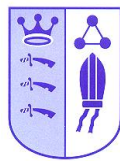


Holy Trinity Church of England Primary School (Northwood)



Admissions Policy

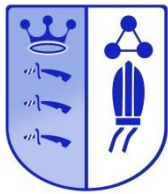
For entry to the school:~ September 2021

Review Cycle: Yearly
Consultation: At Least Every 7 years

Last reviewed by the Admissions Committee at the meeting held on 26th February 2019

Approved by Full Governing Body on 29th January 2020

Next review date: January 2021



Holy Trinity Church of England Primary School

Rickmansworth Road, Northwood, Middlesex, HA6 2RH

T: 01923 822529 E: admin@holytrinitynorthwood.org

www.holytrinitynorthwood.org



Executive Headteacher: Reverend Daniel Norris MBA NPQH

Heads of School: Mrs. Sally Roscoe and Mrs. Clare Rodenas

"Living and Learning in the Family of God"

ADMISSIONS POLICY

For Nursery, Infant and Junior School for
September 2021

The Governors of Holy Trinity Church of England Primary School (Voluntary Aided) are responsible for admissions and have agreed with the Local Authority to admit to each academic year group a maximum of 30 children per class within the Reception Class to Year 6 (inclusively) and 26 children to the Nursery (13 children being the full time equivalent) which operates on a mornings only basis at 3 hours per day. Pupils will be admitted without reference to ability or aptitude. This policy reflects the statutory changes to the DfE's 2014 Admissions Code.

Application Procedures

The Governing Body of Holy Trinity Church of England Primary School is the 'Admissions Authority' for all admissions to Holy Trinity Church of England Primary School.

There are separate application procedures for Nursery and Reception classes detailed below. In both cases, the school enthusiastically encourages parents / carers to visit the school prior to applying in order to discuss mutual expectations and the school's ethos.

Nursery Admissions 2021

Attendance at Nursery does not guarantee a place in main school and forms no part of the qualifying criteria.

For admission to Nursery, The Governing Body of Holy Trinity Church of England Primary School is the 'Admissions Authority'. The Supplementary Information Form and Minister's Reference Form is available from and returnable to the School Office.

In support of one annual entry, children will be admitted to Nursery, part time on the following basis:

| Children Born on or Between: | Starting Date for: |
|---|-------------------------|
| 1 st September 2017 ~ 31 st August 2018 | Nursery: September 2021 |

Timetable for Allocation

Applications for Nursery allocation are considered once a year. Offers are made each March, giving applicants 6 months' notice.

The parent(s) / carer(s) will receive a letter from the school informing them that they have either been successful or that their child(ren)'s name has been placed on a register of active interest.

Subsequent applications received will be considered, strictly in accordance with our current admissions criteria, on an individual basis at the next available, half termly admissions meeting.

THERE IS NO RIGHT TO APPEAL FOR A NURSERY PLACE.

Nursery Applications

Any parent(s) / carer(s) applying under criteria 4 or 6 should complete a Supplementary Information Form and ask their Priest / Minister to complete the Priest's / Minister's Reference Form who will return it directly to the school. The Supplementary Information Form must be returned directly to the school office to be received by 15th January 2021

Reception Admission 2021

| Children Born on or Between: | Starting Date for Reception: |
|--|------------------------------|
| 1 st September 2016 ~ 31 st August 2017 | September 2021 |
| Applications for the above must be received by the appointed date to be confirmed annually by the LA. The National Offer Day will also be confirmed annually by the LA. | |

The Governing Body of Holy Trinity Church of England Primary School is the 'Admissions Authority'.

Reception Application

The Local Authority (LA) co-ordinates the procedure on behalf of all primary schools in Hillingdon. The parent(s) / carer(s) will receive literature at the appropriate time from the school, if the child attends our Nursery. The parent(s) / carer(s) must apply directly to the local authority where they live.

Any parent(s) / carer(s) who wishes / wish their child to be considered for Holy Trinity School (Reception Class) must complete a Common Application Form (CAF) issued by their home Local Authority naming the school. Any parent(s) / carer(s) applying under criteria 4 or 6 should complete a Supplementary Information Form and ask their Priest / Minister to complete the Priest's / Minister's Reference Form who will return it directly to the school. The Supplementary Information Form must be returned directly to the school on or by the date specified by the Local Authority.

The parent(s) / carer(s) applying under the faith criteria needs / need to provide a new Priest's / Minister's Reference Form irrespective of having provided one previously for Nursery.

