




Holy Trinity Church of England Primary School

School Admission Arrangements for 2024/25 Academic Year

These arrangements apply to admissions into reception in 2024 and admissions to any year group in the 2024/25 academic year.

Approved	21 February 2023
Committee Responsible	Admissions Committee part of the Board of Trustees
Name:	Tess Gale
Signed	
Dated	21 February 2023



Part 1 - General information

1.1 About our school

At Holy Trinity Church of England Primary School we are passionate about doing the very best for our children, so that they can be the very best versions of themselves. Our aim is to make our school a welcoming environment for all of our children, irrespective of their starting points.

1.2 Contact details

School website: www.trinityprimary.co.uk

Admissions contact: Sharon Causley

Tel: 01823 284128

School Office: holytrinity@redstartpartnership.co.uk

Office Manager: Mrs Andrea Johnson

Somerset Local Authority website: www.somerset.gov.uk/admissions

1.3 The Published Admission Number

Holy Trinity Church of England Primary School has an admission number of 60 for entry in the reception year in 2024.

The school will accordingly admit this number of pupils each year if there are sufficient applications. Where fewer applicants than the published admission number(s) for the relevant year group are received, the Admissions Committee will offer places at the school to all those who have applied.

1.4 Relevant documents: Please read this information before applying for a school place

Important documents published by your Local Authority are relevant to some areas of school admissions procedure. Applicants are strongly advised to contact their 'home' Local Authority (the area in which the child lives) or access the Local Authority website and ensure that they read and understand this information before proceeding with an application for a school place. Related documents of particular importance are:

- The Local Authority Coordinated Admissions Scheme (this applies to starting and transferring school for the first time)
- The Local Authority Fair Access Protocol
- The Local Authority School Transport policy
- Free School Meal Entitlement

Part 2 - Over-subscription criteria

2.1 When the school is oversubscribed, after the admission of pupils with an Education, Health and Care plan naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:



It is important to note that being on roll at the nursery does not give a priority for a school place in the reception year. Places are allocated strictly according to the over-subscription criteria.

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence/child arrangements, or special guardianship order. 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. (See important note 1).
2. Places will be allocated to pupils who have a parent who teaches at the academy and has done so for at least 2 years as of the closing date for applications.
3. Places will then be allocated to pupils who have a sibling attending at the time of admission.
4. Children who themselves or whose parent/s regularly (at least once a month for a year) attend Holy Trinity Church. For this criterion a supplementary Information form will be required.
5. Children who themselves or whose parent/s regularly (at least once a month for a year) attend churches or places of Christian Worship which are full members of Churches Together in Taunton and/or Churches together in England and/or Evangelical Alliance. For this criterion a supplementary Information form will be required.
6. Places will then be allocated to other pupils by order of distance from their home address to the school, closest first.

Important notes

1. A "Looked After Child" means any child who is in the care of a local authority in accordance with Section 22 (1) of the Children Act 1989. A child who was "a previously Looked After Child" means a child who after being Looked After became subject to an Adoption Order under Section 46 of the Adoption and Children Act 2002, a Residence Order under Section 8 of the Children Act 1989 or Special Guardianship Order under Section 14A of the Children Act 1989. As well as those 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. Relevant evidence will be required to be submitted.
2. The address that will be taken into consideration for the purpose of allocating school places is the address at which the child is resident at the closing date or an address at which the child will be resident at before the start of the new academic year providing the change of address is notified and evidence provided by the exceptional circumstance deadline as outlined in the Local Authority primary admissions guide available on their website.

2.2 Tie breaker:

If in categories 1-5 above a tie-break is necessary to determine which child is admitted, the child living closest to the school will be given priority for admission. Distance is measured in a straight line by a



Geographical information System (GIS) method from the geocoded point of the school site to the geocoded point of the pupil's home.

Random allocation by drawing lots supervised by someone independent of the school, will be used as a tie-break in categories 1-5 above to decide who has highest priority for admission if the distance between a child's home and the school is equidistant in any two or more cases.

However, if children of multiple birth (twins and triplets) are tied for the final place, those siblings will be admitted over PAN as permitted by infant class size rules.

