

Headteacher  
Mr Matt White BSc (Hons) PGCE

Chair of Governors  
Mr John Logan

## **Supporting Notes on Nursery Admissions Policy, Criteria and Procedures**

### **General**

1. As a C of E, voluntary aided (VA) school, the Blue School Governing Body is responsible for all admissions decisions. All applications will be considered equally against the criteria. The onus is on the family to ensure their forms are accurate, up to date and returned to the School by the closing date. The expected timetable for consideration of applications is set out below.
2. The Governors would strongly recommend parents who are offered a place to keep their child at the School until the end of Year 6 in order to benefit fully from being part of The Blue School.

### **3. Timetable of events**

Final date for receipt of the School's Supplementary Information Form which includes the Vicar's/Minister's/Religious Leader's reference form in School is **6th March 2026**.

Parents notified of acceptance/rejection of application by The Blue School by email on **3rd May 2026**.

### **4. Notes on terms used in the criteria:**

- a) **Active membership** will be verified by the appropriate Vicar/Minister/Religious Leader on the form provided by the school. The

Vicar/Minister/Religious Leader will be advised that active membership must be for at least 2 years, with attendance at least fortnightly by at least one parent at the time of application. The two year period is the period immediately before application.

- b) **By Christian**, the Governors mean any church accepted and registered with *Churches Together in Britain and Ireland*, who can be contacted at:

Inter-Church House  
35-41 Lower Marsh  
London  
SE1 7SA

Telephone: 020 7523 2121 Fax: 020 7928 0010

E-mail: [info@ctbi.org.uk](mailto:info@ctbi.org.uk)

or with the *Evangelical Alliance*, who can be contacted at:

Whitefield House  
186 Kennington Park Road  
London  
SE11 4BT

Telephone: 020 7207 2100 Fax: 020 7207 2150

E-mail: [infor@eauk.org](mailto:infor@eauk.org)

The onus is on the family to provide evidence that their church is registered with Churches Together or the Evangelical Alliance.

- c) **Siblings** include brothers, sisters, step brothers and step sisters and fostered children living at the same address. The attendance of these **in the main school** at the time of entry will increase the priority of an applicant within the category.

- d) **Distance**

For all schools where the Admissions Authority (the Governing Body) has a policy to use the LA's measuring system, the route from home to school has been measured using the **“shortest designated route”**. It starts from a point of measurement in the **“foot print”** or **“seed point”** of the home address. The footprint or “seed point” is provided by Local Land and Property Gazetteer (LLPG) from information compiled by the Local Authority.

From the “foot print “or “seed point “the route firstly connects to the nearest point of the digitised network, namely the road on which the house is situated. 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 the Integrated Transport Network (ITN). The Integrated Transport Network has been accurately digitised to measure along the centre of the road.

The network starts from a point in the property provided as the child’s address and continues by the shortest available route to the nearest of the school gates which is used by pupils to enter the school grounds. Blocks of flats are treated as one address. In blocks of flats, priority will normally be given to the lowest flat number.

The shortest designated route is established using an algorithm within the bespoke software used by the LA. This software is called Route Finder and is produced by Higher Mapping Solutions ([www.highermappingsolutions.com](http://www.highermappingsolutions.com)). This programme integrates with the LA’s database (ONE) which is supplied by Capita Children’s Services ([www.capita-cs.co.uk](http://www.capita-cs.co.uk)).

Other measuring systems may give a different measurement but the LA cannot take a measurement from another measuring system.

### **Guidance Notes**

**The “shortest designated route” is not necessarily a driving route because it may use in whole or in part a non-drivable route (e.g. footpaths). The “shortest designated route” is also not necessarily a walking route for example where roads are used the measurement is along the centre of the road not along the edge (pavement or equivalent) of the road.**

**e) Tie breaker.**

In the highly unlikely event that children identically fulfil all the above criteria, the School’s policy of a ‘tie breaker’ will come into effect. Places will therefore be awarded by means of ‘random allocation’. This process will be supervised by a person who is independent of the school.

**(f) Definition of ‘family’.**

The expression 'family' relates to the child's permanent legal carer. This includes either a parent or parents or permanent legal carer/s or permanent legal guardian/s.

**(g) 'Looked after children and previously looked after children'**

The definition of 'Looked after children and previously looked after children' includes children who have been adopted but were previously in care and those who are subject to residence or special guardianship orders.

### **Waiting Lists**

Applicants who are unsuccessful will be added to a waiting list and invited annually in the summer term to complete an up to date application form confirming their wish to remain on the waiting list. This list will be maintained in the order of the published oversubscription criteria and each added child will require the list to be ranked again in line with the above. If a place becomes available it will be offered to the next child on the waiting list.

### **Reception**

Please note that a place in Nursery does not guarantee a place in The Blue School Reception. You must apply again and all applications will be considered equally against the criteria.