



**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***

We are committed to providing a positive working environment, which is free from prejudice and unlawful discrimination and any form of harassment, bullying or victimisation. We have developed a number of key policies to ensure that the principles of Catholic and Church of England Social Teaching in relation to human dignity and dignity in work become embedded into every aspect of school life and these policies are reviewed regularly in this regard.

### **ADMISSIONS POLICY 2027 - 2028**

<b>HTA Admissions Policy - Document Status</b>			
<b>Date of review completion</b>	<b>September 2025</b>	<b>Named Responsibility</b>	<b>HTA Governing Body</b>
<b>Date of Policy Adoption by Governing Body</b>	<b>September 2025</b>	<b>Review Date</b>	<b>September 2026</b>
<b>Policy Basis</b>	<b>HTA Policy based upon Shrewsbury &amp; Lichfield Diocese guidance</b>		

# 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 the admission authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round (excluding admission to Year 12). The admission authority has set the school's Published Admissions Number (PAN") at 210 pupils to year 7 and 75 for applicants to Year 12 in the school year which begins in September 2027.

The admission authority will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's PAN.

Out of the 210 places, the Governing Body intends to allocate up to 126 "Foundation Places" (for baptised Catholics, Anglicans and practising faithful members of the Catholic, Anglican and other Christian Churches); and at least 84 "Open Places" for the whole community.

### **Admission to the Sixth-Form**

The school operates a sixth form for a total of 150 pupils. 75 places overall will be available in year 12. While the admission number is 75, if fewer than 75 of the school's existing pupils transfer into year 12, additional external pupils will be admitted until year 12 meets its capacity of 75.

Both internal and external pupils wishing to enter the sixth form will be expected to have met the same minimum academic entry requirements for the sixth form. These are that pupils will have achieved at least 5 9\*-5 GCSEs with a grade 6 in the subject they wish to study.

In addition to the sixth form's minimum academic entry requirements pupils will need to satisfy minimum entrance requirements to the courses for which they are applying. If either internal or external applicants fail to meet the minimum course requirements, they will be given the option of pursuing any alternative courses for which they do meet the minimum academic requirements. Course requirements are published annually in the school's prospectus and on its website.

When year 12 is undersubscribed, all applicants meeting the minimum academic entry requirements will be admitted or permitted to progress.

When there are more external applicants that satisfy any academic entry requirements, priority will be given in accordance with the oversubscription criteria 1 and 3-6 set out below.

Where there is a space in year 13 i.e. where there are fewer than 75 pupils in the year group, the school will admit additional pupils up to this number using the oversubscription criteria 1 and 3-6 set out below.

### Foundation Places

In all cases, a Supplementary Information Form will be required at the time of application. The Governing Body has designated **up to 126 places** to be offered to pupils who are baptised Christians and, to pupils whose families are faithful and regular worshippers (see Note 1 & Definitions, below) in a Catholic / Anglican Parish Church or other Christian Church. (Please see Note 6 for definition)

For Catholic / Anglican / Christian children, a baptismal certificate will be required. For Anglican or 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. If there are more than 126 applicants for Foundation Places, places will be allocated according to the following criteria. These are stated in order of priority:

1. Looked after Children or Previously Looked After Children who are of Christian faith;
2. Catholic/Anglican and/or practicing faithful\* Catholic/ Anglican children from our designated Christian Partner Primary Schools (as set out in appendix A)
3. Catholic/Anglican and/or practicing faithful\* Catholic/ Anglican children from other Christian Primary Schools.
4. Catholic/Anglican and/or practicing faithful\* Catholic/ Anglican children from non-Christian Primary Schools
5. Catechumens and members of an Eastern Christian Church. (see definitions 4&5)
6. Children of other Christian denominations and children of other faiths whose membership is evidenced by a minister of religion or other religious leader. (See definitions 6&7)

In the event of over subscription for Faith places, those who are baptised **AND** practising will have priority. The Governing Body will then use the distance criterion (see Note 3) as a tie-break

If there are fewer than 126 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 84 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. Looked after Children or Previously Looked After Children;
2. Children who will have a sibling in the Academy, in Years 7 to 10, or Year 12, at the time of application. (Not year 11 or 13 - see Note 2);
3. 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.
4. Any children from Catholic feeder schools in Telford (appendix B) who are not covered by criteria 1 to 4.
5. Children who live in the designated feeder areas of Priorslee, Redhill and St Georges
6. 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.

### **Children with Education, Health and Care Plan**

Children with an Education, Health and Care Plan (EHCP) that names HTA **MUST** be admitted. This will reduce the number of places available to applicants. This is not an oversubscription criteria.

**Further information may be obtained from:**

**The Admissions Officer at [Holy Trinity Academy](#).**

## NOTES

### 1. *Application Procedures and timetable*

To apply for a place at this school in the normal admission round, you must complete a Common Application Form available from the local authority in which you live.

For Year 12 admissions please complete the form on the school website [Sixth Form | Holy Trinity Academy](#) by 18 December 2026.

You will be advised of the outcome of your application on 1<sup>st</sup> March or the next working day, by the local authority on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

**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.

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

***If you do not provide the information required in the SIF and return it by the closing date, together with all supporting documentation, your child may not be placed in criteria 1 to 3 or 5 or 6, and this may affect your child's chance of being offered a place.***

**All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 31<sup>st</sup> October 2026.**

\*"Practicing faithful" worshipper is defined as worshipping at least twice a month for two years prior to application.

### 2. *Siblings*

"Sibling" refers to brother or sister, half brother or sister, adopted brother or sister, stepbrother 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. Siblings must be attending the academy, at the time of application, in years 7, 8, 9, 10 or year 12 (Not year 11 or 13.)

### 3. *Distance*

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

In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out and supervised by a person independent of the school. All the names will be entered into a hat and the required number of names will be drawn out.

#### 4. *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 the last day of the summer term 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).

#### 5. *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.

#### 6. *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.

#### 7. *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.

#### 8. *Fair Access Protocol*

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under locally agreed Fair Access Protocol. The governing body has this power even where admitting the child would mean exceeding the published admission number.

## 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.

## 10. *Late applications*

Late applications will be considered after National offer day and after all on time applications have been considered. You are encouraged to ensure your application is received on time.

## 11. *In-Year applications*

An application can be made for a place for a child at any time outside the normal admission round and the child will be admitted where there are available places. Application should be made to the local authority by contacting Telford & Wrekin admissions [Telford & Wrekin Council | In Year Admissions](#)

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.

## 12. *Admission of children outside their normal age group*

A request may be made for a child to be admitted outside their normal age group, for example if the child is gifted and talented or has experienced problems such as ill health.

Any such request should be made in writing to [Telford & Wrekin Council | In Year Admissions](#) at the same time as the admission application is made. The admission authority will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the head teacher, including the head teacher's statutory responsibility for the internal organisation, management and control of the school, the admission authority will take into account the views of the parents and of appropriate medical and education professionals, as appropriate.

## **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**

## Definitions

1. An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014. Specifying the special educational provision required for a child.

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 an 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 admission authority) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

3. 'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child living with a family where at least one of the parents is Catholic.

For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

4. 'catechumen' means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.

5. 'Eastern Christian Church' includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.

6. "children of other Christian denominations" means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is His body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and CYTÛN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

7. "children of other faiths" means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 6 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

- A religion which involves belief in more than one God, and

- A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

8. 'brother or sister' includes:

- (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and
- (ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.

9. A 'parent' means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.

10. A child's "home address" refers to the address where the child usually lives with a parent or carer, and will be the address provided in the Common Application Form ("CAF"). Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.