St. Theresa's
Catholic Primary School

ST. THERESA'S CATHOLIC PRIMARY SCHOOL

ADMISSIONS POLICY 2027 – 2028

Mission Statement

At St. Theresa's School
We learn together
We play together
We pray together
We grow together in the love of God.

St. Theresa's Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. 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 Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The Governing Body is the admissions authority and has responsibility for admissions to the school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round. The admissions authority has set its Published Admissions Number (PAN) at 30 children for the school year which begins in September 2027. Applications for Reception are welcome from families whose child reaches their 4th birthday between 1st September 2026 and 31st August 2027.

The admissions authority will, where logistically possible, admit twins and all siblings from multiple births where the last available place is offered to one of the siblings.

Pupils with an Education, Health & Care Plan (EHC)
The admission of pupils with an Education, Health and Care Plan (EHC) is dealt with by a completely separate procedure. Details of this separate procedure are set out in the Special Educational Needs Code of Practice. If your child has an EHC Plan you must contact your local authority SEN officer. Children with this school named in their EHC Plan will be admitted. (see note 1).

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. Catholic 'looked after' children and previously 'looked after' children (see notes 2-5).
2. Baptised Catholic children, who have a sibling at the school at the time of admission.
3. Baptised Catholic children who are resident in the Parish of St. Philip the Apostle, St. Albans, St. Mary's & St. Edward the Confessor (see notes 6 &7).
4. Other Baptised Catholic Children (see note 6)
5. Other 'looked after' children and previously 'looked after' children (see notes 2-5)
6. Children of Catechumens and members of an Eastern Christian Church (see notes 8 & 9).
7. Any other children.

Within each of the categories listed above, the provisions below will be applied in the following order:

i. The Governing Body will give top priority, within a category, to an application where compelling evidence is provided at the time of application, from an appropriate professional such as a doctor, priest or social worker, of an exceptional social, medical, pastoral or other need of the child, which can only be met at this school.
ii. The attendance of a brother/sister at the school at the time of enrolment will increase the priority of an application within a category, so that the application will be placed at the top of the category in which the application is made, after children in (i) above.

TIE BREAK
Where the offer of places to the applicants in any of the categories listed above would exceed the number of places available, the places up to the admission number will be offered to those living nearest the school as measured in a straight line from the applicant's home address point to the school address point using a computerised mapping system. The measurement will be conducted by the local authority.
If two or more applications are received from the same block of flats, the applicant with the lower door number will be classed as nearest and offered a place because they are likely to be closer to the ground floor and, therefore, the school. In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out i.e. lottery, which must take place in the presence of an independent (to the school and the family) witness.

APPLICATION PROCEDURE for entry in September 2027 – July 2028
To apply for a place at this school in the normal admission round, you **must** complete an **Online Application Form (Common Application Form or CAF)** from your local authority. You are also requested to complete the **School's Supplementary Information Form (SIF).** Whilst this is not compulsory, the information on the SIF enables the admission authoirty to assess your application fully against the School's criteria in the event of oversubscription. Please return the SIF (in person or by post) to Admissions Authority, St. Theresa's School, East End Road, N3 2TD) together with all other relevant paperwork required for your application.

If you do not complete both of the forms described above and return them by 15th January 2027, the Governing Body will be unable to consider your application fully against the above oversubscription criteria and this may affect your child's chance of being offered a place.

You will be advised of the outcome of your application, on or around 16th April 2027. This information will also be available online for those who have submitted an online application. Parents should accept or decline the place as soon as possible. If you are unsuccessful (unless

your child was offered a place at a school you ranked higher) you will be informed the reasons, related to the oversubscription criteria listed above and you will have right of appeal to an independent appeal panel. Should you wish to appeal please contact the school as soon as possible for an appeal form on which you must list your reasons for making an appeal. Appeals should be submitted to the school in writing by Friday 21st May 2027.

INFORMATION ABOUT APPLICATIONS IN PREVIOUS YEARS
In recent years we have been pleased to admit children from all oversubscription criteria.

LATE APPLICATIONS
Applications received after the closing date will be dealt with after the initial allocation process has been completed. If the school is oversubscribed, it is very unlikely that late applicants will obtain a place.

