

HOLY TRINITY CHURCH OF ENGLAND (AIDED) PRIMARY SCHOOL,
SEATON CAREW

ADMISSION POLICY : For Admissions in September 2015

The Governing Body of Holy Trinity Church of England (Aided) Primary School is the Admissions Authority for this school.

The Governing Body intends to admit up to 30 pupils to the Reception year group in September 2015.

This arrangement follows consultation between the Governing Body, the Local Authority, all other schools in the areas and all other Admission Authorities in the area.

Applications for admission must be made on the Local Authority Common Admission Form, according to the timetable and detailed arrangements published each year by Hartlepool Local Education Authority.

All places will be allocated on the national offer day of 16th April 2015.

Late Applications: Admissions for Reception received after the closing date detailed in the Local Authority booklet will be accepted but considered only after those received by the closing date.

Places will be allocated, in the first instance, to those children with a statement of special educational needs where the school is named in the statement. Where there are insufficient places available to meet all parental preferences, governors will allocate the remaining places on the basis of **equal preference** and priority will be given to applications in the following order:

1. Looked After Children and previously Looked After Children.

2. Siblings of children currently in the school. Parents should note that “current” means that your older child must still be in the school at the point when your younger child enters it.

3. Children and or parent/s who are at the heart of Holy Trinity Church , Seaton Carew and who live within the geographical area of the parish of Seaton Carew (details of the boundary are available from the school office). *

If seeking admission under this criteria, applicants **must** provide a **written reference** from the Vicar to support their application.*

4. Children and/or parent/s who are at the heart another Christian Church (affiliated to Churches Together in England) and who live within the geographical area of the parish of Seaton Carew (details of the boundary are available from the school office).

If seeking admission under this criteria, applicants **must** provide a **written reference** from their minister to support their application.

5. Other Children whose parents wish them to be educated at Holy Trinity Church of England Primary School.

Transfer:

Parents who wish their child to transfer to Holy Trinity Church of England (Aided) Primary School, at any time other than the beginning of primary education, should contact the school . Should there be space in the school the Governors will admit your child. If more requests are received than there are places available, the above criteria will apply.

Tie Breaker:

If under any criterion there are more children eligible for admission than places available in the school, distance from home to school will be used to determine the order of admission, with those closest to the school receiving priority. The distance is measured from the front door of the home address (including flats) to the main entrance of school, using the Local Authority's computerised measuring system.

Appeal

Parents have a right of appeal should the school be unable to admit your child. You should contact the Chair of Governors at the school. They will make the necessary arrangements for an appeal.

Ian Anderson
Chair of the Governing Body

DEFINITIONS:

1. Looked After Children

This refers to children who are looked after by the Local Authority in accordance with Section 22 of The Children's act 1989 (b) at the time the application for the admission to school is made and who the Local Authority can confirm will still be looked after at the time of admission.

This includes children who were previously looked after, but were then adopted (or became the subject to a residence order or special guardianship order).

An Adoption Order is an order made under section 46 of the Adoption and Children Act 2002.

A Special Guardianship Order is an order appointing one or more individuals to be the child's special guardian.

2. Siblings of children currently in school

Sibling refers to blood brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent / carer's partner and in every case, the child must be living in the same family unit at the same address.

3. At the heart of the church: This means that the child and /or one or more parent has worshipped regularly, usually once a month, over a one year period. You must include a letter from the Vicar confirming that this is the case with your application.

A parent: Any person who has parental responsibility or care of the child. It is sufficient that only one parent attends church.

4. At the heart of the church: This means that the child and /or one or more parent has worshipped regularly, usually once a month, over a one year period. You must include a letter from the Vicar confirming that this is the case with your application.

A parent: Any person who has parental responsibility or care of the child. It is sufficient that only one parent attends church.

Important Information:

- *There will be a maximum allocation of 3 places under Category 3/4 (10% of the admission number).
- *At the heart of the church: This means that the child and /or one or more parent has worshipped regularly, usually once a month, over a one year period. You must include a letter from the Vicar confirming that this is the case with your application.
- *The 1 year period will be calculated retrospectively from the opening date for Admissions in 2014. The Vicar will collate evidence from the Trinity Tots Register, Worship Register and his knowledge of attendance of families at Wednesday and Sunday Worship before writing a reference.
- Infant class size will be able to exceed the statutory limit, where the 31st child is a twin or multiple birth, or of an armed forces personnel. The 'excepted pupil' will be allowed for throughout Key Stage 1 or until class numbers fall back to the current size limit.
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Waiting List

- Waiting lists are held in school for all year groups.
- Please contact the school to place your child's name on the waiting list.
- Names will be ranked in line with the Admission Policy criteria and oversubscription criteria.
- If a place should become available the school will write to offer a place to the highest ranked child.
- If the child does not require the place it will be offered to the next highest ranked child until the place is filled.