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Executive Headteacher : Mr David Lucas

Trinity All Through School Admissions Policy in 2020 / 2021

Consultation document

- Start of consultation **12pm Friday 5th October 2018**
- Length: 7 weeks (including half term)
- End of consultation **12pm Monday 26th November 2018**

Consultation to include: school website / school newsletter at both primary and secondary site / copy sent to the Local Authority who will circulate to all headteachers across the borough for consultation / copy emailed to the Diocese and LA for consultation / copy emailed to Southwark, Greenwich, Bromley and Bexley School Admissions teams / notice placed on Sainsbury's community board and the local Library notice board / Social media used from the school Twitter account and the PAFT Facebook page.

All feedback will be reviewed at a full governing body meeting on Wednesday 28th November 2018

If you wish to comment on this please email the school on:

consultation@trinity.lewisham.sch.uk

Date Governor Approval	Date of next review	Notes
December 2017	December 2018	Determined in December 2017
		<i>Draft policy written with support from Diocese Admissions consultant in June 2018. Full governors reviewed in September 2018. Admissions subcommittee finalised amendments at the start of October 2018. Consultation from October into November.</i>

Trinity All Through School, Lewisham

Admission Policy for Secondary and Primary admission in 2020/2021

Trinity All Through School has a distinctive Christian character and provides an inclusive, caring and supportive environment where children learn and flourish in a setting shaped by the Christian scriptures, worship and values. We welcome applications from all members of the community and we ask all parents to respect the Christian character of our school.

The Governing Body is responsible for the admission of pupils to the school and admits a **total of 60 pupils into the Reception Year and 120 pupils into year 7**; the Year 7 figure includes those who wish to automatically transfer from Trinity All-Through Primary Phase (up to a maximum of 60 pupils). The minimum number of places offered to external applicants will therefore be 60. The admission number has been agreed between the Governing Body and the Local Authority.

Pupils transferring from Year 6 at Trinity All-Through Primary phase have automatic entry into Year 7 of the secondary phase. If there are fewer than 60 of Trinity Year 6 pupils transferring into year 7, the remaining places will become additional open places for external applicants.

The school is part of the locally agreed co-ordinated admissions scheme and the timescales for applications to be received and processed are those agreed with the Local Authority. If you are applying for a place in Year R or if your child does NOT currently attend Trinity Primary and you want a place in year 7 then you must complete your home borough's Common Application form (CAF) and return the form to the home Authority; if applying for a place at this school, parents must name this school as one of the preferences on the CAF. Parents who wish to apply for a foundation place must also send a **supplementary information form** to the school. The Governors will consider late applications in accordance with the procedure in the local authority's secondary admission booklet. **Children currently at Trinity Primary** automatically qualify for a place at Trinity Secondary, and if you want your child to keep attending this school **you do not need** to complete a CAF.

Parents of pupils who have EHCP (Education Health Care Plan) or statement of special educational needs SEN are required to apply for school places separately through the local authority from which advice is available. If a child with a statement or education and health care plan is placed in the school by the local authority before the normal admission round, the number of places available to other applicants will be reduced.

Parents applying for places do so knowing that Trinity All Through School provides an education based on Christian principles. Applications can also be made on line at www.eadmissions.org.uk

Foundation Places (church place)

The Governors have designated 12 places in Reception and 20 places in year 7 as Foundation places for children who attend or whose parents attend a Christian place of worship (note 3). They are allocated according to the criteria below. Written evidence of an applicant's attendance at their place of worship is required at the time of application on the School's Supplementary Information Form, which must be endorsed by your priest / pastor / church leader. A supplementary information form must be sent to the school by the statutory closing date for applications:

- | | |
|--------------------|---|
| ② Secondary School | 31 October in the year preceding that of required admission |
| ② Primary School | 15 January in the year preceding that of required admission |

It is the responsibility of the parent / carer to ensure the supplementary information Forms are returned by the deadline by hand or by post to **Trinity Through School, Taunton Road ...**

If there are more applicants than the available foundation places, priority will be given in the following order:

1. Looked after or previously looked after children (note 1) attending or whose parent/carer is a regular and faithful worshipper (note 2) at an Anglican or other Christian Church (note 3)
2. Children or a parent/carer who is a regular and faithful worshipper (note 2) at St Swithun's Church (Hither Green), the Good Shepherd (Lee) and St Peter's Church (Lee)
3. Children or a parent/carer who is a regular and faithful worshipper (note 2) at a Church of England place of worship
4. Children or a parent/carer who is a regular and faithful worshipper at another Christian Church (note 3)
5. Children who live nearest the school. Distance from the school is measured by the local authority's school mapping system and measured from a central nodal point in the Primary/Secondary premises (as appropriate) using digitised mapping software, to a nodal point of the applicant's permanent home address.

