

# Holy Trinity C. of E. Primary School

Rickmansworth Road, Northwood, Middlesex, HA6 2RH

☩ Telephone (01923) 822529 Facsimile (01923) 828941 E-mail [holytrin@hillingdongrid.org](mailto:holytrin@hillingdongrid.org)

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

April 2008

## ADMISSION POLICY for Nursery, Infant and Junior School for September 2010

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 Unit. 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

For admission to Nursery, the Governing Body of Holy Trinity C. of E. Primary School is the Admissions Authority. Application packs (including application form) 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 Nursery:
1 <sup>st</sup> September 2006 ~ 29 <sup>th</sup> February 2007	September 2010
1 <sup>st</sup> March 2007 ~ 31 <sup>st</sup> August 2007**	September 2010 OR January 2011
**Children born between 1 <sup>st</sup> March 2007 ~ 31 <sup>st</sup> August 2007 will be invited to attend from September 2010 and will spend 3 terms in Nursery. If parents wish their child to wait until January, the child will spend 2 terms in Nursery.	

### TIMETABLE FOR ALLOCATION

Admissions meetings for nursery allocation are held once a year. Offers are made each October giving applicants 11 months notice for September Admissions and 15 months notice for January admissions.

Parents will receive a letter informing them that they have either been successful or that their child(ren)'s name has been placed on the waiting list.

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

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

### Reception Admission 2010

Children Born on or Between:	Starting Date for Reception:
1 <sup>st</sup> September 2005 ~ 31 <sup>st</sup> August 2006	September 2010
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.

### NURSERY APPLICATIONS

Those applying under criteria 3,4 &5 should complete a Supplementary Information Form and for criteria 3 & 4 provide a minister's reference so that the governors can consider their application fully. Applicants will be expected to provide a copy of a short birth certificate for the child. These should be returned to the school by 30<sup>th</sup> September 2009.

## RECEPTION APPLICATIONS

The Local Authority (LA) co-ordinate 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 attends Nursery, or parents can apply directly to the:

The Admissions Team  
Civic Centre  
Uxbridge  
UB8 1UW  
Tel: 01895 556644

Parents who wish their child to be considered for Holy Trinity School (Reception Class) must complete a Common Application Form naming the school. This form should be returned to the school/ the local authority by the date specified within the Local Authority booklet. Those applying under criteria 3,4 &5 should complete a Supplementary Information Form and for criteria 3 & 4 provide a minister's reference so that the governors can consider their application fully. Those applying for the school will be expected to provide a copy of a short birth certificate for the child. These should be returned to the school by the date specified by the Local Authority.

It is the parents' responsibility to obtain and submit the Common Application Form (CAF) for Reception. All parents who list their preferred schools on the Local Authority's Common Application Form are regarded as having made valid applications.

The LA requires that all completed Common Application Forms stating 4 preferences must be returned to the school of the first preference by the date published by the LA.

Where parents are applying under faith or sibling criteria, Holy Trinity School requires a minister's reference, a supplementary information form and a copy of the short birth certificate to be returned directly to the school. These forms are available from the School office by post or personal collection.

### 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.

### Other Infant and Junior Admissions

For admission at any other time of the year or to any other age group, the Governing Body is the Admissions Authority.

Application packs are obtainable from and returnable to the School Office with a copy of the child's **short** birth certificate.

Mid-phase applications will be offered on an individual basis at the next available, half-termly admissions meeting. In extenuating circumstances, the committee will liaise to facilitate urgent admission.

Applications for a future date (i.e., not seeking an imminent start) will be considered but places will not be held for longer than half a term.

Parents will receive a letter either informing them that they have been successful or that their child(ren)'s name has been placed on the waiting list.

Current proof of address will be required on acceptance of a place for Nursery or school.

### 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 / Looked After Children.
2. 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.
3. Children living with (a) parent\*(s), at least one of whom is a member of the Church of England and is / are actively involved in the work and worship of Holy Trinity Church, Emmanuel Church Northwood, or a neighbouring parish where a Church School education is not available. 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 letter from the Priest / Minister.

4. Children of parents\* who are committed to a Christian\* Church in communion with the Anglican Church or the Catholic Faith with the application supported by a letter from the Minister. Attendance at church should take place at least twice per month for a minimum of two years and the application is to be supported by a letter from the Priest / Minister.

\*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 Evangelical Alliance.

5. Children who have a sibling who is attending the school at the time of admission.

A 'sibling' is deemed to be

- a child's brother or sister
- a child's half brother or sister (sharing one or both 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 / 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 in Year 6 and will have moved to Secondary School by the time the applicant is due to start.

6. 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.

