



HOLY TRINITY CE PRIMARY SCHOOL

Dartmouth Road London SE23 3HZ

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ADMISSIONS POLICY 2017-2018

Holy Trinity Church of England Primary School has a distinctive Christian ethos which is at the heart of the 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 but we expect all parents to respect the Christian ethos of our School and its importance to our community.

The Governors are responsible for Admission to the School and in agreement with the Local Education Authority ('LEA') admit 30 pupils into the Reception Class each year.

Governors of Voluntary Aided Schools, such as ours, are responsible for the Admission Policy of the School and for ensuring that it is fully implemented. The Governing Body reviews its Admission Policy annually.

The Governing Body consults with the LEA and Southwark Diocesan Board of Education as required when changes are made.

The School does not have any specific facilities for pupils with special needs or physical disabilities and owing to the constraints of the School site our buildings may present access issues for people with some disabilities.

The Governing Body will require proof of address, such as a current Tenancy Agreement, Council Tax statement or utility bill. If you are in the process of buying a property, a letter from your solicitor confirming the address of the property you are buying, will be acceptable. It is important that your permanent home address is given as this will be checked against Council records before a provisional offer is confirmed.

A Residence or Court Order will be requested if there is a query about where the child is residing. In the case of children who reside equally between parents, the permanent home address will be considered as the address where the child spends the majority of the time.

The provision of false information will result in the offer of a place being withdrawn.

Applications for entry to the Reception Class will follow the LEA's procedures and timescales. The School participates in LEA's Co-ordinated Admissions Scheme for Reception Class Pupils.

In accordance with the School's ethos and aims the Governors have established the following order of priorities for Admission (Admission Criteria'). When more than 30 Applications are received, priority is given to children:

1. who are Looked After or were previously Looked After. (see Note 1).
2. with an exceptional medical or social need for this particular School (see note 2).

3. who have a sibling* in the School at the time of entry. (see Note 3)
4. whose Parent/Carer regularly attends a Christian Church (see Note 4)

If there are more Applicants than places available under this criterion, priority will be given to Applicants who attend:

- (a) Holy Trinity Church;
- (b) another Anglican Church;
- (c) a Christian Church which is a Member of Churches Together in England, the Evangelical Alliance or Affinity Churches.

To apply for a place under this criterion you must get a **Supplementary Information Form** completed by your Vicar, Minister or Religious Leader as proof of your Church attendance. Supplementary Information Forms are available online at www.holytrinity.lewisham.sch.uk or from the School Office. **Completed forms should be returned to the School Office by 15th January 2017**

5. in order of those whose home is nearest to the School. (see Note 5)

Tie-breaker: In the event that two or more applicants have equal right to a place under any of the above criteria 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.

Applications for the Academic Year 2017-2018 must be made on Common Application Form (CAF) of the Local Authority in which you live and you can get the CAF from them. It should be returned directly to your Local Authority by the 15th January 2017 and a copy should be retained by you. Applications from Lewisham residents should be made online at www.eadmissions.org.uk.

You will be notified of the outcome of your Application by the LEA.

Reasons will be given as to why an Application has not been successful and Applicants will be advised of their right of appeal to an independent Appeal Panel.

ADDITIONAL INFORMATION

In-year Admissions

The Admission of pupils after the start of the School Year (September) is now co-ordinated by LEA. Children can be admitted up to our standard class size of 30. Places will be allocated in accordance with the above Admission Criteria

You will be notified of the outcome of your Application by the LEA.

Waiting List

Should there be more applications than places available a Waiting List will be created and any places which are not taken up from the initial allocation will be allocated to the children on the List, in accordance with the published Admission Criteria. Please note that each new child added to the Waiting List may cause the list to be re-ordered. The Waiting List will last for one Academic Year. Parents/ legal Guardians/ Foster Carers, who wish their child to remain on the List, must inform the School in writing by the 31st August preceding the next Academic Year.

Appeals

Unsuccessful Applicants will have the right to appeal against the decision of the Governing Body to an independent Appeal Panel. Appeal Forms must be returned to the School within 20 School Days of receipt of the letter of refusal. Parents/Carers wishing to appeal should do so, in writing, to the Clerk to the Appeal Panel, c/o The School.

Class Size

Please note that in accordance with Government Legislation, Holy Trinity School cannot admit more than 30 pupils to a class.

Fair Access

The School is committed to taking its fair share of pupils who are hard to place in accordance with the LEA's Fair Access Protocol. Pupils admitted under the Protocol will take priority over children on the Waiting List and occasionally this may mean admitting more than the maximum admissions number.

Help and Advice

Please ask the Headteacher if you are unclear about this Policy and would like clarification. Additional information is available in the School Brochure and on the School Website.

Late Applications

The Governors will consider late Applications in accordance with the procedure in the LEA's Admission Booklet. In essence, 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 considerably reduce your chance of gaining a place.

Entry Option

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 (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 they reach

compulsory school age. Parents/Carers who have been offered a place at the School and wish to defer entry for their child and/or have their child attend part-time must put this in writing to the Headteacher at the earliest opportunity and before the start of the Autumn Term.

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 LEA or the School Office.

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. If a child with a Statement, or EHC Plan, is placed in the School by the local authority before the normal admission round, the number of places available to other applicants will be reduced. The Governors will admit all those pupils whose Statement, or EHC Plan, names the School.

Notes

1. 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 was previously Looked After at the time of making an Application to the School.
2. Children with an exceptional and professionally supported medical or social need for a place at this School. 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.
3. A sibling is defined as a blood or adoptive brother or sister, or half brother or sister, plus foster or step-brothers, or step-sisters living at the same address as the child and who is in the school at the time of application
4. Regular attendance at a Christian Church is defined as someone who attends their Church at least twice a month and has done so for the at least a year prior to making their Application. A Christian Church is a Church which is a Member of Churches Together in England, the Evangelical Alliance or Affinity Churches.

5. We follow the LEA's procedure which uses a computerised measuring system. If more than one Applicant lives in a multi-occupancy building, such as a block of flats, priority will be given to the Applicant whose door number is lowest numerically or alphabetically

This Policy was agreed by the Governing Body of Holy Trinity School on 29th January 2016 and supersedes all previous Admissions Policies.

Chair of Governors

Vice Chair of Governors

Policy History

Implemented	September 2000
Reviewed	October 2010
Next review	October 2011
Reviewed	September 2011
Next review	September 2012
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