It is the parent'(s') / carer'(s') responsibility to obtain and submit the Common Application Form (CAF) to their local authority for Reception places.

The LA encourages the parent(s) / carer(s) to apply on-line for Reception.

Deferred Entry in Reception Year

The parent(s) / carer(s) can request that the date that their child is admitted to school is deferred until later in the year in which they apply or until the term in which the child reaches compulsory school age, ie. the first day of the term following the child's fifth birthday. For children born between 1st April and 31st August, this is not beyond the beginning of the final term of the school year for which it was made. The parent(s) / carer(s) can also request that their child attends part-time until their child reaches compulsory school age.

Admissions outside normal year groups "outside cohort"

The parent(s) / carer(s) may apply for their child to be admitted outside of their normal year group, or "cohort", either in a lower or higher year group. This may be appropriate, for example, if the child is gifted and talented or has experienced problems such as ill health. The parent(s) / carer(s) should discuss this with the school at an early stage.

To apply for a child to be admitted out of cohort, the parent(s) / carer(s) should complete the Common Application Form (CAF) as normal via the local authority. In addition, the parent(s) / carer(s) must make their request in writing to the Admissions Committee of the Governing Body for consideration with any supporting evidence that demonstrates why it would be in the child's best interests to be admitted out of cohort. Parental views, academic achievement, social and emotional development and, where relevant, medical views are examples of acceptable supporting evidence.

Requests to defer entry will only be accepted in exceptional cases.

Offers of places in a child's correct chronological year group cannot be held until the following academic year. If deferred entry is agreed, the parent(s) / carer(s) will need to apply again in the following year to gain a place for their child.

Summer-Born Children

Summer-born children (those born between 1st April and 31st August 2017) can legally be withheld from school until September 2022, which is the September following their fifth birthday. At this point, they will have missed a year of school and will join a year group that is moving from Reception to Year 1. This would mean applying for a Year 1 place. Withholding summer-born children in this way is not generally recommended educationally.

If the parent(s) / carer(s) wish for their summer-born child to join the Reception class – instead of Year 1 – in September 2022, they must make a Deferred Entry request as above. This does not apply to children born in the Autumn and Spring as these children must legally be in school full-time in the term that starts after they turn five years old.

Out of Year Process

1. Enquiry received for admission of children outside their normal age group or summer-born application to be placed out of cohort. The parent(s) / carer(s) are advised to complete an application for the correct cohort while the request is considered.
2. The parent(s) / carer(s) must also put their request in writing to the Admissions Committee of the Governing Body for consideration and provide strong evidence to support the request by 15th January 2021.
3. Holy Trinity Church of England School's Governing Body will decide whether to agree to the request or not, providing grounds for the decision.
4. Holy Trinity Church of England School will inform the LA of their decision.
5. For summer-born children applications, if Holy Trinity Church of England School's Governing Body supports the request that entry to school is deferred, the parent(s) / carer(s) will need to reapply for a place for the following year and the application will be processed in accordance with the co-ordination process.

Late Applications for Reception

In accordance with LA guidelines, late applications for Reception will not be administered until the deadline has passed for acceptance of the applications received on time.

In-Year Admissions

Applications for In-Year admissions are made in the same way as those made during the normal admissions round. The parent(s) / carer(s) is / are required to complete an In-Year Application Form from Hillingdon Local Authority. If a place is available and there is no applicant waiting, then the school will communicate the governors' offer of a place to the family. If there are no places available the school will write to the parent(s) / carer(s) with this information. The parent(s) / carer(s) may ask for a reason why a place cannot be offered and will be informed of the right of appeal. The parent(s) / carer(s) will be offered the opportunity of being placed on a waiting list. Periodically, the school will write to all parents / carers with a child on the waiting list requesting confirmation that their child's name should remain there. When a place becomes available, the school's Admissions Authority will determine the child with the highest qualifying criteria so that the school can inform the parent(s) / carer(s) that an offer is being made on behalf of the Governing Body.

Current proof of address will be required at the time of application.

Admission Criteria for All Applications (Nursery and School)

When there are more applications than places available, the Governing Body's order of priority in determining admission is:

1. Children in Public Care / A looked after child, within the meaning of paragraph 1.7 of the School Admissions Code published on 1st February 2012, and those who immediately after being looked after became subject to an adoption, a child arrangement order, or a special guardianship order.

Following this:

2. Two community places will be allocated to applicants who do not fulfil any of the following criteria but who live in closest proximity to Holy Trinity Church of England Primary School in accordance with the distance measured by the Local Authority.

