

Christ the King Nursery School: Admissions Procedure

1. Introduction

Christ the King Catholic Nursery School provides a caring, stimulating and inclusive Catholic environment where children can learn, grow and develop.

The Nursery has a limited number of places available. Where the number of applications exceeds the number of places, places will be allocated in accordance with the oversubscription criteria set out in this procedure.

Parents and carers are warmly invited to visit the Nursery School and meet the staff. Please contact the school office to arrange a convenient time for a visit.

2. Admissions for the Initial Opening of the Nursery – October 2026

Applications for places in the founding cohort will be accepted from Wednesday 24th June 2026. Applications received by 1st September 2026 will be considered together.

Where the number of applications exceeds the number of available places, the oversubscription criteria outlined in this procedure will be applied.

Parents and carers will be notified of the outcome of their application by the middle of September 2026.

Applications received after the closing date will be considered after all on-time applications have been processed. If places remain available, they will be allocated in accordance with the admissions criteria. Where no places are available, the child's name will be placed on the waiting list. For the initial intake, applications may be made for any child who will be eligible to access the Nursery School from the date of opening.

3. Annual Nursery Admissions from September 2027 and beyond

Applications for admission to the Nursery for the following academic year should be submitted by the published closing date, which will be communicated on an annual basis.

Applications received after the closing date will be considered after all on-time applications have been processed and places allocated.

Where places remain available after the annual admissions round, applications may be considered during the academic year.

Parents and carers must complete the Nursery application form and provide:

- A copy of the child's Birth Certificate;
- A Baptism Certificate or other relevant faith documentation, where applicable.

Parents and carers should inform the school of any change to their address, telephone number or if they no longer require a place.

4. Oversubscription Criteria

Where the number of applications exceeds the number of available places, places will be allocated in the following order:

1. Looked-after and previously looked-after children.
2. Catholic children who have a sibling attending Christ the King Catholic Voluntary Academy at the time of admission.
3. Other Catholic children.
4. Non-Catholic children who have a sibling attending Christ the King Catholic Voluntary Academy at the time of admission.
5. Other children.

5. Definition of Catholic Child

A Catholic child is a child who is a member of a Church in full communion with the See of Rome. Evidence of Catholic baptism or reception into the Catholic Church will be required through a Baptism Certificate or other documentation accepted by the school.

6. Definition of Looked-After and Previously Looked-After Children

A looked-after child is a child who is in the care of a local authority or provided with accommodation by a local authority in the exercise of its social services functions.

A previously looked-after child is a child who ceased to be looked after because they were adopted or became subject to a child arrangements order or special guardianship order.

7. Sibling Definition

For the purposes of Nursery admissions, a sibling is a child who will be attending Christ the King Catholic Voluntary Academy at the time of admission and who is a brother or sister of the applicant.

This includes natural brothers or sisters, half-brothers or sisters, adopted brothers or sisters, step-brothers or sisters, foster brothers or sisters, and the child of a parent's partner where the children live as part of the same family unit.

8. Distance Tie-Break

Where there are more applications than places available within a particular oversubscription category, priority will be given to children who live closest to the Nursery.

Distance will be measured in a straight line from the front door of the child's home address to the main entrance of Christ the King Catholic Voluntary Academy, Glenfield Road, Leicester LE3 6DG, using the same method of measurement as Leicester City Local Authority.

In the unlikely event that two or more applications cannot be separated by distance, the final place will be determined by a random allocation process supervised by a person independent of the school.

9. Waiting List

Where the Nursery is oversubscribed, a waiting list will be maintained. Children will be ranked according to the oversubscription criteria and not by the date their application was received.

A child's position on the waiting list may change if further applications are received or if places become available.

10. Transition to Reception

Attendance at Christ the King Catholic Voluntary Academy Nursery does not guarantee a place in the Reception class.

Parents and carers must apply separately for a Reception place through their home Local Authority in accordance with the St Thomas Aquinas Catholic Multi-Academy Trust Primary Admissions Policy. The Reception application will be considered in line with the published oversubscription criteria of the Trust.