- a) The pupil's home is deemed to be the address of the parent / carer to whom Child Benefit is paid.
- b) If two applications measure equally, the place will be offered alphabetically by surname or first name in the case of multiple births.

The Governing Body will maintain a waiting list of applicants. Places will be offered to parents of children on the waiting list as vacancies arise and will be assigned on the basis of the admissions criteria. Applicant's names will remain on the waiting list for a period of one year from the initial, proposed date of entry unless the applicant notifies us that the child(ren) has been admitted to another school.

### 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 a nursery class.

### Terminology

\* Parents / Family Members

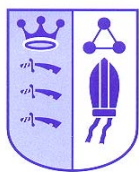
A parent is any person who has parental responsibility or care of the child. 'Family members' include only parents and siblings.

Signed: \_\_\_\_\_

*Sue Boulton*  
(Chair of Governors)

Signed: \_\_\_\_\_

*Daniel Norris*  
(Headteacher)



## Holy Trinity C. of E. Primary School

Rickmansworth Road, Northwood, Middlesex, HA6 2RH

☩ Telephone (01923) 822529 Facsimile (01923) 828941 E-mail [holytrin@hillingdongrid.org](mailto:holytrin@hillingdongrid.org)  
[www.holytrinitynorthwood.org](http://www.holytrinitynorthwood.org)

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

### Holy Trinity C. E. Primary School ~ Nursery / Infant / Junior Supplementary Information Form

Please complete this form and return it directly to the school with the Priest / Minister's reference and a copy of your child's short birth certificate.

Proposed date of Admission: \_\_\_\_\_

Male  Female

Date of birth: \_\_\_\_\_

Surname : \_\_\_\_\_

Forename(s): \_\_\_\_\_

Address: \_\_\_\_\_

Post Code: \_\_\_\_\_

Telephone: \_\_\_\_\_

\_\_\_\_\_

Father's Name: \_\_\_\_\_

Mother's Name: \_\_\_\_\_

Legal Guardian's Name: \_\_\_\_\_

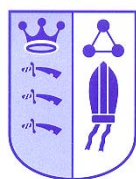
\_\_\_\_\_

Parent / Guardian's signature: \_\_\_\_\_ date: \_\_\_\_\_

*Thank you for your interest in Holy Trinity C. of E. Primary School.  
 We would love to meet you and show you our school.  
 You are assured of a very warm welcome.*

If your circumstances change and you need to withdraw the application, please let us know immediately in order that the place may be offered to another child.  
 Thank you.

For office use only:		
Date Received:	Received By:	Documents Received:
		Priest's Reference <input type="checkbox"/>



*Please return to:*

## Holy Trinity C. of E. Primary School

Rickmansworth Road, Northwood, Middlesex, HA6 2RH

☩ Telephone (01923) 822529 Facsimile (01923) 828941 E-mail [holytrin@hillingdongrid.org](mailto:holytrin@hillingdongrid.org)

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

### Priest's / Minister's Reference

#### In support of a child's place at Holy Trinity Church of England Primary School Under Criteria 3 or 4

In all instances this form must be submitted **no more than twelve months before the admission date** and must be sent directly to the Governing Body of Holy Trinity C. of E. Primary School to the School Office.

1. Children in Public Care / Looked After Children
2. Other deserving cases where there are medical, social or continuing educational reasons with relevant and appropriate supporting documentation within each category.
3. Children living with (a) parent(s), at least one of whom is a member of the Church of England and is / are actively involved in the work and worship of Holy Trinity Church, Emmanuel Church Northwood, or a neighbouring parish where a Church School education is not available. 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 letter from the Priest / Minister.
4. Children of parents who are committed to a Christian\* Church in communion with the Anglican Church or the Catholic Faith and the application supported by a letter from the Minister. Attendance at church should take place at least twice per month for a minimum of two years and the application is to be supported by a letter from the Priest / Minister.

\*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 Evangelical Alliance.

The following family has applied for a place for their child at Holy Trinity Church of England Primary School. If you are able to provide a reference, please complete and return this form to the family for onward transmission to the school.

*All details to be completed by applicant:*

Name of the Family: \_\_\_\_\_  
 Name of the Child: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_  
 Name of the Church: \_\_\_\_\_  
 Denomination: \_\_\_\_\_  
 Address of the church: \_\_\_\_\_  
 Postcode: \_\_\_\_\_ Tel No: \_\_\_\_\_

*(In certain circumstances the school may telephone the Minister to verify information.)*

#### ***To be completed by the Minister:***

Please give an indication of the family involvement at your church and return this form to the school as soon as possible.

Has at least one parent attended your church twice a month for a period of two years?

Yes

No

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

Print Name and Position:

---