

St Francis Catholic Primary School

Braintree, Essex



ADMISSIONS CRITERIA

2026-2027

Applications for admissions to St Francis Catholic Primary School are managed and co-ordinated by Essex County Council according to its published admissions arrangements. The Governing Body of the school is responsible for all admissions and the admission number for entry is 30. Where applications for admissions exceed the number of places available, the Governing Body will allocate places using the following criteria in the order set out below:

1. Looked After Children, Previously Looked After Children and Children Previously Looked After from outside England who immediately after being looked after became subject to an adoption, residence or special guardianship order and who are a baptised Catholic or from a Catholic family.
2. Baptised Catholic children resident in the Parishes of Our Lady Queen of Peace, Braintree, Our Lady and St Anne Line, Dunmow and St Francis of Assisi, Halstead, where one or both parents are known to be regularly attending Mass on Sundays and Holy Days of Obligation, as evidenced by the 'Certificate of Practice' which can be provided by the Priest.
3. Baptised Catholic children of non-practising parents resident in the Parishes of Our Lady Queen of Peace, Braintree, St Anne Line, Dunmow and St Francis of Assisi, Halstead.
4. Baptised Catholic children of teaching staff who do not fall under the above criteria but have;
 - a. been employed at the school for two years or more at the time of application for the school place or
 - b. the member of staff has been recruited to fill a vacant post for which there is a demonstrable skill shortage
5. Other Looked After Children or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order.
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. Any other applications.

A Catholic refers to those in communion with the See of Rome and includes families of the Eastern and Latin Rite.

The deciding factors in the event of the school being oversubscribed in any of the above categories are as follows and in the order given:

- a. Applicants with a sibling already in the school at the time of admission shall have priority within the category in which they fall.
- b. Applicants who live nearer to the school as measured by straight line distance shall have priority within the category in which they fall. All straight line distances are calculated electronically by the LA using data provided jointly by the Post Office and Ordnance Survey.

This school requires a Supplementary Information Form to be completed.

This school holds a waiting list for all year groups which is reviewed annually.

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

If our school is named on your child's Statement or Education, Health and Care Plan their admission is dealt with by a completely separate procedure. Details of this separate procedure are set out in the *Special Educational Needs Code of Practice*. Please contact the school for further advice or the Parent Partnership Service. Information for parents about the Essex Parent Partnership Service can be found on the main Essex County Council website. Email: parentpartnership@essex.gov.uk
Telephone: 01245 436036

Notes:

- The acceptance of a child into the School does not automatically guarantee a place for brothers and sisters – e.g. admission to the Reception class does not automatically gain admission to other years for other siblings.
- In applying for a place at the School the Governors assume that you will support the Catholic ethos of the School, the teachings of the Church, and School policies from time to time in force.
- Parents will be informed of the result of their application by the LA.
- Parents whose application has been unsuccessful have the right of appeal. Details of this are available from the School.

Timing of Admission

As required by law, this school provides for the full-time admission of all children offered a place in the reception year group from the September following their fourth birthday.

Parents can request that the date their child is admitted to the school is deferred until later in the school year or until the child reaches compulsory school age in the school year. Where entry is deferred, the school will hold the place for that child and not offer it to another child. The parent would not however be able to defer entry beyond the beginning of the term after the child's fifth birthday. Parents can also request that their child attends part-time until the child reaches compulsory school age. **For parents opting to take up a part time place this would be mornings only.** Where parents choose to defer entry, the school will expect that the child would start at the beginning of a new school term/half term.

However, parents of a summer born child (1st April – 31st August) who wish their child to start school in the Autumn Term following their fifth birthday will need to apply for a place at the correct time for the normal admission round for the following academic year. Supporting evidence from the relevant professionals working with the child and family stating why the child must be placed outside their normal age appropriate cohort must be submitted in all cases. The Admission Authority for the school, which is the Governing Body, will decide whether the application for a Reception place will be accepted or whether it will be treated as an application for a Year 1 place, the child's normal age appropriate cohort. If the application for a Reception place is not accepted this does not constitute a refusal of the place and there is no right to an independent statutory appeal.

