

HOLY TRINITY C of E VA PRIMARY SCHOOL

ADMISSIONS POLICY For 2012 First Admissions and 2011-2012 in Year Admissions

Holy Trinity C of E VA Primary School is a Voluntary aided School and as such the governing body is the admissions authority for the school.

The school was established to serve all within its community, those of all faiths and of none, and strives to offer high quality education underpinned by a distinctively Christian ethos.

This policy should be taken as part of the overall strategy of the school and operated within the context of our vision, aims and values as a Church of England School

1. It is the intention of the Governing Body to provide and develop Christian education in the Taunton area.
2. The admission level for Holy Trinity Church of England VA Primary School, known as the admission number is 42 and this is the number of places available in each year group.
3. Places will be allocated in line with Somerset LA policy of 'equal preference with ranking'. This approach requires the ranking of all applications against published admissions criteria for the school concerned and where schools are over subscribed, places will be allocated up to the published admission number in strict priority order. Where more than one school can be offered, the highest ranked preference will be offered.
4. **From 2010, all in-year admissions will be co-ordinated by the LA and as such, all requests for school places should be made directly to the LA's School Admission Team, using the Common Application Form (CAF). The CAF is available on the website at www.somerset.gov.uk or by calling Customer Contact on 0845 4564038 or by writing to:**
School Admissions Team
Children and Young People's Directorate
County Hall
Taunton
Somerset County Council
TA14DY
5. The school does not operate a waiting list.
6. The Governors have adopted the Somerset Policy of part-time admission for the reception pupils for the first part of the Autumn Term.
7. Where the school is named in a child's Statement of Special educational Needs the Admission Authority is legally required to admit the child to the school. Such children will therefore be allocated places before the following criteria are applied.
8. The new national admissions date for reception place applications for 2012 is January 15th 2012.
9. Any supplementary forms must be sent to the LA by the deadline if applicants wish to be considered against specific criterion.

All new intake and in-year applications will be considered against the following over-subscription criteria:

1. Children in Care. A 'child in care' is a child who is looked after by a local authority in accordance with section 22 of the Children Act 1998 (b) at the time an application is made, and who the LA, on behalf of the governors has confirmed will still be looked after at the time when he/she is admitted to the school.

2. Children without a statement of Special educational Needs whose school placement has been identified by a multi-agency professional team, and can be supported by written evidence at the time of application.
3. Children who themselves or whose parent/s regularly (at least once a month for a year) attend Holy Trinity Church. For this criterion a supplementary form will be required.
4. Children with an older sibling at the school at the time of their own admission and who live at the same address;
5. Children who themselves or whose parent/s regularly (at least once a month for a year) attend churches or places of Christian Worship which are full members of Churches Together in Taunton and/or Churches together in England and/or Evangelical Alliance. For this criterion a supplementary form will be required.
6. To avoid children from the same family (for example twins, triplets) within the same intake year group, being offered places at different schools, children with siblings within the same intake year group where Holy Trinity is the nearest school to the home address, measured in a direct line between the address points of the child's home and the main entrance to the school indicated on the Local Authority's computerised systems.
7. Children living nearest to the school. See additional note (e) below.

This policy will be used for first admissions and for in year admissions. For full details on the In-Year co-ordinated policy, please visit Somerset County Council's website www.somerset.gov.uk/admissions, where the policy is available to download.

ADDITIONAL NOTES

Church Attendance

- a) Please note in criteria 3 & 5 the Governors will contact the Church's Admission Group to confirm regular church attendance. Regular attendance being defined as at least once a month attendance, for a period of not less than a year, by at least one parent or guardian, grandparent or other family member who live at the same address as the child. If you are applying for a place for your child under the church attendance criterion you will need to complete a 'Church attendance' form which is available from the school or at the church. This form is returned to the Church admissions Group.
- b) The **statementing** process is administered by the Local Authority (LA) in whose area the family lives. The LA is responsible for issuing the Statement and consulting parents and the governing body of Holy Trinity School;
- c) '**Children in Care**' as defined by section 22 of The Children Act 1989;
- d) **Siblings**. For the purposes of Admissions, a sibling is defined as a child living at the same address as a half or full brother or sister, an adoptive brother or sister or children of the same household.
- d) **Parent or parent/carer**
Natural parents, whether they are married or not, any person who, although not a natural parent, has parental responsibility for a child or young person. Any person who, although not a natural parent, has care of a child or young person (having care of a child or young person means that a person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child is considered to be a parent in education law).
- e) **Home address**
The home address is important as school places are allocated on the basis of the home address of each child. A child's home address is considered to be where the child spends the majority of their time with the person(s) who have care of the child.

Documentary evidence of ownership or rental agreement may be required, together with proof of actual permanent residence at the property concerned. Places cannot be allocated on the basis of intended future changes of address unless house moves have been confirmed through the exchange of contracts or the signing of a formal lease agreement. The Local Authority reserves the right to seek further documentary evidence to support your claim to residence.

Please note that the LA is unable to allocate a place to anyone moving into the country from abroad prior to their arrival in the county. We would then require proof of residency as stated above. The only exceptions are children of UK Service personnel and other Crown servants (including Diplomats).

It should also be noted that an address used for childcare arrangements cannot be used as a home address for the purpose of applying for a school place. A fraudulent claim to an address may lead to the withdrawal of the offer of a place.

You must notify The School Admissions Team, County Hall, Taunton of any change of address during the admissions procedure.

f) Distance Measurements

For the purpose of measuring home to school distance, all calculations will be measured using a straight line measurement from the address point of the home to the address point of the school using the LA's GIS mapping system. (Address Point is a dataset that uniquely defines and locates residential, business and public postal addresses in Great Britain. It is created by matching information from Ordnance Survey digital map databases with more than 27 million addresses recorded in the Royal Mail). In cases of multi-level dwellings such as flats, the staircase will be included in the distance measure.

Tie for Places:

- g) Should there be a tie for places the following tie-breaker will be used. If there are not enough places to satisfy all the applications under any one criterion, priority will be given to those living nearest the school (straight-line measurement) the allocation will be made on distance between the child's home and school. These distances to be measured between the centre of the pupil's home and the nearest entrance to the school, using a digital mapping system.
- h) In the event that a final place/places cannot be allocated, as it is impossible to further define a difference between applications (i.e. determining an allocation from persons of the same household/building using the measured distance as determined by the LA digital mapping system) the final place/places allocations will be determined by drawing lots.
- i) The school will give **equal preference** to all applications

DEFERRED ENTRY

A Deferred Entry Scheme has been adopted by Somerset LEA, which allows for parents of children born between 1 April and 31 August (summer born) to defer entry for the Autumn Term only. Their child may start school in the following January. Where a parent chooses to defer entry, their child will always join their chronological year group.