



St. Thomas More Catholic Primary School

South Road, Saffron Walden, Essex. CB11 3DW

Email: admin@stmsw.co.uk

HEADTEACHER: Mrs. M.J. Hall M.Phil

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ADMISSIONS ARRANGEMENTS POLICY 2025-2026

As required by law, the Governing Body will not admit more than 30 pupils to any one class in Key Stage 1.

- ❖ St. Thomas More Catholic Primary School founded in 1970, is situated in the Diocese of Brentwood and is maintained by the Essex local Education Authority.
- ❖ The Governing Body of the School is responsible for determining 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 LEA is responsible for co-ordinating the administration procedure and for offering school places.
- ❖ Unless otherwise stated in the Criteria for admissions set out below, places are offered to children resident within or outside the school's catchment area. (See map).
- ❖ Having consulted the LEA and others in accord with the requirements of the law, the Governing Body has set as its planned admissions number 30 pupils for the school year commencing September.
- ❖ Parents wishing to apply for a place at the school for their child in the next school year must complete the School Application Form (available from April 2022). They must also arrange to complete the Priest's Form and produce a Baptismal Certificate (in each case this varies according to which of the Criteria for admissions set out below for which you are applying.) It should be noted that all applications will be considered at the same time.
- ❖ In accord with the provisions of the regulation 49 of the Education (School government) Regulations 1999, the Governing Body has delegated responsibility for determining admissions to its Pupil Related Committee.
- ❖ Pupils who are admitted to the school will normally enter the reception class full time in September each year. However parents can request that admission is deferred until the child reaches statutory school age. Parents can also request that their child attends the school part time until the child reaches statutory school age.
- ❖ In the event of over subscription in any or all of the categories of the criteria places will be offered to those with siblings in the school followed by closest proximity to the school, measured by a straight line distance from home to school in miles.
- ❖ Sibling link requires the older child to be in Year 5 or below. A sibling is a blood brother or sister, a half brother or sister or foster or adopted brother or sister living in the same household.
- ❖ The term Catholic refers to those who are in communion with the See of Rome and includes both families of the Eastern and Latin Rite.
- ❖ The term 'Children Looked After' is 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).



- ❖ A waiting list will be kept by Essex County Council Admissions until the first week of the Autumn Term. The school will maintain a waiting list for a year for Reception and other year groups.
- ❖ The Criteria for admissions set out below will be applied in the order in which they appear in the list.

Criteria

- 1) Children Looked After from Catholic families.
 - 2) Baptised Catholic children whose parent(s) or legal guardian(s) regularly attend Mass on Sundays and Holy Days of Obligation who live within the parishes of Saffron Walden, Gt Bardfield & Thaxted and Stansted.
 - 3) Baptised Catholic children whose parents(s) or legal guardian(s) regularly attend Mass on Sundays and Holy Days of Obligation who live outside the above mentioned parishes.
 - 4) Baptised Catholic children within the above mentioned parishes.
 - 5) Children Looked After.
 - 6) Other Christian denominations desirous of obtaining a Christian education for their child provided that such application is supported, in writing, by the appropriate Minister of Religion.
 - 7) The children of permanent members of teaching and teaching support staff employed by St Thomas More Catholic Primary School:
 - a) where the member of staff has been employed for two or more years at the time when the application for admission is made; and/or
 - b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
 - 8) If any places remain the Admissions Committee will consider remaining applications.
- * In each category siblings will be given priority.





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Supplementary Information Form (SIF)

Section 1 – Pupil Details

Pupil surname		
First name (s)		
Date of birth	Male	Female
If the child is known by another name please add it here		
Home Address		
Postcode		

Section 2 – Parent/Carer details 1

Mr / Mrs / Miss / Ms	Initials	Surname
Relationship to child	Email address	
Home phone no.	Mobile phone no.	

Parent/Carer details 2

Mr / Mrs / Miss / Ms	Initials	Surname
Relationship to child	Email address	
Home phone no.	Mobile phone no.	

Section 3 – Religion

Date of Baptism		
Place of Baptism		
Baptism Certificate enclosed	Yes	No
Parish to which you belong		

I confirm that the information I have given is true and that I am a parent for this child.

Signed	Date
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Please return this form directly to the school by email to admin@stmsw.co.uk with the subject 'SIF FORM'

If you would like full details on how the school uses personal data, please visit the school website