



St Teresa's Catholic Primary School

"With Jesus we live, love and learn"

Admissions Policy 26/27

Date policy last reviewed: 2024

Signed by:

Headteacher

Date:

Chair of governors

Date:

Last updated: July 24

ADDITIONAL INFORMATION SINCE LAST VERSION ADDED IN RED

Introduction

Our Mission Statement states that: We are a Catholic community guided by the teaching and example of Jesus in all aspects of our lives. We respect one another and strive to meet the needs of every member of our school family as we learn and grow towards fullness of life. We all work together – our school, our families, our parishes and the wider community – to be a sign of God's love in the world.

Application to St Teresa's

All applications must be registered with the Local Authority. The Governors of St Teresa's Catholic Primary School, Basildon, intend to admit the school's standard number of 30 to the Reception Year, each academic year.

Admission of children to St Teresa's Catholic Primary School, Basildon, will be considered from parents who desire for their children a Catholic Education, based on the application of the following criteria.

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.

Admissions Criteria

1. Catholic looked after and previously looked after children
2. Baptised **practising** Catholic children resident in the Catholic Parish of Our Lady and All Saints for whom this is the nearest Catholic School
3. Catholic children who are resident in the Catholic Parish of Our Lady and All Saints
4. Other baptised practising Catholic children
5. Other Looked After children
6. Catechumens and members of an Eastern Christian Church
7. Children of other Christian denominations whose membership is evidenced by a minister of religion
8. Children of other faiths whose membership is evidenced by a religious leader
9. All other children whose parents desire for them a Catholic environment for their education and who accept the Catholic ethos and practices of St Teresa's Catholic Primary School

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

1. Applicants with children already in the school have first priority within the applicable category. Siblings

must be attending the school at the time of admission of the younger child.

2. The Governing Board may increase the priority of an application within a category where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child, which can be most appropriately met at this school.

Definition of Catholic for the Purpose of Admissions

From DIOCESAN GUIDANCE ON ADMISSION TO CATHOLIC SCHOOLS 2023:

CATHOLIC: *“For the purposes of admission criteria, the term ‘Catholic’ means a baptised person who is a member of any Catholic Church that is in full communion with the See of Rome. This includes members of the twenty-one Eastern Catholic Churches which are in full communion with the See of Rome. Members of these Churches have the full rights of any member of the Catholic Church and must not be discriminated against, either directly or indirectly.”*

PRACTISING CATHOLIC: *“For the purposes of admission criteria, a ‘practising Catholic’ is a baptised Catholic child with a Certificate of Catholic Practice. A ‘Certificate of Catholic Practice’ means a certificate given by the family’s parish priest, or the priest in charge of the Church where the family practises in the form laid down by the Bishops’ Conference of England and Wales.”*

Tie Break

Children living closest to the school, measured in a straight line in metres by a digital mapping system, will be given higher priority. Straight line distance is measure from the address point of the home address to the address point of the school. 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.

How to Apply

Local Authority

Complete the Local Authority online application by the deadline in January, 2022 at www.essex.gov.uk/schools

Supplementary Information Form

1. All applicants will need to complete a School Supplementary Information Form available from the school.
2. Certificate of Catholic Practice Supplementary Forms are available from the parish priest. These forms must be completed by practicing Catholics only.
3. Both Supplementary Information Forms and Baptismal certificates if Catholic should be returned directly to the school.

Pupils with a statement of Special Educational Need (SEN)

The admission of pupils with a statement of Special Educational Need is dealt with by a completely separate procedure. This procedure is integral to the making and maintaining of statements by the pupil's home Local Authority. Details of this separate procedure are set out in the Special Educational Needs code of practice.

If you have any questions or require further clarification, you should contact the Headteacher at the School.

Please note:

Completing an application form does not guarantee a place for your child at this school. The only guarantee of a place is the receipt of a formal offer of a place from the Local Authority.

Waiting Lists

In addition to their right of appeal, unsuccessful children 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 held open until 23rd July 2024.

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

In-Year Applications

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Application should be made to the school by contacting St Teresa's main office on 01268553502.

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 child will be added to the waiting list (see above).

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 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).

Nursery

For children attending the school's nursery, application to the reception class of the school must be made in the normal way, to the home local authority. **Attendance at the school's nursery does not automatically guarantee that a place will be offered at the school.]**

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 to support this policy

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 (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.

3. '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 living with a family where at least one of the parents is Catholic.

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 credal 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 CYTŪN 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 brothers or sisters, adopted brothers or 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 home address as the child who is the subject of the application.

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 will be applied to the admission arrangements

12. 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.



St Teresa's Catholic Primary School

SUPPLEMENTARY INFORMATION FORM 2026/2027

Please complete clearly in block capitals

Part A: To be completed by the parent/guardian of a Catholic child. Please return directly to the school.

Child's surname:Child's forename:

Address:

Post Code:Telephone:

Child's date of birth:..... Male/female *please delete

Date and place of baptism: (please attach copy of baptism certificate)

.....

Details of any brothers or sisters who will be already attending the school at the date of admission:

Name: Date of birth:

Name: Date of birth:

Name and address of current school/nursery:

.....

Signature of mother: Signature of father:



St. Teresa's Catholic Primary School

Supplementary information Form 2026/2027

Part B

This form is to be completed by Minister of Religion or Religious Leader

Child's Name: _____

Date of Birth: _____

Address: _____

_____ **Post Code:** _____

Father's Name: _____

Mother's Name: _____

This family is known to me and I support this application

Signed: _____
Minister or Religious Leader

Name: _____
Block Capitals

Telephone No: _____

Church: _____ **Church stamp**

Please return directly to the school office.

****Please note we are unable to accept his form without a church stamp****

