



St. Anne Line Catholic Infant School

Admissions Policy 2025/2026

St. Anne Line Catholic Infant School was founded by the Catholic Church to provide education for children of Catholic families. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and instrument of government, and seeks at all times to be witness to Jesus Christ.

Applications will be processed in accordance with the Co-ordinated Admissions Scheme administered by Essex LEA.

Whenever there are more applications than places available, priority will always be given to Catholic applicants in accordance with the oversubscription criteria in the order listed below. The governors will assume that, by applying to St. Anne Line Catholic Infant School, applicants are indicating their positive support for the aims and ethos of the school. ***Practising Catholics are requested to ask their priest for a completed "Certificate of Catholic Practice"***.

The governing body has sole responsibility for admissions to this school and intends to admit up to 60 Reception class pupils in the year which begins in September 2025.

St. Anne Line Catholic Infant School provides for the full-time admission of all children offered a place in the reception year from the September following their fourth birthday. Parents can request that the date their child is admitted to the school is deferred until later in the school year or until the child reaches compulsory school age in the school year. Where entry is deferred, the school will hold the place for that child and not offer it to another child. The parent would not however be able to defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted.

Parents can also request that their child attends part-time until the child reaches compulsory school age. For parents opting to take up a part-time place this would be mornings only. Where parents choose to defer entry, the school may reasonably expect that the child would start at the beginning of a new school term/half term.

Criteria for admission to St. Anne Line Catholic Infant School

1. Looked after children from Catholic families.
2. Baptised Catholic children of a practising Catholic family living within the Catholic Parish of Our Lady and All Saints, for whom this is the nearest Catholic school.
3. Baptised Catholic children of a practising Catholic family resident within the parish of Our Lady and All Saints.
4. Baptised Catholic children resident in the parish of Our Lady and All Saints.
5. Siblings of children already on roll in the Infant School, on the day of entry, who do not qualify under any other previous criteria.
6. Other Catholic children and Catechumens

7. Members of an Eastern Christian Church.
8. All other Looked after children
9. Siblings of children already on roll in the Junior School on the day of entry, who previously attended St. Anne Line Catholic Infant School, and who do not qualify under any other previous criteria.
10. Christians of other denominations whose parents are in sympathy with the aims and ethos of the school and whose application is supported by a minister of religion.
11. Children of other faiths whose parents are in sympathy with the aims and ethos of the school and whose application is supported by a religious leader.
12. Other children whose parents are in sympathy with the aims and ethos of the school.

The Governing Body will give the highest priority to an application within a category where evidence is provided at the time of application, of an exceptional social, medical, pastoral or other need of the child which can be most appropriately met at this school.

Those children who have a sibling already in the school will take precedence in the category in which they fall.

Tie Break

Where the offer of places to all the applicants in any of the sub-categories listed above would still lead to oversubscription, places up to the admission number will be offered to those living nearest to the school calculated by the Local Authority from the address point of the school to the address point of the resident.

Appeals.

If an application is unsuccessful, parents have the right of appeal to an independent appeal panel.

Waiting Lists.

In addition to their right of appeal, the LEA will hold a waiting list until the end of the first week of the Autumn term for children entering Reception and continue to allocate places from the waiting list if spaces become available. After that date the school will hold a waiting list on which children's names will be entered on the parents' specific request. This waiting list will be maintained in order of the oversubscription criteria set out above and not in the order in which applications are received or added to the list. Names are removed from the list after six months.

Pupils with a Statement of Special Educational Needs

The admission of pupils with a Statement of Educational Needs/Education Health & Care Plan is dealt with by a completely separate procedure. This procedure is integral to the making and maintaining of statements by the pupil's home Local Educational Authority. *Details of this separate procedure is set out in the Special Educational Needs Code of Practice.*

Application Procedures and Timetable

A standard LEA application form will be sent from Essex County Council. It must be completed and received by the Local Education Authority in accordance with the LEA timetable. The LEA will send the school details of children applying for a place. All Supplementary forms must be returned to the school by the date stipulated. ***Practising Catholics are requested to ask their priest for a completed “Certificate of Catholic Practice”.***

The LEA will post you a letter with the outcome of your application in April 2025. Unsuccessful applicants will be given reasons related to the oversubscription criteria listed above and advised of their right of appeal to an independent appeal panel.

Notes *(these notes form part of the oversubscription criteria)*

A ‘looked after child’ or a child who was previously looked after but immediately after being looked after, became a subject to an adoption, residence or special guardianship order. A looked after child is a child who is (a) in the care of the local authority, or being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989).

Catholic means a member of a Church in communion with the See of Rome. 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.

Practising Catholic means Catholic children from practising Catholic families who habitually worship at Mass on a regular basis and where the application is supported by a Certificate of Catholic Practice. The governing body will expect this practice to be verified by a reference from a priest in the standard format laid down by the diocese.

Catechumen means a member of the catechumen of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.

Eastern Christian Church includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.

Sibling is defined as a child living in the same family unit, in the same family household and address as a child who attends the preferred school or partner school in any year group excluding the final year. This, therefore, includes brothers and sisters. In addition biological siblings, in any year group excluding the final year, will be treated as siblings irrespective of place of residence.

Evidence should demonstrate an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school. The Governing Body will require written evidence from an appropriate professional such as a social worker, doctor or priest.



St Anne Line Infant School



SUPPLEMENTARY INFORMATION FORM

For photocopying purposes, please complete clearly in block letters using black ink

PART A

To be completed by the parent(s)/guardian(s) and returned directly to the school by the closing date of 15th January 2025

Child's surname: Child's forename:

Address:

Telephone:

Child's date of birth : male/female * (please delete)

Religion:

Date and place of baptism: **(please attach a copy of the baptism certificate)**

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Details of any brothers and sisters who will be already attending the school at the date of admission:

Name: date of birth:

Name: date of birth:

Name and address of current school/nursery:

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Signature of mother: Signature of father:



CHURCH LEADER'S REFERENCE

TO BE RETURNED TO **ST ANNE LINE INFANT SCHOOL**

For Catholics - If you are a practising Catholic, please ask your priest for a completed **Certificate of Catholic Practice**
Return the Certificate of Catholic Practice to the school along with Part A only of this form

For Non-Catholics - Please give this form to your Church Leader to support your application for a place at St Anne Line Infant School. Parts A and B to be returned to the school directly.

Parents to complete this section before giving it to a Church Leader

Name of Child:

Name of Parent/s:

Address: (the normal family home*)

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Postcode: Telephone:

**This is where the child normally lives. The address of another relative or a temporary address is not acceptable. Any attempt to mislead the school may result in the withdrawal of an offer of a place, particularly where proximity to the school forms part of the governing body's policy for admissions. If the child lives at more than one address, please give the address which is relevant in accordance with the admissions criteria of the school.*

Church Leader to complete

(Please circle)

(If the parent is the church leader, then another leader (impartial and not related) needs to sign the form indicating who they are in their role)

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|---|------------|-----------|
| 1. The parents are known to me | YES | NO |
| 2. The child is known to me | YES | NO |
| 3. I consider the child to be a member of a practising family (your denomination here) | YES | NO |

NAME OF CHURCH LEADER:

POSITION:DATE:

CHURCH LEADER'S SIGNATURE & CHURCH STAMP:

Thank you for taking the time to complete this form. We are grateful for your prompt attention. Please ensure you return this form direct to St Anne Line Infant School & Nursery.