



## Holy Trinity CE School - Admissions Policy for 2018/19.

### **Introduction**

The school is a one-form entry so that children are in a class with others of their own age group. This policy is designed to allocate places on agreed criteria in the event of there being more applications than places available. Our Published Admission Number (PAN) is 30.

### **Policy**

The school does not have any specific units or facilities for pupils with particular special needs and there are no specific facilities for pupils with physical disabilities. The school is however on a level site, and all the accommodation is on one floor; there are also ramps at the main entrance and at the entrance to the playground. All classrooms may be entered without steps. As far as possible, the school will ensure that pupils with disabilities have access to the same opportunities as other pupils.

The Governing Body is responsible for the admission of pupils to Holy Trinity Church of England School and admits 30 pupils to Reception each September. This admission number has been agreed between the Governing Body and the Local Authority and applies to the year 2018/19.

The Governing Body is required by law to abide by the maximum limits for infant classes (5, 6 and 7 year olds), ie 30 pupils per class.

Parents/carers are requested to complete our Supplementary Information Form (SIF) and return it to the school office by the agreed date. This can be obtained from the office or is available on the school website. If a SIF is not completed the Governing Body will apply their admission arrangements using the information submitted on the Common Application Form (CAF) only, which may result in your application being given a lower priority. The CAF is available online via the HCC website [www.hertsdirect.org/admissions](http://www.hertsdirect.org/admissions).

### **Deferred Entry.**

Parents/carers 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 it was made. Where parents/carers wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

### **Summer-born children.**

Parents of a summer-born (1 April-31 August) 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

The Admissions Committee will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. They will also take into account the views of the head teacher.

When informing parents of their decision on the year group to which the child should be admitted, the Admissions Committee will set out clearly the reasons for their decision.

Where an Admissions Committee agrees to a parent's request for the 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 (ie Reception), the admission authority will process the application as part of the main admissions round.

The statutory right to appeal does not apply if they are offered a place at the school but not in their preferred age group.

Please note that the information in this policy is correct for the year shown. Policies for future years may well be different.

### **How places are offered.**

The Governors are required to admit a pupil with a Statement of Special Educational Need or Education Healthcare Plan which names the school

In the event of there being more applications than places available, the Governors will allocate places in the priority order of the following criteria. It is assumed that all parents are desirous of their children receiving an education within the Christian context of this Church of England School.

1. Children in public care (children looked after) and children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangement order or a special guardianship order). Whose parents or guardians are practising members of Christ Church, Waltham Cross.
2. Other Children in public care (children looked after) and children who were looked after, but ceased to be so because they were adopted (or became subject to a special guardianship order). Written supporting evidence should be supplied, at the time of application, from the relevant Local Authority (LA)
3. Children of parents or guardians who are practising members of Christ Church, Waltham Cross. **By practising is meant attending Sunday worship at Christ Church at least six times a year and having a letter from Priest/Minister to verify attendance.**
4. Children who reside in the same family grouping and have a sibling at the school at the time of their proposed admission. (A sibling means the sister, brother, half brother or sister, adopted brother or sister, child of the parent/carer or partner or a child looked after or previously looked after\* and in every case living permanently\*\* in a placement within the home as part of the family household from Monday to Friday at the time of this application.

\*Children previously looked after are those children adopted or with a special guardianship order or child arrangements order. This definition was amended following a determination by the OSA in August 2014. \*\*A sibling link will not be recognised for children living temporarily in the same house, for example a child who usually lives with one parent but has temporarily moved or a looked after child in a respite placement or very short term or bridging foster placement.

A sibling must be on the roll of the named school at the time the younger child starts.

5. Children of parents and guardians who are practising members of a Christian congregation, which is a member of Churches Together in Great Britain, and live within the following

geographical area: East of the A10 Great Cambridge Road, the south side of College Road, the south side of Windmill Lane, west of the Lea Valley railway and north of the M25 motorway. **By practising is meant attending church at least six times during the year immediately prior to application and having a letter from Priest/Minister to verify attendance.**

6. Any other children who live within that geographical area.
7. Children of parents or guardians who are practising members of a Christian congregation living outside that area. Practising to be defined as (3) above.
8. Any other children.

Where the application of the above criteria results in a situation where there are more children with an equal right to admission to the school than the number of available places, the tie-break will be **distance from the school**, straight line distance measurement provided by Hertfordshire County Council's GIS (Geographic Information Systems) system as outlined in the Moving On/Under 11s publications.

Closing date for submissions to the LA is 15<sup>th</sup> January 2018.

### **Home address**

The address provided must be the child's current permanent address at the time of application. 'At the time of application' means the closing date for applications. "Permanent" means that the child has lived at that address for at least a year and/or the family own the property or have a tenancy agreement for a minimum of 12 months.

The application can only be processed using one address. If a child lives at more than one address (for example due to a separation) the address used will be the one which the child lives at for the majority of the time. If a child lives at two addresses equally, the address of the parent/carer that claims Child Benefit/Child Tax Credit will be considered as the child's main residence.

If a family is not in receipt of Child Benefit/Tax Credit alternative documentation will be requested.

If a child's residence is in dispute, parents/carers should provide court documentation to evidence the address that should be used for admission allocation purposes.

