



Holy Trinity CE
Primary School

Admissions Policy for admission 2013/14

CHILDREN S VOICE

"We would like to be able to welcome all children who live under the same roof so that they can go to the same school and share the same experiences."

VISION

At Holy Trinity we welcome you to an exciting world of learning, discovery and friendship. We are passionate about nurturing every child, helping them to find and develop their own talents and be the best that they possibly can. Children will learn within a Christian community, surrounded by support, kindness, respect and fun; and will leave with fantastic memories to cherish forever.

Policy drafted by:	Personnel Committee
Date:	January 2012
Staff meeting:	
Governing body agreement:	Spring 2012
Review:	

y: Holy Trinity CE Primary School

Applications for admission should be made on the Local Authority's Common Application Form (CAF) on-line or by hard copy, obtainable from the Local Authority. A copy of the School's Admissions Policy is available on-line or by request. Places will be offered on the offer date (known as National Offer Day) for all maintained schools in the borough. It is the parents' responsibility to inform the Local Authority of any change in circumstances since the completion and submission of the application form if the changes have occurred before the offer day; in the event of changes in circumstances occurring after the offer date, then it is the parents' responsibility to inform the head teacher.

The School is part of the locally agreed co-ordination scheme and the timescales for applications to be received and processed are those prescribed each year by the Local Authority. Parents must complete the Local Authority's Common Application Form (CAF) and return the form to the Authority; if applying for a place at this School, parents must name this School as one of the preferences on the CAF.

Parents who wish to apply for a **Foundation Place** must also complete this school's supplementary form (attached: Appendix Form for Ministers) and return this to the School Office by the Local Authority's prescribed submission of applications date. Failure to return the completed supplementary form will mean that the school will not consider the application for a Foundation Place under priority category 2, but will treat the application as being for a non-Foundation Place and determine the application according to the relevant priority category in which the applicant falls.

A maximum of 60 children whose fifth birthday falls during that school year (i.e. 1st September . 31st August) can be accepted for admission to the reception class that year.

A maximum of 24 of these 60 places can be accepted for admission under the Foundation Place category.

An Admissions Committee consisting of the head teacher and at least two governors will consider applications in the event of more than 60 applications being received.

Categories of priority; 1 to 6

If there are more applications than places available, applications will be ranked according to the following categories of priority;

1. Children in public care / formerly in public care (see note a).
2. Those qualifying for Foundation Places to a maximum of 24.
3. Children with brothers or sisters at the school at the time of admission. This includes half, step, fostered or adopted family members, and those living permanently in the same household as a family unit.
4. Children who have a parent who has been a paid and permanent member of staff for two or more years at the school at the time at which the application is made.

Special medical or social need requiring attendance at Holy Trinity school. Such needs must be supported, at the time of application, by reports or letters from suitable professionals such as consultants or social workers. Circumstances cannot be taken into account unless information is provided at the time of application and failure to provide sufficient information at that stage will mean that children cannot be allocated a place at Holy Trinity in accordance with this priority category. All information submitted will be regarded as confidential.

6. Children who live nearest the school, in order of proximity, according to the L.A.'s current way of measuring distance. The distance would be calculated from home to the nearest school entrance measured by the shortest route by road or publicly maintained footpath as calculated by the Local Authority's computerised geographical system (GIS).

Tie-breaker.

In the event that two or more applicants have equal right to a place under any of the above priority categories, and there are insufficient places, the Governing Body will use distance, in the first instance, to decide between applicants; if applicants live equidistant from the school the Governing Body will draw lots to decide between applicants.

Foundation Places

A maximum of 24 Foundation Places will be offered each year.

Children whose parents are regular and committed members who satisfy commitment requirements: see note b) of churches and chapels of Christian denominations will be considered for a Foundation Place. The school will contact your Minister for confirmation, therefore please provide details of your minister to the school. The form for ministers is included as an appendix to this policy) **AND** who live at or within 2000m distance of the school, according to the L.A.'s current way of measuring distance. The distance would be calculated from home to the nearest school entrance measured by the shortest route by road or publicly maintained footpath as calculated by the Local Authority's computerised geographical information system (GIS).

Where applications satisfying the criterion for a Foundation Place, (that criterion being: that parents have shown regular committed [defined at note b] church membership, certified accordingly by their priest/minister on the Supplementary Form returned to and received by the school) AND live at or within 2000m of the school, exceed 24, these will be ranked according to proximity to the school; with the closest 24 to the school being allocated places under priority category 2 above.