Applicants unsuccessful under the foundation place criteria will be considered equally alongside other applicants for open places as part of the initial allocation procedure.

Open Places

The Governors have designated 48 primary places and at least 40 secondary places each year as open places. If there are fewer than 60 of Trinity Year 6 pupils transferring into year 7, the remaining places will become additional open places for external applicants. Priority will be given to:

1. Looked after children or previously looked after children (note 1)
2. Children who have a brother, sister or step or half siblings including fostered and adopted siblings living at the same home address attending Trinity all through School at the time of admission. Children with siblings in Year 11 who will have left Trinity at the time of the younger child's admission do not qualify.
3. Children who live nearest the school. Distance from the school is measured by the local authority's school mapping system and measured from a central nodal point in the Primary/Secondary premises (as appropriate) using digitised mapping software, to a nodal point of the applicant's permanent home address

Tie breaker

If there are insufficient places to accommodate all applicants qualified under one criterion, places will be allocated to those children who live the shortest distance from school; if applicants live equidistant from the school the Governing Body will draw lots to decide between applicants.

Deferred Entry into Reception

The School admits children to the Reception class in the September of the school year in which a child attains the age of 5 years. (The school year runs from 1 September to the 31st August.) All parents/carers are entitled to a full-time place for their child in the reception class from September, but may defer entry until the beginning of the term after their child is five years old (ie, when the child reaches compulsory school age) or until the beginning of the summer term whichever is earlier. Children may attend part-time until their child reaches compulsory school age. Parents/carers who have been offered a place in the

Reception Year at the School and wish to defer entry for their child and/or attend part-time must put this in writing to the headteacher at the earliest opportunity and before the start of the autumn term.

Education Outside Chronological Age Group

Children are normally educated in school with others of their age group; however, in exceptional circumstances parents/carers may seek a place outside of their child's normal age group. Decisions will be made on the basis of the circumstances of each case. Parent/carers must state clearly why they feel admission to a different year group is in the child's best interests and may provide recent professional evidence to support this. Further details of how to make such a request are available from the school.

Waiting list

The School operates a waiting list which is ordered in accordance with the oversubscription criteria. The waiting list is held until the end of the autumn term in the admission year. Parents may request in writing to join the waiting list.

Appeals Procedure

The Local Authority write to Parents / Carers of all applicants on 1st March for Secondary and 16th April for Primary giving details of the school to which their child has been allocated, and the contact details of the school should the family wish to appeal.

Appeals should be put in writing to the Clerk of the Appeals panel care of the school by the appeals deadline and clearly state the grounds for the appeal. The school has adopted the same appeals deadline as the Local Authority Community Schools, which vary from year to year but published in the Local Authority Secondary Transfer Booklet. Appeals will be heard by an Independent Appeals Panel before the end of the summer term.

Should a vacancy arise at the school before the Appeals Panel meets, the school will allocate the vacancy to an applicant in accordance with its published oversubscription criteria.

Fair Access

The School is committed to taking its fair share of pupils who are hard to place in accordance with the locally agreed fair access protocol. Pupils admitted under the protocol will take priority over any children on the waiting list and this may include, on occasion, admitting above the planned admission number.

Notes

- 1)** Looked After Children or previously looked after children but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. A looked after child is a child who is in (a) the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their socials service functions (see definition in Section 22 (1) of the Children Act 1989).
- 2)** A 'regular and faithful worshipper' is someone who has attended church at least once a month over the preceding two years immediately prior to application.
- 3)** Another Christian Church is defined as a Church (or a denomination or a group of churches) that is a member of Churches together in Britain and Ireland or the Evangelical Alliance