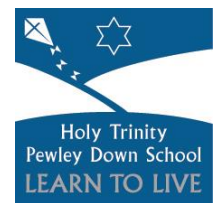


# Admissions Criteria for the Federation of Holy Trinity C of E (Aided) Junior and Pewley Down C of E (Aided) Infant Schools, Guildford



## Academic Year 2018/19

The Holy Trinity and Pewley Down (HTPD) Federation aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice.

The HTPD Federation includes two schools on separate sites. Pewley Down runs from YrR to Yr2 and Holy Trinity from Yr3 to Yr6. There is a Published Admissions Number (PAN) of 60 in YrR. From Yr3 there is a PAN of 96, so an additional 36 places are available from Yr3 onwards. The Governing Body of the HTPD Federation is the Admissions Authority for both schools of the Federation.

### CRITERIA FOR ADMISSION YrR to Yr2 - Pewley Down School

All applicants will be admitted if 60 or fewer apply. If the school is over-subscribed, after the admission of pupils with a Statement of Special Educational Needs or Education Health and Care Plan, where the school is named in the Statement or Plan, priority for admission will be given to those children who meet the criteria below in order. When an entire category of applicants cannot be admitted, places are allocated within that category in ascending order of the distance of the child's permanent home to Pewley Down School (see also note below on distance to the school for the purposes of ranking within a category only):

1. **Looked After and Previously Looked After Children.**
2. **Children of a member of staff recruited to fill a difficult to recruit position at Pewley Down School.**
3. **Children who have a sibling attending one of the schools of the HTPD Federation at the time of application and either:-**
  - a. **Pewley Down is the closest school; or**
  - b. **the sibling attends or previously attended Pewley Down, and the child's permanent home is at the same or an equivalent address.**
4. **Children for whom Pewley Down is the closest school.**
5. **Children who do not fall within category 3 with a sibling who, at the time of application, is attending:-**
  - a. **Pewley Down; or**
  - b. **Holy Trinity School, where the sibling previously attended Pewley Down.**
6. **Children of a member of staff who, on the application date, has been employed for two or more years in a position that requires them to work at Pewley Down School.**
7. **Children who do not fall within category 3 or 5 who have a sibling attending Holy Trinity School at the time of application.**
8. **Children with a sibling in the same school year who is also applying for admission to Pewley Down, where it is the closest multiple form entry school and the need for education in separate classes is demonstrated.**
9. **Children whose permanent home lies within the designated catchment area.**
10. **Children whose parent(s) request admission on the grounds of active membership of Holy Trinity or St Mary's Churches, Guildford.**
11. **Children whose parent(s) request admission on the grounds of their Christian faith, but only if Pewley Down is the closest Church of England infant school and active membership of their church is demonstrated.**
12. **Other applicants.**

Where a word or term is underlined, a definition or further explanation can be found below.

## CRITERIA FOR ADMISSION Yr3 onwards – Holy Trinity School

All applicants will be admitted if 96 or fewer apply. If the school is over-subscribed, after the admission of pupils with a Statement of Special Educational Needs or Education Health and Care Plan, where the school is named in the Statement or Plan, priority for admission will be given to those children who meet the criteria below in order. When an entire category of applicants cannot be admitted, places are allocated within that category in ascending order of the distance of the child's permanent home to Holy Trinity School (see also note below on distance to the school for the purposes of ranking within a category only):

1. Looked After and Previously Looked After Children.
2. Children currently attending Pewley Down Infant School, Guildford.
3. Children of a member of staff recruited to fill a difficult to recruit position at Holy Trinity School.
4. Children who have a sibling who is an existing pupil of one of the schools of the HTPD Federation and who is attending one of the schools of the HTPD Federation at the time of application.
5. Children whose permanent home lies within the designated catchment area.
6. Children of a member of staff who, on the application date, has been employed for two or more years in a position that requires them to work at Holy Trinity School.
7. Children whose parent(s) request admission on the grounds of active membership of Holy Trinity or St Mary's Churches, Guildford.
8. Children whose parent(s) request admission on the grounds of their Christian faith, but only if Holy Trinity School is the closest Church of England junior school and active membership of their church is demonstrated.
9. Children currently attending St Nicolas' Church of England Infant School, but only if Holy Trinity School is the closest Church of England junior school.
10. Children currently attending a Church of England infant school who do not fall within category 9, but only if Holy Trinity School is the closest Church of England junior school.
11. Other applicants.

