

HOLY TRINITY CE SCHOOL,

Eagans Close, East Finchley, N2 8GA

ADMISSIONS POLICY

For 2015/2016



We have tried to make this policy as easy to understand as possible. If anything is not clear please ask for help at the school office.

Background

Holy Trinity is a one form entry Church of England Primary School with a nursery.

The Governors hope that parents who have chosen this school for their child have done so knowing that it is a Church of England school with a distinctive Christian ethos. Governors welcome applications from those of all faiths and no faith who will give their full support to the ethos of the school.

Governors hope that all children will attend the acts of collective worship and will take part in the religious education curriculum offered by the school.

This does not in any way remove the right that parents have to request that their children be withdrawn from these activities.

Statement of Special Educational Needs

Parents of children who have a Statement of Special Educational Needs should contact the Local Authority.

ADMISSIONS INTO RECEPTION

The Local Authority co-ordinates applications for reception places. Parents should complete the Common Application Form for the local authority area in which they live.

The reception admission limit at Holy Trinity is 30. If there are fewer than 30 applications, all applicants will be offered a place.

Oversubscription Criteria

In the case of there being more applications than places available the Governors will apply the following criteria in order:

- 1. Children who are in public care, that is, 'looked after' by a local authority.**

This also includes children who were previously looked after, but cease to be so because they have been adopted or became subject to a residence order or special guardianship order.

- 2. Children who have a brother or sister already attending the school** and whose parents are involved* in the work and worship of the Parish of Holy Trinity or any other Church of England church.** The older sibling must be on the school roll when the younger sibling commences their attendance at the school.
- 3. Children who have a brother or sister, already attending the school.**** The older sibling must be on the school roll when the younger sibling commences their attendance at the school.
- 4. Children who live in the N2 postal district and whose parents are involved* in the work and worship of the Parish of Holy Trinity or any other Church of England church.**
- 5. Children who live outside the N2 postal district and whose parents are involved* in the work and worship of the Parish of Holy Trinity, N2 or All Saints Church, N2.**
- 6. Distance from home to school.** Distance will be measured in a straight line from the front door of the child's home address (including flats) to the main entrance of the school, using the Local Authority's computerised measuring system.

In the event of there being insufficient places for all applicants within any of the above criteria, places will be given to those living nearest the school. In the event that two children live the same distance from the school a random selection will be made to determine which child will be admitted.

* Parental involvement for criteria 2, 4 and 5 is defined as being regular attendance at the church on a minimum basis of at least one service each month continuously during at least the last eighteen months.

Families which have recently moved into N2 will be considered to have parental involvement under criteria 2, 4 and 5 if they provide evidence acceptable to the governors of regular attendance at a Church of England Church.

For applications to be considered under criteria 2, 4 and 5, the relevant sections of the School's Supplementary Information Form will need to be completed by the family's priest, minister or religious leader to verify regular attendance.

****A sibling is defined as a brother or sister living at the same address. It also includes half brothers and sisters, step brothers and sisters and foster children provided all categories live at the same address.**

The term “parent” should be substituted by “prime carer” where applicable.

Where the last child to be offered a place in an infant class is one of multiple birth siblings, the school will admit over the published admission number in order to support the family. Under the provisions of the revised School Admissions Code, these children will be deemed as “excepted” pupils under infant class size legislation.

Holy Trinity Supplementary Information Form

As well as completing and sending in the Common Application Form to the Local Authority, all applicants applying under criteria 2, 4 and 5 are asked to complete and send in the Holy Trinity Supplementary Information Form to the school, by the Local Authority closing date for applications.

The Holy Trinity Supplementary Information Form is available from the school’s website <http://webfronter.com/barnet/holytrinityn2/> as well as from the school office.

Deferred Places for Reception

Children will be normally admitted to the reception class in the September following their fourth birthday. However, in line with the School Admissions Code, parents can defer their child’s entry to the reception year until later in the school year, where they have been offered a place at a school to start before they are of compulsory school age. Where entry is deferred, the school will hold the place for that child and not offer it to another child. However, entry cannot be deferred beyond the beginning of the term after the child’s fifth birthday, nor beyond the end of the reception year. Parents can also request that their child attends part-time until they reach compulsory school age.

Please note attendance at the nursery does not guarantee a place in reception. A separate application must be made for reception class.

Appeals

Unsuccessful applicants may appeal for a place in the school. Parents wishing to appeal should write to the school to request appeals papers. The letter should be addressed to the Chair of Governors, Holy Trinity CE Primary, Eagans Close, East Finchley, London, N2 8GA. Appeals will be held by a panel which is independent of the school and the Governors.

Waiting lists

In addition to the right to appeal, unsuccessful applicants can be asked to be placed on the waiting list. Any places that become available will be offered to those on the waiting list in line with the oversubscription criteria set out above.

ADMISSIONS INTO NURSERY

All applicants for nursery must complete the Holy Trinity Nursery Application Form. There is no common application form for nursery and admissions are dealt with solely by the Governors.

Nursery applicants will be considered using the same oversubscription criteria as for reception.

IN-YEAR ADMISSIONS

Applications for In-Year admissions are made directly to the school and if a place is available and there is no waiting list then the Governors will offer a place to the family. If more applications are received than there are places available then applications will be ranked by the governing body in accordance with the oversubscription criteria set out in this Policy, with the exception of children without an offer of any school place who are given priority immediately after other “looked-after” or previously “looked-after” children.

If a place cannot be offered at this time then you may ask us for the reasons and you will be informed of your right of appeal. You will be offered the opportunity of being placed on a waiting list. This waiting list will be maintained by the governing body in the order of the oversubscription criteria as modified above and not in the order in which the applications are received. Names are removed from the list at the end of each academic year. When a place becomes available the governors will decide who is at the top of the list and offer a place accordingly.

The local authority may require the school to admit a child exceptionally, either outside the normal admission arrangements or in excess of the published admission limit, in order to protect the interests of vulnerable children and those with challenging behaviour.