

# **ADMISSIONS POLICY FOR HOLY TRINITY R.C. PRIMARY SCHOOL- 2019/20**

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 2019 should be made on the online admission system administered by Lancashire County Council at [www.lancashire.gov.uk](http://www.lancashire.gov.uk) and search school admission before the date specified by Lancashire County Council. The closing date is **15<sup>th</sup> January 2019**

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 **15<sup>th</sup> January 2019**

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 who are worshipping in a Church in membership of the Churches Together in Britain and Ireland, who will have a brother or sister attending the school at the time of admission.
8. Children who are worshipping in a Church in membership of the Churches Together in Britain and Ireland
9. Children for whom the Governors accept that there are exceptionally strong medical, social, or welfare reasons, which are directly relevant to the school concerned.
10. Other children with a brother or sister attending the school at the time of admission.
11. 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 2019/2020**

### **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 2019/20 admission round.
- c) Parents must complete an online application at [www.lancashire.gov.uk](http://www.lancashire.gov.uk) and search school admissions. They must express **three** preferences for primary school admission. The closing date for all applicants is **15<sup>th</sup> January 2019**. 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 2019**. 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.

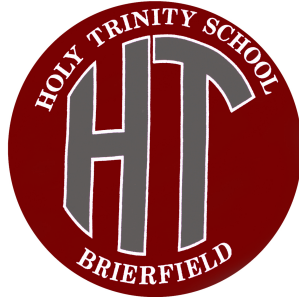
- m) Late applications will be considered in accordance with the published admissions criteria. If the school is over subscribed, late applications will be placed on a reserve list in priority order according to the published admissions criteria. Parents will be notified if a vacancy subsequently arises. 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.
- v) Definition of children of other Christian denominations.  
 "Children of other Christian denominations" means: children who belong to other churches and ecclesial communities which, acknowledging God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its

tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

- w) All members of Churches Together in England and of CYTÛN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.
- x) Admission of children outside their normal age range. Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child\* may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1. The Governing Body will take decisions on any such requests on the circumstances of each case. This will include taking account of the parent's views, information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. When informing a parent of their decision on the year group the child should be admitted to, the Governing Body will clearly state the reasons for their decision.

Where the Governing Body agrees to a parent's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group (i.e. the age group to which pupils are normally admitted to the school) the local authority and Governing Body must process the application as part of the main admissions round, unless the parental request is made too late for this to be possible, and on the basis of their determined admission arrangements only, including the application of oversubscription criteria where applicable. They must not give the application lower priority on the basis that the child is being admitted out of their normal age group. Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

\* The term summer born children relates to all children born from 1 April to 31 August. These children reach compulsory school age on 31 August following their fifth birthday (or on their fifth birthday if it falls on 31 August). It is likely that most requests for summer born children to be admitted out of their normal age group will come from parents of children born in the later summer months or those born prematurely.



**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**

<b>Yes</b>		<b>No</b>	
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**The Baptismal Certificate must be presented to the school.**

**Signed (Parent/Guardian):** .....

**Date**.....