Part 3 - Starting school in the reception year group for the first time in September 2024

Applications must be submitted to the home LA. If this is Somerset applications can be made on-line at www.somerset.gov.uk/admissions. Paper applications are available to download from the Somerset County Council website at www.somerset.gov.uk/admissions, or upon request by telephoning Somerset Direct on 0300 123 2224.

Applications must be received by 23:59 hours on 15 January 2024, otherwise the application will be recorded as late. Late applications will be considered after those received on time. Please see the Somerset LA co-ordinated scheme for full details.

Outcomes for on time applications will be sent out by email (for on line applicants) or second class post on 16 April 2024 (or next working day if this falls on a weekend or bank holiday).

Part 4 - Admission to any year group during the 2024/25 academic year (in- year admission)

In-year applications must be submitted directly to the school using the in-year application form which can be obtained on the school website or by request to the school office.

The admissions committee will consider batches of applications on a weekly basis with a 4pm deadline every Friday (term time only) for receipt of applications. If more applications are received than there are places available, the over-subscription criteria will be applied

A decision will be notified in writing to the applicant within ten school days.

Proof of address may be required to be submitted with the application. This will be either the formal 'exchange of contracts' letter from the solicitor for a house purchase, a recent utility bill or the signing of a minimum of a six month tenancy agreement. The Admissions Committee reserves the right to seek further documentary evidence to support a claim of residence.

Where there are more applications than places available within a particular year group, applications will be considered against the published oversubscription criteria and allocated up to the admission number/ limit.

Places will not be allocated more than six school weeks or half a term in advance of being required. The only exceptions are children of UK service personnel and other crown servants (including



Diplomats) returning to the UK with a confirmed posting to the area (see Children of UK service personnel).

Part 5 - Appeals procedure

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Details of how to appeal are included in the outcome email or letter.

Information on the timetable for the appeals process is published on our website by 28 February each year.

Part 6 - Important information

6.1 Waiting lists

The Admissions Committee operates waiting lists for every year group. Where a child is formally refused admission to any year group, parents may request that his/her child's name is placed on the appropriate waiting list. Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list. Waiting lists will be maintained until the end of the academic year.

6.2 Deferred entry for infants

Parents offered a place in reception for their child have a right to defer entry, or to take the place up part-time, until the start of the term beginning immediately after their child has reached compulsory school age. However, places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.

Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.

6.3 Full-time schooling

Parents have a right to a full-time place at school for their child from the September following their fourth birthday.

6.4 Summer Born Children

Parents of summer born children may request that they are admitted into reception rather than year one when they become of compulsory school age. Applications will be considered as set out below (see admission of children outside their normal age group)



6.5 Admission of children outside their normal age group

Parents may request that their child is admitted to a year group outside their normal age range, for instance where the child is summer born or where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting his or her schooling.

When such a request is made, the Admission Committee will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the head of school and any supporting evidence provided by the parent. If a request is refused, the child will still be considered for admission to their normal age group.

The parent is required to make an on-time application for the child's normal age group (if relevant) but can submit a request for admission out of the normal age group at the same time. The LA will ensure the parent is aware of whether the request for admission out of age group has been agreed before National Offer Day and the reason for any refusal.

Requests for admission out of the normal year group will be considered alongside other applications made at the same time. An application from a child who would 'normally' be a year 1 child for a reception place will be considered alongside applications for reception.

If a request for delayed admission is agreed, the school place application may be withdrawn before a place is offered and a new school place application will need to be made as part of the normal admissions round the following year.

If a request for a child to be admitted to school a year early is agreed, the school place application will be processed and an outcome will be sent on the National Offer Day.

If a request for delayed admission is refused, the parent must decide whether to accept the offer of a school place for the normal age group, or to refuse it and make an in-year application for admission to year one for the September following the child's fifth birthday.

If a request for a child to be admitted to school a year early is refused, the school place application will not be processed and a new school place application will need to be made as part of the normal admissions round the following year.

There is no right of appeal against the decision not to allow your child to be admitted outside of their normal age group.

One admission authority cannot be required to honour a decision made by another admission authority on admission out of the normal age group. Parents, therefore, should consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference schools.

For further information and important things you should consider please visit;

<http://www.somerset.gov.uk/education-learning-and-schools/choosing-a-school/starting-or-transferring-school-early-or-late/>



6.6 Children from overseas

The Admissions Committee will treat applications for children coming from overseas in accordance with European Union law or Home Office rules for non-European Economic Area nationals.

