St. Luke's Nursery Admissions Policy for 2026.27

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Our Vision
We are a Christian school community that seeks to instil a lifelong love of learning. Our core values inspire and prepare our children to lead successful and fulfilling lives.

Our Mission
St. Luke's is a caring Church of England Primary School that is committed to supporting our pupils to be happy, successful, generous and fulfilled throughout their lives. We believe that each of us is unique and valued by God—all made in his image. And so we aspire to provide an outstanding education for all. We do this by:

- **Promoting the highest standards of teaching and learning, with excellent leadership**
- **Being inclusive, celebrating diversity including all religions, faiths, cultures and backgrounds**
- **Providing a rich and stimulating curriculum that will inspire and challenge all our learners**
- **Being a safe, healthy and happy place**
- **Providing excellent care, guidance and support**
- **Having a strong partnership between school, parents and the community**

We seek to promote core values within our children that will prepare them for a successful life. They should be:

- Hardworking, showing **enthusiasm** for their learning and striving towards high personal standards and **excellence** in all that they do;
- **Kind** and **respectful** with excellent manners;
- Co-operative and collaborative, developing strong **partnerships** for learning, personal and spiritual growth and development;
- **Honest** and trustworthy treating others **fairly** and **safely**;
- Resilient and determined, showing great **courage** and a willingness to take **responsibility** for the impact that they have on others;
- Highly principled with moral, spiritual, cultural and social awareness, including shared British Values.

Introduction

All admissions to the school are at the discretion of the governing body, in line with our values of honesty, partnership and fairness.

The governing body will ensure that the number of pupils admitted to each year group will be such as to conform to DfE and LA recommendations. The governing body reserves the right to reduce the number of admissions below its agreed intake figure after consultation with the LA and DfE.

The total number and type of places changes on an annual basis in line with government policy and initiative. As such, you need to make sure that you are reading the policy for your intended admission date. This policy applies to children taking up their place in September 2024.

Numbers and type of Nursery places

Due to the size of the Nursery classroom, health and safety legislation dictates that we can have no more than 30 children on site at one time.

To reflect the direction of travel in the London Borough of Tower Hamlets initially we will only be offering **part time** places.

This means we will have 30 places in the morning and 30 places in the afternoon.

Places will be allocated in accordance with the order of priority in the school's Oversubscription Criteria detailed below.

Please note that places will be either mornings or afternoons only. We have learnt from experience that allocating ad hoc days and half days across a week does not serve the child's interests. There will be no exceptions to this.

The application process

St. Luke's School is part of the locally agreed co-ordination scheme and the timescales for applications to be received and processed are those agreed with the local authority. Parents must complete their home Local Authority's (LA's) On Line Form which is available on the LA's E-Admissions Portal.

If parents are applying for a place at this school, they must name this school as one of the preferences on their home LA's On Line Form. They must then also complete the school's own Nursery Application Form and the school's Nursery Supplementary Form if relevant to them.

The LA's On Line form must be submitted using the LA's E-Admissions Portal by 16th February 2027. The schools Nursery Application Form and Nursery Supplementary Form should be returned to the school, completed, by the same date.

Failure to return the school's own forms will mean that the school cannot consider the application under the oversubscription criteria listed below. In this case, the application will be considered using only the information provided on the LA's On Line Form.

The school's Nursery Application Form and Nursery Supplementary Form are available from the school office or can be downloaded from the school's website.

Nursery place allocation process

The Governing Body has an Admissions Committee comprising the Executive Head teacher, the Early Years leader and one other Governor to consider applications for places in our school.

The Admissions Committee will consider applications for admission at a time other than at the start of the school year in accordance with the school's Nursery Admissions Policy and Oversubscription Criteria.

For all applications independent verification will be sought of the parents' residential address.

We will write to all applicants in May to say whether or not the application has been successful.

