



ST. PETER'S CATHOLIC PRIMARY SCHOOL

ADMISSIONS POLICY 2025-2026

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

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admissions arrangements.

The Local Governing Committee is the admission authority and has responsibility for the admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round. The Local Governing Committee has set its admission number at 60 pupils to the Reception year in the school year which begins in September 2025.

The Local Governing Committee will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's Published Admissions Number (PAN).

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority:

CATEGORY	CRITERIA
1	Catholic looked after and previously looked after children
2	Catholic children with a Certificate of Catholic Practice who are resident in the parishes of the Most Holy Redeemer, Billericay or the Parish of Our Lady of Good Counsel, Wickford for whom St Peter's Catholic Primary School is the nearest Catholic school.
3	Catholic children with a Certificate of Catholic Practice who live outside the Billericay and Wickford parishes for whom St Peter's Catholic Primary School is the nearest Catholic school.
4	Catholic children from the parishes of the Most Holy Redeemer, Billericay or the Parish of Our Lady of Good Counsel, Wickford.
5	Catholic children from other parishes.
6	Catholic Catechumens and members of an Eastern Christian Church
7	Other looked after and previously looked after children
8	Remaining applications.

Parents must note that in accepting a place at this school they should understand that a commitment to the whole ethos of a Catholic education is expected.

Within each of the categories listed above, the following provisions will be applied in the following order.

(i) Staff applications: A child whose parent at the time when applications are being considered, has been employed for two or more years at St Peter's Catholic Primary School Billericay, or the member of staff is recruited to fill a vacant post at the school for which there is a demonstrable skill shortage, will have preference in the category in which he/she falls.

(ii) Sibling applications: A child, who will have a sibling in Year R to Year 5 of the School at the time when applications are being considered, will have preference in the category in which he/she falls, after children in (i) above .

Should the LA not offer a place for a child, the parent(s)/guardian(s) have the right of an appeal against the decision within 21 days of the place date of notification that the application has been unsuccessful.

Application Procedure and Timetable

To apply for a place at this school in the normal admission round, you must complete the online 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. The Supplementary Information Form should be returned to the school office by 15th January 2026 or the next working day. Those applying under Category 1 to 6 are requested to ask their Parish Priest for a completed Certificate of Catholic Practice. Subsequently, the school will rank applications in terms of the Criteria and then return that list to the Local Authority.

You will be advised of the outcome of your application on 16th April or the next working day, by the Local Authority on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

If you do not provide the information required in the SIF and return it by the closing date, together with all the supporting documentation, your child will not be placed in criteria 1 to 6, and this is likely to affect your child's chance of being offered a place.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is the 15th January 2026.

Admission of Children Outside their Normal Age Group and Deferred Entry

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or 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 Mrs Parker Headteacher, St Peter's Catholic Primary School, Coxes Farm Road, Billericay, Essex CM11 2UB or by emailing admin@st-peters-pri.essex.sch.uk at the same time as the admission application is made. The Local Governing Committee 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 Headteacher, including the Headteacher's statutory responsibility for the internal organisation, management and control of the school, the Local Governing Committee will take into account the views of the parents and of appropriate medical and education professionals, as appropriate.

Mid-Year Applications

An application can be made for a place for a child at any time outside the normal admission round and the child will be admitted where there are available places. Applications should be made directly to the school by completing a [mid-year application form](#) for a Primary School place and a [SIF](#). Your application will be dealt with within 15 school days.

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

If there are no places available, the applicant will be informed within 15 school days and the child will be added to a waiting list for the remainder of that school academic year.

You will be advised of the outcome of your application in writing, and you have the right of appeal to an independent appeal panel.

Fair Access Protocol

The school is committed to ensuring a fair and balanced approach when admitting vulnerable children as set out in locally agreed protocols by the Local Authority. Accordingly, outside the normal admission round the admission authority is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The admission authority has this power, even when admitting the child would mean exceeding the PAN (subject to the infant class size exceptions).

Waiting List

In addition to their right of appeal, unsuccessful children for a Reception place, will be offered the opportunity to be placed on a waiting list. 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. In the event of oversubscription, we will hold the Reception Year waiting list until the end of the Summer term.

