



# St Peter's Catholic Primary School

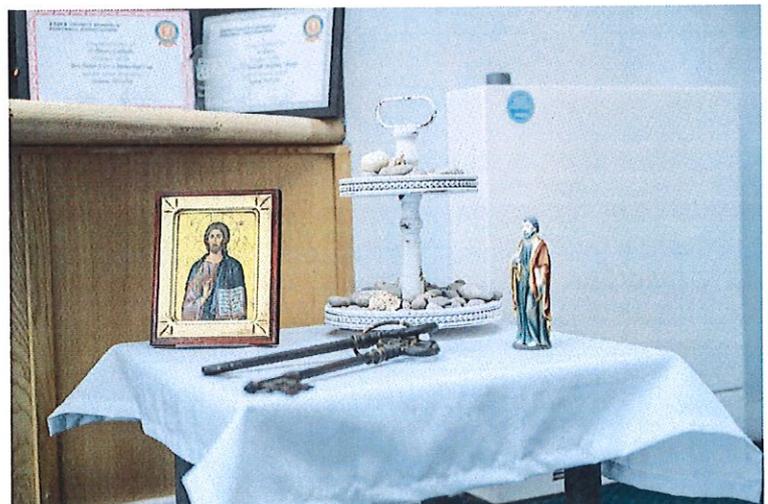


Loving and learning together,  
with Jesus

# Welcome to St Peter's

Loving and learning together, with Jesus

At St Peter's we place Christ at the centre of all we do and uplift and inspire everyone towards achieving excellence. The school ethos promotes the values of Integrity, Kindness, Fairness, being Peaceful and Serving others and this is witnessed in all aspects of school life. We believe learning has no limits and our aim is to create a culture of empowering children to become confident and self aware learners through the development of our learning keys of Resilience, Resourcefulness, Reciprocity, Reflectiveness and Risk Taking. We create a learning experience that ensures creativity, discovery and independence and the children are equipped with the knowledge and skills they need to become lifelong learners. The children encounter Jesus Christ in their lives in a loving and caring environment where everyone is respected and valued.



# Vision and Values

## Vision

To place Christ at the centre of all we do  
To uplift and inspire everyone towards achieving excellence

## Values

Our school values are based on the Beatitudes and we have linked them to inspirational role models who represent each value.