RECEPTION YEAR DEFERRED ENTRY
A child is entitled to a full-time school place in the September following his/her 4th birthday. Applicants may defer entry to school up until compulsory school age i.e. the first day of term following the child's fifth birthday. Application is made in the usual way and then the deferral until January or April is requested. The place will then be held until the first day of the spring or summer term as applicable. Entry may not be deferred beyond compulsory school age or beyond the year for which the application has been made. Therefore, applicants whose children have birthdays in the summer term may only defer until 1st April 2028. Upon receipt of the offer of a place a parent should notify the school as soon as possible if they wish to defer until the spring or summer term.

PART-TIME ATTENDANCE
Applicants may also request that their child attend part-time until compulsory school age is reached. Upon receipt of the offer of a place a parent should notify the school as soon as possible if they wish to take up a part-time place.

ADMISSIONS OF CHILDREN OUTSIDE THEIR NORMAL AGE GROUP
A request may be made for a child to be admitted outside his/her normal age group e.g. if the child is gifted and talented or has experienced problems such as ill-health. In addition, the parents of a summer born child i.e. a child born between 1st April – 31st August, may request that the child be admitted out of his/her normal age group, starting reception at 5 years of age. Any such request should be made in writing to the Admissions Committee c/o St. Theresa's School, East End Road, London, N3 2TD. The Governing Body will make its decision based on the circumstances of each case and in the best interests of the child, taking into account school organisation issues and the views of the parents and any professionals involved. **Parents must have received the agreement of the Governing Body before any admission application for delayed entry is made.** If permission is received, then the parents will make their admission application in the normal way for the year in which they wish their child to start school. No age-related priority will be given. **Applications cannot be held over from one academic year to the next.** If permission is refused, then parents must make their admission application at the normal time.

WAITING LIST
In addition to their right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. This 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 on the list. ***Waiting lists for admission will operate throughout the school year and will be held open until July 2028; applicants with continued interest for a place must re-apply.*** **Inclusion in the school's waiting list does not mean that a place will eventually become available.**

IN-YEAR ADMISSIONS

An application for admissions can be made for any child at any time outside the normal admissions round. Applications should be made directly to the school. If a place is available and there is no waiting list, the local authority will be informed, the local authority application form and the school Supplementary Information Form will be completed and the child will be admitted. If there is a waiting list, then applications will be ranked by the Governing Body in accordance with the oversubscription criteria as set out above. If a place cannot be offered at this time, then you may ask us for the reasons and you will be informed of your right of appeal to an independent panel and your child will be placed on the waiting list.

You will be offered the opportunity of being placed on a waiting list. This waiting list will be maintained by the Governing Body in the order of the oversubscription criteria and not in the order in which the applications are received. Names are removed from the list at the end of each academic year. When a place becomes available the Governing Body will re-rank the list and make an offer to the person at the top of the list. The local authority will be informed of the offer as soon as it has been accepted.

FAIR ACCESS

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admissions round, the Governing Body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the local authority and the Governing Body for the current school year. The Governing Body has this power even when admitting the child would mean exceeding the normal admission number (subject to infant class size regulations).

CHANGE OF DETAILS

If any of the details on either of your forms changes between the date of application and the receipt of the letter of offer or refusal, you **must** inform the School and the local authority immediately. If misleading information is given or allowed to remain on either of your forms, the Governing Body reserves the right to withdraw the place, even if the child has already started at the School.

Notes (these notes form part of the oversubscription criteria)

1. ***'An Education, Health and Care Plan'*** *is a plan made by the local authority under S.37 of the Children and Families Act 2014, specifying the educational provision required for a child.*

2. ***'Looked after child'*** *has the same meaning as in S.22(1) of the Children's Act 1989, and means any child in the care of a local authority or provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents at the time of making an application to the school).*

   A previously 'looked after' child is a child who was looked after, but ceased to be so because he or she was adopted or became subject to a child arrangements order or a special guardianship order.

