



St Katherine's Church of England Primary School
Admissions Policy Statement for 2025/2026

This statement is our Admissions Policy and supersedes any previous statements issued.

Attending the St Katherine's Nursery does not guarantee your child being offered a place in the Reception Class and it is important that parents complete the LA application form in the October prior to the following September intake into the Reception Class. In addition, a Supplementary Information Form (SIF) supplied by the school should be completed and returned to the Head teacher no later than 31st January 2025. The School will be happy to assist parents in completing any relevant paperwork.

The number intended to admit each year is 30. In the event of oversubscription, a waiting list will be maintained. *Waiting lists for all year groups are held strictly in the order of the admissions criteria.*

The school will admit children into Reception in the September following their fourth birthday. Parents who wish to delay the admission of their child until later in the Reception year may request this. Parents can request that their child attends part time until the child reaches compulsory school age (part-time would be mornings only). The child would start at the beginning of a new School term. Further details if required are available from the School.

Parents applying for a place at the school for their children, in any year group, would be expected to support the ethos of the school which is founded on Christian values and practice.

The Governors see great value in pupils attending a nursery setting which places a high emphasis on a strong moral code and the partnership approach of parents.

All applications for a place at St. Katherine's must be supported by a Supplementary Information Form, which should be sent directly to the school.

Where there are too many applications for places available, the following criteria will be applied by the Governors' Admissions Panel, in the order set out below, to decide which children to admit.

For information on Summer-Born children and children with an Education, Health and Care Plan (EHCP) please see the Primary Education in Essex 2025/2026 booklet.

A. Applicants whose normal place of residence is Canvey Island, in the following priority order:

- 1) "Looked After" Children and previously looked after children (as defined in the Primary Education in Essex 2025/2026 booklet) with a recommendation by a Christian Minister. In the event of there being a greater number of applications than places available, applications from parents/carers who have a longstanding active involvement in the life of The Church will be given a higher priority. (see Page 3 Notes)
- 2) Looked After Children and previously looked after children (as defined in the Primary Education in Essex 2025/2026 booklet) not of the Christian Faith.
- 3) Children with siblings currently attending the school and with a personal recommendation by a Christian Minister. In the event of there being a greater number of applications than places available, applications from parents/carers who have a longstanding active involvement in the life of The Church will be given a higher priority;
- 4) Children with siblings currently attending the school.
- 5) Children with a personal recommendation by a Christian Minister. In the event of there being a greater number of applications than places available, applications from parents who have a longstanding active involvement in the life of the Church will be given a higher priority.
- 6) Children whose parents desire a Christian education for their child even though they themselves may not be practising Christians.
- 7) Straight line distance from the school.

In the event of the school being oversubscribed in any of the above categories, the following provisions will be applied in this given order:

- (a) Children of teaching staff (regardless of home address) who:
 - a. Have been employed at the school for two or more years at the time of application for the school place
 - b. The member of staff is recruited to fill a vacant post for which there is a demonstrable skills shortage
- (b) Straight line distance from the school

NB: In the event that the church [or other relevant place of worship] has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church [or other relevant place of worship] or alternative premises have been available for public worship.

B. Applicants not normally resident on Canvey Island will be admitted in the same order as above.

For consideration under criteria A and B this school requires a Supplementary Information Form to be completed. Please contact or visit the school office for a Supplementary Information Form.

Notes on Admissions Policy Statement

Note 1

'Looked After Children' are as defined in the Primary Education in Essex 2025/2026 booklet.

Note 2

An appropriate Christian minister is the Minister in Charge of the worshipping congregation to which the child's parents belong. If the congregation has currently no full time minister, a letter may be obtained from a duly authorised warden of the Church or the person who normally leads the services. In this case the letter would need to be on headed stationery belonging to that Church. The Minister or duly authorised person would be expected to confirm that the parents of the child have been active participants in the life and worship of the congregation over a period of six months or more.

Note 3

A sibling is the brother or sister of a child who is expected still to be attending St Katherine's School when the sibling is admitted. A sibling could be full, half or step sister or brother living in the same or different household as the older brother or sister.

Note 4

The distance is determined by the local Authority's online measuring system.

Appeals

The Education Act allows parents the right of appeal against decisions of the Governors regarding admissions. Appeals will be heard by the Independent Appeals Committee. Such appeals can be addressed to:

The Clerk to the Statutory Appeals Panel
PO Box 11
Chelmsford,
Essex
CM1 1LX

Email: statutoryappeals@essex.gov.uk

St Katherine's Church of England Primary School and Nursery
Supplementary Information Form 2025-26
(Diocese of Chelmsford)

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		

Please outline below the reasons why you would like your child to attend St Katherine'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

NB: In the event that the church [or other relevant place of worship] has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church [or other relevant place of worship] or alternative premises have been available for public worship.

GDPR

St. Katherine's C of E Primary School fully comply with information legislation.

For the full details on how we use your personal information please see

www.stkatherinesprimary.com