost and Mary Immaculate, Olton (also known as The Friary) who have a brother or sister (see Note 4 below) attending Our Lady of Compassion Catholic Primary school at the time of admission.

3. Baptised Catholic children (see Note 2 below) living in the parish of The Holy Ghost and Mary Immaculate, Olton (also known as The Friary).

4. Other Baptised Catholic children (see Note 2 below) who have a brother or sister (see Note 4 below) attending Our Lady of Compassion Catholic Primary School at the time of admission.

5. Other Baptised Catholic children (see note 2 below).

6. Non-Catholic children who are looked after or previously looked after (See Note 3 below).

7. Non-Catholic children who have a brother or sister (see Note 4 below) attending Our Lady of Compassion Catholic Primary School at the time of admission.

8. Non-Catholic children.

Note 1
Children with an Education, Health and Care (EHC) Plan that names the school MUST be admitted. This will reduce the number of places available to applicants. This is not an oversubscription criteria.

Note 2
In all categories, for a child to be considered as Catholic, evidence of Catholic Baptism or Reception into the Church will be required. For a definition of a Baptised Catholic, see the Appendix. Those who face difficulties in producing written evidence of Catholic Baptism or Reception into the Church should contact their Parish Priest. Parents making an application for a Catholic child should provide evidence of your child's baptism. The application form and baptism certificate and any additional supportive documentation should be returned directly to the school. If you do not provide the information required by the closing date, this is likely to affect the criteria that your child is placed into, which is likely to affect your child's chance of being offered a place at this school.

Note 3

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 the local authority or (b) being provided with accommodation by them in the exercise of their social services functions (eg children with foster parents) at the time of making the application to the school. A "previously looked after child" is a child who immediately moved on from that status after becoming subject to an adoption, child arrangement order or special guardianship order and includes those children who appear to have been in state care outside of England and ceased to be in state case as a result of being adopted. For the purposes of this policy, a looked after child living with a family where at least one of the carers is Catholic will be considered as Catholic. The carer must forward a copy of their own Catholic Baptismal or Reception certificate directly to the school in order for this priority to be given to the child as failure to do so will result in the looked after child being ranked as a non-Catholic."

Note 4

For all applicants the definition of a brother or sister is:

- A brother or sister sharing the same parents
- A half-brother or half-sister, where two children share one common parent
- A step-brother or step-sister, where two children are related by a parents' marriage or where they are unrelated but their parents are living as partners.
- Adopted or fostered children

The children must be living permanently in the same household.

Note 5

Distances are currently measured in a straight line from home to school.

In a very small number of cases, where the school is oversubscribed, it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place when applying the published admission criteria.

For example, this may occur when children in the same year group live at the same address, or if the distance between the home and the school is exactly the same, for example, blocks of flats. If there is no other way of separating the applications according to the admissions criteria and to admit both, or all, of the children would cause the Published Admission Number to be exceeded, we will randomly select the child to be offered the final place.

The governing body will, where possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's published admission number.

The home address is the place where the child is permanently resident with his or her parents. When a child lives between two addresses we will use the address of the parent who is in receipt of child benefit

APPENDIX

DEFINITION OF A "BAPTISED CATHOLIC"

A "Baptised Catholic" is one who:

- Has been baptised into full communion (Cf. *Catechism of the Catholic Church, 837*) with the Catholic Church by the Rites of Baptism of one of the various ritual Churches in communion with the See of Rome. Written evidence of this baptism can be obtained by recourse to the Baptismal Registers of the church in which the baptism took place (Cf. *Code of Canon Law, 877 & 878*).

Or

- Has been validly baptised in a separated ecclesial community and subsequently received into full communion with the Catholic Church by the *Rite of Reception of Baptised Christians into the Full Communion of the Catholic Church.* Written evidence of their baptism and reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases, a sub-section of the Baptismal Registers of the church in which the *Rite of Reception* took place (Cf. *Rite of Christian Initiation, 399*).

WRITTEN EVIDENCE OF BAPTISM

The Governing bodies of Catholic schools and Boards of Directors of Catholic Academies will require written evidence in the form of a Certificate of Baptism or Certificate of Reception before applications for school places can be considered for categories of "Baptised Catholics". A Certificate of Baptism or Reception is to include: the full name, date of birth, date of Baptism or Reception, and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of Baptism or Reception.

Those who would have difficulty obtaining written evidence of Catholic Baptism/Reception for a good reason, may still be considered as Baptised Catholics but only after they have been referred to their parish priest who, after consulting the Vicar General, will decide how the question of Baptism/Reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

Those who would be considered to have good reason for not obtaining written evidence would include those who cannot contact the place of Baptism/Reception due to persecution or fear, the destruction of the church and the original records, or where Baptism/Reception was administered validly but not in the Parish church where records are kept.

Governors and Boards of Directors may request extra supporting evidence when the written documents that are produced do not clarify the fact that a person was baptised or received into the Catholic Church, (i.e. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is Catholic Church or not.)