Oversubscription Criteria

We tend to be heavily oversubscribed for our Nursery places. As such, it is likely that we will award places according to the following order of priority:

1. Looked after children*.
2. Children who have a disability and/or exceptional medical, pastoral, special educational or social need. We will include in this category twins or multiple birth applications. (additional professional evidence required)
3. Children of staff employed at St Luke's School**.
4. Children who have a sibling (brother or sister) who currently attend St. Luke's C.E. School and will also do so at the time of attendance in Nursery.
5. Children whose families are practising*** Christians who are regular attendees of Christ Church or St. Luke's Church *(form completed by Father Tom Pyke or Father Ed Dix respectively)*.

6. Children whose families are practising Christians and attend another Christian church other than those included in criterion 4 above *(form completed by the Parish Priest/Minister, Church leader or Church Officer)*.
7. All other applications.

***Notes**:*

**In the 2021 Admissions Code the definition of previously looked after children has been expanded. From 1 September 2021, in addition to the existing LAC/previously LAC children, highest priority will be given to children who appear to have been in state care outside of England but were then adopted. State care is defined as being in the care of public authorities, religious authorities or other organisations that act in the public benefit and could encompass a wide range of institutions.*

*** There are two possible conditions to qualify for a staff place. First, the member of staff must have been employed on a continuous basis at the school for two or more years. For normal round admissions the date that will be used to assess the length of time that a member of staff has been employed will be the closing date for applications. Second, a member of staff is recruited to fill a vacant post for which, in the opinion of the governing body, there is a demonstrable skill shortage.*

****to qualify as 'practising' we would expect families to demonstrate that they attend church at least once a month.*

Special consideration

The governing body will give special consideration to applications received from the parents/carers of children with disabilities and/or exceptional medical, pastoral, special educational or social need.

The governing body will endeavour to meet parental wishes, in so far as it is able to do so and in the best interests of the child, providing that school facilities and resources can support these requirements.

Full time places

Additionally, where we have been unable to fill a part time place, the governing body will show discretion in offering full time places as we would not want any place to go unfilled.

Full time places will only be offered once the school has ensured that all children who have requested a place have been offered a part time place and have had the chance to accept it or decline it.

All children of parents who indicate that they would be interested in a full time place when they accept or decline their offered place, will go on a waiting list and places will be awarded as soon as they become available. Any full time places will be taken up at the start of the next half/full term.

The waiting list will be prioritised according to the following criteria:

1. Looked after children**.**
2. Children who have a disability and/or exceptional medical, pastoral, special educational or social need.
3. Children of staff employed at St. Luke's School including those that are eligible for the 30 hours' childcare.
4. Children of working parents including those that are eligible for the 30 hours' childcare.
5. Other.

Tie-break
In the event that the over subscription criteria are applied and two children are eligible for one remaining place, the place will be offered to the child whose parents'/carers' residential address is the shortest distance from the main gates of St Luke's School when measured in a straight line. In the incidence of equidistance from the school for children living in flats, the place will be offered to the flat on the lower floor. If both flats are on the same floor, a place will be offered after random allocation in front of an independent witness.

Reception class admissions
Applicants need to be aware that Nursery education is a non-statutory service. A child's attendance in our school's Nursery class does not guarantee a future place in the Reception year or in Years 1 to 6.

To ensure a place in Reception, or another year group, you will need to apply separately and in line with borough wide policy. Our policy for Reception Admissions can be found on our website.

Children of UK service personnel and Crown Servants
For those families with a confirmed posting, or Crown servants returning from overseas, at the point that the family require a school place we will:

- Allocate a place in advance of the family arriving in the area, as long as one is available, provided the application is accompanied by an official letter that details a relocation date.
- Not refuse to process an application or refuse a place solely because the family do not yet have an intended address, or do not yet live in the area.
- Use the address at which the child will live when applying our oversubscription criteria, as long as the parents provide some evidence of their intended address.
- Use a unit or quartering address as the child's home address when considering the application against our oversubscription criteria where the parents request this.

Appeals procedure
There is no right of appeal for nursery places.

Waiting list
If we are not able to offer you a place at our Nursery, you may request to have your application placed on our waiting list. In the event of a vacancy arising, the Oversubscription Criteria will be applied in order to determine the offer of places.

Periodically, those applicants on the waiting list will be contacted and asked to confirm if they wish it to remain on the waiting list. If confirmation is not received by a given date the application will be removed from the waiting list.