



## Holy Trinity C of E Primary Academy

# Admissions Arrangements 2023-24

Determined on 30.11.21

### **Vision Statement**

**At Holy Trinity CE Primary Academy, inspired by and rooted in Christian values and teaching, we nurture each other to become aspirational, courageous, compassionate and joyful people.**

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## 1 Introduction

- 1.1 This document is a statement of the Admissions arrangements of Holy Trinity C of E Primary Academy with respect to Admissions. The Academy Trust of Holy Trinity Church of England Primary Academy is the admission authority.
- 1.2 The Academy is designated with a religious character. The Academy's religious authority is the Diocese of Salisbury. The Academy has regard to its religious authority when setting the terms of its admission arrangements.
- 1.3 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.
- 1.4 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).
- 1.5 Parents/Guardians who are considering applying for a place at Holy Trinity CE Primary Academy for their child/ren are encouraged to contact the headteacher and arrange a viewing of the school.
- 1.6 This Academy participates in the Local Authority's Fair Access Protocol.
- 1.7 Requests to admit children with more complex needs will be considered in accordance with the SEN code of practice 2015 and section 316 Education Act 1996. 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 admissions 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.

## 2 Admissions procedure

- 2.1 Parents, who wish their children to be admitted in the normal round of admissions to the academy, must 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 15th January 2022.
- 2.2 If parents are applying on Faith grounds, the Supplementary Form must be completed and **returned to the Academy not the Local Authority** by 15th January 2022 as well. The Supplementary form is available from the Academy or from the Academy's website at <https://holy-trinity.co.uk/applying-for-a-place/>.
- 2.3 The governors have determined a net capacity of 150 children for the academy and our Published Admissions Number (PAN) is 20 for the 2023-2024 intake.
- 2.4 Parents who wish their children to be admitted outside the normal round of admissions (In-year admissions), should apply directly to the academy. The forms are available on the Academy's website <https://holy-trinity.co.uk/applying-for-a-place/>. Places cannot be reserved and will only be considered a maximum of six school weeks prior to the date admission is requested for.
- 2.5 Infant class size regulations apply. These regulations set a maximum class size of 30 children for Foundation, Year 1 and Year 2.<sup>1</sup>

Holy Trinity CE Primary Academy reserves the right to amend this document without consultation where required to remain compliant with any changes in statute.

### **3 Designated Area**

- 3.1 The Academy prioritises places for 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 (Appendix 1). Designated area means the area of benefit as defined in the school's Trust Deed).
- 3.2 Parents who live on or near the parish border are strongly advised to clarify, with the academy office, if their address falls within the designated area.
- 3.3 Holy Trinity CE Primary Academy is the preferred choice of many parents and we do take children from beyond this designated area as capacity allows.
- 3.4 The address is the address of the parent or legal guardian with whom the child normally lives, and spends the majority of the school week (Mondays to Fridays) including nights. This will not usually include other relatives and if there is a query this will be checked against original official documentation with proof of address. Official documentation will be for example: the address 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.
- 3.5 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.

### **4 Normal admission round**

- 4.1 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 01/09/2018 and 31/08/2019 will be admitted in September 2023.)
- 4.2 Parents can request that their child attends part-time or defer entry until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which the offer was made.
- 4.3 Parents or guardians who submitted their form by 15th January 2023 will receive written notification of the outcome from the Local Authority on 16<sup>th</sup> April 2023 (National Offer Day) as determined in the Wiltshire County Co-ordinated Primary School Admission Scheme. An offer of a school place should be accepted by the parents by the deadline date of 30<sup>th</sup> April 2023, or the offer may be withdrawn. (see 13.6)

### **5 In year admissions**

- 5.1 An in year application can be made at any time for any year group and should be made directly to the academy.
- 5.2 Applications for places outside the normal admissions round will usually be administered not more than 6 school weeks before the start date mentioned on the initial application form. Parents will be informed of the decision within 15 school days from the date of administration of the application.

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<sup>1</sup> Though the PAN may be much lower than this.

- 5.3 Once a place is offered, parents must ensure that their child takes up the place and is registered at the school within 10 school days of the start date mentioned on the initial application form, or the offer of the place will be withdrawn.

## **6 Waiting Lists**

- 6.1 If the Academy is oversubscribed for children due to start in Reception in 2023-2024 a waiting list will be maintained of those Reception children until December 2023.
- 6.2 The Governors will maintain the waiting list until 31 December 2023. This will hold the names of all children refused admission to the year of entry, ranked according to the published oversubscription criteria.
- 6.3 Each child added to the waiting list will require the waiting list to be re-ranked. If a place becomes available within the published Admission Number or Admission Limit this will be offered to the child ranked highest at that time.
- 6.4 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 2023.
- 6.5 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 2024.
- 6.6 A waiting list is not maintained for those applying for in-year placements.
- 6.7 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.

## **7 Admission of children outside their normal age group (eg. summer born children)**

- 7.1 Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1.
- 7.2 Holy Trinity CE Primary Academy will take into consideration the individual circumstances and the circumstances of each case and the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of medical professionals; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. This may include but not be limited to include whether they were born prematurely, whether delayed social, emotional or physical development is adversely affecting their readiness for school, the possible impact of attending a year group which is not their natural cohort.
- 7.3 Evidence will be required to be able to assess the individual case from a Senior Medical Consultant, Educational Psychologist and/or other relevant professionals for those requesting admission to a year group below the child's natural cohort.
- 7.4 Where the request is granted, a place will not be allocated prior to the normal admissions round for the year of entry and the parent will be required to reapply during the admissions round in order to ensure that they are fairly considered against the admission criteria for the schools they wish to apply for.

- 7.5 Where a parent of a summer born child wishes to admit their child into a year group lower than that of their natural cohort, they should contact the headteacher of Holy Trinity CE Primary Academy as soon as possible. Holy Trinity CE Primary Academy operates a split class policy that may alleviate a parent's concerns over the admission cohort.
- 7.6 As places cannot be reserved, the application for the current year would have to be withdrawn and a new application made within the normal admissions round for September 2023. (Even though this would be an in year application as the child would then normally be admitted to year one).
- 7.7 Parents will be asked to confirm they understand that they will need to apply for a school place again the following year by the closing date of 15 January for the school(s) they prefer. They will also need to confirm that they understand that their application for a school place in their chronological age year group will not proceed to an offer of a school place should their application for delayed admission be approved. At no time will Holy Trinity CE Primary Academy be able to hold an offer for their child in two year groups.
- 7.8 Holy Trinity CE Primary Academy cannot guarantee that a place would be available the following year.
- 7.9 If the request for delayed admission is submitted after an offer of a school place in the child's chronological age group has been made, if it is subsequently approved that the child can delay admission, the original offer will be withdrawn and offered to the next child on the waiting list.

## **8 Right of appeal following the decision**

- 8.1 There is no right of appeal if a parent has been offered a place in the school but it is not in the year group they would like. However, parents can make a complaint through Holy Trinity CE Primary Academy's complaints procedure.

## **9 Children of UK service personnel (UK Armed Forces)**

- 9.1 For families of service personnel and other Crown Servants with a confirmed posting within Holy Trinity CE Primary Academy designated area we will allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address
- 9.2 When considering the application against our oversubscription criteria, we will accept a Unit postal address or quartering area address for a service child.

## **10 Overseas Children**

- 10.1 Holy Trinity CE Primary Academy will treat applications for children coming from overseas in accordance with the relevant legislation and Home Office guidance at the time of application.
- 10.2 Admission applications will be considered for children living overseas providing they have "settled status" as EU nationals residing in the UK, are United Kingdom (UK) citizens returning to the UK, or they hold an appropriate Home Office Visa at the time of application.
- 10.3 All overseas applications will be considered according to the child's home address at the time of submission unless proof of the child's future UK address is provided with the application (see 6.7 Home Address).

Holy Trinity CE Primary Academy reserves the right to amend this document without consultation where required to remain compliant with any changes in statute.

## **11 Multiple Birth policy**

- 11.1 If when places are offered only one child from a multiple birth family can be admitted (one of a twin or triplet for instance) Holy Trinity CE Primary Academy will consider clause 2.15 of the School Admission Appeals Code, and where appropriate, offer a place to the other children from the same multiple birth.

## **12 Children of staff at the school**

- 12.1 Holy Trinity CE Primary Academy gives priority to children of staff in either or both of the following circumstances:
- 12.1.1 Where the member of staff has been employed at the academy for two or more years at the time at which the application for admission to the school is made, and/or
  - 12.1.2 The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

## **13 Over-subscription Criteria**

- 13.1 Children with an Educational, Health & Care Plan which names Holy Trinity CE Primary Academy will be allocated places, after which places are allocated according to an agreed set of criteria.
- 13.2 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:
1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, 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. 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). Proof will be required and must be submitted by the deadline date.
  2. Children of staff as determined by section 12.
  3. Siblings living within the school's designated area. (See Glossary Paragraph 15 for definition of sibling)
  4. Other children resident within the designated area who do not qualify under one of the criteria above.
  5. Siblings living outside the school's designated area. (See Glossary Paragraph 15 for definition of sibling)
  6. Children living outside the designated area who meet the faith criteria (see 15).
  7. Other children - Children resident outside the designated area who do not qualify under one of the criteria above.
- 13.3 If the Academy is oversubscribed within any category above and there is a tie break required, 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.

- 13.4 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.
- 13.5 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.
- 13.6 30<sup>th</sup> April 2023 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.
- 13.7 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.

## **14 Appeals Procedure**

- 14.1 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.
- 14.2 Where objections are raised or where it is felt that the arrangements are non-compliant, unfair/unreasonable, these complaints can be addressed to the Education Funding Agency.
- 14.3 Enquiries about these arrangements should be addressed to:  
Jeremy Shatford  
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.

## 15 Glossary

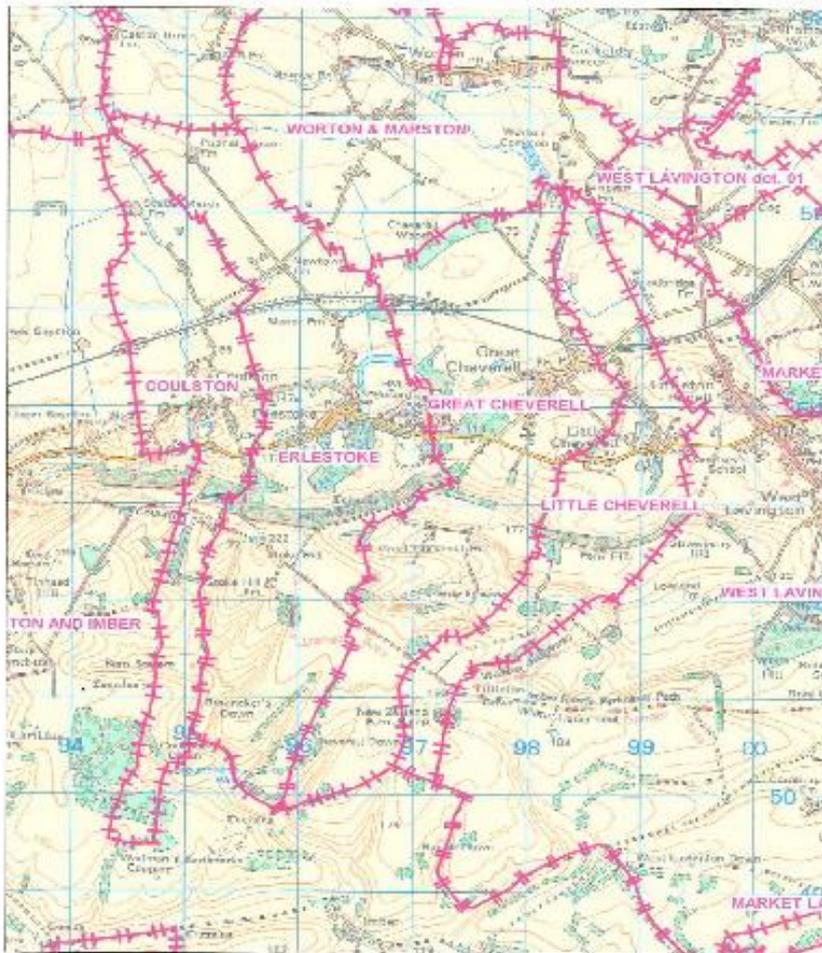
Admission authority	The admission authority is the authority that determines which criteria will be used if there are more applications than places. At Holy Trinity CE Primary Academy the Governing Body is the admitting authority.
Normal round of admissions	This is when the majority of children are admitted to a school – (Into Foundation class for Holy Trinity Primary Academy) The normal admission round begins in September and ends on the date that offers of places are issued in the academic year before admission or transfer.
What are the “admission criteria”?	If a school is oversubscribed and therefore receives more applications than there are places available, the admitting authority will apply criteria to decide which applications are successful and those which are not successful.
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 sibling is admitted, and where the child lives within the designated area at the same address as the other 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.
Children of Staff	Refers to the child that is living in the same family unit at the same address as the member of staff. This includes adoptive and step children.
Faith Criterion Requirements	<ul style="list-style-type: none"> <li>(i) Regular practising Christian means a child who attends a recognised Christian Church or Religious Group regularly prior to application.</li> <li>(ii) Regularly means monthly for at least 12 months prior to application.</li> <li>(iii) Recognised Church or Religious Group means a church that is the same denomination as (or is in fellowship with or partnership with) a member of:            Churches Together in Britain and Ireland (see <a href="http://ctbi.org.uk">ctbi.org.uk</a>); the Evangelical Alliance (see <a href="http://eauk.org">eauk.org</a>); the Fellowship of Independent Evangelical Churches (see <a href="http://www.fiec.org.uk">www.fiec.org.uk</a>); Affinity fellowship of Churches (see <a href="http://www.affinity.org.uk">www.affinity.org.uk</a>).</li> </ul>

**Explanation of school catchment map**

Holy Trinity Church of England Primary Academy has a designated area of the Ecclesiastical Parishes of Great Cheverell, Little Cheverell, Erlestoke and Coulston, as indicated on the map. These are the areas referred to as “Designated Area” in the admissions policy.

Children from outside the catchment area may be offered places in line with the Academy’s admissions policy.

The Ecclesiastical Parish of Great Cheverell, Salisbury Diocese - October 2008



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