



Headteacher
Mr Justin Dachtler



Montacute Road
Morden
Surrey
SM4 6RL
Tel: 020 8648 1846

Email: school@st-teresas.merton.sch.uk
Website: www.st-teresas.merton.sch.uk

Dear Parents

September 2022

Re: **Reception Applications for September 2023 - Closing date - 15 January 2023**

We are delighted that you wish to apply for a place in our Reception Class for your child to start September 2023. Please see the link here for the London Borough of Merton Booklet, Applying for Reception September 2023. We also attach a copy of our Admissions Policy for Reception 2023/24, 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. If you are unable to print and require paper copies of these documents, please let us know.

We have organised two meetings for parents on **Tuesday 4th 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 guide you through the process and you can ask any questions you may have. Please only attend one session and book a place when returning your application to the school office. **Please enter via the Middleton Road gate for 9am and via pathway to the right of the school office for 2.15pm, to access the Nursery.**

If you require your Supplementary Form to be signed by Canon Michael Scanlon, please bring this to the school office by **Friday 21st October 2022**. Should you require SIF forms for other Catholic Primary Schools to be signed please bring them in at the same time. **These forms will then be signed and stamped by Canon Michael and returned to the school thereafter.** We will retain your St Teresa's SIF on file and contact you to collect any for other Catholic Schools. **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 of your child's Baptism certificate, Birth Certificate and Passport (unless you have already provided these with your Nursery Application). We also require a utility bill as 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 to whom you pay your Council Tax. 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.

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



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.

When making your application, it is often useful to consider the details of admissions from previous years. In September 2022, our admission records showed that we filled all 60 places on criteria 1 - 12 but some children in category 12 still remain 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 admissions@st-teresas.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 where you live 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 completed 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 2023.

Please note that the online Local Authority Applications 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 admissions@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 தேவைப்படின தயவு செய்து பாடசாலை அலுவலகத்துடன் தொடர்பு கொள்ளவும்.