



HOLY TRINITY CE SCHOOL

Admission Criteria for 2025-2026

To apply for a place at Holy Trinity CE School parents should complete an online Common Application Form (CAF) naming the school. Those applying under criterion 2 should also complete the school Supplementary Information Form so that governors may consider their application fully.

The Governors of Holy Trinity Church of England School are responsible for the admission of pupils to the school. A maximum of 30 children will be admitted to each class from reception class upwards. Children are admitted into Reception Class in one intake in September of each academic year. If you are applying for a Foundation Place, you should also complete the schools (SIF) Supplementary Information Form and return to the school office by the closing date, so that the governors may consider your application fully.

Children who are not offered a place will automatically be added to our waiting list in order of their eligibility for the admissions criteria.

All applicants are considered for one category, in the following order of priority:

1. Children in Public Care, also known as Looked After Children(a) in care of the local authority, children who have been adopted(b) or made subject to a child arrangement(c) or special guardianship(d) order immediately following having been looked after. Previously looked after children, including those children who appear to Holy Trinity CE School to have been in state care(e) outside of England and ceased to be in state care as a result of being adopted.
2. Siblings**- sibling to be on the school roll at the time of entry
3. Children of staff***, where the staff member has been employed on a permanent basis for at least two years at the time of application.

The remaining places will be divided as follows:

Following this:

4. Foundation Places – 70%
 - i. Foundation Places will be offered to children from families who have regular attendance* at Holy Trinity Church, Sloane Street
 - ii. Foundation Places will be offered to children from families who have regular attendance* at another Anglican church
 - iii. Foundation Places will be offered to children from families who have regular attendance* at another Christian church (as defined by the Churches Together in England or the Evangelical Alliance UK)
5. Open Places – 30% Open Places will be offered by the Governors according to the following criteria:
 - i. Nearness of the candidate's home to the school

Proof of Date of Birth and address of the applicant will be requested after an offer has been made.

When deciding between the applicants who appear to have equal entitlement to admission under the criteria, in the order of priority as above, the governors will offer the place to the applicant who lives nearest to the school calculated using a straight line (as the crow flies) measurement from the child's home 'address point' determined by Ordnance Survey Data to the centre of the school grounds as determined by the Royal Borough using its computerised measuring system. The child living closest to the school will receive the highest priority. For children applying to the reception class the distance will be measured to the Cadogan Gardens building. Where two or more children have the same distance a decision will be made by random allocation.

If there is less than 70% of applicants offered under the foundation criteria, any remaining places will be offered under the open place criteria.



CHILDREN WITH A SPECIAL EDUCATIONAL NEED

If your child has an Education, Health or Care Plan (EHCP) the procedure for admission is completely separate from the usual admissions criteria. Please contact the special needs team in your local authority for advice and guidance.

Applicants may defer entry to school up until statutory school age i.e. the first day of term following the child's fifth birthday. Application is made in the usual way and then deferment is requested. The place will then be held until the first day of the Spring or Summer Term. Applicants may also request that their child attend part-time until statutory school age is reached. Entry may not be deferred beyond statutory school age or beyond the year of application.

Requests for admission outside of the child's chronological year of entry will be considered in accordance with para. 2.17 (Admissions Code 2012). The school, as the admission authority, must make decisions on the basis of the circumstances of each case, informing parents of their statutory rights to appeal. This right does not apply if the child is offered a place in another year group at the school. Each case will need to be supported by a professional (e.g. GP, social worker) that provides the reason for admissions outside of the chronological year group.

The admissions arrangements and the admissions criteria below are reviewed annually.

When there are more applicants than places, places are allocated in according to these criteria as they are listed, in order of priority.

Reception Class Applications:

The Common Application Form (CAF) must be submitted online by 15th January 2023 www.rbkc.gov.uk/schools/admissions. Paper forms can be obtained from the Home Local Authority (borough of residence). Proof of address will be checked and validated by the Home Local Authority. Those applying under criterion 2 should also complete the school Supplementary Information Form (school's clergy) so that governors may consider their application fully. Proof of the child's date of birth will be requested once a place is offered.

In-Year Admissions:

The above criteria will be applied if vacancies arise during the school year and there are more applicants than places. Applications are made to the Royal Borough Admissions Team on the borough's application form. If a place can be offered, this will be notified by the Royal Borough on behalf of the governing body.

Twins, triplets and multiple births – twins, triplets and multiple birth children will be considered as individuals alongside all other applicants. Every effort will be made to accommodate twins or multiple birth children within the same school even if this means that the PAN will be exceeded

Those applying under criterion 2 should also complete the school Supplementary Information Form (school's clergy form, so that governors may consider their application fully.

If more applications are received than places available, then applications will be ranked by the school in accordance with the above admission criteria. 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 school in the order of the oversubscription criteria [as above] and not in the order in which the applications are received. When a place becomes available, the governors will decide who is at the top of the list so that the Royal Borough can inform the parent that the school is making an offer.

The school is committed to taking its fair share of children who are vulnerable and / or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admissions round, the Governing Body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the local authority and the Governing Body for the current school year. The Governing Body has this power even when admitting the child would mean exceeding the published admission number.

Definitions:

* Regular attendance is defined as attendance once a month for the last 12 months, prior to completion of the form

**Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling?.



*****Staff refers to all members of staff on payroll. The staff member must still be employed when the child is due to start the school. If they are not or leave after the offer has been made the application will be considered under the remaining criteria**

- a) 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 (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.
- b) This includes children who were adopted under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders).
- c) Child arrangements orders are defined in Section 8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.
- d) Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians)
- e) A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

**Consultation held Autumn Term 2022
Reviewed by Admission Committee Feb 2024
To be Agreed by FGB March 2024**