The Admissions Committee will process applications for children who are citizens of the European Economic Area (EEA) and for UK citizens living abroad. If proof of the Somerset address is not available the application will be considered on the current address. The only exceptions are children of UK service personnel and other crown servants (including Diplomats) returning to the UK with a confirmed posting to the area (see Children of UK service personnel).

The Admissions Committee will not allocate a place to any non EEA citizen moving into Somerset from outside the UK prior to their arrival in the country. In such cases the LA will require copies of the passports, appropriately endorsed visas and proof of residency – see home address definition. Applicants who are citizens of countries from outside the EEA should first check that their visas will not be invalidated by taking up a maintained school or academy place before applying. If in doubt, parents should contact the Home Office.

6.7 Siblings

For the purpose of school admission, the governors' definition of a sibling is a child living at the same address as a half or full brother or sister, an adoptive brother or sister, or children of the same household at the time of application and remaining so at the time of admission. Please see the information on shared residency arrangements which will apply if necessary in order to determine the sibling's permanent home address.

6.8 Parent

A 'parent' in education law includes natural parents, whether they are married or not and a person other than the natural parent(s) who has parental responsibility or care of a child or young person. Having 'care' of a child or young person means that person who looks after the child and with whom the child lives, irrespective of what their relationship is with the child.

6.9 Home Address

For the purposes of school admission, the Admissions Committees' definition of a child's home address is considered to be where the child spends the majority of their time with the person(s) who legally have care of the child. Documentary evidence of house ownership or a minimum six-month rental agreement may be required, together with proof of the child's residence at the property concerned. Places will not be allocated on the basis of a future house move unless this can be confirmed through the exchange of contract or the signing of a minimum six month formal lease agreement from a letting agency in place at the time of application. Please note private letting agreements may not be accepted as proof of residence. An address change due to a move to live with family or friends will not be considered until the move has taken place and suitable proof of residency has been obtained. Proof that a move from the previous address has taken place may also be required e.g. proof of exchange of contracts, a tenancy agreement showing the end date of the tenancy or a notice to quit from the landlord or repossession notice. The Admissions Committee



reserves the right to seek further documentary evidence to support any claim of residence which could include contacting the estate agent, solicitor, landlord or relevant professional.

An address used for childcare arrangements cannot be used as a home address for the purpose of applying for a school place. The Admissions Committee may withdraw the offer of a school place if the child's home address is subsequently found to be fraudulent.

Where shared residence arrangements are in place and it is necessary to determine the home address, each parent may be required to write to the Admissions Committee and inform them of the number of days each week the child spends with them. Where the child spends equal time with both parents the Admissions Committee may ask for additional information including evidence of which parent/carer is in receipt of child benefit, and/or the name of the GP surgery at which the child is registered.

6.10 Withdrawing an allocated place

The Admissions Committee will expect parents to confirm by post or email within 21 school days, their acceptance of any place offered at the school. The child must then be attending school within five weeks of the date of the original offer letter. The Admissions Committee reserves the right to withdraw the offer of a place if these conditions are not met and to reallocate the place to the highest ranked child on a waiting list, or to a new applicant where no waiting list exists.

Should the Admission Authority become aware that a place was secured for a child at the school on the basis of misleading or false information, it will consider withdrawing the offer, or where a child has already started to attend the school may remove the child from the school roll. The circumstances of the case will be fully discussed with the parent and, if the decision is taken to withdraw the offer of a place, the application will be considered afresh, taking account of any new information.

6.12 Children of UK service personnel

The Admissions Authority endeavours to ensure that their admission arrangements support the Government's commitment to removing disadvantage for service children. In year applications are usually considered for admission up to a maximum of half a term in advance of the place being taken up. An exception is made for children of UK service personnel with a confirmed posting to the area and crown servants returning from overseas to live in the area where a place can be made available up to a year in advance of being required providing the appropriate documentation is provided as proof of posting (an official government letter (e.g. MOD, FCO or GCHQ) declaring a relocation date and intended posting.)

