

**Corpus Christi Catholic Pre- School**  
**Pre-School Admissions Policy 2026/27**

*Joyfully, unique in Jesus' family we learn to use our special gifts  
to love, serve and make the world a better place.*

<b>Corpus Christi Pre-School Admissions Policy</b>			
<b>Approval</b>	Board of Governors		
<b>Headteacher</b>	Simon Lennon	<b>Chair</b>	Anna Murphy-Sullivan
<b>Date of last review</b>		<b>Date of review</b>	December 2025
<b>Date of next review</b>	December 2026	<b>Maintenance</b>	FGB

This policy refers to the school year  
**2026-27**

*I am the good shepherd. I know my own and my own know me, just as the Father knows me and I know the Father ... I have other sheep that do not belong to this fold. I must bring them also ... so there will be one flock, one shepherd.*

*John c.10*

### Policy Statement

It is our intention to make our setting accessible to children and families from all sections of the local community. We aim to ensure that all sections of our community have access to the setting through open, fair and clearly communicated procedures.

Although housed within Corpus Christi Catholic Primary School, and working closely with Reception teachers, Corpus Christi Pre-School has a separate Admissions Policy. The **Admissions Policy for Corpus Christi's Catholic Primary School and Corpus Christi Pre-School remain completely separate** and a place offered at the Pre-School does not automatically secure a place at Corpus Christi's Catholic Primary School.

### Evidence Required in Support of Applications

For all Categories

***The deadline for applications to Corpus Christi Catholic Primary School Pre-school is midnight on 1st April 2026***

For Category 2\* – a **baptism certificate**, or a **certificate of reception into full communion with the Catholic Church**.

For Category 5\* – a **letter confirming membership of that Christian denomination** and signed by the appropriate minister of religion. Alternatively the letter may be signed electronically and emailed directly to the school from the minister/faith leader's or church's email account.

For Category 6\* – a **letter confirming membership of that religious denomination** or faith and signed by the appropriate minister of religion or faith. Alternatively the letter may be signed electronically and emailed directly to the school from the minister/faith leader's or church's email account.

**\* IMPORTANT NOTE - for all Pre-school applications**, the deadline for returning all evidence (baptism certificate or supporting letter) to the school is **1st April 2026**. **Failure to provide the correct documentation by this date may affect your child being placed in the correct category order**. See oversubscription categories below.

### Applications

- If you would like to apply for a place for your child, please see Appendix 2 (below), download the form [here](#) or contact the school office for an application form.

- Please note, this application process is for **full days only**. Half days applications will only be allocated once the application process is complete, if available. A full day session is 8:45 to 14:45 term time only and in line with the school calendar to include school inset days.
- The application form, BCP Parent/Carer Declaration Form and supporting evidence is to be returned to the School Office by **1st April 2026**.
- The child must be at least **2 years old**. Applications of children younger than 2 years on the 1st September will be added to a waiting list subject to the over subscription criteria.
- The Governing Body has responsibility for admissions and intends to admit to the capacity of 25 pupils per session to the Pre-School in the Academic year 2026/27.
- The admission of pupils with an Educational Health Care Plan (EHCP) is dealt with by a separate procedure as set out in the Special Education Needs code of Practice. This procedure is integral to the making and maintaining of statements by the pupil's home Local Authority.
- **Please note: On occasions, the pre-school setting may be unsuitable for the child's age, ability, aptitude, or SEN.**

### **Oversubscription Categories**

Should there be more applications than the 25 places available, these will be considered in accordance with the following category order:

1. Looked After Children (LAC), previously Looked After Children (PLAC) and internationally adopted previously looked after children (IAPLAC) (*See Note 1 below*).
2. Children who are Catholic and with a sibling in the school who will still be on roll at the time of admission. (See Notes 2 and 3 below).
3. Children who are Catholic. (See note 2 below).
4. Children with a sibling in the school who will still be on roll at the time of admission. (*See Note 3 below*).
5. Children of families who are members of other Christian churches. (*See Note 4 below*).  
*Evidence of membership should be a statement of membership made on a letter from a Christian faith leader.*
6. Children of families who are members of other faiths. (*see note 5 below*).  
*Evidence of membership should be a statement of membership made on a letter from a faith leader.*
7. All other applicants.

If any of the above categories are oversubscribed, all applications in that category will be prioritised in order by 'distance from the school' with those living closer receiving higher priority. (see Note 6 below).

### **Notes**

1. **a)** A "Looked After Child" means any child who is in the care of a local authority in accordance with Section 22 (1) of the Children Act 1989. A child who was "previously a Looked After Child (PLAC)" means a child who after being Looked After became subject to an Adoption Order under the Adoption Act 1976 or under Section 46 of the Adoption and Children Act 2002, a Residence Order or Child Arrangement Order under Section 8 of the Children Act 1989 or Special Guardianship Order under Section 14A of the Children Act 1989. PLAC also includes those children who appear (to the governing body) to have been in state care outside of England (this includes Internationally Adopted IAPLAC) and ceased to be in state care as a result of being adopted.

