



Admissions Policy for school admission 2023/24

Vision

Our vision is that children are nurtured to love learning, love one another and love God.

'Love learning, love one another, love God.'

Love the Lord your God with all your heart, soul, mind and strength and love your neighbour as yourself (Mark 12)



Policy drafted by: Admissions Committee in consultation with AfC

Agreed by governing body: 31st January 2022

Variation by Chair's Action as per OSA approval on 6/10/20: 6th November 2020

Amended by Chair's Action as per revised AfC guidance on looked after children: July 2021

Next review due: **SEPTEMBER 2022**

Next external consultation due: Autumn 2022 for 2024/25 admissions

Holy Trinity Church of England Primary School has a distinctive Christian ethos which is at the heart of this school and provides an inclusive, caring and supportive environment where children learn and flourish in a setting shaped by Christian values. We welcome applications from all members of the community and we ask all parents/carers to respect the Christian ethos of our school and its importance to our community.

The Governing Body is responsible for the admission of pupils to the school and admits 60 pupils to reception each year.

The Governing Body is required to abide by the maximum limits for infant classes (5, 6 and 7 year-olds) i.e. 30 pupils per class.

Applications for admission should be made online or by hard copy via the local authority where the child named on the application form lives. Residents of the London Borough of Richmond Upon Thames (hereafter referred to as the 'local authority') should refer to the 'Admissions to Richmond's Primary Schools' brochure, available on the local authority website, for information on the application process including all deadline and processing dates.

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 child has started school; in the event of changes in circumstances occurring after the child starts at the school, then it is the parents' responsibility to inform the head teacher.

Holy Trinity CE Primary School (hereafter referred to as 'the school') is part of the locally agreed coordination 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 local authority; if applying for a place at this school, parents must name this school as one of the preferences on the CAF. This process must also be used for in-year applications.

Parents who wish to apply for a **foundation place** must also complete this school's Supplementary Information Form (attached: Appendix 2) and return this to the school office by 12pm on the local authority's prescribed submission of applications deadline 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 into 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 12 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.

OVER-SUBSCRIPTION CRITERIA

(A) FOUNDATION PLACES

The Governing Body has designated 12 places to be offered to pupils whose parent/carer is a faithful and regular worshipper in an Anglican or other Christian Church (see note 1) and live within 1500m of the school. Written evidence of applicants' commitment to their place of worship will be required at the time of application on the school's Supplementary Information Form which must be returned to the school by 12pm on the closing date; this evidence must be endorsed by your priest. If there are more than 12 applicants who qualify for a foundation place, places will be allocated according to the following criteria. These are stated in order of priority:

- (i) looked after children or previously looked after children (see note 2);
- (ii) children with an exceptional and professionally supported medical or social need for a place at this school (see note 3);
- (iii) children who will have a brother or sister (see note 5) in the school at the time of admission.

In the event of over-subscription in any of the above criteria, priority will be determined in order of nearness of the home to the school (see note 6 below). In the event that two or more applicants live the same distance from the school and there are insufficient places to admit all applicants, places will be allocated by drawing lots.

If there are fewer than 12 qualified applicants for foundation places any unfilled places will become additional open places. Unsuccessful foundation place applicants will be treated as an open place applicant and the application will be determined according to the relevant priority category into which he/she falls.

(B) OPEN PLACES

The Governing Body has designated a minimum of 48 places each year as open places. Parents applying for an open place do so knowing that the school aims to provide an education based on Christian principles and, therefore, the Governing Body hopes that all pupils will take part in the Christian worship of the school and attend religious education lessons.

If there are more than 48 applicants, places will be allocated according to the following criteria. These are stated in order of priority:

- (i) looked-after children or previously looked-after children (see note 2);
- (ii) children with an exceptional and professionally supported medical or social need for a place at this school (see note 3);
- (iii) children with a brother or sister (see note 5) in the school at the time of admission;
- (iv) children who have a parent who has been a paid and permanent member of staff for two or more continuous years at the school at the time when the application is made;
- (v) children in order of nearness of the home to the school (see note 6).

In the event of over-subscription in any of the above criteria, distance (as measured in note 6 below) will be used to determine between applicants. In the event that two or more applicants live the same distance from the school and there are insufficient places to admit all applicants, places will be allocated by drawing lots.

Notes:

1. A Christian Church is one that is a full member of a local Churches Together Group, Churches Together in England, The Evangelical Alliance, or Affinity or FIEC
2. "Looked-after" children in the care of a local authority or being provided with accommodation by a local authority in the exercise of their social services functions as defined by Section 22(1) of the Children Act 1989 at the time of making an application to the school take priority. Previously "looked after" children are equally prioritised. This term covers i) a child who was previously "looked after" but immediately after being in care became adopted from local authority care or subject to a child arrangement order under the terms of the Children Act 1989 or special guardianship order; ii) a child who appears (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

The Governors will require written confirmation that a child qualifies under these criteria.

