



## THE SYCAMORE CHURCH OF ENGLAND TRUST

A Charitable Company Limited by Guarantee registered in England and Wales (Company Number: 10762038)

### **ADMISSIONS POLICY FOR RECEPTION ADMISSIONS SEPTEMBER 2027 AT HOLY TRINITY CE PRIMARY SCHOOL, BURY**

Admissions to Holy Trinity CE Primary School are the responsibility of the Local Academy Committee, in agreement with the trustees and Manchester Diocesan Board of Education.

The published admission number (PAN) agreed for admission to the Reception Class is 30.

Responsibility for admissions is delegated to the Local Academy Committee. Up to the admission number all applications will be accepted.

Children with Special Educational Needs or an Education Health and Care Plan will be given a place at the school named on their EHCP.

#### **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.	Children in public care and previously looked after children. This includes any "looked after child", "previously looked after children" and any child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. 'Looked after' means that the child was (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. This criterion also includes looked after children and all previously looked after children 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.
2.	Children of serving armed services personnel.
3.	Children whose medical or social circumstances mean that their needs can only be met at this school.
4.	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 minister of that church. A list of churches in membership of Churches Together in England can be viewed at <a href="http://www.cte.org.uk">www.cte.org.uk</a> )

5.	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.
6.	All other children.

If you wish your child to be considered within the faith category (see criteria 4 above), you must complete the supplementary form which is available online and return it to the school by the date specified on the form.

Applications received after the published closing date will be treated as late applications. We will only accept applications received after this date if there is a genuine reason for doing so. Late applications will be considered after those applications that are received on time.

**Notes:**

- A. 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.
- B. The Local Academy Committee will follow Bury LA policy when making decisions regarding a child’s residence. For example, where shared parenting arrangements are in place, the home address will be decided by using the address to which the Child Benefit is paid.
- C. Where admission is sought under special medical or social circumstances criteria, professional supporting evidence, e.g., from a doctor, psychologist, or social worker, is essential. Such evidence must set out the particular reasons why the school is the most suitable for the child and the difficulties that would be caused if the child had to attend another school.
- D. ‘Brother’ or ‘sister’ includes step, half, foster and adopted brothers or sisters living at the same address and full brother or sister living apart. 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 are set out in the School Admissions Code.
- E. A place in the school’s nursery does not guarantee a place in the school’s Reception class.

**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.

## **RIGHT OF APPEAL**

If an application for admission has been turned down by the Local Academy Committee, parents can appeal to an independent Appeals Panel. This appeal must be sent in writing to the Admissions Team of the Local Authority. The parents must give their reasons for appealing in writing and the decision of the Appeals Panel is binding on the Sycamore Church of England Trust.

## **Deferred Admissions to the Reception Year**

Children are entitled to a full-time 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 4 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.

**HOLY TRINITY CE PRIMARY SCHOOL, BURY**  
**Reception Admissions September 2027**

**Supplementary form (A) - To be completed by Parent(s) and returned to school by Friday 15<sup>th</sup>  
January 2027**

Child's Surname ..... First names .....

Date of birth ..... Boy  Girl

Name of parent(s) .....

Address .....

.....

Post code .....

Telephone ..... Mobile .....

**Place of worship one (or both) of the parents regularly attends:**

Name of place of worship .....

Address .....

.....

Name of vicar / priest / minister / faith leader .....

Address .....

.....

Post code ..... Telephone .....

**Worship attendance:**

I can confirm that I have attended worship at the above church at least once a month for:

the past year

the past two years

the past three years

**SIGNED** ..... Parent/Carer

Your faith leader will be contacted in order to confirm this information.

**HOLY TRINITY CE PRIMARY SCHOOL, BURY**  
**Reception Admissions September 2027**  
**Optional Supplementary Form (B) – Reference from Church Leader**

Child's Surname ..... First names .....

Name of parent(s) .....

Address .....

.....

.....

Post code .....

Telephone ..... Mobile .....

**Place of worship one (or both) of parents regularly attends:**

Name of place of worship .....

Address .....

.....

Name of vicar/priest/minister/church officer .....

Address .....

.....

Post code ..... Telephone .....

I confirm that one (or both) of the parent(s) named above have attended this church at least once a month for:

the past year

the past two years

the past three years

**SIGNED**..... Vicar/minister/church officer      **DATE**.....

Please return directly to Holy Trinity CE Primary School, Cecil  
Street, Bury BL9 0SB by Friday 22nd January 2027.