



## 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 local authority'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 a local authority as defined by section 22 of the Children Act 1989. This will also include previously looked after children but ceased to be because they were adopted or became subject to a residence order or special 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".

## Appendix:



Carrington Road, Richmond TW10 5AA

### Form for Ministers

Declaration from parish priest / minister of religion

<b>SUPPLEMENTARY FORM FOR ADMISSION TO HOLY TRINITY CHURCH OF ENGLAND SCHOOL RICHMOND</b>
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**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 CE 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 (the local authority) you must also complete the common application form (CAF) available from local authority and name this school on that form. The common application form (CAF) should be returned directly to the local authority.

<b>1 Pupil Information:</b>
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Surname of child: \_\_\_\_\_

Other name(s): \_\_\_\_\_

Date of birth: \_\_\_\_\_

**2 Parent/Guardian Information**

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

Home address:

Postcode:

Home telephone:

Daytime telephone (if different):

**3 Church Commitment**

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:

Postcode:

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 Holy Trinity CE Primary School admissions policy.

Signed:  
(Parent/guardian)

Date: