

St. Cedd's Church of England Primary School



ADMISSION POLICY 2025/2026

We welcome all children whose parents wish them to attend our school and enjoy the particular ethos and good primary education it provides.

Admission date and intake

Pupils whose 5th birthday is between 1st September and 31st August will be admitted in the autumn term of that academic year. There will be an appropriate induction process in the first weeks to build up to full time attendance. Parents may request that the date their child's admission to the school is deferred until later in the school year or until the child reaches compulsory school age in that school year. Parents may also request that their child attends part time until the child reaches school age. However, should you wish to consider these options it is recommended that you discuss this with the school at the earliest opportunity.

Admission number

The school's published admission number is 25 children each year.

Applications in the normal admission round

Applications must be made in accordance with the coordinated scheme operated by the child's home Local Authority. For children resident in Essex this is detailed in the Primary Education in Essex booklet. All applications can be made online, on the website www.essex.gov.uk/admissions by the national closing date detailed in the Primary Education in Essex booklet, with late applications for children resident in Essex also being dealt with as detailed in this booklet. Children resident outside of Essex should refer to the processes published by their home Local Authority.

Supplementary Information Form (SIF)

As a Church of England Primary School we require additional information in order to be able to apply our admission criteria, which are used in the event of over-subscription. For this reason it is necessary to complete a Supplementary Information Form and to provide supporting evidence where appropriate. The SIF is not an application form and must be completed **in addition** to the common application form and returned **directly to the school**.

Waiting lists

During the normal admissions round a waiting list will be kept until the end of the autumn term after which it will be closed. At any other time pupils will be placed on a waiting list if this is requested by the parents. If a place becomes available the Governors will consider any applications on the waiting list in accordance with the criteria set out in the admissions policy, regardless of the time passed since an initial application was made.

Oversubscription criteria

These criteria apply only when the school is oversubscribed and should not deter anyone from making an application. In the event of over subscription the Governors will allocate places according to the following criteria in this order of priority.

1. Children who are 'Looked After'.

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2. Children living in the area of Bradwell and St Lawrence whose parents/carers worship regularly at any of the following: St. Thomas's Church, Bradwell on Sea; St. Lawrence Centre; St. Lawrence Church; St. Peter's Chapel.
3. Children living in the area of Bradwell and St Lawrence who have siblings at the school.
4. Children living in the area of Bradwell and St Lawrence.
5. Children living out of the area of Bradwell and St Lawrence whose siblings attend the school.
6. Children whose parents/carers worship regularly at other Christian Churches.
7. Children whose parents/carers worship regularly in another faith and wish their child to attend a church school because of its specifically religious ethos.
8. Remaining applications.

Supporting information for the oversubscription criteria

- For the purposes of this policy, worshipping regularly is taken to be attendance once a month or more often. A signature confirming this attendance must be sought from the Priest or minister of the Church or place of worship concerned.
- For the purposes of this policy a sibling is defined to be a child living in the same family unit, in the same family household and address as a child who attends St. Cedd's School at the time of application and with a reasonable expectation that the older child will still be attending at the time of admission. This includes brothers and sisters and step brothers and sisters. In addition, biological siblings will be treated as siblings irrespective of place of residence.
- In the event of over subscription within any of the above criteria, priority will be determined by straight line distance from home to school, those living closest being given first priority.
- Submissions may be made by parents who feel that their child's medical needs necessitate attendance at St. Cedd's. These would need to be supported by written evidence from an appropriate professional. Such a submission might be felt by the Governing Body to override all of the above.
- Children with Statements of Special Educational Needs that name a school in the statement are required to be admitted regardless of their place in the priority order.

Appeals

If the school is over subscribed, not all children whose parents apply can be offered a place. Parents have the right to appeal against Governors' decisions on admissions. Parents wishing to appeal should send the appropriate form (supplied by the school) to:

Clerk to the Independent Appeals Panel,
PO Box 11,
Chelmsford,
Essex.
CM1 1LX

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St. Cedd's Church of England Primary School

East End Road, Bradwell-on-Sea, Southminster, Essex CM0 7PY

Head of School: Mrs Ruth Wright

Tel: 01621 776219 Email: admin.stcedds@dcvst.org

Website: www.st-ceddsprimary.co.uk



St Cedd's Church of England Primary School Supplementary Information Form 2025/26

Please complete this form and return it to the school office as soon as possible.

Child's Surname		Forename(s)	
Preferred Name (if applicable)			
Child's Date of Birth			Male/Female
Child's Home Address			
Post Code		Telephone No	
Parent/Guardian's Name		Relationship to Child	Daytime Telephone No
1			
2			
Family connection with the Church. If you are personally known to a Christian Minister, please give her/his name and address below so that we may approach the Minister concerned prior to your application being considered by the School.			
Name of Church attended			
Minister's Name			
Address			
Post Code		Telephone No	
Date and Place of Child's Baptism or Dedication			

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Please outline below the reasons why you would like your child to attend St Cedd's Church of England Primary School (Please attach another sheet if you need to).

We understand that if a place is available and our child is accepted for it, he/she will receive a Christian education in accordance with the teaching of the Church of England, and we consent to our child participating in all school activities, including Religious Education and Worship.

Signed Parent/GuardianDate

I hereby certify that to the best of my knowledge the information I have provided on this form is true and accurate.

Signed Parent/Guardian

Date

DATA PROTECTION ACT: Any personal data entered on this form may be held on computer files.