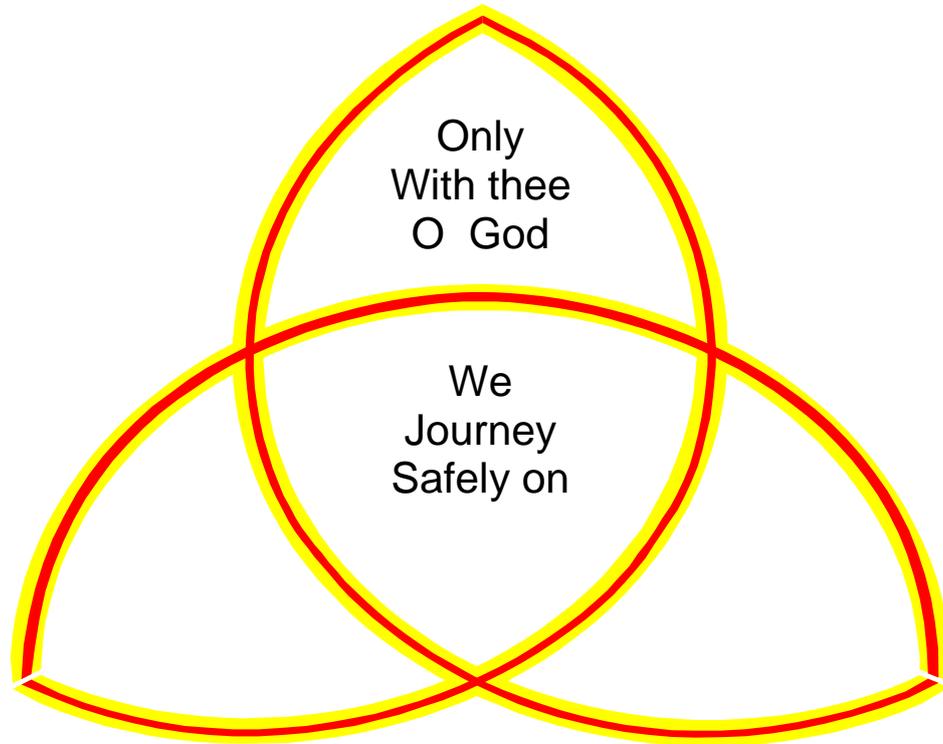


Holy Trinity CE Junior School



Policy for:

Written by:

Date Adopted:

Review Date:

Admission Policy

**Pupils & Curriculum
Committee**

Summer 2015

Spring 2016

Holy Trinity C of E Junior School - Admission Policy for 2016/2017

Introduction

Holy Trinity Church of England Junior School has a distinctive 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 and carers/carers to respect the Christian ethos of our school and its importance to our community.

The Governing Body is responsible for setting the admission arrangements for this voluntary aided Church of England School which admits up to a maximum of 90 pupils to Year 3 each year.

This Policy reflects the dual role our school performs - in providing education of the highest possible standard for children of Christian parents and carers, and also for children of other faiths or none who live locally (particularly those attending Beddington Infants School).

The School does not have a specific unit for children with disabilities, but there is a level entrance to the School's main building and ramped entrances to the hall and playground. All year groups have some classes that can be entered without steps. Children with special educational needs will join in all the activities of the school as far as this is reasonably possible.

At Holy Trinity we believe that everyone has a right to equal opportunities, and a chance to benefit from everything that the school provides.

Criteria for admission

If the school is oversubscribed, the following criteria will be applied in order of priority:

1. Looked after children and previously looked after children (See note 1)
2. Children with an exceptional and professionally supported medical or social need for a place at this school. (See note 2)
3. Children who will have a brother or sister in the school at the time of admission (see note 3)

Remaining places will be allocated under two categories, i) Foundation and ii) Open places, in the proportion of 20% foundation (rounded up to a whole number) and 80% open (rounded down to a whole number.)

4. Foundation places will be offered to children whose families are regular worshippers in an Anglican or other Christian Church. Applications are welcome from families with a commitment to Christian churches (as recognised by Churches Together in England, the Evangelical Alliance or Affinity Churches.) Written evidence of applicants' commitment to their place of worship (in the form of a clergy reference on the supplementary form) will be required at the time of application.

