THE ROSARY CATHOLIC PRIMARY SCHOOL

NURSERY ADMISSION POLICY 2026-27

The Rosary Catholic Primary 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 always 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. We therefore hope that all parents (see note 9) 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.

The Published Admission Number (PAN) for the Nursery class at The Rosary Catholic Primary is 52. The Governing Body has sole responsibility for admissions to the Nursery and intends to admit 52 children in the school year which begins in September 2026. Applications for places in the Nursery are made by completing the Nursery Supplementary Information Form (NSIF) and returning it to the School by 6th March 2026 at the latest. Applications are invited from families with a child born between 1st September 2022 and 31st August 2023 i.e. children who will have reached their 3rd birthday by 31st August 2026.

How Many Hours to Apply For.

When an offer of a place is made, it is initially for 15 hours. This nursery will also be offering a limited number of 30-hour places for eligible families (where both parents or a single parent are working 16 hours or more per week and earning less than £100k). You can check your eligibility for the 30 hours through www.childcarechoices.gov.uk or by using the childcare calculator at www.gov.uk/childcare-calculator.

The admission authority will, where logistically possible, 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").

Pupils with an Education, Health & Care Plan (EHCP) (see note 1)
The admission of pupils with an Education, Health and Care Plan (EHCP) 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:

1. Catholic looked after and previously looked after children. (see notes 2&3)
2. Catholic children who are resident in the parish(es) of **Heston, Osterley and Cranford** (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) **Exceptional Medical/Social Need Definition**

All Hounslow schools have experience of dealing with children with different social and medical needs. Occasionally, there will be a very small number of children for whom exceptional medical, social, or medical circumstances will apply, which will warrant a placement at a particular school.

Common medical conditions and allergies can usually be supported in all Hounslow mainstream schools. Therefore priority under this criterion would not normally be given for these.

Some mainstream schools have units attached which provide specialist provision for children with an education, health and care plan which names the school. The facilities in these units are not normally available to children in the mainstream school and as such priority under a school's exceptional social or medical criterion would not normally be agreed for a mainstream place on the basis of a specialist unit being attached to the school.

In addition, routine child minding arrangements would not normally be considered to be an exceptional social reason for placement at a particular school.

The request for the admission authority to consider medical and social need priority must be submitted at the same time as making your application.

The application must be supported by compelling written evidence from a suitable professional such as a hospital consultant, a social worker or health visitor that sets out the particular reasons why this school is the most suitable and the difficulties that would be caused if the child had to attend another school. This must be submitted at the time of the original application.

If the school is not the closest to home, the professional must set out in detail the wholly exceptional circumstances for attending this school and the difficulties if the child had to attend another school. Providing evidence does not guarantee that a child will be given priority at a particular school, and in each case a decision will be made based on the merits of the case and whether the evidence demonstrates that a placement should be made at this school over any other.

(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). Siblings must still be in this school in September 2026

Distance – measuring home-to-school distance

In order to be fair to all applicants, Hounslow has a standard method of measuring the home to school distance. For all schools where the Local Authority (LA) is the Admissions Authority (AA) for the school and any schools where the Admissions Authority (the Governing Body or Academy Trust) has a policy to use the LA's measuring system, the walking route is measured by using a geographical information system.

It starts from a "seed point" which is a point of measurement in the footprint of the home address (see note 10). The seed point is provided by the Local Land and Property Gazetteer (LLPG) from information compiled by the Local Authority or from the National Land Property Gazetteer (NLPG) for addresses outside our borough.

From the seed point, the route firstly connects to the nearest node of the digitised network. It will always measure using the centre of the road nearest to this point even if your home address is on the corner of two roads. The positioning of front doors, driveways and back gates are not relevant to the route or the measurement and are not programmed to be used by the measuring system. The digitised network is constructed from road data supplied by Ordnance Survey called OS Mastermap Highways Network. OS Mastermap Highways Network has been accurately digitised to measure along the centre of the road. The LA has no control over how OS digitise the road and footpath network.

The network starts from the seed point in the property provided as the child's address and continues by the walking route to the nearest of the school gates which is used by pupils to enter the school grounds. Where there are multiple applications with equal distances, the LA's database will randomly order these.

The walking route is established using an algorithm within the software used by the LA. This programme integrates with the LA's database (Synergy/School Admissions Management) which is supplied by Access UK Ltd www.theaccessgroup.com

Other measuring systems may give a different measurement but the Local Authority cannot take a measurement from another measuring system

Tie breaker

If there is one place available and two or more children next in order of priority or next on the waiting list meet the appropriate criterion equally, the place will be allocated using the distance criterion. If the distances are equal, the LA's database will randomly order these.

Application Procedures and Timetable

To apply for a place at this school in the normal admission round, you must complete the Supplementary Information Form (NSIF). The Nursery Supplementary Information Form should be returned to **School Business Manager, The Rosary Catholic Primary School,10 The Green, Heston, TW5 0RL** by **6 March 2026.**

You will be advised of the outcome of your application by **1 May 2026** . If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel. Parents should accep or decline the places within two weeks of the offer date.

Late Applications

Late applications will be administered in accordance with your home Local Authority Primary Co-ordinated Admissions Scheme. You are encouraged to ensure that your application is received on time.

Fair Access Protocol

The school 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 admission round the admission authority is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The admission authority has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

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.

Applications from abroad (or from Scotland, Wales, Northern Ireland, the Isle of Man or the Channel Islands)

This policy does not apply to Crown Servants, who are dealt with under the statutory provisions of the School Admissions Code * see Members of UK Armed Forces and Crown Servants.

If you and/or your child currently live abroad but intend to move to the London Borough of Hounslow, we will accept an application ahead of your arrival. Your application will be processed using the home address in the country where your child is currently residing even if your family is returning to a property you own in the UK.

If we make an offer of a school place, the child will be expected to start on the first day of term.

Parents should ensure that their child has a right of abode or the conditions of their visas otherwise permit them to access a state-funded school.

Members of the UK Armed Force and Crown Servants

Applications will be accepted for children of families of UK Service Personnel and Crown Servants. Families of UK Service Personnel and other Crown servants are subject to frequent movement within the UK and from abroad. An official letter from the MOD, FCO or GCHQ should be submitted with the application detailing relocation date and a unit postal address or quarters in Hounslow and we will arrange for that address to be used throughout the admission process.

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 S.37 of the Children and Families Act 2014, specifying the educational provision required for a child.

2. **Looked After or Previously Looked After Children**

- 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 an 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 admission authority) 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, acknowledging 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 of CYTÛN 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' 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:

- . All natural brothers and sisters, half-brother and sisters, adopted brothers and sisters, stepbrothers and sisters, foster brothers and sisters, whether or not they are living at the same address, and

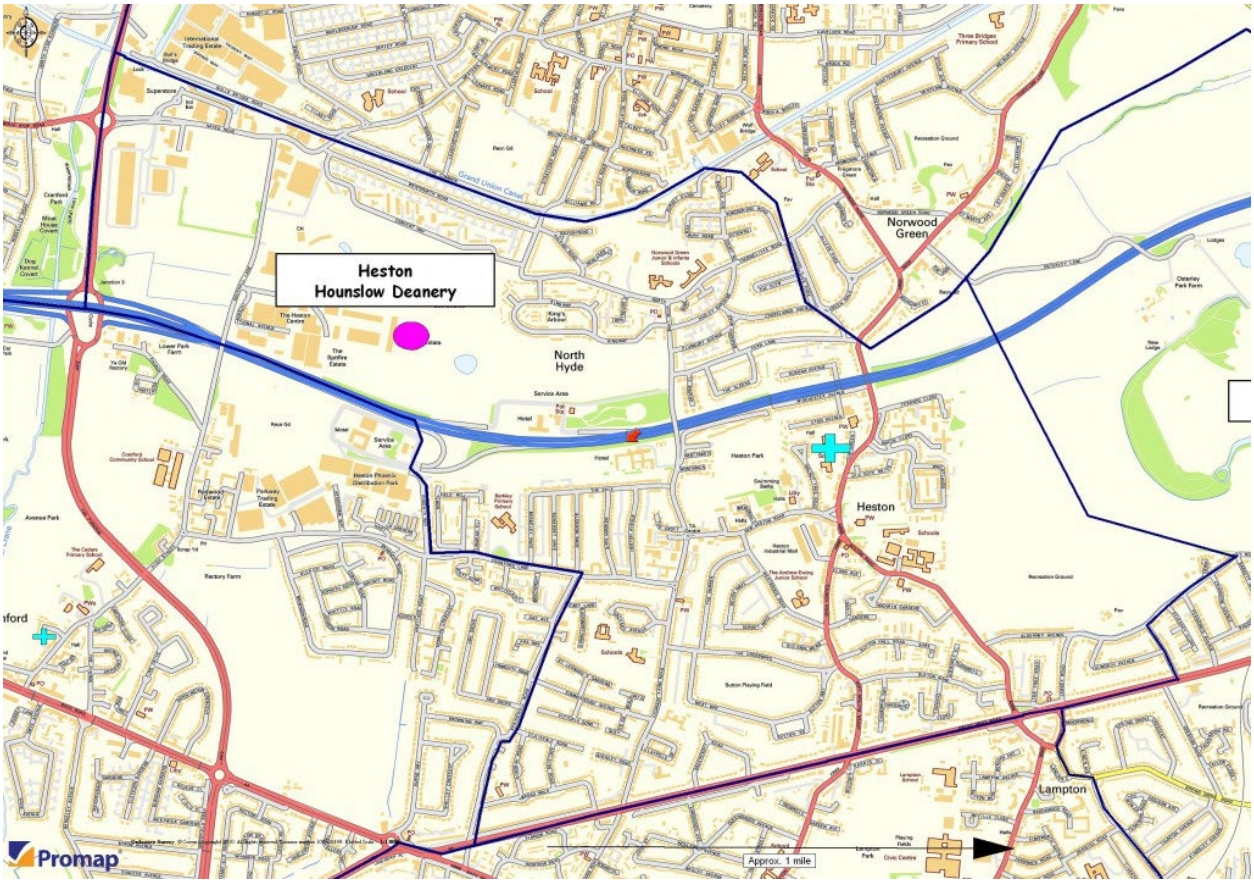
- . The child of a parent's partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.

9. **A 'Parent'** means all natural parents, any person who is not a parent but has parental responsibility for the child and any person who has care of a child.

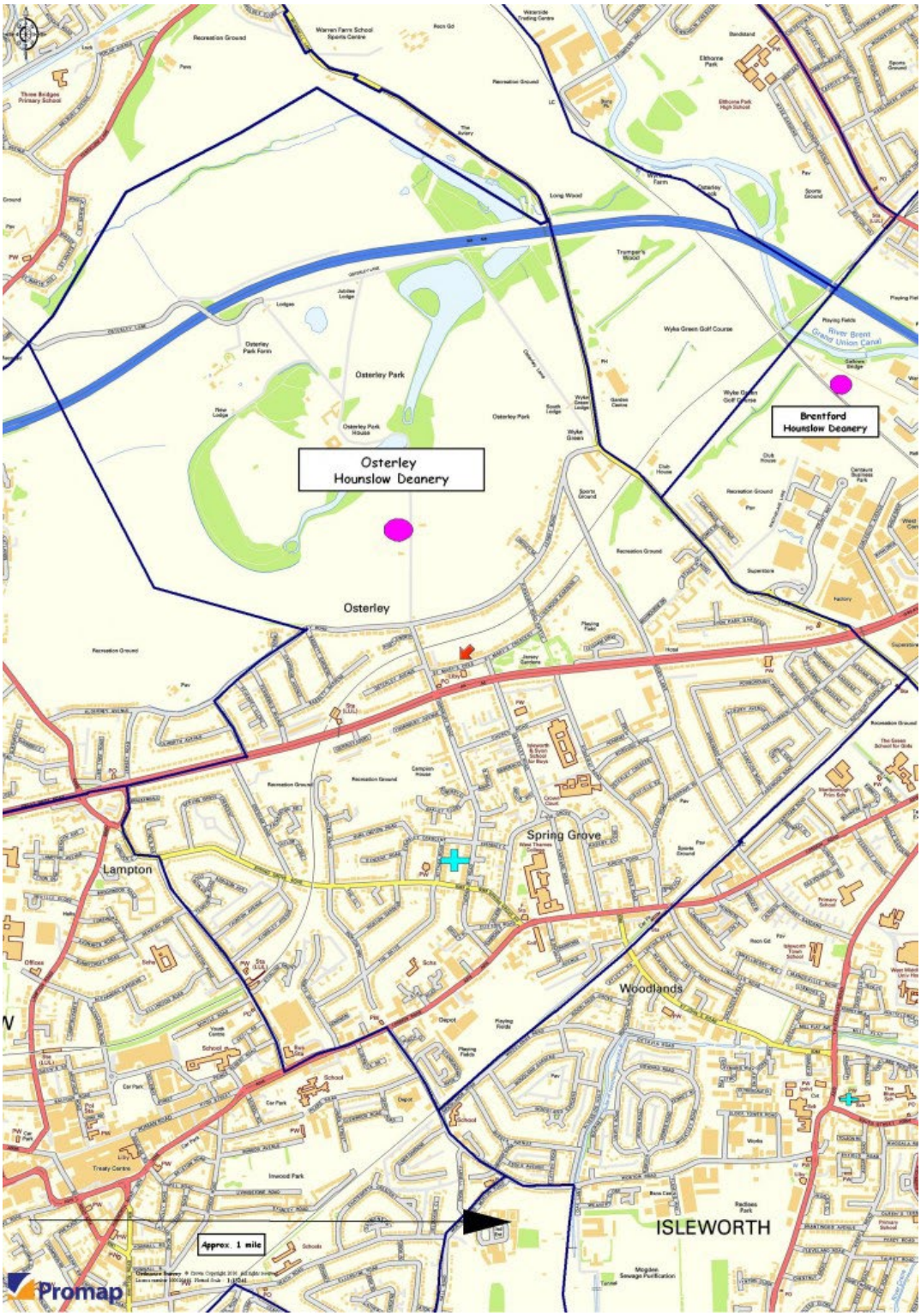
10. A child's **"Home Address"** refers to the address where the child usually lives with a parent or carer, and will be the address provided in the Common Application Form ("CAF"). Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.

11. **Parish Boundaries** – for the purposes of this Policy, parish boundaries are as shown on the maps and will be applied to the admission arrangements for 2026-27.

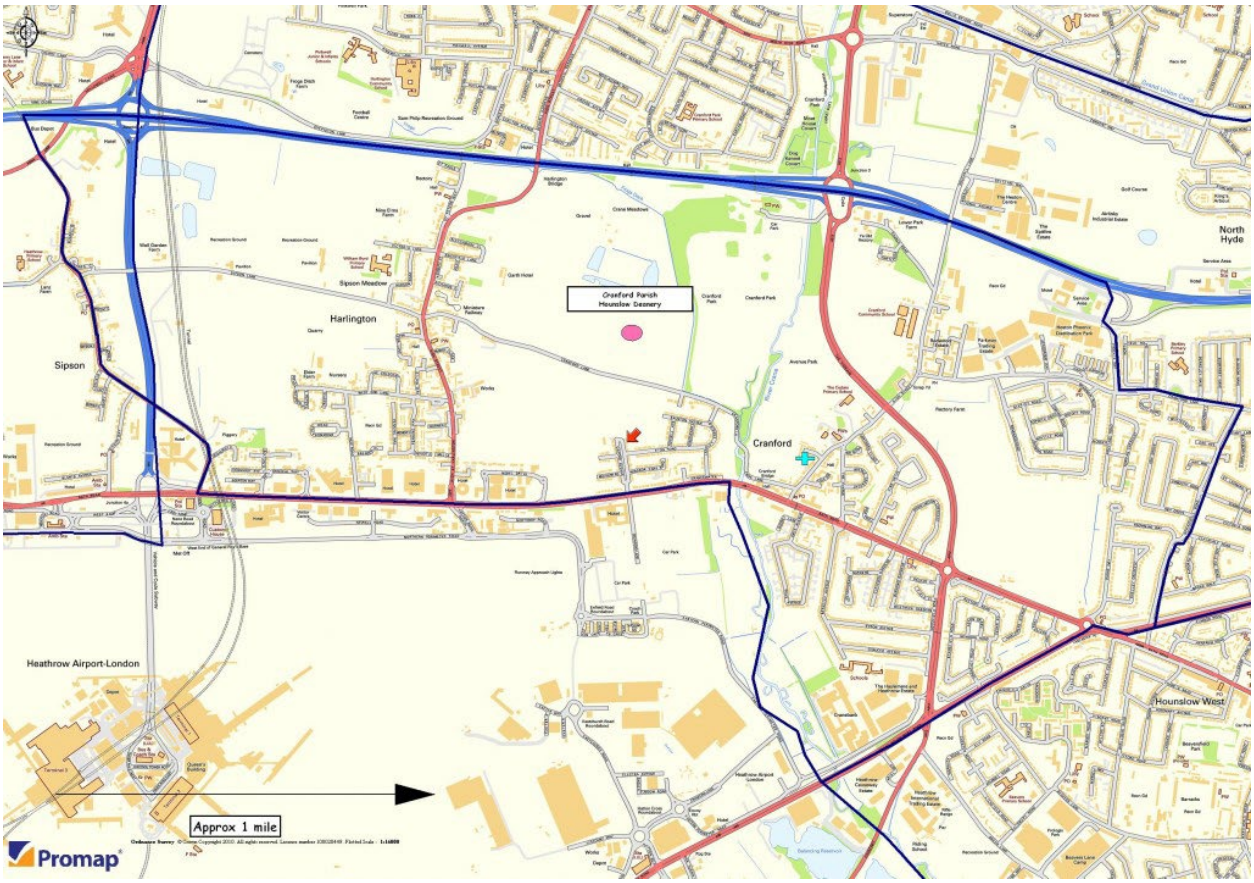
Heston:



Osterley:


Osterley
Hounslow Deanery
Brentford
Hounslow Deanery
Osterley
Spring Grove
Lampton
Woodlands
ISLEWORTH
Approx. 1 mile
Promap

Cranford:


Cranford Parish
Hounslow Deanery
Harlington
Sipson
Sipson Meadow
Cranford
North Hyde
Hounslow West
Heathrow Airport-London
Approx 1 mile
Promap