

# ADMISSIONS POLICY 2023-24



## Policy Statement

At Holy Trinity C of E Primary School we embrace the vision for a highly educated society in which opportunity is equal for children and young people – no matter what their background or family circumstances.

With Christian faith central to our ethos and teaching, we strive to provide a happy, caring environment to maximise learning and achievement.

Our aim is for this ethos to permeate every aspect of the curriculum – lessons, events, routines, out of school clubs, trips and visits – and this policy seeks to ensure that our vision is fully realised and adhered to by all members of the school community.

## Governing Body

<b>Lead Person</b>	<b>David Winn</b>
<b>Link Governor/Chair of Committee</b>	<b>Chris Tongeman</b>
<b>Committee</b>	<b>Full Governing Board</b>
<b>Date Reviewed (incl. signature of Link Governor/Chair)</b>	<b>February 2022</b>
<b>Date Ratified</b>	<b>February 2022</b>
<b>Next review date</b>	<b>February 2024</b>

Chris Tongeman

David Winn



# Holy Trinity Church of England Primary School

Excellence in how we worship, learn and work together

## Excellence in how we worship, learn and work together

*Every one of our children is unique and special. We are committed to providing an exceptional learning experience for all the children in our Holy Trinity family.*

*We strive to enable our children to acquire the knowledge, skills and characteristics they need to be successful in the wider world.*

*At Holy Trinity, we serve our community with compassion, empathy and kindness in all that we do.*

## Our ethos

At Holy Trinity C of E Primary School we embrace the vision for a highly educated society in which opportunity is more equal for children and young people – no matter what their background or family circumstances.

With Christian faith central to our ethos and teaching, we strive to provide a happy, caring environment to maximise learning and achievement.

Our aim is for this ethos to permeate every aspect of the curriculum – lessons, events, routines, out of school clubs, trips and visits – and this policy seeks to ensure that our vision is fully realised and adhered to by all members of the school community.

## Our aims

- To provide a happy, caring environment in which the Christian faith is central to the ethos of the school and its teaching.
- To develop in our children a sense of identity and self-esteem, and to encourage them to fulfil their potential.
- To foster a lively and enquiring attitude towards learning, and to promote the highest standards in every area of school life on the part of both teacher and pupil.
- To develop acceptable behaviour through self-discipline and sensitivity to others.
- To incorporate Christian worship and religious education as an integral part of our school life, in accordance with the Trust Deed of Holy Trinity School.
- To encourage strong links between school, home, parish and the local community.
- To use all resources efficiently and responsibly for the benefit of our children.

## Admissions criteria

We welcome applications from all members of the local community and we ask parents to respect the Christian ethos of the school and its importance to our community.

The Governors, who are responsible for admissions to this school, have agreed with the Local Authority to **temporarily** reduce our PAN (Published Admission Numbers) to admit 30 children to Reception as of September 2022.

This action is part of a wider undertaking by Lambeth Council to reduce PANs (Published Admissions Numbers) due to falling population across the borough. This is a consequence of a range of factors, including a drop in the number of births, lower fertility rates, the impact of welfare reform and the impact of the uncertainty of Brexit on migration that have led to a year-on-year fall in Reception numbers, which is expected to continue until 2024/25.

Holy Trinity supports the local authority's view that all our schools have a responsibility to work together in finding a solution to the current and predicted number of children in our borough.

15 places are allocated as 'Foundation' places and 15 places are 'Open' places. Applications for all places need to be made through the child's home Local Authority (LA). These can be made online using the eAdmission Portal, or using a paper form obtained from the home LA. To apply for Foundation places an additional Supplementary Information Form needs to be completed and returned to the school

When there are more applications than places available, the Governors will admit pupils according to the following criteria that are listed in order of priority.



## Admissions Policy

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### Oversubscription criteria

In the event of oversubscription, the places will be allocated in the following order of priority:

#### Foundation Places – up to 15 places

##### 1. Looked after children

Priority will be given to looked after children and previously looked after children. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a Care Order or Special Guardianship Order) immediately following having been looked after.

The School Admissions Code 2014 states that: A 'looked after child' 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 a school. This includes children who were adopted 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).

Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

##### 2. Regular attendance at a local Church

- Applicants who are regular worshipping and **committed members of Holy Trinity & St Matthias Church, Tulse Hill.**
- Applicants who are regular worshipping and **committed members of a Christian church/denomination**; normally these would be member churches of 'Churches Together in Britain and Ireland (CTBI) and/or The Evangelical Alliance and/or The African and Caribbean Evangelical Alliance and/or The International Ministerial Council of Great Britain (IMCGB). If there are more applications than places available under this category, a higher priority will be given to applicants showing a greater commitment to their church's life.
- In the event that during the period specified for attendance at worship the churches have been closed for public worship and have not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the churches have been available for public worship.

##### 3. Siblings

The presence of a **brother or sister** in the school at the time of admission into the School's Register.

#### 4. Children with exceptional Medical or Social Needs

Children with a professionally supported medical or social need, whose application identifies a particular school that is especially able to meet that need. The decision to prioritise children on these grounds will be determined via Lambeth's MEDSOC Panel, which is comprised of senior management. Documents from an appropriate professional (not including general information from a website, etc) must support these applications. However, any supporting evidence does not automatically mean that applicants will gain priority as the decision to prioritise under this criterion will solely rest with the MEDSOC Panel.

#### 5. Distance from the school

Priority will be given on the basis of distance between the child's home and the school, measured by a straight-line. This measurement will be done using a computerised mapping system.

