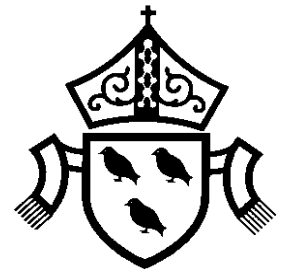


**St Thomas of Canterbury Church of England Infant School**  
Sawyers Hall Lane, Brentwood, Essex. CM15 9BX



Telephone 01277 223606  
Fax 01277 232004

Email [admin@stthomasinf.essex.sch.uk](mailto:admin@stthomasinf.essex.sch.uk)  
Website [www.stthomasofcanterburyinfantschool.co.uk](http://www.stthomasofcanterburyinfantschool.co.uk)

Chairman of  
Governors Reverend Colin Hewitt

**Application Process:**

Applications will be handled in accordance with the co-ordinated admissions scheme published by Essex County Council in the Primary Education in Essex CC booklet.

**Number to admit:**

75 children whose 5<sup>th</sup> birthday falls between 1<sup>st</sup> September 2016 and 31<sup>st</sup> August 2017 (ie children who were born between 1<sup>st</sup> September 2011 and 31<sup>st</sup> August 2012).

**Admission Criteria** (September 2016 onwards)

In the event of over subscription places will be allocated according to the following criteria in the order given:

1. Looked after children.
- 2.\* Children whose parents are regularly at the heart of the worship at St Thomas of Canterbury, Brentwood, or St George the Martyr, Brentwood (attendance of at least twice each month for at least the past two years).
- 3.\* Children whose parents are regularly at the heart of worship of another Anglican Church or another Christian Church (recognised by "Churches Together" in England) (attendance of at least twice each month for at least the past two years).
- 4.\* Children whose parents are committed to the worship (attendance of at least twice each month for at least the past year) at St Thomas of Canterbury, Brentwood, or St George the Martyr, Brentwood.
- 5.\* Children whose parents are committed to the worship (attendance of at least twice each month for at least the past year) at another Christian Church (recognised by "Churches Together" in England).
6. Children who have a brother or sister attending St Thomas of Canterbury CEVA Infant School or St Thomas of Canterbury CEVA Junior School at the time of admission.
- 7.\* Children whose parents (i) wish their child to attend a Church of England School and (ii) are committed to the worship (attendance of at least twice each month

for at least the past year) of any Christian Church or any other world faith (represented on the Interfaith Network).

8. Children who do not fall into the above categories.

In the event of over subscription within any of the above criteria, priority will be given in the first instance to children who have a brother or sister attending St Thomas of Canterbury CE Infant School, or St Thomas of Canterbury CE Junior School at the time of admission and in the second instance will be determined by straight line distance from home to school, those living closest being given the highest priority.

\* To be considered under these categories, part 2 of the Supplementary Information Form must be completed by the Priest or Minister. If recently joined a new church; attendance at a former church may be taken into account and should also be included on the Supplementary Form.

This school requires a Supplementary Information Form to be completed and returned to the school. Please contact or visit the school office for a Supplementary Information Form.

### **Timing of Admission**

As required by law, St Thomas of Canterbury CE Infant School provides for the full-time admission of all children offered a place in the reception year group from the September following their fourth birthday (following a short induction period).

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 the school year. Where entry is deferred, the school will hold the place for that child and not offer it to another child. The parent would not however be able to defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted.

Parents can also request that their child attends part-time until the child reaches compulsory school age. For parents opting to take up a part-time place this would be mornings only.

### **Summer-born children**

Parents of a summer born child (1 April - 31 August) who wish their child to start school in the autumn term following their fifth birthday, in the Reception year and not year 1, are advised to apply for a place at the correct time for their child's normal admission round. At the same time they should write to the Local Authority requesting admission out of the normal age range providing any supporting documentation and evidence from relevant professionals working with the child and family stating why the child should be placed outside their normal age appropriate cohort. The Local Authority will co-ordinate these applications and contact the school. If the request for admission out of normal age range is granted by the school, this does not constitute the offer of a place for the following year and a new application must be made to the Local Authority as part of that year's main admissions round. If no application for admission out of age range is made or granted during the appropriate time for the child's relevant cohort, and parents still wish their child to start school in the autumn term following their fifth birthday, an application must be made in the normal admission round for that academic year.

Again the parents should write to the Local Authority with supporting documentation and evidence. The Local Authority will co-ordinate these applications and contact the school. The school will decide whether the application for a Reception place will be accepted or whether it will be treated as an application for a Year 1 place, the child's normal age appropriate cohort. If the application for a Reception place is not accepted this does not constitute a refusal of a place and there is no right to an independent statutory appeal.

## **Adopted Local Authority Definitions**

### **Children who are cared for by a local authority**

A 'looked after child' or a child who was previously looked after but immediately after being looked after, became subject to an adoption, residence or special guardianship order. A looked after child is a child who is (a) 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 the definition in section 22(1) of the Children Act 1989).

### **Distance tie breaker**

All straight line distances are calculated electronically by the LA using data provided jointly by the Post Office and Ordnance Survey. The data plots the co-ordinates of each property and provides the address-point between which straight line distance is measured and reported to three decimal places. In the unlikely event of two applicants with an identical distance competing for a single place at a school the place will be offered to one applicant on the basis of lots drawn by an officer of the County Council not involved in admissions.

### **Siblings**

For applications made in the normal admission round a relevant sibling is a child who has a brother, sister, adopted brother or sister or stepbrother or stepsister living in the same family unit in the same family household and address who attends the preferred school or partner school in any year group excluding the final year. Biological siblings who attend the preferred school in any year group excluding the final year will also be treated as siblings irrespective of place of residence. Children residing in the same household as part of an extended family, such as cousins, will not be treated as siblings. For mid-year applications a sibling is a child who has a brother, sister, adopted brother or sister or stepbrother or stepsister living in the same family unit in the same family household and address as a child who attends or has been offered a place at the preferred school or partner school at the time of application and determination and with a reasonable expectation that the sibling will be attending at the time of admission.

### **Waiting List**

School Admissions will hold waiting lists for all oversubscribed schools until the beginning of the autumn term and continue to allocate places from these lists if spaces become available. This waiting list is then held by the school. Applicants will be ranked on these waiting lists in priority order, according to the school's admission criteria. We maintain a continuous waiting list. Applicants on the waiting list will be contacted in the Spring Term of each school year to see if they wish to

remain on the waiting list. We will keep their applications on file (in the order of the admissions criteria) and inform them when places become available. This is our common practice for all year groups.