

# Admissions Policy



## Holy Trinity CE Primary School

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|---|---------------------|------|------------|
| SIGNED<br>EXECUTIVE HEAD<br>TEACHER           | Simon Knowles       | DATE | 13/11/2017 |
| SIGNED CHAIR OF<br>LOCAL ACADEMY<br>COMMITTEE | Madeleine du Vivier | DATE | 13/11/2017 |

# HOLY TRINITY C of E PRIMARY SCHOOL, Tottenham

## ADMISSIONS CRITERIA 2019/20

Holy Trinity CE Primary School is a 1-form entry school with 30 places for each academic year group. Where the number of applicants exceeds the number of available places the governors will use admissions criteria.

For entry to Holy Trinity CE Primary School, 70% of available places will be allocated under Foundation (Church) Criteria and 30% under Open Criteria (based on proximity to school).

Applications should be made **either** for a Foundation Place **or** for an Open Place.

Candidates unsuccessful in their application for a Foundation Place will automatically be considered for an Open Place.

**Where there are more applications than places available, places will be allocated according to the following criteria, listed in order of priority:**

1. Looked After Children (i.e., children in the care of the Local Authority) or a child who was previously looked after but immediately after being looked after became the subject to an adoption, child arrangements or special guardianship order.

The remaining places will be allocated 70% Foundation Places and 30% Open Places

### Foundation Places

*All parents applying on our Foundation Criteria should complete our Supplementary Information form so that governors may consider their application fully, in addition to their home Local Authority Common Application (CAF) form. Supplementary Forms should be collected from the school office or downloaded from the school website and returned direct to the school.*

2. Children who will have a sibling<sup>i</sup> at the school at the time of entry and whose parent(s)<sup>ii</sup> are, and have been, regular and committed worshippers<sup>iii</sup> in Holy Trinity Church, Phillip Lane, Tottenham for not less than Eighteen Months before the closing date of application. A form of authorisation, signed by the Parish Priest to this effect, is required.

3. Children whose parent(s)<sup>ii</sup> are, and have been, regular and committed worshippers<sup>iii</sup> in Holy Trinity Church, Phillip Lane, Tottenham for not less than Eighteen Months before the closing date of application. A form of authorisation, signed by the Parish Priest to this effect, is required.

4. Children who will have a sibling<sup>i</sup> at the school at the time of entry **and** whose parent(s)<sup>ii</sup> are, and have been, regular and committed worshippers<sup>iii</sup> in St Philip's Church, Philip Lane, Tottenham, St Mary's, Lansdowne Road, Tottenham St Paul's Church, Park Lane, Tottenham and St Frances at the Engine Room, Tottenham for not less than Eighteen Months before the closing date of application. A form of authorisation, signed by the Parish Priest<sup>iv</sup> to this effect, is required.

5. Children whose parent(s)<sup>ii</sup> are, and have been, regular and committed worshippers<sup>iii</sup> in St Philip's Church, Philip Lane, Tottenham, St Mary's, Lansdowne Road, Tottenham St Paul's Church, Park Lane, Tottenham and St Frances at the Engine Room, Tottenham for not less than Eighteen Months before the closing date of application. A form of authorisation, signed by the Parish Priest<sup>iv</sup> to this effect, is required.

6. Children whose parent(s)<sup>ii</sup> are, and have been, regular and committed worshippers<sup>iii</sup> at churches of another Christian denomination that are members of Churches together in Britain and Ireland or the Evangelical Alliance, for not less than Eighteen Months before the closing date of application. A form of authorisation, signed by the Parish Priest<sup>iv</sup> to this effect, is required.

**In the event that two or more applicants have equal right to a place under the Foundation Place Criteria, the Governing Body will give priority to those children living in nearest proximity to the school.<sup>v</sup> In cases where multiple siblings tie for the last available place, then all will be offered a place, even if this exceeds the planned admission number (in the event of this occurring the number of Open Places offered will be adjusted accordingly.**

### **Open Places**

**These will be allocated according to the following criteria, listed in order of priority.**

1. Children who will have a sibling<sup>i</sup> at the school at the time of entry.
2. Children living in nearest proximity to the school.<sup>v</sup>

**In cases where multiple siblings tie for the last available place, then all will be offered a place, even if this exceeds the planned admission number.**

### **Late Applications**

Late applications will be considered after all other applications.

### **Application Forms**

All applications should be submitted to your home Local Authority using their common application form. If you live in another borough and are applying to Haringey schools you should complete your own local authority form and return it to them direct.

If you are applying for a Foundation (church) place you should complete a Local Authority Common Application Form naming the school and complete a Supplementary Form so that governors may consider your application fully. The Supplementary Form should be returned to the school by the 31<sup>st</sup> January. We shall treat all data on this form as confidential and it will be processed in compliance with the Data Protection Act 1998. You will be informed if we receive a request for disclosure under the Freedom of Information Act 2000 and will be given an opportunity to comment before any decision about disclosure under that Act is made.

Applications for an Open place do not need to complete the Supplementary Form but must complete the Local Authority Common Application Form naming the school.

## **Out of Year Applications/Deferred Entry**

Where a place is offered it is for a full-time place from the September following the child's fourth birthday.

The place may be deferred until later in the school year but not beyond the point at which they reach compulsory school age (the term after the fifth birthday). This means that parents of a child whose fifth birthday falls between 1 September 2018 and 31 March 2019 may request that their child is not admitted until later in the school year 2018/19, but no later than the term after the child's fifth birthday, when she/he reaches compulsory school age. For children born between 1 April and 31 August, this is not beyond the beginning of the final term of the school year for which it was made. The school will hold any deferred place for the child.

Parents can request that their child may attend part-time until they reach compulsory school age.

## **Admissions out of the normal age group**

Places will be offered to children within the normal age group unless there is compelling evidence that it would be detrimental to the child's academic achievement and social and emotional development. For children whose fifth birthday falls between 1 April 2019 and 31 August 2019, parents who do not wish them to start school in school year 2018-19, but to be admitted in September 2019 for school year 2019-20, should discuss this with the school at an early stage. The Executive Headteacher will consider the request in conjunction with the Local Academy Committee and the LDBS Academy Trust. Decisions will be made on the circumstances of each case and the best interests of the child.

## **In-Year Admissions**

Siblings will be given priority for In Year Admissions after 'Looked after Children' (LAC). If a place is available and there is no waiting list then the school will communicate the governors' offer of 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.

If a place cannot be offered at this time, parents may request the reason and will be informed of their right of appeal. A waiting list will be maintained by the Governing Body in the order of the oversubscription criteria and not in the order in which the applications are received.

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<sup>i</sup> By 'sibling' we mean brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the carer's partner where the child for whom the place is sought is living in the same family unit at the same address as the sibling.

<sup>ii</sup> By 'parent(s)', we mean the primary care giver, with whom the child lives.

<sup>iii</sup> By 'regular and committed' worshippers, we mean parents who attend church services at least twice a month.

<sup>iv</sup> If a family has recently moved and worshipped regularly, right up until their departure, at another Anglican parish, the application must be countersigned by their previous Parish Priest. In the case of a vacancy, or where there is no priest in the parish, the application must be countersigned by a Church Warden.

<sup>v</sup> Distances will be measured from the child's home address, in a straight line, to the centre of the school using the Haringey Local Authority computerised measuring system and proof of address, e.g. Child Benefit/Council Tax/Electoral Roll documentation will be required both at the time of application and at the time of entry. In the case of two distances being the same the Haringey computer system will randomly order the priority of applicants