



Headteacher
Mr Justin Dachtler



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Dear Parents

September 2024

Re: **Reception Applications for September 2025- Closing date - 15 January 2025**

We are delighted that you wish to apply for a place in our Reception Class for your child to start September 2025. Please see the London Borough of Merton Booklet Applying for Reception September 2025 [here](#) and a document setting out the overview of the process [here](#). The Certificate of Catholic Practice is required for practising Catholic families, and this is to be signed and stamped by your Parish Priest and Applicant's Information Form are separate attachments and require printing. If you are unable to print these and require paper copies please contact the school office.

We have organised a meeting for parents on **Tuesday 2nd October at 9.am** to meet with myself, Mrs Williams, Head of Early Years and Mrs Isaac, our Admissions Officer. This will be held in one of our Nursery rooms. We will guide you through the process and you can ask any questions. Please only attend book a place when returning your application to the school office. **Please enter the school via the Middleton Road gate or via the pathway to the right of the school office,**

If you need to get a Certificate of Catholic Practice signed and stamped by Canon Michael Scanlon, he has offered to let the school collect the completed forms and Mrs Isaac will arrange to get these signed and stamped on behalf of Catholic families who attend St Teresa's Church.

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.

THERE IS A SECOND PART TO THE PROCESS WHICH 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.

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



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**. Please include details of siblings in the school already too. 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.

Even though St Teresa's Reception Classes have not been oversubscribed in the past year or so, meaning that everyone has been successful in gaining a place for their child, 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.

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.
- 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).
- If you are a practicing Catholic Family, you have arranged for your Parish Priest to sign and stamp the Certificate of Catholic Practice or passed it to the school office to deal with.
- Completed the school Information Form, signed the declaration concerning accuracy of information and returned to the school.

- ❑ Provided the school with sight of 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 Wednesday 15th January 2025.

Please note that the online Local Authority Applications and the Certificate of Catholic Practice, 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

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

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