**Integrity**

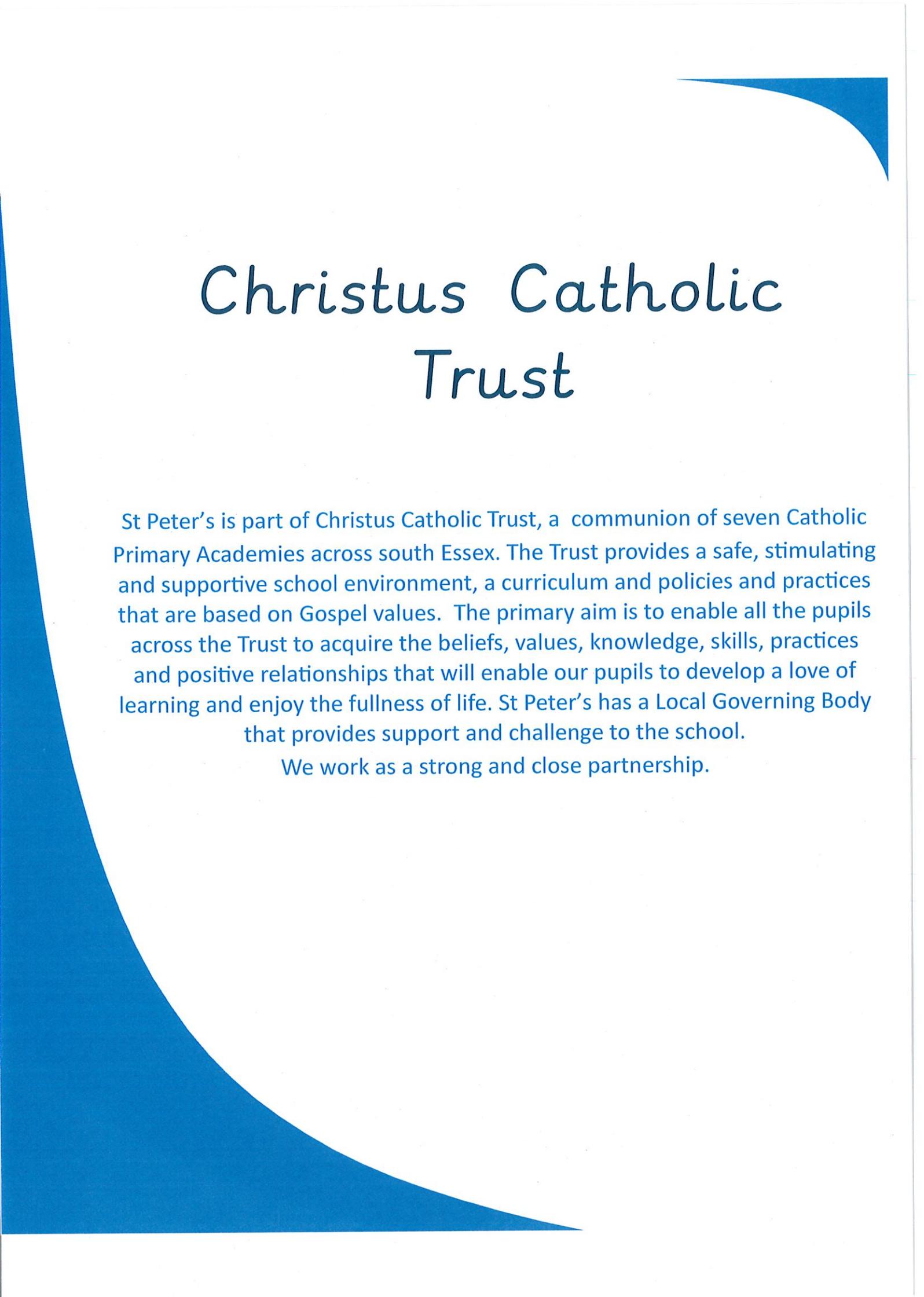
**Kindness**

**Fairness**

**Peaceful**

**Service**





# Christus Catholic Trust

St Peter's is part of Christus Catholic Trust, a communion of seven Catholic Primary Academies across south Essex. The Trust provides a safe, stimulating and supportive school environment, a curriculum and policies and practices that are based on Gospel values. The primary aim is to enable all the pupils across the Trust to acquire the beliefs, values, knowledge, skills, practices and positive relationships that will enable our pupils to develop a love of learning and enjoy the fullness of life. St Peter's has a Local Governing Body that provides support and challenge to the school.

We work as a strong and close partnership.



# Religious life of the school

The Religious Education received by the children helps the home in laying the foundations for the formation of a Christian person, as well as instructing the child in the basic levels of faith. We use the new 'Come and See' Programme as the backbone of our work and we work closely with the parish clergy. During the year there are a variety of opportunities for parents to come and celebrate with your child through class assemblies, masses and various fundraising events. Fr. Dan Mason regularly visits the school, spends time with each class supporting the development of the children's faith, and leads us in masses and reconciliation services.

The Feast of Saints Peter and Paul is a big day in the school year that includes Mass and set period for parents and friends to join classes. This is another opportunity to see the children's work followed by a whole school Mass.



# Wellbeing

At St Peter's we focus on the 'whole' child as well as academic achievement. We firmly believe that a happy child will be a learning child and endeavour to keep all our children as happy as possible. We have a strong commitment to the wellbeing of our staff and

children and follow five ways to wellbeing by encouraging the children to Keep active, Keep learning, Connect with others, Take notice and Give to others. We pride ourselves on being a Listening School and when problems arise we ask you to contact us if you are concerned. Likewise, we will contact you if we feel this will be of benefit. The school expects parents to contact the class teacher in the first instance through the school office.

# Working in Partnership



St Peter's seeks an active partnership with parents/carers and aims to develop good relationships within the community. We encourage parents to collaborate and engage, to communicate and connect, and to celebrate and pray.

St Peter's welcomes parents and carers to join us on our learning journey, with our shared vision and values in mind.

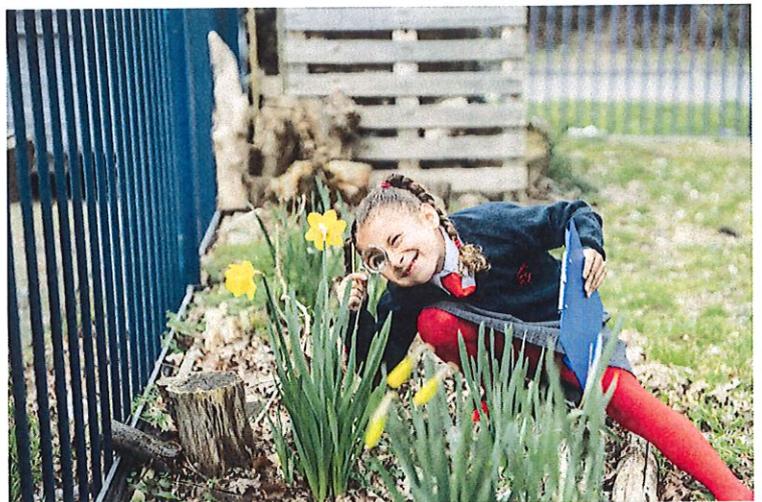
St Peter's promotes a strong link between the home, school and the parish. These three partners are connected through their love and support of the children. Our school and year group masses provide the opportunity for all three pillars to share in our faith.

# Enrichment

Here at St Peter's we consider the wider offer available to our pupils. We have a broad and balanced curriculum that we enrich through additional opportunities.

We have a wide range of clubs available to pupils that are either before school, during lunch time or after school, including specialist instructors delivering sessions in some areas and wraparound provision; we ensure each year group has the opportunity to go on a purposeful and engaging school trip that is linked to their learning; we welcome visitors to St Peter's to enrich the children's learning.

Ultimately, we aim to provide children with a rounded, culturally rich education through activities that enhance their learning. This offer helps to teach life skills that benefit children beyond the classroom, and can develop an appreciation for cultural and community issues, teamwork and social responsibility.



# Curriculum

At St Peter's we provide a rich and broad curriculum that is based on the National Curriculum and develops the children's knowledge and skills, inspiring them through a journey of creativity, discovery and curiosity where everyone is equally respected and valued, equipping the children as independent, resilient, lifelong learners.

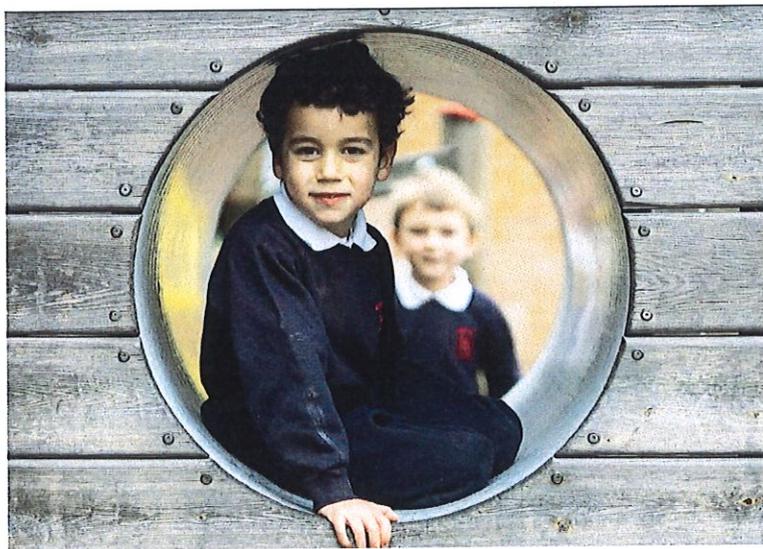
The core subjects are expertly taught with a strong emphasis on RE, Reading, Phonics and Mathematics. It is important to us that our children experience a varied curriculum and each individual subject has its own Intent Statement which clearly links to the whole school Intent, providing consistency across the school, but also celebrating the uniqueness that each subject area has to offer. These subjects are taught as a topic with an engaging start, collaborative and exciting learning experiences and each topic is often linked to school trips, workshops and enrichment experiences.



# Admissions

The Governing Body of St. Peter's Catholic Primary School is the Admissions Authority and is responsible for admissions to the School from The Most Holy Redeemer, Billericay and Our Lady of Good Counsel, Wickford. All applications will be considered in accordance with the coordinated admissions scheme, administered by Essex LA.

The ethos of this school is to build, encourage and celebrate relationships based on Gospel Values in the school, home, parish and the wider community. We ask all parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the right of parents who are not of the faith of this school to apply for and be considered for a place here.



# The School Day

School begins at 8.40am and ends at 3.20pm.

Morning Break	Infants & Juniors	10.15am – 10.30am
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Infants are provided with \*Milk, Fruit and a Healthy snack.

Juniors provide their own healthy snack.

