

Admissions Policy 2026/2027



ST JOHN PAYNE CATHOLIC SCHOOL

Date of Issue	Review Date	Nominated Lead Member of Staff	Nominated Committee
Autumn 2025	Autumn 2026	Headteacher/Admissions Officer	Admissions Committee

Mission Statement

Our aim is to support the children in our care to become who God created them to be, to emulate Christ's servant leadership, and to embody his greatest commandment, "Love one another as I have loved you". We embrace these core values by,

- Fostering a community where life is lived according to Gospel values and the teachings of the Catholic Church, and where all members of our community can grow in faith.
- Ensuring students feel safe, happy and individually known, valued and loved as created in the image of God.
- Helping students realise their full potential with a curriculum and teaching strategies to cater for individual needs.
- Educating the whole child through the three-way partnership between home, school and parish.
- Deepening students' moral values and developing awareness of our responsibility to one another as members of our local, national & global communities.

St John Payne Catholic School was founded by the Brentwood Diocese to provide education for children of Catholic families. The school is Voluntary Aided and is conducted by its governing body in accordance with its trust deed and instrument of government and seeks at all times to be a witness to Jesus Christ.

The governing body is an independent admissions authority and has responsibility for admissions to this school. It intends to admit 190 pupils to Year 7 and 130 to Year 12 of the sixth-form, in the school year which begins in September 2026.

If the number of applicants exceeds the number of places available, the governing body will give priority to baptised Catholics using faith-based oversubscription criteria as detailed below.

Please note that the admission of pupils with a Statement of Special Educational Needs or Educational Health & Care Plan (EHCP) is dealt with by a completely separate procedure, details of this procedure are set out in the '*Special Educational Needs Code of Practice*', obtainable from the LA.

In addition to exceeding the Planned Admission Number (PAN) in the event of being named on a EHCP, the school retains the right to exceed PAN for exceptional circumstances.

Application Procedures and Timetable

- Applications must be submitted on a Common Application Form (CAF), to Essex County Council by 31st October 2025 using the Form as supplied in the booklet 'Secondary Education in Essex'.
- Applicants should also complete an online Supplementary Information Form through the admissions page on the school website. An account on Applicaa will need to be created via the link on the school website. This form, along with any required supporting documents, should be submitted by no later than 31st October 2025.
- For Catholic applicants, a Baptism certificate will need to be uploaded.
- For Catechumens and members of an Eastern Christian Church, a certificate of baptism or certificate of reception from the order of catechumens or authorities of the Church should be uploaded.
- For other Christian applicants, a Christening certificate or written endorsement from a religious minister should be uploaded.
- For other religious applicants, a religious leaders' letter of endorsement will need to be uploaded.
- If you do not complete the online Supplementary Information Form and upload all required information by the closing date, the governing body will be unable to place you in the correct over-subscription category until all other applications have been considered.

- Parents will be advised by the LA of the outcome of their applications on the LA agreed date (2nd March 2026).
- Applicants should satisfy themselves that all correspondence has been uploaded correctly and received on time.

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 and previously looked after children. (see notes 2&3)
2. Other Catholic children. (see note 3)
3. Other looked after and previously looked after children. (see note 2)
4. Catechumens and members of an Eastern Christian Church. (see notes 4&5)
5. Children of other Christian denominations whose membership is evidenced by a minister of religion or Christening certificate. (see note 6)
6. Children of other faiths whose membership is evidenced by a religious leader. (see note 7)
7. Other children attending Catholic primary schools.
8. Any other children.

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

- (i) Where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can most appropriately be met at this school, the application will be placed at the top of the category in which the application is made. (see note 10)
- (ii) The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each 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 (see note 8).

Tie Break

Priority will be given to children living closest to the school determined by the shortest distance. Distances are calculated by straight-line measurement between the front door of the child's home address (including the community entrance to flats) and the main entrance of the school, 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 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 a school governor not involved in admissions.

Notes (these notes form part of the oversubscription criteria)

1. An Education, Health and Care Plan (EHCP) is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.
2. A 'looked after child' has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being 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 arrangement order or special guardianship order. Included in this definition are those children who appear (to the admission authority) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

3. 'Catholic' means a member of a Church in full 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. For the purposes of this policy, it includes a looked after child living with a family where at least one of the parents is Catholic.

For a child to be treated as Catholic, evidence of baptism or reception into the 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 laws of the Church.

4. '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.
5. 'Eastern Christian Church' includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.
6. "children of other Christian denominations" means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is His body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and CYTŪN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

7. "children of other faiths" means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 6 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:
 - A religion which involves belief in more than one God, and
 - A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

8. 'brother or sister' includes:
 - (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and
 - (ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.
9. A 'parent' means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.
10. To demonstrate an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the admission authority will require compelling written evidence from an appropriate professional, such as a social worker, doctor or priest.
11. A child's "home address" refers to the address where the child usually lives with a parent or carer, and will be the address provided in the Common Application Form (CAF). Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.

Admission to the Sixth-Form

The school will annually publish details of the total number of places in the sixth form. If the number of the school's existing pupils who transfer into Year 12 is lower than the number of available places in Year 12 additional external pupils will be admitted until Year 12 meets its capacity. Both internal and external pupils are required to meet the entry requirements which are published annually in the school's prospectus and on the school website.

Late Applications

Priority consideration will apply to applications submitted within the deadline. Applications for prospective Year 7 pupils arriving after the agreed closing date will be deemed late. Late applications will be processed after the allocations procedure for on-time applications has been finalised (31st October 2025). In the event of oversubscription, applicants will be offered the opportunity to be placed on the waiting list.

Tie Break

Priority will be given to children living closest to the school determined by the shortest distance. Distances are calculated on the basis of a straight-line measurement between the front door of the child's home address (including the community entrance to flats) and the main entrance of the school using the local authority's computerised measuring system. 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 and supervised by a person independent of the school. All the names will be entered into a hat and the required number of names will be drawn out.

Waiting Lists

In addition to their right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained by the school in the order of the over-subscription criteria set out above and **not** in the order in which applications are received or added to the list. The school will retain the Local Authority waiting list until 31st December of each school year. The list will be ranked again upon receipt of each new application.

In-Year Applications

In-year applications will, as far as is reasonably practicable, be dealt with promptly. The school will aim to inform parents/carers with the outcome of their in-year application in writing within 10 school days. Information on how to apply is available on the school website as part of the Essex co-ordinated admission scheme.

Where applicable, applicants are also required to submit the required documents to support the child's faith. For Catholic mid-year applications, the certificate of practice will remain a requirement to allow the school to allocate places within Category 2. This is due to mid-year applications being received when Year groups are already full. Priority will be given to practising Catholics.

Where there is over-subscription, applications will be ranked and dealt with in accordance with the over-subscription criteria. In the event of over-subscription, applicants will be offered the opportunity to be placed on the 'waiting list'.