

## HOLY TRINITY CE SCHOOL Admissions' Criteria 2012/13



To apply for a place at Holy Trinity CE School parents should complete a Common Application Form (CAF) naming the school, this must be obtained from the Home Local Education Authority (borough of residence). Residents of the Royal Borough of Kensington and Chelsea will be able to obtain an application form from the school and the Town Hall. Applications can also be submitted online from 1 September 2011 to: [www.rbkc.gov.uk](http://www.rbkc.gov.uk) Proof of address will be checked and validated by the Home Local Authority for all applications for a place in the Reception Class. Those applying under criterion 2 should also complete the school Supplementary Information Form so that governors may consider their application fully.

Holy Trinity Church of England Primary School is a one form entry school with an admission number of 30. Where there are more applications than places available priority is given to:

1. Looked after children.
2. Children whose parents live locally<sup>1</sup> and are practising members of the Church of England (A Supplementary Information Form confirming regular<sup>2</sup> attendance to be completed).
3. Children who have brothers or sisters at the school (siblings must be attending the school at time of admission).
4. Children who are attending our nursery class.
5. Children whose parents live locally<sup>1</sup> and desire them to attend the school because of its religious ethos/tradition.
6. Any other children.

“**Locally**”<sup>1</sup> is defined as those who live within the Parish of Holy Trinity, Sloane Street and those who live within Parishes adjacent to the Parish of Holy Trinity (Parish map available to view in the school office).

“**Regular**”<sup>2</sup> is defined as attendance once a month for 6 months.

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. Accessibility by car or public transport will be disregarded' priority (for children applying to the reception class the distance will be measured to the Cadogan Gardens building).

### Definitions

#### Sibling -

'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'.

#### Parents/Family Members

A parent is any person who has parental responsibility for or is the legal guardian of the child. Where admission arrangements refer to 'parents' attendance at church' it is sufficient for just one parent to attend. 'Family members' include only parents, as defined above, and siblings.'

### **In-Year Admissions**

Applications outside of the normal point of entry (reception) must be made to the local authority where the child lives (Home Local Authority) on a Common Application Form and returned to that Local Authority. The school's supplementary form, priest's reference and baptism certificate must be returned to the school. If more applications are received than places available then applications will be ranked by the governing body in accordance with the above admissions' 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 governing body in the order of the oversubscription criteria [as above] and not in the order in which the applications are received. Names are removed from the list at the end of each academic year. When a place becomes available the governing body will decide who is at the top of the list so that the Local Education Authority can inform the parent that the school is making an offer.

**HOLY TRINITY SCHOOL  
CLERGY FORM / RELIGIOUS LEADER FORM**



The parent(s)/guardian(s) of the child named below are applying for a place at Holy Trinity School. To support their application, please complete the form below and return it to the parent(s)/guardian(s) so that it can be received by the School with their application form.

**(N.B. TO BE COMPLETED BY PARENT/GUARDIAN)**

SURNAME OF CHILD ..... FIRST NAME ..... DATE OF BIRTH .....

NAME OF PARENT(S)/GUARDIAN(S) .....

HOME ADDRESS .....

..... POST CODE .....

**(N.B. TO BE COMPLETED BY MINISTER/PRIEST)**

NAME OF CHURCH OR PLACE OF WORSHIP .....

**Has the family attended church once a month for six months? - (Please see admission criteria below and tick appropriate box)**

Yes  No

SIGNATURE OF MINISTER/INCUMBENT ..... DATE .....

(PLEASE PRINT NAME) .....

ADDRESS .....

..... TEL NO .....

Church Stamp/ Additional comments:

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