



St. Teresa's
R.C. Primary School

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Headteacher
Mr Justin Dachtler

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Dear Parents

17 September 2021

Re: Reception applications for September 2022- Closing date - 15 January 2022

We are delighted that you wish to apply for a place in the Reception Class for your child to start September 2022. We therefore enclose a leaflet from the London Borough of Merton, 'Starting primary school September 2022', a copy of our Admissions Policy for Reception 2022/23, a Supplementary Information Form (SIF) to be signed by your Parish Priest or Minister, Applicant's Information Form and a sheet setting out the overview of the process.

We have organised 2 meetings for parents on **Wednesday 6th October at either 9am or 2.15pm** to meet with myself, Mrs Williams, Head of Early Years and Mrs Isaac, our Admissions Officer. This will help you to understand the process and enable you to ask any questions you may have. Please only attend one session.

On the advice of the Education Commission of the Archdiocese of Southwark, the school have agreed the following statement that remains in place at the current time:

The suspension of the obligation to attend Sunday Mass was announced on 18th March 2020 by Bishops' Conference of England and Wales. If a parent/carer attended Mass at a particular parish (or parishes) prior to 18th March 2020 then they will be considered to have attended Mass in that parish (or parishes) regularly since that time. This will remain the case until the Sunday obligation is reintroduced by the Bishops. (The Schools Admissions Advice - dated 30th July 2020)

If you require your Supplementary Form to be signed by Canon Michael Scanlon, please bring this to the school office by Friday 29th October 2021. **These will then be signed and stamped by him and returned to the school.** Should you require SIF forms for other Catholic Primary Schools to be signed at the same time, you will be able to collect these from the school office when he returns them to us, whereupon we will contact you to collect them. Please do not contact Canon Michael directly.

Once you have completed the forms, these should be brought to the Admissions Officer at the school office, together with the originals (if you have not already provided these with the Nursery Application) of your child's Baptism certificate, Birth Certificate and Passport. We also require a utility bill with proof of address (no more than 3 months old) so that we can take photocopies for our records.

The second part of the admission process is EXTREMELY IMPORTANT. You MUST apply online to the Council where you pay your Council Tax to. If you live in the Merton Borough, please make your application on the London Borough of Merton School Admissions website and choose Primary School Applications, where you can receive guidance and apply for a place. If you do not live in London Borough of Merton you will need to apply online to your own borough e.g. Sutton, on their school admissions site.

Even if your child attends St Teresa's Nursery, if we are your first choice school, please make sure that you enter our school details in the first choice box. We suggest that you save/print a copy of your application, so that you can check it is correct. Once you have created your account, please keep the login details and password safe, as you will need this again for future use.

St Teresa's Reception Classes are often heavily oversubscribed, meaning that not everyone is successful in gaining a place for their child. Please do read the criteria for admissions, set out in the enclosed Admissions Policy very carefully. You can put down up to 6 choices of Primary School on your on-line Council Application Form. It is always advisable to have back-up schools, in the event that you do not get offered your first choice school. We recommend you use all options available to you and if you wish, visit other primary schools.

"Love proves itself by deeds so how am I to show my love?" St Thérèse of Lisieux

See over 



When making your application, it is often useful to consider the details of admissions from previous years. In September 2021, our admission records showed that we filled all 60 places on criteria 1 - 10 only. Those in categories 11 to 13 were not offered a place at St Teresa's and were placed on our Waiting List. However, in previous years only children in categories 1 – 4 were offered places, due to us being oversubscribed. Please be aware that we can never predict the numbers for each criteria, as they change from year to year.

The following questions are regularly asked by parents. We hope that they will assist you with the process. Please do not hesitate to ask should you have any further questions:

- Will my child definitely gain entry to Reception if they are already in St Teresa's Nursery?
No. This is a completely separate process.
- Will my child automatically gain a place in Reception if they have a sibling already in school who is currently in Reception to Year 5?
No – siblings are only considered in cases of over-subscription, in accordance with each criteria.
- What happens if we attend more than one church regularly?
You will need 2 forms and Part 2 of the Supplementary Information Form, will need to be completed by each Parish Priest and stamped.
- If the school is oversubscribed and I have a sibling at St Teresa's in Reception to Y5, will this place my child higher up the waiting list?
No.
- Who can I speak to about the process if I am unclear?
Mrs Lorraine Isaac, Admissions Officer, in the school office, or by phone on 0208 648 1846 option 2 or via email at lorraine.isaac@st-teresasa.merton.sch.uk.
- If my child does not get offered a place in Reception, following the second round of offers, can I appeal?
Yes - you are at liberty to appeal but please note that unless you have a valid reason why your child, above any other, should gain a place, you will not succeed. If you do wish to appeal, this must be done in writing, within 14 days of the second round of offers. Evidence must be provided with your appeal and addressed to the Clerk to the Governing Body, St Teresa's Primary School.

Finally, do check you have:

- Read and understand the School Admissions Policy for Reception.
- Completed an online Reception Application Form, submitted it to the Local Authority and received a reference number (please write the reference number at the top of the applicants information form, so we know you have applied).
- You have Part 1 of the Supplementary Information Form; arranged for your Parish Priest/Minister/Other faith leader to sign and stamp Part 2 and return to the school.
- Completed the school Information Form, signed the declaration concerning accuracy of information and returned to the school.
- Provided the school with the original Birth Certificate, Baptism Certificate, Passport and utility bill showing your address – less than 3 months old, for them to check and take photocopies.
- Completed the whole process by the closing date Thursday 15th January 2022.

Please note that the online Local Authority Application Form and the Supplementary Information Form, will be used by school governors and the Local Authority to allocate school places, in line with the school's Admissions Policies. To find out more about St Teresa's School on our website, please go to: www.st-teresas.merton.sch.uk.

We are always able to help families to understand the process of admissions and are here to help if any of the information given is unclear. Please contact Lorraine Isaac on 0208 648 1846 option 2, or email her at lorraine.isaac@st-teresas.merton.sch.uk.

Yours sincerely,



Mr J Dachtler - Headteacher

W razie trudności ze zrozumieniem informacji prosimy o skontaktowanie się z szkolnym sekretariatem.
Dziękujemy

இந்த பாடசாலை விண்ணப்பப் படிவத்தை பூர்த்தி செய்ய உங்களுக்கு ஏதாவது உதவி தேவைப்பட்டால் தயவு செய்து பாடசாலை அலுவலகத்துடன் தொடர்பு கொள்ளவும்.



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