



**ST. TERESA'S CATHOLIC PRIMARY SCHOOL**  
**ADMISSION TO RECEPTION CLASS for the Academic Year 2023.24**  
**Our Mission**

***As a Catholic school community we work together to provide our children with a high quality education through a curriculum and in an environment which has Gospel values at its heart. We have shared responsibility for our Core Values which are Love, Trust, Teamwork and Ambition. We always try to follow the words of St. Teresa***  
***“Love Proves Itself by Deeds”***

**Background Information**

St. Teresa's is a Voluntary Aided Catholic Primary School in the trusteeship of the Archdiocese of Southwark. The school is conducted by its governing body as part of the Catholic Church, in accordance with its Trust Deed and Instrument of Government, and seeks at all times to be a witness to Jesus Christ. The school exists primarily to serve the Catholic community. This policy therefore gives priority to Catholic children. However, the Governing Body welcomes applications, subject to the availability of places, from those of other denominations and faiths who support the religious ethos of the school.

Having consulted with the Local Authority, the Diocese and other admission authorities, the Governors intend to admit into the Reception Class in September 2020, up to 60<sup>1</sup> pupils without reference to ability or aptitude. Where the number of applications exceeds 60, the governors will offer places using the following criteria, in the order stated.

**Admissions procedure**

Parents/carers must complete the Common Application Form supplied by the Local Authority. In addition, parents/carers are asked to complete a Supplementary Information Form available from the school. The completed Supplementary Information Form should be sent to the school by the closing date published by the Local Authority and the school. Parents/carers who also submit a supplementary form are given priority over those applicants who do not. You are advised to make two copies of the supplementary form. You should retain one copy and pass the second copy to your priest/minister/faith leader, as indicated on the form itself. Offers of places will be sent to parents by the Local Authority on the common offer date, as notified by the Local Authority.

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(1) This number will include all children, whether Catholic or not, who have an Education Healthcare Plan and are thereby admitted by law.

## **Admission Criteria**

1. Baptised 'Looked After'<sup>2</sup> 'Catholic'<sup>3</sup> children or Looked After children in the care of Catholic families,
2. Baptised Catholic children of practising Catholic families attending church weekly, resident in the parish of St. Teresa's.
3. Baptised Catholic children of practising Catholic families attending church weekly, living in other parishes.
4. Baptised Catholic children of practising Catholic families attending church less frequently, resident in the parish of St. Teresa's.
5. Baptised Catholic children of practising Catholic families attending church less frequently living in other parishes.
6. Baptised Catholic children or children enrolled in the Catechumenate<sup>5</sup>.
7. Other Looked After children.
8. Children who are baptised members of the Eastern Orthodox Churches not in union with the Bishop of Rome.
9. Children for whom the school is particularly suitable on medical or social/pastoral grounds<sup>6</sup>.
10. Children of families who are members of other Christian denominations<sup>7</sup>.
11. Children of other faiths.
12. Any other children.

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2. 'Looked After Child' - A looked after child is a child who is (i) 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 definition in section 22(ii) of the Children Act 1989). A previously looked after child is a child who was adopted, or subject to a residence order, or special guardianship order, immediately following having been looked after. Catholic Children who are 'Looked After' are given first priority and non-Catholic children who are looked after children are admitted after places have been offered to Catholic children but before other children.

3. Catholics mean members of the Latin and Oriental Rite Churches that are in union with the Bishop of Rome. [This includes Latin Rite Catholics (Roman Catholics) and Oriental Rite Catholics in communion with the SEE of Rome: the Maronite and Italo-Albanian Catholic Churches; the Chaldean and Syro-Malabar Catholic Churches; the Armenian, Coptic, Ethiopian, Syrian and Syro-Malankara Catholic Churches; the Melkite, Ukranian, Ruthenian and Romanian Catholic Churches; the Greek catholic Church, the Byzantine Catholics in former Yugoslavia, the Bulgarian, Slovak and Hungarian Catholic Churches and the Eastern Catholic Communities (Russian, Belarussian, Georgian and Albanian) without hierarchies.

4. Practising Catholic means attending Sunday Mass (which includes Saturday evening) each week for the past two years. This will be verified by the Priest on the Supplementary Form. If this is less than 2 years, a letter from the parent(s)/child's previous Parish Priest will be required for verification. This will be verified by the Priest on the Supplementary Information Form. Should you attend Mass in more than one Parish, please submit a Supplementary Information Form for each Parish your parent(s)/child worships in.

5. A member of the Catechumenate means a child who is to be baptised, prior to entry to the school.

6. Supporting, written evidence must be provided by a qualified medical practitioner or social worker. The supporting evidence should set out clearly the particular medical and/or social reasons why St Teresa's is the most suitable school and the difficulties that would be caused if the child had to attend another school.

7. Other Christian denominations mean churches which are full members of ChurchesTogether in England.

### **Over-subscription criteria**

The following order of priorities will be applied to each category, in turn, when applications within any of the above categories exceed the places available and it becomes necessary to decide between applications:

The attendance of a sibling<sup>8</sup> at the school at the time of admission.

