



“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.”

Application Process

Applications all admissions should be made to Essex County Council using the Common Application Form. The school also requires a Supplementary Information/Priest or Religious Leader form (S.I.F) to be completed in order to rank the application with the published criteria below 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.

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.

Number to Admit

The number of intended admissions will be **90**. All pupils will be admitted without reference to academic ability, disability or aptitude. Pupils whose 5th birthday falls between 1st September 2018 and 31st August 2019 (i.e. children born between 1st September 2013 and 31st August 2014) will be admitted, full time, at the beginning of the Autumn Term following a short induction period.*

Over Subscription Criteria

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 (includes 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 (includes 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.

** *Catholic denotes a member of any Catholic Church that is in full communion with the See of Rome. To be considered under these categories, a copy of the Baptismal Certificate must be submitted with the Supplementary Information Form (S.I.F.)*

We ask that you complete the S.I.F. and return it to us by the closing date **15th January 2018**, 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.

Tie Break

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.

Waiting List

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. Applicants on the waiting list will be contacted in the Spring Term of each school year to see if they wish to remain on the waiting list. This waiting list will be maintained in order of the oversubscription criteria set out above.

*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 who wish to seek a place for their child (including Summer Born children) outside of their normal age group must make an application to their Local Authority for their child's normal age group at the usual time. They must also apply in writing at the same time to the Head Teacher requesting admission out of the normal age group providing any supporting documentation and evidence. If the request for admission out of normal age group is granted by the school, this does not constitute the offer of a place for the year group that has been requested and a new application must be made to the Local Authority as part of the main admissions round the following year.

Appeals against the refusal of a place will be heard by an independent Appeals committee. Parents wishing to appeal should do so in writing within 14 days of receiving the decision of the Governors to The Clerk to the Independent Appeal Panel, County Hall, PO Box 4261, Chelmsford, CM1 1GS.

◆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).