The remaining places will be allocated in order of priority:

3. Children with documented acute medical, educational or social needs, or whose parent(s) / carer(s) has / have documented acute medical or social needs who can demonstrate a need for a place at Holy Trinity Church of England Primary School and show the difficulties that would be caused if the child had to attend another school. This must be supported by a letter from a health professional, e.g. doctor or consultant or a social worker.
4. Children living with (a) parent(s) / carer(s), at least one of whom is actively involved in the work and worship of Holy Trinity Church, Emmanuel Church Northwood, or a neighbouring Church of England parish* where a Church of England School education is not available. The parent'(s) / carer'(s) attendance at the church should take place at least twice per month for a minimum of two years and the application is to be supported by a Priest's / Minister's Reference Form, completed by the Priest / Minister who should return it directly to the school.

The Supplementary Information Form should be returned directly to the school.

In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

5. Children who have a sibling*** who is attending the school at the time of admission.
6. Children living with (a) parent(s) / carer(s)* who is / are committed to a Christian** Church in communion with the Anglican Church or the Catholic Faith with the application supported by a Priest's / Minister's Reference Form, completed by the Priest / Minister who will return it directly to the school.
The parent'(s') / carer'(s') attendance at the church should take place at least twice per month for a minimum of two years and the application is to be supported by a Priest's / Minister's Reference Form, completed by the Priest / Minister who should return it directly to the school.
The Supplementary Information Form should be returned directly to the school.
In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.
7. If there is over-subscription in any of the above categories, the Governing Body will allocate places in accordance with the distance measured in a straight line from the point set by Ordnance Survey at the child's home address (including flats) to a fixed point at Holy Trinity Church of England Primary School as agreed by the Governing Body, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority.

* * * * *

Appeals Procedure

Any parent(s) / carer(s) who is / are not offered a place for their child is / are entitled to appeal to an independent committee under provisions of the Education Act 1980. If (a) parent(s) / carer(s) wish(es) to appeal they should submit a letter to the school. The letter should be sent to the Clerk to the Appeal Committee, via the school, within 14 days from the notification of the decision not to admit. (A) Parent(s) / Carer(s) does not / do not have the right of appeal against a decision not to admit a child to Nursery.

Terminology

*A 'neighbouring' Church of England parish is deemed to be a Church of England parish geographically adjacent to or abutting the Church of England parishes of Holy Trinity Church or Emmanuel Church

**A 'Christian Church' is deemed to be an Anglican church or church or chapel of a Christian Denomination affiliated nationally to 'Churches Together in Britain and Ireland' or the Evangelical Alliance.

Where the Priest's / Minister's Reference Form has been completed and returned by a Priest / Minister but the church is not "deemed to be an Anglican Church or church or chapel of a Christian Denomination affiliated nationally to 'Churches Together in Britain and Ireland' or Evangelical Alliance", the faith criteria (4 or 6) will not be applied.

***The definition of sibling is:

- ❖ a child's brother or sister or
- ❖ a child's half brother or half sister (sharing one common parent) or
- ❖ a child's step-brother or step-sister who lives in the same household or
- ❖ a foster child or adopted child who lives in the same household or

- ❖ the child of the parent's / 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.

A 'sibling' connection does not include cousins or other family members irrespective of co-habitation.

A 'sibling' connection is not valid where the sibling is not in attendance when the applicant is due to start school.

A parent / carer is any person who has parental responsibility or care of the child. 'Family members' include only parents / carers and siblings.

The pupil's home is deemed to be the address of the parent / carer to whom Child Benefit is paid.

If two applications measure equally, the place will be offered by a random selection overseen by an independent witness.

Twins and Multiple Births

If only one place is available at the school and the next child who qualifies for a place is one of multiple birth siblings, only one child can be offered a place. This is because infant classes (those where the majority of children will reach the age of 5, 6 or 7 during the school year) must not contain more than 30 pupils into one class with one qualified teacher. Under limited exceptional circumstances the Governing Body may admit additional children whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil[†]. Any parent(s) / carer(s) must put their request in writing to the Admissions Committee of the Governing Body for consideration under such 'limited exceptional circumstances.'

Holy Trinity Church of England School's Governing Body will decide whether to agree to the request or not, providing grounds for the decision.

Holy Trinity Church of England School will inform the LA of their decision.

[†]These children will remain as an 'excepted pupil' for the time they are in an infant class or until the class numbers fall back to the current infant class size limit.



Signed: _____

Mark Dunning
(Chair of Governors)