

# ADMISSIONS POLICY FOR HOLY TRINITY R.C. PRIMARY SCHOOL- 2024/25

**Holy Trinity** is a Catholic School in the trusteeship of the Diocese of Salford. It is maintained by **Lancashire** and is a voluntary aided school. The Governing board is the admissions authority and is responsible for taking all decisions on applications for admissions. The co-ordination of admissions arrangements is undertaken by the Local Authority.

For the school's year commencing September 2024, the governing board has determined that the number of children to be admitted to **reception is 30**.

The school's role is to participate in the mission of the Catholic Church by providing a curriculum, including Catholic religious education and worship, which will help children to grow in their understanding of the Good News and in the practice of their faith. The school will help the children develop fully as human beings and prepare them to undertake their responsibilities as Catholics in society. The school requires all parents applying for a place here to understand and respect this ethos and its importance to the school community. This does not affect the rights of parents who are not of the Catholic faith to apply for a place here.

Admissions to the school will be determined by the governing board. Parents must complete a Local Authority Preference Form or apply online via the website [www.lancashire.gov.uk](http://www.lancashire.gov.uk). If you wish to have your application considered against the school's religious criteria then you must **ALSO** complete the supplementary form which is available from the school. Parish map is available to view at the school office.

If there are fewer than **30** applications, all applicants will be offered places. If there are more applications than the number of places available, the following oversubscription criteria will be applied:

1. Baptised Roman Catholic children who are looked after children or a child who was previously looked after, but immediately after being looked after became subject to an adoption, child arrangement order, or special guardianship order or those children who appear to the school to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Baptised Roman Catholic children who will have a brother or sister attending the school at the time of admission and resident in the former parish of Holy Trinity.
3. Baptised Roman Catholic children who are resident in the former parish of Holy Trinity Brierfield.
4. Other baptised Roman Catholic children who will have a brother or sister attending the school at the time of admission and are resident in another parish.
5. Other baptised Roman Catholic children who are resident in another parish.
6. Other children who are looked after children or a child who was previously looked after, but immediately after being looked after became subject to an adoption, child

arrangement order, or special guardianship order or those children who appear to the school to have been in state care outside of England and ceased to be in state care as a result of being adopted.

7. Children who are worshipping in a Church in membership of the Churches Together in Britain and Ireland, who will have a brother or sister attending the school at the time of admission.
8. Children who are worshipping in a Church in membership of the Churches Together in Britain and Ireland
9. Other children with a brother or sister attending the school at the time of admission.
10. Other children.

If it is not possible to offer places for all applications within any criterion above, priority will be given to those living closest to the school measured by a straight line measurement (radial) between the applicant's home address points and the address point of the school (co-ordinates provided by ordnance survey data). If the Local Authority is unable to distinguish between applicants using the published criteria (eg. Siblings, those living the same distance from home to school, or families residing in the same block of flats) places will be offered via a random draw.

#### **Notes for Applicants:**

- a. All applications will be considered at the same time and after the closing date for admissions which is 15<sup>th</sup> January 2024. Applications received after this date will be **treated as a late application** and will not be considered until **after** the main allocation of places has taken place.
- b. Looked after children or a child who was previously looked after, but immediately after being looked after became subject to an adoption, child arrangement order, or special guardianship order or those children who appear to the school to have been in state care outside of England and ceased to be in state care as a result of being adopted
- c. For a child to be considered as a Catholic evidence of a Catholic Baptism or reception into the Catholic Church is required. Written evidence of reception into the Catholic Church can be obtained by referring to the Register of Receptions, or in some cases a sub-section of the Baptismal Registers of the Church in which the Rite of Reception took place. If, for example, a child has been baptised in the Church of England and the parents are subsequently admitted to the Catholic Church through the RCIA programme, the child must also be admitted to the Church by the Rite of Reception.

The governing board will require written evidence in the form of a Certificate of Reception before applications for school places can be considered for categories of 'Baptised Catholics'. A Certificate of Reception is to include full name, date of birth, date of reception and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of reception.

