



## HOLY TRINITY CE (VA) PRIMARY SCHOOL



### ADMISSIONS POLICY

The Governing Body has responsibility for admissions to this school.

The planned admissions limit for 2010-2011 is 45.

Children are admitted to Holy Trinity as follows:

Birth date 1 September – 31 March – full time in September.

Birth date 1 April – 31 August – part time in September (am or pm), full time January.

#### **Application Procedures and timetable**

The Local Authority operates a common applications policy. All applications are considered equally and the governing body allocates places in accordance with the admissions policy.

Applications for Holy Trinity School should be made on the common application form in the Local Authority pack sent directly to you by the Authority. Forms should be sent back to Wakefield Authority no later than the date shown in the pack.

***If you wish to apply under the Christian Commitment Criteria which shows a Church commitment, you should also fill in an additional form (SIF) which can be obtained from the school office. This form should be returned directly to the school.***

You will be advised whether your child/ren has/have received a place at Holy Trinity by the Local Authority on the date shown in the pack.

#### **Special Educational Needs**

Holy Trinity CE (VA) Primary School will admit children with statements of special educational needs in which Holy Trinity is named on the Statement, in accordance with Section 324 of the Education Act 1996.

#### **Oversubscription Criteria**

All children who apply for a place at the school will be offered a place if places are available. In the event that there are more applications for places than the number of places available, places will be offered according to the following criteria:

1. Looked After Children.
2. a) Children who have siblings in the school on the date of admission, who live within the area served by the school and whose parents have a Church commitment who are 'At the heart of the church' (ie a regular worshipper – twice a month)  
b) Children who have siblings in the school on the date of admission, who live within the area served by the school and whose parents have a Church commitment who are 'Attached to the church' (ie a regular but not frequent worshipper)  
***(A SIF form to provide confirmation of Christian commitment should be filled in and is available from the school. The form should be signed by the Vicar, Rector or other minister and returned to the school.)***
3. Children who have siblings in the school on the date of admission who live in the area served by the school.
4. Children who have siblings in the school on the date of admission whose parents have a Church commitment.
5. Children who have siblings in the school on the date of admission.
6. Children who live within the area served by the school whose parents have a Church commitment.

7. Children who live in the area served by the school.
8. Children whose parents have a Church commitment.
9. Children who are attending Holy Trinity School nursery immediately prior to date of admission.

***If there are more applications in a particular category than the number of places available, the remaining places will be offered to children whose home is nearest to school. The distance measured will be from the central (centroid) point of applicant's property to the central (centroid) point of the school's ground. Measurement will be made using the LA's in-house mapping software.***

Applications will be considered by the governors in the following order:

- ❖ Applications received on time that satisfy the over-subscription criteria in order
- ❖ Late applications received that satisfy the over-subscription criteria
- ❖ All other applications ie those not satisfying any of the over-subscription criteria

Holy Trinity maintains a waiting list for all year groups. Children on this list will be ranked in the same order as the over-subscription criteria.

### **Notes**

1. A list of addresses within the area served by the school is available at the school.
2. The home address will be the address where Child Benefit is paid. Where a child lives in two homes or other relevant circumstances, proof of the home address must be supplied to the school.
3. Families who are due to move house should provide relevant documentation (solicitors letter, rental agreement etc)
4. Siblings are defined as
  - Full or half brother or sister
  - Step brother or sister
  - Adoptive brother or sister
  - Children of parents living together in the same family household.
5. 'Parents' include all those who have parental responsibility for a child as set out in the Children Act 1989. Where responsibility is shared, the person receiving Child Benefit is deemed to be the parent.
6. Twins or Triplets – where a family of twins or triplets request admission and there is only one school place available, it will be left to the family to decide whether or not they wish to take up the place for one of their children, and appeal for the second or third child in the same year group, or to decline the place.
7. Parents who wish their child to be included on a waiting list must inform school in writing. The list will be reviewed and revised according to children being added or removed, changing circumstances of children on the list, and at the end of each school year.
8. Where governors are unable to offer a place because the school is over subscribed, parents have the right to appeal, although the success of the appeal may be limited if the place was refused because of government limits on infant classes. Parents must submit a notice of appeal within 21 days of the refusal letter to:

The Clerk to Aided School Appeal Panel  
Wakefield Diocesan Board of Education  
Church House  
1 South Parade  
Wakefield  
WF1 1LP  
Tel 01924 371802



**SUPPLEMENTARY INFORMATION FORM (SIF)**  
**FOR ADMISSIONS TO**  
**HOLY TRINITY CE (VA) PRIMARY**



**Introduction**

Holy Trinity Primary School is a Church Aided School, which means that members of the Parish of Ossett and the Diocese of Wakefield have contributed towards the building of the school and continue to pay towards its maintenance.

The school is designated as a school with a Religious Character and as such is permitted to give application preference to members of a particular faith or denomination.

The purpose of this Supplementary information Form is to verify the Christian commitment of the parent(s)\* applying for a place at Holy Trinity School. **This form should be completed if you want your application to be considered using the Christian commitment Oversubscription Criteria of the Schools admissions policy. Failure to complete this form may affect the oversubscription criteria in which your child is placed.**

I/We – (name(s))	
of – (address )	
*Parent(s) of – (child's name)	

**declare** Christian Commitment, for at least the previous **two years**, described as:

<b>'At the heart of the church'</b> – A regular worshipper who is on the electoral roll of the church and worships at least twice a month. The worshipper could be one or both parents.	Please tick
<b>'Attached to the church'</b> – A regular but not frequent worshipper. A person who usually attends a monthly family or church parade service or is regularly involved in a weekday church activity including an element of worship.	Please tick

*Parental signature(s)	Please print your name(s)
(1)	(1)
(2)	(2)
date	date

(\* see admissions policy for definition of terms)

**THE PERSON VERIFYING YOUR DECLARATION MUST COMPLETE THE NEXT PART OF THE ORM.**

<b>Verified by</b> Vicar, Rector, Priest in Charge, Minister of Religion etc. (during an interregnum the form may be signed by a churchwarden)	
Signature	
Please print your name	
Status within the church	
date	
Your contact address/ telephone	

**Please return to Holy Trinity CE (VA) Primary School, Church Street, Ossett WF5 9DG**