   Included in this definition are those children who appear (to the governing body) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

3. ***'Adopted'****. An adopted child is any child who has been formally adopted, having previously been in care and whose parent/guardian can give proof of this.*

4. ***'Child Arrangement Order'.*** *A Child Arrangement Order is an order under the terms of the Children Act 1989 s.8 settling the arrangements to be made as to the person with whom the child is to live. Children 'looked after' immediately before the order is made qualify in this category.*

5. ***'Special Guardianship Order'****. A special guardianship order is an order under the terms of the Children Act 1989 s.14A appointing one or more individuals to be a child's special guardian(s). A child 'looked after' immediately before the order is made qualifies in this category.*

6. ***'Catholic'*** *means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will be normally evidenced by a Certificate of Baptism in a Catholic church or a Certificate of Reception into the full communion with the Catholic Church. For the purposes of this policy this includes a looked after child in the process of adoption and living with a Catholic family, where a letter from a priest demonstrates that the child would have been baptised were it not for his/her status as a looked after child. For a child to be treated as Catholic, evidence of Catholic baptism or reception in the Catholic Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their parish priest who, after consulting with the diocese will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.*

7. ***'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 for a child aged 7 or over. For a child under 7 years of age it will be the certificate of the parent.*

8. *'**Eastern Christian Church'** includes Orthodox Churches, and is normally evidenced by a Certificate of Baptism or Reception from the authorities of that Church.*

9. ***'Brother' or 'Sister'*** *Includes:*

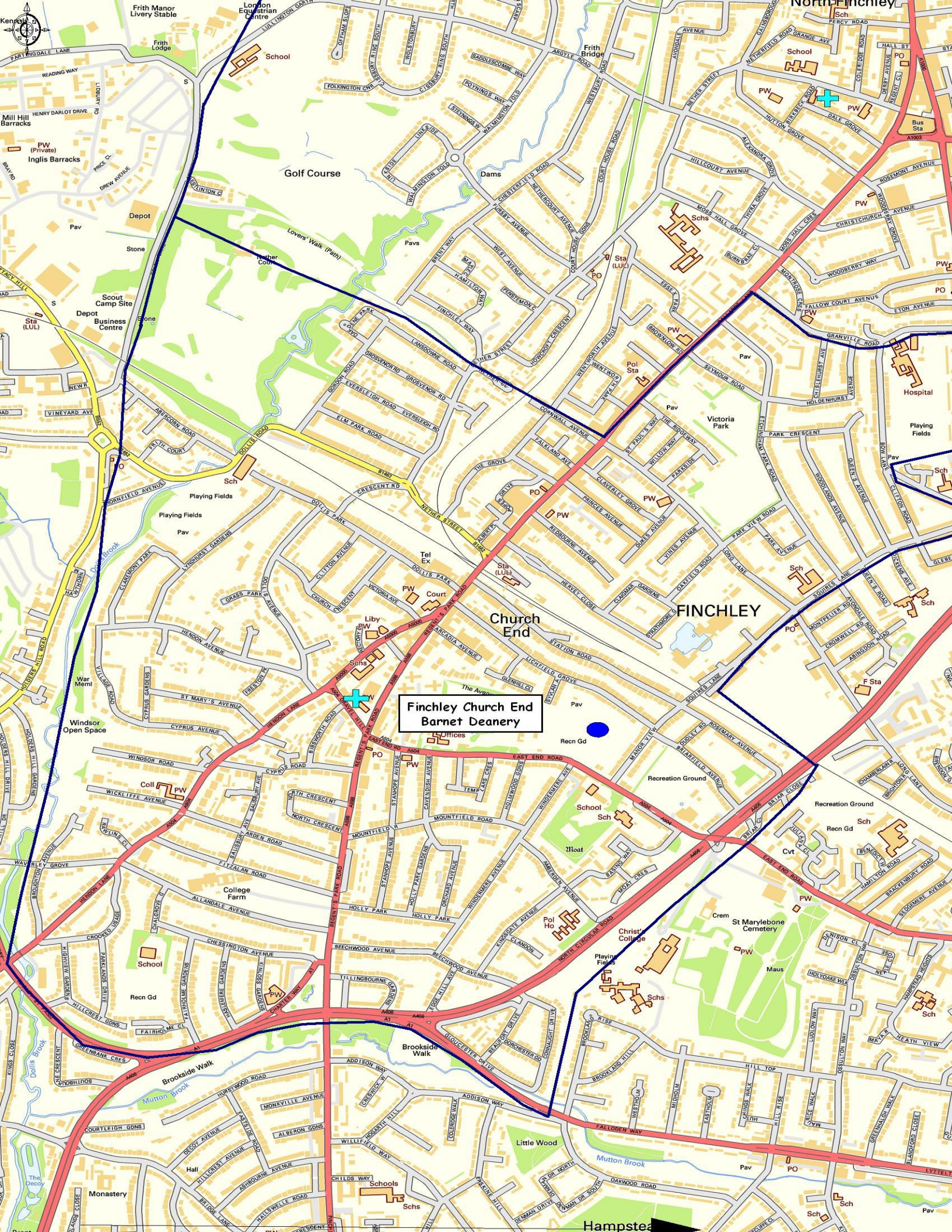
i *All natural brothers and sisters, half-brothers and sisters, adopted brothers and sisters, stepbrothers and sisters, foster brothers and sisters, whether or not they are living at the same address, and*
ii *The child of a parent's partner where the child lives for at least part of the week in the same family unit at the same address as the applicant.*