**b)** Applicants can be asked to provide additional evidence in order to verify the IAPLAC and PLAC status of a child.

**c)** A child is regarded as having “been in state care in a place outside of England” if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society. Applicants can be asked to provide additional evidence in order to verify the previously looked after status of a child.

**d)** It is at the discretion of the admissions authority what evidence is required. The final decision will be made by the admissions authority. If any information supplied by an applicant is judged by the admissions authority to be fraudulent or intentionally misleading, the admissions authority may refuse to offer a place, or if already offered, may withdraw the offer.

2. At all parts of this policy, ‘Catholic’ is defined as *“a person baptised in a church which is in communion with the See of Rome or a person received into full communion with the Catholic Church. 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 in the process of adoption and living within a family where at least one of the parents is Catholic.”*
3. A sibling is defined as a brother or sister, half brother or sister, adopted brother or sister, foster 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.
4. Governors define a member of a Christian Church ‘as *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 in the Scriptures and is committed to working in the spirit of the above’.*

All members of Churches Together in England and of CYTUN 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. Please see [www.cte.org.uk](http://www.cte.org.uk) for further details.

5. “Children of other faiths” means children who are members of a religious community that does not fall within the definition of ‘other Christian denominations’ at 6 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:
  - a. A religion which involves belief in more than one God, and
  - b. 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.

6. The Authority’s Geographical Information System (GIS) in use at the time of setting this policy takes the measurement between the address mapping points of the school and the address at which the

child lives for most of the week. If distances are equal, as calculated by the Authority's GIS system, for example a flat in a block of dwellings with the same front entrance, a random allocation system will be used to determine the allocation, supervised by an independent person.

7. If the last pupil offered a place (the 25th child) is from a multiple birth, a place will be offered to each of the siblings concerned. This may temporarily result in an admission number over 25.

### **In-Year Applications**

An application can be made for a place for a child at any time outside the main admission round for September. The child will be admitted where there are available places and if they meet the age eligibility (2yrs) at the time of the place being available. Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied. If there are no places available, the child will be added to the waiting list.

### **Waiting List**

Parents who have not been offered a place at the pre-school will be placed on a waiting list. The waiting list will be operated using the same admissions criteria listed above. Placing a child's name on the waiting list does not guarantee that a place will become available. Names are removed from the waiting list at the end of the academic year.

**Applications for children younger than the admission age of 2 years will be accepted, but will be added to the waiting list until the child is age eligible.**

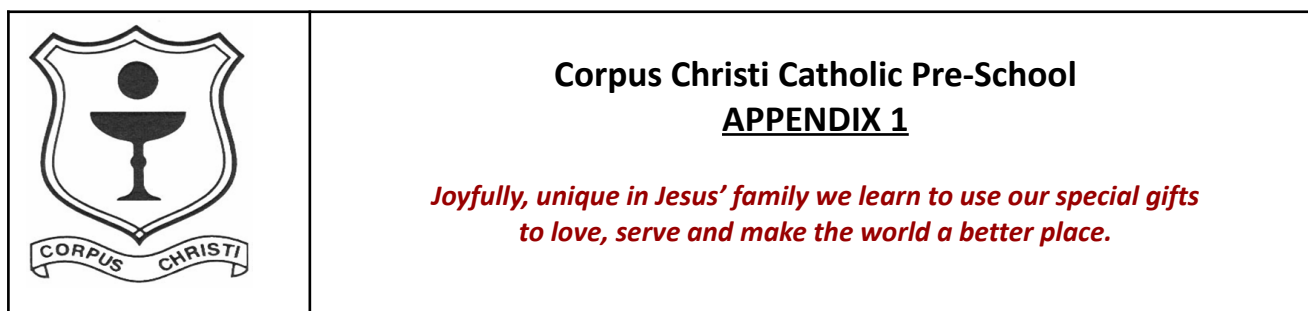
### **Appeals**

Please note that there is ***no appeal against refusal of a Pre-school place.***

### **Admissions Procedures**

- Upon receiving an admissions enquiry, an application form is issued. When completed and returned the child is placed on a priority order list in accordance with the over subscription criteria. Places are offered with a start date when the child is 2 years. The main admissions period mirrors the school academic year (September to July). Applications for the admissions period will be accepted up until 1st April 2026. Any applications received after this date go onto the waiting list until the admissions process has been completed, and then any available places are offered to those children on the waiting list.
- **Parents will be notified** whether or not they have been allocated a pre-school place, starting September 2026, by ***31st May 2026.***

Please see appendix 1 (below) for admissions funding information.



