

St Thomas of Canterbury Church of England Infant School

Sawyers Hall Lane, Brentwood, Essex. CM15 9BX

Telephone 01277 223606

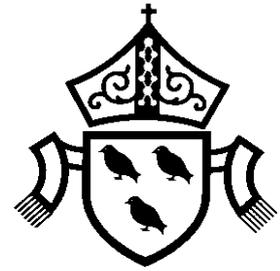
Fax 01277 232004

Email admin@stthomasinf.essex.sch.uk

Website 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.

Admission Criteria

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.

SUPPLEMENTARY INFORMATION FORM

Please use **BLOCK CAPITALS** and return completed form to the school.
Before completing the form parents are advised to read the School Prospectus.

First Names of the child Child's Surname

Date of child's birth Sex

Parents' Names and Address (or Guardian)
.....

Contact telephone number

Family connection with School - give dates brother(s) or sister(s) currently attending
the Infant School or the Junior School and the current year
.....

Place of worship attended by family
.....

Name & Address of Incumbent/Minister
.....

Reasons for applying for this school
.....
.....
.....

Signature

Date of Application

Part 2 To be completed by your Priest/Minister

Name of Priest/Minister

Place of worship

Address

Telephone number

Note to Priest / Minister

The Governors would be most grateful for your help as we are seeking information about the church background of this family.

Would you please confirm their commitment and any involvement by answering the questions set out below and adding any other comments you may consider appropriate, but you should bear in mind the reference cannot be treated “in confidence”.

It is the parents’ responsibility to return the completed form to the school.

Parental involvement in the life and work of the Place of Worship

How long has the family been known to you?

Are the Parent(s) / Carer(s):

Please tick **one** box

At the heart of the worship (twice monthly attendance for at least two years)

Committed to the worship (twice monthly attendance for at least a year)

Known to you (less than twice monthly attendance)

Please turn over

To be completed by Priest/Minister

Signature

Office held

Date

Church stamp



Adopted Local Authority Definition

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 end of the autumn term and continue to allocate places from these lists if spaces become available. 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.