



HOLY TRINITY CE PRIMARY
SCHOOL

*Strength for today,
Bright hope for tomorrow*

Policy: Admissions

Previous Review: 2016

This Review: 2017

Next Review: 2018

Frequency of Review: Annually

Responsible Committee: Full Governing Body

HOLY TRINITY C OF E PRIMARY SCHOOL, NW3

Strength for today, Bright hope for tomorrow

Admissions Policy

Holy Trinity NW3 serves the local community and extends a warm welcome to all children whose parents live or work in the area. All children joining the school in Reception class start in September. The Governors strongly advise parents or carers to visit the school for one of our regular parent tours before applying.

Admissions to Reception classes in primary schools are co-ordinated across all London boroughs. Applicants must complete the Local Authority Common Application Form naming the School and return it to the relevant Local Authority. For Camden residents the Common Application Form is available from any Camden primary school or online at: www.eadmissions.org.uk/eAdmissions/app You can name up to 6 schools in order of preference on the Common Application Form and we advise parents to fill in all 6 preferences. Parents who are applying under criteria 2,4,5,6 and 8 should also complete Holy Trinity CE Primary School's Supplementary Form so that governors may consider your application fully, this is available from the school office or on our website. The supplementary form should be returned to the School by 15 January of the year that the child is expected to start.

The Governing Body intends to admit 27 children to the Reception class each year.

If the school is over-subscribed the governors will admit children in the following order of preference:

1. Looked after children or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or a special guardianship order ****
2. Children with documented social or medical reasons for whom this is the nearest school. This must be supported by a professional letter from a doctor, medical consultant or social worker which gives compelling reasons as to why this school is suitable and why detriment would be suffered if they attended another school.****
3. Brothers and sisters of children who attend Holy Trinity CE Primary School at the time the applicant will be joining the school (including step brothers and sisters, half brothers and sisters or adopted brothers and sisters).
4. The children of parents who are members of Holy Trinity Swiss Cottage Church.* ****
5. The children of parents who attend other Anglican churches in the parish and who live within walking distance of the school (1/2 a mile).* ****
6. The children of parents who attend other Christian churches* ** and who live within walking distance of the school (1/2 a mile).* ****
7. Children who live within walking distance of the school (1/2 a mile).
8. The children of families belonging to other world faiths who live within a radius of two miles of the school whose parents wish them to attend Holy Trinity School because of its Christian ethos.*** ****

9. Thereafter priority will be given to children whose parents' or carers' address is the shortest from the centre of the school when measured in a straight line.

** 'Members' are those who have attended on at least two occasions per month for the last twelve months or have recently joined but have a letter of regular attendance at a previous Christian Church.***

*** 'Christian churches' are defined as members of Churches Together in Britain and Ireland (CTBI) and the Evangelical Alliance.*

**** Applicants within this category must submit a letter from the appropriate Minister, Rabbi, Imam, Priest or other worship leader confirming that the family has attended the place of worship on at least two occasions per month for the last twelve months.*

***** Priority will be given to children whose parents' or carers' address is the shortest from the centre of the school when measured in a straight line to the centre of the home. In the minority of cases when applicants distance measurements are exactly the same, in blocks of flats for instance, a random selection will then take place made by a person independent of the School.*

Waiting list

The waiting list for Reception and all other classes will be maintained in the order of the criteria listed above and places offered accordingly. In addition to their right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out above and **not** in the order in which the applications are received or added to the list. When a place becomes available it will be offered to the next person on the waiting list.

Names are normally removed from the list after a year unless parents/carers submit a written request asking for their application to remain on the waiting list.

Twins or Multiple Births

In the case of twins or a multiple birth if a place is offered to one of the children priority will be given to all of the other siblings.

In-Year Admissions

In-year admissions are those that take place at times other than normal admissions to Reception class. Applications for In-Year admissions should be made directly to the School on the Common Application Form. In addition, the Holy Trinity Supplementary Form must also be completed. BOTH forms need to be returned to the School. If a place is available and there is no waiting list then the School will communicate the governors' offer of a place to the family. If more applications are received than there are places available then applications will be ranked by the governing body in accordance with the waiting list criteria. If a place cannot be offered at this time then parents may ask for the reasons and will be informed of their right of appeal. The parents will be offered the opportunity of being placed on a waiting list (see above).

Admission Appeals for unsuccessful applicants to the Reception Class and Years 1 to 6.

Unsuccessful applicants have the right to appeal to an independent panel. Parents wishing to appeal should obtain a form from the School. This should be completed and returned to the School, marked for the attention of the Clerk to the Admission Appeal Panel, within 14 days of receipt of the letter confirming that the application has been unsuccessful.

If an appeal is unsuccessful, the Governing Body will not consider a further application within the same school year unless there have been significant and material changes in the applicant's circumstances.

Late Applications

Applications for Reception places submitted after the deadline published by the Local Authority will be ranked by the Governing Body according to the above criteria and integrated into the admissions list following the offer of places to applications received before the deadline.

Pupils with a Statement of Special Educational Needs

The admission of pupils with a statement of Special Educational Needs is dealt with by a completely separate procedure. This procedure is integral to the making and maintaining statements by the pupil's home Local Education Authority. Details of this separate procedure are set out in the *Special Educational Needs Code of Practice*.

Fair Access Protocols

The School is committed to taking its fair share of vulnerable children who are hard to place, in accordance with locally agreed protocols. Accordingly, outside the normal round of admissions, the governing body is empowered to give absolute priority to a child where admission is requested under any local protocol which carries the agreement both of the governing body and the Diocese for the current admission year. The governing body has this power even when admitting such a child would exceed the normal admission number.

This policy was originally completed in January 2004 and is reviewed annually by Governors. It was revised substantially in Nov 2011 and minor revisions were made in May 2013, and October 2013. It was revised again in January 2014.