



**ELSECAR HOLY TRINITY C.E.(A) PRIMARY
SCHOOL**

Diocese of Sheffield

ADMISSION ARRANGEMENTS

2017-2018

**CHURCH STREET
ELSECAR
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A INTRODUCTION

Elsecar Holy Trinity CE Aided Primary School is a Church of England Voluntary Aided Primary School in the Diocese of Sheffield. It is maintained by Barnsley Local Authority.

The school provides a distinctively Christian education for children aged 4 to 11 years.

Historically, Anglican schools were parish schools providing education for the community in accordance with the principles of the Church of England. Thus the majority of Sheffield Diocesan schools were established to provide education for the children of the parish within a Christian context. The two aims of being 'distinctively Christian' and 'serving the local community' are reflected in the school's admission criteria.

Elsecar Holy Trinity CE (A) Primary School is a Voluntary Aided Primary School in which the Governing Body is the Admission Authority and responsible for admissions. It is guided in that responsibility by the requirements of the law, the school trust deed, by advice from the Sheffield Diocesan Board of Education and its duty to the community.

B DATE OF ADMISSION TO THE SCHOOL

Children will be admitted during the Autumn term following their 4th birthday. Where parents wish to defer entry or request that the child attends part-time, the request will be considered where it appears to be in the best interest of the child. All children will be admitted by the term following their 5th birthday which is the compulsory school age.

The admission number for 2017-2018 is 20.

C DEFERRED ENTRY TO THE SCHOOL

- 1 Where the Authority on behalf of the Governing Body offers a place at a primary school a parent who accepts that school place can defer entry to that school until the term after the child's fifth birthday.
- 2 The deferred place at that school will be held for that child and will not be available to be offered to another child.
- 3 The deferred place must be taken up during the same school year for which the offer of the place was made and accepted.
- 4 Entry to a school cannot be deferred to:
 - a) the next academic year; or
 - b) beyond the beginning of the term following the child's fifth birthday.

D OVERSUBSCRIPTION CRITERIA

Children who have a statement of special educational need and the school is named as the most appropriate education setting for the child will be admitted.

Where the number of applications for Elsecar Holy Trinity CE School received during the normal admissions round exceeds the admission number of the school (or, an admission limit set higher than the admission number), then admission will be determined in accordance with the following priority of admission criteria:

1. Children who are in Public Care or have previously been in Public Care (Looked After Children). (See Definition 5 below)
2. Children whose parent(s)/carer(s) regularly worship(s) at Elsecar Holy Trinity Church. The school will ask the minister to verify this in writing. (See Definition 1 and 3 below)
3. Children who have a sibling attending Elsecar Holy Trinity at the time of admission. (See Definition 2 below)
4. Children whose parent(s)/carer(s) regularly worship in a Christian congregation "Churches Together in England". Please include a letter from your minister or priest to verify this. (See Definition 1 and 3 below)
5. Children whose parents are seeking a Christian environment for their children's education who have been baptised into a Christian Church but who do not have the written support of their local minister. Proof of baptism will be required.
6. Children who live within the Ecclesiastical Parish of Elsecar (a map can be obtained from school).
7. Children who live nearest the school; the distance to be measured by a straight line between the centre point of the child's ordinary place of residence and the main entrance to the school campus, using the Local Authority's computerised measuring system, with those living closer to the school receiving higher priority. (See Definition 4 below)

If there are more applications in a particular category than number of places available, the remaining places will be offered to children whose permanent address is nearest to the school – the distance measured by a straight line between the centre point of the child's ordinary place of residence and the main entrance to the school campus, using the Local Authority's computerised measuring system, with those living closer to the school receiving higher priority.

Tie Break

In the event of two or more children living equidistant from the school, the place will be decided by drawing lots. The first name drawn will be offered the place.

Definitions

1. **'Regular'** worship is deemed to be an average of once a month for a period of 12 months. This level of attendance will need to be verified by the minister or priest in a letter of support as appropriate.
2. **Definition of a 'sibling'**
 - a) a brother and/or sister is to be permanently resident at the same address;
 - b) a stepbrother and/or stepsister is to be permanently resident at the same address (to include half brothers/sisters).
3. **Definition 2 – Parent/Carer**

A parent/carer is any person who has parental responsibility or care of the child. Where admission arrangements refer to 'parents attendance at Church' it is sufficient for just one parent to attend. 'Family members' include only parents and siblings.
4. **Place of residence**

The child's ordinary place of residence will be deemed to be a residential property at which the person or persons with parental responsibility for the child resides at the closing date for receiving applications for admission to school.

Where parental responsibility is held by more than one person and those persons reside in separate properties, the child's ordinary place of residence will be deemed to be that property at which the child resides for the greatest part of the week, including weekends. Documentary evidence of ownership or rental agreement maybe required together with proof of actual permanent residency at the property concerned.
5. **Looked after children**

A 'relevant looked after child' is a child that is or has been previously looked after by a local authority in accordance with Sections 8, 14A and 22 of the Children's Act 1989.

When the school is full, applications may be refused, although it should be stressed that in such cases parents do have the right to appeal via the Governing Body, then to an Independent Appeals Tribunal. If the appeal fails parents will be expected to approach another school with an admission request.

E EXPRESSING A PREFERENCE FOR ADMISSION TO THE RECEPTION YEAR

- 1 The admission procedure for applications to this school will be dealt with in accordance with Barnsley Education Authority's co-ordinated scheme for admission to school.
- 2 For admission to the Reception Year Group parents will be invited to express three preferences for those schools at which they wish their child to receive education, and give reasons for those preferences.
- 3 Preferences will be made on the common application form.
- 4 The common application form for admission to school during the normal admissions round will be handed in to the school ranked first on the application form.
- 5 The common application form must be handed in by the closing date of 15 January 2016.

