



# Admissions Policy for admission 2018-19

## VALUES

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.

## 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."

Policy drafted by:	Personnel Committee
Date:	January 2016
Governing body agreement:	14 <sup>th</sup> November 2016
Review:	Autumn 2017

Applications for admission should be made on the London Borough of Richmond Upon Thames' (hereafter referred to as the 'local authority') common application form (CAF) online or by hard copy. This form is obtainable from the local authority.

A copy of the school's Admissions Policy is available online 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.

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.

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. 1<sup>st</sup> September – 31<sup>st</sup> 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.

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), ie, 30 pupils per class.

## 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 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 qualified applicants for foundation places will be considered for any open places remaining unfilled at the end of the allocation procedure.

### (B) Open Places

The Governing Body has designated 48 places each year as open places, to be offered to pupils who do not qualify for a foundation place, but whose parents have chosen the school for the type of education it provides. 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:**

looked after children or previously looked after children (see note 2);

children with an exceptional and professionally supported medical or social need for a place at this school (see note 3);

children who will have a brother or sister (see note 5) in the school at the time of admission;

children who have a parent who has been a paid and permanent member of staff for two continuous years at the school at the time at which the application is made

children in order of nearness of the home to the school (see note 7).

In the event of over-subscription in any of the above criteria, distance (as measured in 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 are children who are 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. Previously looked after children are children who were looked after immediately prior to being adopted, or who became subject to a residence order, (now termed child arrangement order under the Children & Families Act 2014), or special guardianship order. The Governors will require written confirmation that the child is looked after, or previously looked after, and will be so at the time of making an application to the school.
3. Children with an exceptional and professionally supported medical or social need: this must be supported by written evidence at the time of application, eg, 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.
5. Qualifying siblings are brothers and sisters, half-brothers and -sisters, step-brothers 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 who receives child benefit and child tax credit.

## Additional Information

### **Waiting list**

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, 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 an independent appeal panel. Parents wishing to appeal should obtain an appeal form from the school. The form

should be sent to reach the Clerk to the Appeal panel, c/o the School, within 20 school days of the date of the letter confirming the governors' decision not to offer a place. Should an appeal be unsuccessful, the governing body will not consider a further application from those parents within the same academic year unless there have been significant and material changes in their circumstances.

### **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 and return the form to their 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 form and return this to the School by the *CLOSING DATE*. Failure to return the supplementary 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. On-line applications may be made via [www.richmond.gov.uk](http://www.richmond.gov.uk); more information is available in your local authority's admission booklet or on the local authority's website.

### **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 a statement of special educational needs, or Education, Health and Care (EHC) Plan are required to apply for school places separately through the local authority from whom advice is available.

### **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 school.

### **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 1 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 (ie, 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 headteacher 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.

## Annex 2

### **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:

- to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and
- 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](http://www.churches-together.net), or telephone: 020 7529 8131.

#### **Full Members**

Antiochian Orthodox Church

Apostolic Pastoral Congress

Armenian Orthodox Church

Assemblies of God

Baptist Union of Great Britain

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

Church of England

Ground Level

Ichthus Christian Fellowship

Independent Methodist Churches  
International Ministerial Council of Great Britain  
Joint Council for Anglo-Caribbean Churches  
Malankara Orthodox Syrian Church (Indian Orthodox church)  
Mar Thoma Church  
Methodist Church  
Moravian Church  
New Testament Assembly  
New Testament Church of God  
Oecumenical Patriarchate  
Pioneer  
Redeemed Christian Church of God  
Religious Society of Friends  
Ruach Network of Churches  
Russian Orthodox Church  
Salvation Army  
Transatlantic Pacific Alliance of Churches  
Unification Council of Cherubim and Seraphim Churches  
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](http://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](http://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](http://www.fiec.org.uk).

