

HOLY TRINITY C OF E PRIMARY ACADEMY & NURSERY



Admissions Policy 2020/2021

Date Approved: February 2019

Date to be Reviewed: February 2020



Holy Trinity CE Primary Academy & Nursery Admissions Policy 2020/21

Aim of our school – Inclusion for all

Holy Trinity CE Primary Academy & Nursery welcomes children from all backgrounds, faiths and no faith. The Sponsors of the Academy are committed to developing an inclusive school that reflects the diversity of whole community in Oswestry and the Shropshire area.

General Principles

Holy Trinity CE Primary Academy & Nursery has a Pupil Admission Number (PAN) of 50 for the academic year 2020/21. Admission to our school is not dependent on any ability test or voluntary financial contribution. Children with Statements of Educational Need naming the school must be admitted and will count towards the PAN if the information is available before the offer date. The school participates in the Local Authority (LA) co-ordinated scheme and all dates within that scheme must be adhered to. Refer to Shropshire Council Admission Arrangements 2020/21.

Reception Places

Online applications must be submitted via the Shropshire Council website by the closing date 15th January, of the year before the child/children are due to start or as soon as possible thereafter.

Preferences cannot be changed after the closing date without a significant change in circumstances, for example if the family has recently moved address. You should use the opportunity to express a preference for more than one school. Proof of residence will be required. Parents/guardians must submit a separate application for each child, including multiple-birth applications.

When considering twins, triplets or larger number of siblings, which are the product of a multiple birth, where there are insufficient spaces for all siblings, the Academy will exceed its admission number so that same family twins, triplets, etc do not have to attend separate schools. For the purpose of this Admissions Policy, the home address of the child is considered to be the permanent residence of a child in a residential property when the place is offered. The address must be the child's only or main residence and either owned by the child's parent(s) or guardian or leased to or rented by the child's parent(s) or guardian under lease or written rental agreement of not less than six months duration.

The allocation of places to the school will be made up to the school's published admission number of '50' and parents will receive notification from the Council's Admissions Team on behalf of the governors after 16 April of the year prior to the child/children starting school. (Or as soon after if the application is late). From then onwards the school will notify parents of the induction arrangements and dates for starting school for those applicants who have been successful.

Children are eligible for admission to the school prior to their fifth birthday. Please see the table below:

Born between	Due to start school	Time to apply by	Allocations made
1.09.15 and 31.08.16	September 2020	15 January 2020	16 April 2020

Parents will be notified of the specific date when formally offered a place in school.

All Key Stage 1 (infant) classes are limited to 30 in accordance with Department for Education (DfE) regulations.

Where a child is offered a place at this school:

- a) that child is entitled to a full-time place in the September following their fourth birthday;
- b) the child's parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made; and
- c) where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age. Parents should complete an online application via Shropshire Council.

PLEASE SEE SHROPSHIRE COUNCIL'S ADMISSION ARRANGEMENTS 2020/21 FOR FULL DETAILS

Oversubscription Criteria and Definitions

All schools must admit any child with a statement of special educational needs that names the school directly.

In the event of oversubscription, places will be offered using the following criteria:

Priority 1: Children in Public Care (looked after children or previously looked after children).

*See note below

Priority 2: Children who have an older sibling already in attendance at the school when the application is made and who will be attending the school at the proposed admission date. **See note below

Priority 3: Children for whom a place at the school is essential on medical or social grounds and is supported in writing by a medical practitioner or social worker. (Applications will be subject to verification)

Priority 4: Children who qualify for a church place as a regular worshipper; defined as attending a place of worship on at least one occasion per month over the past 12 months. If there is over-subscription for Church places, priority will be given to those living closest to the school as measured in a straight line.

Priority 5: Locality to the school - distance will be measured in a straight line from the Middleton Road entrance to the school, to the front door of the home address using a computerised measuring system with those living closer to the school receiving the higher priority. ***See note below

Notes:

* Looked after Children-as required by the Regulations of 2012 - The school will give top priority to applications on behalf of children in public care (Looked After Children) in accordance with the definition below:

‘Looked after child’ or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions.

