

HOLY TRINITY CHURCH OF ENGLAND PRIMARY SCHOOL SUNNINGDALE

ADMISSIONS POLICY AND GUIDANCE NOTES FOR COMPLETING THE COMMON APPLICATION FORM (CAF) AND SUPPLEMENTARY INFORMATION FORM (SIF) FOR 2013/14

Holy Trinity Primary School is a Church of England Voluntary Aided School. This status means that the Admissions Authority is the Governing Body, acting through its Admissions Committee, and not the Royal Borough of Windsor and Maidenhead. However, the Admissions Policy, the Admissions Criteria, these Guidance Notes and the Common Application Form comply with the School Admissions Code 2010 issued by the DCSF. The Admissions Criteria are subject to a consultation process with relevant parents and other groups with an interest in the local area, including The Oxford Diocesan Board of Education.

Compulsory school age starts in the term beginning in January, April or September following a child's 5th birthday. Holy Trinity CE Primary School will admit all children in the September of the school year in which they will be 5 years old. Parents may request that the date their child is admitted to the school be deferred until later in the school year or until the child reaches compulsory school age in that school year. Parents may not, however, defer entry into the next school year. In addition parents may request part-time attendance for the place that has been offered if they consider this is in their child's best interests. If parents/carers choose this option and then wish to increase to full-time before their child reaches statutory school age, they must discuss this with the Headteacher in order to agree a date when this will commence (see note 13)

If a place is not available the home LA will issue a letter of refusal to the parents advising them of the right to appeal. In addition the home LA will refer the parents to Holy Trinity CE Primary School. If a parent wishes to appeal they should do so directly to the school. The appeals are heard by an independent, external panel. If requested the child's name will be held on a waiting list which will remain applicable for each year group. The Admissions Criteria will be applied to identify the child's position on the waiting list at the time any places become available. Places will be offered in accordance with those Criteria and does not depend on the date a child was placed on it.

Applications received after the final date for which applications are due (15 January 2013) will be considered only after applications received by that date have been processed. A response will be provided in accordance with the coordinated admissions scheme*. Should a place not be available the parents will be asked if they wish to place their child's name on the waiting list.

Please read the School Prospectus and the Admissions Criteria before completing the Application Form.

The Admissions Committee is required by law to consider only the information supplied on the Common Application Form (CAF) and Supplementary Information Form (SIF). It is very important that you take great care to ensure the details you provide are complete and correct before submitting them.

Notes:

1. Residency means the address at which the child lives and sleeps during the week (Mon to Fri). Proof of residence may be requested by asking for evidence such as inclusion on the Electoral Register, or a recent utilities bill confirming your name and address. Applicants moving into the catchment area will be requested to provide by the application date* evidence from a solicitor that there is a legally binding agreement to buy the house or a formal tenancy agreement, backed up as soon as possible by evidence from the Electoral Register or a utilities bill as above.

Parents of pupils without this evidence intending to move into a catchment area after the application date* cannot have a place reserved for them.

Residency would also include temporary residency to cover arrangements for children in foster homes or other similar care circumstances which the Admissions Committee considers to be genuine exceptions.

2. Definition of parent: A parent is any person who has parental responsibility for or is the legal guardian of the child.

3. Definition of 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.

If we have insufficient place for twins and children from multiple births when one of the siblings is the 30th child to be admitted then all the siblings will be admitted.

4. 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 one year preceding the date of application. Examples are GEMS, Alpha Course, Choir, Cell Groups.

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.

5. Random Selection - In the case of two properties being of equal distance from the school a random application process will be administered. This process will be undertaken by someone who is independent of the School e.g. a vicar from a nearby parish.

Names of applicants will be recorded on individual pieces of A4 white paper. The papers will be folded and put into a box.

The box will be closed and shaken.

The Independent Supervisor will remove one piece of paper at a time and the name recorded in the minutes in order of withdrawal.

The Chair of the Committee, as an observer, and the Independent Supervisor will sign the minutes.

6 Parents seeking further information about the coordinated admissions arrangements for The Royal Borough of Windsor & Maidenhead should consult the Education Admissions Office on 01628 798888/683870 or by email at school.admissions@rbwm.gov.uk

7 For entry to the Foundation Year starting 1st September 2011- the school received 75 applications. 30 places were offered. In 2011/12 the applications equivalent to this criteria were: SEN –0 Cat 1- 0 Cat 2 – 10, Cat 3 – 3, Cat 4 – 22, Cat 5– 0, Cat 6 – 0, Cat 7 – 4 Cat 8 – 36.

8. A child would only be given a Statement of Special Need naming Holy Trinity CE School, Sunningdale after consultation with the child's local authority...

9. Fraudulent applications will be treated as such and offers of places may be withdrawn.

10. Applications for earlier admission will not be considered; nor will applications be reconsidered within the same academic year unless there is a major change of circumstances (eg, change of address).

12, Holy Trinity Primary School complies with the 'Fair Access Protocol' as implemented by the LA in September '07.

13. The Governing Body has made every effort to ensure that this policy, updated November 2011, complies with all necessary and relevant legislation, including the School Standards and Framework Act 1998, equal opportunities, etc.

14. Requests from parents for places outside a normal age group will be considered carefully e.g. for those who have missed education due to ill health. Each case will be considered on its own merits and circumstances. However, cases will not normally be agreed without a consensus that addresses the pupil's interest. The governors will ask relevant professionals for their opinion on the case. Those refused places outside the normal age group will be informed of their statutory right to appeal.

15. For further information, in the first instance, please contact the School Secretary, on 01344 620716 or via email: holytrinitysunn@rbwm.org

16. It should be noted that children born between:
1st September 2008 – 31st December 2008 may have their entry deferred and reserved until the first day of the spring term (term 3).
1st January 2009 – 31st March 2009 may have their entry deferred and reserved until the first day of the summer term (term 5).
1st April 2009 – 31st August 2009 may not have their entry deferred and reserved. However if a parent of a summer born child does not wish him/her to begin until September of year 1 then an in year application will be required in the summer of 2014. It should be noted that there may be no places available in Year 1 at this stage.

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