Late Applications

Applications must be made by the National Closing Date detailed in the Primary Education in Essex booklets which are available from the Local Authority. Late applications will be dealt with as detailed in these booklets for children resident in Essex. Children resident outside of Essex should refer to the process for handling late applications published by their home Local Authority.

Procedure for Applicants for Years 1 to 6 “in-year applications”

‘In-Year Applications’ to St. Francis should be via the school directly. An in-year application form can be downloaded from the school website, collected in person from the school office or a request can be made for it to be emailed to the parent. Applications must be completed in full with all information as requested. Additional information (ie a baptismal certificate and/or Certificate of Catholic Practice) can be submitted with a Supplementary Information Form (SIF) to support the application.

Decisions on applications are strictly made on the information provided by parents and against the Admissions Criteria (see above)

You should be aware that there is no guarantee of a place at any school so you can and should apply for more than one school, unless you have established that your preferred school definitely has a place for your child. To find out if there are places, you will need to contact the school(s) directly.

Once you have sent your application to St. Francis Catholic Primary School, the school must write to you within 15 school days to confirm if a place is being offered or not. If you do not hear within this timescale, please contact the school directly to ask about your application.

If the school writes to you to offer a place, you should get in touch with the school to confirm if you are accepting the place and arrange a start date.

Waiting List

The school will maintain a waiting list for all year groups should applications be received after a year group has reached its published admission number (PAN) of 30. The school regularly contacts parents on the waiting list to check if the place is still required and the list is reviewed annually in accordance with the admissions criteria.

DIOCESE OF BRENTWOOD
St. Francis Catholic Primary School BRAINTREE
SUPPLEMENTARY INFORMATION FORM



RECEPTION 2026/2027

If you are expressing a preference for a place for your child at St. Francis Catholic Primary School in Braintree, 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. V. Jackson (via the school office)** by the closing - 15th January 2027
- 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, 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 Essex LA Common Application Form.

Name of child:

Address of child:

Parent/Carer Details

Parent/Carer Name:

Parent/Carer Address:

(if different from above)

[Please read the relevant school/academy 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 this 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)

NAME OF CHILD:		
Criteria	Tick Box	Evidence [insert details in accordance with the Notes below]
1. Baptised Catholic with a Certificate of Catholic Practice	☐	
2. Baptised Catholic	☐	
3. Member of other Christian denomination	☐	
4. Member of other faith	☐	

Catholic Parish in which your child lives:

The data on this form will only be used within the school admissions system for St. Francis Catholic Primary School, 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.....

Date.....

Please Print Name _____

SCHOOL OFFICE USE ONLY

Office Stamp dated when document received by St. Francis School (staff initials)

Colour photocopy of Baptism certificate taken YES / NO (staff initials)

Notes

1. 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.

A translation may need to be requested by the admission authority for some documents. Those who have difficulty obtaining written evidence of baptism or reception into the Church should contact their Parish Priest.

2. 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.

3. Evidence for Other Christian Denominations and Other Faiths

If application is being made for a place at the school for a member of an Eastern Christian Church, including Orthodox Churches, evidence of membership will be required. A certificate of baptism or reception from the authorities of that Church should be provided at the same time as this form is returned to the school. If application is being made for a place at the school as a member of another Christian denomination or another faith a letter confirming membership of that Christian denomination or faith, and signed by the appropriate minister of religion or faith leader, will be required. The letter should be provided at the same time as this form is returned to the school.

Checklist:

Have you returned to **St. Francis Catholic Primary School by 15th January 2027**

- Completed copy of the Supplementary Information Form – signed and dated
- Copy of baptism or certificate of reception into the Catholic Church (where applicable).
- Certificate of Catholic practice (where applicable).
- Letter confirming membership of a Christian denomination or other faith (where applicable).

Have you completed and returned your Essex Local Authority's Common Application Form?