

HOLY TRINITY CHURCH OF ENGLAND PRIMARY SCHOOL SUNNINGDALE ADMISSIONS ARRANGEMENTS 2013/14

The Published Admission Number (PAN) for entry to the Reception Year in September 2013 is 30. All other year groups also have 30 places.

The Governing Body, acting through its Admissions Committee, will decide* on the allocation of places for admissions during the school year starting September 2013. All applications received by a particular date* will be considered. Decisions will be advised in accordance with the coordinated admissions scheme*. Offers will only be made in writing. These will ask applicants to confirm in writing their acceptance in accordance with the coordinated admissions scheme. All decisions will be based solely on information provided on the Common Application Form and Supplementary Information Form (where applicable). Decisions on in year applications for places in years other than Reception will be determined using the same criteria below.

The school is part of the Royal Borough of Windsor & Maidenhead (RBWM) coordinated admissions scheme. In order to apply to the school it is necessary to complete the Common Application Form of the local authority in which the parents live at the time of application (the home LA), which may not be RBWM and the school's Supplementary Information Form (where applicable). Applications must be submitted on these forms to the home LA. All in-year (casual) applications should be made directly to Holy Trinity by completing the appropriate RBWM application form or an In-Year application form provided by Holy Trinity School.

The school operates an equal preference scheme.

Children whose date of birth falls on or between 1 September 2008 and 31 August 2009 will be considered for entry in 2013/14.

* Dates and process of application will be in accordance with the coordinated admission scheme, details of which will be as published in the RBWM's composite booklet on admissions.

This only gives the key points of the Admissions Policy. It is essential that you also read the Guidance Notes printed in the prospectus available from the school.

Children with a Statement of Special Educational Need naming Holy Trinity CE Primary School, Sunningdale in the Statement will always be admitted to the school.

In addition children of UK Service Personnel will be admitted outside the normal round if their application is accompanied by an official government letter which declares a relocation date and a Unit postal address or quartering address.

Over Subscription Criteria:

In the event of there being a greater number of applications for places than there are available, then the Governing Body, through its Admissions Committee, will admit children in the following category order:-

1. Looked after children (these are children looked after by a local authority) and children who were looked after, but ceased to be so because they were adopted (under terms of the Adoption and Children Act 2002) or became subject to a residence order or special guardianship order (under the terms of the Children Act 1989).
2. Children resident in the ecclesiastical parish of Sunningdale (map available in School) with a sibling who is attending Holy Trinity School at the time of the allocation of places. .
3. Children resident in the ecclesiastical parish of Sunningdale at least one of whose parents has strong connections[†] with Holy Trinity Church Sunningdale or another Anglican church.
4. Children resident in the ecclesiastical parish of Sunningdale.
5. Children who have a brother or sister who is attending Holy Trinity School at the time of the allocation of places at least one of whose parents has strong connections[†] with Holy Trinity Church Sunningdale or another Anglican church[†].
6. Children who have a brother or sister who is attending Holy Trinity School at the time of the allocation of places.
7. Children at least one of whose parents has strong connections[†] with an Anglican church.
8. Other children.

Places will be allocated first to those in category 1, next to those in category 2, and so on. Beyond this, if there is insufficient space within any one category then the places will be allocated to those who live nearest to the school:-nearest being defined as the distance measured from the school to the child's house (measured by the Local Authority as the straight line distance between home and school using a mathematical formula mapping system based on Ordnance Survey data). For in-year admissions the distance from the child's home address to school will be taken from the RBWMs maps online website (www.rbwm.gov.uk/web/maps_online.htm).

In the case of two properties being of equal distance from the school a random application process will be administered (see Admissions Policy & Guidance Notes note 5).

† Church connections will be considered to be strong if a parent is on the electoral roll of Holy Trinity Church or another Anglican church and is an active member of the congregation. Active is defined as attending a service of worship twice a month as well as being involved in at least one other activity organised by the church for a minimum

of a year preceding the date of application. Examples are GEMS, Alpha Course, Choir, Cell Groups. The supplementary information form must be completed and supported by the clergy.

If however you have moved house and are therefore unable to fulfil the requirement for regular church attendance over the stated period, we will accept attendance at a previous church and aggregate this with attendance at the new church. This will require the completion of two supplementary information forms.

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