3. Children with an exceptional and professionally supported medical or social need: this must be supported by written evidence at the time of application e.g. from a specialist health professional, social worker or other care professional. The evidence must set out the reasons why this school is the most suitable school and the difficulties that would be caused if the child had to attend another school.
4. Faithful and regular worshipper is defined as attendance of the parent/carer at worship at least fortnightly for at least two years prior to application*. Those who have recently moved to the area and who worshipped previously in a different church will be asked to supply a reference from that church so that the two-year period is covered. The governors do not give a higher preference to families where both parents worship.

*Variation in the light of Covid-19 Pandemic: In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship. THIS VARIATION WILL APPLY TO ADMISSIONS FOR SEPTEMBER 2023 AND IN-YEAR ADMISSIONS FOR 2023/24.

5. Qualifying siblings are brothers and sisters, half-brothers and -sisters, stepbrothers and sisters, foster and adopted brothers and sisters who share the same home.
6. Distance is measured using the local authority's computerised mapping and measuring system. Applicants from the same block of flats will be treated equally regardless of the floor on which they live.
7. Where a child regularly lives at more than one address, the main address for admissions purposes will be the address of the person with parental responsibility and will be determined using the local authority's address verification procedure under the coordinated admissions arrangements described in the admissions brochure.

ADDITIONAL INFORMATION

WAITING LIST/IN-YEAR ADMISSIONS

The school operates a waiting list which is ordered in accordance with the oversubscription criteria. The waiting list is held until the end of the academic year in July and after this date, parents will be required to write to the local authority to re-join the list (as well as to join the waiting list for the first time). Any late or in-year applications will be added to the waiting list in accordance with the oversubscription criteria and the waiting list re-ranked. It is therefore possible that these applicants will have a higher priority than those already on the list. If a vacancy arises, the child at the top of the waiting list will be offered a place.

APPEALS

Parents who are not offered a place for their child have the right to appeal to the Richmond Independent Appeals Service operated by the local authority. Parents wishing to appeal should complete the online form at www.richmond.gov.uk/admission_appeals where a timeframe for the process is set out.

CO-ORDINATED ADMISSION ARRANGEMENTS

The school is part of the locally agreed co-ordinated admission arrangements and the timescales for applications to be received and processed are those agreed with the local authority. Parents must complete their home local authority's Common Application Form in accordance with the guidance published by the home local authority. If applying for a place at this school, parents must name this school as one of the preferences on the Common Application Form. Parents who wish to apply for a foundation place must also complete the school's supplementary information form and return this to the school by the *CLOSING DATE*. Failure to return the supplementary information form will mean that the school cannot consider the application under the church criteria, in this case the application will be considered under the next most appropriate criteria based on the information on the Common Application Form.

LATE APPLICATIONS

The Governors will consider late applications in accordance with the procedure in the local authority's co-ordinated scheme as published in the LA school admissions booklet.

SPECIAL EDUCATIONAL NEEDS

Parents of pupils who have an Education, Health and Care (EHC) Plan are required to apply for school places separately through the local authority from whom advice is available. Children with an EHC plan naming the school must be admitted into the school.

EDUCATION OUT OF NORMAL (CHRONOLOGICAL) AGE GROUP

Children are normally educated in school with others of their age group; however, in exceptional circumstances parents/carers may seek a place outside of their child's normal age group. Decisions will be made on the basis of the circumstances of each case. Parents/carers must state clearly why they feel admission to a different year group is in the child's best interests and may provide recent professional evidence to support this. Further details of how to make such a request are available from the local authority.

Deferred entry to reception class/part-time entry (infant schools and primary schools only) The school admits children to the reception class in the September of the school year in which a child attains the age of 5 years. (The school year runs from 1st September to the 31st August.) All parents/carers are entitled to a full-time place for their child in the reception class from September, but may defer entry until the beginning of the term after their child is five years old (i.e. when the child reaches compulsory school age) or until the beginning of the summer term whichever is earlier. Children may attend part-time until their child reaches compulsory school age. Parents/carers who have been offered a place at the school and wish to defer entry for their child and/or attend part-time must put this in writing to the head teacher at the earliest opportunity and before the start of the autumn term.

FAIR ACCESS

The school is committed to taking its fair share of pupils who are hard to place in accordance with the locally agreed fair access protocol. Pupils admitted under the protocol will take priority over any children on the waiting list and this may include, on occasion, admitting above the planned admission number.

Entry from nursery

There is no automatic entry to the reception class from the nursery; parents/carers must apply separately for entry to reception using their home local authority's Common Application Form.

APPENDIX 1

Membership of Ecumenical Bodies

These lists are of **full members** of the ecumenical bodies and are correct at the time of printing.

CHURCHES TOGETHER IN ENGLAND

The following statement describes membership of Churches Together in England:

“Churches Together in England unites in pilgrimage those churches in England which, acknowledging 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:

8. to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and
9. 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.”

At the time this guidance was published, the following were listed as full members of Churches Together in England; for up-to-date information access Churches Together in England website at www.churches-together.net, or telephone: 020 7529 8131.

