

HOLY TRINITY CE SCHOOL

Admission Criteria



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 Authority (borough of residence). 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. If you want to apply for a Foundation Place, you should also complete the schools (SIF) Supplementary Information Form - Clergy Form- and return to the school office by the closing date, so that governors may consider your application fully.

Children will be admitted to the school in the following order of priority:

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, or special guardianship order*. 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.

Following this:

2. Foundation Places – 50%

- 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 Christian church (as defined by the Churches Together in Britain and Ireland and the Evangelical Alliance)

3. Open Places – 50% Open Places will be offered by the Governors according to the following criteria:

- i. Siblings***- sibling to be on the school roll at the time of entry
- ii. Children who attend Holy Trinity School nursery
- iii. Nearness of the candidate's home to the school

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.

Definitions:

*An 'adoption order' is an order under Section 46 of the Adoption and Children Act 2002.

A 'residence order' is as an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989. 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).

** Regular attendance is defined as attendance once a month for 12 months.

***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'.

Reception Class Applications:

The Common Application Form (CAF) can be submitted online (Please check the closing date) to: www.rbkc.gov.uk. This must be obtained from the Home Local Authority (borough of residence). 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 (school's clergy) so that governors may consider their application fully. Proof of the child's date of birth is also required.

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.

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. Proof of the child's date of birth is also required.

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.

Nursery Class Applications:

Parents are invited in to an information giving session and to view the nursery normally during the second half of the spring term. Application forms are given out at these meetings and a time limit for returning all documents is given. Places are normally offered during the first half of the summer term. To be informed of the information giving dates please contact the school and request for your details to be added to the list.

All places are offered on part-time basis for the September after the child's 3rd birthday using the admission criteria below:

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, or special guardianship order*. 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

2. Foundation Places – 50%

- 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 Christian church (as defined by the Churches Together in Britain and Ireland and the Evangelical Alliance)

3. Open Places – 50% Open Places will be offered by the Governors according to the following criteria:

- i. Siblings***- sibling to be on the school roll at the time of entry
- ii. Nearness of the candidate's home to the school

Definitions:

*An 'adoption order' is an order under Section 46 of the Adoption and Children Act 2002.

A 'residence order' is as an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989. 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).

** Regular attendance is defined as attendance once a month for 12 months.

***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'.

When deciding between applicants who ostensibly have equal entitlement to admission under the above criteria, the Governors will consider the following.

- The number of full and part time places available and the number of 3 and 4 year olds.
- Nearness of the child's home to school.

Please note that children will not automatically be allocated a place in our reception class. All applications for the Reception class must be made by completing a Common Application Form (see above)

Drafted October 2011

**HOLY TRINITY SCHOOL
CLERGY 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.

TO BE COMPLETED BY PARENT/GUARDIAN

SURNAME OF CHILD FIRST NAME DATE OF BIRTH

NAME OF PARENT(S)/GUARDIAN(S)

HOME ADDRESS

..... POST CODE

TO BE COMPLETED BY PRIEST / MINISTER

NAME OF CHURCH OR PLACE OF WORSHIP

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

Yes No

SIGNATURE OF PRIEST / MINISTER DATE

(PLEASE PRINT NAME)

ADDRESS

..... TEL NO

Church Stamp/ Additional comments:

Admission Criteria

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.

In your application you must say under which criterion you wish your child to be considered.

If you want to apply for a Foundation Place, you will also need to complete the schools (SIF) Supplementary Information Form - Clergy Form- and return to the school office by the closing date.

Children will be admitted to the school in the following order of priority:

1. Children in public care – Overriding priority will be given to children who are in public care to a local authority

2. Foundation Places – 50%

i. Foundation Places will be offered to children from families who have regular attendance* at Holy Trinity Church, Sloane Street

v. Foundation Places will be offered to children from families who have regular attendance* at another Christian denomination (as defined by the Churches Together in Britain and Ireland and the Evangelical Alliance)

3. Open Places – 50% Open Places will be offered by the Governors according to the following criteria:

- 1. Siblings- sibling to be on the school roll at the time of entry
- 2. Children who attend Holy Trinity School nursery
- 3. Nearness of the candidate's home to the school

* Regular is defined as attendance once a month for 12 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. 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'.

All Comments to be returned to the school by Friday 24 February 2012.

By post

Holy Trinity Church of England Primary School, Sedding Street, London, SW1X 9DE

Or email

info@ht.rbkc.sch.uk