



# **Admissions Policy 2025/2026**



## **ADMISSION POLICY**

St. Teresa'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 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 and instrument of government, 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 the applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The governing body is the admissions authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round. The governing body has set its admission number at 30 pupils to be admitted to the reception year which begins in September 2025.

The governing body 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).

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

The admission of pupils with a statement of Special Educational Needs or an Education, Health and Care Plan is dealt with on an individual basis depending on the needs of the child and spaces available within the school.

### **Oversubscription Criteria**

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

1. Catholic Looked After children and previously Looked After children and all other Looked After children.
2. Baptised, Practising Catholics who are resident in the parishes of St. Teresa's, Rochford (excluding the districts of Hockley and Hawkwell) and St. John Fisher, Prittlewell.
3. Baptised, Practising Catholics who are resident in other parishes.
4. Baptised Catholics who are resident in the parishes of St. Teresa's, Rochford (excluding the districts of Hockley and Hawkwell) and St. John Fisher, Prittlewell.
5. Baptised Catholics who are resident in other parishes.
6. Catechumens and members of an Eastern Christian Church.
7. Christians of other denominations whose membership is evidenced by a minister of religion.
8. Children of other faiths whose membership is evidenced by a religious leader.
9. Any other applicant whose parents wish a Catholic education for their child.

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

- i. Where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can most appropriately be met at this school, the application will be placed at the top of the category in which the application is made.
- ii. The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after the children in (i) above.

### ***Tie Break***

Priority will be given to children living closest to the school determined by the shortest distance. Distances are calculated on the basis of a straight-line measurement between the front door of the child's home address (including the community entrance to flats) and the main entrance of the school using the Local Authority's computerised measuring system. 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. All the names will be entered into a hat and the required number of names will be drawn out.

### **Application Procedures and Timetable**

To apply for a place at this school in the normal admission 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- 8. The Supplementary Information Form should be returned to the school office by 15<sup>th</sup> January 2025.

You will be advised of the outcome of your application on 16<sup>th</sup> 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 supporting documentation, your child will not be placed in criteria 1-8, 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 15<sup>th</sup> January 2025.

### **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.

### **Admission of Children Below Compulsory School Age and Deferred Entry**

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

## **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, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child, ie. a child born between 1<sup>st</sup> April and 31<sup>st</sup> August, may request that the child be admitted out of their normal age group, to Reception rather than Year One.

Any such request should be made in writing via the school office 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 headteacher, including the headteacher'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.

## **Waiting Lists for Reception Admissions**

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 in order of the oversubscription criteria set out above and **not** in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be maintained for the full academic year of admission.

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

## **Mid-Year Applications**

All mid-year applications should be made directly to St Teresa's, using the mid-year application form available on our website; click below

[St Teresa's Mid Year Application.pdf](#)

or via the school office. Mid-year applications (sometimes called in-year applications) are any application for a school place made to a year group, apart from September admissions to Reception ( Primary and infant schools).

For applications into existing year groups, a place will be offered when the number of pupils in the relevant year group is below the admission number for that year group. If there are two applications made at the same time, the school will use their oversubscription admissions criteria to allocate the place. In addition, if necessary, distance from St Teresa's will be used to determine the final decision.

## **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 the infant class size exceptions).

The governing body reserves the right to withdraw the offer of a place or, where a child is already attending the school, the place itself, where it is satisfied that the offer or place was obtained by deception.

## Notes (these notes form a part of the oversubscription criteria)

1. A Statement of Special Educational Needs is a statement made by the local authority under section 324 of the Education Act 1996, specifying the special educational provision for a child. 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.
2. 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 (eg. 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.
3. 'Catholic' means a member of a Church in 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 (eg. 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.



4. '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.
  
5. 'Eastern Christian Church' includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.
  
6. "Children of other Christian denominations" means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no creedal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and CYTÛN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

7. "Children of other faiths" means children who are members of a religious community that does not fall within the definition of "other Christian denominations" at 6 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:
  - A religion which involves belief in more than one God, and
  - A religion which does not involve belief in a God.

Case law has identified certain characteristics, which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

8. "brother or sister" includes:

(i) All natural brothers or sisters, half-brother or sisters, step-brother or step-sister, adopted brother or sister, whether or not they are living at the same address; an

(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.

9. 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.

10. To demonstrate an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the governing body will require compelling written evidence from an appropriate professional, such as a social worker, doctor or priest.

11. For the purposes of this policy, parish boundaries are determined by the Bishop of Brentwood.

Distances will be determined by the Local Authority.

The parishes served by the school lie within two Local Authorities: Essex County Council and Southend-on-Sea.



**DIOCESE OF BRENTWOOD**

**St. Teresa's Catholic Primary School**

**SUPPLEMENTARY INFORMATION FORM**

**2025**

If you are expressing a preference for a place for your child at St. Teresa'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 below), should be **returned to Mrs. Chinnery at the school** by the closing date of 15<sup>th</sup> January 2025.
- 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.

<b>Name of Child:</b>	<b>Date of Birth:</b>
<b>Address of Child:</b>	<b>Address of Parent/Carer (if different):</b>
<b>Parent/Carer Name:</b>	<b>Parent/Carer Telephone Number:</b>
<b>Parent/ Carer Email Address:</b>	

Please read the relevant school's 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 at the proposed time of admission. If this information is not provided the admission authority of the Catholic 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)<sup>[1]</sup>

Criteria	Tick Box	Evidence [insert details in accordance with the Notes below]
1. Catholic Looked After children and previously Looked After children and all other Looked After children.	<input type="checkbox"/>	
2. Baptised, Practising Catholics who are resident in the parishes of St. Teresa's, Rochford (excluding the districts of Hockley and Hawkwell ) and St. John Fisher, Prittlewell.	<input type="checkbox"/>	
3. Baptised, Practising Catholics who are resident in other parishes.	<input type="checkbox"/>	
4. Baptised Catholics who are resident in the parishes of St. Teresa's, Rochford (excluding the districts of Hockley and Hawkwell ) and St. John Fisher, Prittlewell.	<input type="checkbox"/>	
5. Baptised, Catholics who are resident in other parishes.	<input type="checkbox"/>	

6. Catechumens and members of an Eastern Christian Church.	□	
7. Christians of other denominations whose membership is evidenced by a minister of religion.	□	
8. Children of other faiths whose membership is evidenced by a religious leader.	□	
9. Any other applicant whose parents wish a Catholic education for their child.	□	

Catholic Parish in which your child lives:

The data collected on this form will only be used only within the school admissions system, and will not be divulged to any third party outside the school 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.....

---



