



Holy Trinity CE (VA) Primary School

Policy name: **Admissions Policy**

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Governor committee: **Resources**

Approved by: **FGB**

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HOLY TRINITY CE (VA) PRIMARY SCHOOL

ADMISSIONS POLICY 2026/2027

The Governing Body of Holy Trinity CE (VA) Primary school is the admissions authority for the school.

The Planned Admission Number for 2026-2027 is 45.

Applications for admission into Ossett Holy Trinity CE (VA) Primary school should be made on Wakefield LA Common Application Form.

The closing date for applications for a place in September 2026 is 15 January 2026.

If you wish to apply under the Christian Commitment Criteria which shows a Church commitment, you should also fill in an additional form (SIF) which can be obtained from the school office. This form should be returned directly to the school by the closing date for applications. It is a parental responsibility to return this completed form to the school. If you do not do so the school will not be able to rank the application against any of the Christian commitment criteria.

Point of Entry:

For infant/primary schools, those pupils with a date of birth between 1 September 2021 and 31 August 2022 will start school on the first day the school is open following 1 September 2026.

Attendance at nursery **does not** guarantee admission to school. Parents of children who are admitted for nursery provision must apply for a place at the school if they want their child to transfer to reception class.

Admission procedures

The Planned Admission Number for admission to the reception class in the school year commencing September 2026 will be a maximum of 45 pupils. This arrangement follows consultation between the Governing Body, the Diocesan Board of Education, Local Authorities and other admissions authorities in the area. The Governing Body will not place any restrictions on admissions to the reception class unless the number of children for whom admission is sought exceeds this number. **By law, no infant class may contain more than thirty children.**

Applications for admission into the school in September

The Local Authority operates a co-ordinated admissions scheme and administers a system of equal preferences under which all applications are considered equally and The School's Governing Body allocates the available places in accordance with its published admissions policy. In the event that there are more applications than places available, the Governing Body will allocate places using the oversubscription criteria detailed below, which are listed in order of priority. **The Local Authority will inform parents of the offer of a place on 16th April 2026.**

Deferred Entry to Primary Schools

Where the Governing Body offers a place at a primary or infant school, a parent who accepts that school place can defer entry to that school until the term after the child's fifth birthday. There may be spring and summer term admissions as a result of parents who have deferred their child's entry. Any deferred place at the school will be held for that child and will not be available to be offered to another child and the

deferred place must be taken up during the same school year for which the offer of the school place was made and accepted. Entry to a school cannot be deferred to the next academic year or beyond the beginning of the term following the child's fifth birthday.

Parents can also request that their child attends school part time instead of full time until the child reaches statutory school age. Schools must accommodate such requests where it appears to be in the best interest of the child.

You will be advised whether your child/ren has/have received a place at Holy Trinity School by the Local Authority on 16th April 2026.

Special Educational Needs

Holy Trinity CE (VA) Primary School will admit children with a Statement of Special Educational Needs or Education Health Care Plan in which Holy Trinity CE (VA) Primary School is named on the Statement/Education Health Care Plan.

Oversubscription criteria

Where the number of applications for Ossett Holy Trinity CE (VA) Primary School received during the normal admissions round exceeds the admission number of the school the governing body will apply the following criteria in strict order of priority.

1. Looked after children (a child who is looked after by the local authority in accordance with Section 22 of the Children Act 1989). This also includes children who were looked after but ceased to be so because they were adopted or became subject of a residence order or a special guardianship order. **(See note 1)**
2. A child who, or whose parents/guardians, resides within the parish of Trinity Church, or whose parents/guardians are on the electoral roll of that church, and who are: **'At the heart of the church'** - A regular worshipper. A person who worships at least twice per month, for a period of 12 months prior to the closing date for application. The worshipper could be one or both parents.
3. A child who, or whose parents/guardians, resides within the parish of Trinity Church, or whose parents/guardians are on the electoral roll of that church, and who are: **'Attached to the church'** – A regular but not frequent worshipper. A person who attends a monthly service or is regularly (once per month) involved in a weekday church activity including an element of worship for a period of 12 months prior to the closing date for applications. The worshipper could be one or both parents.

