



# Holy Trinity Church of England Academy Admissions Policy 2024-25

## **1. Introduction**

- a. The academy trust of Holy Trinity Church of England Academy is the admission authority and responsible for the admission arrangements of the Academy. This document sets out the admission arrangements of the Academy for the academic year 2024/2025.
- b. The published admission number (PAN) for entry into the Academy is 30. The Academy will admit up to the PAN in the normal year of entry which is the Reception year. Where there are more applications for admission than places available at the Academy, then places will be offered in accordance with the oversubscription criteria at section 3 of this policy.
- c. Infant Class Size Regulations apply to the normal year of entry (and Year 1 and Year 2). These regulations require classes to be no bigger than 30 children although the PAN may be much lower than 30.
- d. Where a child has an education, health and care plan (EHCP) which names the Academy, then that child will be admitted to the Academy and the number of available places in the PAN will reduce correspondingly. Admission of children with an EHCP is dealt with by the home Local Authority (LA) (which is where you reside).
- e. When applying to start at the Academy in Reception in September 2023 you must apply to your home LA (County Hall, Trowbridge). Wiltshire LA encourage applications to be made online for year of entry admissions – [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk). The rule for parents is simple, you apply to Wiltshire if you live in Wiltshire. All applications for first admission must be received by your home LA by the closing date of midnight on the 15 January 2024. The home LA will make a single offer of a place on 16 April 2023 (or next working day).
- f. Parents should not assume that a place will automatically be allocated to their child.

## **2. Religious Character of the Academy**

- a. The Academy is designated with a religious character. The Academy's religious authority is the Diocese of Salisbury. The Academy must have regard to its religious authority when setting the terms of its admission arrangements.
- b. Recognising its historic foundation, the Academy will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the churches at parish and diocesan level. The

Academy aims to support children and their families by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith and promotes Christian values through the experience it offers to all its pupils.

### **3. Oversubscription Criteria**

Where the Academy is oversubscribed (there are more applicants than places available) places will be allocated in accordance with the following criteria and in the following order. Please read the explanatory notes for further guidance.

- a. Looked After Children or Previously Looked After Children – the definition of Looked After Children/previously Looked After Children is as follows:

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order<sup>90</sup> including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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 (see the definition in Section 22(1) of the Children Act 1989).

- b. Vulnerable Children

A child is eligible in this category where the child has an identified social or medical need.

- c. Children living in the Catchment Area with a sibling at the Academy

A child living inside the Catchment Area is eligible for this category where he/she has a sibling attending the Academy on the date of application and the sibling will still be attending the Academy at the time of admission.

- d. Children of Staff

Where a member of staff has been employed at the Academy for two or more years at the time at which the application for the admission to the Academy is made and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

- e. Children living in the Catchment Area who meet the faith criterion

A child living in the Catchment Area is eligible for this category where the child is a regular practising Christian at a Recognised Church or Religious Group.

- f. Children living in the Catchment Area

- g. Children living outside the Catchment Area with a sibling at the Academy

A child living outside the Catchment Area is eligible for this category where he/she has a sibling attending the Academy on the date of application and the sibling will still be attending the Academy at the time of admission.

h. Children living outside the Catchment Area who meet the faith criterion

A child living outside the Catchment Area is eligible for this category where the child is a regular practising Christian at a Recognised Church or Religious Group.

i. All other children

**Tie Breaker**

If there are not enough places to satisfy all the applications under any one criterion, priority will be given to those living nearest the Academy. The Academy will adopt the measurement system of Wiltshire Local Authority to determine the distance from the Academy to the Home address.

Distances supplied by the Local Authority will be used and these will measure the straight-line distance using the Ordnance Survey eastings and northings for the child's home address and the school. Those with the least distance will be given priority.

Where two or more applicants live an equal distance from the Academy and it is not possible to differentiate between them, priority will be determined by random allocation through the drawing of lots supervised by someone independent of the Academy.

## **Oversubscription Criteria : Explanatory Notes**

**Catchment Area** means the geographical area from which children will be afforded priority for admission to the Academy. A map indicating the Catchment Area which is the Ecclesiastical Parish of Calne and Blackland is annexed to this Admission Policy and is available to view on the Academy website. The Catchment area has a blue line around it.