Where a word or term is underlined, a definition or further explanation can be found below.

## DEFINITIONS AND EXPLANATIONS FOR BOTH SCHOOLS

### Application Procedure

Applications for admissions into Year R and Year 3 must be made on the Surrey Local Authority applications form or its online applications system. In addition both Pewley Down and Holy Trinity Schools have their own Supplementary Information Form (SIF) to gain information necessary for allocating places for Pewley Down under criterion 2, 3(b), 6, 8, 10 and 11 and for Holy Trinity under criterion 3, 6, 7 and 8. Places are awarded based on the information given in the application and SIF. If no SIF is provided, an applicant will be ranked in the highest relevant category based on the information available. If the information in the application or SIF is discovered to be false the Governing Body reserve the right to withdraw the offer. Late applications should be made in the same way but will be treated as late applications and will not be processed until after the date given in the Surrey Admissions booklet.

In year applications must be made directly to the school. If there is a place available, and no waiting list in respect of the year group applied for, a place will be offered. If no place is available in the relevant year group, the name of the child will be added to the waiting list (see below as regards operation of the waiting list).

### Special educational needs

If a school is named in a Statement of Special Educational Needs or Education Health and Care Plan the Governing Body must offer a place for that child.

### Looked After and Previously Looked After Children

A child who is in the care of the Local Authority or provided with accommodation by that authority in accordance with s.22 of the Children Act 1989 or a child who was in the care of the Local Authority and who is

now adopted, subject of a Residence Order or provided with accommodation by such an authority and who left that care through adoption, Child Arrangement Order or Special Guardianship Order. A letter from the Children's Services Department confirming the child's status must be submitted at the time of application.

### **Member of staff**

A member of staff is a person who is employed by the HTPD Federation. For the purposes of criteria 2 and 6 for Pewley Down School and criteria 3 and 6 for Holy Trinity School, a member of staff will be considered to have a position at the school for which the application is made if the position they have held is solely in respect of that school (for example class teacher), or if they have held a position in respect of the school for which the application is made as part of a position that covers both Pewley Down School and Holy Trinity School (for example as a member of the senior leadership team working in both schools, or as a subject lead working in both schools). For the purposes of criterion 6 for both schools, the position in respect of the school for which the application is made must have been held for two years or more on the application date.

### **Application date**

In criterion 6 for both Pewley Down School and Holy Trinity School, "application date", means the closing date for applications for the school (for both schools this is 15<sup>th</sup> January 2018 for September 2018 entry).

### **Sibling**

A sibling includes brothers, sisters, step siblings, foster siblings, adopted siblings and other children with a 'permanent home' at the same address.

### **Closest school**

The closest school means the school closest to the child's permanent home that admits pupils of the appropriate age range. The closest school to a child's permanent home is determined using Surrey's Find a School system [www.surreycc.gov.uk/schools-and-learning/schools/school-admissions/about-find-a-school](http://www.surreycc.gov.uk/schools-and-learning/schools/school-admissions/about-find-a-school) entering the address of the child's permanent home in the section for the appropriate age range.

The closest multiple form entry school, CofE infant school or CofE junior school to a child's permanent home is also determined using Surrey's Find a School system (as above).