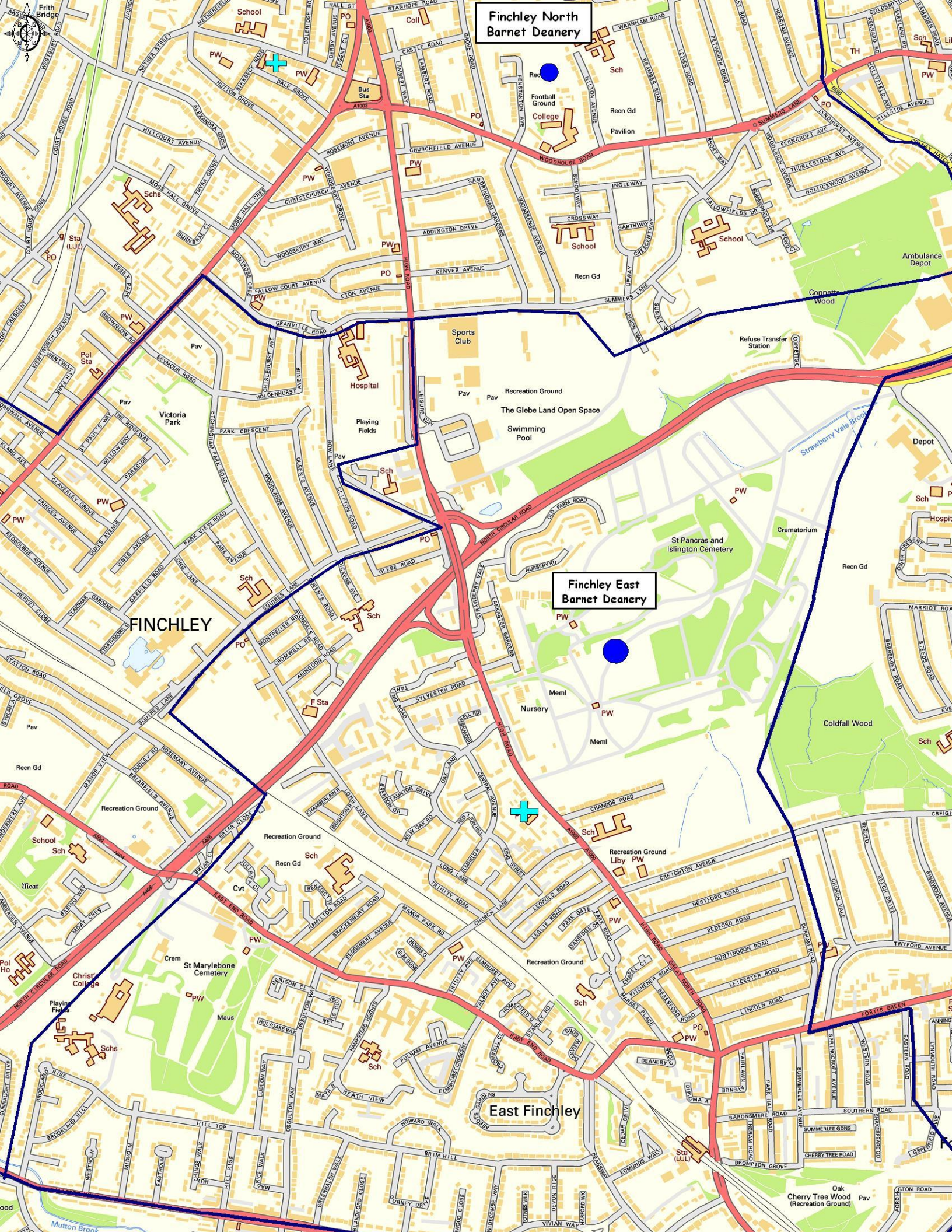
10. ***A 'Parent'*** *means all natural parents, any person who is not a parent but has parental responsibility for the child or any adult with legal responsibility for the child.*

