

## ST. TERESA'S CATHOLIC PRIMARY SCHOOL NURSERY ADMISSION POLICY for the Academic Year 2024-25

### 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 and other admission authorities, the Governors intend to admit up to 104<sup>1</sup> pupils into the Nursery in September 2024 and the closing date for applications **28 February 2024**.

Children with dates of birth **only** between **01.09.21 and 31.08.21** will be offered places to start in **September 2024**. This will be for either 15 hours in the morning, or for 30 hours (all day) extended childcare, if parents are able to provide an eligibility code, confirming their entitlement. This includes children with an Educational Healthcare Plan, so long as the school has the appropriate provisions and is able to meet the needs of the child.

- Following allocation of places for 2024, if we do not fill by September 2024, these places will be offered to late applicants throughout the school year, using the criteria below.

### Admissions procedure

Parents/carers are asked to complete a Supplementary Information Form available from the school. This should be completed by Parents and taken to their Parish Priest to be signed and stamped, with proof of the child's Baptism, as this forms part of the evidence to meet our criteria. The completed supplementary form should be sent to the school not later than the closing date published by the school. 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. Please note that to be categorised as a parent(s)/child who attends Mass weekly, means attending Mass either on a Saturday evening or Sunday each week. Families attending Mass less frequently means less than once a week. Offers of places will be sent to parents by the school.

---

<sup>1</sup> 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 and all previously looked after children in the care of Catholic families, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Baptised Catholic children of practising<sup>2</sup> 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>3</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>4</sup>.
10. Children of families who are members of other Christian denominations<sup>5</sup>.
11. Children of other faiths.
12. Any other children.

## **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:

1. The attendance of a sibling<sup>6</sup> at the school at the time of admission.  
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

---

<sup>2</sup> 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.

<sup>3</sup> A member of the Catechumenate means a child who is to be baptised prior to entry to the school.

<sup>4</sup> 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.

<sup>5</sup> Other Christian denominations mean churches which are full members of ChurchesTogether in England

<sup>6</sup> 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.

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, then less often or non-attendance.

- II. 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.
- 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>7</sup> from the child's home to the school gate. This will be measured in a straight line as provided by the Local Authority.

## **Appeals**

There is no appeal process for Nursery Places.

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

The admission of pupils with an Educational Healthcare Plan (EHCP) are 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 an EHC plan naming the school, will be admitted without reference to the above criteria.

---

<sup>7</sup>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.

## **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.

## **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.

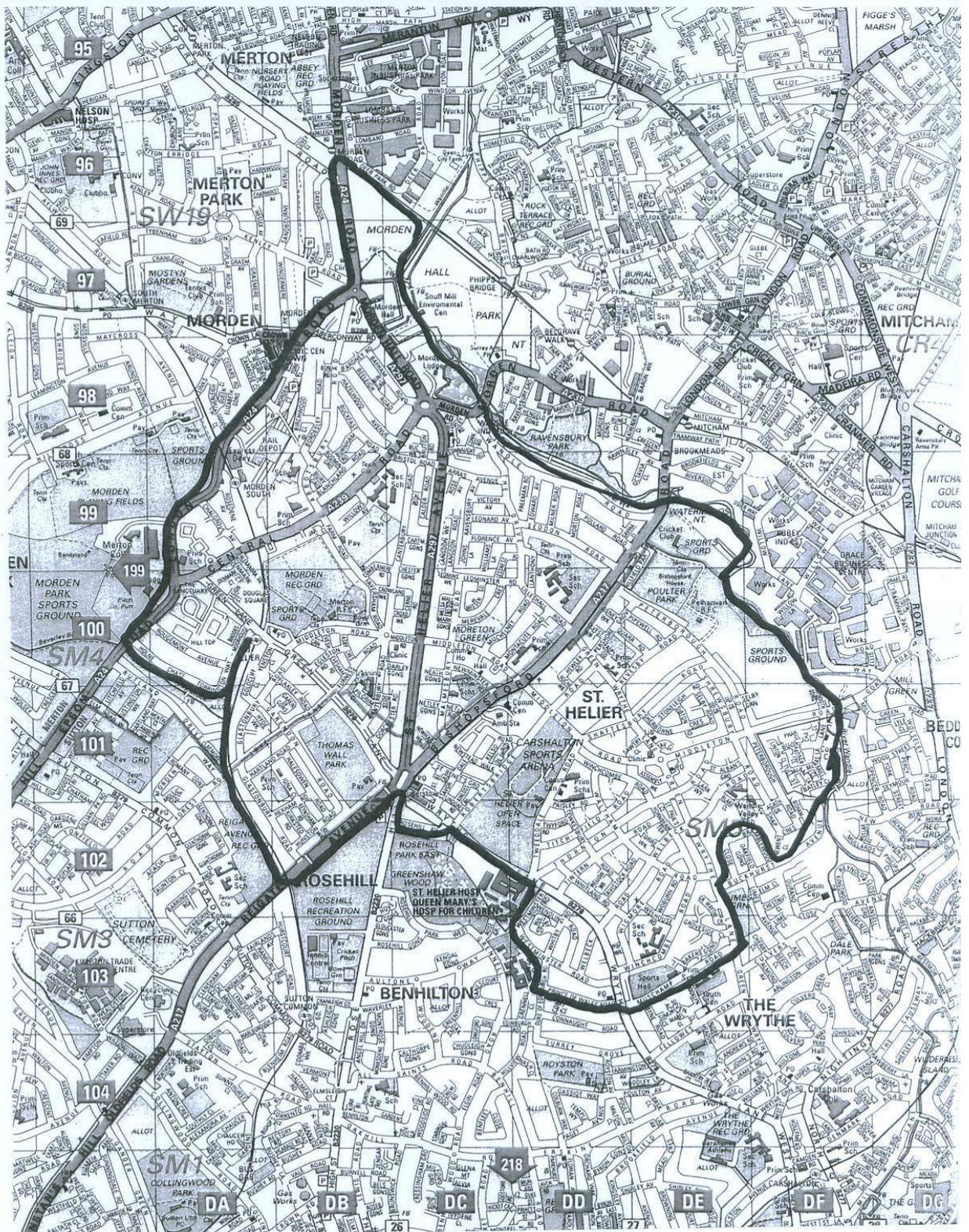
## **Appendix 1. Map of the Parish Boundary.**

### **Useful information:**

1. St Teresa's Parish Priest, Canon Michael Scanlon, St. Teresa's Church, 250 Bishopsford Road, Morden, Surrey, SM4 6BX. 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)

Wir nadzie trudnosci we  
znazumieniu informacja  
cylil piosalimy to  
skontaktujowamie sie z  
szkolnym  
sekretariatem.  
Dziękujemy

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



Morden Parish Boundary Map