

*Diocese of Hallam and Diocese of Leeds*

# **Holy Trinity**

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**A learning community providing  
Catholic and Church of England Education for all**

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## **ADMISSION POLICY 2018-2019**



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## **INTRODUCTION**

Holy Trinity is a joint Catholic and Church of England High School. It provides the highest possible quality education within a developing Christian ethos – fully Catholic and fully Church of England, serving as a witness to our Lord Jesus Christ.

The Governing Body, which includes Foundation Governors from both traditions, is the admissions authority for the school. This admissions policy has been agreed with both the Trustees of the Diocese of Hallam and the Diocese of Leeds Board of Education. The Governors have agreed to adopt the Local Authority's Co-ordinated Scheme for admissions 2018-2019.

The admission number for Reception Year for 2018-2019 is 60 (see footnote 1).

Pupils admitted to the Primary phase have the right to transfer to the Secondary phase at the end of Year 6.

The admission number for Year 7 for 2018-2019 is 80, (this being the number of pupils admitted to the school for the first time).

As required by law, all children with a Statement of Special Educational Need naming the school will be admitted before the application of oversubscription criteria.

### **Co-ordinated Scheme for Admission Arrangements**

The co-ordinated scheme for admissions is a mechanism that ensures that all parents/carers resident in Barnsley LA and who have expressed preferences for schools before the closing date will receive a single offer of a school place on the same day from the Authority. In order to provide every parent with an offer of one single place the Authority works with the Governing Bodies of the voluntary aided schools within the area. Full details of the scheme can be obtained from the Local Authority.

**Applications are made online by the Secure Online Admissions Website [www.barnsley.gov.uk/schooladmissions](http://www.barnsley.gov.uk/schooladmissions) and the Holy Trinity Catholic and Church of England (VA) Supplementary Information Form which can be obtained from the school or downloaded from the school website [www.holytrinitybarnsley.org](http://www.holytrinitybarnsley.org)**

### **Parental Preference**

The Local Authority Common Application Process provides the opportunity for parents/carers to express up to three preferences of schools in rank order. Applications are considered on an equal preference basis. Ranking by preference will only be used in the final allocation for a place where there is more than one potential offer.

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| <p><b>PLEASE CONTACT US IF YOU NEED ANY HELP IN APPLYING FOR ADMISSION</b></p> |
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## DATE OF ADMISSION FOR 2018-2019

The Governing Body, being the admissions authority for this school, will admit children as follows:

Reception Year – primary phase - Although the law does not require children to be admitted to school until the beginning of the term following their fifth birthday, the School Admissions Code makes provision for all children to be admitted to school in the September following their 4<sup>th</sup> birthday. Parents can request that their child attends part-time until the child reaches compulsory school age.

Year 7 – secondary phase - Children whose eleventh birthday falls between 1 September and 31 August in the year prior to admission for September 2018.

## CRITERIA FOR ADMISSION

Where there are more applications for admission than the planned admission number stated (footnote 1), the Governing Body will apply the following criteria in strict order of priority (categories 1 to 7):

(Should the planned admission limit be reached mid category, the Governing Body, as the admissions authority, will make a decision based on the shortest distance between the centre point of the applicant's home address and the main entrance of the school by the most direct route as the crow flies – or as measured by the LA, see Equidistant applications below)).

### Reception

1. Looked after children (children in public care) or previously looked after children (children previously in public care.)
2. Catholic children, (footnote 2), who reside in the parishes of Blessed Sacrament, St Mary Magdalene, St Theresa's and St Paul's.  
Church of England children, (footnote 3), who reside within the Barnsley Deanery.  
*Documents required: Copy of child's baptismal certificate, Supplementary Information Form, Letter from the parish priest for Catechumens and those recently received into the Roman Catholic Church*
3. Siblings of children attending the school at the time of admission.  
*Documents required: Supplementary Information Form*
4. Catholic children (footnote 2) who reside outside the Catholic parishes listed and Church of England children (footnote 3) who reside outside the Church of England Barnsley Deanery boundaries.  
*Documents required: Copy of child's baptismal certificate, Supplementary Information Form, Letter from the parish priest for Catechumens and those recently received into the Roman Catholic Church*
5. Children who are members of other Christian communities which are full members of Churches Together in England (footnote 4) and who have the written support of their minister of religion  
*Documents required: Supplementary Information Form, letter of support from their minister of religion (MR1 form).*
6. Children who are members of other world faiths who have the written support of their religious leader.  
*Documents required: Supplementary Information Form, letter of support from their minister of religion (MR1 form)*
7. Other children.

