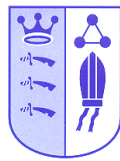


Holy Trinity  
Church of England Primary  
School  
(Northwood)

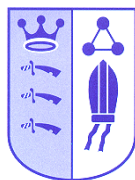


# Admissions Policy

~ for ~

For entry to the school:~

**September 2013**



# Holy Trinity C. of E. Primary School

Rickmansworth Road, Northwood, Middlesex, HA6 2RH

☩ Telephone (01923) 822529 E-mail [holytrin@hillingdongrid.org](mailto:holytrin@hillingdongrid.org)

**Headteacher: Mr. D. R. Norris**

1<sup>st</sup> December 2011

## ADMISSION POLICY for Nursery, Infant and Junior School for September 2013

The Governors of Holy Trinity C of E (Voluntary Aided) Primary School 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 main school and the full time equivalent of 26 children to the part-time Nursery. Pupils will be admitted without reference to ability or aptitude.

### Application Procedures

There are separate procedures for nursery and reception class detailed below. In both cases the school enthusiastically encourages parents to visit the school where a school prospectus may be obtained.

### Nursery Admission

**Attendance at the Nursery does not guarantee a place in the main school.**

For admission to Nursery, the Governing Body of Holy Trinity C. of E. Primary School is the Admissions Authority. Application forms are obtainable from and returnable to the School Office.

In support of one annual entry, children will be admitted to Nursery, part time on the following basis:

Children Born on or Between:	Starting Date for:
1 <sup>st</sup> September 2009 ~ 31 <sup>st</sup> August 2010	<b>Nursery:</b> September 2013

### TIMETABLE FOR ALLOCATION

Applications for Nursery allocation are considered once a year. Offers are made each October giving applicants 11 months notice.

Parents will receive a letter from the school informing them that they have either been successful or that their child(ren)'s name has been placed on a register of active interest.

Subsequent applications received will be considered, strictly in accordance with our current admissions criteria, on an individual basis at the next available, half termly admissions meeting.

**THERE IS NO RIGHT TO APPEAL FOR A NURSERY PLACE.**

### NURSERY APPLICATIONS

Parents applying under criteria 4, 5, 6 and 7 should complete a Supplementary Information Form and for criteria 4 & 6 and should ask their Priest / Minister to complete the Priest's / Minister's Reference who will return it directly to the school. The Supplementary Information Form must be returned directly to the school office to be received by 30<sup>th</sup> September 2012.

### Reception Admission 2013

Children Born on or Between:	Starting Date for Reception:
1 <sup>st</sup> September 2008 ~ 31 <sup>st</sup> August 2009	September 2013
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 C. of E. Primary School is the Admissions Authority.

### RECEPTION APPLICATIONS

The Local Authority (LA) co-ordinates the procedure on behalf of all primary schools in Hillingdon. Parents will receive literature at the appropriate time from either the school, if the child is attends our Nursery, or parents can apply directly to the:

The Admissions Team, The Civic Centre,  
High Street, Uxbridge UB8 1UW  
Tel: 01895 556644  
[www.eadmissions.org.uk](http://www.eadmissions.org.uk)

Parents who wish their child to be considered for Holy Trinity School (Reception Class) must complete a Common Application Form issued by their home Local Authority naming the school. Parents are encouraged to apply on-line. Alternatively, paper forms should be returned to the school by the date specified by the Local Authority. Parents applying under criteria 4, 5, 6 & 7 should complete a Supplementary Information Form and for criteria 4 & 6, should ask their Priest / Minister to complete the Priest's / Minister's Reference who will return it directly to the school. The Supplementary Information Form must be returned directly to the school the date specified by the Local Authority.

**Parents applying under faith criteria need to provide a new Priest's / Minister's form irrespective of having provided one previously for Nursery.**

It is the parents' responsibility to obtain and submit the Common Application Form (CAF) for Reception.

The LA encourages parents to apply on-line for Reception. Paper forms of the completed Common Application Forms stating 6 preferences must be returned to the school of the first preference by the date published by the LA.

### **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. Parents are required to complete an In-Year Application Form from their **home** Local Authority. If a place is available and there is no applicant waiting, then the Local Authority (LA) will communicate the governors' offer of a place to the family. If there are no places available this will be conveyed to the home LA who will write to the parent with this information. Parents may ask for a reason why a place cannot be offered and will be informed of the right of appeal. Parents will be offered the opportunity of being placed on a waiting list. Periodically, the LA will write to parents with a child on the waiting list requesting confirmation that the child's name should remain there. When a place becomes available, the school will advise the LA of the child who is top of the list so that the home LA can inform the parent that an offer is being made on behalf of the Governing Body. Current proof of address will be required at the time of application.

### **Admission Criteria for All Applications (Nursery and School)**

When there are more applications than places available, 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 residence, or a special guardianship order.

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 parents have documented acute medical or social needs who can demonstrate a need for a place at Holy Trinity C. of E. 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 from a health professional e.g. doctor or consultant or a social worker.
4. Children living with (a) parent(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)' 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, completed by the Priest / Minister who should return it directly to the school. The Supplementary Information Form should be returned directly to the school.

Within this category, priority is given to families where (a) sibling(s) is / are currently attending Holy Trinity C. of E. Primary School.

5. Children of a contracted member of the current teaching staff, with a minimum of two years service at the time the application is made. The member of staff must remain an employee of the Governing Body of Holy Trinity Church of England Primary School on the date of admission. If the employment is terminated prior to the date of admission, the place will be withdrawn. The Supplementary Information Form and a copy of the short birth certificate should be returned directly to the school.
6. Children who have a sibling\*\*\* who is attending the school at the time of admission.
7. Children living with (a) parent(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, completed by the Priest / Minister who will return it directly to the school.  
The parent'(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, completed by the Priest / Minister who should return it directly to the school.  
The Supplementary Information Form and a copy of the short birth certificate should be returned directly to the school.
- Within this category, priority is given to families where (a) sibling(s) is / are currently attending Holy Trinity C. of E. Primary School.
8. 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 C. of E. 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

Parents who are not offered a place for their child are entitled to appeal to an independent committee under provisions of the Education Act 1980. Parents wishing to appeal should submit a letter to the school. The letter should be sent to the Clerk to the Appeal Committee, via the school, within 14 days from the notification of the decision not to admit. Parents do not have the right of appeal against a decision not to admit a child to Nursery.

### 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 Britain and Ireland' or the Evangelical Alliance.

Where the school's 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 Britain and Ireland' or Evangelical Alliance", the faith criteria (3 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.*

A parent is any person who has parental responsibility or care of the child. 'Family members' include only parents 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 at Key Stage 1 it is against the law to admit more

than 30 children into one class with one qualified teacher. In this instance the place will be offered by a random selection overseen by an independent witness.

Approved at a full Governing Body Meeting held on

Signed: \_\_\_\_\_  
Dr. Kirsty Moore  
(Chair of Governors)

Signed: \_\_\_\_\_  
*Daniel Norris*  
(Headteacher)