



Faith, Aspiration & Unity

ADMISSIONS POLICY 2018/2019

Admissions Policy in School Policies- Document Status			
Date of Policy Creation	September 2014	Named Responsibility	Governing Body
Date of review completion	January 2017	Named Responsibility	Governing body
Inception of new Policy	January 2017	Named Responsibility	Governing Body
Date of Policy Adoption by Governing Body	January 2017	Review Date	February 2018

HOLY TRINITY ACADEMY

Admissions Policy

Holy Trinity Academy welcomes children from all backgrounds, faiths and no faith. The Sponsors of the Academy – the Catholic Diocese of Shrewsbury and the Anglican Diocese of Lichfield - are committed to developing an inclusive school that embraces both the Christian and the wider community of Telford and Wrekin, Shropshire and beyond.

Academy Ethos Statement

Holy Trinity Academy is an inclusive faith-based school that serves the whole community of Telford & Wrekin, Shropshire and beyond. The Academy has a distinctive character and ethos, which reflects the teachings of Jesus Christ and Christian values and the principles of the Catholic and Anglican Churches. We ask all parents applying for a place here for their children to respect this ethos and its importance to the Academy community. We hope that all students who come to Holy Trinity will be able to participate (as appropriate) in the religious life of the Academy (including collective worship and religious education). This does not affect the right of parents to withdraw their children from collective worship and religious education and for those who are not Christians to apply for a place. Indeed, through our commitment to inclusivity, we actively welcome families from other faiths and no faith.

The Governing Body is responsible for the admission of students to Holy Trinity Academy and admits **150 students** to Year Seven each September.

Out of the 150 places, the Governing Body intends to allocate up to 90 “Foundation Places” (for baptised Catholics and practising members of the Anglican and other Christian Churches); and at least 60 “Open Places” for the whole community (with precedence given within this category to students who attend certain designated “feeder” primary schools).

Foundation Places

The Governing Body has designated **up to 90 places** to be offered to pupils who are baptised Catholics and to pupils whose families are faithful and regular worshippers (see Note 1) in a Church of England Parish Church or other place of worship or other Christian Church affiliated to Churches Together in Britain and Ireland (CTBI) and/or the Evangelical Alliance. For baptised Catholics, a baptismal certificate will be required. For practising Anglicans or members of other Christian denominations, written evidence of applicants' commitment to their place of worship (in the form of the Holy Trinity Academy Supplementary Information Form) will be required at the time of application. If there are more than 90 applicants for Foundation Places, places will be allocated according to the following criteria. These are stated in order of priority:

- (i) Children in public care (looked after children) who are of Christian faith;
- (ii) Children with known medical or social or pastoral needs who have an exceptional need for a place at Holy Trinity Academy (see Note 4);
- (iii) Children who will have a sibling in the Academy at the time of application and at the time of admission (see Note 2);
- (iv) Baptised Catholic children from our designated Catholic Partner Primary Schools and from Catholic Primary Schools within the Catholic Deanery of Shropshire, as set out in Appendix A.
- (v) Baptised Catholic children from other Catholic Primary Schools.
- (vi) Baptised Catholic children from non-Catholic Primary Schools
- (vii) Children whose families are faithful and regular worshippers in a Church of England Parish Church or other place of worship or other Christian Church and who have attended one of the designated Church of England Partner Primary Schools, as set out in Appendix A;
- (viii) Children whose families are faithful and regular worshippers in a Church of England Parish Church or other place of worship or other Christian Church;

In the event that two or more applicants have equal right to a place under criteria (ii) – (viii) above, the Governing Body will use as a “tie-break” the nearness of the home to the Academy, measured in a straight line from a central point of the home to a central point of the academy. (see Note 3).]

If there are fewer than 90 qualified applicants for Foundation places, any unfilled places will become additional Open places. All applicants for Foundation places will also be considered for Open places, and if they are successful in gaining a Foundation place, their name will be removed from the list of Open candidates.

Open Places

The Governing Body has designated at least 60 places each year as Open places, to be offered to pupils who do not qualify for a Foundation Place, but whose parents have chosen the Academy.

If there are more applicants than the available number of Open Places, places will be allocated according to the following criteria. These are stated in order of priority:

- (i) Children in public care (looked after children or previously looked after children);
- (ii) Children with known medical or social or pastoral needs who have an exceptional need for a place at Holy Trinity Academy (see Note 4);
- (iii) Children who will have a sibling in the Academy at the time of application and at the time of admission (see Note 2);
- (iv) Children who have attended one of the designated Partner Primary schools set out in Appendix A. **NB** This applies to all these schools, whether Catholic, Church of England or other Partner Primary schools;
- (v) Children who live within the primary attendance areas of Priorslee Primary Academy, Redhill Primary School or St George’s Primary School;

(vi) All other children.

