

**TRINITY C of E VA PRIMARY SCHOOL**  
**Taunton, Somerset**

Chairman of Governors: Father J Laurence  
Holy Trinity Vicarage  
Holway Avenue  
Taunton  
Tel: 01823 337890

Vice Chairman of Governors: Mr I Burgess

Governors:

Mrs J Bailey  
Mrs H Bakary  
Mrs E Clarke  
Mrs P Deal  
Mrs V Dower  
Mrs J Laurence  
Cllr R Lees  
Mr S Lennox  
Mrs J Dalzell  
Mrs N Sanders  
Mrs J Steward

Clerk to Governors: Vacany

Local Education Authority: Somerset County Council  
Education Committee  
County Hall  
Taunton  
Tel: 01823 333451

School Address: South Street  
Taunton  
TA1 3AF  
Tel: 01823 284128  
Fax: 01823 334228  
e-mail: [office@trinity.somerset.sch.uk](mailto:office@trinity.somerset.sch.uk)

**Note for parents of Reception pupils only:**

*We acknowledge your enquiry but would point out that NO FIRM OFFERS of places are able to be made at this stage. Please telephone if you have any queries.*

**Prospective Parents:**

*Prospective parents are always welcome. If you wish to visit the school in order to assess the opportunities provided for your child/children, please contact the school office for an appointment.*

**STAFF LIST**  
**TRINITY C of E VA PRIMARY SCHOOL, TAUNTON.**

**September 2011**

Mr. Nigel Bright	Headteacher
Mr. Stephen Lennox	Y5/6 Deputy Head
Mrs. Claire Halstead	Y5/6
Mr. John Clarke	Y4/5
Mrs. Jane Hayes	Y3/4
Mrs. Susan Hodge	Y3/4
Mrs. Mrs. Rhonda Robins/Mrs Anne Clark	Y1/2
Mrs. Hayley Hine	Y1/2
Miss Emma Stevens	Y1/2
Mrs. Elsa Coglan	Reception
Mrs. Verity Saunders	Reception
Mrs. Gill Taunton	Part Time Teacher
Mrs. Barbara Prince	Part Time Teacher
Mrs Susan Parker	Part Time Teacher
Mrs. Liz Aston	Teacher of the Deaf
Mrs. Lynne Marlborough	Finance Officer
Mrs. Linda Phillips	Secretary
Mrs. Vanessa Dower	Special Needs Manager
Mrs. Sarah Allum	SN Learning Support Assistant & MSA
Mrs. Fiona Bradley	SN Learning Support Assistant
Mrs. Sharon Causley	SN Learning Support Assistant
Mrs Hannah Caird	SN Learning Support Assistant & MSA
Mrs. Liz Clarke	SN Learning Support Assistant
Mrs. Sarah Frost	SN Learning Support Assistant
Mrs. Judith Gamble	SN Learning Support Assistant
Mrs. Heather Gosling	SN Learning Support Assistant
Mrs. Wendy McGregor	SN Learning Support Assistant
Mrs. Karen O'Sullivan	SN Learning Support Assistant & MSA
Miss Claire Rowley	SN Learning Support Assistant & MSA
Mrs. Joanne Mitchell	Learning Support Assistant, H.I.
Mrs. Angela Murray	Learning Support Assistant, H.I.
Mrs. Gemma Adams	Learning Support Assistant, H.I.
Mrs. Lyn Burgess	HLTA ICT
Miss Susan Browning	Learning Support Assistant, K.S.2 & MSA
Mrs. Jayne Brown	Learning Support Assistant K.S.1 & MSA
Mrs. Ann Clarke	Learning Support Assistant K.S.1 & MSA
Miss Kate Fitzgerald	Learning Support Assistant KS.2
Mrs. Sarah Hughes	Learning Support Assistant, K.S.2
Mrs. Katharine Keating	Learning Support Assistant K.S.1
Mrs. Miriam Randoll	Learning Support Assistant K.S.1
Mrs. Wendy Tarr	Learning Support Assistant K.S.1 & MSA
Mrs. Lynn Upsher	Learning Support Assistant, K.S.2
Mr. Kelvin Murray	Caretaker
Mrs. Maxine Brooks	Midday Supervisory Asst
Ms. Carol Gee	School Cleaner & Midday Supervisory Asst
Mrs. Susan Hawkins	Midday Supervisory Asst
Mrs. Stacey Keating	Midday Supervisory Asst
Mrs. Karen Poole	School Cleaner & Midday Supervisory Asst
Mrs. Sarah Parish	School Crossing Patrol, MSA & Admin Asst.

# 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](http://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 15<sup>th</sup> 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](http://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 ordinance 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.

# Holy Trinity C of E VA Primary School

South Street, Taunton TA1 3AF

Head Teacher: Mr Nigel Bright

Tel No: (01823) 284128 Fax No: (01823) 334228

E-mail: office@trinity.somerset.sch.uk

Dear Parent or Guardian,

## Term Time Holiday Requests

You will already know that the Government, the LEA, and therefore Headteachers are determined to make attendance in schools as high as possible. This is important because high attendance and success at school go hand in hand. The law does not say that pupils have a right to take an authorised leave of absence from school for holidays during term time. However parents can ask a school to authorise absence for this purpose

As Headteachers in the Taunton area, we want to be as fair and consistent as possible when considering holiday requests. Therefore all schools in the Taunton area have agreed to follow the same approach to requests for holidays in term time.

In making the decision to authorise or not authorise the request, on the basis of 'special circumstances' for holidays totalling 10 days or less in a school year, the Headteacher will consider carefully the following questions:

- The purpose of the holiday?
- Are there compassionate grounds? (e.g. family wedding, funeral)
- Has the child been excluded during the course of the year?
- What will be the effect of the timing of the holiday on the child's education? (e.g. beginning of school year, run up to tests or exams, age of the child and National Curriculum year)
- Is the pupil taking part in an educational activity? (e.g. county or national sporting event)
- Any holidays already taken in the school year
- The length of the proposed leave and the child's ability to catch up the work missed
- The child's educational and welfare needs
- The child's general absence/attendance record

In making the decision to authorise or not authorise the request, on the basis of 'exceptional circumstances' for holidays totalling over 10 days in a school year, the Headteacher will consider carefully the following:

- Forces Personnel who are on leave from a foreign posting
- Parents who have significant employment restrictions (the school may ask for evidence from the employer)
- Significant family events or circumstances

Yours sincerely

Nigel Bright  
Headteacher



## COMPARATIVE REPORT

This table shows a summary of the National Curriculum assessment results of pupils in the school (2011) and nationally (2010) at the end of Key Stage 1, as a percentage of those eligible for assessment.

The number of eligible children is: 43

Figures may not total 100 per cent because of rounding.

RESULTS OF TEACHER ASSESSMENT											
Percentage at each level											
			W	1	2	2C	2B	2A	3 or above	Disapplied Children	Absent Children
Speaking and listening	Boys	School	0	5	82	-	-	-	14	0	0
		National	3	13	66	-	-	-	18	0	0
	Girls	School	5	10	67	-	-	-	19	0	0
		National	1	8	65	-	-	-	25	0	0
	All	School	2	7	74	-	-	-	16	0	0
		National	2	11	66	-	-	-	21	0	0
Reading	Boys	School	0	9	-	5	32	18	36	0	0
		National	4	15	-	14	24	22	22	0	0
	Girls	School	5	19	-	10	24	5	38	0	0
		National	2	9	-	11	22	26	30	0	0
	All	School	2	14	-	7	28	12	37	0	0
		National	3	12	-	12	23	24	26	0	0
Writing	Boys	School	0	9	-	23	41	23	5	0	0
		National	5	19	-	23	27	16	8	0	0
	Girls	School	5	24	-	19	19	24	10	0	0
		National	2	11	-	18	29	24	16	0	0
	All	School	2	16	-	21	30	23	7	0	0
		National	4	15	-	21	28	20	12	0	0
Mathematics	Boys	School	0	0	-	18	27	9	45	0	0
		National	2	10	-	16	25	24	23	0	0
	Girls	School	5	10	-	19	33	19	14	0	0
		National	1	8	-	16	28	29	18	0	0
	All	School	2	5	-	19	30	14	30	0	0
		National	2	9	-	16	26	26	20	0	0
			W	1	2	2C	2B	2A	3 or above	U	
Science	Boys	School	0	0	73	-	-	-	27	0	
		National	2	11	65	-	-	-	22	0	
	Girls	School	5	10	71	-	-	-	14	0	
		National	1	8	70	-	-	-	20	0	
	All	School	2	5	72	-	-	-	21	0	
		National	2	9	68	-	-	-	21	0	

W represents children who are working towards level 1, but have not yet achieved the standards needed for level 1.

U represents children for whom it is not possible to determine a level.

## COMPARATIVE REPORT

These tables show the percentage of year 6 pupils achieving each level in 2011, compared to national end of key stage 2 teacher assessment levels and test results for 2010.

The number of eligible children is: 39

Figures may not total 100 per cent because of rounding.

TEACHER ASSESSMENTS										
		Percentage at each level								
		W	1	2	3	4	5	6	Pupils disappplied	Pupils absent
English	School	0	0	3	13	56	28	0	0	0
	National	1	1	3	14	49	32	0	0	0
Mathematics	School	0	0	3	10	46	41	0	0	0
	National	0	1	3	14	46	35	0	0	0
Science	School	0	0	3	8	56	33	0	0	0
	National	1	0	2	12	49	36	0	0	0

TEST RESULTS							
		Percentage at each level					
		Below level 3*	3	4	5	Pupils not entered <sup>#</sup>	Pupils absent
English	School	5	15	46	33	0	0
	National	6	13	48	33	0	1
Reading	School	8	5	33	54	0	0
	National	8	8	33	51	0	1
Writing	School	5	36	49	10	0	0
	National	5	23	50	21	0	1
Mathematics	School	3	13	41	44	0	0
	National	5	14	46	35	0	1

**Somerset County Council  
Children and Young People's Directorate**

**Privacy Notice on Personal Data obtained from schools**

Data controllers have to provide “data subjects” (individuals who are the subject of personal data) with details of who they (the data controllers) are, the purposes for which they process the personal data, and any other information that is necessary to make the processing of the personal data fair, including any third parties to whom the data may be passed on. This is normally done by what is referred to as a “privacy notice”.

The following is the **CYPD Privacy Notice** on what the LA use the information for and who we pass the information to. This Privacy Notice focuses primarily on personal data about pupils, parents and carers, teachers and non teaching staff within schools and those working directly with schools although based centrally within the LA.

The **Local Authority (LA)** uses information obtained from Schools about children, their parents and carers for whom it provides services, to enable it to carry out specific functions for which it is responsible, such as the assessment of any special educational needs the child may have, it also uses the information to derive statistics to inform decisions on (for example) the funding of schools and to assess the performance of schools and set targets for them. The statistics are used in such a way that individual children cannot be identified from them.

The Local Authority will use information about its school workforce for research and statistical purposes and to evaluate and develop education policies and strategies. The statistics are used in such a way that individual staff cannot be identified from them. The LA may also use it to support and monitor schools regarding sickness and recruitment of staff.

In order to ensure the electronic system holding the data is functioning properly and to upgrade it, it is necessary for the LA to allow a third party company, Capita One to have access to this information. Once testing of the system is complete the data is securely destroyed.

**Primary Care Trusts (PCT)** use information about pupils for research and statistical purposes, to monitor the performance of local health services and to evaluate and develop them. The statistics are used in such a way that individual pupils cannot be identified from them. Information on the height and weight of individual pupils may however be provided to the child and its parents and this will require the PCTs to maintain details of pupils' names for this purpose for a period designated by the Department of Health following the weighing and measuring process. PCTs may also provide individual schools and LAs with aggregate information on pupils' height and weight.

**Youth Support Services** For pupils of 13 years and over, schools are legally required to pass on certain information to the provider of youth support services in their area. This is the local authority support service for young people aged 13 to 19 in England. The school must provide the name and address of the pupil and their parents and any further information relevant to the support services' role. In addition the date of birth of the pupil is supplied.

Until pupils are aged 16 or older, their parent(s) can ask that no information beyond name and address and date of birth (and their own name and address) be passed to the youth support services provider. This right transfers to the pupil on their 16<sup>th</sup> birthday. Pupils and/or parents will need to inform the school if this is what they wish.

Online information, advice and support on a range of issues affecting young people can be found on the Directgov Young People page at [www.direct.gov.uk/en/YoungPeople/index.htm](http://www.direct.gov.uk/en/YoungPeople/index.htm) with access to trained helpline advisers, via SMS text message, telephone, webchat and email.

Further information about Privacy Notices and guidance on the Data Protection Act 1998 generally, can be obtained from the Information Commissioner's website (<http://www.ico.gov.uk>).

For further information on the information held by Somerset County Council's Children and Young People's Directorate, please contact:

Information Officer  
Children and Young People's Directorate  
B Block  
County Hall  
Taunton  
TA1 4DY

Email: [Educoi@somerset.gov.uk](mailto:Educoi@somerset.gov.uk)

Tel: 01823 355959

Or call Somerset Direct on 0845 345 9122

For further information held by the Department for Education contact

Department of Education  
Castle View House  
East Lane  
Runcorn  
Cheshire  
WA7 2GJ

Phone: 0370 000 2288

Web address: <http://www.education.gov.uk/help/contactus>