FULL MEMBERS

Antiochian Orthodox Christian Archdiocese of the British Isles and Ireland
Apostolic Church UK
Apostolic Pastoral Congress
Archdiocese of Orthodox Parishes of the Russian Tradition
Armenian Orthodox Church
Assemblies of God
Baptist Union of Great Britain
Calvary Church of God in Christ
Catholic Church
Church of England
Church of God of Prophecy
Church of Scotland (in England)
Churches in Communities International
Congregational Federation
Coptic Orthodox Church
Council of Lutheran Churches
Council of African and Caribbean Churches
Council of Oriental Orthodox Christian Churches
Elim Pentecostal Church
Evangelical Lutheran Church of England
Evangelische Synode Deutscher Sprache in Großbritannien
Exarchate of Orthodox Parishes of the Russian Tradition (Ecumenical Patriarchate) Free
Free Church of England
Free Churches Group
Ground Level
Ichthus Christian Fellowship
Independent Methodist Churches
International Ministerial Council of Great Britain

Ixthus Church Council
Joint Council of Churches for All Nations
Malankara Orthodox Syrian Church (Indian Orthodox Church)
Mar Thoma Church in Europe
Methodist Church
Moravian Church
New Testament Assembly
New Testament Church of God
Oecumenical Patriarchate
Order of St Leonard
Pioneer
Presbyterian Church of Ghana in England
Redeemed Christian Church of God
Religious Society of Friends (Quakers in Britain)
Ruach Network of Churches
Russian Orthodox Church
Salvation Army
Serbian Orthodox Church
Transatlantic Pacific Alliance of Churches
Unification Council of Cherubim and Seraphim Churches
United Kingdom World Evangelism Trust
United Reformed Church
Wesleyan Holiness Church

EVANGELICAL ALLIANCE

The Evangelical Alliance has over 3300 member churches; all have given their assent to the [Evangelical Alliance Basis of Faith](#), have been established for at least two years and are in good standing with other local evangelical churches and/or organisations, abiding by the [Practical Resolutions of the Evangelical Alliance](#). The Evangelical Alliance no longer produces a list of member churches on its website, but the website (www.eauk.org) allows individual church searches by postcode

AFFINITY

Affinity is a fellowship of churches, evangelical agencies and Christians; a list of members is available on the website – www.affinity.org.uk.

FELLOWSHIP OF INDEPENDENT EVANGELICAL CHURCHES (FIEC)

FIEC is a family of over 500m churches united by the Gospel; a list of members is available on the website – www.fiec.org.uk.

APPENDIX 2

SUPPLEMENTARY INFORMATION FORM FOR ADMISSION TO HOLY TRINITY CHURCH OF ENGLAND PRIMARY SCHOOL, RICHMOND, TW10 5AA

Completion instructions: Parents/carers should fill in this form **only** if they are applying for a foundation place. The completed form should be returned direct to the school by the closing date. Failure to return this form will result in any application being considered under the open place.

You should ensure that you have read a copy of the admission policy prior to completing the form and returning it to the school by 12pm on the published closing date for applications. You must also complete the Common Application Form available from your home local authority and name this school on that form. The Common Application Form should be returned direct to your home local authority.

NB: Parents should only complete this form if they are applying for a foundation place.

1 PUPIL INFORMATION

Full name	
Date of birth	

2 PARENT/GUARDIAN INFORMATION

Names of parent(s)	
Contact mobile number (in case we need to contact you for clarification regarding the supplementary information form)	
Contact email address (in case of clarification needed as above)	

3 CHURCH COMMITMENT

Name of Church. If this is not an Anglican Church please state denomination to which it belongs	
Do you attend church worship at least fortnightly?* Please circle	Yes No
Have you worshipped in this church for at least 2 years prior to application?*	Yes No
If less than 2 years at your current church please supply the name and address of your previous church and minister below, in addition to your current minister overleaf.	

4 CHURCH INFORMATION

Name of Priest / Minister:	
Address of Priest / Minister:	

I confirm that the information given above is correct and that I have read the Admissions Policy.

Signed: Parent / guardian

Date:

Please do not complete the minister's section; your minister should complete the following section to verify the information given in paragraphs 3 and 4 above.

*Variation in the light of Covid-19 Pandemic: In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship. THIS VARIATION WILL APPLY TO ADMISSIONS FOR SEPTEMBER 2023 AND IN-YEAR ADMISSIONS FOR 2023/4.

5 For Minister's reference only:

a) Can you confirm that the applicant is a committed member of your church in the terms of our admission policy? **Yes / No**

Please note: Faithful and regular worshipper is defined as attendance of the parent/carer at worship at least fortnightly for at least two years prior to application*. Those who have recently moved to the area and who worshipped previously in a different church will be asked to supply a reference from that church so that the two-year period is covered. The governors do not give a higher preference to families where both parents worship.

*Variation in the light of Covid-19 Pandemic: In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship. THIS VARIATION WILL APPLY TO ADMISSIONS FOR SEPTEMBER 2022 AND IN-YEAR ADMISSIONS FOR 2022/23

b) Is your church a member of a local Churches Together Group, Churches Together in England, The Evangelical Alliance, Affinity or FIEC? **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.

Signed:
(Minister)

Date: