

Holy Trinity CE Primary School



Admissions Policy 2024/5

*"Love the Lord your God with all your heart,
all your soul, all your mind, and all your strength."
Mark 12:30*

Ratified by Governors –
Updated – October 2024
Review Date – October 2026

Thankfulness – **Love** – **Friendship** – **Trust** - **Respect**

Holy Trinity Church of England Primary School is a Voluntary Aided school. The Governing Body is the admission authority for the school, and the school is required to act in accordance with the School Admissions Code. The admissions process is co-ordinated by Bury Council (the Local Authority) and the school liaises with the Local Authority and Manchester Diocesan Board of Education on admissions issues. The following arrangements for admissions include information on how to apply for a place, and the criteria used to determine the allocation of places when the school is oversubscribed.

Responsibility for admissions is delegated to the Governing Body Admissions Committee.

The school also has a Nursery class. Please see the separate Nursery admissions policy for full details. A separate application must be made for any child wishing to transfer from the Nursery class to the Reception Year in the Primary School.

Admission arrangements

The school's published admission number (PAN) agreed for admission to the Reception Year is 30. If no more than 30 applications are received for admission to the Reception year, all applicants will be offered places. The school will admit all children having an Education, Health and Care Plan (EHCP) in whose statement the school is named.

Oversubscription criteria

When the number of applications received is greater than the number of remaining places available (after the admission of any pupils with an EHCP naming the school), the decision on which children will be admitted will be based on the following oversubscription criteria, which will be applied in the order of priority set out below:

1. Looked after children and previously looked after children. (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 at the time of making an application to a school. Previously looked after children are children who were looked after, but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order.
2. Children whose parent/guardian is in regular attendance at public worship at a church which is a member of 'Churches Together in England'. (NB. Regular attendance is defined as attendance at least once a month by at least one of the child's parent(s)/guardian(s) for at least the year prior to the date of application for admission to the school. *This must be confirmed by a signed letter from the priest/minister of that church. A list of churches in membership of Churches Together in England can be viewed at www.cte.org.uk)*
3. Children who have older brothers and sisters (this includes full brother and sister and step-brother/sister living at the same address) who will still be on the school roll at Holy Trinity at the time of admission.
4. All other children.

Home address

Where a child has parents with shared responsibility and lives with each for part of the week, the home address that is accepted will be the one that is used for the purposes of claiming Child Benefit.

Tie-breakers

If there are more applicants falling within any of the above criteria than there are places remaining available, priority for admission will be given to applicants living closest to the school, determined using a straight line distance measurement from home to school using the Local Authority's electronic mapping system. Those living closer to the school will receive the higher priority. If the distance from home to school does not distinguish between two or more applicants with equal priority for the remaining place, random allocation will be used as the final tie-breaker. This will be supervised by someone independent of the school.

Children from multiple births (twins, triplets etc)

Where there are children of multiple births wishing to be admitted and the sibling is the 30th child, the governors may admit over the admission number and exceed the infant class size requirement if it is possible to do so, as such children are permitted exceptions to the infant class size limit. A list of permitted exceptions is set out in the School Admissions Code.

Waiting list

Where we have more applications than places, the oversubscription criteria will be used to determine the allocation of places. Children who are not admitted will have their name placed on a waiting list. The names on this waiting list will be in the order resulting from the application of the admissions criteria. Since the date of application is not one of the admissions criteria, it cannot be a criterion for the order of names on the waiting list, and late applicants for the school will be slotted into the order according to the extent to which they meet the criteria. Therefore it is possible for a child who moves into the area later to have a higher priority than one who has been on the waiting list for some time. If a place becomes available within the admission number, the child whose name is at the top of the list will be offered a place. This is not dependent on whether an appeal has been submitted. This waiting list will operate until 31 December at the end of the autumn term following admissions in September.

Appeals

Where the governors are unable to offer a place because the school is oversubscribed, parents will be informed of the reason why admission was refused and of their right to appeal to an independent admission appeal panel.

Parents wishing to appeal must set out their grounds for appeal in writing and must send the appeal to:

The Admissions Team, 3 Knowsley Place Bury, Lancashire, BL9 0EJ

Deferred Admissions to the Reception Year

Children are entitled to a fulltime place in school in September following the child's 4th (fourth) birthday

Once they have been offered a place at the school, the child's parents can defer the date their child is admitted to the school 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 application was made. Where parents wish, children may attend part-time until later in the school year, but not beyond the point at which they reach compulsory school age.

Requests for admission outside the child's normal age group

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.

Parents requesting admission out of the normal age group must put their request in writing, addressed to the Headteacher at the school, together with any supporting evidence that the parent wishes to be taken into account. The governing body will make decisions on requests for admission outside the normal age group on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; any information provided about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; 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. The governing body will also take into account the views of the Headteacher. When informing a parent of their decision on the year group the child should be admitted to, the governing body will set out clearly the reasons for their decision.

Where the governing body agrees to a parent's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group (i.e. the age group to which pupils are normally admitted to the school) the local authority and governing body must process the application as part of the main admissions round, unless the parental request is made too late for this to be possible, and on the basis of their determined admission arrangements only, including the application of oversubscription criteria where applicable. The governing body must not give the application lower priority on the basis that the child is being admitted out of their normal age group.

Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

Applying for places

Applications must be made on the local authority's common application form, which should be returned to the local authority by the closing date for applications. Details of all the applications made will be forwarded to the school by the local authority.

In addition to the local authority form, if you wish your child to be considered for entry under the faith-based criteria (criteria 2 and 3 above) you must ensure that a signed letter from the priest/minister of the church attended, confirming attendance at public worship (at least once a month by at least one of the child's parent(s)/guardian(s) for at least the year prior to the date of application for admission to the school) is returned to the school by the same closing date.

Non-routine/in-year admissions

It sometimes happens that a child needs to change school other than at the "normal" time; such admissions are known as non-routine or in-year admissions. Parents wishing their child to attend this school may arrange to visit the school. They will be asked to complete an application form and will be offered a place by the governors if one is available. The Local Authority will be informed of the offer of a place once it has been accepted. If there is no place available in our school then the applicant will be informed in writing, together with the Local Authority, and information about how to appeal against the refusal will be provided.