

## **Overview of the application Process for Reception September 2022**

Application packs are handed to all parents of children in our Nursery and anyone else who has requested a pack during Sept/Oct 2021. Applications need to be completed on line at the London Borough to whom you pay your council tax, by the closing date of 15<sup>th</sup> January 2022. Once you have completed the form and submitted it to the council, you will receive a reference number, which you need to keep. Please also print or save a copy of your completed form to check that you have completed it correctly and you that you have listed all your school preferences, in order.

The school must also receive a completed Supplementary Information Form signed and stamped by your Parish Priest, which states whether the child attends mass, weekly or less often and for how many years they have attended, (two years is the guideline for regular attenders). This also confirms whether the child is Baptised Roman Catholic or otherwise. ***(Canon Michael will be signing the Supplementary Information Forms in bulk. Please leave these with your other documents at the school office). Please do not contact Canon Michael Scanlon directly.***

Following the closing date of 15<sup>th</sup> January 2022, all the Supplementary Information Forms are put into order in accordance with the Admissions Policy for 2022/23, by the Admissions Committee for the Governing Body. These are then categorised and checked before a ranked list is submitted to the London Borough of Merton. Once the Council has allocated places, they write to/or email parents directly on **16<sup>th</sup> April 2022**, offering places of either their first choice or otherwise.

Once the Council's date for accepting places has passed and they have processed the applications, they forward us an updated list of all those who have accepted or declined. Then there is a second round of offers, should any places still be available. This then becomes the final list for September 2021, unless anyone else withdraws between then and September.

Merton provides the school with a waiting list of all the children who still want a place at St Teresa's, including late applicants, who may have moved into the area. This list is again re-ordered, using the Reception Admissions Policy criteria for the second round.

Children who are unsuccessful in getting a place, automatically remain on the Waiting List until 31<sup>st</sup> December 2022. However, if parents wish, they can request that they remain on the school's waiting list up until the end of the school academic year 2022/23.

If you have any further questions, please contact Mrs Lorraine Isaac, our Admissions Officer via email at: [lorraine.isaac@st-teresas.merton.sch.uk](mailto:lorraine.isaac@st-teresas.merton.sch.uk) or by telephone on 020 8648 1846 option 2.