This measurement will be from a point from the child's home as identified by the software to a central point in the school's grounds as profiled in the software. The child's home address will be the child's permanent place of residency and must not be a business address, or the address of a relative or carer, unless they have legal custody of the child. Applications must only be made from a single address.

*If parents are separated and share custody of the child, the address given should be that of the parent with whom the child spends most of the school week, which will normally be the address where Child Benefit is payable.*

Applications or offers under this criteria will only be valid once proof of address has been given and confirmed.

### Open Places – up to 15 places

#### 1. Looked after children

Priority will be given to looked after children and previously looked after children. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a Care Order or Special Guardianship Order) immediately following having been looked after.

The School Admissions Code 2014 states that: A 'looked after child' 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 a school. This includes children who were adopted 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).

Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

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### 4. Children from other religious faiths

Places will be offered to applicants of **other religious faiths**. A letter of support will be required from their religious leader

### 5. Distance from the school

Priority will be given on the basis of distance between the child's home and the school, measured by a straight-line. This measurement will be done using a computerised mapping system.

This measurement will be from a point from the child's home as identified by the software to a central point in the school's grounds as profiled in the software. The child's home address will be the child's permanent place of residency and must not be a business address, or the address of a relative or carer, unless they have legal custody of the child. Applications must only be made from a single address.

*If parents are separated and share custody of the child, the address given should be that of the parent with whom the child spends most of the school week, which will normally be the address where Child Benefit is payable.*

Applications or offers under this criteria will only be valid once proof of address has been given and confirmed.

### **TIE-BREAKER**

In the event that more than one child meets the same criterion and lives at the same distance from the school, a tie-breaker will be carried out.

This will be completed through a flip of a coin, and both sets of parents will be notified of the outcome.

### **DEFERRED ENTRY**

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 31 August). Parents/ carers may opt to defer entry to the reception class until the beginning of the term after their child is five years old, but cannot defer entry beyond the end of the school year. Parents/carers may also request that their child attends part-time until their child reaches compulsory school age.

It is the governing body and the headteacher who decides whether it is in the child's best interest to delay entry, based on the information received with the child's application. Applications must be made in the correct chronological year group, and if delayed entry is agreed, the application will be withdrawn and the parent/carers should apply again the following year. This action would not guarantee a place for the child at Holy Trinity; merely that the application will be considered in the new cohort.



## RIGHT OF APPEAL

Parents/carers who are not offered a place for their child have the right to appeal to an Independent appeal panel. Parents/carers wishing to appeal should obtain an appeal form from the school which should be completed and returned to the Clerk to the Independent Appeal panel, care of the school, within 20 days of the date of the letter confirming the governors' decision not to offer a place.

Should some appeals to the Independent Appeal Panel be unsuccessful, the governing body will not consider further applications from those parents/carers within the same academic year unless there have been significant and material changes in their circumstances.

## WAITING LIST

The Governors operate a waiting list, which is ordered in accordance with the admission criteria. Parents/carers may request in writing to join the waiting list. The list will be maintained until the end of the spring term.

## IN-YEAR ADMISSIONS

In-year admission requests should be submitted using the school's In-Year Admission Form. The Headteacher will deal with applicants for mid-term places. Where no vacancy exists in the relevant year group, applicants will be invited to join the waiting list though applicants may also exercise their right of appeal. Any vacant places will be allocated in accordance with the admissions criteria described above.

Pupils accepted for a mid-term place will be given a start date which is always on a Monday. Prior to starting, the pupil and his/her parents/carers will be invited for a tour of the school and then a meeting. It will be a time for parents and their child to ask questions and generally become familiar with the school before their child starts in their new class.

## LATE APPLICATIONS

Any applications received after the deadline will be processed after National Offer Day. Late applications will be processed in accordance with the admissions criteria.

## NOTES

- (a) The School is part of the locally agreed co-ordinated admissions scheme and the timescales for applications to be received and processed are those agreed with the local authority. From the outset, Parents/carers must complete the Local Authority's Common Application Form (CAF) and return the form to the Authority;

If applying for a place at this School, parents must name this School as one of the preferences on the CAF. Parents/carers who wish to apply for a foundation place must also complete the school's supplementary form and return this to the School.

- (b) Applicants = The recognised Parent/Guardian of the child for whom the place is being applied.
- (c) Foundation Places – Regular worshipping and committed members of a church; A higher priority will be given to regular weekly church attendance for both the child and parents/carer over a period exceeding 2 years and to commitment to a ministry within the church. These ministries can include Sunday school membership for the child and Sunday School teacher for the parent, Home group leader, Youth group leader, Worship Group, Prayer Group Leader, and Leadership Group Leader etc.
- (d) Brothers and sisters include half brother and sisters and step brothers and sisters who share the same home address. It also includes adopted brothers and sisters who share the same home address. Those that are placed in the same home due to a court order, not just a foster placement are counted. Step-siblings who attend the school are included in this criteria.
- (e) The home address is the address where the child resides. Where a child spends time with both parents/carers in separate homes and both have parental responsibility, the school will need to establish where the majority of school nights (Sunday to Thursday) are spent and treat that as the home address.

(f) When offered a place at the school it is likely that the offer will be conditional until proof of address and age of the child has been given. Original copies of the following documentation will be required:

- **Child's short birth certificate**
- **child benefit documentation**
- **council tax bill**
- **one other from TV licence, credit card or store card statement**

Proof of address and age should be provided at induction, after an offer has been made via coordination. Occasionally we have reason to suspect that a family does not live at the address stated. If this is the case, we will carry out an investigation. Should we discover that a parent is making a fraudulent claim the offer of a place will be **withdrawn**.