If there are *more* qualified foundation applicants than foundation places available, places will be allocated according to the following criteria, in order of priority:

- i) Children whose families are regular worshipping members of Holy Trinity, St Patrick's or Springfield Churches; (See note 4)
- ii) Children whose families are regular worshipping members of other Christian Churches; (See note 4)

If there are more applicants for foundation places than places available, places will be allocated according to distance in a straight line from the home address to the school's main gate. (See note 5) In the unlikely event that two children with an equal right to the last remaining place live an equal distance from the school, the Governing Body will draw lots.

Unsuccessful applicants for foundation places will be considered alongside any applicants for open places. If there are *fewer* qualified applicants for foundation places than places available, any unfilled places will become additional Open places.

Open places will be offered to children who do not qualify for a foundation place, but whose parents and carers have chosen the school for the type of education it provides. Parents and carers applying for an open place do so knowing that the school has a Christian ethos and therefore, the Governing Body expects that all pupils will take part in the Christian worship of the school and will attend religious education lessons.

If there are *more* applicants for Open places than places available, places will be allocated according to the following criteria, in order of priority:

- i) Children attending Beddington Infants School but without brothers or sisters attending Holy Trinity or Beddington Infants School at the time of admission.
- ii) Children attending other schools

If there are more applicants for Open places than there are places available, places will be allocated according to distance in a straight line from the home address to the school's main gate. (See note 5) In the unlikely event that two children with an equal right to the last remaining place live an equal distance from the school, the Governing Body will draw lots.

Please note that there is a separate application procedure for a child with a Statement of Special Educational Need or education and health care plan (See note 6)

Appeals

Parents and carers who are not offered a place for their child have the right to appeal to an independent appeal panel. Parents and carers wishing to appeal should obtain an appeal form from the school. The form should reach the Clerk to the Appeal panel, care of 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 appeal from those parents and carers within the same academic year unless there have been significant and material changes in their circumstances.

Waiting list

The School operates a waiting list which is ordered in accordance with the above criteria. Parents and carers may request in writing to join the waiting list which is reviewed periodically. (See note 5) In the admission year the waiting list will be maintained until the end of the Autumn term. After the start of the academic year, applications for mid-term admissions will be managed in accordance with Sutton's scheme for mid-term admissions.

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.

Starting at Holy Trinity

We like to welcome parents and carers to visit the school before their children start, to help them make the right choice for their child. To facilitate this, we hold an open morning or open afternoon. This is set out in our current prospectus. This prospectus is reviewed annually. Applicants should ensure that they have the most recent prospectus.

Notes:

Looked after children and previously looked after children

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 previously looked after, and will be so at the time of making an application to the school.
2. Any application under the category of an exceptional and professionally supported medical or social need for a place must be supported with 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.
3. Brothers and sisters are defined as blood relatives, step-siblings, adopted and foster siblings living at the same address. Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner, and in every case, who is living as part of the same family unit at the same address, Monday to Friday. Siblings in Year 6 at the time of an application to start school will not qualify.
4. Regular worshipping members is defined as attendance at Sunday worship more than half by % on Sundays each month. Applicants for church places must submit a

completed clergy form with their application. 'Family members' is defined as being one parent, both parents and carers or the child.

5. The child's home address excludes any business, relative's or childminder's address, and must be the applicant's normal place of residence. If there is a genuine equal share custody arrangement between the two parents and carers, the address that will be used will be the address of the parent who is claiming Child Benefit for the child. Any offer of a place under this criterion is conditional on the child being resident at the address provided, at the closing date for application. Changes of address may be considered if there are exceptional reasons behind the change such as if a family has just moved to the area, or has returned from abroad. The address to be used for waiting lists, after the initial allocation, will be the child's current address. Any offer is conditional upon the child living at the appropriate address on the relevant date. Parents and carers have a responsibility to notify the School of any change of address.

6 SPECIAL EDUCATIONAL NEEDS

Parents/carers 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*.

** NB: All schools are consulted by the LA prior to the school being named.*

7 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.

NB Children with siblings in the school will not be required to complete a supplementary form.

If you require a supplementary form please follow the relevant link.

If you require an appeals form please follow the relevant link.

For year 4, parents will be informed if they have place by....