



HOLY TRINITY C E (A) PRIMARY SCHOOL
Admissions Policy & Admissions Criteria
(for September 2025 intake)

Vision

We aspire to be a happy, confident and caring community where children are motivated to achieve their full potential in a supportive learning environment, underpinned by a strong Christian ethos.

1 John 4: 16: 'God is love and those who live in love live in God, and God lives in them'.

POLICY	Admissions Policy
SOURCE	Holy Trinity CE Primary School
REVIEWED BY	Admissions Committee
APPROVED	Admissions & FGB 20.11.19; 13.07.21 COVID-19 & appeals update July 2020 Diocese update July 2021; FGB 13.07.21; FGB 22.09.21; FGB 21.09.22; FGB 19.09.23
REVIEW DUE	Annual review; Autumn 2024

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1. Introduction to Admissions Policy

Education at Holy Trinity CE(A) School in Cuckfield is organised on a Primary School basis with children transferring to Secondary School at the age of 11+. Admissions to the school are made by the Governing Body in consultation with the Head Teacher in accordance with arrangements agreed with West Sussex County Council. The school complies with current legislation regarding summer-born children. Parents/carers may approach the Headteacher with any queries they may have regarding admission arrangements for their child/ren. The number of children to be admitted into Reception each year is 60 (Pupil Admissions Number, PAN). Should applications exceed the number of places available then the places are offered according to the school's Admissions Criteria (*see below*).

It is the view of the Governing Body that the admission of any further pupils (over 60) into Year R at Holy Trinity School would be undesirable and would have an adverse impact on the quality of education provided for the pupils who have been allocated places in this year group and would cause 'class size prejudice'. This means that it would be prejudicial to the education of children within those classes, to the use of resources available to those classes and to the ability of the school to provide education within those classes.

When the Starting School application deadline has closed, the Local Authority provides the Governing Body with a list of all applicants who have applied to the school. The Governing Body ranks the applications with the Supplementary Forms (if applicable) in strict accordance with its published Admissions Criteria (*see below*) and provides the Local Authority with the ranked list. The Local Authority is responsible for co-ordinating the allocation of places in its area, offering individual places to parents on behalf of the school's Governing Body on the Common Offer date in April.

Children refused a place can, at their parents' request, be put on a waiting list where priorities will also be determined by the Admissions Criteria shown below. The order of applicants on the waiting list is strictly according to the priority order set out in the Admissions Criteria. No account is taken of length of time on the waiting list to determine an applicant's place in the priority order. Places will be offered to the applicant at the top of the waiting list at the time the place becomes available. Children are kept on this list for a maximum of 12 months.

Late applications are considered after all those received by 15th January each year.

Maps showing the West Sussex County Council (WSCC) agreed boundary of the catchment area of Holy Trinity CE(A) Primary School, and the location of the streets within, can be viewed at the school and on the school website.

Governors and the school will, where possible, provide places for all children within the Ecclesiastical parish of Cuckfield, in line with the school vision.

Where there is more than one child applying for only one place and where their rating according to the Admissions Criteria are equal, the child who lives nearest to the school will be admitted. The distance to the school is measured by a straight line from the school to the home address, using Ordnance Survey address point data from a central point in each building.

Applicants wishing to apply under the Admissions Criteria that involve church attendance (see criteria 2, 4, 7, 9 and 10) should complete the Church Reference Section of the Supplementary Information Form. Once you have completed the form it should be passed to the Leader of your Church to complete their part of the Church Reference Section. The form should then be returned to you and forwarded to:

The School Office,
Holy Trinity C.E. (Aided) School, Glebe Road, Cuckfield,
West Sussex, RH17 5BE

Please note that your church may have an additional, internal process to verify your attendance. Please contact your church for further details.

Definitions:

The word 'parent' in the context of this policy also includes the child's legal guardian and applies to either or both parents, or a sole parent. Where only one parent/guardian satisfies a criterion, the applicant will be treated equally with one where the requirement is met by two parents.

'Sibling' is taken as a full, half or step brother or sister permanently living in the same household, including an adoptive or foster brother or sister.

Churches mentioned in the Admissions Criteria below refer to a church that is a full member of 'Churches Together in Britain and Ireland' or of the 'Evangelical Alliance'.

2. Admissions Criteria

If the school is oversubscribed, after the admission of pupils with an Education, Health and Care Plan where the school is named in the Plan, priority for admission will be given to those children who meet the criteria set out below. Places will be offered in the following priority order, with applications submitted by 15th January in each year taking initial priority:

1. Looked After Children and previously looked after children.

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 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).

*An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians)

2. Children who live within the WSCC agreed boundary of the catchment area of Holy Trinity School, Cuckfield, whose parent worships at Holy Trinity Church, Cuckfield, at least once a month for at least 6 months in the year preceding date of application. Families who have moved into the Parish within the 6 months preceding the date of application will require a supporting letter from previous church/es attended during that period.

