



## HOLY TRINITY SCHOOL ADMISSIONS POLICY 2025 - 2026

### Introduction

Holy Trinity School is an all-through 4-18 co-educational school, welcoming pupils from all backgrounds who will benefit from an academic education, who will become independent learners, and who will contribute fully and enthusiastically to the ethos and wider life of the school. The school is divided into three sections, all situated on the same site: primary, secondary and post-16. Pupils seeking admittance to Holy Trinity School are expected to be active participants in their own learning at all stages of the school. As of September 2014 the school opened as a Free School, having previously operated as an Independent school.

The school is committed to straightforward, open, fair and transparent admissions arrangements. The Holy Trinity admissions policy meets the requirements of the statutory codes of practice (the School Admissions Code the School Admissions Code 2021, and the School Admission Appeals Code), and of admissions law, as these apply to academies.

### Admissions arrangements for the school year 2025 – 2026 and all subsequent years

Holy Trinity School will be part of the Local Authority's co-ordinated arrangements which require all parents/carers who wish to enter the school in **Reception or Year 7** to complete a common application form (CAF) provided by the Local Authority. These can be accessed online at [www.worcestershire.gov.uk/schooladmissions](http://www.worcestershire.gov.uk/schooladmissions). Full details of the application process will be available in the local authority brochure: Information for Parents booklet. In completing the common application form Holy Trinity School must be listed as one of the preferences. Inaccurate or false information on the form could result in the place being withdrawn. Applications must be made by:

31<sup>st</sup> October 2024 - **Year 7**

15<sup>th</sup> January 2025 – **Reception**

Sixth Form applications must be made directly to the school by 10<sup>th</sup> January 2025.

Offers of a place will be made no later than **1<sup>st</sup> March 2025 at Secondary level** and **16<sup>th</sup> April 2025 at Primary level**.

All aspects of the school's admissions arrangements will be compliant with the local authority's Fair Access Protocol.

If there are fewer applicants than places available, all children applying will be admitted. If there are more applicants than places the oversubscription criteria (as outlined below) will be applied.

The agreed **Published Admissions Numbers** for admission into the school year 2025-2026 by children not currently registered at the school are as follows:

- **Reception class (4 year olds): 50.** There will be two forms of 25 in this year group.
- **Year 7: 25. (existing Year 6 students will automatically transfer through to Year 7 on completion of a school registration form).**
- **Year 12: 30.** Pupils will be expected to meet criteria in relation to grades obtained at GCSE in relevant subjects.

Any pupils wishing to join other year groups will need to apply directly to School Admissions, who, on behalf of the school and the Local Authority will co-ordinate these applications. The applications will be considered in full compliance with the admissions criteria below.

### **Admission to post-16 provision**

Holy Trinity School Sixth Form welcomes applicants that meet the following entry requirement:

- a minimum of five level 6 grades or above at GCSE, with a minimum of a grade 6 in the subject a student wishes to study in the Sixth Form. Holy Trinity will admit any pupils with a statement of Special Educational Needs who meet the minimum entry requirements.

As mentioned above the **Published Admissions Number** for admission into Year 12 in the school year 2025-2026 is **30**.

Course requirements will be published annually on the schools website in the Sixth Form prospectus.

The parents of each applicant are informed in writing. Successful applicants will be sent a provisional offer based on the expectation of the applicant attaining full entry requirements. Any unsuccessful applicants will be notified in writing.

If there are more applicants than places the oversubscription criteria (as outlined below) will be applied.

### **General provisions**

#### **Special Educational Needs**

Pupils in receipt of an Education Health and Care Plan who name Holy Trinity School in their plan as being the best provider to meet their specific needs will be issued a place, after consultation with the school.

## **Deferred entry**

Parents/carers can request that their child attends on a part-time basis until they reach compulsory school age, or that the date that their child is admitted is deferred until later in the year in which she or he reaches the age of 4.

Children who turn 5 before the start of a new school year will normally be expected to enter Year 1 at that point.

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1.

In this instance the school will consider the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional. All such applications will be treated equally to those relating to the appropriate chronological year group.

## **In-Year Admissions**

Pupils who wish to enter year groups other than those for which there are Published Admissions Numbers will need to apply directly to School Admissions, who, on behalf of the school and the Local Authority will co-ordinate these applications

The application will subsequently be managed according to the school admissions criteria and admission granted depending upon availability (in line with published admission numbers). In accordance with the School Admissions Code priority will not be given to children based on the date of application or the date of being added to the list, but rather on the basis of how the application meets the admissions criteria. Where a year group is over-subscribed applications will be handled in the way outlined in the section headed 'Oversubscription procedures'.

The Co-ordinated Scheme can be viewed at the following link:

<https://www.worcestershire.gov.uk/coordinatedschemes>

## **Late Applications**

Late applications will be considered in the following cases:

- Re-location of a family within the catchment area.
- Where there is an indication from The Governing Body those individual circumstances apply and that the reason for the delay was reasonable, given the circumstances of the case.

