

St Katherine's Church of England Primary School

Hilton Road, Canvey Island, Essex, SS8 9QA
e-mail: admin@st-katherines.essex.sch.uk

Tel: 01268 685611



Fax: 01268 685656

Head Teacher: Mrs A Taylor

Deputy Head: Mrs P Everest

Dear Prospective Parent,

We are delighted that you are considering a place for your child in our Nursery. We are proud of our school's reputation which is based on an ethos of high expectations and a partnership approach. This partnership - Staff, Governors, Parents and Children – seeks to nurture Christian values and an environment where children are at the centre of all we do.

The School admission process can be confusing, and we feel it is important that you are as informed as possible regarding what will happen and when. Therefore we have prepared guidelines which outline the process as it applies to St Katherine's, and any action you may need to take. Please keep the guidelines safely and use them for reference in the coming months. The guidelines are designed to be as straightforward and as comprehensive as possible. However if you have any further queries or questions we are here to help! Just ring us on the school number and ask to speak to our Pupil Administrator. If the Pupil Administrator is unavailable a member of the Admin Team will be happy to take a message. Most queries can be solved this way but an arrangement to meet can be organised if necessary.

We always encourage prospective parents to visit the school and to look around in order to make a fully informed choice. School tour dates will be published on the school website. ***However, if it is not possible for the school to offer tours/open visits due to Government guidance and social distancing restrictions, please check on the school website www.stkatherinesprimary.com for details of a virtual tour.***

Since places are in high demand, a completed application form is treated by the Governors as a firm commitment to accept the place when offered. **Children start in our Nursery at different points in the school year, depending on when they turn 3 years old.**

When your child turns 3

1st Sept – 31st Dec

1st Jan – 31st Mar

1st Apr – 31st Aug

Start

Term starting on or after 1st Jan

Term starting on or after 1st Apr

Term starting on or after 1st Sept

We look forward to receiving your application and to meeting you and your child in due course.

Yours sincerely

Mrs Anne-Marie Taylor
Headteacher

St Katherine's Church of England Primary School and Nursery
Diocese of Chelmsford

Application Pack

Welcome to St Katherine's. We are a Church of England Foundation School, providing an education for pupils from the age of 3 in the Nursery, and between the ages of 4 to 11 in Reception to Year 6.

Our School Aims are as follows:

- ✿ To teach children through an overtly Christian doctrine to develop a positive moral code which will become implicit in their attitudes both now, and in adult life.
- ✿ To encourage the pursuit of excellence
- ✿ To ensure that all pupils reach their true potential.
- ✿ To provide a wide variety of learning opportunities and experiences.
- ✿ To raise children's cultural awareness and ensure access to a full, enriching curriculum.
- ✿ To encourage confidence through the development of high self-esteem.

The school is a community, which has high standards in terms of effort, attitude and behaviour. Governors and Staff place high value on children's entitlement to work in an environment where the right to learn is absolute. Therefore, should you choose to enrol your child in our school, your positive support and encouragement for all aspects of curriculum and policy would be expected.

Working your way through the Admissions Process.

A range of information is contained within this pack:

1. **The Admissions Policy Statement**, which lists the Criteria for admission.
2. How you go about **seeking a Church recommendation** to support your child's application
3. **Guidelines for Parents**, which answer a number of general queries that parents often have.
4. **The St Katherine's School - Nursery Application Form** which incorporates some information required for Local Authority (LA) administrative purposes and also asks you specifically to note down your reasons for wanting your child to attend a Church of England School.

We would ask you to note the following points of organisation.

- ⌘ **Pupils enter the Nursery in the term following their third birthday, and enter the Reception Class at the start of the following school year, assuming that they have been offered a place. *If your child is allocated a place in our Nursery class this does not guarantee them a place in Reception and you will need to apply via Essex Admissions for a Reception class place at the relevant time.***
- ⌘ **By taking up the offer of a place in our Nursery Class parents/carers are agreeing to the school claiming the full Free Early Years Education Entitlement for 3 & 4 Years old (i.e. currently 15 hours per week) as sole provider. A child in the Nursery class will attend mornings, Monday to Friday (a total of 15 hours per week), as a minimum**
- ⌘ **Parent/carers also have the option to access afternoon sessions in our Nursery, either using Extended Entitlement funding where eligible (with St. Katherine's School being named as sole provider) or by paying for sessions, as and when required, themselves.**
- ⌘ **Parents of each Nursery child are asked to contribute a nominal daily amount towards the Nursery Fund. This voluntary contribution is sought weekly or termly and is used to enhance the Early Years provision and includes funding for daily snacks and drinks, cooking and craft activities, birthday and Christmas presents for the children and to replace items of equipment that simply wear out through constant hard use. Currently this contribution is £1 per day / £5 per week.**
- ⌘ **Each family in the school is asked to contribute a small amount per term to the Governors' Fund. These voluntary contributions are used to resource the Personal, Social and Health Education and Cultural Awareness Programmes in school which are strongly supported by the Governing Body. Currently this contribution is £3 per family per term.**



St Katherine's Church of England Nursery
Admissions Policy Statement

This statement is our Admissions Policy and supersedes any previous statements issued.

