Learning together
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HOLY TRINITY C E (A) PRIMARY SCHOOL
Admissions Policy & Admissions Criteria
(for September 2021 intake)

Vision
We aspire to be a happy, confident and caring community where children are motivated to achieve their full potential in a supportive learning environment, underpinned by a strong Christian ethos.

1 John 4: 16: 'God is love and those who live in love live in God, and God lives in them'.

POLICY	Admissions Policy
SOURCE	Holy Trinity CE Primary
REVIEWED BY	Admissions Committee 27.09.19
APPROVED	Admissions & FGB 20.11.19 COVID-19 update July 2020
REVIEW DUE	Annual review; Autumn 2020

Admissions Policy
Education at Holy Trinity CE(A) School in Cuckfield is organised on a Primary School basis with children transferring to Secondary School at the age of 11+. Admissions to the school are made by the Governing Body in consultation with the Head Teacher in accordance with arrangements agreed with West Sussex County Council. The school complies with current legislation regarding summer-born children. Parents/carers may approach the Headteacher with any queries they may have regarding admission arrangements for their child/ren. The number of children to be admitted into Reception each year is 60 (Pupil Admissions Number, PAN). Should applications exceed the number of places available then the places are offered according to the school's Admissions Criteria *(see below).*

It is the view of the Governing Body that the admission of any further pupils (over 60) into Year R at Holy Trinity School would be undesirable and would have an adverse impact on the quality of education provided for the pupils who have been allocated places in this year group and would cause 'class size prejudice'. This means that it would be prejudicial to the education of children within those classes, to the use of resources available to those classes and to the ability of the school to provide education within those classes.

When the Starting School application deadline has closed, the Local Authority provides the Governing Body with a list of all applicants who have applied to the school. The Governing Body ranks the applications with the Supplementary Forms (if applicable) in strict accordance with its published Admissions Criteria *(see below)* and provides the Local Authority with the ranked list. The Local Authority is responsible for co-ordinating the allocation of places in its area, offering individual places to parents on behalf of the school's Governing Body on the Common Offer date in April.

Children refused a place can, at their parents' request, be put on a waiting list where priorities will also be determined by the Admissions Criteria shown below. The order of applicants on the waiting list is strictly according to the priority order set out in the Admissions Criteria. No account is taken of length of time on the waiting list to determine an applicant's place in the priority order. Places will be offered to the applicant at the top of the waiting list at the time the place becomes available. Children are kept on this list for a maximum of 12 months.

Late applications are considered after all those received by 15th January each year.

There is a right of appeal to an independent panel against the decision of the governors. Parents wishing to exercise this right should write to the Clerk to the Governors, care of the school. In compliance with the School Admission Appeals Code appeals should be lodged by the deadline set by West Sussex County Council, at least 20 school days from the refusal being received. Appeals can now be held on the school site.

Maps showing the West Sussex County Council (WSCC) agreed boundary of the catchment area of Holy Trinity CE(A) Primary School, and the location of the streets within, can be viewed at the school and on the school website.

Governors and the school will, where possible, provide places for all children within the Ecclesiastical parish of Cuckfield, in line with the school vision.

Where there is more than one child applying for only one place and where their rating according to the Admissions Criteria are equal, the child who lives nearest to the school will be admitted. The distance to the school is measured by a straight line from the school to the home address, using Ordnance Survey address point data from a central point in each building.

Applicants wishing to apply under the Admissions Criteria that involve church attendance (see criteria 2, 4, 7, 9 and 10) should complete the Church Reference Section of the Supplementary Information Form. Once you have completed the form it should be passed to the Leader of your Church to complete their part of the Church Reference Section. The form should then be returned to you and forwarded to:

The School Office,
Holy Trinity C.E. (Aided) School, Glebe Road, Cuckfield,
West Sussex, RH17 5BE

Please note that your church may have an additional, internal process to verify your attendance. Please contact your church for further details.

Definitions:
The word 'parent' in the context of this policy also includes the child's legal guardian and applies to either or both parents, or a sole parent. Where only one parent/guardian satisfies a criterion, the applicant will be treated equally with one where the requirement is met by two parents.

'Sibling' is taken as a full, half or step brother or sister permanently living in the same household, including an adoptive or foster brother or sister.

