

**HOLY TRINITY C of E PRIMARY SCHOOL  
EAST FINCHLEY  
LONDON, N2 8GA**



*High Standards Together*

*'At Holy Trinity School we promise to provide opportunities for every child  
to be the best that they can be.*

*We aim to create a happy and secure Christian environment in which children  
can grow in confidence and independence.*

*We strive for excellence in teaching and learning to achieve high standards  
together.'*

**Policy Name –ADMISSIONS POLICY 2021-2022**

<b>Sub Committee to review</b>	Admissions
<b>Author/Staff Member</b>	R Kimani
<b>Governor Reviewer</b>	S Sheppard
<b>Target Audience</b>	Parents/Carers, All staff, Governors
<b>Curriculum / non curricular</b>	Non curricular
<b>New Policy or Review of existing policy.</b>	Review
<b>Date of Submission</b>	October 2019
<b>Date for Review</b>	October 2020
<b>Reviewed</b>	Annually
<b>Date ratified by Governors</b>	13 <sup>th</sup> November 2019

We have tried to make this policy as easy to understand as possible. If anything is not clear please ask for help at the school office.

### **Background**

Holy Trinity is a one form entry Church of England Primary School with a nursery.

The Governors hope that any parent who has chosen this school for their child have done so knowing that it is a Church of England school with a distinctive Christian ethos. Governors welcome applications from those of all faiths and no faith who will give their full support to the ethos of the school.

Governors hope that all children will attend the acts of collective worship and will take part in the religious education curriculum offered by the school.

This does not in any way remove the right the parent has to request that their children be withdrawn from these activities.

### **Education Health and Care Plans and Statements of Special Educational Needs**

Families of children who have an Education, Health and Care Plan (EHC) or Statement of Special Educational Needs, naming Holy Trinity School, will be admitted.

### **ADMISSIONS INTO RECEPTION**

The Local Authority co-ordinates applications for reception places. The parent should complete the Common Application Form for the local authority area in which they live.

The reception admission limit at Holy Trinity is 30. If there are fewer than 30 applications, all applicants will be offered a place.

### **Oversubscription Criteria**

In the case of there being more applications than places available the Governors will apply the following criteria in order:

- 1. Children who are in public care, that is, 'looked after' by a local authority.** This also includes children who were previously looked after, but cease to be so because they became subject to an adoption, child arrangements or special guardianship order.
- 2. Children who have a brother or sister already attending the school\*\* and whose parent is involved\* in the work and worship of the Parish of Holy Trinity or any other Church of England church.** The older sibling must be on the school roll when the younger sibling commences their attendance at the school.
- 3. Children who have a brother or sister, already attending the school.\*\*** The older sibling must be on the school roll when the younger sibling commences their attendance at the school.
- 4. Children of staff members at Holy Trinity Primary School.** Staff members must be on a permanent contract of employment and have been so for two or more years at the time at which the application for admission to the school is made.
- 5. Children who live in the N2 postal district and whose parent is involved\* in the work and worship of the Parish of Holy Trinity or any other Church of England church.**
- 6. Children who live outside the N2 postal district and whose parent is involved\* in the work and worship of the Parish of Holy Trinity, N2 or All Saints Church, N2.**

**7. Distance from home to school.** Distance will be measured in a straight line from the front door of the child's home address (including flats) to the main entrance of the school, using the Local Authority's computerised measuring system.

In the event of there being insufficient places for all applicants within any of the above criteria, places will be given to those living nearest the school. In the event that two children live the same distance from the school a random selection will be made to determine which child will be admitted.

\* Parental involvement for criteria 2, 5 and 6 is defined as being regular attendance at the church on a minimum basis of at least one service each month continuously during at least the last eighteen months. (please see Covid Addendum at the end of this policy)

Families which have recently moved into N2 will be considered to have parental involvement under criteria 2, 5 and 6 if they provide evidence of attendance at previous church will be accepted by governors of regular attendance at a Church of England Church.

For applications to be considered under criteria 2, 5 and 6, the relevant sections of the School's Supplementary Information Form will need to be completed by the family's priest, minister or religious leader to verify regular attendance.

\*\*A sibling is defined as a brother or sister living at the same address. It also includes half brothers and sisters, step brothers and sisters and foster children provided all categories live at the same address.

The term "parent" should be substituted by "prime carer" where applicable.

Where the last child to be offered a place in an infant class is one of multiple birth siblings, the school will admit over the published admission number in order to support the family. Under the provisions of the revised School Admissions Code, these children will be deemed as "excepted" pupils under infant class size legislation.

**Please note, attendance at the nursery does not guarantee a place in reception. A separate application must be made for reception class.**

#### **Holy Trinity Supplementary Information Form**

As well as completing and sending in the Common Application Form to the Local Authority, all applicants applying under criteria 2, 5 and 6 are asked to complete and send in the Holy Trinity Supplementary Information Form to the school, by the Local Authority closing date for applications.

The Holy Trinity Supplementary Information Form is available from the school's website <http://www.holytrinityceschool.org> as well as from the school office.

#### **Deferred Places for Reception**

Children will be normally admitted to the reception class in the September following their fourth birthday. However, in line with the School Admissions Code, the parent can defer their child's entry to the reception year until later in the school year, where they have been offered a place at a school to start before they are of compulsory school age. Where entry is deferred, the school will hold the place for that child and not offer it to another child. However, entry cannot be deferred beyond the beginning of the term after the child's fifth birthday, nor beyond the end of the reception year. The parent can also request that their child attends part-time until they reach compulsory school age.

### **Admissions for Summer Born Children Outside of their Normal Age Group**

For children whose fifth birthday falls between 1<sup>st</sup> April 2021 and 31<sup>st</sup> August 2021 (hereafter Summer Born Children), whose parent wishes to defer entry into the reception year by 12 months, to start school in September 2021, instead of 2020, we recommend the following process for Holy Trinity School applications only.

The Parent may choose to make similar applications to other schools. For advice and guidance on deferred entry applications at any other school, please refer to your local borough admissions authority.

Holy Trinity Governing Body requires that any parent wishing to make an application for their Summer Born Child, outside of the normal age group, should in the first instance put their request in writing, for the attention of the Governing Body. This should be submitted as early as possible in the autumn term, before the normal admissions application process closes on January 15<sup>th</sup> 2020.

The parent is strongly advised however, to follow the normal applications process for a place in reception in September 2020, to admit their child into the correct age group, in case their request for a deferred place is unsuccessful.

Following any such request, a deputised committee of Governors will meet to discuss each case individually. Professional evidence, academic achievement, social and emotional development and where relevant, medical views will be taken into consideration, together with the views of the parent and the Head Teacher. If requested, the parent can meet with the committee to discuss this evidence.

The committee will review each case, before making a decision in the best interest of the child. The parent will receive the response to their request shortly afterwards.

Should the request for a deferred place be granted, Holy Trinity Governing Body will write to the parent, confirming the request for a deferred entry by one year.

**The Governing Body however, cannot guarantee a place for that child in September 2022 and the parent should note that they will be required to make a new application, as part of the main admissions round the following year and will be ranked against our published admissions criteria.**

### **Appeals**

Unsuccessful applicants may appeal for a place in the school. Any parent wishing to appeal should write to the school to request appeals papers. The letter should be addressed to the Chair of Governors, Holy Trinity CE Primary School, Eagans Close, East Finchley, London, N2 8GA. Appeals will be held by a panel which is independent of the school and the Governors.

### **Waiting lists**

In addition to the right to appeal, unsuccessful applicants can ask to be placed on the waiting list. Any places that become available will be offered to those on the waiting list in line with the over subscription criteria set out above.

### **ADMISSIONS INTO NURSERY**

All applicants for nursery must complete the Holy Trinity Nursery Application Form. There is no common application form for nursery and admissions are dealt with solely by the Governors.

Nursery applicants will be considered using the same oversubscription criteria as for reception.

## IN-YEAR ADMISSIONS

The Local Authority co-ordinates applications for in-year admissions. The parent should complete the in-year admissions application form for the local authority area in which they live. If a place is available and there is no waiting list then the Governors will offer a place to the family. If more applications are received than there are places available then applications will be ranked by the governing body in accordance with the oversubscription criteria set out in this Policy, with the exception of children without an offer of any school place who are given priority immediately after other “looked-after” or previously “looked-after” children.

If a place cannot be offered at this time then you may ask us for the reasons and you will be informed of your right of appeal. You will be offered the opportunity of being placed on a waiting list. This waiting list will be maintained by the local authority in the order of the oversubscription criteria as modified above and not in the order in which the applications are received. Names are removed from the list at the end of each academic year. When a place becomes available the school will decide who is at the top of the list and offer a place accordingly.

The local authority may require the school to admit a child exceptionally, either outside the normal admission arrangements or in excess of the published admission limit, in order to protect the interests of vulnerable children and those with challenging behaviour.

### **Covid Addendum:**

*“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.”*