



Holy Trinity Church of England Primary School

Admissions Policy

Oversubscription Criteria – 2027/2028

The Governors, who are responsible for admissions to this Church of England Voluntary Aided School, have agreed with the Local Authority to admit thirty (30) pupils to Reception each September. * This number applies to every academic year from 2027/2028.

*Parents and/or Carers of children admitted into the Nursery should note that there is **no automatic right of admission** into the main school from the Nursery and a separate application will need to be made at the appropriate time for admission to the main school.*

Where there are more applications than there are places available, the Governors will admit pupils according to the following criteria, which are listed in order of priority and reviewed annually:

1. 'Looked after children (LAC) and Previously Looked After Children (PLAC)' – Children in public care or children previously in public care (PLAC) who ceased to be so because they were adopted, or became subject to a child arrangement or special guardianship order including children who appear (to the admission authority) to have been in state care outside of England and ceased to be in care as a result of being adopted.
2. 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.
3. Children domiciled with parents, legal guardians or carers, at least one of whom worships at least twice monthly for a minimum of 2 years in a church or chapel of a Christian denomination, affiliated nationally to 'Churches Together in England' or to 'The Evangelical Alliance'. The Governors reserve the right to ask the Priest or Minister to confirm the regularity of worship.
4. Children who attend the school nursery *and* live within two miles of the school. This distance is measured in a straight line between the Ordnance Survey's address references for the School and the applicant's address using the London Borough of Hillingdon's computerised measuring system.
5. Children of major world faiths whose parents, legal guardians or carers take part at least twice monthly for minimum of two years in their own faith and desire them to attend this Church of England school because of the school's religious tradition. The Governors reserve the right to ask the appropriate religious leader to confirm the regularity of participation in their own faith.
6. Children of staff at Holy Trinity where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made; and/or the member of staff is recruited to fill a vacant post at the school for which there is a demonstrable skill shortage.
7. Children of families of no religious affiliation but whose parents, legal guardians or carers, wish their children to participate in the ethos of this Church of England School. ***

The School's Supplementary Information Form /Clergy Reference Form should be returned directly to the school by the 15th January. *In the event that during the period specified for attendance at worship the church/place of worship 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.*

Priority, in the following order, will be given in each category to:

- a. **Children who have brothers or sisters living in the same household at the same address with at least one parent/guardian in common and who will themselves be attending the school at the time of the proposed admission.**
- b. **The proximity of the applicant's home address to the school – measured in a straight line between the Ordnance Survey's address references for the main gate of School and the applicant's address using the London Borough of Hillingdon's computerised measuring system with those living closest receiving the highest priority.**

Notes:

1. Children, who have an Education, Health and Care (EHC) Plan which names this school, will always be offered places.
2. Parents, guardians or carers, who are making an application under criteria 2, 3 or 5 above should either download from the school website or obtain direct from the school, a SIF/Clergy Reference Form and ask their religious leader to complete the form and return it direct to the school by 15th January. There needs to be evidence of twice monthly worship for a period of at least two years.
3. *The agreed class size may be exceeded for members of a multiple birth family if the first child is admitted within the class size.
4. **"Looked after children" includes those who are currently "looked after" and those who were previously "looked after". Previously "looked after" children means children who were previously looked after, but ceased to be so because, immediately after being looked after, they became subject to an adoption, child arrangements or special guardianship order.
5. ***Governors hope that parents who have chosen Holy Trinity or their child has done so knowing that it is a Church of England School with a distinctive Christian ethos. Governors therefore expect parents to give their full support to the ethos of the school.

In-Year Admissions

The above criteria will be applied if casual vacancies arise during the school year and there are more applicants than places.

Admissions Appeals

Parents who are not offered a place for their child are entitled to appeal to an independent appeal committee under the Provision of the 1980 Education Act. Parents wishing to appeal should complete an appeal form available from the School. The form should then be returned to the Clerk to the Appeals Committee via the School by **22nd May**.

Reception

Admission to a full-time place in education at **Reception** level is September of the academic year (1st September to the 31st August) in which your child turns five. Applications for admission to Reception are made via the Local Authority's admissions procedure.

Children reach statutory school age at the beginning of the term following their 5th birthday and they must then be in receipt of education. It is recommended by the LA that children start school at the beginning of the academic year in which they reach their 5th birthday.