11. ***'Resident'*** *A child is deemed to be resident at a particular address when he/she resides there for more than 50% of the school week.*

12. ***Parish Boundaries*** *– for the purpose of this policy, the parish boundaries are shown on attached maps by a blue line.*

Map 1 (Finchley Church End – St. Philip the Apostle N3 Parish)
Map 2 (East Finchley – St. Mary's N2 Parish)
Map 3 (North Finchley – St. Alban's N12 Parish)
Map 4 (Golders Green – St. Edward the Confessor NW11 Parish)


Finchley Church End
Barnet Deanery


Finchley North
Barnet Deanery
Finchley East
Barnet Deanery
FINCHLEY
East Finchley
Victoria Park
Playing Fields
Sports Club
Swimming Pool
The Glebe Land Open Space
Recreation Ground
St Pancras and Islington Cemetery
Crematorium
St Marylebone Cemetery
Coldfall Wood
Cherry Tree Wood
(Recreation Ground)
Ambulance Depot
Refuse Transfer Station
Hospital
Nursery
Football Ground
College
Pavilion
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Bus Sta
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Moat
Frith Bridge
Strawberry Vale Brook
Mutton Brook
NORTH CIRCULAR ROAD
HIGH ROAD
EAST END ROAD
GREAT NORTH ROAD
FALLOW COURT AVENUE
ETON AVENUE
SUMMERS LANE
WOODHOUSE ROAD
GRANVILLE ROAD
HOLDENHURST AVENUE
PARK CRESCENT
PARK VIEW ROAD
SQUIRES LANE
STATION ROAD
GLEBE ROAD
OLD FARM ROAD
NURSERY RD
CHANDOS ROAD
CREIGHTON AVENUE
HERTFORD ROAD
BEDFORD ROAD
HUNTINGDON ROAD
LEICESTER ROAD
LINCOLN ROAD
FORTIS GREEN
SOUTHERN ROAD
BARONSMERE ROAD
CHERRY TREE ROAD
BROMPTON GROVE
TWYFORD AVENUE
MARRIOT ROAD
HOLLICKWOOD AVENUE
