

# Policies & Procedures

# Admissions

# Arrangements

# 2019

<b>Date policy approved</b>	Autumn 2017
<b>Approving body</b>	LGB and Abbey MAT Board
<b>Next review date</b>	Autumn 2018
<b>Previous review date</b>	



Part of



# **Admissions Arrangements for entry to Holy Trinity CofE Academy from 1<sup>st</sup> September 2019**

In accordance with the Admission Code 2014, the Trust Board is the Admission Authority for Holy Trinity C of E Primary Academy.

## **1 Published Admission Number and Admission Limit**

The Published Admission Number for the Reception year group and the admission limit for every other year group is **30**. It is the Governors' policy to admit no more than 30 children into the Reception year as part of the normal admission round and to hold to a maximum of 30 in each year group, irrespective of the number of children in the school overall.

## **2 Admission Procedure for Reception Entry**

Applications for admission to Holy Trinity C of E Academy, Rothwell must be made by completing the Local Authority's Common Application Form, naming the academy as a preference on the form. The academy's Supplementary Information Form (See Appendix B) must also be completed and returned directly to the academy (SIFs are available for download from the academy website [www.holytrinityce.co.uk](http://www.holytrinityce.co.uk)).

Children with an Education, Health and Care Plan will be admitted to Holy Trinity C of E Primary Academy if Holy Trinity C of E Primary Academy is named on their plan.

In the event that more than 30 applications are made for places in the Reception year, places will be offered according to the following oversubscription criteria, in priority order:

### **PRIORITY 1:**

Looked after children or children who were previously looked after but ceased to be so because they were adopted or became subject to a residence or special guardianship (See Appendix A – Definition 1.1).

### **PRIORITY 2:**

Children with older siblings who will be at the academy at the start of the academic year and are living at the same address (See Appendix A – Definition 1.2).

### **PRIORITY 3:**

Children who are themselves or whose parent(s) / carer(s) are regular worshipping members of Holy Trinity Church, Church Street, Rothwell (See Appendix A – Definition 1.3).

### **PRIORITY 4:**

Children who are themselves or whose parent(s) / carer(s) are regular worshipping members of any Christian denomination or another faith (See Appendix A – Definition 1.4).

#### **PRIORITY 5:**

Children whose parent(s) / carer(s) have been employed by Holy Trinity C of E Academy for at least 2 years (See Appendix A – Definition 1.5).

#### **PRIORITY 6:**

Children for whom Holy Trinity C of E Primary Academy is their nearest school, measured in a straight line from the child's home address to the academy, taking into account Leeds community schools (See Appendix A – Definition 1.6).

#### **PRIORITY 7:**

Any other children wishing to gain a place at Holy Trinity C of E Academy, prioritised by distance (See Appendix A – Definition 1.6).

**TIE BREAKER:** A tie breaker will be applied where the Admission Number is reached part way through any oversubscription criterion and there is a need to decide which children meeting this criterion are to be allocated places and which are to be refused.

- TIE BREAKER 1: A straight line measurement will be calculated between home and school for each child falling within the particular criterion. Places will be allocated to those children living nearest to the school by a straight line (See Appendix A Definition 1.6).
- TIE BREAKER 2: If after applying the above tie-breaker there are more applications than places available that are equidistant from the academy names of children will be drawn from a hat.

### **3 Admission during the 2019/2020 Academic Year (In-Year Admission)**

All applicants must complete a Leeds City Council In-year Common Preference Form (ICPF) and Supplementary Information Form (both can be downloaded from the academy website). All completed forms must be returned to the academy office.

Each application and SIF will be considered, following the School Admission Code 2014.

If a place is available in the required year group, an offer of a place will be made, in writing. If more applications are received than available places, the above oversubscription criteria will be used to allocate places.

If an application is received but no place is available in the required year group, a refusal will be made in writing. The child will then be added to the academy waiting list.

### **4 Waiting Lists**

- RECEPTION YEAR ADMISSION: Where a child is formally refused admission to start in the Reception year group in September 2019, the child's name will be held on a waiting list ranked in order according to the oversubscription criteria. This list will be maintained, initially (until July 2019) by the Local Authority and then by the academy for the duration of the academic year 2019/20. If a place becomes available within the Published Admission Number this will be offered to the highest ranked child at that time, not based on length of time on the waiting list.

- **IN-YEAR ADMISSION:** Where a child is formally refused admission to start in any other year group during the 2019/20 academic year, the child's name will be held on a waiting list held by the academy in ranked order according to the oversubscription criteria. This list will be maintained for the whole of the academic year. If a place becomes available within the Published Admission Number this will be offered to the highest ranked child at that time not based on length of time on the waiting list.

## **5 Right of Appeal**

Parent(s) / Carer(s) whose school application is turned down have the legal right to appeal against this decision. Details concerning how to appeal will be explained in the decision letter. Appeals Forms are available from the academy office.