Lunch	Infants & Juniors	12.00 – 1.00pm
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Afternoon Break	Infants only	2.30pm – 2.40pm
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End of the Day	Reception	3.05pm
	KS1 & KS2	3.15pm

\* free for under 5's.

# Attendance and Absence

For our children to gain the greatest benefit from their education it is vital that they attend regularly and be at school, on time, every day the school is open unless the reason for the absence is unavoidable. **It is a rule of this school that pupils must attend every day, unless there are exceptional circumstances and it is the Headteacher, not the parent, who can authorise the absence.** Our attendance expectation is for each student to achieve 100% attendance with the aim of achieving above 97% during the academic year.

Leave of absence shall not be granted in term time unless there are reasons considered to be exceptional by the Headteacher, irrespective of the child's overall attendance. Parents must complete an 'Application for Leave of Absence' form, for each child that they are applying for, which can be found on our website. The form must be accompanied by a letter stating the exceptional circumstance for which the leave of absence is being requested.

# Behaviour in School

The children at St Peter's Catholic Primary School have the right to feel safe and be safe, the right to learn and the right to be treated with respect. All systems and measures are designed to protect these rights. The social, emotional, spiritual and moral development of children is as important as their academic learning and achievement.

The establishment of a positive ethos is essential for learning and for being part of an effective community. It depends upon trusting relationships and a process of co-operative teamwork. Children will learn most effectively when they know what is expected of them and when they are treated consistently and fairly. Children respond best when they know they are special and unique. Good choices must be celebrated and the actions of pupils who are role-models will be used to reinforce the school's expectations. When a child makes a mistake it is only ever the action that should be criticised never the child themselves.

Our approach to behaviour management is positive, preventative and restorative. Rewards and sanctions are well thought out so that they are in proportion to the behaviour displayed. Bullying of any kind is unacceptable and will not be tolerated at our school. At St Peter's the safety, welfare and well-being of all pupils and staff is a key priority. We take all incidences of bullying seriously and it is our duty as a whole school community to take measures to prevent and tackle any bullying, harassment or discrimination.

# Equal opportunities



We are committed to ensure equality of educational opportunity and support for all pupils, parents, carers and staff from each protected characteristic and socio-economic background. We aim to provide a fully inclusive school in which every person feels proud of their identity and able to participate fully within the school community. We believe that a diverse school community is a strength which should be respected and celebrated by all those who learn, teach and visit here. We have incredibly high expectations and ambitions for each and every member of our school community and the children remain at the heart of everything we do.

# Clothing and Uniform

School uniform is an important part of the school's character. Parents are expected to support the school's uniform policy, without variation.

## Winter

Blue tracksuit with logo on sweatshirt (available from Red Oak Wear school uniform stockists)

White polo shirt (available from Red Oak Wear school uniform stockists and other stores)

White or grey socks. Shoes must be black, safe and sensible. No trainers

## Summer

White polo shirt (available from Red Oak Wear school uniform stockists and other stockist)

Navy elasticated shorts (no tailored shorts), as specified by supplier (from Red Oak Wear school uniform stockists).

## General

Hairbands and Ribbons must be red, simple and plain, no flowers etc.

All long hair should be tied back

Coats/Jackets must be plain navy blue. Caps and winter hats to be school uniform or plain navy. No earrings at school. Nail varnish must not be worn at school. St Peter's school bags (available from Red Oak Wear school uniform stockists).



# Contact details

St. Peter's Catholic Primary School

Coxes Farm Road

Billericay

Essex

CM11 2UB

Tel: 01277 653770

Email: [admin@st-peters-pri.essex.sch.uk](mailto:admin@st-peters-pri.essex.sch.uk)

W: [www.stpeterscatholicprimaryschool.co.uk](http://www.stpeterscatholicprimaryschool.co.uk)

Headteacher: Mrs Hannah Walker



**ST. PETER'S CATHOLIC PRIMARY SCHOOL**

**SUPPLEMENTARY INFORMATION FORM 2026/27**

We wish to apply for a place under criterion \_\_\_\_\_

If applying for admission under criteria's 2 to 3 please speak to your Parish Priest regarding a Certificate of Catholic Practice. For those applying under criteria's 1 to 5 please also provide a copy of your child's Baptism certificate.

