

## **Holy Trinity Church of England Primary Academy Admissions Policy 2016-17**

### **Introduction**

This document sets out the Policy of Holy Trinity Church of England Primary Academy with respect to Admissions. For the purposes of this policy, The Academy Trust of Holy Trinity Church of England Primary Academy is the admission authority.

Recognising its historic foundation, the academy will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the churches at parish and diocesan level.

The Academy aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith, and promotes Christian values through the experience it offers to all its pupils. Parents have the right to withdraw their children from the daily Christian act of worship and from Religious Education.

Parents who wish their children to be admitted to the academy, should complete the Common Application Form in line with the Local Authority Co-ordinated Admission Scheme. . This form is available either from the school or from Wiltshire Council (Local Authority) or on their website at [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk). This form can be completed online or in hard copy and must be returned to the Local Authority, not to the Academy, by 15<sup>th</sup> January 2016.

If parents are applying on Faith grounds, the Supplementary Form must be completed and returned to the Academy (not the Local Authority) by 15<sup>th</sup> January 2016 as well. The Supplementary form is available from the Academy or from the Academy's website at [www.holy-trinity.co.uk](http://www.holy-trinity.co.uk) .

Parents or guardians who submitted their form by 15<sup>th</sup> January 2016 will receive written notification of the outcome from the Local Authority. These will be despatched to parents on the date as determined in the Wiltshire County Co-ordinated Primary School Admission Scheme. An offer of a school place should be accepted by the deadline date of 30<sup>th</sup> April 2016.

Every year the Academy Trust will review and publish information concerning the Holy Trinity Church of England Primary Academy admission policy. This will confirm the maximum number of children to be admitted to the Academy as a whole (currently 150), the Pupil Admissions Number (PAN) which is 21 for the 2016 – 2017 intake and will explain how places will be allocated.

### **Aims**

The overriding aim of this policy is that it should work for the benefit of all children and parents/guardians in our area. It should be simple to use and assist parents/guardians to take the best decisions on the preferred school for their children. It should contribute to improving standards for all pupils.

The Academy aims to provide a place for all children whose address is within the designated area, defined as being the area within the ecclesiastical boundaries of the parishes of Great Cheverell, Little Cheverell, Erlestoke and Coulston. (A map of the designated area is held in the School Office. Designated area means the area of benefit as defined in the school's Trust Deed. ).

The address is the place where the child is permanently resident with his or her parent or parents or legal guardians. Evidence may be requested to show the address, for example: to which any Child Benefit is paid or at which the child is registered with a medical GP together with recent utilities bill, council tax bill or tenancy agreement. This evidence will be used when reaching a decision on the child's home address for admissions purposes (including where a child lives with parents with shared responsibility for each part of the week). Parents should not assume that a place will automatically be allocated to their child.

A full-time school place in the Reception class is available for children from the September following their 4th birthday. (i.e. children born between 01/09/2011 and 31/08/2012 will be admitted in September 2016.) Parents can request that their child attends part-time until the child reaches compulsory school age. Governors have determined "Part time education" to be 5 mornings per week.

Where an offer of a place is made to a child below compulsory school age, parents have the right to defer their child's entry to school until later in the school year. The place is held for that child and is not available to be offered to another child. Entry may not be deferred beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which admission is sought.

### **Deadline for application**

Applications for Reception Year entry for the academic year starting September 2016 need to be formally registered with the Local Authority by the date stated on the Common Admission Form for consideration by the admission authority.

Holy Trinity Church of England Primary Academy cannot guarantee places for children when there are no places available as a result of late applications for the normal year of entry or any application that relates to a different year group.

The Governors have set a maximum class size of 30 pupils in Key Stage 1 and 32 pupils in Key Stage 2. Legislation states that no infant class may exceed 30 pupils.

A decision on the admission of new entrants will be made during the spring term 2016. The parents or guardians will receive written notification of the outcome from the Local Authority on the date determined in the Wiltshire County Co-ordinated Primary/Secondary School Admission Scheme.

Late applications, i.e. those received after the deadline for the normal admissions round will not be considered until after all of those which were received on time have been processed. These will be considered in accordance with the above-mentioned Coordinated Admissions Scheme which can be viewed at [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk).

### **Waiting Lists**

During the normal admissions round it is always necessary to complete a Local Authority Common Application form to apply for a school place. Registering interest with the school before the admissions round guarantees neither a place nor priority within the oversubscription criteria. Offers of places will be made by the Local Authority on the school's behalf.

If the Academy is oversubscribed for children due to start in 2016-2017 a waiting list will be maintained of those children until December 2016. The position on the list will be determined by applying the published over-subscription criteria and not by date of receipt. This means a position will change if a later application is received from someone with higher priority according to the over-subscription criteria. The existence of a waiting list does not remove the right of appeal against any refusal of a place from any unsuccessful applicant.

Names will only be removed from the list if a written request is received, or if the offer of a place that becomes available is declined. The waiting list will close on 31<sup>st</sup> December 2016. At that time parents of pupils on existing lists must contact the school and confirm in writing their wish to be placed on a newly constructed waiting (or continued interest) list which will remain open until 15<sup>th</sup> July 2017. Looked after children and previously looked after children as defined within this policy, children who are the subject of a direction by a local authority or who are allocated to a school in accordance with a Fair Access Protocol will take precedence over any child on the waiting list.

