



Holy Trinity CE (VA) Primary School

Policy name: **Early Years Admissions Policy**

Author: **Debbie Smales**

Governor committee: **Resources**

Approved by: **FGB**

Date Approved:

Review date:

Early Years Admissions Policy 2025/26

The Governing Body is responsible for admissions to the schools' Early Years Foundation Stage and applies the admissions criteria set out below to admitting children.

The school has 52 part time (15 hours) places in the nursery and aims to offer a flexible solution to working parents, by offering half and full day options. Holy Trinity offers Universal and Extended (30 hours) Entitlement.

EARLY YEARS ADMISSION DATES

A child can be admitted to the early years provision in the term after their 3rd birthday, subject to the availability of places.

The admission dates are:

Three Year Olds

Born Between	Date of admission	Term of admissions
1 st April – 31 st August	September	Autumn
1 st September – 31 st December	January	Spring
1 st January – 31 st March	After Easter	Summer

April born children will be admitted in the following September and not after Easter regardless of when Easter falls.

APPLICATION PROCESS

Parents/guardian must contact the school directly when applying for a nursery place. The child's name will be added to the school's nursery waiting list and the parent/guardian will be requested to complete a Register of Interest form.

Places will be provisionally offered during the term before their place is due to start.

All parents applying for a funded place (Universal / Extended) will need to completed the Wakefield Council 2, 3 and 4 Year Olds Free Entitlement Agreement' form and provide the original birth certificate, before the place can be confirmed.

If a child accesses more than the confirmed funded hours, the charging policy will apply.

ADMISSIONS CRITERIA

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.

Following the allocation of places, all parents will be notified in writing of the decision to grant a place.

Following notification that a place is available, a child will be expected to take up the place within 2 weeks of the expected start date. If the child has not taken up the place after 2 weeks and a satisfactory explanation has not been provided to the Headteacher, then the offer of a place will be removed.

For admissions purposes, only one address can be used as a child’s permanent address. Where a child resides with more than one parent/guardian, at different addresses, the school will use the preference expressed by the parent/guardian at the address where the child lives the majority of the time and where the child benefit is paid.

A place in Holy Trinity nursery does not guarantee a place in reception.

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:

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

Maps showing the Catchment Area and Parish Boundary are available on request. Details of the list of “Churches Together in England and Wales” is available online.

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 will be responsible for completing application forms. This is the address which will be used for admission purposes.

4 Home Address

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.

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 (e.g. twins, triplets) would cause the school to rise above its Planned Admission Number, all of the children from the multiple birth will be admitted.