**CHILD:**

Surname: \_\_\_\_\_

First Names: \_\_\_\_\_

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

Address of Child \_\_\_\_\_

Name of Sibling (if applicable): \_\_\_\_\_ Year Group: \_\_\_\_\_

\_\_\_\_\_ Year Group: \_\_\_\_\_

Religion \_\_\_\_\_

Place of Baptism \_\_\_\_\_ Date of Baptism \_\_\_\_\_

**PARENT(S)/LEGAL GUARDIAN(S):**

Parents Names \_\_\_\_\_

Address: (if different from above)  
\_\_\_\_\_

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

Email (Father): \_\_\_\_\_ Mobile (Father): \_\_\_\_\_

Email (Mother): \_\_\_\_\_ Mobile (Mother): \_\_\_\_\_

St Peter's Catholic Primary School fully complies with information legislation. For the full details on how we use your personal information please click [Privacy Notice](#) or call 01277 653770 if you are unable to access the internet.

I confirm that I am the child's legal parent/guardian in applying for admission to St Peter's Catholic Primary School.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_





## **ST. PETER'S CATHOLIC PRIMARY SCHOOL**

### **ADMISSIONS POLICY 2026-2027**

St Peter'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 always be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its Local Governing Committee as part of the Catholic Church in accordance with its trust deed and articles of association 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 admissions arrangements.

The Local Governing Committee is the admission authority and has responsibility for the admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round. The Local Governing Committee has set its admission number at 60 pupils to the Reception year in the school year which begins in September 2026.

The Local Governing Committee will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's Published Admissions Number (PAN).

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

CATEGORY	CRITERIA
1	Catholic looked after and previously looked after children
2	Catholic children with a Certificate of Catholic Practice who are resident in the parishes of the Most Holy Redeemer, Billericay or the Parish of Our Lady of Good Counsel, Wickford for whom St Peter's Catholic Primary School is the nearest Catholic school.
3	Catholic children with a Certificate of Catholic Practice who live outside the Billericay and Wickford parishes for whom St Peter's Catholic Primary School is the nearest Catholic school.
4	Catholic children from the parishes of the Most Holy Redeemer, Billericay or the Parish of Our Lady of Good Counsel, Wickford.
5	Catholic children from other parishes.
6	Other looked after and previously looked after children
7	Catechumens and members of an Eastern Christian Church
8	Remaining applications.

Parents must note that in accepting a place at this school they should understand that a commitment to the whole ethos of a Catholic education is expected.

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

(i) Staff applications: A child whose parent at the time when applications are being considered, has been employed for two or more years at St Peter's Catholic Primary School Billericay, or the member of staff is recruited to fill a vacant post at the school for which there is a demonstrable skill shortage, will have preference in the category in which he/she falls.

(ii) Sibling applications: A child, who will have a sibling in Year R to Year 5 of the School at the time when applications are being considered, will have preference in the category in which he/she falls, after children in (i) above .

Should the LA not offer a place for a child, the parent(s)/guardian(s) have the right of an appeal against the decision within 21 days of the place date of notification that the application has been unsuccessful.

### Application Procedure and Timetable

To apply for a place at this school in the normal admission round, you must complete the online application form available from the Local Authority in which you live. You are also requested to complete the Supplementary Information Form attached to this policy. The Supplementary Information Form should be returned to the school office by 15<sup>th</sup> January 2026 or the next working day. Those applying under Category 1 to 3 are requested to ask their Parish Priest for a completed Certificate of Catholic Practice. Subsequently, the school will rank applications in terms of the Criteria and then return that list to the Local Authority.

You will be advised of the outcome of your application on 16<sup>th</sup> April or the next working day, by the Local Authority on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

If you do not provide the information required in the SIF and return it by the closing date, together with all the supporting documentation, your child will not be placed in criteria 1 to 8, and this is likely to affect your child's chance of being offered a place.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is the 15<sup>th</sup> January 2026.

### Admission of Children Outside their Normal Age Group and Deferred Entry

A request may be made for a child to be admitted outside of their normal age group, for example, 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 and 31st August, may request that the child be admitted out of their normal age group, to Reception rather than year 1.

Any such request should be made in writing to Mrs Walker Headteacher, St Peter's Catholic Primary School, Coxes Farm Road, Billericay, Essex CM11 2UB or by emailing [admin@st-peters-pri.essex.sch.uk](mailto:admin@st-peters-pri.essex.sch.uk) at the same time as the admission application is made. The Local Governing Committee will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the Headteacher, including the Headteacher's statutory responsibility for the internal organisation, management and control of the school, the Local Governing Committee will take into account the views of the parents and of appropriate medical and education professionals, as appropriate.