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

Late applications

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

Pupils with an Education, Health and Care Plan or a Statement of Special Educational Needs

The admission of pupils with a Statement of Educational Needs or an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with a Statement of Special Educational Needs or Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

Equality Act 2010

This admissions authority ensures that their admission arrangements do not discriminate on the grounds of disability; gender reassignment; pregnancy and maternity; race; religion or belief; sex; or sexual orientation, against a person in the arrangements and decisions it makes as to who is offered admission as a pupil. The admissions criteria applied by this Admission Authority is non-discriminatory.

Tie Break

Where the offer of places to all the applications in any of the sub-categories listed above would still lead to oversubscription, the places up to the admission number will be offered to those living nearest to the school measured by straight line distance. The school uses measurements provided by the Local Authority, and

parents may wish to refer to the LA's [Determined Admissions Arrangements](#) for an explanation of how the LA does this. The nearest distance will be given priority within each category and when there are applicants with an identical distance competing for a single place at the school the place will be offered to applicants on the basis of lots drawn by a person deemed to be impartial with no involvement or personal interest in admissions. Exceptional medical circumstances (supported by medical evidence) may override the above.

Notes (These notes form part of the oversubscription criteria)

- An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.
- A 'looked after child' has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school. A 'previously looked after child' is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order. Included in this definition are those children who appear (to the Local Governing Committee) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.
- 'Catholic' means a member of a Church in full 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. For the purposes of this policy, it includes a looked after child who is part of a Catholic family where a letter from a priest demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (e.g. a looked after child in the process of adoption by a Catholic family).

For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

- 'Certificate of Catholic Practice' means a certificate issued by the family's parish priest (or the priest in charge of the church where the family attends Mass) in the form laid down by the Bishops' Conference of England and Wales. It will be issued if the priest is satisfied that at least one Catholic parent or carer (along with the child, if he or she is over seven years old) have (except when it was impossible to do so) attended Mass on Sundays and holy days of obligation for at least five years (or, in the case of a child, since the age of seven, if shorter). It will also be issued when the practice has been continuous since being received into the Church if that occurred less than five years ago. It is expected that most Certificates will be issued on the basis of attendance. A Certificate may also be issued by the priest when attendance is interrupted by exceptional circumstances which excuse from the obligation to attend on that occasion or occasions. Further details of these circumstances can be found in the guidance issued to priests:

<https://www.dioceseofbrentwood.net/departments/education/school-admissions-2/>

- 'Catechumen' means a member of the catechumenate 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' includes:

(i) all natural brothers and sisters, half brothers and sisters, adopted brothers and sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address, and

(ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same address as the applicant.

- Staff applications are applicable to all staff employed at St Peter's Catholic Primary School.
- A 'parent' means all natural parents, any person who is not a parent but has parental responsibility for a child and any person who has care of a child.
- To demonstrate an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the Local Governing Committee will require compelling written evidence from an appropriate professional, such as a social worker, doctor or priest.
- 'Christian' means follower of the religion of Jesus Christ.

In the event of over-subscription within any of the above criteria, applicants will be ranked by distance. Distances are calculated by the Local Authority, as defined in the Primary Education in Essex booklet, by use of a Geographical Information System which accurately measures the distance from the home address to the school. Exceptional medical circumstances (supported by medical evidence) may override the above.

For the purpose of this policy, parish boundaries are shown on the maps located on our school website [Parish Boundary Maps](#) and will be applied to the admissions arrangements for 2025-26.

A child's "home address" refers to the address where the child usually lives with a parent or carer and will be the address provided in the Common Application Form ("CAF"). Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.



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SUPPLEMENTARY INFORMATION FORM 2025/26

We wish to apply for a place under criterion _____

If applying for admission under criteria's 2 to 6 inclusive please speak to your Parish Priest regarding a Certificate of Catholic Practice and submit this along with a copy of your child's Baptism certificate.

CHILD:

Surname: _____

First Names: _____

Date of Birth: _____ Age: _____

Address of Child _____

Name of Sibling (if applicable): _____ Year Group: _____

_____ Year Group: _____

Religion _____

Place of Baptism _____ Date of Baptism _____

PARENT(S)/LEGAL GUARDIAN(S):

Parents Names _____

Address: (if different from above) _____

Post Code: _____

Email (Father): _____

Mobile (Father): _____

Email (Mother): _____

Mobile (Mother): _____

St Peter's Catholic Primary School fully complies with information legislation. For the full details on how we use your personal information please click [Privacy Notice](#) or call 01277 653770 if you are unable to access the internet.

I confirm that I am the child's legal parent/guardian in applying for admission to St Peter's Catholic Primary School.

Signature: _____

Date: _____

