



ST CLARE'S CATHOLIC PRIMARY SCHOOL ADMISSIONS CRITERIA 2025 – 2026

St. Clare's Catholic Primary School was founded by the Franciscan Sisters to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed articles of association, and seeks at all times to be a witness to our Lord Jesus Christ.

Application Procedures and Timetable

To apply for a place at this school in the normal admissions round, you must complete a Common Application Form available from the local authority in which you live. You are also requested to complete the Supplementary Information form attached to this policy if you wish to apply under oversubscription criteria 1 to 5 and 6.

Essex County Council coordinates arrangements for Reception intake admissions to all primary schools within its jurisdiction. Applications for admission to the Reception class will be managed in accordance with the arrangements published by the Local Authority. The Governing Body of St Clare's Catholic Primary School, Clacton-on-Sea, is responsible for all admissions. The admission number for entry is 45. Where applications for admissions exceed the number of places available, the Governing Body will allocate places in the following categories in the order set out below:

OVERSUBSCRIPTION CRITERIA

CATEGORY 1: Looked after children, or a child who was previously looked after but immediately after being looked after, became subject to an adoption, residence or special guardianship order, from Catholic¹ families.

CATEGORY 2: Baptised Catholic¹ children resident in the Parish of Our Lady of Light (Clacton on Sea), and adjoining Parishes of St Sabina's (Brightlingsea) and Sacred Heart and St Francis (Frinton on Sea)² where one or both parents³ are known to be Practising Catholic⁴ as evidenced by the Certificate of Catholic Practice *. (This will be available from your Parish priest.)

CATEGORY 3: Baptised Catholic¹ children resident in the Parishes of Our Lady of Light (Clacton on Sea), St Sabina's (Brightlingsea) and Sacred Heart and St Francis (Frinton on Sea).

CATEGORY 4: Other Baptised Catholic¹ children.

CATEGORY 5: Other looked after children or a child who was previously looked after but immediately after being looked after, became subject to an adoption, residence or special guardianship order.

CATEGORY 6: Children from families with a commitment to other Christian churches as supported by a baptism certificate or letter from their Church leader.

CATEGORY 7: Any other application will be considered if places remain.

¹ A Catholic means a child baptised, or received into the Church, by a Priest in a Church which is in communion with the See of Rome.

² You are encouraged to contact the school or your Parish Priest if you are unsure of the Parish boundary.

³ Parents include guardians and carers or any person who has parental responsibility or care of the child.

⁴ In accordance with the Code of Canon Law practising means attending Mass on every Sunday and on Holy Days.

*** Governors will give no preference to applicants where both parents are Catholics.**

TIE BREAK

In the event of over subscription in any category the following criteria in the order given below will be used to determine priority.

- 1. Those children who have brother(s) or sister(s) in the School in any but the final year at the time of application.** A Brother or Sister includes a half brother or a half sister an adopted brother or sister and a foster brother or sister provided they are resident at the same address.
- 2. The straight line distance from the school will be taken into account, with those living nearer the school having a higher priority.** All straight line distances are calculated electronically by the LA using data provided jointly by the Post Office and Ordnance Survey. The data plots the co-ordinates of each property and provides the address-point between which straight line distance is measured and reported to three decimal places. In the unlikely event of two applicants with an identical distance competing for a single place at a school the place will be offered to one applicant on the basis of lots drawn by an officer of the County Council not involved in admissions.

Pupils with a Statement of Special Educational Needs

If our school is named on your child's Statement or Education, Health and Care Plan their admission is dealt with by a completely separate procedure giving your child a place at the school regardless of the Admissions Criteria. Details of this separate procedure are set out in the Special Educational Needs Code of Practice. Please contact the school for further advice or the Parent Partnership Service. Information for parents about the Essex Parent Partnership Service can be found on the main Essex County Council website. Email: parentpartnership@essex.gov.uk
Telephone: 01245 436036

Notes:

- The acceptance of a child into the School does not automatically guarantee a place for brothers and sisters - e.g. admission to Reception class does not automatically gain admission to other years for other siblings.
- In applying for a place at the School the Governors assume that you will support the Catholic ethos of the School, the teachings of the Church, and School policies from time to time in force.
- Parents will be informed of the result of their application by the LA.
- Parents whose application has been unsuccessful have the right of appeal. Details of this are available from the School
- The medical conditions of children may have priority at the Governors' discretion - with due regard to the efficient running of the School, that is, the efficient education of the children in a given year group and the efficient use of School resources. Evidence of medical considerations must be presented at the point of application.

Looked after Children

A 'looked after child' or a child who was previously looked after but immediately after being looked after, became subject to an adoption, residence or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) 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).

Timing of Admission

As required by law, this school provides for the full-time admission of all children offered a place in the reception year group 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.

Admission of Children outside their Normal Age Group

A request may be made for a child to be admitted outside of their normal age group, for example, has experienced problems such as ill health. In addition, the parents of a summer born child, i.e. a child born between 1st April and 31st August, may request that the child be admitted out of their normal age group, to reception rather than year 1.

Any such request should be made in writing to Mr Jamie Whiteside, Headteacher at the same time as the admission application is made. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the Head of School, including the Head of School's statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals, as appropriate.

Late Applications

Late applications will be administered in accordance with your home Local Authority Primary Co-ordinated Admissions Scheme. You are encouraged to ensure that your application is received on time.

Mid-Year Applications

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. All applications for places must be made by completing the Mid-Year Application Form, available from the school or via the school website.

Waiting List

The School will maintain a waiting list for all year groups should applications be received after a year group has reached its published admission number (PAN) of 45. The school regularly contacts parents on the waiting list to check if the place is still required and the list is reviewed annually in accordance with the admissions criteria.