Usually, a place may be allocated prior to actual residency, only on receipt of exchange of contracts or a formal signed rental agreement. An exception is made for children of UK service personnel with a confirmed posting to the area and crown servants returning from overseas to live in the area. This means that, providing the application is accompanied by an official government letter (e.g. MOD, FCO or GCHQ) declaring a relocation date and intended posting, the admissions authority will process the application. If proof of a home address is not available at this stage the admissions authority will accept a unit postal address or quartering area address.



If the parent/carer is moving to the area as a result of leaving the armed forces then no special consideration will be given to the application under the grounds of the application being made by a service family.

For further information please refer to the DfE explanatory note on Admission of Children of Crown Servants;

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/461481/Admission_of_children_of_crown_servants.pdf

Enquiries about these arrangements

These Admission Arrangements reflect the statutory requirements of the Department for Education 2014 School Admissions Code and the 2012 School Admissions Appeals Code.

Please contact the school office if you have any enquiries about these Admission Arrangements.

Church of England Voluntary Aided and Foundation Schools in the Diocese of Bath & Wells

School Admission Supplementary Information Form

Notes for those applying for places at Church of England Voluntary Aided or Foundation Schools

If you wish for your application to be considered under any criteria relating to church attendance, you must ensure the following:

1. That the attached form is completed by you and signed by the relevant church representative (vicar, priest, minister, pastor, church warden).
2. That the information on the form matches and fulfils the requirements set out in the specific admissions arrangements of the school for which you are applying.
3. That the completed form, signed by both you and the clergy, is submitted by the closing date for applications. This is 15th January 2024 for first admission.
4. That a separate form be submitted for each church school for which you are applying as each is likely to have differing admissions criteria.
5. If you have recently moved, or are about to move, to a different area, that the appropriate church representative of the church where you have been regularly worshipping signs the form for your application. **Please ensure that they have seen the admissions requirements for the school/s for which you are applying and are satisfied that you meet the necessary criterion/criteria.**

Please Note:

- Failure to send the correctly completed form by the published closing date will mean that your application cannot be considered under any church attendance criterion.
- The need to obtain the signature from a previous member of clergy/church after moving house cannot be considered as a reason for a late application to be accepted.



Church of England Voluntary Aided and Foundation Schools in the Diocese of Bath & Wells

School Admission Supplementary Information Form

Notes for clergy or those responsible and authorised to sign Supplementary Information Forms for those applying to church schools under a church attendance criterion

Please note that the recommendation of the Bath & Wells DBE is that clergy do not work in isolation when looking at school admission supplementary information form requests. The DBE strongly recommends that it is best practice to have a sub-committee of at least three members, including clergy, church wardens and those with responsibility for Sunday school to consider these requests and be authorised to sign the form if it is agreed appropriate.

Please also note that the completion of this form and its return in time to meet the admission application deadlines is critical for the applicant, and without it the child cannot be considered eligible under any church attendance criteria, even if they are regular attendees at church.

In order for the application to be considered under any church attendance criteria within the school's admissions arrangements, the following must be ensured:

6. That the attached form is completed by the applicant and signed by the relevant church representative (vicar, priest, minister, pastor, church warden).
 7. That the information on the form matches and fulfils the requirements set out in the specific admissions arrangements of the school to which the application is being made. **Clergy must be clear that the specific criterion for each school is being met by the applicant and should see the admissions criteria so that they can check.**
 8. The DBE recommends that schools use the criterion that either the child or at least one parent has attended worship at the church at least once a month for a minimum of six months prior to the time of the application. **Please note that this does vary from school to school, with some having far more rigorous requirements.**
 9. **The DBE does recommend that the child or a parent has attended actual worship and that attendance at toddler groups or other activities that are held at the church does NOT meet the requirements.**
 10. That the completed form, signed by both applicant and the clergy, reaches the appropriate admissions authority by the closing date for submission of applications. This is 15th January 2024 for first admission.
- NB This is clearly the responsibility of the applicant, not the church representative.**
11. That a separate form be completed for each VA or Foundation church school for which the applicant is applying as each is likely to have differing admissions criteria.
 12. For applicants who have recently moved, or are about to move, to a different area, the form is completed by the clergy at the church where they have been regularly worshipping. It is the



responsibility of the applicant to organise this and ensure that the form is completed and sent in on time.