- I. A child whose parent is a member of staff, where the member of staff has been employed at the school for two years at the time at which the application for admission is made and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- II. For categories 4, 5 & 6 above, the strength of commitment to the faith as demonstrated by the level of the parent(s)/child's Mass attendance. The evidence must be provided by the parents or guardians and should be endorsed by the priest(s) at the church(es) where the parent(s)/child normally worships. Applications will be ranked in the order shown on the supplementary form, first weekly, less often or non-attendance.
- III. For categories 7 and 8 above, the strength of evidence of commitment to the faith as demonstrated by the level of the parent(s)/child's attendance at services. This evidence must be provided by the parents or guardians and can be endorsed by a priest or minister from the place where the parent(s)/child normally worships.
- IV. The governing body may give priority to an application within a category where evidence is provided, at the time of application, of an exceptional social, medical or pastoral need of the child which makes the school particularly appropriate for the child in question. Supporting, written evidence must be provided by a qualified medical practitioner or social worker. The supporting evidence should set out clearly the particular medical and/or social reasons why St Teresa's is the most suitable school and the difficulties that would be caused if the child had to attend another school.
- V. The distance<sup>9</sup> from the child's home to the school gate. This will be measured in a straight line as provided by the Local Authority.

### **Admissions of children below Compulsory School Age**

The governors will provide for the admission of all children in the September following their fourth birthday. Parents can request that the date their child is admitted to the school is deferred until later in the school year or until the child reaches compulsory school age in that year. Parents may also request that their child attends part time, until the child reaches compulsory school age. (This is mornings only).

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8. A qualifying sibling is a brother or sister (or step-brother/sister, adopted brother/sister) who is part of the same parent(s)/child unit living at the same address. This does not include children in the Nursery or Year 6 at the time the application is made.

9. Distance from home to school: When applying admission criteria, distances are measured using the distances provided by the Local Authority, derived from their computerised mapping system with priority being given to those who live nearest the school. Full details can be found in the Local Authority Admission Arrangements The child's address should be that of the child's permanent residence. You may not give the address of a relative or carer unless they have legal custody of the child. If parents are separated and share custody of the child, the address given should be that of the parent with whom the child spends most of the school week, which will normally be the address where Child Benefit is payable. If the parent making the application lives at a different address from the child, a letter of explanation should be attached. An application can only be made from a single address, and only a single application can be made for each child. It is not acceptable for a parent(s)/child to use a temporarily rented address to secure a place of their preference. Where there are two children of equal distance and only one place available a tie breaker will take place where lots will be drawn to determine rank order.

## **Admission of children outside their normal age group**

Parents who are seeking a place for their child outside of their normal age group, e.g. the child has experienced problems such as ill health or the parents of a summer born child preferring not to send their child to school until the September following their fifth birthday, may request that they are admitted out of their normal age group – to reception rather than year 1.

Governors will make decisions on the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group, and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. They will also take into account the views of the school's head teacher. When informing a parent of the decision which year group the child should be admitted to, the governors will set out clearly the reasons for their decision.

Where the governors agree to a parent's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to the age group to which pupils are normally admitted to the school the local authority will process the application as part of the main admissions round, (unless the parental request is made too late for this to be possible) and on the basis of the determined admission arrangements, including the application of oversubscription criteria where applicable. Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

## **Pupils with a Statement of Special Educational Needs or Education, Health and Care Plan (EHCP)**

The admission of pupils with a Statement of Special Educational Needs or with an EHC Plan is dealt with by a completely separate procedure. The procedure is integral to the making and maintaining of statements and EHC plans by the pupil's home local authority. Details of this separate procedure are set out in the SEND code of practice. Pupils with a statement or EHC plan naming the school will be admitted without reference to the above criteria.

## **Waiting Lists**

Parents of children who have not been offered a place at the school must ask for their child's name to be placed on a waiting list. The waiting list will be maintained by the school until the end of the current academic year. It will be operated using the same admissions criteria listed above. Placing the child's name on the waiting list does not guarantee that a place will become available. This does not prevent parents from exercising their right to appeal against the decision not to offer a place.

## **Appeals**

Parents whose applications for places are unsuccessful may appeal to an Independent Appeal Panel set up in accordance with section 94 of the School Standards and Framework Act 1998. Appeals must be made in writing and must set out the reasons on which the appeal is made. Appeals should be made to the Admissions Appeal Clerk at the school address. Parents/Carers have the right to make oral representations to the Appeal Panel.

Infant classes are restricted by the legislation to 30 children. Parents should be aware that an appeal against refusal of a place in an infant class, may only succeed if it can be demonstrated that:-

- a. the admission of additional children would not breach the infant class size limit; or
- b. the admission arrangements did not comply with admissions law or had not been correctly and impartially applied and the child would have been offered a place if the arrangements had complied or had been correctly and impartially applied; or
- c. the panel decides that the decision to refuse admission was not one which a reasonable admission authority would have made in the circumstances of the case.

