



Our mission - ‘To create and sustain an inclusive and outstanding learning community for all, rooted in the teachings of Jesus Christ, in which all will aspire to excellence in learning, teaching and care for one another, so all will achieve and grow as unique individuals made in the image of God’.

Our Core Values;

Faith, Aspiration & Unity

ADMISSIONS POLICY 2021-22

Admissions Policy - Document Status			
Date of review completion	February 2020	Named Responsibility	Governing Body
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Policy Basis	Catholic & Anglican Diocese		

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, Anglicans and practising faithful members of the Catholic, Anglican and other Christian Churches); and at least 60 “Open Places” for the whole community.

Foundation Places

The Governing Body has designated **up to 90 places** to be offered to pupils who are baptised Christians and, to pupils whose families are faithful and regular worshippers (see Note 1) in a Catholic / Anglican Parish Church or other Christian Church affiliated to Churches Together in Britain and Ireland (CTBI)

For baptised Catholic / Anglican / Christian children, a baptismal certificate will be required. For Christian children who are not baptised, they will need to provide evidence from their priest/vicar that they have attended church services twice a month for the past two years. In all cases a 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:

1. Children in public care (looked after children) who are of Christian faith;
2. Baptised Catholic/Anglican Children with known medical or social or pastoral needs who have an exceptional need for a place at Holy Trinity Academy (see Note 4);

3. Baptised Catholic/Anglican and/or practicing faithful* Catholic/ Anglican children from our designated Christian Partner Primary Schools (as set out in appendix A)
4. Baptised Catholic/Anglican and/or practicing faithful* Catholic/ Anglican children from other Christian Primary Schools.
5. Baptised Catholic/Anglican and/or practicing faithful* Catholic/ Anglican children from non-Christian Primary Schools

In the event of over subscription for Faith places, those who are baptised and practising will have priority. They will then be based on distance from school (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:

1. Children in public care (looked after children or previously looked after children);
2. Children with known medical or social or pastoral needs who have an exceptional need for a place at Holy Trinity Academy (see Note 4);
3. Children who will have a sibling in the Academy at the time of application and at the time of admission (see Note 2);
4. Children of staff in either or both of the following circumstances:
 - a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
 - b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
5. Non-baptised children from Catholic feeder schools in Telford (appendix B).
6. Children who live in the designated feeder areas of Priorslee, Redhill and St Georges
7. 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 Note 3) as a tie-break.

In-Year Applications

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Application should be made **Holy Trinity Academy** by contacting **Admissions officer**, [\[insert link to school website\]](#).¹

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

If there are no places available, the child will be added to the waiting list (see above).

You will be advised of the outcome of your application in writing, and you have the right of appeal to an independent appeal panel.

NOTES

1. *Applications on faith grounds*

Parents of baptised Christian children must submit the Roman Catholic / Anglican Baptismal Certificate to the Academy.

*“Practicing faithful” 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 and return this form direct to the Academy Admissions Officer at Holy Trinity Academy.

Revised definition of LAC

2. A ‘looked after child’ has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.

A ‘previously looked after child’ is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order. Included in this definition are those children who appear (to the governing body) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

3. *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.

4. *Distance*

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

5. *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.

6. *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).

7. *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.

8. *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.

9. *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

Bridgnorth, St John's CPS*
Madeley, St Mary's CPS*
Newport, SS Peter & Paul CPS*
Oswestry, Our Lady & St Oswald CPS*
Trench, St Luke's CPS*
Wellington, St Patrick's CPS*
Shrewsbury Cathedral CPS*
Bratton St Peter's CE Primary School
Coalbrookdale & Ironbridge CE Primary School
Dawley C of E
Donnington Wood CE Junior School
Donnington Wood St Matthew's Primary School
Edgmond St Peter's Primary School
Madeley John Fletcher of Madeley CE and Methodist Primary School
Newport CE Junior School
St George's CE Primary School
St Lawrence's CE Primary, Preston upon the Weald Moor
Tibberton CE Primary School
Wrockwardine Wood CE Junior School

***Catholic primary schools**

Appendix B

Local Catholic Feeder Primary Schools

Madeley St Mary's Catholic Primary School
Trench St Luke's Catholic Primary School
Wellington St Patrick's Catholic Primary School
Newport, SS Peter & Paul Catholic Primary School