

**HOLY TRINITY PRIMARY SCHOOL**  
**Bradley Stoke**

***Rooted in Christ, growing together***

## **ADMISSIONS POLICY 2024–25**

### **RATIONALE**

This admissions policy has been created to reflect the school's value statement and takes into account the Christian foundation and the community focus of the school. The Governors determine the admission policy for the school.

The admission number for the reception year (2024–25) is 30 pupils. Pupils are normally admitted in the September of the school year in which they reach their fifth birthday, but parents are referred to the notes in this policy relating to deferred entry.

**For children living in South Gloucestershire, applications for a reception place at the school should be made through South Gloucestershire Local Authority on their application form as published in the "Admissions to Primary Schools in South Gloucestershire – Information for Parents" Booklet. Booklets are also available from the school office. For children living outside of South Gloucestershire, application should be made to the Local Authority for the area where they live.**

The closing date for applications is **15th January 2024**.

For those applications under criteria 4 or 5, the Governors also require parents/carers to complete the school's additional information form in Annex A (also available from the school office or the school website) and return it to the school office by the **15th January 2024**. If no such form is received the Governors will determine the application by applying the next criterion, except criteria 4 or 5 which shall be ignored.

The Governing Body of the school will offer places using their published criteria; the timing of the offers will be in line with South Gloucestershire Local Authority.

The criteria listed below will be applied in the order stated should the number of applicants for places in any year group exceed the number of places available.

### **CRITERIA**

1. A 'looked after child' or a child who was previously looked after but 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. 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).

2. After considering the above criterion for first round applications to Reception, and only if places remain available, the next seven places will be awarded, having regard to the proximity of the applicant's home to the school on the basis that those living closest to the school will be offered priority. Any remaining places for Reception or applications for in year admissions will be allocated using the following criteria.
3. Children who at the time of their application and admission would have a sibling at the school.
4. Children whose **parent/carer** is a member and regular worshipper at Holy Trinity Church, Bradley Stoke, as defined in this policy.
5. Children who live within the town of Bradley Stoke (a plan is attached) and where at least one **parent/carer** regularly attends worship in another Christian church or chapel.
6. Other applicants not in the above category on the basis that those living closest to the school will be offered priority.

When applications within any of the criteria exceed the number of places available, then places will be allocated having regard to those children living closest to the school. In determining which applicants live closest to the school, distances from home to school will be measured between the address point of the child's home and a central point within the main school building (using the Local Authority's computerised mapping system).

Where a child's parents are living apart and have shared responsibility for a child and that child spends part of the week with each parent then the address to be used for the child will be where the child spends most of the school week i.e. Monday to Friday. Evidence may be requested to support the address given in the application.

Criterion 2 will only apply for first round applications to Reception class and not for subsequent rounds or for 'in year' admissions.

### **TIE BREAKER**

Where the school is over-subscribed and it does not prove possible to resolve allocation of places by the application of the over-subscription criteria set out above, any remaining places will be allocated by drawing lots. Lots will be drawn by an appropriate person, independent of the admissions process at the school, nominated by either the Diocese of Bristol or the Bristol District of the Methodist Church and with the agreement of the other partner.

### **CHILDREN WITH EDUCATION, HEALTH AND CARE PLAN (EHCP)**

Children with an EHCP are placed in schools through the arrangements set out in the SEND Code of Practice and not through these admission criteria. All governing bodies are required by Section 324 of the Education Act 1996 to admit to the school a child with an EHCP that names the school. Schools must admit such children whether they have places or not. Any

appeal concerning the ECHP or the admission is to the First Tier Tribunal (SEN and disability). Parents/Carers of children with ECHPs should contact their child's case officer for any further information.

### **CHILDREN OF UK SERVICE PERSONNEL (UK ARMED FORCES)**

For families of service personnel with a confirmed posting to Bradley Stoke, the Governors will consider and rank the application against the oversubscription criteria (if necessary) and will treat the applicant as if the applicant lived in Bradley Stoke if the application is accompanied by an official letter which declares a relocation date and a Unit or postal address or quartering address in Bradley Stoke.

### **MULTIPLE BIRTHS**

If one child of a multiple birth is offered the last available space at the school, according to the Publish admission number, then offers will be made to all the children of that particular multiple birth. Those children are and would remain an exception to infant class size for the entire time they are in an infant class or until the class numbers fall back to the current infant class size limit.

### **DEFINITIONS**

1. Sibling refers to children who are:
  - a. brother or sister (where both the applicant child and the sibling have the same parents);
  - b. half brother or sister (where the applicant child and the sibling have one parent in common);
  - c. adopted (as defined by Section 46 of the Adoption and Children Act 2002) brother or sister;
  - d. step brother or sister (where one of the applicant child's parents and one of the sibling's parents are married or in a civil partnership);
  - e. the child of the parent/carer's partner,

In every case the child for whom an application is made should be living in the same family unit at the same address as the sibling in school.