### **Late Applications**

Any late applications will be considered by the Governors' Admissions Committee in the event of there being any available places using the above criteria. If all places have been filled, parents will be offered the opportunity of placing their child's name on the waiting list. This does not prevent parents from exercising their right to appeal against the decision not to offer a place. This admissions procedure, although primarily relevant to children for whom a place is sought at the normal age of entry to primary education (Year R), applies also to succeeding years, subject to availability of places. The Deadline for Applications for Reception Class in September 2020 will be 15 January 2020.

### **Appendix 1. Map of the Parish Boundary.**

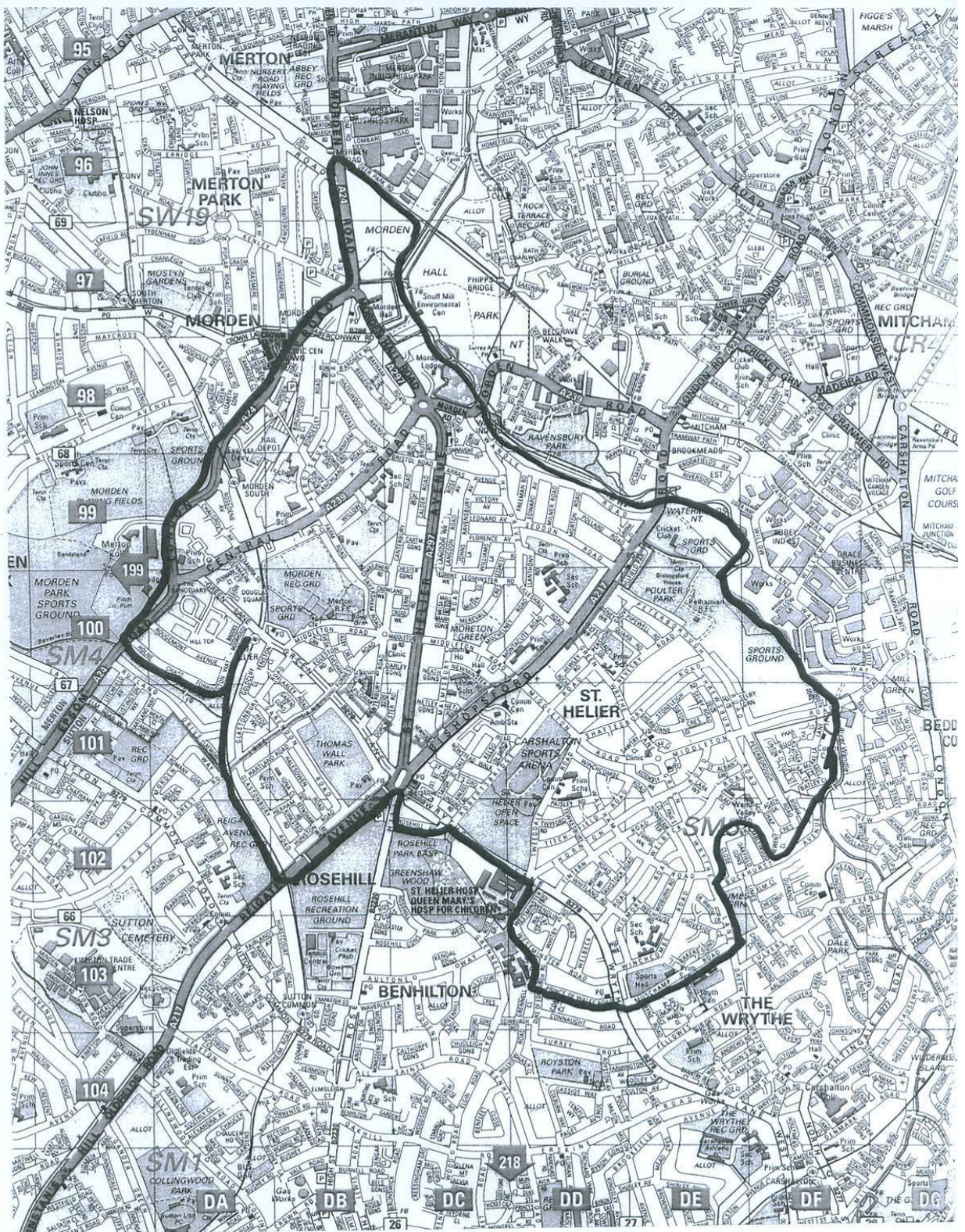
Useful information:

1. St Teresa's Parish Priest, St. Teresa's Church, Bishopsford Road, Morden, Surrey, SM4 6XB. Tel: 0208 648 4113
2. St Teresa's Admissions Officer – Mrs Lorraine Isaac tel: 020 8648 1846 Option 2 or email [lorraine.isaac@st-teresas.merton.sch.uk](mailto:lorraine.isaac@st-teresas.merton.sch.uk).
3. St Teresa's School Website – [www.st-teresas.merton.sch.uk](http://www.st-teresas.merton.sch.uk).
4. London Borough of Merton Admissions Department tel: 020 8274 4906.
5. Catholic Education Commission Website - [www.rcaoseducation.org.uk](http://www.rcaoseducation.org.uk)

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

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





Morden Parish Boundary Map