



Applications for all admissions should be made to Essex County Council using the Common Application Form. Applications should also be made to the Head Teacher of the school by completing the Supplementary Information/Priests Form (S.I.F.) and will be considered from parents who desire a Catholic education for their children.

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

*“The ethos of this school is encapsulated in our mission statement ‘Love One Another’. We ask all parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the right of parents who are not of the faith of this school, to apply for and be considered for a place.”*

The number of intended admissions will be 90. All pupils will be admitted without reference to academic ability, disability or aptitude.

Pupils born between 1<sup>st</sup> September 2010 and 31<sup>st</sup> August 2011 will be admitted, full time, at the beginning of the Autumn Term following a short induction period.\*

Where the number of applications for admission **exceeds** the number of places available, the following criteria will be applied in order of priority set out below:

1. Looked after children in Catholic Families. ♦
- 2.\*\* Catholic children with a certificate of baptism whose permanent residence is in the parishes of Brentwood, Warley, Ingatestone and Ongar and whose family regularly attend Sunday Mass (*in this context regularly means attending Mass weekly*) and whose application is supported by their parish priest.
- 3.\*\* Catholic children with a certificate of baptism, whose permanent residence is in the parishes of Brentwood, Warley, Ingatestone and Ongar but do not fit the above categories.
- 4.\*\* Catholic children with a certificate of baptism from other parishes whose family regularly attend Sunday Mass (*in this context regularly means attending Mass weekly*) and whose application is supported by their parish priest.
- 5.\*\* Catholic children with a certificate of baptism who do not fit the above categories.
6. Catechumens and members of the Eastern Christian Churches.
7. Other looked after children. ♦
8. Children who have a sibling at St. Helen's Catholic Infant or Junior school at the **time of admission** and who do not fit into any of the categories above.
9. Christians of other denominations whose parents are in sympathy with the aims and ethos of the school and whose application is supported by their minister of religion.
10. Children of other faiths whose parents are in sympathy with the aims and ethos of the school and whose application is supported by their religious leader.
11. Any other children.

\*\* *To be considered under these categories, a copy of the Baptismal Certificate must be submitted with the Supplementary Information Form/Priests Form (S.I.F.)*

We ask that you complete the S.I.F. and return it to us by the closing date **15<sup>th</sup> January 2015**, so that the governing body may be able to consider your application.

Within each category, the following criteria in the order given below will be used to determine priority

- i. Those who have a sibling at St. Helen's Catholic Infant or Junior school at the **time of admission**. A sibling is defined as a brother, sister, stepbrother or stepsister living in the same family unit in the same family household and address. Biological siblings will be treated as siblings irrespective of place of residence.
- ii. Children of teaching staff who -
  - a) have been employed at the school for two or more years at the time of application for the school place or
  - b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

In the event of over-subscription within any of the above criteria, priority will be determined by straight-line distance as supplied by the Local Authority from home to school, those living closest given higher priority. Please refer to the 'Distance tie Breaker' published in the Primary Education in Essex booklet.

In the event of over-subscription, a waiting list will be maintained by the Local Authority until the end of the first week of term following the Admissions round. The governing body will then exercise their right to take over the waiting list after this date and will maintain it on an ongoing basis. This waiting list will be maintained in order of the oversubscription criteria set out above.

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

\*In accordance with government regulations, parents can request that the date of admission is deferred or that their child attends part-time (This would be every morning from 8.45a.m. until 12 noon) until the child reaches compulsory school age (5) in that school year. Parents cannot defer admission however beyond the academic year for which the original application was accepted.

♦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).