



St. Helen's Catholic Junior School Academy

ADMISSION POLICY 2025/2026

Basic Information

St. Helen's Catholic Junior School Academy is situated in the Diocese of Brentwood. The Governing Body of the school is responsible for determining and administering the policy relating to the admission of pupils to the school. It is guided in that responsibility by the requirements of the law, by the advice of the Diocesan Trustees, and its duty to the school and the Catholic community. The admission number for 2025/2026, into year 3, is 92. Parents need to apply by the set deadline, using the online application form, which is available on www.essex.gov.uk/admissions.

Policy

Applications for admission will be considered from parents who want a Catholic Education for their child according to the following criteria:

1. Catholic Families - Looked after children, previously looked after children and those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted;
2. Catholics attending St Helen's Infant School, whose application is supported by the Parish Priest;
3. Catholics whose permanent residence is in the parishes of Brentwood and Warley, Ingatestone or Ongar and whose application is supported by their Parish Priest;
4. Catholics from other parishes who cannot attend another Catholic school nearer their home, whose application is supported by their Parish Priest;
5. Other looked after children, previously looked after children and those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.;
6. Children who do not fall into the above categories.
 - o Priority in this criteria (6) will be given to children currently attending St. Helen's Catholic Infant School, in Brentwood

In any of the above criteria, priority will be given to:

- a. Those who have a brother or sister in the school at the time of admission will have preference in the category in which they fall;
- b. Where there are medical grounds supported by a doctor's certificate, children will have preference in the categories in which they fall;
- c. Proximity of the child's home to school, as determined by straight-line distance, with those living closest being accorded the higher priority. Definition of straight-line distance is available in the 'Primary Education in Essex' booklet, available on www.essex.gov.uk/admissions.

Additional notes

Unsuccessful Application

Parents whose application has been unsuccessful have the right to appeal. Details about the appeals process can be found online on the School Admission page of Essex County Council website (www.essex.gov.uk/admissions). Parents can make an appeal online with the link on the website or download a hard copy of the appeal form and post it to Statutory Appeals Team. Parents can also email statutoryappeals@essex.gov.uk if they have any comments or questions.



St. Helen's Catholic Junior School Academy is a charitable company limited by guarantee registered in England and Wales (Registered number is 7695916)

Registered Address: Sawyers Hall Lane, Brentwood, Essex, CM15 9BY



DIOCESE OF BRENTWOOD

ST HELEN'S CATHOLIC JUNIOR SCHOOL ACADEMY

SUPPLEMENTARY INFORMATION FORM

2025/2026

If you are expressing a preference for a place for your child at St Helen's Catholic Junior School Academy, 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 below), should be **returned to Admissions, St Helen's Catholic Junior School Academy, Sawyers Hall Lane, Brentwood, Essex, CM15 9BY.**
- 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/academy, 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. (Local Authority Application form, through Essex County Council's website.)

Name of child: _____

Address of child: _____

Parent/Carer Details

Parent/Carer Name: _____

Parent/Carer Address: _____
(if different from above) _____

[Please read our 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 our school 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)¹

Criteria	Tick Box	Evidence [insert details in accordance with the Notes below]
1. Catholic with a Certificate of Catholic Practice	<input type="checkbox"/>	
2. Other Catholic – Baptism Certificate	<input type="checkbox"/>	
3. Catechumen	<input type="checkbox"/>	

Catholic Parish in which your child lives:

[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.....



Notes

1. 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.

2. 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.]

3. Evidence for 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.

Tie Break

Priority will be given to children living closest to the school determined by straight-line distance, with those living closest being accorded the higher priority. In the event of distances being the same for two or more children, where this would determine the last place to be allocated, random allocation will be carried out and supervised by a person independent of the school.

Waiting List

In addition to their right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained by the school in the order of the school's admission policy and not in the order in which applications are received or added to the list. Names are removed from the list after two terms.



Checklist:

Have you enclosed?

- Certificate of Catholic practice (where applicable).
- Copy of baptism or certificate of reception into the Catholic Church (where applicable).
- Have you completed and returned your local authority's Common Application Form?