

ST ALBAN'S PRE SCHOOL

ADMISSION POLICY

Admission to St. Alban's Pre School will be decided by the Governing Body. Preference will be considered on an equal basis with the following set of ADMISSIONS CRITERIA forming a priority order where there are more applications for admissions than the Pre School has places available.

- 1) Baptised Catholic Cared for Children who are in the care of the Local Authority.
- 2) Baptised Catholic children who have a sibling in the school at the time of admission
- 3) Baptised Catholic children from the parish of St. Alban's.
- 4) Baptised Catholic children from other parishes
- 5) Non Catholic Cared for children who are in the care of the Local Authority
- 6) Non Catholic children who have a sibling in the school at the time of admission
- 7) Other children.

NOTES

a) All applicants will be considered at the same time and after the closing date for admissions, as decided by the Governing Body.

b) All Catholic applicants will be required to produce baptismal certificates.

d) If category (3) is oversubscribed, children who satisfy (2) and (3) will have priority over children who satisfy only (3). Subsequently if in this or any other category there are more applications than places available, priority will be given on the basis of distance from home to school. Distance will be measured in a straight line from the front door of the child's home address (including the community entrance to flats) to the main entrance of the school using the Local Authority's computerised measuring system with those living nearer to the school having priority. In the event of distances being the same for 2 or more applicants where this distance would be last place/s to be allocated, a random lottery will be carried out in a public place. All the names will be entered into a hat and the required number of names will be drawn out.

e) Where a child lives with parents with shared responsibility, each for part of a week, the child's "permanent place of residence" will be determined as the address of the parent who normally has responsibility for the majority of school days in a week.

f) Sibling is defined as a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

g) A waiting list for children who have not been offered a place will be kept and will be ranked according to the Admission Criteria.

i) If an application for admission has been turned down by the Governing Body, parents can appeal to the Governing Body. This appeal must be sent in writing to the Clerk to the Governors at the school within 14 days of refusal. Parents must give reasons for appealing in writing and the decision of the Appeals Panel is binding on the Governors.

j) The Governing Body reserve the right to withdraw the offer of a school place where false evidence is received in relation to baptism, sibling connections or place of residence.

This policy was adopted by	St Albans Pre School	<i>(name of provider)</i>
On	23 January 2026	<i>(date)</i>
Date to be reviewed	23 January 2027	<i>(date)</i>
Signed on behalf of the provider	<i>Elaine Mercer</i>	
Name of signatory	Elaine Mercer	
Role of signatory (e.g. chair, director or owner)	Head of Pre School	