In the event that two or more applicants have equal right to a place under criteria (ii)-(vi) above, the Governing Body will use the distance criterion (see above) as a tie-break.

Casual Admissions/In Year Applications

In respect of applications submitted for years other than the normal year of entry, the Academy will consider all such applications and if the year group applied for has a place available, admit the child. If more applications are received than there are places available, the oversubscription criteria shall apply. Parents whose application is turned down are entitled to appeal. Families will be notified of the decision within 15 days of receipt of application.

Further information may be obtained from:

The Admissions Secretary, Holy Trinity Academy, (address, contact details to follow).

NOTES

1. Applications on faith grounds

Parents of baptised Catholic children must submit the Baptismal Certificate to the Academy.

“Faithful and regular worshipper” is defined as worshipping at least twice a month for two years prior to application.

All parents applying for a place on faith grounds (as set out in the Foundation Place criteria above) must complete the Supplementary Information Form (which can be obtained from Holy Trinity Academy Admissions Officer, (sally.benting@taw.org.uk) and return this form direct to the Academy Admissions Officer at Holy Trinity Academy.

In the context of faith-based applications, “family” includes parents (or carers) and siblings. It does not include grandparents or other members of the extended family.

2. Siblings

“Sibling” refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer’s partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

3. *Distance*

Distance will be measured using a straight line using the Local Authority's computerised measuring system.

4. *Medical or social or pastoral needs*

Any application based on medical or social or pastoral needs must be supported by (an) appropriate professional reference(s), e.g. doctor, social worker, educational psychologist, priest or faith leader. Applicants should be able to demonstrate why Holy Trinity Academy is the most suitable school and the difficulties that would be caused if the child had to attend another school.

5. *Waiting Lists*

Waiting lists will be held where in any year the school receives more applications for places than there are places available. Waiting lists will be held for each of the two admission categories (Foundation and Open places). The waiting list will operate until 31st December in the year of admission. It will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out above. Priority will be given first to Foundation place applicants, then to Open place applicants (except that any children in public care will always be given absolute priority for a place).

6. *Appeals*

Parents who are not offered a place for their child have the right to appeal to an independent appeal panel. Parents wishing to appeal should obtain an appeal form from the Academy and return this. The form/letter should be sent to reach the Clerk to the Appeal panel, c/o Holy Trinity Academy, within 20 school days of the date of the letter confirming the governors' decision not to offer a place. Should some appeals be unsuccessful, the governing body will not consider further applications from those parents within the same academic year unless there have been significant and material changes in their circumstances.

7. *Multiple-birth applications*

Where parent(s)/guardian(s) are seeking to place twins, triplets etc, they must submit separate applications for each child. When considering twins, triplets or larger number of siblings, which are the product of a multiple birth, where there are insufficient spaces for all siblings, the Academy will exceed its admission number so that same family twins, triplets etc do not have to attend separate schools.

8. *General*

Admissions to the School will be co-ordinated through the Local Authority's Co-ordinated Scheme and its timetable.

This Policy will be reviewed on a regular basis in line with the timetable in the Academy admissions annex, the School Admissions Code and statutory requirements.

9. Fraudulent Applications

The Governing Body reserves the right to withdraw the offer of a school place where false evidence is received in relation to baptism, church membership, sibling connection or place of residence.

APPENDIX A

Designated Christian Partner Primary Schools

**Bridgnorth St John's Catholic Primary School
Madeley St Mary's Catholic Primary School
Newport St Peter & St Paul Catholic Primary School
Oswestry Our Lady and St Oswald's Catholic Primary School
Trench St Luke's Catholic Primary School
Wellington St Patrick's Catholic Primary School
Bratton St Peter's CE(C) Primary School
Coalbrookdale & Ironbridge CE(A)
Dawley CE(A) Primary School
Donnington Wood CE(C) Junior School
Donnington Wood St Matthew's CE(A)
Edgmond St Peter's CE(C) Primary School
Madeley John Fletcher of Madeley CE and
Methodist Primary
Newport CE(C) Junior School
St George's CE(C) Primary School
St Lawrence Primary, POTWM
Tibberton CE(C) Primary School
Wrockwardine Wood CE(C) Junior School**