Please Note:

The application process is a legal one and every effort **MUST** be made to ensure that applications and any supplementary forms are completed accurately and on time. If applicants are unsuccessful they have the right to appeal, and the information provided by clergy can be critical to the outcome of both the application and appeal, particularly where a school is very popular and oversubscribed.

Competition for places at some schools can be fierce and it is vital that information supplied is accurate. **Clergy should not be pressured into signing a form if they know that the applicant does not, or are in doubt as to whether the applicant does, meet the criteria laid down by the school. This is one reason why a committee should consider every application. It is also particularly helpful where there is an inter-regnum or where clergy have been in post less than six months.**



HOLY TRINITY C OF E PRIMARY SCHOOL

**SUPPLEMENTARY INFORMATION FORM
PART A
Admission in 2024**

To be completed by the parent/carer

Holy Trinity C of E Primary School is an Academy. The academy trust is the admissions authority and has responsibility for setting the admissions arrangements.

If there are more applications than there are places, the Admissions Committee will prioritise applications where evidence can be provided that criteria 5 or 6 have been met. If you wish your child to be considered under the religious grounds of criteria 5 or 6, please complete this form and return it at the same time as your school place application by the closing date of **15th January 2024**. If you do **not** wish your child to be considered under the above criteria, this form is **not** necessary.

For the purposes of assessing eligibility to education transport on faith grounds, information on this form may be used to confirm that your application for a place at the school was on religious grounds.

Once you have completed Part A, please pass the form to your priest, minister, faith leader or church official. It is the responsibility of the parent/carer to return the form with your school place application by the closing date for submissions. Only where both parts are returned by the closing date of **15th January 2024** can this information be considered as on time by the Admissions Committee and your application prioritised accordingly. Failure to return this form will result in any application being considered under the “non-church” criteria.

It is entirely the responsibility of the applicant to ensure that any Supplementary Information Form is returned on time to the home Local Authority.

Name of child:

Surname First names

Date of birth Boy Girl

Name of parent/carer

Address

.....
.....

Post code

Home Telephone Contact number



If you are applying to this school on faith grounds, please complete the following sections:

Place of worship where one of parents / carers/ child regularly attends:

Name of place of worship

Address

.....

Name of vicar / priest / minister / pastor / church warden

.....

Address

.....

.....

Post code Telephone

Please place a tick in the box which describes your circumstances	Children who themselves or whose parent/s regularly (at least once a month for a year) attend Holy Trinity Church. For this criterion a supplementary Information form will be required.
Criterion 5 <input type="checkbox"/>	
Criterion 6 <input type="checkbox"/>	Children who themselves or whose parent/s regularly (at least once a month for a year) attend churches or places of Christian Worship which are full members of Churches Together in Taunton and/or Churches together in England and/or Evangelical Alliance. For this criterion a supplementary Information form will be required.

Please take or send this form to your vicar, priest, minister, pastor or church warden so that they can complete Part B by way of verification of the information you have provided.





HOLY TRINITY C OF E PRIMARY SCHOOL

**SUPPLEMENTARY INFORMATION FORM
PART B
Admission in 2024**

To be completed by vicar / priest / minister / pastor / church warden

The parent/carer whose details appear in Part A of this form has given your name as a reference for his/her commitment to your church/place of worship. We ask that you confirm your knowledge of this child or family in relation to the faith criteria below.

<p>Please place a tick in the box which describes your circumstances</p> <p>Criterion 5 <input type="checkbox"/></p> <p>Criterion 5 <input type="checkbox"/></p>	<p>Children who themselves or whose parent/s regularly (at least once a month for a year) attend Holy Trinity Church. For this criterion a supplementary Information form will be required.</p> <p>Children who themselves or whose parent/s regularly (at least once a month for a year) attend churches or places of Christian Worship which are full members of Churches Together in Taunton and/or Churches together in England and/or Evangelical Alliance. For this criterion a supplementary Information form will be required.</p>
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Signed

NameDate:

Position

Church/place of worship

It is entirely the responsibility of the applicant to ensure that this form is returned by the submission date below.

Please return this form at the same time as the school place application by 15th January 2024.

Thank you for your assistance in completing this Supplementary Information Form.

NB: If a family is refused a place at the school and appeals against the Admissions Committee decision, this form may be used as evidence at the appeal.