### **Year 7 – for children not already on roll at the school**

1. Looked after children (children in public care) or previously looked after children (children previously in public care.)
2. Catholic children, (footnote 2), who reside in the parishes of Blessed Sacrament, St Mary Magdalene, St Theresa's, St Paul's and Holy Rood.  
Church of England children, (footnote 3), who reside within the Barnsley Deanery.  
*Documents required: Copy of child's baptismal certificate, Supplementary Information Form, Letter from the parish priest for Catechumens and those recently received into the Roman Catholic Church*
3. Siblings of children attending the school at the time of admission.  
*Documents required: Supplementary Information Form*
4. Catholic children (footnote 2) who reside outside the Catholic parishes listed and Church of England children (footnote 3) who reside outside the Church of England Barnsley Deanery boundaries.  
*Documents required: Copy of child's baptismal certificate, Supplementary Information Form, Letter from the parish priest for Catechumens and those recently received into the Roman Catholic Church*
5. Children who are members of other Christian communities which are full members of Churches Together in England (footnote 4) and who have the written support of their minister of religion.  
*Documents required: Supplementary Information Form, letter of support from their minister of religion (MR1 form)*
6. Children who are members of other world faiths who have the written support of their religious leader.  
*Documents required: Supplementary Information Form, letter of support from their minister of religion (MR1 form)*
7. Other children.

### **FOOTNOTES:**

**Footnote 1:** This number has been calculated according to the capacity of the school, which the law defines, and has been agreed with Barnsley LA.

**Footnote 2:** Catholic children are children who have been baptised into the Roman Catholic Church, those formally received into the Roman Catholic Church, Catechumens, Candidates for Reception, or those members of Churches who are in full communion with the Roman Catholic Church.

**Footnote 3:** Church of England children are children who have been baptised and/or confirmed into the Church of England (and those churches in full communion with the Church of England)

**Footnote 4: Churches Together in England** For the most up to date list please see [www.cte.org.uk](http://www.cte.org.uk) or contact the school. Confirmation of full membership of Churches Together in England should be obtained via the Minister/Religious Leader's letter of support (MR1 form).

### **Equidistant Applications.**

Where the offer of the remaining place in the relevant year group could be made for a number of eligible children resident equi-distant from the school the determination of the single offer will be by Random Allocation.

The Random Allocation will:

- (i) be independently supervised by a representative of the Council Governance Department;
- (ii) take place on a date and at a time notified in advance to the participating parents so that they can attend as witnesses.

### **Definition of Sibling**

For the sibling criteria to be applicable one of the following conditions must exist:

- 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 brother / sisters).

### **LATE APPLICATIONS**

Late applications will be dealt with in accordance with the LA scheme.

### **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 the 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 greater part of the week, including weekends.

### **WAITING LIST**

Waiting lists will be dealt with in accordance with the LA scheme.

### **FALSE INFORMATION**

1. Where the Governing Body has made an offer of a place at this 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.

### **APPLICATIONS OUTSIDE OF THE NORMAL ADMISSIONS ROUND**

Applications outside of the normal admission round will be dealt with in accordance with the LA scheme.

## **APPEALS AGAINST THE GOVERNING BODY'S DECISION TO REFUSE ADMISSION**

1. If a place is not available, parents have the right of appeal. Such appeals against non-admission will be heard by an Independent Appeals Panel formed in accordance with the DfE Code of Practice. Details of the appeals process will be made available to all unsuccessful applicants.
2. Parents who intend to make an appeal against the Governing Body's decision to refuse admission must submit a notice of appeal by the date specified in the refusal letter to:

The Admissions Officer  
Barnsley Metropolitan Borough Council  
PO Box 634  
Barnsley  
S70 9GG.

Normally, appeal hearings will be held within forty school days of the closing date for receiving the notice of appeal.

### **TIMETABLE**

Closing date for receipt of secondary applications : 31 October 2017  
Closing date for receipt of primary applications : 15 January 2018

Governors Admissions Committee Meeting for secondary applications: 6 December 2017  
Governors Admissions Committee Meeting for primary applications: 1 February 2018.

National Offer day – secondary applications : 1 March 2018  
Local Offer Date – primary applications : 16 April 2018

### **DOCUMENTATION REQUIRED**

1. The school requires additional information not included as part of the on line application. This additional information is needed to place your application in the correct priority of admission category.
2. The Supplementary Information Form, obtainable from the school or downloadable from the school website, should be completed, and sent to the Local Authority school admissions by 31 October 2017 (secondary applications) or 15 January 2018 (primary applications).

Barnsley Metropolitan Borough Council  
School Admissions,  
PO Box 634  
Barnsley S70 9GG

3. A copy of the child's baptism certificate /proof of confirmation if the applicant is baptised Roman Catholic or baptised/confirmed member of the Church of England for the Governors Admissions Committee Meetings dates as above.
4. Minister's Reference (MR1) if the child is a member of another Christian Church or other World Faith.

5. The Supplementary Information Form is not an application for admission to school and its return does not guarantee a place at the school.
6. Failure to complete and return the Supplementary Information Form may affect the admission category your application is placed in.

Governing Body of Holy Trinity School