



Headteacher
Mr Justin Dachtler

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Dear Parents

September 2019

Re: Reception Application for September 2020

We understand that you wish to apply for a place in Reception Class for your child to start September 2020. We therefore enclose a leaflet from London Borough of Merton, 'Starting primary school September 2020', a copy of our Admissions Policy for Reception in 2020/21 and an Applicants Information Form. The closing date for applications is 15th January 2020.

As we are a Voluntary Aided Catholic Primary School, it is also necessary to complete the enclosed Supplementary Information Form (SIF) and arrange to have this signed and stamped by your Parish Priest. Once you have completed this process, the papers should be returned to the Admissions Officer at the school office, together with the originals of your child's Baptism certificate, Birth Certificate, Passport and a utility bill with proof of address (no more than 3 months old) so that we have sight of these and can make photocopies for our records. If your child currently attends our Nursery, we should already hold copies of the certificates and passport and will not require further copies.

It is also very IMPORTANT that you apply online to the Council. If you live in Merton Borough, please make your application at the following Merton website:

<http://www.merton.gov.uk/learning/schools/changingschool/admissions/school-applications-and-transfers/primaryplace.htm>. If you do not live in London Borough of Merton you will need to apply on line to your own borough e.g. Sutton. If St Teresa's is your first choice school, please make sure that you enter our school details in the first choice box. We suggest that you save/print a copy of your application, so that you can check it is correct.

St Teresa's Reception Classes are often heavily oversubscribed, meaning that not everyone is successful in gaining a place for their child. Please do read the criteria for admissions, set out in the enclosed Admissions Policy very carefully. You can put down up to 6 choices of Primary School on your on-line Council Application Form. It is always advisable to have back-up schools, in the event that you do not get offered your first choice school. We recommend you use all options available to you and if you wish, visit other primary schools.

When making your application, it is often useful to consider the details of admissions from previous years. In September 2019, our admission records showed that we filled all 60 places on criteria 1 - 10 only. Those in categories 11 to 13 did not get offered a place at St Teresa's and were placed on our Waiting List. However, in previous years only children in categories 1 – 4 were offered places, due to us being oversubscribed. **Please be aware that we can never predict the numbers for each criteria, as they change from year on year.**

(Practising Catholic means attending Sunday Mass (which includes Saturday evening) each week for the past two years. This will be verified by the Priest on the Supplementary Form. If this is less than 2 years, a letter from the parent(s)/child's previous Parish Priest will be required for verification. This will be verified by the Priest on the Supplementary Information Form.



Should you attend Mass in more than one Parish, please submit a Supplementary Information Form for each Parish parent(s)/child worship in.

The following questions are regularly asked by parents. We hope that they will assist you in the process. Please do not hesitate to ask should you have any further questions:

Will my child gain entry to Reception if they are already in St Teresa's Nursery?

No this is a completely separate process.

Will my child automatically gain a place in Reception if they have a sibling already in school in Reception to Year 5?

No – siblings are only considered in cases of over-subscription, in accordance with each criteria.

What happens if we attend more than one church regularly?

You will need to provide Part 2 of the Supplementary Information Form, completed from each Parish.

If the school is oversubscribed and I have a sibling at St Teresa's in Reception to Y5, will this place my child higher up the waiting list?

No. In cases of oversubscription, children with siblings are taken into account under each criteria in turn.

Who can I speak to about the process if I am unclear?

Mrs Lorraine Isaac, Admissions Officer, in the school office, or by phone on 0208 648 1846 option 2 or via email at lorraine.isaac@st-teresasa.merton.sch.uk.

If my child does not get offered a place in Reception, following the second round of offers, can I appeal?

Yes, you are at liberty to appeal but please note that unless you have a valid reason why your child, above any other, should gain a place, you will not succeed. If you do wish to appeal, this must be done in writing, within 14 days of the second round of offers. Evidence must be provided with your appeal and addressed to the Clerk to the Governing Body, St Teresa's Primary School.

Once you have completed the application process, please bring the Supplementary Form and supporting documents into the school. The closing date for applications is 15th January 2020.

Finally, do check you have:

Read and understood the School Admissions Policy for Reception.

Completed an online Reception Application Form, submitted it to the Local Authority and received a reference number.

Completed Part 1 of the Supplementary Information Form; arranged for your Parish Priest/Minister/Other faith leader to sign and stamp Part 2 and returned to the school.

Completed the school Information Form, signed the declaration concerning accuracy of information and returned to the school.

Provided the school with the original Birth Certificate, Baptism Certificate, Passport and utility bill showing your address – less than 3 months old, for them to check and take photocopies.

Completed the whole process by the closing date Wednesday 15th January 2020.

Please note that the online Local Authority Application Form and the Supplementary Information Form, will be used by school governors and the Local Authority to allocate school places, in line with the school's Admissions Policies.

To find out more about St Teresa's School on our website, please follow this link: <http://www.st-teresas.merton.sch.uk/>.

Yours sincerely,



Mr J Dachtler
Headteacher

W razie trudności ze zrozumieniem informacji prosimy o skontaktowanie się z szkolnym sekretariatem. Dziękujemy

இந்த பாடசாலை விண்ணப்பப் படிவத்தை பூர்த்தி செய்ய
உங்களுக்கு ஏதாவது உதவி தேவைப்படின தயவு செய்து
பாடசாலை அலுவலகத்துடன் தொடர்பு கொள்ளவும்.