Where less than 24 Foundation Places are applied for or so determined, the balance of the 24 unallocated Foundation Places will become non-Foundation Places for that year and be available to all applicants, and will be determined and ranked in accordance with priority categories 3, 4, 5 and 6, and the distance tie-breaker will be applied to any over-subscribed category. Notes:

- a) Children in public care are children who are in the care of local authorities as defined by section 22 of the Children Act 1989. This will also include previously looked after

because they were adopted or became subject to a guardianship order. The Governors will require written confirmation that the child meets these criteria.

- b) The definition of regular and committed members+ requires the parents/carer(s) to attend worship at least twice a month, at a church or chapel of Christian denomination, over a minimum period of a year prior to the date of the Minister's reference. Christian denomination refers to any church which is a full member of Churches Together in Britain and Ireland+or the Evangelical Alliance+.

Waiting Lists

If your child does not get a place within the normal round of admission to reception class they will be placed on a waiting list which will be ordered in accordance with the above categories.

Older children and those who move into the area are able to join the school at any time, subject to places being available.

Late applications

The School will consider late applications in accordance with the procedure in the local authority's co-ordinated scheme. This means that late applicants will be considered **after** the initial round of offers is made; where the school is oversubscribed this is likely to reduce considerably your chance of gaining a place.

Appeals

If your child is refused a place you may appeal in writing to an independent Admission Appeals Panel, c/o Holy Trinity School, Carrington Road, Richmond, TW10 5AA. Appeals should be received within 14 days of the date of refusal and must set out the grounds of your appeal.

HOOL, Carrington Road, RICHMOND TW10 5AA



Declaration from parish priest / minister of religion

**SUPPLEMENTARY FORM FOR ADMISSION TO
HOLY TRINITY CHURCH OF ENGLAND SCHOOL RICHMOND**

Completion instructions: Parents should fill in this form **only** if they are asking for their commitment to Christian religious worship at a church that is a full member of the %Churches Together in Britain and Ireland+ or the %Evangelical Alliance+, to be taken into account as part of their application for a place at Holy Trinity Primary School; the completed form should be returned direct to the school. Failure to return this form will result in any application being considered under the non-church criteria only.

You should ensure that you have a copy of the admission policy prior to completing the form. Please return this form to **Holy Trinity CE Primary School** by the **published admissions deadline**.

If you are a resident of the London Borough of Richmond Upon Thames you must also complete the Common Application Form available from Richmond Borough Council and name this school on that form. The Common Application Form should be returned direct to Richmond Borough Council.

1 Pupil Information:

Surname of child: _____ Other name(s): _____

Date of birth: _____

2 Parent/Guardian Information

Name of parent(s)/guardian(s): _____

Home address: _____

Post Code: _____

Home telephone: _____ Daytime telephone (if different): _____

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Name of church or chapel which you attend:

Please state the denomination to which your church belongs:

Have you attended worship twice a month for the year prior to this reference form being completed?
Yes/ No

4 Church Information

Name of priest/minister:

Address of priest/minister:

Post Code:

NB: If you have moved recently, please give the name & address of your previous priest/minister.

I confirm that the information given above is correct and that I have read the admissions policy.

Signed:

Date:

(Parent/guardian)

Please do not complete the minister's section below; this will be forwarded by the school to verify the information given in paragraphs 3 and 4 above.

5 For minister's reference only:

Family name:

Do you agree with the above information in relation to church commitment, as defined by attendance at worship twice a month for the year prior to the minister's reference? Yes/No

Please supply registration no:

NB: If a family is refused a place at the school and appeals against the governors' decision, this form may be used as evidence at the appeal.

Signed:
(Minister)

Date:

Please do not complete the School's section below; this will be completed after the form has been received.

6 For completion by Holy Trinity School Admissions Panel:

Does the information provided by the parent/guardian demonstrate a regular commitment to a church or chapel of Christian denomination, as defined by attendance at worship twice per month for the year prior to the reference? Yes/No

Does the statement from the minister support the information provided by the parent/guardian? Yes/No

Did the applicant reside at or within 2km of the school at the time the application was submitted? Yes/No

NB: If a family is refused a place at the school and appeals against the governors' decision, this form may be used as evidence at the appeal.



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Date: