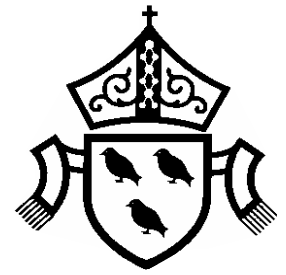


St Thomas of Canterbury Church of England Infant School
Sawyers Hall Lane, Brentwood, Essex. CM15 9BX



Telephone 01277 223606
Fax 01277 232004

Email admin@st-thomascanterbury-inf.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.

Number to admit:

75 children whose 5th birthday falls between 1st September 2012 and 31st August 2013 (ie children who were born between 1st September 2007 and 31st August 2008).

Admission Criteria

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

1. Children looked after.
- 2.* Children whose parents are on the Electoral Roll of the Ecclesiastical Parish of St Thomas of Canterbury, Brentwood, or the Ecclesiastical Parish of St George the Martyr, Brentwood, and who are regularly at the heart of the worship of either of these churches (weekly attendance for at least a year).
- 3.* Children whose parents are on the Electoral Roll and are regularly at the heart of the worship of another Church of England Parish within the Brentwood Deanery where there is no nearer Church school (weekly attendance for at least a year).
- 4.* Children whose parents are regularly at the heart of the worship of another Christian Church (recognised by 'Churches Together' in England) within the Ecclesiastical Parishes of St Thomas of Canterbury, Brentwood or St George the Martyr, Brentwood (weekly attendance for at least a year).
- 5.* Children of parents who live within the Ecclesiastical Parishes of St Thomas of Canterbury, Brentwood or St George the Martyr, Brentwood but are regularly at the heart of worship (weekly attendance for at least a year) of another Christian Church (recognised by 'Churches Together' in England).

- 6.* Children whose parents are on the Electoral Roll of the Ecclesiastical Parish of St Thomas of Canterbury, Brentwood, or the Ecclesiastical Parish of St George the Martyr, Brentwood, and who are committed to the worship of either of these churches (at least monthly attendance for at least a year).
- 7.* Children whose parents are committed to the worship of a Christian Church (recognised by 'Churches Together' in England), who do not qualify under categories 2 to 6 (at least monthly attendance for at least a year).
- 8.* Children whose parents are practising members of another world faith and wish their children to attend and have a letter from their religious leader to confirm this. (Represented on the Interfaith Network).
9. 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.
10. 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.

Adopted Local Authority Definitions

Children who are cared for by a local authority

Relevant Children Looked After as defined in section 22 of the Children Act 1989 will be given first priority in oversubscription criteria ahead of all other applicants in accordance with The Education (Admission of Looked After Children) (England) Regulations 2006.

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.

Siblings

For applications made in the normal admission round a relevant sibling is a child who has a brother, sister, 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.

Waiting List

The School Admissions Code states that in the event of over subscription all admission authorities must maintain a waiting list for at least the autumn term. We maintain a continuous waiting list. Unless applicants specifically tell us to remove them from 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.