

St Thomas of Canterbury Church of England Junior School

Sawyers Hall Lane, Brentwood, Essex. CM15 9BX



Telephone 01277 223651

Email admin@stthomasjr.essex.sch.uk

Website www.stthomasjr.org

Chair of Governors Mr Richard Healy

ADMISSIONS POLICY 2023-2024

Application Process:

Applications will be handled in accordance with the co-ordinated admissions scheme published by Essex County Council in the Primary Education in Essex CC booklet.

Admission Number:

The governing body intends to admit up to **77** children to Year 3 in **September 2023**.

Appeal Process:

Parents who are refused admission can appeal to an independent panel. Details available from Essex CC.

Admission Criteria (September 2018 onwards)

In the event of over subscription places will be allocated according to the following criteria in the order given:

1. Looked after children.
- 2.# Children currently attending St Thomas of Canterbury Church of England Infant School.
- 3.* Children whose parents are regularly at the heart of the worship at St Thomas of Canterbury, Brentwood, or St George the Martyr, Brentwood (attendance of at least twice each month for at least the past two years).
- 4.* Children whose parents are regularly at the heart of worship of another Anglican Church or another Christian Church (recognised by "Churches Together" in England or the Evangelical Alliance) (attendance of at least twice each month for at least the past two years).
- 5.* Children whose parents are committed to the worship (attendance of at least twice each month for at least the past year) at St Thomas of Canterbury, Brentwood, or St George the Martyr, Brentwood.
- 6.* Children whose parents are committed to the worship (attendance of at least twice each month for at least the past year) at another Christian Church (recognised by "Churches Together" in England or the Evangelical Alliance).
7. Children who have a brother or sister attending St Thomas of Canterbury CEVA Infant School or St Thomas of Canterbury CEVA Junior School at the time of admission.
- 8.* Children whose parents (i) wish their child to attend a Church of England School and (ii) are committed to the worship (attendance of at least twice each month for at least the past year) of any Christian Church or any other world faith (represented on the Interfaith Network).
9. Children who do not fall into any of the above categories.

In the event of over subscription within any of the above criteria, priority will be given in the first instance to children who have a sibling attending St Thomas of Canterbury CE Infant School, or St Thomas of Canterbury CE Junior School at the time of admission and in the second instance will be determined by straight line distance from home to school, those living closest being given the highest priority.

The School Admissions Regulations (Admission Arrangements and Co-ordination of Admission Arrangements) (England) 2012 requires that from September 2019 all parents of Year 2 children in an infant school will need to make a formal application and submit this to the Local Authority by the statutory national closing date. Offer places will then be communicated to parents by the LA in writing on the statutory national offer day. The application form will be available to be submitted online and in a hard copy on request for those parents unable to apply online. To be considered under this category, **Part 3** of the Supplementary Information Form **must** be completed and signed by St Thomas of Canterbury Church of England Infant School.

* To be considered under these categories, **Part 2** of the Supplementary Information Form **must** be completed and signed by the Priest or Minister. This must be submitted to the Junior School by the statutory national closing date. If you have recently joined a new church; attendance at a former church may be taken into account and should also be included on further copies of the Supplementary Information Form. In the event that during the period specified for attendance at worship the church [or, in relation to those of other faiths, relevant place of worship] has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church [or in relation to those of other faiths, relevant place of worship] or alternative premises have been available for public worship.

Part 2 To be completed by your Priest/Minister

Name of Priest/Minister
Place of worship
Address
Telephone number

Note to Priest / Minister

The Governors would be most grateful for your help as we are seeking information about the church background of this family.

Would you please confirm their commitment and any involvement by answering the questions set out below and adding any other comments you may consider appropriate, but you should bear in mind the reference cannot be treated "in confidence".

It is the parents' responsibility to return the completed form to the school.

Parental involvement in the life and work of the place of worship

How long has the family been known to you?

Are the Parent(s) / Carer(s):	Tick one box
At the heart of the worship (twice monthly attendance for at least two years)	
Committed to the worship (twice monthly attendance for at least one year)	
Known to you (less than twice monthly attendance)	

NOTE: In the event that during the period specified for attendance at worship the church [or, in relation to those of other faiths, relevant place of worship] has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church [or in relation to those of other faiths, relevant place of worship] or alternative premises have been available for public worship.

To be completed by Priest/Minister

Signature	
Office held	
Date	
Church stamp	

Please make and use further copies of this form, if required, to evidence further Church attendance.

Part 3 To be completed by St Thomas of Canterbury Church of England Infant School

“I confirm that the child named in this Supplementary Information Form (SIF) attends St Thomas of Canterbury Church of England Infant School and is in Year 2 in the academic year preceding their application for admission to St Thomas of Canterbury Church of England Junior School.”

Headteacher Signature	
Position	Headteacher
Date	
School stamp	

Adopted Local Authority Definitions

Looked After Children

A ‘looked after child’ or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order will be given first priority in oversubscription criteria, ahead of all other applicants, in accordance with the School Admissions Code 2021. This also includes those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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 (as defined in Section 22(1) of the Children Act 1989).

Children with statements of special educational needs or Education, Health and Care Plans

Children with statements of special educational needs or an EHCP that name the school on the statement are required to be admitted to a school regardless of their place in the priority order.

Distance tie breaker

All straight line distances are calculated electronically by the LA using data provided by Ordnance Survey (OS). The data plots the co-ordinates of each property and provides the address-point between which straight line distance is measured and reported to three decimal places. In the unlikely event of two applicants with an identical distance competing for a single place at a school the place will be offered to one applicant on the basis of lots drawn by a member of the Governing Body, acting on behalf of the School Admissions Authority, not involved in admissions.

Siblings

For applications made in the normal admission round a relevant sibling is a child who has a brother, sister, adopted brother or sister or stepbrother or stepsister living in the same family unit in the same family household and address who attends the preferred school or partner school in any year group excluding the final year. Biological siblings who attend the preferred school in any year group excluding the final year will also be treated as siblings irrespective of place of residence. Children residing in the same household as part of an extended family, such as cousins, will not be treated as siblings. For mid-year applications a sibling is a child who has a brother, sister, adopted brother or sister or stepbrother or stepsister living in the same family unit in the same family household and address as a child who attends or has been offered a place at the preferred school or partner school at the time of application and determination and with a reasonable expectation that the sibling will be attending at the time of admission.

Mid-Year Application Process

Applications for school places outside the normal admissions round (mid-year) should be made directly to the school, using the mid-year application form available on our website (www.stthomasjnr.org) and 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 Year 3. 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. **Please note:** If a mid-year application is received during a school holiday period, we will respond as soon as possible when the school reopens.

Waiting List

The School Admissions Code states that in the event of over subscription all admission authorities must maintain a waiting list for at least the autumn term. We maintain a continuous waiting list. Unless applicants specifically tell us to remove them from the waiting list we will keep their applications on file (in the order of the admissions criteria) and inform them when places become available. This is our common practice for all year groups.