2. A Christian church or chapel means one which is:
  - a. In membership of Churches Together in England or its partner body in Scotland, Wales and Ireland.
  - b. In membership of the Free Churches Group or the Fellowship of Independent Evangelical Churches.
  - c. A Church or congregation that can provide either evidence of membership of the Evangelical Alliance, or a statement of belief which is Trinitarian.

3. “Regular attendance at worship means one who worships usually twice a month in the six months before the date of the application account also being taken of week day acts of worship including cell groups, house groups and bible study groups and in the event that during that period the church has been closed for public worship and has not provided alternative premises for that worship and week day acts of worship including cell groups, house groups and bible study groups have been prevented by the Covid-19 pandemic the requirements of these admission arrangements in relation to attendance will only apply to the period when the church or alternative premises and week day acts of worship including sell groups, house groups and bible study groups have been available for public worship.” (Office of the Schools Adjudicator)
4. ‘Membership of Holy Trinity Church’ refers to a person whose name appears on either the family or community roll, or membership or electoral roll of Holy Trinity Church Bradley Stoke.
5. References will be requested (in the form of the Annex B attached to this policy) as evidence in respect of applicants within criteria grounds 4 and 5 from somebody who is either the Minister, a member of the governing council or the Secretary or Church Administrator of the church or chapel. If a reply is not received to a reference request the Governors will determine the application by applying the next criterion, ignoring criteria 4 or 5.
6. Parent shall also mean legal guardian or carer.

### **LATE APPLICATIONS**

Applications received after the closing date but before the offers of places have been made by the Governing Body will be considered in accordance with the criteria above if, in the opinion of the Governing Body, there were good grounds for applicant’s not being able to meet the required deadlines. In all other cases late applications will be considered only after all other applications received before the closing date have been determined.

### **WAITING LIST**

In the event of over-subscription and refusal of applications for places, a waiting list will be maintained for vacancies which occur until the end of Term 2, and then discarded. Priority order on the waiting list will be determined according to the over-subscription criteria for the school, not by the date of joining the waiting list.

### **NON-ROUTINE OR IN-YEAR ADMISSIONS**

Applications for a place during the academic year may be submitted at any time, but will not be administered more than six school weeks in advance of a place being required, except in particular circumstances applying for Crown Servant or Service family children. Applicants must complete an In-Year application form and return this to the Local Authority or the school office as applicable. This form is available from the Local Authority or a copy can be provided upon request.

The Admissions Committee may consider applications during term time only. Applications that arrive during a school holiday may be held and processed when school resumes. If the governors receive more than one application for the same year group, they may need to apply the published oversubscription criteria in order to determine a priority for admission where insufficient places exist within the PAN or admission limit applying at that time.

Criterion 2 will not apply to applications outside of the normal admission round.

Applicants will receive a written decision by email within 10 school days of receipt of the In-Year application form or receipt of any supplementary information where this is subsequently submitted to support an application and is deemed necessary in order to determine the admission decision. If an application is refused, the decision letter will set out the reasons for refusal and explain how to appeal against the decision.

~~Any offer of a place during the academic year will remain open for six school weeks from the date of the decision letter. If the child concerned is not on roll and attending before this deadline, the Admissions Committee will consider withdrawing the offer of a place.~~

### **DEFERRED ENTRY**

The Governors and Headteacher believe that it is in the best interests of all children to commence school in the September of the academic year that a child will attain the age of 5.

By law children must start in full-time education at the beginning of the term following their fifth birthday. **However, all children are entitled to access education in the September following their fourth birthday.**

Parents can request that their child attends part-time until the child reaches compulsory school age. All Schools have to provide for children to attend part-time, should the parent wish to do so. You will need to discuss with the Headteacher.

Parents may also request that their child's entry to a reception class be deferred until later in the same reception academic year group. Parents wishing to consider this must discuss the situation with the Headteacher. **Parents must apply for a school place in the normal way and by no later than 15th January 2024.**

You cannot defer entry to reception beyond term 5 (April after Easter). If the place has not been taken up by the beginning of Term 5 your place at the school will be lost, and you will need to put in a fresh application for a place in Year 1 at the school – however there is no guarantee of a place.

### **Summer Born Children**

Summer born children are those born between 1st April and 31st August.

Usually, children with a date of birth between 1st April and 31st August wishing to start school in the September after their fifth birthday would start in Year 1 and consequently miss the entire reception year. Parents must make an application for a Year 1 place which they can do in the summer term before their child enters school **BUT** please be aware that there may not be a vacancy in Year 1 at that time.

Parents can also **request** that their child enter the reception class in the September after their fifth birthday, effectively in the year group below their chronological age group. The admissions authority of the school must make the decision based on the circumstances of each case. The Headteacher will be asked to complete an educational assessment to determine whether or not it is appropriate for the individual child to delay their entry into school and be taught permanently behind their chronological age group.

