



## Trent School Admissions Code

### Admissions Policy

The Governing Body is responsible for the admission of pupils to the school and admits 30 pupils to the Reception class each year. The Governing Body is required to abide by the maximum limits for infant classes (5, 6, and 7 year olds) i.e. 30 pupils per class.

If there are more than 30 applicants, places will be allocated according to the criteria\* found on the following pages.

If there are fewer than 30 applicants, Governors will offer places to all those who have applied.

If only one place is available at the school and the next child who qualifies for a place is one of multiple birth siblings, the school will go over their published admission number to support the family. These children will be deemed as “excepted” pupils under infant class size legislation.

Within each of the following criteria, priority will be given to those who live closest to the school on the closing date for applications. Distance is measured by the Local Authority Admission Team measured in a straight line between the address point of the child’s home, supplied by the Ordnance Survey, to the school’s main gate using the Local Authority’s computerised geographical system.

In the case of a multi-occupancy building such as flats where there may only be one address point, priority will be selected in random order using Barnet Council’s computerised system and places will be offered accordingly.

In the event of a tie for places on distance from the school, such places as are available will be by random allocation supervised by a person independent of the school.

Any application must use the child's permanent home address.

Parent is defined as that person who has parental responsibility for the child.

## Admission Process

Parents must complete a Local Authority Common Application Form (CAF) naming the school and return this by the published Local Authority closing date in January.

If applying under over-subscription criteria 3, evidence of benefits received will need to be provided by completing the Trent School Supplementary Information Form (Free School Meals), which can be obtained from the school office or website so that the Governors can consider the application fully.

If applying under criteria 4, 5 and 6 parents will also need to complete the Trent School Supplementary Information Form, which can be obtained from the school office or website so that the Governors can consider the application fully.

Completed Supplementary Information Forms should be returned to the school by the closing date in January. Any application received after the closing date will only be considered after those received on time.

Any incomplete application can only be considered on the information provided.

### \*Admission Criteria in the event of over-subscription

1. Looked after children and children who were previously looked after, but ceased to be so because immediately after being looked after, they became subject to an adoption, child arrangements or special guardianship order. (see note 1 below) *Applications under this criterion should be accompanied by evidence to show that the child is looked after or was previously looked after (e.g. a copy of the adoption, child arrangements or special guardianship order). Indicate this on the CAF.*
2. Children who have a sibling at the school on the date of admission in September. (see note 2 below)
3. Maximum of TWO children eligible to be registered for Free School Meals who live within a half mile radius of the school. This will be verified by completing the school's Supplementary Information Form (Free School Meals) (See note 3 below)
4. Children whose parent is a faithful and regular worshipper at Christ Church, Cockfosters and has been for the **24 months** immediately prior to the closing date for application, and has been on the Electoral Roll of Christ Church for the 6 months prior to the closing date for application. This will be verified by the minister at Christ Church, Cockfosters by completing the school's Supplementary Information Form (See note 4 below)
5. i) Children whose parent is a faithful and regular worshipper at Christ Church, Cockfosters and has been for the **12 months** immediately prior to the closing date for application, and has been on the Electoral Roll of Christ Church for the **6 months** prior to the closing date for application. This will be verified by the minister at Christ Church, Cockfosters by completing the school's Supplementary Information Form (see note 5 below)
6. Children whose parent is a faithful and regular worshipper at a church which is a member of the Churches Together in Britain and Ireland, or Evangelical Alliance, and has been for the **12 months** prior to the closing date of application. This will be verified by the minister at their named church by completing the school's Supplementary Information Form (See note 6 below)
7. All children not falling into any of the categories above.

### Statement of SEN or Education, Health and Care Plans

Children with a Statement of Special Educational Need or with an Education, Health and Care (EHC) plan naming Trent School will always be offered places. If there is then greater demand for admission than there are places available, the oversubscription criteria will be applied in the order set out above

## Notes

1. By a “looked-after child” we mean one in the care of a local authority or being provided with accommodation by a local authority in the exercise of its social services function. An adoption order is one made under the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002 (Section 46). A child arrangements order is one settling the arrangements to be made as to the person with whom the child is to live (Children Act 1989, Section 8, as amended by the Children and Families Act 2014, Section 14). A ‘special guardianship order’ is one appointing one or more individuals to be a child’s special guardian/s (Children Act 1989, Section 12A)

2. Qualifying siblings are brothers and sisters (including half-brothers and sisters, step-brothers and sisters, foster and adopted brothers and sisters) who share the same home.

