



# Holy Trinity C.E. Primary School

## Policy for Admissions

Signed:  ..... (Governor)

Date: .....06/12/16.....

Review Date: ..November 2018

## POLICY FOR ADMISSIONS

### Aims

- To give children and parents / carers as much information about Holy Trinity C.E. Primary School and the education we provide as possible.
- To make each child's start a happy and successful one.
- To begin a partnership with parents / carers that will be lasting and supportive.
- To give information about both the school's and LEA's admission procedure.

### Procedures

#### Nursery Admissions

Children are admitted to nursery part-time for 15 hours per week on either a morning or afternoon session with 13 places being offered in each session. There is one September intake.

Parents are asked to complete a nursery application form and submit it to the school office. During the month of January prior to the September intake, the school will allocate places using the following criteria:

If there are more applications than there are places available, places will be allocated using the Oversubscription Criteria in the following order of priority:

1. Children in Public Care (looked after children).
2. Pupils who have a sibling already in attendance at the school.
3. Pupils for whom a place at the school is essential on medical or social grounds as supported in writing by a medical practitioner or a social worker.
4. Distance between the home address and the school as measured in a straight line with those living closer to the school receiving the higher priority.

Parents / Carers will be invited to a transition evening, usually in the Summer term before their child is due to start nursery. This evening is aimed at parents/carers rather than children and is an information evening and an opportunity to purchase uniform, meet teachers and ask any questions. Children will be invited to their own transition sessions in September.

Early Years staff will arrange a home visit to meet parents/carers and their children in their own environment prior to September. This gives parents the opportunity for a one-to-one session with the teaching staff and gives staff the opportunity to meet the children in a more relaxed manner.

N.B. If a child is offered a place in the nursery, this **does not** guarantee a place in reception class. Application forms for reception are issued by Walsall Council in the October following their nursery admission. The closing date for applications is during the following January and letters offering reception places are issued during April.

## **Primary School Admissions**

Children are admitted in each year group up to a maximum of 30.

Parents are asked to ring to make an appointment to see the head teacher in order to discuss their child's admission to the school and to look around (with or without their child) prior to the child being admitted. No children are admitted until personal contact has been made.

Parents of children already in schools in the area are discuss a possible move with the head teacher of the school which their child is already attending. We do not encourage parents to move their children from a local school without good reason.

Parents are provided with a copy of the school prospectus and are asked to complete an application form for their child along with a personal information sheet prior to admission.

Pupils are introduced to their new teacher prior to starting in their new class.

Children are admitted on a mutually convenient day for both the school and parents/carers.

As soon as the child starts school, the school secretary requests records from the previous school both paper and electronically. This should be received within fifteen working days.

## **OVERSUBSCRIPTION CRITERIA**

If there are more applications than there are places available, places will be allocated using the Oversubscription Criteria in the following order of priority:

1. Children in Public Care (looked after children).
2. Pupils who have a sibling already in attendance at the school.
3. Pupils for whom a place at the school is essential on medical or social grounds as supported in writing by a medical practitioner or a social worker.
4. Up to 25% of places may be allocated as 'Church Places' to children, regardless of distance between home and school, whose parents are regular worshippers at a Christian church and whose application is supported in writing by the minister of the church where they worship.
5. Distance between the home address and the school as measured in a straight line with those living closer to the school receiving the higher priority.

If there is oversubscription in criteria 2 to 5, priority will be given to those living closest to the school as measured in a straight line.

### **Children in Public Care (looked after children)**

Children who are in the care of a local authority or provided with accommodation by a local authority and previously looked after children who ceased to be because they were adopted or became subject to a residence order or special guardianship order.

### **Sibling**

A sibling is a child who resides at the same address as the child for whom a place is being requested and is one of the following:

- A brother or sister sharing the same parents;
- A half-brother or sister sharing one common parent;
- A step-brother or sister (i.e. related by their parent's marriage);
- Any other child for whom it can be demonstrated that he or she is residing permanently at the same address (e.g. under the terms of a residence order)

Holy Trinity C.E. Primary School will try to ensure that as far as possible siblings can attend the same school. However, in the event that there are an insufficient number of places to allocate to twins, triplets etc a decision will be made as to which child(ren) the place(s) are to be offered. In this situation a place or places will be offered to the child/ren where there are places available in the class. If the class number exceeds 30 parents/carers will need to appeal for their other children to attend the school. School Admissions Department at Walsall Council on 01922 652585 will advise them on the appeals procedures.

### **Social or medical factors**

If parents believe there are specific medical or social reasons for claiming priority for a child to attend Holy Trinity, the relevant part of the preference form must be completed and evidence to support the claim must be submitted with the form. This must relate to the child. Requests for such consideration will be subject to verification by the Executive Director, Walsall Children's Services. This is necessary because parents will be asking the Authority to assess the child as having a stronger case than many other children, some of whom may live closer to the school.

### **Medical**

Medical evidence must be submitted in writing from a medical practitioner and should state why Holy Trinity C.E. Primary school is the only school that can meet the child's needs.

### **Social**

Social evidence must be submitted in writing from an appropriate professional and should state why Holy Trinity C.E. Primary school is the only school that can meet the child's needs

**Please note that only in exceptional cases are places prioritised in respect of a child's medical or social grounds.**

### **Church Places**

Holy Trinity C.E. Primary School will offer a maximum of 7 Church Places. If there is over-subscription for Church Places, priority will be given to those living closest to the school as measured in a straight line. 'Regular worshipper' is defined as attending a place of worship on at least one occasion per month over the past twelve months.

### **Distance**

Distance will be measured in a straight line from the centre point of the home address to the centre point of the school address using the Local Authority's computerised measuring system with those living closer to the school receiving the higher priority.