This process must be completed in advance of the closing date of 15th January 2024. In the event that the delayed entry is not approved, parents will need to make an application in time for the 2024 reception intake. Should the delayed entry be approved you will be advised how to proceed at that stage.

**Please note, as per the School Admissions Code (Sept 2021) there is no right of appeal if your request to delay entry to school is denied.**

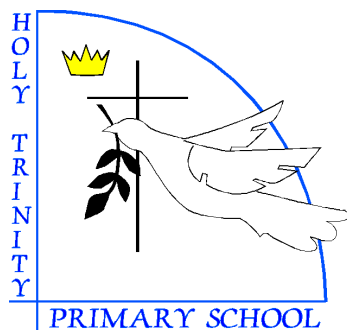
**Where a parent's request is agreed, they must make a new application as part of the main admissions round the following year by the closing date of 15th January 2025. There is no guarantee of a place and the usual admission criteria will apply. You should therefore give careful consideration to requesting delayed entry.**

### **APPEAL**

Parents have the right to appeal against the refusal by the Governing Body to admit their child and should put their appeal in writing to the Clerk of the Governors at the school within 20 school days of receiving the letter of refusal. Appeals will be conducted in accordance with the Code of Practice issued by the Secretary of State for Education and Skills under Section 84 of the School Standards and Framework Act 1998. Details of the appeals procedure and guidance will accompany any letter of refusal.

Approved by the Governing Body

Annex A



**HOLY TRINITY PRIMARY SCHOOL**  
**BRADLEY STOKE**

*Rooted in Christ, Growing Together*

Name of Child (Surname) \_\_\_\_\_

Christian Names \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Postcode \_\_\_\_\_ Tel No \_\_\_\_\_

**(Please ensure that you keep school notified of any change of address or telephone number)**

**If you are committed members of, and regularly attend, Holy Trinity Church Bradley Stoke or another Christian Church or Chapel, (oversubscription criteria 4 or 5) please complete the details below.**

**“Regular attendance at worship means one who worships usually twice a month in the six months before the date of the application, account also being taken of week day acts of worship including cell groups, house groups and bible study groups and in the event that during that period the church has been closed for public worship and has not provided alternative premises for that worship and week day acts of worship including cell groups, house groups and bible study groups have been prevented by the Covid-19 pandemic the requirements of these admission arrangements in relation to attendance will only apply to the period when the Church or alternative premises and week day acts of worship including cell groups, house groups and bible study groups have been available for public worship.” (Office of the Schools Adjudicator)**

Name of Church or Chapel \_\_\_\_\_

Name, Address and Tel. No. of local minister to whom reference may be made:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Parent or Guardian \_\_\_\_\_

Date \_\_\_\_\_

This form **must** be returned to:   The Headteacher  
Holy Trinity Primary School  
Broad Croft  
Bradley Stoke  
Bristol BS32 0BD

**Please note that completion of this form does not guarantee a place.**

**NB. The only valid application for a place at this school will be the application form to be returned to the South Gloucestershire Council or, if you do not live in South Gloucestershire to your home local authority. Please remember to return the Council application form as soon as possible.**



## Annex B

### Year Reception Class 2024/25

**Child's name:**

**Parent/Guardian's name:**

**Address:**

An application has been received from the parents/carers of the above named child for admission to the reception year of Holy Trinity Primary School for 2024/2025.

Where there are more applications than places available the admissions policy has to be applied. One of the criteria relates to 'Children who live within the town of Bradley Stoke and where at least one parent/carer regularly attends worship in another Christian church or chapel.'

The admissions policy contains the following definitions:

'A Christian church or chapel means one which is:

- a. In membership of Churches Together in England or its partner body in Scotland, Wales and Ireland.
- b. In membership of the Free Churches Group or the Fellowship of Independent Evangelical Churches.
- c. A Church or congregation that can provide either evidence of membership of the Evangelical Alliance, or a statement of belief which is Trinitarian'

"Regular attendance at worship means one who worships usually twice a month in the six months before the date of the application account also being taken of week day acts of worship including cell groups, house groups and bible study groups and in the event that during that period the church has been closed for public worship and has not provided alternative premises for that worship and week day acts of worship including cell groups, house groups and bible study groups have been prevented by the Covid-19 pandemic the requirements of these admission arrangements in relation to attendance will only apply to the period when the church or alternative premises and week day acts of worship including sell groups, house groups and bible study groups have been available for public worship." (Office of the Schools Adjudicator)

Your name has been given as a ministerial reference. I would be grateful, therefore, if you would confirm, or otherwise, the following two separate statements:

That your church or chapel is a Christian church as defined in the policy as noted above. **YES/NO\***

**and**

At least one parent/carer of the said child regularly attends worship in your church or chapel as defined above. **YES/NO\***

I would be grateful if I could have your reply by 15 February 2024.

**Please note if a reference request is not completed and returned the application will be considered on a lower criteria and the child may then not be offered a place in the school.**

Signed:

NAME OF MINISTER:

.....

NAME OF CHURCH:

Date:

