



Holy Trinity  
Church of England  
Primary School

# Admissions Policy

**For entry to the school:~ September 2024**

Review Cycle: Yearly  
Consultation: At Least Every 7 years

Last reviewed by the Admissions Committee at the meeting on 23<sup>rd</sup> February 2023

Approved by the Full Governing Body – February 2023



# Holy Trinity Church of England Primary School Northwood

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*“Rooted, Grow Flourish”*

## ADMISSIONS POLICY

For Infant and Junior School for  
**September 2024**

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). Pupils will be admitted without reference to ability or aptitude. This policy reflects the statutory changes to the DfE’s 2021 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.

The school enthusiastically encourages parents / carers to visit the school prior to applying in order to discuss mutual expectations and the school’s ethos.

### Reception Admission 2024

Children Born on or Between:	Starting Date for Reception:
1 <sup>st</sup> September 2019 ~ 31 <sup>st</sup> August 2020	September 2024
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) 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 also 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. Any parent(s) / carer(s) applying for a community place is /are not required to complete a Supplementary Information Form.

**The parent(s) / carer(s) applying under the faith criteria needs / need to provide a new Priest’s / Minister’s Reference Form.**

**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 1<sup>st</sup> April and 31<sup>st</sup> 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 1<sup>st</sup> April and 31<sup>st</sup> August 2020) can legally be withheld from school until September 2025, 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 2025, 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 15<sup>th</sup> January 2024.
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's 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 of whether 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.

### **Temporary Addresses**

A temporary address may not be accepted if the family still own a property that was previously used as a home address, or a temporary address which the Admissions Authority consider to be solely or mainly used to obtain a school place. If more than one property is owned, the Admissions Authority may only consider the given address if the family has lived there for a year prior to the closing date of application (including rented, bought or living with a family member or friend).

Additional information would need to be provided to explain the reason for not using your permanent address or another address identified, or as a result of information obtained from the public. This may include utility bills, benefit claims and copies of mortgage or rent agreements. The Local Authority may also check Hillingdon council records as well as other Local Authorities records to clarify whether or not the parent(s) / carer(s) receive services or benefits at another address.

### **Waiting List**

The waiting list will be maintained strictly in the order of the oversubscription criteria and not in the order in which the applications are received. This means that the list will be reordered when a new applicant is placed on the list. Therefore, it is possible, children may move up or down the waiting list.

### **Withdrawal of Places**

The Governing Body reserves the right to withdraw the offer of a place to the child if:

- the offer was made in error.
- an incorrect address or other false information is supplied.
- parent has not responded to an offer within a reasonable time. A further letter will be sent to advise parent that failure to respond will result in the place being withdrawn.

### **Children of UK service personnel (UK Armed Forces)**

Families of UK service personnel with a confirmed posting to the area or Crown servants returning from overseas to live in the area can make an application and be offered a school place (should a place be available), in advance of their move, provided their application is accompanied by an official letter

declaring a relocation date and unit address or quartering address. Should the required Year group be full, then the applicant will be added to the waiting list based on the future address supplied and verified.

### **Children from overseas**

Following the UK's recent departure from the EU, receiving applications from children overseas may have changed. However in most cases, children arriving from overseas have the right to attend schools in England.

It is the responsibility of the parent(s) / carer(s) to check that their child(ren) has / have a right, under their visa entry conditions, to study at a school before submitting an application.

When arriving from abroad, it is recommended that the parent(s) / carer(s) checks that they have a right of abode or that the conditions of their immigration status otherwise permit them to access a state-funded school.

Further information is available on the website of the Department for Education.

### **Admission Criteria for All Applications**

When the school is oversubscribed, after the admission of pupils with an Education, Health and Care Plan where the school is named in the Plan, the Governing Body's order of priority in determining admission is:

1. Children in Public Care / A looked after child (as defined in the Children Act 1989) or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted.

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 about the child from a health professional, eg. 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 20 days from the notification of the decision not to admit.

### 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 England' 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 England' 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<sup>†</sup>. 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.

<sup>†</sup>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.