# SUPPLEMENTARY INFORMATION FORM FOR ADMISSION TO HOLY TRINITY CHURCH OF ENGLAND 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 a copy of the admission policy prior to completing the form and returning it to the School by 12.00 hours 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:

Surname of child:  
of birth:

Other Name(s): Date

## 2 Parent/Guardian Information

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

Home address:

Post Code:

Home telephone:

Email:

Daytime telephone (if different):

## 3 Church Commitment

Name of church which you attend:

If this is not an Anglican Church please state the denomination to which your church belongs:

Do you attend church worship at least fortnightly?    Yes                  No

Have you worshipped in this church for at least two years prior to application?    Yes                  No

If you have worshipped for less than two 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:

Post Code:

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

Signed: Parent / guardian

Date:

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

5 For Minister's reference only:

Can you confirm that the applicant is a committed member of your church in the terms of our admission policy, ie, that they have attended worship at least fortnightly for the last two years? **Yes/No**

Are there any particular circumstances that the governors should take into account, eg, if church attendance has been less than fortnightly because the applicant is looking after an elderly relative, or for some other valid reason, please give brief details below.

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

Please specify.

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:

Date:

(Minister)

## Holy Trinity C OF E Primary School Richmond, TW10 5AA ADMISSION APPEAL FORM

Surname of child: \_\_\_\_\_ Other name(s): \_\_\_\_\_ Date of birth: \_\_\_\_\_  
Name of parent(s)/guardian(s) Home  
Address: \_\_\_\_\_  
Home telephone: \_\_\_\_\_  
Daytime telephone (if different): \_\_\_\_\_  
Child's current school (if applicable): \_\_\_\_\_

I wish to appeal against the governors' decision not to offer my child a place:

I wish to attend the appeal in person: Yes  No  (Tick appropriate box) I

wish to be represented at the appeal: Yes  No  (Tick appropriate box)

If you wish to be represented, please give details:

Name of representative: \_\_\_\_\_ Occupation of representative: \_\_\_\_\_

Address of representative: \_\_\_\_\_ Telephone No: \_\_\_\_\_

If you have other children, please give details below:

Name: \_\_\_\_\_ Age: \_\_\_\_\_ School attended: \_\_\_\_\_

My reasons for appealing are as follows: (Please attach additional sheets, if necessary.)

Signed: \_\_\_\_\_

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

This form must be returned to the Clerk to the Admission Appeal panel, or care of the school by 12.00 hours by 20 days after the date of the letter notifying parents that their application was unsuccessful.

## Admission Appeal Form – 2 (Infant Classes only) Holy Trinity C OF E Primary School

### ADMISSION APPEAL FORM

Surname of child: \_\_\_\_\_ Other name(s): \_\_\_\_\_ Date of birth: \_\_\_\_\_  
Name of parent(s)/guardian(s) Home \_\_\_\_\_  
Address: \_\_\_\_\_  
Home telephone: \_\_\_\_\_  
Daytime telephone (if different): \_\_\_\_\_  
Child's current school (if applicable): \_\_\_\_\_  
I wish to appeal against the governors' decision not to offer my child a place:  
I wish to attend the appeal in person: Yes  No  (Tick appropriate box) I  
wish to be represented at the appeal: Yes  No  (Tick appropriate box)  
If you wish to be represented, please give details:  
Name of representative: \_\_\_\_\_ Occupation of representative: \_\_\_\_\_  
Address of representative: \_\_\_\_\_ Telephone No: \_\_\_\_\_

If you have other children, please give details below:

Name: \_\_\_\_\_ Age: \_\_\_\_\_ School attended: \_\_\_\_\_

NB: It is a requirement that where the majority of children are 5, 6 or 7 years old they are taught in classes of 30. The powers of the Appeals Panel to allow an appeal are, therefore, more limited than in other appeals for older children. Please see information overleaf.

My reasons for appealing are as follows: (Please attach additional sheets, if necessary.)

(a) If you think the Governing Body has not complied with the mandatory requirements of the School Admission Code and that your child would have been offered a place if the Governors had complied, please explain why below.

(b) If you think the Governing Body has not applied the admission criteria correctly to your application and that your child would have been offered a place if the Governing Body had done so, please explain why below:

(c) If you think the Governing Body has acted unreasonably in the circumstances of your case, please explain why below:

Signed: \_\_\_\_\_

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

This form must be returned to the Clerk to the Admission Appeal panel, (*care of the school*) by 12.00 hours by 20 days after the date of the letter notifying parents that their application was unsuccessful.