Those who have difficulty obtaining written evidence of baptism for a good reason, may still be considered as baptised Catholics but only after they have been referred to the parish priest who, after consulting with the Episcopal Delegate will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with Canon Law.

- d. Home Address is considered to be the address where the child normally lives. Where care is split and a child moves between two addresses, the household in receipt of the child benefit would normally be the address used but the admission authority body reserves the right to request other evidence as fit the individual circumstance. Applicants should not state the address of another relative or person who has daily care of the child.
- e. 'Sibling' is defined in these arrangements as full, half or stepbrothers and sisters, adopted and foster brothers and sisters who are living at the same address and are part of the same family unit. This does not include cousins or other family relationships.
- f. A waiting list for children who have not been offered a place will be kept and will be ranked according to the admission criteria. The waiting list does not consider the date the application was received or the length of time a child's name has been on the waiting list. This means that a child's position on the list may change if another applicant is refused a place and their child has higher priority in the admissions criteria. The waiting list will be kept up till the 31<sup>st</sup> December on the admission round.
- g. Any application for a school place on or after the first day of the academic term will be considered as an in-year application. Any application for another age group will also be considered as an in-year application. Parents wishing their child to attend this school should complete the in-year application form which is available to download from the school's website and return it with the supplementary form to the Admissions Office or email to [bursar@holyltrinityrc.lancs.sch.uk](mailto:bursar@holyltrinityrc.lancs.sch.uk). The school will consider the application and if there is a place in the appropriate year group will arrange for the admission to take place.
- h. Where the Governors are unable to offer a place because the school is oversubscribed, parents have the right to appeal to an independent admission appeal panel. Parents will have the opportunity to submit their case to the panel in writing and to attend in order to present their case. Parents/guardians should complete the online appeal form within 20 school days of receiving the letter refusing a place. You will normally receive 14 days' notice of the place and time of the hearing. <https://www.lancashire.gov.uk/children-education-families/schools/appeal-against-an-admission-decision/primary-school-appeals/>
- i. The governing board reserve the right to withdraw the offer of a school place where false evidence is received in relation to the application.
- j. It is the duty of governors to comply with regulations on class size limits for children aged between rising five and seven. The governing board may exceed the regulations for twins and children from multiple births where one of the children is the 30<sup>th</sup> child admitted. This also applies to in-year applicants who are looked after/previously looked after children of UK service personnel or children who move into the area for whom there is no other school available within a reasonable distance.

- k. If a child is a “summer born child”, parents may request that the date their child is admitted to school is deferred to later in the school year. However, the child must start school before the end of that school year. If a parent wishes their child to be educated out of their normal school year (kept back a year), they must discuss this with the school before applying. However, the final decision on this rests with the headteacher. If your child is due to start school during the next academic year, it is important that you apply for a place for September. If your child’s fifth birthday is between the months of September and December, then, if you wish it, admission may be deferred until January; if it between January and April, then admission may be deferred until the start of the summer term though it is likely to be in your child’s interests to start no later than January.
- l. Parents may request that their child attend school part-time until he/she reaches his/her fifth birthday.
- m. Definition of children of other Christian denominations. “Children of other Christian denominations” means: children who belong to other churches and ecclesial communities which, acknowledging God’s revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God’s will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.
- n. All members of Churches Together in England and of Churches Together in Wales are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.



**HOLY TRINITY R.C. PRIMARY SCHOOL BRIERFIELD (8883754 – 13017)**

**DIOCESE OF SALFORD SUPPLEMENTARY FAITH REQUEST FORM**

School name.....

Name of applicant.....

Address of applicant.....

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.....Postcode.....

Parish Community in which you live/worship:.....

Please confirm that the applicant is a Baptised Catholic

Yes		No	
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**The Baptismal Certificate must be presented to the school.**

If the applicant is not Baptised Catholic are they a member of Churches Together in Britain and Ireland?

Yes		No	
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Church in which you worship.....

**The Christening Certificate must be presented to the school.**

Signed (Parent/Guardian).....

Date.....