A 'Supplementary Information Form' (SIF) to provide confirmation of Christian commitment is available from the school. The form should be signed by the vicar of **Trinity Church, Ossett** and returned to the school by the closing date for applications. During an interregnum the form should be signed by a churchwarden.

Parents having moved to become resident in the parish mentioned above, having been on the electoral roll of and 'At the heart of the church' of another Anglican parish, will qualify upon proof of membership being provided by the priest of that other parish. **(See notes 2, 3 & 4).**

4. A child whose parents/guardians reside within the catchment area for the school and are members of another Anglican Christian church recognised by Churches Together in England and Wales who are: **'At the heart of the church'** - A regular worshipper. A person who worships at least twice per month, for a period of 12 months prior to the closing date for application. The worshipper could be one or both parents.

5. A child whose parents/guardians reside within the catchment area for the school and are members of another Anglican Christian church recognised by Churches Together in England and Wales who are: **'Attached to the church'** – A regular but not frequent worshipper. A person who attends a monthly service or is regularly (once per month) involved in a weekday church activity including an element of worship for a period of 12 months prior to the closing date for applications. The worshipper could be one or both parents

A 'Supplementary Information Form' (SIF) to provide confirmation of Christian commitment is available from the school. The form should be signed by the priest/minister of that church and returned to the school by the closing date for applications. **(See notes 2, 3 & 4)**

Parents having moved to become resident in the catchment area for the school having been on the electoral roll of and 'At the heart of the church' of another Anglican parish, will qualify upon proof of membership being provided by the priest/minister of that other parish. **(See notes 2, 3 & 4)**

6. A child whose parents/guardians reside inside the catchment area for the school who has a brother or sister (including a half-, step- or adoptive brother or sister) attending the school at the proposed date of admission. **(See notes 2, 3, 4 & 5)**
7. A child whose parents/guardians reside within the catchment area for the school. **(See notes 2, 3 & 4)**
8. A child whose parents/guardians reside outside the catchment area for the school who has a brother or sister (including a half-, step- or adoptive brother or sister) attending the school at the proposed date of admissions. **(See notes 2, 3, 4 & 5)**
9. A child whose parents/guardians reside outside the catchment area for the school who are members of an Anglican Christian church recognised by Churches Together in England and Wales who are: **'At the heart of the church'** - A regular worshipper. A person who worships at least twice per month, for a period of 12 months prior to the closing date for application. The worshipper could be one or both parents
10. A child whose parents/guardians reside outside the catchment area for the school who are members of an Anglican Christian church recognised by Churches Together in England and Wales who are: **'Attached to the church'** – A regular but not frequent worshipper. A person who attends a monthly service or is regularly (once per month) involved in a weekday church activity including an element of worship for a period of 12 months prior to the closing date for applications. The worshipper could be one or both parents

A 'Supplementary Information Form' (SIF) to provide confirmation of Christian commitment is available from the school. The form should be signed by the priest/minister of that church and returned to the school the closing date for applications. **(See notes 2, 3 & 4)**

11. Children who are attending **Holy Trinity School Nursery** immediately prior to date of admission.
12. Other children who do not meet any of the criteria described above.

If there are more applications in a particular category than the number of places available, the remaining places will be offered to children whose home is nearest to school. The distance measured will be from the central (centroid) point of applicant's property to the central (centroid) point of the school's ground. Measurement will be made using the LA's in-house mapping software.

Applications will be considered by the governors in the following order:

- ❖ Applications received on time that satisfy the over-subscription criteria in order
- ❖ Late applications received that satisfy the over-subscription criteria

Notes

1 Children in Care

- Subject to a care order made by the courts under section 31 of the Children Act 1989 – for the courts to grant a care order they have to be satisfied that a child is suffering or would suffer ‘significant harm’ without one
- Children who are accommodated by the local authority on a voluntary basis under section 20 of the Children Act 1989; and
- Children who have been adopted from local authority care, children with a residency order and those with special guardianship immediately following being Looked After will all be included within the higher priority for looked-after children

2 Map/lists

A map showing the Parish Boundary is available from the school

A map showing the Catchment area is available from the school office

Details of the list of “Churches Together in England and Wales” is available from the school

3 Parents

Parents include all those who have parental responsibility for a child as set out in the Children Act 1989. Where responsibility is shared, the person receiving Child Benefit is deemed to be the parent and be responsible for completing application forms, and whose address will be used for admission purposes.

4 Home Address and Residing in

The home address is the child’s permanent home at the closing date for applications. A child is normally regarded as living with a parent/guardian and the Governors will use the parent/guardian address for admissions purposes. You cannot lodge a child with a friend or relation to gain a place at the school.

Families who are due to move house should provide:

- A letter from your Solicitors detailing any house purchase and the completion date. A letter of intention to purchase is not sufficient.
- Written evidence (in the form of a letter from your Estate Agent or Solicitor) of a tenancy agreement or lease, including the start and end dates.
- Written evidence (in the form of a letter from your Estate Agent or Solicitor) confirming the sale of your property or termination of a tenancy agreement/ lease.
- A Child Benefit statement showing your child's new address.

5 The term ‘sibling’ is defined as:

- Full or half brother or sister
- Step brother or sister
- Adoptive brother or sister
- Children of parents living together in the same family household.

This category includes children with brothers or sisters (including step-brothers or sisters residing at the same address) of statutory school age, living at the same address, in attendance at our school, on the date of admission.

Where the admission of siblings from a multiple birth (eg twins, triplets) would cause the school to rise above its Planned Admission Number, all of the children from the multiple birth will be admitted.

6 Waiting List

The school maintains a 1 year waiting list for all year groups. Parents who wish their child to be included on the waiting list must inform the school in writing. Any places that become available will be allocated according to the published oversubscription criteria of the admission policy with no account being taken of the length of time on the waiting list or any priority order expressed as part of the main admission round.

The waiting list will be reviewed and revised:

- each time a child is added to, or removed from, the waiting list
- when a child's changed circumstances will affect their priority
- at the end of each school year, when parents with a child on the waiting list will be contacted and asked if they wish to remain on the list for the following school year.

Appeals

Where governors are unable to offer a place because the school is oversubscribed, parents have the right to an independent appeal. Parents must submit a notice of appeal within 20 days of the refusal letter to:

Independent Appeal Clerk
Church of England Voluntary Aided Schools & Academies
Admission Appeal Clerk
PO Box 1694
Huddersfield
HD1 9DL Tel 07949707868



SUPPLEMENTARY INFORMATION FORM (SIF) FOR ADMISSIONS TO HOLY TRINITY CE (VA) PRIMARY



Introduction

Holy Trinity Primary School is a Church Aided School, which means that members of the Parish of Ossett and the Diocese of Wakefield have contributed towards the building of the school and continue to pay towards its maintenance. The school is designated as a school with a Religious Character and as such is permitted to give application preference to members of a particular faith or denomination.

The purpose of this Supplementary information Form is to verify the Christian commitment of the parent(s)* applying for a place at Holy Trinity School. **This form should be completed if you want your application to be considered using the Christian Commitment Oversubscription Criteria of the Schools Admissions Policy. Failure to complete this form may affect the oversubscription criteria in which your child is placed. The form must signed and dated within the year you are applying for a place in school.**

I/We – (name(s))	
of – (address)	
*Parent(s) of – (child's name)	Date of Birth

declare Christian Commitment, for a period of at least the previous **12 months**, described as:

'At the heart of the church' – A regular worshipper who is on the electoral roll of the church and worships at least twice a month. The worshipper could be one or both parents.	Please tick
'Attached to the church' – A regular but not frequent worshipper. A person who usually attends a monthly family or church parade service or is regularly involved in a weekday church activity including an element of worship. The worshipper could be one or both parents.	Please tick
*Parental signature(s)	Please print your name(s)
(1)	(1)
(2)	(2)
date	date

(* see admissions policy for definition of terms)

THE PERSON VERIFYING YOUR DECLARATION MUST COMPLETE THE NEXT PART OF THE FORM.

Verified by Vicar, Rector, Priest in Charge, Minister of Religion etc. (during an interregnum the form may be signed by a churchwarden)	
Full Address of Church	
Your Full Name and Signature	
Your status within the Church	
Date	
Your contact address/ telephone number	

Please return to Holy Trinity CE (VA) Primary School, Church Street, Ossett WF5 9DG