Reception Year Deferred entry

If a child has not reached compulsory school age, the parent has the option of deferring their child's entry. Parents can request that the date their child is admitted to the school is deferred until later in the school year or until their child reaches compulsory school age (the term after they reach their fifth birthday). For children born between 1st April and 31st August, this is not beyond the beginning of the final term of the school year for which the offer of a place was made. Holy Trinity will hold any agreed deferred place. Parents, however, should discuss the options with the Head of School to help them in deciding. Parents may wish their child to attend part-time until they reach compulsory school age. Parents wishing to defer entry need to apply for Reception by the closing date and need to inform the LA and the school that they want to defer entry or only attend school part-time.

Summer Born Children (Reception Intake)

For children whose fifth birthday falls between 1st April and 31st August, parents who do not wish for their child to start school in the school year **2027-2028**, but to be admitted in **September 2028** for the school year **2028-2029** should discuss this with the school. The request should be made in the September prior to the normal entry in the following September to give sufficient time for each individual case to be considered.

Decisions will be based on individual circumstances, the best interests of the child, parent views, academic achievement, social and emotional development, any relevant medical views and the views of the Head of School. If a parent decides not to apply for a Reception place in the school but applies for a Year 1 place for the following September, they would be considered along with all the other applicants for admission in that year and there would be no guarantee that a place would be able to be offered at this school.

Admission Outside of the Normal Age Group.

Parents may seek places outside of their child's normal age group. Parents may decide to apply in the normal round (no later than January 15th) for a Reception Year place in **September 2028**, but would need to supply strong supporting reasons for seeking a place outside the normal year group. The decision is made by the Governors on the basis of the circumstances in each individual case. Parent requests should be made in the September prior to the normal entry in the following September in order to give sufficient time for the case to be considered by the Admissions Panel prior to the deadline for general applications of 15 January.

If the parents' case for delayed admission into Reception is agreed, the parent must make a new application for a Reception place in the next intake. This would have to be made in the following September. A place will not be guaranteed and must be applied for in line with London Borough of Hillingdon admissions round and in accordance with the Oversubscription Policy for that academic year.

If a child is currently attending the School's Nursery and wishes to remain there during the year they would normally be attending Reception, then a nursery place must be reapplied for. The nursery place is not automatically available.

Temporary Addresses

A temporary address may not be accepted if you 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 you own more than one property the Admissions Authority may only consider the given address if you have lived there for a year prior to the closing date of application (including rented, bought, or living with a family member or friend).

You will be asked to provide additional information to explain why you are not using your permanent address, or another address identified as a result of our screening, or as a result of information obtained from the public. This may include utility bills, benefit claims and copies of mortgage or rent agreements. We will also check Hillingdon council records as well as other Local Authorities records to clarify whether or not you receive services or benefits at another address.

Evidence/Proof Of Address

You need to provide documentary evidence of address by including your Council Tax reference number (as shown on your annual bill or direct debit statement). If it is not possible to verify your address by this method, or further evidence is required, you will be contacted. In these cases, we will request that you provide one or more of the following documents:

- A mortgage/tenancy agreement document
- A recent letter from the housing department/housing association
- Temporary housing letter issued by Local Authority, Home Office, UK Border Agency
- Recent utility bill (dated within the last three months)

- Driving license (copy of your current driving licence)
- Household/car Insurance; A copy of your most recent household/car insurance (dated within the last 12 months)
- Home Office immigration status document
- Letter confirming entitlement to benefits. For example, housing, income support, jobseekers (dated within the last three months)
- Child Benefit / Inland Revenue documents (if you are in receipt of either or both of these benefits); or
- Any other recently dated documents that we request depending on individual cases.

Please note that you can cover/erase any financial/personal information on these documents. The purpose of this document is to provide evidence of your address therefore we only require this to show your name, address, and date of issue.

You must notify the School Placement and Admissions team if you move address. Your new address will not be updated until proof has been provided.

Any proof of address provided must show the full name and match the details provided at the time of application.

Withdrawal Of Places

Places offered at oversubscribed school will be withdrawn 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.

A place will not be withdrawn once a child has started at the school, except where that place was fraudulently obtained but the length of time the child has been at the school will be taken into account i.e., less than one term.