The date of receiving applications prior to the Governors' meeting to allocate places has no bearing on the allocation of places. Late applications will be considered separately to those received in line with the correct timescales.

### **Procedure**

1. All applicants, including In Year applicants will be asked to complete both the County Application Form (which can be done on line) and a school application form (SIF) prior to consideration by the Governors. If a SIF is not completed the Governing Body will apply their admission arrangements using the information submitted on the Common Application Form only, which may result in your application being given a lower priority. School forms may be obtained from the school office during school hours or the website. The CAF is available online via the HCC website [www.hertsdirect.org/admissions](http://www.hertsdirect.org/admissions).

2. The Governor's meeting to allocate places for Reception will be held in line with Hertfordshire's agreed date each year. This can be found on the Herts Direct website. The LA will notify parents on behalf of the governors if a place has been allocated.
3. Applications for places in a Reception class received after the allocation for places has been made but before the class starts at the school will be placed on the Continued Interest (waiting) list. This list will be kept open until the end of the Autumn term of the admission year and then reviewed termly. If places subsequently become available the criteria specified in the Admissions Policy above will apply.
4. Late applications can only be considered after consideration of all applications received by the deadline date regardless of category priority.
5. Older pupils will be considered for admission, providing there is room in the relevant year group, according to the published admission rules. All 'in year' applications will be co-ordinated by the LA on behalf of the school, but a SIF is still requested.
6. The allocation date for Reception places is 18<sup>th</sup> April 2018.

### **Notes**

Geographical proximity will be determined by the following definition:

"The home to school distance will be measured using straight line distance measurement provided by Hertfordshire County Council's GIS (Geographic Information Systems) system as outlined in the Moving On/Under 11s.

### **Home address**

The address provided must be the child's current permanent address at the time of application. 'At the time of application' means the closing date for applications. "Permanent" means that the child has lived at that address for at least a year and/or the family own the property or have a tenancy agreement for a minimum of 12 months.

The application can only be processed using one address. If a child lives at more than one address (for example due to a separation) the address used will be the one which the child lives at for the majority of the time. If a child lives at two addresses equally, the address of the parent/carer that claims Child Benefit/Child Tax Credit will be considered as the child's main residence.

If a family is not in receipt of Child Benefit/Tax Credit alternative documentation will be requested.

If a child's residence is in dispute, parents/carers should provide court documentation to evidence the address that should be used for admission allocation purposes.

### **2. Appeals.**

Parents who have not been allocated a place for their child in the reception class (and other classes where there is an in-year admission) have the right of appeal to an independent panel. At transfer time parents wishing to appeal who applied on line should log into their online application and click on the link 'register an appeal'. Parents who made a paper application will receive from the LA a leaflet entitled 'Primary What Can You Do Now' which explains how to request and return an

appeal pack. A booklet entitled 'Guidance for Parents', which explains how the appeals process works, will be included in the appeal pack or can be found on line at [www.hertsdirect.org/csfcustomerfocus](http://www.hertsdirect.org/csfcustomerfocus). For those who did not apply on line, please contact the Customer Service Centre on 0300 123 4043 to request an appeal pack. For in-year applications parents wishing to appeal should contact the school directly in the first instance. Contact details for the governing body are c/o the school address.

### **3. Continuing interest (waiting) list.**

In the event of more applications than available places the governors will maintain a continuing interest list (waiting list). These and late applications will go onto this list in a position determined by the admissions criteria. If a place becomes available in the school it will be offered to the child that best meets the published admission criteria.

Parents are requested to inform the governors if they wish their child's name to be removed. This list will be kept open until the end of the Autumn term of the admission year and then reviewed termly.

### **4. Fair Access Protocol.**

The school cooperates with the LA's Fair Access protocol for children who are hard to place and children admitted under this protocol will be prioritised above those on the Continuing interest (waiting) list

### **Success criteria**

The Admissions policy may be considered to show success if:

- Parents and governors have a clear understanding of the criteria and procedures for admission to the School.
- In the case of over subscription for places it is proved that a simple and unbiased procedure for allocation was followed.

### **Review date**

The Admissions Committee will review this policy annually.



# HOLY TRINITY C.E. SCHOOL

## SCHOOL APPLICATION FORM (SIF)

CROSSBROOK STREET  
WALTHAM CROSS  
HERTS EN8 8LU

Headteacher MISS S CHALONER

Telephone 01992 623467

Fax 01992 641644

e-mail: [admin@holytrinity.herts.sch.uk](mailto:admin@holytrinity.herts.sch.uk)

Name of Child	Male/Female	Date of Birth
Address		
Postcode	Telephone	
Father's Full Name [and address if different to above]	Mother's Full Name [and address of different to above]	
Please state the name of any person other than those named above who have parental responsibility for this child		
Name and Address of Previous School/Nursery	Previous Address (if applicable)	
Has the child a brother or sister at this school?		
Previous Nursery School <b>(For school information only)</b>		
If either parent is a practising member of a Christian Congregation please state church		
Please attach a letter from the priest/pastor/vicar confirming your attendance at a Christian Congregation		
For Office Use Only		
Application Received	Place Accepted	
Admission Committee Meeting	Pre-School Visit	
Place Offered	Date Admitted	