THURLESTONE AVE
FERNCROFT AVE
LYNDHURST AVENUE
HILLSIDE AVENUE
HOLLYFIELD AVE
SUMMERLEE AVENUE
SUMMERLEE GDNS
SHAKESPEARE GD
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LYNMOUTH ROAD
SPRINGCROFT AVENUE
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CHURCH VALE
BEECH DRIVE
RUSHWOOD AVENUE
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LONG LANE
TRINITY ROAD
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MANOR PARK RD
HOBBS CL
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BRACKENBURY ROAD
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JULIANA CL
BERIAN CL
BRIAR CLOSE
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DUDLEY RD
ROSEMARY AVENUE
ABERDEEN AVENUE
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MOAT DRIVE
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NEW CL
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HAMPSTEAD HEIGHTS
PUTNAM AVENUE
EINSHURST CRESCENT
CHAUCER CL
GOWER GDNS
HEATH VIEW
MAYFAIR
HOWARD WALK
BRIM HILL
HILL TOP
BROOKLAND HILL
BROOKLAND RISE
LUDLOW WAY
HILL RISE
RIGE WALK
OHNINGS WALK
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MILDHOLM
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GREENHALGH WALK
BLANDFORD CLOSE
GURNEY DRIVE
WILDCOMBE WAY
TOTNES WLK
DEVON RISE
HARFORD WK
VIVIAN WAY
EDMUNDS WALK
CEDAR DRIVE
DENSWAY
WOODBERRY GROVE
WOODBERRY WAY
CHRISTCHURCH AVENUE
ROSEMONT AVENUE
CHURCHFIELD AVENUE
ADDINGTON DRIVE
KENVER AVENUE
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SAN REMO GARDENS
INGLEWAY
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CRESCENT WAY
