

# St. Anne Line Catholic Junior School



## Admissions Policy

For Admissions 2025-26



## **Admission Policy**

Date of Policy:	September 2024
Date last review adopted by Governing Body:	September 2023
Date of next review:	September 2025

**With Jesus, through the St Anne Line Way,  
We Love, We Learn, We Share, We Pray.**

**Together, we grow Our School each day**

St. Anne Line Catholic Junior School was founded by the Catholic Church to provide education for children of Catholics families. 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.

Whenever there are more applications than places available, priority will always be given to Catholic applicants in accordance with the oversubscription criteria listed below.

The Governing Body has responsibility for admissions to this school and intends to admit 64 pupils to Year Three in the school year which begins in September 2024

### **Oversubscription Criteria**

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority:

1. Looked after children who are Catholics or are from Catholic families.
2. Baptised Practising Catholic children who attend St. Anne Line Catholic Infant School.
3. Other Practising Baptised Catholic children who are resident in the parish of Our Lady and All Saints who do not attend St. Anne Line Catholic Infant School from whom this is the nearest Catholic School.
4. Other Baptised Practising Catholic Children, Catechumens, and members of an Eastern Christian Church.
5. Other Baptised Catholics that cannot confirm regular practice.
6. Other looked after children.
7. Other children who attend St. Anne Line Infant Catholic School.
8. Siblings of children already in the Junior School and St. Anne Line Catholic Infant School at the point of enrolment who do not qualify under any other criteria listed above.
9. Christians from other denominations whose application is supported by a church minister.
10. Children from other Faiths whose application is supported by a minister of Religion.
11. Any other applicants.

In the event of oversubscription within any of the above criteria, priority will be determined using the following criteria in the order given:

- Application is supported by the parish priest (applies to Criteria 2, 3, 4 & 5 only) using the Certificate of Catholic Practice. A valid Certificate of Baptism is required for Criteria 5.
- Children with a sibling attending this School or St. Anne Line Catholic Infant School at the time of admission.
- Straight line distance from home to school, those living closest being given highest priority. Distance will be measured from the address point of this school to the address point of the residence. Distances are calculated by the Local Authority, as defined in the Primary Education in Essex booklet by use of a Geographical Information System which accurately measures the distance from the home address to the school.

Where evidence is provided at the time of application of an exceptional social, medical, or pastoral need of the child which can be most appropriately be met at this school the Governors may override the above.

### **Supplementary Forms**

- All applicants will need to complete a Supplementary Form available from the school.

### **Application Procedure and Timetable**

- Applications must be made in line with Co-ordinated Scheme for Essex.
- We would like to draw to parents' attention the requirement to complete the Supplementary Form in addition to the Common Application Form.
- Parents should be reminded that the completion of the Supplementary form alone does not constitute an application for a school place and that the only acceptable form of application is through the completion of the Common Application Form supplied by the Local Authority.

### **Late Applicants**

- Late applications will be handled in accordance with the co-ordinated admissions scheme operated by the Local Authority and published in the Primary Education in Essex Booklet.

### **Waiting List**

- Unsuccessful children will be offered the opportunity to be placed on a waiting list.
- This waiting list will be maintained in order of the oversubscription criteria set out above and not in the order in which applications are received or added to the list.
- Waiting lists for admission will operate throughout the school year.
- The waiting list will be held open until the last day of the current academic year.
- Inclusion in the school's waiting list does not mean that a place will eventually become available.

### **In-Year Admission**

- An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places.
- Applications should be made to the school by contacting St. Anne Line Catholic Junior School's main office on 01268 470444.
- Where there are places available, but more applications than places, the published oversubscription criteria, as set out above, will be applied.
- If there are no places available, the child will be added to the waiting list (see above).
- You will be advised of the outcome of your application in writing, and you have the right of appeal to an independent appeal panel.

## Right to Appeal

- Unsuccessful applicants have the right to appeal to an independent appeal panel.

## Pupils with a Statement of Special Educational Needs

- The admission of pupils with a statement of Special Educational Needs is dealt with by a separate procedure.
- This procedure is integral to the making and maintaining statements by the pupil's home Local Education Authority.
- Details of this separate procedure is set out in the *Special Educational Needs Code of Practice*. This states that children with statements of special educational needs are required to be admitted to the school named in the statement.

