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# Trinity All Through School Secondary & Primary School Admissions Policy

## Consultation Document

**Consultation 6/10/17 – 1/12/17 (8 weeks)**

Feedback regarding consultation either in writing addressed to  
 'Admissions Consultation' to the address above or via email to  
[consultation@trinity.lewisham.sch.uk](mailto:consultation@trinity.lewisham.sch.uk)

Date Governor Approval	Date of next review	Notes

[admin@trinity.lewisham.sch.uk](mailto:admin@trinity.lewisham.sch.uk)  
[www.trinitylewisham.org](http://www.trinitylewisham.org)

LEARNING - LOVING - LIVING

# Trinity All Through School, Lewisham

## Admission Policy for Secondary and Primary admission in 2019/2020

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 Governors admit 120 pupils to Year 7 (Secondary) each September and 60 pupils to Reception (Primary) each September. Primary children will be admitted from the September following their fourth birthdays, but parents can request that their children attend part-time until they reach statutory school age. Parents whose children have been offered places at the school but have not reached statutory school age may defer admission during but not beyond the reception year, and the places that have offered to them will be held open for them. Parents considering this possibility are advised to discuss the matter with the Headteacher, and will need to make their intentions known to the Headteacher.

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

Parents applying for places do so knowing that Trinity All Through School provides an education based on Christian principles. Applications can also be made on line at [www.eadmissions.org.uk](http://www.eadmissions.org.uk)

### Foundation Places

The Governors have designated 20% of places (24 pupils in Secondary and 12 pupils in Primary each year) as Foundation places for children who attend or whose parents attend a Christian place of worship according to the criteria below. A supplementary form should be sent to the school by the statutory closing date:

- Secondary School            31 October in the year preceding that of required admission
- Primary School                15 January in the year preceding that of required admission

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

1. Looked after children attending or whose parents or carer attends a place of Christian worship regularly in that the priest or minister reports attendance on average once or more each month over the preceding two years. Looked After Children or previously looked after children but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. A looked after child is a child who is in (a) the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social service functions (see definition in Section 22 (1) of the Children Act 1989).
2. Children or their parents or carer attending St Swithun's Church (Hither Green), the Good Shepherd and St Peter's Church (Lee) regularly in that the priest reports attendance on average once or more each month over the preceding two years.

3. Children or their parents or carer attending a Church of England place of worship regularly in that the priest reports attendance on average once or more each month over the preceding two years.
4. Children attending a place of worship of another Christian denomination regularly (Christian is defined as a church in membership of Churches together in Britain and Ireland or the Evangelical Alliance) in that the priest or minister reports attendance on average once or more each month at the principal act of worship on Sunday.
5. Children who have a brother, sister or step or half siblings including fostered and adopted siblings living at the same home address attending Trinity at the time of admission. Children with siblings in Year 11 who will have left Trinity at the time of the younger child's admission do not qualify.
6. 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.

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. In the event that two or more applicants live the same distance from the school, the place will be allocated by drawing lots. Where children live in the same building such as a block of flats preference will be given in ascending numerical and if necessary alphabetic order according to the flats address.

## Open Places

The Governors have designated (Primary and Secondary) 80% of places each year as Open Places. Priority will be given to:

1. Looked after children or previously looked after children but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. A looked after child is a child who is in (a) the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social service functions (see definition in Section 22 (1) of the Children Act 1989).
2. Children who have a brother, sister or step or half siblings including fostered and adopted siblings living at the same home address attending Trinity at the time of admission. Children with siblings in Year 11 who will have left Trinity at the time of the younger child's admission do not qualify.
3. 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

In the event that two or more applicants live the same distance from the school, the place will be allocated by drawing lots.

The school is part of the locally agreed co-ordinated admissions scheme and the timescales for applications to be received and processed are those agreed with the Local Authority. Parents must complete their home borough's Common Application form (CAF) and return the form to the home Authority; if applying for a place at this school, parents must name this school as one of the preferences on the CAF. Parents who wish to apply for a foundation place must also send a supplementary information form to the school. The Governors will consider late applications in accordance with the procedure in the local authority's secondary admission booklet.

## Waiting list

The School operates a waiting list which is ordered in accordance with the admission criteria. 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

The Local Authority write to Parents / Carers of all applicants on 1st March for Secondary and 16<sup>th</sup> April for Primary giving details of the school to which their child has been allocated, and the contact details of the school should the family wish to appeal.

Appeals should be put in writing to the Clerk of the Appeals panel care of the school by the appeals deadline and clearly state the grounds for the appeal. The school has adopted the same appeals deadline as the Local Authority Community Schools, which vary from year to year but published in the Local Authority Secondary Transfer Booklet. Appeals will be heard by an Independent Appeals Panel before the end of the summer term.

Should a vacancy arise at the school before the Appeals Panel meets, the school will allocate the vacancy to an applicant in accordance with its published admissions criteria.

**Twins, triplets and other multiple births** – where twins, triplets or children from other multiple births qualify for the last place to be allocated the governors will admit all the qualifying siblings in excess of the published admissions limit and they will be considered as 'excepted pupils'.

## 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.