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CLIFTON ROAD
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ALEXANDRA GROVE
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Playing Fields
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Mutton Brook
Oak
Cherry Tree Wood
(Recreation Ground)
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Ambulance Depot
Refuse Transfer Station
Hospital
Nursery
Football Ground
College
Pavilion
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Recreation Ground
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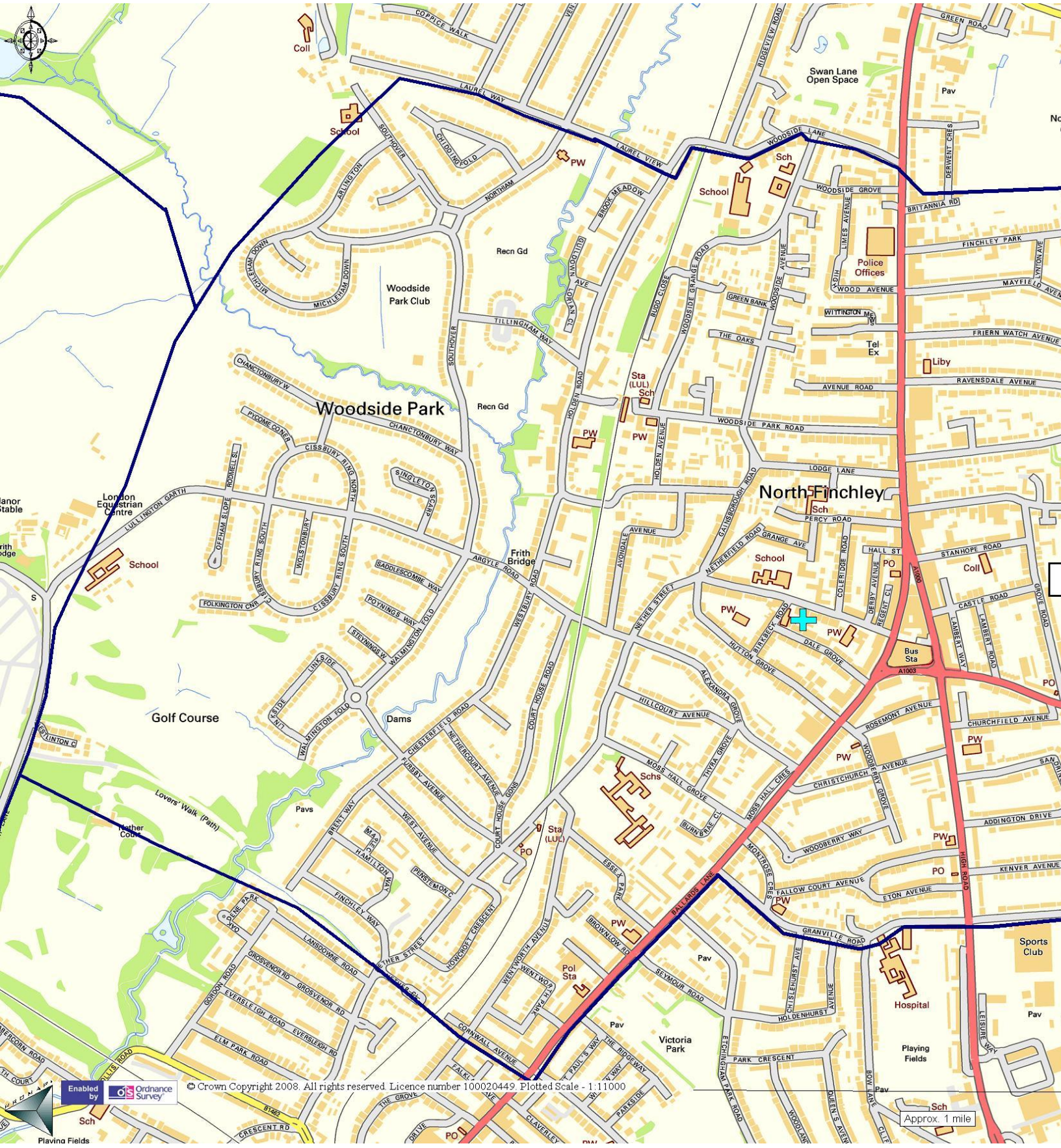
Woodside Park
Golf Course
North Finchley
Woodside Park Club
Swan Lane Open Space
Police Offices
Bus Sta
Hospital
Sports Club
Victoria Park
Playing Fields
Frith Bridge
Dams
Lovers' Walk (Path)
Recn Gd
School
Sch
Coll
Pav
PW
Sta (LUL)
Schs
Pol Sta
Tel Ex
Liby
PO
Approx. 1 mile
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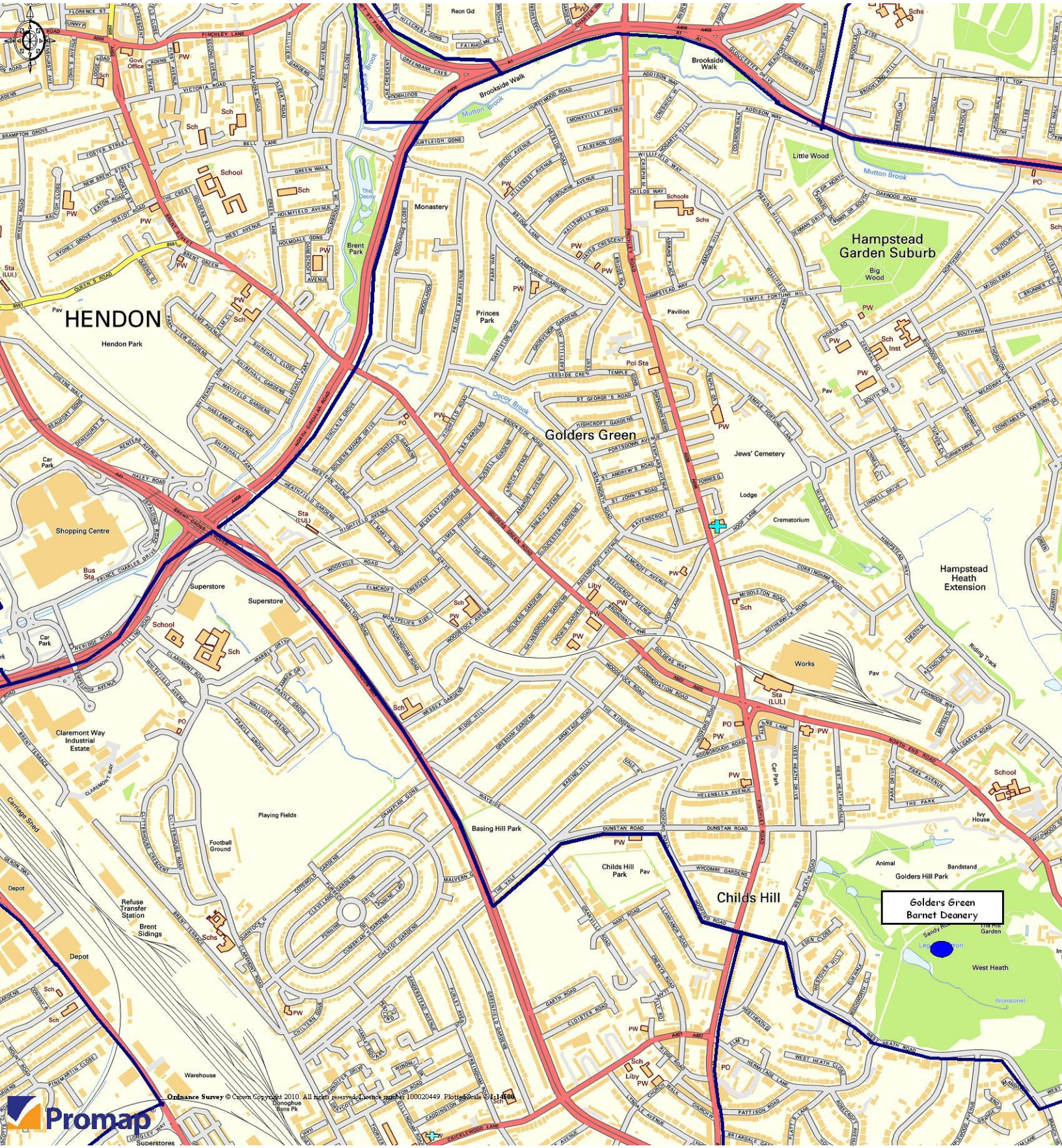
HENDON
Hendon Park
Golders Green
Hampstead Garden Suburb
Big Wood
Little Wood
Princes Park
Brent Park
Monastery
Pavilion
Jews' Cemetery
Crematorium
Hampstead Heath Extension
Shopping Centre
Superstore
Superstore
Claremont Way Industrial Estate
Playing Fields
Football Ground
Basing Hill Park
Childs Hill
Childs Hill Park
Golders Hill Park
West Heath
Golders Green Barnet Deanery
Refuse Transfer Station
Brent Sidings
Depot
Depot
Carriage Shed
Warehouse
Works
Brookside Walk
Mutton Brook
Decoy Brook
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