### Mid-Year Applications

An application can be made for a place for a child at any time outside the normal admission round and the child will be admitted where there are available places. Applications should be made directly to the school by completing a [mid-year application form](#) for a Primary School place and a [SIF](#). Your application will be dealt with within 15 school days.

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 applicant will be informed within 15 school days and the child will be added to a waiting list for the remainder of that school academic year.

You will be advised of the outcome of your application in writing, and you have the right of appeal to an independent appeal panel.

### Fair Access Protocol

The school is committed to ensuring a fair and balanced approach when admitting vulnerable children as set out in locally agreed protocols by the Local Authority. Accordingly, outside the normal admission round the admission authority is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The admission authority has this power, even when admitting the child would mean exceeding the PAN (subject to the infant class size exceptions).

### Waiting List

In addition to their right of appeal, unsuccessful children for a Reception place, 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. In the event of oversubscription, we will hold the Reception Year waiting list until the end of the Summer term.

Inclusion in the school's waiting list does not mean that a place will eventually become available.

### Late applications

Late applications will be administered in accordance with the Local Authority Primary Co-ordinated Admissions Scheme. You are encouraged to ensure that your application is received on time.

### Pupils with an Education, Health and Care Plan or a Statement of Special Educational Needs

The admission of pupils with a Statement of Educational Needs or an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with a Statement of Special Educational Needs or Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

### Equality Act 2010

This admissions authority ensures that their admission arrangements do not discriminate on the grounds of disability; gender reassignment; pregnancy and maternity; race; religion or belief; sex; or sexual orientation, against a person in the arrangements and decisions it makes as to who is offered admission as a pupil. The admissions criteria applied by this Admission Authority is non-discriminatory.

### Tie Break

Where the offer of places to all the applications in any of the sub-categories listed above would still lead to oversubscription, the places up to the admission number will be offered to those living nearest to the school measured by straight line distance. The school uses measurements provided by the Local Authority, and

parents may wish to refer to the LA's [Determined Admissions Arrangements](#) for an explanation of how the LA does this. The nearest distance will be given priority within each category and when there are applicants with an identical distance competing for a single place at the school the place will be offered to applicants on the basis of lots drawn by a person deemed to be impartial with no involvement or personal interest in admissions. Exceptional medical circumstances (supported by medical evidence) may override the above.

Notes (These notes form part of the oversubscription criteria)

- An Education, Health and Care Plan 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.
- 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 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 special guardianship order. Included in this definition are those children who appear (to the Local Governing Committee) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.
- '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 who is part of a Catholic family where a letter from a priest demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (e.g. a looked after child in the process of adoption by a Catholic family).

For a child to be treated as Catholic, evidence of Catholic 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 law of the Church.

- 'Certificate of Catholic Practice' means a certificate issued by the family's parish priest (or the priest in charge of the church where the family attends Mass) in the form laid down by the Bishops' Conference of England and Wales. It will be issued if the priest is satisfied that at least one Catholic parent or carer (along with the child, if he or she is over seven years old) have (except when it was impossible to do so) attended Mass on Sundays and holy days of obligation for at least five years (or, in the case of a child, since the age of seven, if shorter). It will also be issued when the practice has been continuous since being received into the Church if that occurred less than five years ago. It is expected that most Certificates will be issued on the basis of attendance. A Certificate may also be issued by the priest when attendance is interrupted by exceptional circumstances which excuse from the obligation to attend on that occasion or occasions. Further details of these circumstances can be found in the guidance issued to priests:

<https://www.dioceseofbrentwood.net/departments/education/school-admissions-2/>

- '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.
- 'Sibling' includes:
  - (i) all natural brothers and sisters, half brothers and sisters, adopted brothers and 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 address as the applicant.

- Staff applications are applicable to all staff employed at St Peter's Catholic Primary School.
- 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.
- To demonstrate an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the Local Governing Committee will require compelling written evidence from an appropriate professional, such as a social worker, doctor or priest.
- 'Christian' means follower of the religion of Jesus Christ.

In the event of over-subscription within any of the above criteria, applicants will be ranked by distance. 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. Exceptional medical circumstances (supported by medical evidence) may override the above.

For the purpose of this policy, parish boundaries are shown on the maps located on our school website [Parish Boundary Maps](#) and will be applied to the admissions arrangements for 2026-27.

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.