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# Trinity Church of England School, Lewisham Admissions Policy 2024-2025

<i>Date Governor Approval</i>	<i>Date of next review</i>	<i>Notes</i>
<i>December 2017</i>	<i>December 2018</i>	<i>Determined in December 2017 (Consultation in October and November 2017)</i>
<i>November 2018</i>	<i>December 2021</i>	<i>Draft policy written with support from Diocese Admissions consultant in June 2018. Full governors reviewed in September 2018. Admissions subcommittee finalised amendments at the start of October 2018. Consultation from October into November. Full Governing body meeting discussed amendments from consultation and determined policy at the end of November 2018.</i>
<i>December 2020</i>	<i>December 2023</i>	<i>Policy ratified by governors. Local Authority approval.</i>
<i>November 2023</i>	<i>September 2024</i>	<i>Draft policy written with one change with support from Diocese Admissions consultant in September 2019. Full governors agreed to go to consultation during November. Policy determined on February 26th 2020</i>

# Trinity Church of England School, Lewisham

## Admission Policy for Secondary and Primary admission in September 2021 onwards:

Trinity All Through School has a distinctive Christian character and provides an inclusive, caring and supportive environment where children learn and flourish in a setting shaped by the Christian scriptures, worship and values. We welcome applications from all members of the community and we ask all parents to respect the Christian character of our school.

The Governing Body is responsible for the admission of pupils to the school and admits a **total of 60 pupils into the Reception Year and 120 pupils into year 7**; the Year 7 figure includes those who wish to automatically transfer from Trinity All-Through Primary Phase (up to a maximum of 60 pupils). The minimum number of places offered to external applicants will therefore be 60. The admission number has been agreed between the Governing Body and the Local Authority.

Pupils transferring from Year 6 at Trinity All-Through Primary phase have automatic entry into Year 7 of the secondary phase. If there are fewer than 60 of Trinity Year 6 pupils transferring into year 7, the remaining places will become additional open places for external applicants.

The school is part of the Lewisham's pan London co-ordinated admissions scheme. The National annual closing date for Year 7 (secondary transfer) applications is 11.59pm on 31 October and for reception applications is 11.59pm on 15 January. If you are applying for a place in Year R or if your child does NOT currently attend Trinity Primary and you wish to apply for a place in year 7 then you must apply through your home borough. Applications should be made online at [www.eadmissions.org.uk](http://www.eadmissions.org.uk) If applying for a place Trinity School must be one of the schools named. Parents who wish to apply for a foundation (faith) place must also complete a **supplementary information form** to the school. The Governors will consider late applications in accordance with the procedure in the local authority's admission information. **Children currently attending Year 6 at Trinity Primary** automatically qualify for a Year 7 place at Trinity Secondary. There is no need to apply.

Parents of pupils who have EHCP (Education Health Care Plan) or statement of special educational need apply for school places separately through the local authority's SEN Team from which advice is available. If a child with an EHCP or statement is placed in the school by the local authority before the normal admission round, the number of places available to other reception or Year 7 applicants will be reduced accordingly.

Parents applying for places do so knowing that Trinity All Through School provides an education based on Christian principles.

## Foundation Places (church place)

The Governors have designated 12 places in Reception and 20 places in year 7 as Foundation places for children who attend or whose parents attend a Christian place of worship (note 3). They are allocated according to the criteria below. Written evidence of an applicant's attendance at their place of worship is required at the time of application on the School's Supplementary Information Form, which must be endorsed by your priest / pastor / church leader. A supplementary information form must be sent to the school by the statutory closing date for applications:

☒	Year 7	31 October in the academic year preceding that of required admission
☒	Reception	15 January in the academic year preceding that of required admission

It is the responsibility of the parent / carer to ensure the supplementary information form is returned by the deadline by hand or by post to **Trinity Church of England School, Taunton Road, Lee, SE12 8PD**.

If there are more applicants than the available foundation places, priority will be given in the following order:

1. Looked after or previously looked after children (note 1) attending or whose parent/carer is a regular and faithful worshipper (note 2) at a Church of England or other Christian Church (note 3)
2. Children or a parent/carer who is a regular and faithful worshipper (note 2) at St Swithun's Church (Hither Green), the Good Shepherd (Lee) and St Peter's Church (Lee)
3. Children or a parent/carer who is a regular and faithful worshipper (note 2) at a Church of England Church
4. Children or a parent/carer who is a regular and faithful worshipper at another Christian Church (note 3)
5. Children who live nearest the school. Distance from the school is measured by the local authority's digitalised school mapping system and measured from a central nodal point in the Primary/Secondary premises (as appropriate), to a nodal point in the applicant's permanent home address.

