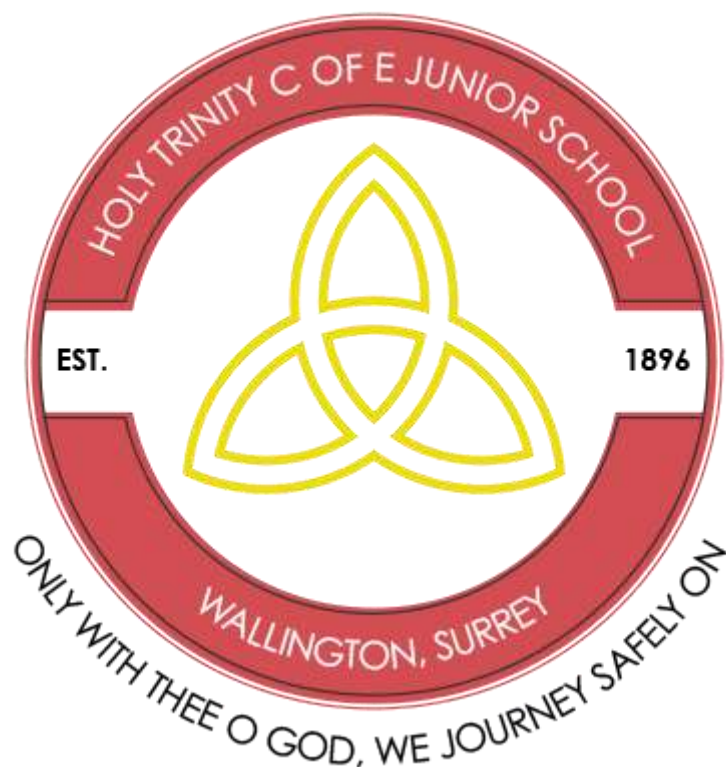


Holy Trinity C of E Junior School



Policy for:
Written by:
Last date checked by
SDBE:
Review Date:

Admission Policy 2024/2025
The Admissions Committee
November 2022
Annual

Motto	Only with Thee, O God, we journey safely on
Vision	Exemplary education for all, through God's amazing grace.
4 year Vision target:	By the end of July 2023: attainment and progress will remain above or within the national average; children will retain their knowledge securely; children will confidently articulate Christian values, children will be proactive learners and have aspirations for what they can achieve in life; children recognise how to behave towards one another in everyone's best interests; children will know how to be healthy, safe and enjoy life to the full!
Values	Learning, Dignity, Integrity, Confidence, Love
Values statement	Learning together, as we journey with God in Love, we act with Integrity, treat others with Dignity and grow in Confidence.
We Learn:	"Everything was created through Jesus and for him" Colossians 1.16. The sub values are: Curiosity, Wisdom, Teamwork, Hard Work and Failing Well
We Love:	"We love each other because he loved us first" 1 John 4.19. The sub values are: Community, being Non-judgmental, Forgiveness, Compassion and Kindness
We act with Integrity:	"People judge by outward appearance, but the Lord looks at the heart" 1 Samuel 16.7. The sub values are: Faithfulness, Generosity, Honesty, Trustworthiness, Self-Control and Responsibility
Each person has Dignity:	Each person has Dignity: "So God created human beings in his own image." Genesis 1.27. The sub values are: Equality, The Whole Person, Every Person, Tolerance and Advocacy
We have Confidence:	We have Confidence: "Blessed are those who trust in the Lord and have made the Lord their hope and confidence." Jeremiah 17:7. The sub values are: Wholeheartedness, Hopefulness, Joy, Humility and Resilience

Policy

Holy Trinity C of E Junior School - Admission Policy for 2024/2025

Holy Trinity Church of England Junior School is a very welcoming and inclusive Church of England Junior School.

At its heart is a vision: **Exemplary education *for all*, through God's amazing grace.**

Therefore, we welcome applications from all members of the community.

Our values are: Learning, Integrity, Dignity, Love, Confidence.

Learning together, as we journey with God in **Love**, we act with **Integrity**, treat others with **Dignity** and grow in **Confidence**.

We have a distinctive Christian ethos, which provides a caring and supportive environment. We are delighted to accept applications from families with Christian background, backgrounds of other faiths, and backgrounds of no faith.

In applying for a place at a school with a Christian ethos, 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.

Oversubscription Criteria

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 worshipping members of an Anglican or other Christian Church for a minimum period of six months

immediately prior to application. Applications are welcome from families with a commitment to Christian churches (as recognised by those in Annex 2). 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 accordance with measures published on the Sutton Borough School Admission website.' (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 hopes 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. Any late, or in-year, applications will be added to the waiting list in accordance with the admission 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.

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:

Children Looked After and Previously Looked After

1. This is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to the school. A child previously looked after is a child who immediately after being looked after became subject to an adoption, child arrangement, or special guardianship order including those who appear (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. An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangement order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special (or special guardians). 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 one Sunday or midweek service per week totalling more than half by % for six months immediately prior to application. 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. Home Address: Distances will be measured in a straight line from the child's home address. The point within the school to be used in any distance calculation will be the main entrance to the school building. All distances will be measured by the computerised Geographical Information System maintained by Sutton Admissions team. The home address is where a child normally lives.

The address to be used for the initial allocation of places to school will be the child's address at the closing date for application. Changes of address up to dates stated in the London Borough of Sutton Coordinated Admissions Scheme 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, and for in-year admissions will be the child's current address. Any offer is conditional upon the child living at the appropriate address on the relevant date. Parents have a responsibility to notify their home Local Authority of any change of address.

All school admission applications for school places are subject to address checks to ensure school places are allocated fairly and in accordance with published admission arrangements. Where a fraudulent address or an address of convenience are found to have been used, the application and any subsequent offer may be withdrawn, and this may be the case even if the child has started at the school.

Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school. If no joint declaration is received and the residence is split equally by the closing date for applications, the home address will be determined to be the address where the child is registered with the doctor. However, all evidence will be taken into account. If the residence is not split equally between both parents then the address used will be the address where the child spends the majority of the school week. In some cases, where distance is a relevant factor in admission decisions, a different address may be used if a family unit owns or has access to another property.

6 SPECIAL EDUCATIONAL NEEDS

Parents/carers 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. If a child with an 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 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 on our website. If you require an appeals form, please follow the relevant link on our website.

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, or telephone: 020 7529 8131.

Full Members

Antiochian Orthodox Christian Archdiocese of the British Isles & Ireland

Apostolic Pastoral Congress

Archdiocese of Orthodox Parishes of the Russian Tradition (Ecumenical Patriarchate)

Armenian Orthodox Church

Assemblies of God

Baptist Union of Great Britain

Calvary Church of God in Christ

Catholic Bishops’ Conference of England and Wales

Church of England

Church of God of Prophecy

Church of Scotland (Presbytery of England)

Churches in Communities International

Congregational Federation

Coptic Orthodox Church

Council of African and Caribbean Churches UK

Council of Lutheran Churches

Council of Oriental Orthodox Churches

Elim Pentecostal Church

Evangelical Lutheran Church of England

Evangelische Synode Deutscher Sprache in Großbritannien

Free Church of England

Free Churches Group

Ground Level

Ichthus Christian Fellowship

Independent Methodist Churches

International Ministerial Council of Great Britain

Ichthus Church Council

Joint Council of Churches for All Nations

Malankara Orthodox Syrian Church (Indian Orthodox church)

Mar Thomas Church in Europe

Methodist Church

Moravian Church

New Testament Assembly

New Testament Church of God

Oecumenical Patriarchate

Order of St Leonard

Pioneer

Redeemed Christian Church of God

Religious Society of Friends

Ruach Network of Churches

Russian Orthodox Church (Moscow Patriarchate)

Salvation Army

Serbian Orthodox Church

Transatlantic Pacific Alliance of Churches

Unification Council of Cherubim and Seraphim Churches (Europe Chapter)

United Kingdom World Evangelism Trust

United Reformed Church

Wesleyan Holiness Church

Wesleyan Reform Union

Seventh-day Adventist 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.

Reviewed: November 2022