



Admissions Policy for school admission 2026/27

Our vision is that children are nurtured to 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: Chair of Governors and Admissions Committee in consultation with AfC

Agreed by full governing body: Nov 2024

Reviewed November 2025

Next review due:

APPLYING FOR A PLACE AT OUR SCHOOL

This document relates to Reception and in-year admissions for the academic year 2026/2027.

Holy Trinity is a Voluntary Aided Church of England Primary School in Richmond, Surrey and the governing body is responsible for admissions.

We are an inclusive, caring and nurturing school where children learn and flourish in an environment shaped by our values of Love, Aspiration and Community. Our distinctive Christian ethos lies at the heart of Holy Trinity, but we are proud to be a church school for the whole community and strongly welcome applications from families of other faiths and no faith.

We admit up to 60 children in Reception whose fifth birthday falls in that academic year (1st September to 31st August). In the event of being over-subscribed, applications will be considered according to the admissions criteria set out below.

THE ADMISSIONS CRITERIA

Where we receive more applications than available places, the following criteria will be used to rank entry to Holy Trinity:

1. “Looked-after” or previously “looked-after” children

“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 were 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.

2. Social/medical needs

Children with an exceptional and professionally supported medical or social need for a place

at Holy Trinity. This must be supported with written evidence at the time of application from, for instance, a GP, consultant or social worker. The evidence must set out the reasons why this is the most suitable school and the difficulties that would be caused if the child had to attend another school. All information will be treated in confidence.

3. Siblings

Children with siblings, defined as full, step-, half- and adopted or foster siblings, living in the same home and attending Holy Trinity school at the time of intended admission.

4. Foundation (church supported) places

Children with one or both parents regularly attending Holy Trinity Church or another Christian church, where the denomination is a full member of Churches Together in Britain and Ireland (CTBI) or the Evangelical Alliance. Regular attendance is defined as at least fortnightly for more than two years prior to application. Applications must be supported by a completed SIF (see below).

5. Proximity to Holy Trinity School

Distance from home to school is measured as the shortest walking route by maintained road or path using a computerised geographical information system operated by Richmond council. Applicants from the same block of flats will be treated equally, regardless of their floor. In the case of applicants living equidistant from the school and there being insufficient places to offer to everyone, lots will be drawn.

THE APPLICATION PROCESS

All applicants must complete a Common Application Form (CAF) for the local authority in which they live and name Holy Trinity as a preference on that form. Parents or carers applying for a Foundation (church supported) place must also complete our Supplementary Information Form.

- **The Common Application Form (CAF).**

Applications should be made online or by hard copy via the local authority where the child named as applicant lives. Residents of the London Borough of Richmond upon Thames should refer to the **Admissions to Richmond's Primary Schools** brochure on the [Achieving for Children website](#) which contains full details of the process, closing dates and timescales for offers and appeals. Richmond council administers admissions, including in-year applicants, on our behalf as part of a locally coordinated agreement.

- **Holy Trinity's Supplementary Information Form (SIF)**

Only if parents wish to apply for a Foundation place should they complete the additional form attached to the bottom of this policy, and it should be returned to the school by 12 pm on the closing date for applications as set by our local authority.

ADDITIONAL INFORMATION

WAITING LIST/IN-YEAR ADMISSIONS

Holy Trinity operates a waiting list, which is ordered according to the admissions oversubscription criteria. Each added child will require the list to be re-ranked. The waiting list is held by Richmond council 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). In-year admissions are handled by the local authority and a copy of the in-year application form is available on the [Achieving For Children website](#).

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.

LATE APPLICATIONS

The Governors will consider late applications in accordance with the procedure in the local authority's coordinated scheme as published in the Richmond Primary Schools Admissions Brochure.

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 Holy Trinity must be admitted into the school.

RECEPTION CLASS

Holy Trinity admits children to Reception in the September of the school year (1st September to 31st August) in which a child turns 5 years old.

Parents may choose to defer entry until the beginning of the term after their child's fifth birthday (i.e. when the child reaches compulsory school age) or until the beginning of the summer term, whichever is earlier.

A child can start school part-time at any stage during Reception year as long as the child then attends the school full-time from the start of the term following their 5th birthday. Once a

place has been offered, parents should confirm the arrangements with the Headteacher.

Parents of summer-born children (that is, children whose 4th birthday falls within April to August in the year of typical admission into Reception) may choose not to send that child to school until the September following their fifth birthday, and may request that they are admitted out of their normal age group into Reception rather than year 1. A parent should make their application by 15 January 2026 for normal Reception entry, stating that they wish to enter Reception a year later than normal for their child's age, and providing information to support their request if they wish to do so. The decision which will be made is whether the child should start school in Reception or Year 1 when they reach compulsory school age. If it is agreed that the child will be educated in a younger year group, the application will be withdrawn and parents will be required to re-apply between 1 September 2026 and 15 January 2027 for entry into Reception in September 2027. More information is available in the Department for Education issued [Summer-born children starting school: advice for parents](#)

EDUCATION OUT OF NORMAL (CHRONOLOGICAL) AGE GROUP

Children are normally educated in school with others of their age group; however, parents/carers are permitted to request a place outside of their child's chronological age group. Decisions will be made based on 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.

FAIR ACCESS

Holy Trinity 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 HOLY TRINITY NURSERY

There is no automatic entry to the Reception from Holy Trinity Nursery. Parents/carers must apply separately for a Reception place following the standard application process, using their home local authority's Common Application Form (CAF).

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 directly to the school by 12pm on the closing date. We will then send the form to your church for clarification. 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 via the e-admission website and name this school on that form. **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 information

Names of parent(s): Home address; Contact mobile phone number and email address;	
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3 Church Commitment

Name and address 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 tick.	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 and address of previous church:	
Name of Priest / Minister:	

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

Signed: _____ Parent / guardian

Date: _____