The number intended to admit each year is 30. In the event of oversubscription, a waiting list will be maintained. *The waiting list for Nursery is held strictly in the order of the admissions criteria.*

Parents and carers applying for a place in our Nursery, would be expected to support the ethos of the school which is founded on Christian values and practice.

Children start in the St. Katherine's C of E School Nursery in the term following their third birthday.

The Governors see great value in pupils attending a nursery setting which places a high emphasis on a strong moral code and the partnership approach of parents.

All applications for a place in our Nursery provision must be made on the St. Katherine's C of E School Nursery application form (available from the school office or the school website) which should be completed and sent directly to the school. Please allow 10 working days then, if you do not receive a letter confirming receipt of your application, contact the school to check it has been received.

Applications received by the end of September each year (for a start in the following Spring, Summer or Autumn term) will be considered by Governors in line with the admissions policy.

Any applications received after the end of September each year, will be considered separately and any remaining places will be offered where available.

Note: Attending the St Katherine's Nursery does not guarantee your child being offered a place in the school's Reception Class and it is important that parents/carers complete an Essex County Council application in the Autumn term of their Nursery year, prior to the following September intake into a Reception Class. Please see the school website for the school Admission Policy.

Where there are more Nursery applications than the number of places available at any time, the following criteria will be applied by the Governors' Admissions Panel, in the order set out below, to decide which children to admit.

A. Applicants whose normal place of residence is Canvey Island, in the following priority order:

- 1) "Looked After" Children and previously looked after children (as defined in the Primary Education in Essex booklet) with a recommendation by a Christian Minister. In the event of there being a greater number of applications than places available, applications from parents/carers who have a longstanding active involvement in the life of The Church will be given a higher priority. (see Page 3 Notes)
- 2) Looked After Children and previously looked after children (as defined in the Primary Education in Essex booklet) not of the Christian Faith.
- 3) Children with siblings currently attending the school and with a personal recommendation by a Christian Minister. In the event of there being a greater number of applications than places available, applications from parents/carers who have a longstanding active involvement in the life of The Church will be given a higher priority;
- 4) Children with siblings currently attending the school.
- 5) Children with a personal recommendation by a Christian Minister. In the event of there being a greater number of applications than places available, applications from parents who have a longstanding active involvement in the life of the Church will be given a higher priority.
- 6) Children whose parents desire a Christian education for their child even though they themselves may not be practising Christians.
- 7) Straight line distance from the school.

In the event of the school being oversubscribed in any of the above categories, the following provisions will be applied in this given order:

- (a) Children of teaching staff (regardless of home address) who:
 - a. Have been employed at the school for two or more years at the time of application for the school place
 - b. The member of staff is recruited to fill a vacant post for which there is a demonstrable skills shortage
- (b) Straight line distance from the school

B. Applicants not normally resident on Canvey Island will be admitted in the same order as above.

For consideration under criteria A and B this school requires a St. Katherine's C of E Primary School Nursery application form to be completed. Please contact or visit the school office or see the school website.

Notes on Admissions Policy Statement

Note 1 'Looked After Children' are children in Local Authority Care.

Note 2 An appropriate Christian minister is the Minister in Charge of the worshipping congregation to which the child's parents belong. If the congregation has currently no full time minister, a letter may be obtained from a duly authorised warden of the Church or the person who normally leads the services. In this case the letter would need to be on headed stationery belonging to that Church. The Minister or duly authorised person would be expected to confirm that the parents of the child have been active participants in the life and worship of the congregation over a period of six months or more.

Note 3 A sibling is the brother or sister of a child who is expected still to be attending St Katherine's School when the sibling is admitted. A sibling could be full, half or step sister or brother living in the same or different household as the older brother or sister.

Note 4 The distance is determined by an online measuring system.

Acceptance of an offer for a place in the St. Katherine's C of E School Nursery, denotes acceptance of the following terms:

- Children attend the Nursery provision Monday to Friday, in line with the main school calendar (unless prior notice has been given by the school).
- Children attending our Nursery Provision for 'mornings only' enter at 8:45am and must be collected promptly at 11:45am.
- Children attending 'full days' in our Nursery provision enter at 8:45am and must be collected promptly at 3:05pm.
- Children attending our Nursery provision for a 'full day' must be provided with a named packed lunch and drink from home.
- Parents agree to complete a Free Early Education Entitlement 3/4 Year Olds form, when requested by the school, in advance of each term, to allow St. Katherine's C of E School to claim the 15 hours of Universal FEEE3/4 funding per week for the whole of the term. This funding pays for your child's place in our Nursery provision for their morning sessions only.
- **St. Katherine's C of E School Nursery must be named as the sole provider of the Free Early Education Entitlement for 3/4 Year Olds for all children attending our Nursery provision.** Permission must not be given to any other provider allowing them to claim the FEEE3/4 funding for the child.
- Where parents, who are eligible for the Extended Entitlement funding, choose to access funded 'full days' (8:45am – 3:05pm) in our Nursery provision for their child, they agree to provide us with their Extended Entitlement eligibility code when requested and in advance of each term and by the published Childcare Choices deadline date. This will allow St. Katherine's C of E School to claim the **additional** 15 hours of Extended Entitlement funding per week for the whole of the term (i.e. the school will claim a total of 30 hours funding per week, for the whole of the term, for the child).
 - **St. Katherine's C of E School Nursery must be named as the sole provider of the Extended Entitlement in this instance (i.e. it will not be possible to split the Extended Entitlement funding with another provider during that term and permission must not be given to any other provider allowing them to claim).**
 - **Eligibility codes must be valid into the term being claimed for or beyond. If the code 'expires' before the start of the term being claimed for, it will not be possible for the child to attend funded afternoon sessions and the parents will need to book and pay for the sessions as required.**
 - **If valid eligibility codes are not provided to the school by the Childcare Choices deadline (usually by the end of the previous term) it will not be possible for the child to attend funded afternoon sessions for the term and the parents will need to book and pay for the sessions as required.**
- Where children attend 'mornings only', there is an option for parents to purchase ad-hoc afternoon sessions (11:45am – 3:05pm) in our Nursery provision for their child. Parents accessing this option agree to book and pay in advance, using the school's online payment system. It is not possible to book an afternoon session on the same day and it is not possible to book without payment being made at the time of booking. Afternoon sessions are charged at £16.50 (i.e. £5.50 per hour, for 3 hours). This option is available to all children who have not already elected to attend 'funded full days' for the term. It will not be possible to pay for afternoon sessions using funding or childcare vouchers.
- Individual school term lengths may differ slightly from the published number of weeks for funding claim purposes but this will average out to 190 days of provision across the whole school year.

St Katherine's Church of England Primary School and Nursery

- Parents of each Nursery child are asked to contribute towards the Nursery Fund. This voluntary contribution is sought weekly or termly and is used to enhance the Early Years provision and includes funding for daily snacks and drinks, cooking and craft activities, birthday and Christmas presents for the children and to replace items of additional equipment that simply wear out through constant use. Currently, this contribution is £1 per day/£5 per week.
- Each family at the school is asked to contribute towards the Governors Fund each term. These voluntary contributions are used to resource the Personal, Social and Health Education and Cultural Awareness Programmes in school which are strongly supported by the Governing Body. Currently, this contribution is £3 per family per term.
- Fees may be incurred for late collection from the Nursery provision, in line with the Late Collection Fees policy (see school website for details).

Seeking a Church Recommendation To Support your Child's Application

The Parish of Canvey Island, Essex
Team Ministry in the Diocese of Chelmsford
Parish Office, 208 Long Road, Canvey Island, Essex, SS8 0JR. Tel: 01268 511098

Dear Prospective Parents

We are delighted that you are considering a Church recommendation to support your child's application for a place at St Katherine's Church of England Primary School and Nursery. Our school has a philosophy founded on Christian values and the commitment to providing a well rounded education taking into account moral, spiritual and emotional needs as well as academic and physical needs.

If you are a member of a Church you can seek a recommendation from the Minister to support your application. In this case, please ensure that you complete the relevant section of the pink application form, giving the Minister's name, address and telephone number. Contact will be made by a member of the clergy shortly before the main admissions meeting takes place.

As a Church of England School we have many links, formal and informal, with the local Churches. We value highly the support they offer to the School and the ways in which School, Church and Community can work in close partnership. We expect that parents seeking a recommendation would wholly support this ethos and would wish to be involved in Church life through membership of one of the local Churches.

We believe that our school is particularly special because it successfully nurtures not only high academic standards but also responsible, caring attitudes and behaviour towards one another, rooted in our commitment to the Christian Gospel.

Yours sincerely

Mrs Marion Walford
Chair of Governors

Mrs Anne-Marie Taylor
Head Teacher

The Churches of Canvey Island

The Churches on Canvey Island offer a wide variety of choice, traditions and activities.

St Nicholas' Church (Church of England)

Long Road, Canvey Island, Essex SS8 0JR
Parish Office 01268 511098,
Main Services: Sunday 08.30am, 10.00am + 6.30pm

St Katherine's Church in the School (Church of England)

Hilton Road, Canvey Island, Essex SS8 9QA
Parish Office 01268 511098,
Main Services: Sunday 11.15am

St Anne's Church (Church of England)

St Anne's Road, Canvey Island, Essex SS8 7LS
Minister: 01268 514412 - Main Services: Sunday 9.30am

Our Lady of Canvey Church (Roman Catholic)

224 Long Road, Canvey Island, Essex SS8 0JS
Minister: Fr John D Meehan 01268 682599 - Main Service: Sunday 09.00am and 11.00am

Canvey Island Methodist Church

Waarden Road, Canvey Island, Essex SS8 9AB
Minister: 01268 680844 - Main Services: Sunday 10.30am + 6.30pm

Canvey Island (Leigh Beck) Baptist Church

High Street, Canvey Island, Essex SS8 7RP
Minister: Vacancy 01268 682524 - Main Services: Sunday 11am + 6.30pm

Winter Gardens Baptist Church

Hilton Road, Canvey Island, Essex SS8 9QA
Minister: Mr Adrian Tinning 01702 713787 - Main Service: Sunday 10.30am

Canvey Island Christian Church

Sydervelt Road, Canvey Island SS8 9EF
Minister: Mr David Fiddy 01268 685877 - Main Service: Sunday 10.30am

Salvation Army

Mitchells Avenue, Canvey Island, Essex SS8 8JB
Minister: Major David Diaper 01268 692692 - Main Service: Sunday 10.30am

Nursery Applications – Guidelines for Parents

Frequently Asked Questions

✿ What do I do about returning the Nursery Application Form?

Complete the application form for a place for your child and return it to the school office as soon as possible. You are strongly advised not to wait until your child is near to admission age.

A separate application form must be completed for each child in the family. An older sibling already at the school does not mean an automatic offer of a place for subsequent children.

✿ How does the Admissions procedure work?

The Pupil Related Committee of the Governing Body meets throughout the school year

Applications received by the end of September each year (for a start in the following Spring, Summer or Autumn term) will be considered by Pupil Related Committee of the Governing Body to consider applications for places strictly in accordance with the admissions criteria (see above).

Any applications received after the end of September each year, will be considered separately and any remaining places will be offered where available.

The Pupil Related Committee will always include representation from the Clergy Team who will have reference to all ministerial recommendations that have been made.

The criteria for admission to the School, at the Nursery stage, is as detailed on the school website and earlier in this application pack. Please read through the criteria carefully.

✿ **When will I be informed whether or not my child has a place?**

If we are able to offer a Nursery place for your child, you will be contacted in the term prior to their prospective start date. If we are unable to offer your child a place at this time, you have the opportunity to leave her/his name on the waiting list in case a place becomes available in the Nursery Class. Please contact the school to request a waiting list place if required.

✿ **When will my child enter the Nursery Class?**

Children will enter the Nursery Class at the start of the term following their third birthday. Attendance is part-time, or full-time, for up to a maximum of one year and two terms (depending on when the child turns three years old). The maximum number of pupils at any one session in the Nursery is thirty.

You will be informed during the term prior to their prospective start date, of the exact date that your child will start in the Nursery.

✿ **Nursery Times**

All children in the Nursery attend the morning session from 8:45am to 11:45am, **every day** Monday to Friday during term-time, in line with the main school calendar. Children may optionally attend afternoon sessions (as explained previously) from 11:45am – 3:05pm.

✿ **When will I receive any further information?**

If your child is offered a place, you will be invited to the New Nursery Parents' Information Evening. This is a very important first step in your family's partnership with the school and we encourage all parents to attend. Further information will be given to you at that time.

At that meeting you will also be advised of the time of visit and meeting with the Nursery Class Teacher, who will go over arrangements with you.