3. Free school meal eligibility for the purposes of the school's admission policy - you are considered to be eligible for free school meals if you or your child receives the following -  
universal credit  
income support  
income based job seekers allowance  
an income related and employment support allowance  
support under part vi of the Immigration and Asylum Act 1999  
child tax credit (provided they are not entitled to working tax credit and have an annual income from the 6th April 2011 does not exceed 16,190 (as assessed by HMRC)  
where a parent is entitled to the working tax credit run on (a payment someone receives for a further 4 weeks after they stop qualifying for a working tax credit)

4. Faithful and regular worshipper is defined as attendance of the parent at Sunday Worship at Christ Church Cockfosters averaging at least twice a month for at least **24** months immediately prior to application. The governors do not give a higher preference to families where both parents worship.

5. i) Faithful and regular worshipper is defined as attendance of the parent at Sunday Worship at Christ Church Cockfosters averaging at least twice a month for at least **12** months immediately prior to application. The governors do not give a higher preference to families where both parents worship.

5. ii) Those who have recently moved into the area and now worship at Christ Church, but who previously worshipped regularly can only be considered under criteria 6 or 7.

6. i) Faithful and regular worshipper is defined as attendance of the parent at Sunday Worship averaging at least twice a month for at least **12** months immediately prior to application.

6. ii) Those who have recently moved into the area and now worship locally, but who previously worshipped regularly (averaging at least twice a month for at least 12 months immediately prior to moving) at a different church will be asked to supply a reference (using our SIF) from the vicars of **both** churches so that the 12 month period is covered.

## **Additional Information**

- You will be required by the Local Authority to provide written proof that the address on the application form is your permanent home address (see CAF guidelines).
- If you are unable to do this, or the information provided is found to be fraudulent the offer of a place can be withdrawn.
- Where a child regularly lives at more than one address, the main address for admissions purposes will be the address of the person with parental responsibility and who receives child benefit and child tax credit. Only one address can be used.
- You may **not** use the address of family members who live locally if it is not your primary residence.
- You may **not** use the address of any properties that you own and rent out to tenants if it is not your primary residence.
- You may **not** use a temporary address unless you are housed by the Local Authority or a Housing Association and provide written evidence to support this.

### **Where a place has been offered:**

It is for a full time place from the September following the child's fourth birthday;

Where parents wish a child may attend part time until they reach compulsory school age;

Parents of children below compulsory school age may defer their child's start in a Reception class until the first day of the term following their 5<sup>th</sup> birthday. For children born between 01 April and 31 August, this cannot be beyond the start of the Summer term;

Parents must still apply at the normal time, using the normal Admission round, if they wish to defer entry.

### **Admissions outside usual Admission Round:**

Ordinarily, children will be admitted to the Reception Class in the school year of their 5<sup>th</sup> birthday (1<sup>st</sup> September – 31<sup>st</sup> August).

For children whose fifth birthday falls between 1 April 2021 and 31 August 2021, parents who do not wish them to start school in school year 2021-22, but to be admitted in September 2022 for school year 2022-23, should discuss this with the school at an early stage. Decisions will be made on the circumstances of each case and in the best interests of the child. Parental views, academic achievement, social and emotional development and, where relevant, medical views will be taken into consideration. The views of the school's head will also be taken into account. The reasons for the decision will be clearly set out.

Parents may decide not to apply for a Reception place in the school but to apply in the second half of the summer term 2022 for a Year 1 place in September 2022. Parents should be aware that the Year 1 group may have no vacancies as it could be full with children transferring from the 2021-22 Reception Year group. Alternatively, they may decide to apply in the normal round (no later than

15 January 2022) for a Reception Year place in September 2022, but would need to provide strong supporting reasons for seeking a place outside the normal year group.