3. Children living within the WSCC agreed boundary of the catchment area of Holy Trinity School, Cuckfield, who at the time of entry still have a sibling on roll.
4. Children who live within the WSCC agreed boundary of the catchment area of Holy Trinity School, Cuckfield, whose parent worships at another Christian Church at least once a month for at least 6 months preceding date of application. Families who have moved into the Parish within the 6 months preceding the date of application will require a supporting letter from previous church/es attended during that period.
5. Children of members of staff currently employed by Holy Trinity School where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made. Staff includes all direct employees of the school, not agency or those employed by other parties.
6. Children who live within the WSCC agreed boundary of the catchment area of Holy Trinity School, Cuckfield.
7. Children who live outside the WSCC agreed boundary of the catchment area of Holy Trinity School, Cuckfield, who at the time of entry still have a sibling on roll, and whose parent worships at Holy Trinity Church, Cuckfield, at least once a month for at least 6 months preceding date of application.
8. Children who live outside the WSCC agreed boundary of the catchment area of Holy Trinity School, Cuckfield, who at the time of entry still have a sibling on roll.
9. Children who live outside the WSCC agreed boundary of the catchment area of Holy Trinity School, Cuckfield, and whose parent worships at Holy Trinity Church, Cuckfield, at least once a month for at least 6 months preceding date of application.
10. Children who live outside the WSCC agreed boundary of the catchment area of Holy Trinity School, Cuckfield, whose parent worships at another Christian Church(es) at least once a month for at least 6 months preceding date of application.
11. Other children.

3. Covid update to Church attendance criteria

COVID-19

Clarification as to how church attendance will be calculated in these unique circumstances, in line with guidance from the Chichester Diocese.

"In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship".

4. Appeals timetable

There is a right of appeal to an independent panel against the decision of the governors. Parents wishing to exercise this right should write to the Clerk to the Governors, care of the school. In compliance with the School Admission Appeals Code appeals and WSCC guidance the following timetable should be observed as follows:

Appeals timetable	
Offer of places sent out by West Sussex Council	Common Offer Date in April
Deadline for appeals to be logged	Within 20 school days of Common Offer date
Deadline for supporting evidence to be sent in and papers sent out by the clerk to the panel and the parties	Within 1 month from date appeal lodged
You will be given notice of your appeal date	Within 10 school days of papers being sent out
You will receive the outcome of your appeal	Within 5 school days

5. Children of UK Service Personnel and Crown Servants

For families of service personnel with a confirmed posting, or crown servants returning from overseas, we will allocate a place in advance of the family arriving in the area (as long as one is available), provided the application is accompanied by an official letter that declares a relocation date.

We will use the address at which the child will live when applying our oversubscription criteria, as long as evidence of their intended address is provided with the application, which includes a Unit or quartering address where a parent requests this be the child's home address for the purpose of the application for a place at our school.

6. Summer born children and deferred entry

Most children will enter school at the beginning of the academic year in which they become five. Children reach statutory school age at the start of the term following their fifth birthday. After this time children educated in the state sector must be in school full time for the 190 days of the academic year (ie: morning and afternoons = 380 sessions). Children will be able to start on a full-time basis, but parents/guardians may choose to send their child part-time until the child reaches statutory school age. Parents/guardians have the right to defer entry to the start of the Spring or Summer Term. The parents of a summer born child (April-August) may choose not to send the child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year

Parents wishing to apply for enhanced deferment (known as delayed entry) must apply in writing giving their reasons for this application. If delayed entry is granted then parents must follow the application round for the year group in which their child is to be admitted, even if a place was applied for and granted in the "normal" round of applications. This is not carried forward to the next academic year. New entrants will have the opportunity to spend introductory sessions in school. New entrant parents/guardians will be invited to a series of meetings to support their child's induction in the summer term prior to starting and in the following autumn term.

7. Admission out of chronological year group

Children are educated in school with others of their age group. However, in exceptional circumstances parents/guardians may choose to seek places outside of their child's chronological year group. Decisions will be made on the basis of the circumstances of each case. Parents/guardians must state clearly why they feel admission to a different year groups is in the child's best interest and may provide recent professional evidence to support this. Further details of how to make such a request are available from the school.

8. Multiple birth applications

For example twins or triplets In the case of multiple birth applications, the published admission number or admission limit will be increased at the point of allocation or exceeded to ensure that multiple birth siblings can be allocated places at the same school (sibling definition still applies).

9. In-year admissions

Please contact the school office when requesting an in-year application form and make an appointment to visit the school. Forms are also available to download from the school website. The oversubscription admission criteria apply to applications made to the school outside the normal age of entry to Primary Education (Reception) in succeeding years or during the academic year. It is the school's responsibility to inform the Local Authority of applications received and their outcomes.

10. Definition of home address

Where people are moving into the area, we would require written confirmation of contract exchange or tenancy agreement before offering a place.

11. Statement of SEND/EHCP

A statement of Special Educational Need is a statement made by the Local Authority under Section 324 of the Education Act 1996 specifying the special educational provision required for that child. An Education, Health and Care Plan is a plan made by the Local Authority under Section 37 of the Children and Families Act 2014 specifying the special education provision required for that child. Children with a SEN statement or an EHCP naming Holy Trinity CE(A) Primary School must be admitted.

12. Tie breaker

Tie Breaker In the event that two applications for the last place are tied in all respects, the place will be allocated by random allocation, i.e. the drawing of lots, overseen by a person independent of the school and the admissions authority.

COVID-19

Clarification as to how church attendance will be calculated in these unique circumstances, in line with guidance from the Chichester Diocese.

"In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship".

Church Reference Section

(See Admissions Criteria 2, 4, 7, 9 and 10)

To be completed by the parent:

I/we confirm that I/we attend (Name of Church):.....

and have attended at least once a month for at least 6 months prior to the date of this application.

- If more than one church has been attended in the last 6 months, please record the Church’s details and dates of attendance below.
- Please attach a supporting letter to this form from the Church Leader confirming your attendance).

Church address:

.....

.....

Signed parent/guardian

Date

To be completed by the Church Leader: I am satisfied that the parent referred to has worshipped at the church listed above at least once a month for at least 6 months prior to the date of this application.

Name:.....

Title:.....

Signed:.....

Date:.....