Siblings

A sibling means a child's brother or sister, stepbrother, or stepsister, with at least one parent in common, and/or an adopted brother or sister living in the same household. Cousins or other family members (even if living in the same household) do not qualify as a sibling. To qualify for the sibling criterion, the sibling must be attending the school named at the time of admission. If the sibling is already in year 6 and, come September, when the applicant will be starting the school, the sibling will no longer be attending, the sibling criterion may not be met.

Multiple Births

Twins and children from multiple births when one of the siblings is the last child to be admitted at a community school will be offered over the published admission number unless to do so would prejudice the provision of efficient education or the efficient use of resources. In such cases, Hillingdon Council will use a computerised random allocation to determine which child should be given priority. Where it is not possible to offer each child a place the child(ren) ranked the highest will retain their offer and the applicant will be advised of their right of appeal and informed about waiting lists. For Key Stage 1 the child/children will be considered as an exception to the class size rule.

Child Of Staff

Priority will be given to a child if their parent is a permanent member of staff at the school and meets either or both of the following circumstances: a) the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made; and/or b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage. For applications made as part of a normal intake, the length of employment will be considered as of the closing date for applications. Many non-community schools have a criterion for children of staff/teaching staff. If you work at a school for which you are applying,

please indicate this, and include the name of the school where you work on the application. Please check full definitions on individual school's published admission arrangements – available on their websites.

Children Of UK Service Personnel

Children of service personnel will not be disadvantaged in the admissions process as stated in the School Admissions Code 2021. For those families with a confirmed posting to this area, places will be allocated in advance of the family arriving in the area. The application must be accompanied by an official letter that declares a relocation date and a Unit postal address.

Applications From Abroad

If your child holds a full British Citizen passport that is endorsed to show a right of abode in the UK, an application could be accepted, even though they are not resident here yet. For the purpose of allocation, the abroad address must be used to process the application. This does not apply to Crown Servants and UK Service Personnel.

Evidence will be required to provide a link to an address in the London Borough of Hillingdon when the application is submitted. Evidence might include:

- Booked flights
- End of lease /notice to tenants in property
- Start of employment contract in area
- End of employment contract abroad

If this evidence cannot be provided the application may not be processed.

Applications For Families Arriving From Abroad. Including From The EU, From 1 January 2021

In most cases, children arriving from overseas have the right to attend schools in England. It is the responsibility of parents to check that their children have a right, under their visa entry conditions, to study at a school before submitting an application.

[Read more on the government website](#)

Notes and Definitions

- Hillingdon Local Authority coordinates Reception Admissions on behalf of schools in the borough for Reception applications only
- In-Year Admissions are coordinated by the School.
- 'Families' normally means parents or legal guardians.
- Siblings must be living in the same household as the applicant and attending Holy Trinity Primary School at the beginning of the term in which the younger child is due to start full-time education. The term 'sibling' includes brother or sister, half brothers and sisters, step-brother or sister, adopted or foster children but does not include any other relationship to the applicant. 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 is also included. Cousins or childminder's children with whom the child may have grown up do not qualify. We reserve the right to ask for proof of sibling relationships.
- Regular worship means attending a service of public worship on at least two occasions each month. In all cases, this regular worship must have taken place for at least the last two years.
- Distance will be measured in a straight line from the child's home address (including flats) to the school, using the LA computerised measuring system, with those living closer to the school receiving higher priority. In the case of two children having the same distance random allocation will be used. The pupil's home is deemed to be the address of the parent/carer to whom Child Benefit is paid.
- A waiting list will be maintained until such time as all those on the waiting list have been offered a place and either accepted or declined that place. 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 that an offer is being made on behalf of the Governing Body. The list is in published criteria order, not date order.

- Proof of address will be required on acceptance of a place.
- By a looked after child we mean one in the care of a local authority or being provided with accommodation by a local authority in the exercise of its social services function. An adoption order is one made under the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002 (Section 46). A 'child arrangements order' is one settling the arrangements to be made as to the person with whom the child is to live (Children Act 1989, Section 8, as amended by the Children and Families Act 2014, Section 14). A special guardianship order is one appointing one or more individuals to be a child's guardian/s (Children's Act 1989, Section 14A). Applications under this criterion should be accompanied by evidence to show that the child is looked after or was previously looked after (e.g. a copy of the adoption, child arrangements or special guardianship order).