## **6 Deferred Entry**

Once a Reception year place has been offered and accepted, parent(s) / carer(s) may:

- 1 Choose to defer their child's entry to the academy until he/she is of compulsory school age (i.e. the start of the term following the child's fifth birthday) but not beyond the beginning of the final term of the school year for which it was made (i.e. summer term 2020).
- 2 Choose their child to attend part-time until later in the school year but not beyond the point at which they reach compulsory school age (i.e. the start of the term following the child's fifth birthday).

## **7 Children Educated Outside of their Chronological Age Group**

Parent(s) / Carer(s) can request for their child to be taught outside of their chronological (correct) year group. These requests must be made as soon as possible after a place at the academy has been offered and accepted. Decisions will be made on the circumstances of each case and in the best interests of the child. Parental views, academic achievement, social and emotional development and where relevant medical views will be taken into consideration. The views of the Principal will be taken into account.

When informing parent(s) / carer(s) of their decision the admission authority will clearly set out the reasons for their decision.

Parents have a statutory right to appeal against the refusal of a place at the academy for which they have applied. (see Section 5 – Right of Appeal) This right does not apply if they are offered a place at the school but it is not in their preferred age group.

## **8 Complaints**

- An individual wishing to make a complaint about any Admission matter should discuss this with the academy in the first instance.
- If the complaint can be dealt with by pursuing an Admission appeal, the academy will advise parent(s) / carer(s) of this.

- If the issue is not resolved and can't be dealt with by pursuing an Admission appeal, then a formal complaint may be made, following the complaints procedure as set out in the Complaints Policy (Spring 2017).

## **9 Equality Impact Statement**

We will do all we can to ensure that this policy does not discriminate, directly or indirectly. We shall do this through regular monitoring and evaluation of our policies. On review we shall assess and consult relevant stakeholders on the likely impact of our policies on the promotion of all aspects of equality, as laid down in the Equality Act (2010). This will include, but not necessarily be limited to: race; gender; sexual orientation; disability; ethnicity; religion; cultural beliefs and pregnancy/maternity.

## Appendix A

### Definition 1.1

In line with the School Admissions Code these children are given the highest priority within the oversubscription criteria. The code defines a Looked After Child as 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 at the time of making an application to a school. Previously looked after children are defined as children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).

### Definition 1.2

Siblings refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, foster brother or sister living at the same address. The definition does not include cousins or other family members sharing a house.

### Definition 1.3

Regular worship is considered to be attendance at minimum monthly intervals over a year and will be subject to a reference from a member of the clergy from Holy Trinity Church, Church Street, Rothwell.

### Definition 1.4

Regular worship is considered to be attendance at minimum monthly intervals over a year and will be subject to a reference from a member of the clergy or faith leader.

### Definition 1.5

Parent(s) / Carer(s) who have a permanent contract of employment with the Trust and who have worked at Holy Trinity C of E Primary Academy for at least 2 years prior to applying for a place for their child at the academy.

### Definition 1.6

Distance is determined by the use a straight-line distance system. Leeds City Council uses a national computer system to run the Reception year school-admission system. As part of this system there is a program that measures the 'straight-line' distance from the centre of the main school building to your home address. The point we measure to at your home address is determined by the Royal Mail Postcode Address File. This information provides coordinates for every dwelling. The Trust also uses this service for all in-year applications.



## Supplementary Information Form

In line with our published admission policy, parent(s) / carer(s) wishing their child to attend Holy Trinity CE Academy, Rothwell must complete this form and return to the academy office as soon as possible. Please answer the questions to the best of your knowledge, then sign and date at the bottom of the form. Thank you.

### CHILD'S INFORMATION

Surname: \_\_\_\_\_ Forename(s): \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Male / Female \* (Please delete)

Address: \_\_\_\_\_  
\_\_\_\_\_ Post Code: \_\_\_\_\_

### PARENT / CARER INFORMATION

Title: Mr / Mrs / Miss / Ms / Other \* (Please delete)

Address (if different from above): \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

### SIBLING DETAILS

Does the child have an older sibling(s) currently attending the academy? Yes / No \* (Please delete)

If yes, please give the full name and Year Group of the sibling(s)? \_\_\_\_\_

### FAITH DETAILS

Do you **regularly\*\*** worship at Holy Trinity Church, Church Street, Rothwell? Yes / No \* (Please delete) *\*\*Regularly means that someone in the immediate family worships at least once per month.*

Do you **regularly\*\*** worship at another Christian Church? Yes / No \* (Please delete) *\*\*Regularly means that someone in the immediate family worships at least once per month.*

Do you **regularly\*\*** worship at another faith? Yes / No \* (Please delete) *\*\* Regular worship is considered to be attendance at minimum monthly intervals over a year.*

### FAITH CONTACT DETAILS

Please provide the details below for the vicar, minister or faith leader who can provide a reference in support of the information provided above.

Name: \_\_\_\_\_ Address: \_\_\_\_\_

\_\_\_\_\_ Telephone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Parent / Carer Signature: \_\_\_\_\_ Date: \_\_\_\_\_