### **Applications outside the normal admissions round**

Applications for 2016-17 entry outside the normal admissions round should be made through the Local Authority. The governors will process the application according to the following policy and will inform the parents and the LA of the outcome.

Applications for places outside the normal admissions round will usually be considered not more than a full term (in a 3 term year) before the start date mentioned on the initial application form. Once a place is offered, parents must ensure that their child takes up the place and is registered at the school within 28 days of the start date mentioned on the initial application form, or the offer of the place will be withdrawn.

### **Policy**

The admissions policy of Holy Trinity Church of England Primary Academy is, while there are adequate places, to offer a place to all applicants irrespective of gender, religion, ethnicity or country of origin, disability or academic ability.

This Academy participates in the Local Authority's Fair Access Protocol.

Requests to admit children with more complex needs will be considered in accordance with the SEN code of practice 2013 and section 316 Education Act 1996. However, the Academy will assess those needs to identify reasonable steps the Academy (or Local Authority) can take to prevent incompatibility with the efficient education of other children. In the event that reasonable steps cannot be taken, the Academy will refuse admission under section 316 Education Act 1996 s3(b) if accepting a child with such complex needs would be incompatible with the efficient education of other children.

Where parents wish to be given preference on the grounds of their faith within their application for a place at this Academy they should complete the school's supplementary information form (SIF) which is available from the Academy or on the Academy website. This form must be completed and returned to the Academy together with all documentary evidence by 15<sup>th</sup> January 2017 if it is to be considered during the admissions process. Confirmation of status will be requested from the relevant priest/pastor.

### **Over-subscription Criteria**

Where more applications have been received than places available or where to admit would conflict with the school fulfilling class size legislation, the following priorities shall apply in order:

- I. Looked after children or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order<sup>1</sup>. A looked after child is a child who is (a) in the care of a local authority, or

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<sup>1</sup> An adoption order is an order under section 46 of the Adoption and Children Act 2002.

A 'residence order' is as 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. Section 14A of the Children Act 1989 defines a 'special

(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).

## 2. VULNERABLE CHILDREN

- i. children of families with confirmed refugee status
- ii. children with a medical condition or disability where written evidence is available from a senior clinical medical officer and the child's general practitioner or specialist showing that it would be detrimental to the child's health not to admit him/her to the Academy rather than any other school. Details of this must accompany the initial application.
- iii. children where either parent has a disability which would make travel to a different school difficult. Evidence from a registered health professional such as a doctor or social worker will be required. Details of this must accompany the initial application.

### LIVING WITHIN THE SCHOOL'S DESIGNATED AREA AS DEFINED ABOVE:

## 3. SIBLINGS

A child is considered in this category if an older sibling is attending the school at the deadline date, **and will continue to do so when the sibling is admitted**, and where the child lives within the designated area at the same address as the older sibling. 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 where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

## 4. OTHER CHILDREN

Children resident within the designated area who do not qualify under one of the criteria above.

### LIVING OUTSIDE THE SCHOOL'S DESIGNATED AREA AS DEFINED ABOVE:

## 5. SIBLINGS

A child is considered in this category if a sibling is attending the school at the deadline date, **and will continue to do so when the child is admitted**, and where the child lives outside the designated area at the same address as the sibling. 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 where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

6. PRACTISING CHRISTIANS Those children from outside the designated area who are regular (monthly for the past 12 months) practising Christians, of whatever denomination, at a recognised church or religious group. (A recognised church or religious group is one that is a member of Churches Together in Britain and Ireland (see [ctbi.org.uk](http://ctbi.org.uk)) or the Evangelical Alliance (see [eauk.org](http://eauk.org)). Confirmation of status will be requested from the relevant priest/pastor.

## 7. OTHER CHILDREN

Children resident outside the designated area who do not qualify under one of the criteria above.

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guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

If the Academy is oversubscribed within any category above, the straight-line distance from the child's home address to the school will be used as the determining factor. Distances will be measured according to the Ordnance Survey eastings and northings for the child's home address and the school. Those living closer to the school will be given priority.

If two or more children with the same priority for admission, live an indistinguishable distance from the school, but cannot all be admitted, then the available places will be decided by the casting of lots by someone independent of the school or the Local Authority.

Registration at any nursery or pre-school unit will **not** be considered as a criterion for over-subscription and no priority will be given to such children even if the pre-school is linked to the Academy. At present there is no pre-school linked to the Academy.

30<sup>th</sup> April 2016 is the deadline for parents to accept the place offered. Parents need to reply to the school if they wish to accept the place being offered and decline directly to the LA if they do not wish to accept the place. If they do not respond by this date it will be assumed that the place offered has been declined.

Once an offer of a school place has been made, it may only be lawfully withdrawn in very limited circumstances, which include an offer of place based upon a fraudulent or misleading application. Where an offer of place is withdrawn, the application will be considered afresh, and a right of appeal offered if an offer of place is refused.

### **Appeals Procedure**

Parents have a right of appeal to an independent panel against the decision of the Governing Body to refuse application for a school place. Details of the appeals procedure are sent out with all refusal letters.

#### **Enquiries about this policy should be addressed to:**

David Graham Wheeler, Chair of Governors  
Phone 01380 813 796

**Note: Subject to the above policy and the relevant appeals procedure, decisions regarding admissions will be the responsibility of the Academy Trust.**