## Notes (these notes form part of the oversubscription criteria)

- 'Looked after child' has the same meaning as in section 22 of the Children Act 1989 and means any child in the care of a local authority or provided with accommodation by them (e.g. children with foster parents).
- It is the intention to give priority to 'Looked after children' who reside with Catholic foster parents as well as non-baptised looked after children whose natural family are Catholics.
- 'Sibling' is defined as a child living in the same family unit in the same family household and address. This includes brothers and sisters, and stepbrothers and sisters. – In addition, biological siblings will be treated as siblings irrespective of residence.
- 'Catholic Family' One or more parents are baptised Catholics and is doing his/her best to hand on the Faith to his/ her children.
- 'Practising Catholic' is a person who observed the Church's precept of attending Mass on Sundays and Holy Days of Obligation and where the application is supported by a Catholic Priest. The governing body will expect this practice to be verified by a reference from the Priest in the standard format laid down by the diocese.
- 'Catholic' means a member of a Church in communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church.
- 'Catechumen' means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.
- 'Eastern Christian Church' includes Orthodox Churches and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.
- To demonstrate an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the governing body will normally require written evidence from an appropriate professional, such as a social worker, doctor or priest.
- 'Aims and Ethos of School' is defined in the School Prospectus. The Governing Body assumes that by applying for a place at St. Anne Line Catholic Junior applicants accept the aims and ethos of the school.

Parents who wish their child/children to attend St. Anne Line Catholic Junior School must apply in accordance with the co-ordinated admission arrangements to be published by Essex County Council in the Primary Education in Essex Booklet. Applications for a place at the school will be handled in accordance with the co-ordinated arrangements set out in the booklet. For example, there will be a common closing date and a common application form that parents will return to the Local Authority rather than to individual schools. The procedure for handling late applications and the operation of waiting lists will also be in accordance with the co-ordinated admissions scheme.

Saint Anne Line Catholic Junior School is a level one Rights' Respecting school. At the heart of our school is the Convention for the Rights of the Child (CRC). This is evident in our planning, policies, practice and ethos.

- **Standard A: Rights-respecting values underpin leadership and management**  
The best interests of Saint Anne Line pupils are a top priority in all actions. The values and principles of the CRC at the heart of this policy.
- **Standard B: The whole school community learns about the CRC**  
The Convention is made known to children and adults. They use this shared understanding to work for global justice and sustainable living.
- **Standard C: The school has a rights-respecting ethos**  
Children and adults collaborate to develop and maintain a rights-respecting school community, based on the CRC, in all areas and in all aspects of school life.
- **Standard D: Children are empowered to become active citizens and learners**  
Every child has the right to say what they think in all matters affecting them and to have their views taken seriously. Saint Anne Line pupils develop the confidence, through their experience of an inclusive rights-respecting school community, to play an active role in their own learning and to speak and act for the rights of all to be respected locally and globally.

ST. ANNE LINE CATHOLIC JUNIOR SCHOOL,  
WICKHAY, BASILDON, ESSEX SS15 5AF  
TELEPHONE 01268 470444

Supplementary INFORMATION FORM All for Applications

Child's Legal Name : \_\_\_\_\_ Gender M / F

**(Please attach to this form a copy of the child's passport/birth certificate or other legal document)**

Child's Preferred Name : \_\_\_\_\_

Address : \_\_\_\_\_

Post Code : \_\_\_\_\_

Date of Birth : \_\_\_\_\_

Home phone No: \_\_\_\_\_

Child's Religion: \_\_\_\_\_

Date Baptised : \_\_\_\_\_

Church Baptised : \_\_\_\_\_

Will you have a sibling at St. Anne Line Junior at the point of enrolment? YES / NO

Are you applying under **criteria 11** Yes / No

If you are applying under **Criteria No. 9 & 10** please have this form signed by your Church Minister

Signature : \_\_\_\_\_ Church Minister

Name in Block Letters please : .....

Church Stamp