

Admissions Arrangements for entry to Holy Trinity CofE Academy from 1st September 2020

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.

By law, normally, no infant class may contain more than thirty children. The Governing Body will not place any restrictions on admissions to the reception class unless the number of children for whom admission is sought exceeds this number.

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 online at www.leeds.gov.uk, naming the academy as a preference. The common preference form must be completed and returned to the local authority or handed to school by the deadline of 15th January 2020. Common preference forms received after 15th January will be considered as late and will be dealt with once all other preferences have been considered.

In addition, if you are applying under oversubscription priority 3 or 4, the governors require a Supplementary Information Form, which can be obtained from the school, school website or local authority website. The Supplementary Information Form must be returned to school by the closing date for applications which is 15th January 2020. If the SIF is not received by the due date, the application will be considered against our other oversubscription criteria, applied in order.

Children who have a Statement of Special Educational Need or an Individual Education and Healthcare Plan where Holy Trinity C of E Primary Academy is named in the Statement/EHC Plan will be allocated a place; this is a statutory entitlement which overrides the oversubscription criteria.

When considering application for places in the school, priority for a school place will be given to all applicants who have named the school in their application.

Oversubscription Criteria

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).~~

Children in public care or fostered under an arrangement made by the local authority or children previously looked after by a Local Authority, whose parent/s or guardian/s preferences Holy Trinity CofE Academy, Rothwell. (See 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 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 definition 1.3).

A 'Supplementary Information Form' (SIF) to provide confirmation of attendance at worship is available from the school, school website or LA website and is within **appendix 2** of this policy. The form should be signed by the vicar of Holy Trinity Church and returned to the school by the closing date for applications. The parent/guardian must also make sure the vicar either stamps the form with the church stamp, or that they attach a signed sheet of the church's letter-headed paper. This will help to authenticate the faith reference. If the SIF is not received by the due date, the application will be considered against our other oversubscription criteria, applied in order. **It is the parent's responsibility to ensure that the completed Supplementary Information Form is returned to the school.**

PRIORITY 4:

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

A 'Supplementary Information Form' (SIF) to provide confirmation of attendance at worship is available from the school, school website or LA website and is within **appendix 2** of this policy. The form should be signed by the faith leader and returned to the school by the closing date for applications. The parent/guardian must also make sure the faith leader authenticates the form with a stamp from the place of worship either stamps the form with the church stamp, or that they attach a signed sheet of letter-headed paper from the place of worship. This will help to authenticate the faith reference. If the SIF is not received by the due date, the application will be considered against our other oversubscription criteria, applied in order. **It is the parent's responsibility to ensure that the completed Supplementary Information Form is returned.**

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 5:

~~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).~~

Children who live in the defined catchment priority area for the school. (Maps showing the defined catchment area for each school are shown on the Leeds City Council Admissions website school (See definition 1.5).

PRIORITY 7:

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

TIE BREAKERS: 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 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 2020/2021 ACADEMIC YEAR (IN-YEAR ADMISSION)

All applications outside the normal admission round should be made using an in year application form (ICPF) which is available from Leeds City Council.

The application should be made to Leeds City Council Admissions team who will then notify all preferred schools about the application. The school will contact you directly to confirm whether they can offer a place. The school will respond to your application, to either offer or refuse a place. If a place cannot be offered, you will be offered a right of appeal and will be added to the waiting list. Where a vacancy arises, places will be offered based on the published oversubscription criteria within this policy.

4 WAITING LISTS

After offers have been made on 16 April, parents can ask to go on the waiting list for any school. Waiting lists will also be held for each year group for applications outside of the admissions round. All waiting lists will be held in criteria order of the admission policy and will close at the end of the academic year (July 2021). Each time a child is added, the list is ranked again in line with the published oversubscription criteria in this policy.

Under the Admissions Code, looked after children, previously looked after children, and those allocated a place at the school in accordance with a Fair Access Protocol must take precedence over those on a waiting list.

Please be aware that if your child is placed on a waiting list after Offer day and a place becomes available at a higher preference school before the end of August 2020, your child will automatically be allocated the place at your higher preference school. This will automatically withdraw the place at a lower preference school, and this may then be allocated to another child.

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

Parents of children born between 1 April 2016 and 31 August 2016 who wish to defer entry into reception until September 2021 should still apply in the normal admission round for 2020, and indicate this on their preference form. Applicants should also complete the local authority deferment application form at appendix 3 and attach any available evidence of the need for deferment from any associated professionals.

The application will be considered by a panel of early years education experts and headteachers where their individual case will be considered. This will ensure the opportunity to reflect on the long term impact of that decision, and balance this against the child's current needs.

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.

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.

NOTES

Definition 1.1

A “looked after child” is defined as a child who, at the time of making the application is:

- in the care of a local authority, or
- being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989)

A “previously looked after child” is defined as a child:

- who was previously looked after but ceased to be so because they were adopted or became subject to a Special Guardianship order or a Child Arrangements order, or
- who has been in state care outside of England and ceased to be so as a result of being adopted

If you are making an application under the priority for a **previously looked after child**, you will need to complete a local authority **Priority 1a Supplementary Information Form** available at *appendix 1* and send this, to School Admissions Leeds City Council, with a copy of the court order so the LA can verify this priority.

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 1.5

Catchment areas can be viewed on the maps available at www.leeds.gov.uk/admissions
You can apply for any school but if you live in the catchment area your application will receive a higher priority at that school than applicants who live outside of the catchment area. Living in the catchment area does not guarantee a place at the school.

Definition 1.6

Distance to the school as measured in a straight line by the Local Authority's electronic mapping system. Leeds Local Authority use a program that measures the 'straight-line' distance from the

centre of the main school building to your home address. The point they measure to at your home address is determined by the Local Land and Property Gazetteer (LLPG). This information provides the Local Authority with coordinates for every dwelling. If they are not able to match your address with the LLPG then they will use the centre of your dwelling.

In the unlikely event there are insufficient places for two (or more) pupils living in the same building (e.g. flats) or otherwise equidistant from the school, then any final place will be allocated by the drawing of lots



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: _____