## Admissions and Payment

### Funding

All parents are eligible to claim the 'universal' 15 hours a week Early Years Education funding for 3-4 year olds (for a total of a maximum of 570 hours in any one year), as follows:

A child born between	A child will be eligible for three or four year old funding from
1 January and 31 March	1 April following the child's third birthday
1 April and 31 August	1 September following the child's third birthday
1 September and 31 December	1 January following the child's third birthday

We also offer:

- the 'extended' 15 hours a week Early Years Education funding for 3-4 year olds (for a total of a maximum of an additional 570 hours over 38 weeks a year), in line with the same ages/start dates shown in the above table.
- the 15 hours a week Early Years Education funding for eligible working parents of 2 year olds (for a total of a maximum of 570 hours in any one year) in line with the same ages/dates shown in the above table. This is a new Government initiative available from April 2024.
- the 15 hours a week Early Years Education funding for 2 year olds of families receiving Government support (for a total of a maximum of 570 hours in any one year) in line with the same ages/dates shown in the above table.

Please note, we only take children at Corpus Christi Pre-School in the term after their second birthday.

Visit [www.gov.uk](http://www.gov.uk) or <https://www.childcarechoices.gov.uk> for full information and all your funding options.

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When your child becomes eligible for funding, you will be given a HCC claim form each term for you to complete, and the school office will process your claim for you. The HCC Early Years Funding Privacy Notice is available on the school website and in Corpus Christi Pre-School.


**Charging/invoicing**

Any non-funded hours are charged at a rate of £6.25 per hour. There is no additional charge for snacks or consumables. Payment for allocated sessions is payable at the beginning of each term, regardless of any days not taken due to holidays, sickness etc. Invoices are issued at the beginning of each term. We reserve the right to withdraw places should payment not be received by the due date, or a mutually agreed instalment plan set up, until all outstanding fees are paid in full.

***Please note, charge of £6.25 is subject to change.***

**Cancellations**

4 weeks notice is required if you wish to cancel any of your confirmed places. Should we not be able to fill the cancelled places, any fees for those sessions will be payable in full.

	<p><b>Corpus Christi Catholic Pre-School</b>  <b>APPENDIX 2</b>  <b>Application Form</b></p> <p><i>Joyfully, unique in Jesus' family we learn to use our special gifts  to love, serve and make the world a better place.</i></p>
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Please complete in block capitals

<b>CHILD'S SURNAME:</b>		<b>FORENAME</b>	
<b>HOME ADDRESS:</b>			
<b>POST CODE:</b>		<b>TELEPHONE:</b>	
<b>CHILD'S DATE OF BIRTH</b>			

**MOTHER/CARER INFORMATION**

<b>TITLE:</b>		<b>FORENAME:</b>		<b>SURNAME:</b>	
<b>MOBILE</b>	1.				
<b>HOME</b>	2.				
<b>WORK</b>	3.				

**FATHER/CARER INFORMATION**

<b>TITLE:</b>		<b>FORENAME:</b>		<b>SURNAME:</b>	
<b>MOBILE</b>	1.				
<b>HOME</b>	2.				
<b>WORK</b>	3.				

**Oversubscription Criteria**

Please indicate (tick box below) the oversubscription criteria claimed and submit supporting evidence by 1st April 2026.						
<b>Category 1</b>	<b>Category 2</b>	<b>Category 3</b>	<b>Category 4</b>	<b>Category 5</b>	<b>Category 6</b>	<b>Category 7</b>

<b>PREFERRED SESSIONS:</b> All Day: - 8.45am - 2.45pm (6hrs) Morning Only: 8.45am-11.45am (3hrs) Afternoon Only: 11.45am-2.45pm (3hrs)		Day	Session (All Day (AD), AM, PM)
		Monday	
		Tuesday	
		Wednesday	
		Thursday	
		Friday	
<b>PUPIL - MEDICAL INFORMATION</b>			
<b>DOCTORS' PRACTICE:</b>		<b>MEDICAL CONDITIONS:</b>	
<i>If I find that I no longer require places after submitting this application form, I will inform Corpus Christi as soon as possible.</i>			
SIGNATURE OF PARENT(S):		Date:	

**Notes:**

- This application form should be completed in conjunction with the Corpus Christi Pre-School Admissions Policy and current funding/charging/cancellation information, available on the school website.
- On receipt of this completed form, your child will be added to the priority order list in accordance with the oversubscription criteria. The main admissions period mirrors the school academic year (September-July).
- Applications for the main admissions period will be accepted up until 1st April 2026. Any applications received after this date will go onto the waiting list until the admissions process has been completed.
- Should you decide you no longer require places, we will not retain this application form (see our Privacy Notice, available on the school website).