Applicants unsuccessful under the foundation place criteria will be considered equally alongside other applicants for open places as part of the initial allocation procedure.

## Open Places

The Governors have designated 48 primary places and at least 40 secondary places each year as open places. If there are fewer than 60 of Trinity Year 6 pupils transferring into year 7, the remaining places will become additional open places for external applicants. Priority will be given to:

1. Looked after children<sup>1</sup> or previously looked after children (see note 1)
2. Children of staff who were recruited to fill a vacant post for which there was a demonstrable skills shortage.
3. Children who have a brother, sister or step or half sibling including fostered and adopted siblings living at the same home address attending Trinity all through School at the time of admission. Children with siblings in Year II who will have left Trinity at the time of the younger child's admission do not qualify.
4. Children who live nearest the school. Distance from the school is measured by the local authority's school mapping system and measured from a central nodal point in the Primary/Secondary premises (as appropriate) using digitised mapping software, to a nodal point of the applicant's permanent home address

## Tie breaker

If there are insufficient places to accommodate all applicants qualified under one criterion, places will be allocated to those children who live the shortest distance from school; if applicants live equidistant from the school the Governing Body will draw lots to decide between applicants.

## Deferred Entry into Reception

The School admits children to the Reception class in the September of the school year in which a child attains the age of 5 years. (The school year runs from 1 September to the 31st August.) All parents/carers are entitled to a full-time place for their child in the reception class from September, but may defer entry until the beginning of the term after their child is five years old (ie, when the child reaches compulsory school age) or until the beginning of the summer term whichever is earlier. Children may attend part-time until they reach compulsory school age. Parents/carers who have been offered a place in the Reception Year at the School and wish to defer entry for their child and/or attend part-time must put this in writing to the headteacher at the earliest opportunity and before the start of the autumn term.

## Education Outside Chronological Age Group (summer born children)

Children are normally educated in school with others of their age group; however, in exceptional circumstances parents/carers of a summer born child may seek a place outside of their child's normal age group. Decisions will be made on the basis of the circumstances of each case. Parent/carers must state clearly why they feel admission to a different year group is in their child's best interests and may provide recent professional evidence to support this. Further details of how to make such a request are available from the school.

## Waiting list

The School operates a waiting list of those whose application was unsuccessful. The waiting list will be held in accordance with the oversubscription criteria and may include new applicants. The waiting list is held until the end of the autumn term in the admission year. Parents may request in writing to join the waiting list.

## Appeals Procedure

All 'on time' applicants are informed by email of their school offer on 1st March for Secondary and 16<sup>th</sup> April for Primary (or the next working day). If Trinity School is a higher preference school named on your application than the school you have been offered you will be informed of your right to appeal. You will receive a separate letter from Trinity School explaining why your application was unsuccessful and how to lodge an appeal. Appeals should be put in writing to the Clerk of the Independent Appeals Panel care of the school by a specified deadline. You must clearly state your grounds for the appeal. Appeals lodged by the specified deadline will be heard by an Independent Appeals Panel before the end of the summer term prior to the start of the academic year.

Should a vacancy arise at the school before the Appeals Panel meets, the school will allocate the vacancy to the first applicant on the school's waiting list which is held in accordance with the published oversubscription criteria.

## Fair Access

The School is committed to taking its fair share of pupils who are hard to place in accordance with the locally agreed fair access protocol. Pupils admitted under the protocol will take priority over any children on the waiting list and this may include, on occasion, admitting above the planned admission number.

## Notes

- 1)** *A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to the school. A previously looked after child is a child who immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians). The Governors will require written confirmation that the child is looked after, or previously looked after, and will be so at the time of making an application to the school.*
- 2)** *A 'regular and faithful worshipper' is someone who has attended church at least once a month over the preceding two years immediately prior to application.*
- 3)** *Another Christian Church is defined as a Church (or a denomination or a group of churches) that is a member of Churches together in Britain and Ireland or the Evangelical Alliance*