## **Oversubscription procedures**

Where there are more applicants than places, pupils wishing to enter Holy Trinity School will be admitted in the following order of priority.

1. '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 the 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 the application to the school. A "previously looked after child" is a child who immediately moved on from that status after becoming subject to an adoption, child arrangement order or special guardianship order or special guardianship order and includes those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Pupils who on the due date of admission will have a sibling already enrolled at the school.

'Sibling' for admission purposes is defined as:

'..as well as brother and sister (this) will include half-siblings, adopted children, step-siblings or a child of the parent/carer's partner. They must also be living at the same home address. Children who are brought together as a family by a same sex civil partnership and who are living at the same address are also considered to be siblings'

3. Children of members of school staff who are directly employed by the school and have been at the school for two or more years. Members of staff include Teaching Staff, Learning Support staff and administration staff, whether part time or full time).
4. Once criteria points 1, 2 and 3 have been applied to the Ranking list received from Worcestershire County Council, up to 50% of remaining places available will be issued to students within a mile radius for Primary aged children based on nearest distance to the school. The remaining places will be allocated beyond the 1 mile starting at the furthest point from the school. Holy Trinity School will allocate places on an alternating basis, closest to school, then furthest from school, then next closest to school, then next furthest to school and so on until all places are filled.

For our Secondary aged children the same criteria will apply using a 3 mile radius from school, so 50% closest to school, within a 3 mile radius and the remaining places will be allocated beyond the 3 mile radius starting at the furthest point from the school. Holy Trinity School will allocate places on an alternating basis, closest to school, then furthest from school, then next closest to school, then next furthest to school and so on until all places are filled.

5. Any remaining places at both primary and secondary levels will be offered to pupils who live **nearest** to the school by the shortest straight line distance between the school to the front door of the home. The measurement on the distance will be taken using the GeoCode Points for each property and the GeoCode Point for the centre of the school. The Governing Body will utilise the Local Authority Software package called Arcview GIS to determine distance. Ordnance Survey supplies the co-ordinates that are used to plot an address within this system. **(In the event of equi-distance applicants, any place will be allocated by random selection (lottery). Someone totally independent of the Governing Body will supervise this process).**

Where the parents have shared responsibility for a child following the breakdown of their relationship and the child lives for part of the week with each parent the address of the parent that is closest to the school will be the address that is taken into account in making the above decisions.

If a **tie-break** is necessary in any of the above areas (2-4) of the over-subscription criteria, the place will be offered to children living closest to the school based on the measurements as outlined in points 5 and 6. If tie-break situation remains, then random selection will occur, conducted by a party independent of the school.

### Multiple Births

The Governors will ensure as far as possibly that twins, triplets or those children born in the same year are not separated. Such children will be given priority in any particular category.

### Arrangements for waiting lists

Pupils who are unsuccessful in their admissions application will be entered on a waiting list until 31<sup>st</sup> December 2025. This will be supervised by the school and is open to any parent who may wish to register their child/children's names. Whilst on the waiting list, the criteria for over-subscription will be applied and places, when available, awarded accordingly. Parents must re-apply in writing at the beginning of each term to keep their children on the waiting lists.

### Increases above Published Admissions Numbers

Whilst published admission numbers have been set for forms in the different year groups the number may be increased in order to admit twins and other multiple-birth children. Likewise numbers may be increased in order to admit children of Armed Forces personnel and Looked After children.

### Exclusions from other schools

The school may refuse admission to applicants who have been excluded from two or more other schools where one such exclusion took place within the two preceding years. Exclusions that occurred prior to the pupil obtaining compulsory school age do not count for this purpose. The school may also refuse to admit a child (other than in the normal year of entry) in the limited circumstances as described in the statutory Admissions Code. However, the Secretary of State has the power to over-rule a refusal of admission based on the above exclusion criteria.

### Appeals

If any parent is dissatisfied with an admission decision they have the right to appeal to an independent appeal panel, establishing contact through the Admissions Authority. Holy Trinity School will run its own independent appeals. The arrangements for the appeals will be conducted in line with the Code on Schools Admissions Appeals. Appeals should be made in writing to the Chair of Governors of Holy Trinity School within 20 school days from the date of notification that the application was unsuccessful. He/she will then arrange for the appeal to be heard by an independent appeals panel. Once the date of the appeals process has been set, a notice period of

10 days will be given to the applicants. The decision of the panel will be made in accordance with the Appeals Code and will be final.

### **Publication of admissions arrangements**

Holy Trinity School will publish confirmed admissions arrangements to Local Authorities and details will be made available to parents via the school website. Hard copies will also be available from school upon request.

Any objections to the school's admission policy can be made to the Secretary of State, who in consultation with the school will arrive at a decision. This may result in an acceptance of the policy or a direction to amend the admissions arrangements.

### **Changes to admissions arrangements**

Whilst the Local Authority is unable to instruct the school to change the published admissions numbers, the Secretary of State may do so upon request and with further consultation with the school.