** By sibling we mean:

A sibling connection is defined as a brother or sister, step-brother or step-sister, half-brother or half-sister, living at the same address as part of the same family unit and of compulsory school age (i.e. 5 – 16 years). Adopted siblings are also included. Older siblings must be attending the school on the date the younger sibling is due to start there. However, cousins or other relatives who take up residence in a home in order to establish an “in catchment area” address will not be given priority under the sibling criterion.

*** Proof of residence will be required by the co-ordinated scheme. The offer of a place maybe withdrawn if proof of residency is not met.

Where a child lives part of the week with one parent and part of the week with another member of the family the ‘home address’ will be considered to be the residence where the child spends at least three nights of the school week each week.

Proximity of the child’s home to Holy Trinity CE Primary Academy & Nursery using a straight–line distance will be used as a ‘tiebreaker’ for any oversubscribed criterion.

Tie Breaker

Where within any 1 category there are more applications than places, then places will be allocated by measuring the straight line distance on a computerised mapping system between the home address and the nearest entrance gate of the school by pinpointing their Easts and Norths. The shortest distance will be given highest priority.

Where two addresses are within the same block of flats, the lowest number of flat nearest to the ground floor will be deemed to be the nearest in distance.

In the event that two applications are exactly the same after all other criteria have been taken into account a further tie breaker will be used. This will be by random allocation and overseen by an independent party not connected with the admissions process.

In the event that a place is not offered the parents have a right to appeal to an independent body.

When asked to consider a placement for Looked After Children or Travelling Children extra advice can be sought from Children’s Services; 01743 254304.

Late Application for Admission

Parents are advised that they should try to ensure their applications for Reception Year are completed by 15 January at the latest. If, however, there are difficulties which prevent families from meeting the deadline, such as a house move after the closing date, or difficulty such as a serious illness or bereavement at the time when applications were due, then every attempt will be made to include the application with all others. The closing date for such exceptions will be mid-March. However, late applications after 16 January which are not the result of exceptions such as those listed above, will have to wait until all other applications have been considered. If there are places still available then there will be no problem in accepting late applications, however, it is in parents' best interests to apply where possible by the closing date.

Parents who apply for other year groups during the course of the year should contact the school. You will be informed if there are places available. If the year group is full then you may follow the procedure outlined above under "Right of Appeal".

In Year Admissions

Admissions mid-year for any year group will be dealt with in accordance with this policy and will be administered by the Academy. Proof of residence and dates of birth will be required for all applicants. Please contact the school for an admission application form.

Waiting list

If places are full there will be a waiting list. A child's name will be kept on the waiting list for the first term of the academic year

Children do not have to start full-time school until the start of the term after their 5th birthday. If this happens with autumn or spring born children this simply means the child starts a term later but in the same academic year. If a summer born child defers entry to autumn, then they will enter Year 1, and not the Reception year. However, a place may not be reserved into the next academic year and a separate application must be made.

We will signpost you to Shropshire Council's "Parents' Guide to Education in Shropshire". Please read this carefully as it contains important information about making a preference for primary schools and the need to consider making more than one preference, in case we cannot meet your preference for this school.

For your information, we liaise closely with Shropshire Council over the admission process. There is no cost associated with the admissions process to any Shropshire LA maintained school.

The Right to Appeal

In the event that a place is not offered the parents have a right to a review of the first decision by a Panel of Governors. This panel will not include the Principal or Chairman.

If the application is still unsuccessful, parents will have the right to pursue their case through an Independent Appeals Panel, which will be arranged by Shropshire Council. This procedure has been agreed with Shropshire Council and the Lichfield Diocesan Board of Education and is in accordance with the DfE Code of Practice on school admissions appeals. The form required for an appeal can be obtained via the school. (Details are in the Parents' Guide to Education in Shropshire available from the school or Shropshire Council's website www.shropshire.gov.uk/schooladmissions.)

Further Information

All parents are advised to read the Local Authority booklet for parents on primary admissions. Admissions and Pupil Place Planning is available to answer any questions or if you require advice and can be reached at:

Admissions Team Shropshire Council,
Shirehall,
Abbey Foregate,
Shrewsbury SY2 6ND

Tel: 0345 678 9008 Fax: 01743 340034
Email: school-admissions@shropshire.gov.uk
<http://shropshire.gov.uk/school-admissions>

Alternatively, please contact Mrs J McCulloch, the School Admissions Coordinator (on the school number: 01691 654832) who will be happy to help you.