

ADMISSIONS POLICY FOR HOLY TRINITY R.C. PRIMARY SCHOOL- 2018/19

Holy Trinity, Brierfield is a Roman Catholic Primary School provided by the Diocese of Salford and is maintained by the Lancashire Local Authority as a Voluntary Aided Primary School. The school's Governing Body is the Admission Authority and is responsible for taking decisions on applicants for admission. For the school year commencing September 2017/2018, the Governing Body's planned admission number is **15**.

All preferences listed on the online application will be considered on an equal basis with the following set of admissions criteria forming a priority order where there are more applications for admissions than the school has places available.

Applications for a place in Reception at September 2017 should be made on the online admission system administered by Lancashire County Council at www.lancashire.gov.uk and search school admission before the date specified by Lancashire County Council. The closing date is **15th January 2018**

Parents who wish to seek priority for baptised Catholic children should also complete the schools Supplementary Information Form (SIF) and return it to school by **15th January 2018**

As required by law all children with a statement of Special Educational Needs naming the school will be admitted before the application of the oversubscription criteria.

Where more applications are received then the planned admissions number for the school the oversubscription criteria will be applied in the following order:

1. Baptised Roman Catholic children who are looked after children or previously looked after children
2. Baptised Roman Catholic children who will have a brother or sister attending the school at the time of admission and resident in the former parish of Holy Trinity.
3. Baptised Roman Catholic children who are resident in the former parish of Holy Trinity Brierfield.
4. Other baptised Roman Catholic children who will have a brother or sister attending the school at the time of admission and are resident in another parish.
5. Other baptised Roman Catholic children who are resident in another parish.
6. Other children who are looked after children or previously looked after children.
7. Children for whom the Governors accept that there are exceptionally strong medical, social, or welfare reasons, which are directly relevant to the school concerned.
8. Other children with a brother or sister attending the school at the time of admission.
9. Other children.

If, within any category there are more applicants than places available priority will be given on the basis of proximity to the school measured by a straight line between the centre of the family home to the centre of the school. In the event of a tied distance measurement between address points the Local Authority's system of a random draw will determine which address(es) receive the offer(s).

Admission Policy 2018/2019

HOLY TRINITY R.C. PRIMARY SCHOOL BRIERFIELD (13017)

NOTES FOR ADMISSION

- a) The governing body is the admissions authority.
- b) In the autumn term all parents who have expressed an interest in a school place will receive an admission flyer outlining the admissions process for the 2018/19 admission round.
- c) Parents must complete an online application at www.lancashire.gov.uk and search school admissions. They must express **three** preferences for primary school admission. The closing date for all applicants is **15th January 2018**. All applicants will be considered by the governors at the same time in a fair way according to the published criteria.
- d) **Supplementary Form**
The supplementary form must only request information relating to the fact of baptism. Any further information usually collected by the school should be requested on admission.
- e) Parents will be informed of the governors' decision by Lancashire Local Authority on **16th April 2018**. An offer of a place does not guarantee a place for brothers and sisters in subsequent years.
- f) Each Roman Catholic applicant will be required to produce a baptismal certificate.
- g) Parents should check carefully whether they are resident within the former parish boundary of **Holy Trinity**. If parents wish to see a copy of this map one is available in school for them to consult.
- h) All applicants resident in the parish of **Holy Trinity** will be required to provide proof of address, by supplying an original, up-to-date, utility bill or Child Benefit Statement.
- i) It is the duty of governors to comply with regulation class size limits at Key Stage One.
- j) Shared responsibility – Where the parents live at different addresses and there is shared parenting, the address used will normally be the one where the child wakes up for the majority of Monday to Friday mornings. If there is any doubt about this, then the address of the Child Benefit recipient will be used. Parents may be asked to show evidence of the claim that is being made for the address used.
- k) The term 'brothers and sisters' will be taken to include step brothers and sisters, foster children and children of partners living in the same household and adopted children.
- l) Where there are twins or triplets wanting admission and there is only a single place left within the admission number, then the Governing Body will exercise as much flexibility as possible within the requirement of infant class sizes. In exceptional circumstance cases we are now able to offer places for both twins and all triplets, even when this means breaching infant class size limits.
- m) Late applications will be considered in accordance with the published admissions criteria. If the school is over subscribed, late applications will be placed on a reserve list in priority order according to the published admissions criteria. Parents will be notified if a vacancy subsequently arises. Parents will be expected to provide a

reason/s for the late application. If this is not exceptional the application will be dealt with after all others have been dealt with.

- n) Parents are asked to read and confirm receipt of the Governors' published admission policy. Any changes to the policy will be circulated to all applicants on file for subsequent years.
- o) If an application for admission has been turned down by the governing body parents can appeal to an independent appeals panel. This appeal should be sent in writing to the Clerk to the Governors at the school within 20 days of notification of refusal. The date of notification will be 2 working days after posting by first class post. The parents must give their reasons for appealing in writing and the decision of the appeals panels is binding on all parties.
- p) Waiting lists must give priority to children in accordance with the schools published oversubscription criteria and not on any other basis. Waiting lists must be maintained by the admission authority for the full Autumn Term in the academic year of admission and must not give priority to children based on the date either their application was received or their name was added to the list.
- q) For 'In Year' applications received outside the normal admissions round and if places are available then children qualifying under the published criteria will be admitted. Direct application to the school can now be made under this heading. If there are places available but more applicants than places then the published oversubscription criteria will be applied.
- r) Holy Trinity will allow parents of children who are offered a place at school before they are of compulsory school age to defer their child's entry until later in the school year. Where entry is deferred, school will hold the place for that child and not offer it to another child. The parent will not be able to defer entry beyond the beginning of the term after the child's fifth birthday nor beyond the academic year for which the original applications was accepted.
- s) Parents can request that their child attend part time until the child reaches compulsory school age.
- t) 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 (under section 22 (1) of the Children Act 1989). A previously Looked After Child is one who immediately moved on from that status after becoming subject to an adoption residence or special guardianship.
- u) The Governing Body reserves the right to withdraw the offer of a school place where false evidence is received in relation to baptism, sibling connections or place of residence.



HOLY TRINITY R.C. PRIMARY SCHOOL BRIERFIELD
(8883754 – 13017)

DIOCESE OF SALFORD SUPPLEMENTARY FAITH REQUEST FORM

School name;.....

Local authority.....

Name of applicant.....

Address of applicant.....

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.....**Postcode**.....

Parish Community in which your live/worship:.....

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Please confirm that the applicant is a Baptised Catholic

Yes		No	
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The Baptismal Certificate must be presented to the school.

Signed (Parent/Guardian):

Date.....