



## HOLY TRINITY C.E PRIMARY SCHOOL ADMISSION ARRANGEMENTS ADMISSION POLICY 2023-2024

Holy Trinity Church of England Primary School is a Voluntary Aided school. The Governing Body is the admission authority for the school, and the school is required to act in accordance with the School Admissions Code. The admissions process is co-ordinated by Tameside Council (the Local Authority) and the school liaises with the Local Authority on admissions issues. The following arrangements for admissions, which include the criteria used to determine the allocation of places when the school is oversubscribed, have been agreed following consultation with Manchester Diocesan Board of Education and Tameside Local Authority.

### Admission arrangements

The school's published admission number (PAN) agreed for admission to the Reception Class is 30. If no more than 30 applications are received for admission to the Reception Class, all applicants will be offered places.

39 part time children may be admitted to the Nursery class. (Please see Nursery admissions policy for full details). A separate application must be made for any transfer from the Nursery class to the Reception Class in the Primary School.

Responsibility for admissions is delegated to the Governing Body Admissions Committee.

The school will admit all children having an Educational Health Care Plan (EHCP) in whose statement the school is named.

When the number of applications received is greater than the number of remaining places available (after the admission of any pupils with an EHCP naming the school), the decision on which children will be admitted will be based on the following oversubscription criteria, which will be applied in the order of priority set out below:

1.	Children in public care and previously looked after children. This includes any "looked after child", "previously looked after children" and any child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order. 'Looked after' means that the child was (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. This criteria also includes looked after children and all previously looked after children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2.	Children whose medical or social circumstances mean that their needs can only be met at this school.
3.	Children who will have an older sibling (brother or sister) attending the school at the time of their admission.
4.	Children who have an older sibling (brother or sister) attending the school at the time of their application.
5.	Children of staff who have been employed at the school for two years or more at the time of the application for admission to the school is made.

6.	Any other children who reside in the former Parish of Holy Trinity, by distance from the school, with priority for admission given to children who live nearest to the school.
7.	Any other children.

Notes:

a) Where there are more applicants for the available places within a category, then priority will be given to children living nearest to the school. Distance will be measured as a straight line from the child's home address, using the address point assigned by the National Land and Property Gazetteer, to the main gate to the school property. Measurements will be made using the local authority's school admissions data mapping software, which uses a Geographical Information System based on Ordnance Survey.

In the event of distances being the same for 2 or more applications, where this distance would be the last place/s to be allocated, the place will be allocated to the pupil that is nearer using walking distance as measured using the local authority's school admissions data mapping software.

- b) Where admission is sought under exceptional medical or social circumstances criteria, professional supporting evidence, e.g. from a doctor, psychologist or social worker, is essential. Such evidence must set out the particular reasons why the school is the most suitable for the child and the difficulties that would be caused if the child had to attend another school.
- c) Sibling (brother or sister) includes natural sisters/brothers; half-sisters/brothers; step sisters/brothers; adopted sisters/brothers, sisters/brothers of adopted children; children of the parent/carer's partner, and in each case living at the same address and full brother or sister living apart.
- d) A map showing the area covered by the former Parish of Holy Trinity is available at the school.
- e) Tie breaker: In the event that a number of children equally meet the criteria, and where to admit all of them would exceed the PAN of 30, then the children who meet the lowest criteria will have their places decided by the drawing of lots. For example, this would apply in the event of two or more applicants meeting the exact same distance criteria. The drawing of lots will be done by someone with no connection to the school.

### Infant class size

Infant classes (those where the majority of children will reach the age of 5, 6 or 7 during the school year) **will not** contain more than 30 pupils with a single school teacher. Additional children **may** be admitted under very limited exceptional circumstances. These children will remain an 'excepted pupil' for the time they are in an infant class or until the class numbers fall back to the current infant class size limit. The excepted children are:

- a) Children admitted outside the normal admissions round with an EHCP specifying a school;
- b) Children in public care and previously looked after children.  
This includes any "looked after child", "previously looked after children" and any child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order. 'Looked after' means that the child was (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. This criteria also includes looked after children and all previously looked after children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.;
- c) Children admitted, after initial allocation of places, because of a procedural error made by the admission authority or local authority in the original application process;
- d) Children admitted after an independent appeals panel upholds an appeal;
- e) Children who move into the area outside the normal admissions round for whom there is no other available school within reasonable distance;
- f) Children of UK service personnel admitted outside the normal admissions round;

- g) Children whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil;
- h) Children with special educational needs who are normally taught in a special educational needs unit attached to the school, or registered at a special school, who attend some infant classes within the mainstream school. ‘

### **Applying for places**

Applications must be made on the local authority’s application form. Details of all the applications made will be forwarded to the school by the local authority.

In addition to the local authority form, please give details of the points you wish to be taken into consideration regarding your child’s qualifications for entry under the above criteria in a covering letter.

### **Waiting list**

Where we have more applications than places, the admissions criteria will be used. Children who are not admitted will have their name placed on a waiting list. The names on this waiting list will be in the order resulting from the application of the admissions criteria. Since the date of application cannot be a criterion for the order of names on the waiting list, late applicants for the school will be slotted into the order according to the extent to which they meet the criteria. Thus it is possible for a child who moves into the area later to have a higher priority than one who has been on the waiting list for some time. If a place becomes available within the admission number, the child whose name is at the top of the list will be offered a place. This is not dependent on whether an appeal has been submitted. This waiting list will operate until the end of the autumn term only and is held by the Local Authority.

### **In-year admissions**

Admissions outside of the normal school round should be made to the Local Authority in the same way as all other applications. In the event that more children apply than there are places available the usual order of priority will apply. Unsuccessful applications can be appealed as detailed below.

### **.Appeals**

Where the governors are unable to offer a place because the school is oversubscribed, parents have the right to appeal to an independent admission appeal panel, set up under the School Standards and Framework Act, 1998, as amended by the Education Act, 2002.

#### **Appeals can be made online or in writing to:**

**Democratic Services  
Tameside One  
Market Place  
Ashton Under Lyne  
Tameside MBC OL6 6BH**

Parents will have the opportunity to submit their case to the panel in writing and also to attend in order to present their case. You will normally receive 14 days’ notice of the place and time of the hearing.

### **Nursery Admissions**

39 places are available in the Nursery, and the Governors shall determine how many of these places are to be allocated on a full-time or part-time basis each year, depending on the number of applicants.

**A place in the Nursery does not guarantee a place in the Reception class the following year.** A separate policy is available on the school website.

### **Deferred Admissions**

Children will be admitted to the Reception class at the beginning of the Autumn term before their fifth birthday. Parents may request that their school place be deferred until later in the school year and if they do this the place will be held for the child. They cannot, however, defer entry beyond the beginning of the term after the

child's fifth birthday, nor beyond the school year for which the original application was accepted. Parents can also request that their child attends on a part time basis until the child reaches compulsory school age.

In **exceptional circumstances** the parents of summer born children (Who would not become 5 until April-August) may request that their child's place is deferred for a full year. This could be because they were born prematurely or because of other critical social or medical factors. This deferment would be granted after consultation with the Governing Body of Holy Trinity and would result in the parents applying for a Reception place again the following year. Parents who wish to make a request should put their request in writing, to the Head Teacher, at the time of application. The Governing Body will reach a decision on the request based on evidence in the letter and the views of the Head.

Please keep this copy of the Admissions Policy for your own information.