### **Vulnerable Children**

- (i)** **Medical need** means where written evidence has been provided from a senior clinical medical officer or the child's general practitioner / specialist showing that the child's condition would make it detrimental to the child's health not to admit him/her to the Academy. This may include written evidence where the parent has a medical need and/or disability which would make it detrimental for the child to attend a different school/academy; this may be supported by evidence of the child as a young carer. Evidence to be relied upon must be submitted with the Supplemental Information Form and sent to the Academy on or before 15<sup>th</sup> January 2024.
  
- (ii)** **Social Need** means where the child is of confirmed refugee status. Written evidence of this from the home LA must be submitted with the Supplemental Information Form and sent to the School on or before 15<sup>th</sup> January 2024.

**Sibling** means brother or sister, half brother or sister, adopted brother or sister, stepbrother or sister, foster brother or sister, or the child of the parent/carer's partner where the child for whom admission is sought is living in the same family unit as that sibling and at the same address.

### **Faith Criterion Requirements**

- (i)** **Regular practising Christian** means a child who attends a **Recognised Church or Religious Group regularly** prior to application. Regularly is twelve times during the course of a year. *In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.*
  
- (ii)** **This will be confirmed by the relevant priest/pastor/minister.**

**(iii) Recognised Church or Religious Group** means a church that is the same denomination as (or is in fellowship with or partnership with) a member of:

Churches Together in Britain and Ireland (see [ctbi.org.uk](http://ctbi.org.uk)); the Evangelical Alliance (see [eauk.org](http://eauk.org)); the Fellowship of Independent Evangelical Churches (see [www.fiec.org.uk](http://www.fiec.org.uk)); Affinity fellowship of Churches (see [www.affinity.org.uk](http://www.affinity.org.uk)).

**(iv) Home address** means the place where the child resides for the majority of the school week with the person/s who legally has care of the child (child care arrangements are excluded). The Academy may require documentary evidence of house ownership or tenancy together with evidence of the child's residency at the property.

#### **4. Supplementary Information Form (SIF)**

- a. Where seeking priority under the vulnerable children (3b) or faith criterion (3e, 3h) parents must fully complete the relevant part of the SIF and provide the required supporting evidence. Where relying on the faith criterion (3e, 3h) the SIF must be signed off by the relevant Church representative. Where relying on the vulnerable children criterion (3b) you must supply evidence to support the application.
- b. The SIF must be returned to the Academy office on or before 15<sup>th</sup> January 2024. The SIF is available on the Academy website or a paper copy may be requested from the Academy office.
- c. The Supplementary form does not replace the common application form (on [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)).

#### **5. Appeals**

- a. Where an application is unsuccessful the parents/carers have the statutory right to bring an appeal against that decision to an independent appeal panel. Details of how to appeal will be included in the letter advising that the application has been unsuccessful.
- b. The admission appeal timetable is published on the Academy's website by 28<sup>th</sup> February each year.

#### **6. Important Information**

##### **a. Waiting Lists**

If the Academy is oversubscribed for September 2024 entry a waiting list will be maintained until 31<sup>st</sup> December 2024. After this a fresh application will need to be made. The position of the child on the waiting list will correspond with the

oversubscription criteria; it will not be based on length of time on the waiting list. The right of appeal at Section 5 remains. You may request your child's name be removed from the waiting list at any time. If a place is offered but refused then the child's name will be removed from the waiting list. Each academic year, a parent will have to contact the Academy to let them know that they wish their child to remain on the Academy's waiting list.

b. Summer Born children

Summer born children (which refers to children born from 1 April to 31 August) are not required to start at the academy until a full year after the point at which they could first have been admitted – the point at which other children in their age range are beginning year 1. Should the parent wish their child to be admitted to reception, rather than year 1, they may request that the child is admitted out of their normal age group. Please note the following:

- (i) You must make an application for admission to the Academy for September 2024 entry but make it clear on the application form that you wish your child to enter the reception class in September 2025.
- (ii) Discussions with the Academy are strongly recommended prior to making a decision to decline entry for an entire year **and** to be admitted to reception in September 2025. Any decision will be on the basis of the circumstances of each case and in the best interests of the child concerned.
- (iii) If the request is agreed the September 2024 application may be withdrawn before a place is offered but a fresh application will need to be made for September 2025 entry which will be processed as a fresh application along with all other applications and in accordance with the Academy's admission arrangements. PLEASE NOTE that it is possible even if the request is agreed that the child may not be admitted in September 2025 as there is no guarantee of an Academy place.
- (iv) If the request is refused the parent must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in year application for admission to year one for the September following the child's fifth birthday.

c. Deferred entry and part time attendance below statutory school age

**A child may start at the Academy in the academic year in which he/she reaches the age of 5.** Where the child has not yet reached statutory

school age (5 years old), the child is entitled to a full time place and parents may choose for their child to attend full time. Alternatively parents may choose for their child to attend part time until their child attains compulsory school age. If parents do not consider their child is ready to start the academy then they may defer entry altogether to later in the school year but not beyond the point at which the child reaches compulsory school age or not beyond the beginning of the final term in the school year (whichever is the sooner).

d. Admission of children outside their normal age group

All applications for children requesting admission outside their normal age group will be processed as outlined in Wiltshire Council's Co-ordinated Admissions Scheme, which has been drafted in line with the School Admission Code.

Parents may seek a place for their child outside their normal age group, for example if the child is gifted and talented or has experienced problems such as ill health.

Such requests should be discussed with the Headteacher as early as possible in the admissions round associated with that child's date of birth. This will allow the Academy sufficient time to make a decision regarding the request before the closing date for applications and national offer day. Decisions to admit a pupil outside their normal age group will be based on the circumstances of each case and based on what is in the best interests of the child concerned. We may request supporting professional evidence to assist in the decision-making. There is no legal requirement for this medical or educational evidence to be secured from an appropriate professional. However, failure to provide this may impede our ability to make an informed decision.

e. Multiple Birth Applications

The Academy would want to keep multiple birth siblings together if practicable. However, if there are insufficient places available to accommodate them all (so as not to exceed our PAN of 30) the parents of the children will be asked to nominate the child or children to take up the available number of places.

**7. Withdrawal of an Offer**

The Academy may withdraw an offer where it has been offered in error, has been made on the basis of a fraudulent or intentionally misleading application, or a parent has not responded to an offer of a place by the published deadline.

**8. In Year Admissions**

- a. Applications for in year admission may be submitted at any time during the school year. The application form is on the Academy website or a paper copy



may be requested from the Academy office. In the interests of safeguarding, the local authority is still co-ordinating all applications for all schools, including academies.

- b. Where the Academy has no spaces available, because the admission of another child would prejudice the efficient education of others at the Academy or would prejudice the efficient use of resources, or would breach Infant Class Size Regulations, the application will be refused and a right of appeal, as set out in Section 5, will arise.
- c. The oversubscription criteria at section 3 will only be used, where the Academy is considering more than one in year application at the same time and there are not enough spaces to accept all applicants.
- d. If the place is accepted; parents must take up the place within 28 working days of the required admissions date stated on the original application form. Failure to do this would result in the offer of a place being withdrawn.
- e. If a parent secures a place at Holy Trinity CofE Academy on appeal that place must be taken up within 28 days of the required admission date stated on the original application form.

## **9. Further Information**

- a. Important information published by the LA applies to some aspects of school admissions. If you are considering applying for a place at the Academy you are advised to refer to your home LA's website.
- b. If you have any questions in relation to these admission arrangements please contact the Academy office:

Enquiries about this policy should be addressed to:

### **The Clerk to the Governors**

Holy Trinity Academy  
Quemerford  
Calne  
Wiltshire  
SN11 0AR

Tel: (01249) 812424  
email: [admin@holytrinitycalne.wilts.sch.uk](mailto:admin@holytrinitycalne.wilts.sch.uk)

- c. The School will handle all personal data in accordance with the requirements of the Data Protection Act 1998.

## APPENDIX A : MAP OF THE PARISH OF CALNE AND BLACKLAND

