



# HOLY TRINITY CE SCHOOL

## Admission Criteria for 2018-2019

To apply for a place at Holy Trinity CE School parents should complete a Common Application Form (CAF) naming the school. This must be obtained from the Home Local Authority (borough of residence). Those applying under criterion 2 should also complete the school Supplementary Information Form so that governors may consider their application fully.

The Governors of Holy Trinity Church of England School are responsible for the admission of pupils to the school. A maximum of 30 children will be admitted to each class from reception class upwards. Children are admitted into Reception Class in one intake in September of each academic year. If you are applying for a Foundation Place, you should also complete the schools (SIF) Supplementary Information Form - Clergy Form- and return to the school office by the closing date, so that the governors may consider your application fully.

Children who are not offered a place will automatically be added to our waiting list in order of their eligibility for the admissions criteria.

### CHILDREN WITH A SPECIAL EDUCATIONAL NEED

If your child has a statement of Special Educational Needs or Education, Health or Care Plan the procedure for admission is completely separate from the usual admissions criteria. Please contact the special needs team in your local authority for advice and guidance.

Applicants may defer entry to school up until statutory school age i.e. the first day of term following the child's fifth birthday. Application is made in the usual way and then deferment is requested. The place will then be held until the first day of the Spring or Summer Term. Applicants may also request that their child attend part-time until statutory school age is reached. Entry may not be deferred beyond statutory school age or beyond the year of application.

Requests for admission outside of the child's chronological year of entry will be considered in accordance with para. 2.17 (Admissions Code 2014). The School, as the admission authority, must make decisions on the basis of the circumstances of each case, informing parents of their statutory rights to appeal. This right does not apply if the child is offered a place in another year group at the school. Each case will need to be supported by a professional (e.g. GP, social worker) that provides the reason for admissions outside of the chronological year group.

The admissions arrangements and the admissions criteria below are reviewed annually.

When there are more applicants than places, places are allocated in according to these criteria as they are listed, in order of priority.

All applicants are considered for one category, in the following order of priority:

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangement order, or special guardianship order <sup>[1]</sup>. 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.

The remaining places will be divided as follows:

Following this:

2. Foundation Places – 50%

- i. Foundation Places will be offered to children from families who have regular attendance\* at Holy Trinity Church, Sloane Street
- ii. Foundation Places will be offered to children from families who have regular attendance\* at another Anglican church (as defined by the Churches Together)

- iii. Foundation Places will be offered to children from families who have regular attendance\* at another Christian church (as defined by the Churches Together)
3. Open Places – 50% Open Places will be offered by the Governors according to the following criteria:
- i. Siblings\*\* - sibling to be on the school roll at the time of entry
  - ii. Nearness of the candidate's home to the school

Proof of Date of Birth and address of the applicant will be requested after an offer has been made

When deciding between the applicants who appear to have equal entitlement to admission under the criteria, in the order of priority as above, the governors will offer the place to the applicant who lives nearest to the school calculated using a straight line (as the crow flies) measurement from the child's home 'address point' determined by Ordnance Survey Data to the centre of the school grounds as determined by the Royal Borough using its computerised measuring system. The child living closest to the school will receive the highest priority. For children applying to the reception class the distance will be measured to the Cadogan Gardens building. Where two or more children have the same distance a decision will be made by random allocation.

**Twins, triplets and multiple births** – twins, triplets and multiple birth children will be considered as individuals alongside all other applicants. Every effort will be made to accommodate twins or multiple birth children within the same school even if this means that the PAN will be exceeded

#### **Reception Class Applications:**

The Common Application Form (CAF) can be submitted online by 15<sup>th</sup> January 2018 [www.rbkc.gov.uk/schools/admissions](http://www.rbkc.gov.uk/schools/admissions). Paper forms can be obtained from the Home Local Authority (borough of residence). Proof of address will be checked and validated by the Home Local Authority for all applications for a place in the Reception Class. Those applying under criterion 2 should also complete the school Supplementary Information Form (school's clergy) so that governors may consider their application fully. Proof of the child's date of birth is also required.

#### **In-Year Admissions:**

The above criteria will be applied if vacancies arise during the school year and there are more applicants than places. Applications are made to the Royal Borough Admissions Team on the borough's application form. If a place can be offered, this will be notified by the Royal Borough on behalf of the governing body.

Those applying under criterion 2 should also complete the school Supplementary Information Form (school's clergy form), so that governors may consider their application fully. Proof of the child's date of birth is also required.

If more applications are received than places available, then applications will be ranked by the school in accordance with the above admission criteria. 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 school in the order of the oversubscription criteria [as above] and not in the order in which the applications are received. When a place becomes available the governors will decide who is at the top of the list so that the Royal Borough can inform the parent that the school is making an offer.

#### **Definitions:**

\* Regular attendance is defined as attendance once a month for the last 12 months, prior to completion of the form

\*\*Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/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?

Please note that children attending our nursery will not automatically be allocated a place in our reception class. All applications for the Reception class must be made by completing a Common Application Form (see above)

<sup>1]</sup> An 'adoption order' is an order under Section 46 of the Adoption and Children Act 2002.

A 'residence order' is as an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

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