Inclusion to the school's waiting list does not mean that a place will eventually become available.

Fair Access Protocol

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The governing body has this power, even when admitting the child would mean exceeding the published admission number (subject to infant class size exceptions).



DIOCESE OF BRENTWOOD

ST. CLARE'S CATHOLIC PRIMARY SCHOOL

SUPPLEMENTARY INFORMATION FORM

2025/2026

If you are expressing a preference for a place for your child at St. Clare's Catholic Primary School in Essex **and wish to apply under a faith criterion**, you should complete this Supplementary Information Form.

- The completed Supplementary Information Form, together with all supporting documentation (see Notes on the last page), should be **returned to the Admissions Officer at the school**.
- If you are applying to more than one Catholic school or academy you will need to complete a separate Supplementary Information form for each school/academy.
- **If you do not provide the information required in this form and return it to the school, with all supporting documentation, by the closing date, your child may not be placed in the appropriate faith category and this is likely to affect your child's chance of being offered a place.**
- Remember – you **must** also complete the Common Application Form available online from www.essex.gov.uk/admissions.

Name of child: _____

Address of child: _____

Parent/Carer Details: _____

Parent/Carer Name: _____

Parent/Carer Address: _____

(if different from above) _____

Please read St. Clare's Catholic Primary School Admission Policy, noting in particular any faith criteria, and your Local Authority booklet, before completing this form.

NOTE: When completing the Common Application Form, it is important that you provide details of any siblings (brothers or sisters) who will be attending the Catholic school/academy at the proposed time of admission. If this information is not provided the admission authority of the Catholic school/academy may not be able to place the application within the correct criteria.



Religious Status of child (please indicate by placing a tick in the appropriate box – please note that a tick should be indicated in only a single box)

Criteria	Tick Box	Evidence [insert details in accordance with the Notes below]
1. Looked after children, or a child who was previously looked after but immediately after being looked after, became subject to an adoption, residence or special guardianship order, from Catholic ¹ families		
2. Baptised Catholic ¹ children resident in the Parish of Our Lady of Light (Clacton on Sea), and adjoining Parishes of St Sabina's (Brightlingsea) and Sacred Heart and St Francis (Frinton on Sea) ² where one or both parents ³ are known to be Practising Catholic ⁴ as evidenced by the Certificate of Catholic Practice *. (This will be available from your Parish priest.)		
3. Baptised Catholic ¹ children resident in the Parishes of Our Lady of Light (Clacton on Sea), St Sabina's (Brightlingsea) and Sacred Heart and St Francis (Frinton on Sea).		
4. Other Baptised Catholic ¹ children.		
5. Other looked after children or a child who was previously looked after but immediately after being looked after, became subject to an adoption, residence or special guardianship order.		
6. Children from families with a commitment to other Christian churches as supported by a baptism certificate or letter from their Church leader.		
7. Any other application will be considered if places remain.		
Catholic [Parish] [Deanery] in which your child lives:		

¹ A Catholic means a child baptised, or received into the Church, by a Priest in a Church which is in communion with the See of Rome.

² You are encouraged to contact the school or your Parish Priest if you are unsure of the Parish boundary.

³ Parents include guardians and carers or any person who has parental responsibility or care of the child.

⁴ In accordance with the Code of Canon Law practising means attending Mass on every Sunday and on Holy Days.



[The data on this form will only be used within the school/academy admissions system, and will not be divulged to any third party outside the school/academy admissions system in accordance with current Data Protection legislation.]

I confirm that I have read the Admissions Policy of the school and that the information I have provided is correct. I understand that I must notify the school immediately if there is any change to these details and that, should any information I have given prove to be inaccurate, the governing body may withdraw any offer of a place even if the child has already started school.

Signed: **Date:**

Checklist:

Have you enclosed?

- Copy of baptism or certificate of reception into the Catholic Church (where applicable).
- Certificate of Catholic practice (where applicable).
- Letter confirming membership of a Christian denomination or other faith (where applicable).

Have you completed your local authority's online Common Application Form.?

Please read Notes overleaf



Notes

1. Evidence of Catholic Baptism

If application is being made for a place at the school for a Catholic child evidence of Catholic baptism or reception into the Church is required. A certificate of baptism or certificate of reception into the full communion of the Catholic Church should be provided at the same time as this form is returned to the school.

[The Admission Authority may request additional supporting evidence if the written documents that are provided do not clarify the fact that the child was baptised or received into the Catholic Church, e.g. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not. Those who have difficulty obtaining written evidence of baptism or reception into the Church should contact their Parish Priest.]

2. Evidence of Catholic Practice

If application is being made for a place at the school for a Catholic child with a Certificate of Catholic Practice, this must be signed by a Catholic priest in the form laid down by the Bishops' Conference of England and Wales. The certificate should be obtained from the family's parish priest, or the priest in charge of the Church where the family practises, and should be provided at the same time as this form is returned to the school.

3. Evidence of Catechumens

If application is being made for a place at the school for a catechumen evidence of their being a member of the catechumenate of a Catholic Church will be required. A certificate of reception into the order of catechumens should be provided at the same time as this form is returned to the school.

4. Evidence of Membership of an Eastern Christian Church

If application is being made for a place at the school for a member of an Eastern Christian Church, including Orthodox Churches, evidence of membership will be required. A certificate of baptism or reception from the authorities of that Church should be provided at the same time as this form is returned to the school.

5. Evidence for Other Christian Denominations and Other Faiths

If application is being made for a place at the school as a member of another Christian denomination or another faith a letter confirming membership of that Christian denomination or faith, and signed by the appropriate minister of religion or faith leader, will be required. The letter should be provided at the same time as this form is returned to the school.