F ADDITIONAL INFORMATION REQUIRED FROM THE APPLICANT

- 1 In addition to completing the common application form all parents will be required to submit a Supplementary Information Form (SIF) to support their application to Elsecar Holy Trinity C.E. Primary School.
- 2 This Supplementary Information Form is not an application form for admission to the school.
- 3 Parents who intend to express a preference for the school must follow the procedure set out below:
 - a) complete the Supplementary Information Form included in the admission pack
 - b) return the Supplementary Information Form with the common application form by 16 January 2017.
- 4 The supporting information provided by parents will be used by the school in applying the admissions criteria.
- 5 The completion and return of the Supplementary Information Sheet does not guarantee a place at the school.
- 6 Where a Supplementary Information Form is not submitted to the school in support of the common application form, it may affect the consideration of the preference expressed by the Governing Body of the school.

G ALLOCATION OF A PLACE AT THE SCHOOL

- 1 The Authority will send to the Governing Body copies of all applications for the school.
- 2 The Governing Body will determine for each application form received whether the child is eligible for admission to the school according to the schools admission criteria.
- 3 The Governing Body will return to the Authority a rank order list of all the applications showing eligibility for admission to the school.
- 4 In accordance with the co-ordinated scheme the Authority will make the single offer of a place at the school to those children who are eligible.
- 5 Where the Authority cannot make a single offer for any of the preferences expressed by a parent resident in Barnsley, a place will be allocated to the child at the nearest community or voluntary controlled primary school with places available.
- 6 The criteria for the offer of a single place at a primary, infant or junior school is shown at Annex 1.

H LATE APPLICATIONS

- 1 Applications received by the Authority up to 16 January 2017 will be included in the allocation of places made for the offer day, 17th April 2017.
- 2 All other late applications received after 16 January 2017 by the Authority will be dealt with after the offer day, 17th April 2017.

I WAITING LIST

- 1 Names of children will be automatically be placed on the waiting list for the school where they have been refused a place if is ranked above that at which a place has been offered to the parent.
- 2 A vacancy arises in Reception Year only when the number of offers to the below the admission number (or a higher admission limit where one has been set).
- 3 The waiting list will be established on the offer day and be maintained up to the end of the Autumn Term in the admission year.
- 4 The waiting list is determined according to the Governing Body's priority of admission oversubscription criteria.
- 5 Following the offer day should an application be received for the school where the pupil has a higher priority, as determined by the admissions criteria for a place at the school, they will be placed on the list above those with a lower priority.

J FALSE INFORMATION

- 1 Where the Authority has made an offer of a place at a primary school on the basis of a fraudulent or intentionally misleading application from a parent, which has effectively denied a place to a child with a stronger claim to a place at the school, the offer of a place will be withdrawn.
- 2 Where a child starts attending the school on the basis of fraudulent and intentionally misleading information the place may be withdrawn depending on the length of time that the child has been at the school.
- 3 Where a place or an offer has been withdrawn the application will be re-considered and a right of independent appeal offered if the place is refused.

K APPLICATIONS OUTSIDE OF THE NORMAL ADMISSIONS ROUND

These will be dealt with in accordance with the Local Authority's Scheme. A copy is available in school or from Barnsley Local Authority.

L APPEALS AGAINST THE GOVERNING BODY'S DECISION TO REFUSE ADMISSION

- 1 Any parent whose child is refused a school place for which they have applied by expressing a preference on the common application form has the right to an independent appeal.
- 2 The right of an independent appeal applies to all preferences expressed and subsequently refused by the Governing Body in accordance with the priority of admission oversubscription criteria.
- 3 Parents who intend to make an appeal against the Governing Body's decision to refuse admission must submit a notice of appeal to the Authority within 10 working days of receiving the refusal letter.
- 4 Normally appeal hearings will be held within six weeks of the closing date for receiving the notice of appeal.
- 5 Information on how to make an appeal will be issued with the refusal letter.

M TIMETABLE

Closing date for
receiving applications

16 January 2017

Offer day

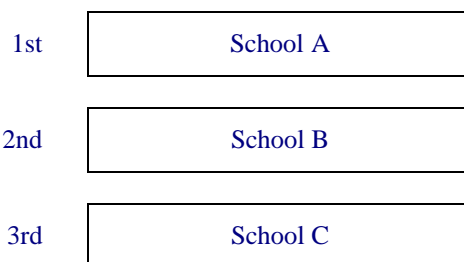
17 April 2017

Appeals completed

July 2017

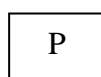
Criteria for the offer of a single place at a primary school

- 1 A resident in Barnsley will only receive an offer of a single place at any primary school if they have completed a common application form.
- 2 Parents are to express three preferences for primary infant or junior schools they wish their child to attend and list them in rank order.
- 3 All three preferences will be treated equally by the Authority.
- 4 Where a preference meets the criteria for a school the child becomes eligible for a provisional offer.
- 5 Where there is only one provisional offer, that will be the offer of a single place at a primary school made to the parent on the offer day.
- 6 Where there are two or three provisional offers, the ranking of the expressed preferences on the common application form will be used to determine which of those provisional offers becomes the single offer of a place.



Preferred Schools in rank order		Outcomes							
		1	2	3	4	5	6	7	*8
1st	School A	P ✓			P ✓	P ✓	P ✓		
2nd	School B	P	P ✓		P			P ✓	
3rd	School C	P	P	P ✓		P			

Key



Places available – child eligible for admission



School oversubscribed – child not eligible for admission based on priority of admission criteria

✓ Highest ranked preference available for which the offer of a single place will be made

* see section G5