Churches mentioned in the Admissions Criteria below refer to a church that is a full member of 'Churches Together in Britain and Ireland' or of the 'Evangelical Alliance'.

COVID-19 UPDATE FOR 2021

Please note that in line with guidance from the Chichester Diocese, the following variation has been added to this Admissions Policy for 2021 Admissions with regard to the Church attendance criteria below:

"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".

Admissions Criteria

Places will be offered in the following priority order, with applications submitted by 15th January in each year taking initial priority:

1. Looked after children and previously looked after children. A looked after child is a child who is in the care of a local authority or provided with accommodation by that authority – see section 22 of the children's Act 1989. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).

2. Children who live within the WSCC agreed boundary of the catchment area of Holy Trinity School, Cuckfield, whose parent worships at Holy Trinity Church, Cuckfield, at least once a month for at least 6 months in the year preceding date of application. Families who have moved into the Parish within the 6 months preceding the date of application will require a supporting letter from previous church/es attended during that period.

3. Children living within the WSCC agreed boundary of the catchment area of Holy Trinity School, Cuckfield, who at the time of entry still have a sibling on roll.

4. Children who live within the WSCC agreed boundary of the catchment area of Holy Trinity School, Cuckfield, whose parent worships at another Christian Church at least once a month for at least 6 months preceding date of application. Families who have moved into the Parish within the 6 months preceding the date of application will require a supporting letter from previous church/es attended during that period.

5. Children of members of staff currently employed by Holy Trinity School.

6. Children who live within the WSCC agreed boundary of the catchment area of Holy Trinity School, Cuckfield.

7. Children who live outside the WSCC agreed boundary of the catchment area of Holy Trinity School, Cuckfield, who at the time of entry still have a sibling on roll, and whose parent worships at Holy Trinity Church, Cuckfield, at least once a month for at least 6 months preceding date of application.

8. Children who live outside the WSCC agreed boundary of the catchment area of Holy Trinity School, Cuckfield, who at the time of entry still have a sibling on roll.

9. Children who live outside the WSCC agreed boundary of the catchment area of Holy Trinity School, Cuckfield, and whose parent worships at Holy Trinity Church, Cuckfield, at least once a month for at least 6 months preceding date of application.

10. Children who live outside the WSCC agreed boundary of the catchment area of Holy Trinity School, Cuckfield, whose parent worships at another Christian Church(es) at least once a month for at least 6 months preceding date of application.

11. Other children.

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Supplementary Information Form for Reception and In Year applications

Holy Trinity C.E. (Aided) School, Glebe Road, Cuckfield, West Sussex, RH17 5BE
Email: office@htprimary.co.uk
Website: http://holy-trinity-cuckfield.eschools.co.uk/website

Please state number of the Admissions Criteria for which you are applying: …….

Child's surname: ……..

Christian names(s): ……

Gender: male/female *(circle as appropriate)* Date of Birth: ……/……/……

Proposed date of admission: ……/……/……

Address: ……

Postcode: ……..

Telephone: ……

Email address: ……

Name of parent(s):…….
Mr and Mrs/Mr/Mrs/Ms/Miss *(circle as appropriate)*

Names of any siblings currently attending Holy Trinity*

…….

Current nursery/pre-school name, address and phone number

……

……

Current school name and address*

……

School Phone*. ……..
(*Only required if this is an 'In Year' application)

Signed parent/guardian ……

Date …….

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Please note that in line with guidance from the Chichester Diocese, the following variation has been added to this Admissions Policy for 2021 Admissions with regard to the Church attendance criteria below:

"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".

Church Reference Section
(See Admissions Criteria 2, 4, 7, 9 and 10)

To be completed by the parent:
I/we confirm that I/we attend (Name of Church):……..
and have attended at least once a month for at least 6 months prior to the date of this application.

- If more than one church has been attended in the last 6 months, please record the Church's details and dates of attendance below.
- Please attach a supporting letter to this form from the Church Leader confirming your attendance).

Church address: ……

……..

……..

Signed parent/guardian ……

Date ……..

To be completed by the Church Leader: I am satisfied that the parent referred to has worshipped at the church listed above at least once a month for at least 6 months prior to the date of this application.

Name:……..

Title:…….

Signed:……

Date:……