### **Same or an equivalent address**

Under criterion 3(b) for Pewley Down School, "same or an equivalent address" means the address of the permanent home given at the date of admission of the sibling to Pewley Down, or an address that is no further away from Pewley Down, as determined using Surrey's Find a School system [www.surreycc.gov.uk/schools-and-learning/schools/school-admissions/about-find-a-school](http://www.surreycc.gov.uk/schools-and-learning/schools/school-admissions/about-find-a-school)

### **Permanent home**

A child's "permanent home" is the child's principal residence and that of at least one parent or legal guardian. In the case of formal equal shared custody, it will be up to the parents to agree which address to use. In other cases of shared custody it is where the child spends most of their time.

### **Demonstrating the need for education in separate classes (siblings in same school year)**

Under criterion 8 for Pewley Down School, the need for education in separate classes should be demonstrated by providing a letter from a relevant professional who can attest to that need (for example, a person providing pre-school care or education in respect of the child or children, or a health care professional who has been involved in the child or children's care). If such a letter cannot be provided, the parent or legal guardian should themselves set out the reasons for the need for education in separate classes in a letter, and provide information in addition as to why it was not possible to provide a letter from a relevant professional.

### **Designated catchment area**

The designated catchment area is Holy Trinity Ward 2002, see the attached map.

### **Active membership**

Active membership of a church means regular attendance at church, by at least one parent or the child, on average at least once a month over the preceding year. This must be supported by a letter from their parish priest, church minister or equivalent.

### **Multiple births**

If a final place at the school is going to be offered to a child from a multiple birth, the Governing Body will go over PAN to admit the remaining consecutively ranked children from the same multiple birth, up to a maximum of 62 for Yr to Y2, or up to a maximum of 98 for Y3 to Y6: priority as to which multiple birth sibling(s) will be allocated the place(s) will be decided by lottery if necessary. Any multiple birth sibling(s) not offered a place will remain on the waiting list, and the applicant will be informed of their right of appeal.

### **Distance to the school for the purposes of ranking within a category only**

Distance to school is the distance from the child's permanent home to the **school for which an application has been made**. The distance is calculated using the Surrey Admissions and Transport Team's Geographical Information System. The Surrey County Council website [www.surreycc.gov.uk/schools-and-learning/schools/school-admissions/about-find-a-school](http://www.surreycc.gov.uk/schools-and-learning/schools/school-admissions/about-find-a-school) explains how this distance is measured, by straight line, from the address point of the pupil's home as set by Ordnance Survey, to the nearest school gate available for pupils to use. Where homes are deemed to share the same address point or to be equidistant from the school, Governors will arrange for lots to be drawn to determine which child should be given priority.

### **Difficult to recruit position**

A difficult to recruit position will be determined by the HTPD Governing Body and their decision will be final.

### **Education outside chronological year group**

Applicants may choose to seek a place outside their child's chronological (correct) year group. Decisions will be made on the basis of the circumstances of each case and what is in the best interests of the child concerned.

Applicants who are applying for their child to have a decelerated entry to school, i.e. to start later than other children in their chronological age group, should initially apply for a school place in accordance with the deadlines that apply for their child's chronological age. If, in liaison with the headteacher, the Governing Body agree for the child to have a decelerated entry to the school the place cannot be deferred and instead the applicant will be invited to apply again in the following year for the decelerated cohort.

Applicants who are applying for their child to have an accelerated entry to school, i.e. to start earlier than other children in their chronological age group, must initially apply for a school place at the same time that other families are applying for that cohort. If, in liaison with the headteacher, the Governing Body agree for the child to have an accelerated entry to the school, the application will be processed. If it is not agreed for the child to have an accelerated entry to the school, the applicant will be invited to apply again in the following year for the correct cohort.

Applicants must state clearly why they feel admission to a different year group is in the child's best interest and provide what evidence they have to support this. More information on educating children out of their chronological year group and the process for making such requests is available at [www.surreycc.gov.uk/admissions](http://www.surreycc.gov.uk/admissions).

### **Waiting list**

From the day that the allocation of places is made for YR and Yr3 a waiting list is kept for unsuccessful applicants. Names will also be added to the waiting list where an application is made in-year and a place cannot be immediately offered. Names on the waiting list are ranked according to the published admissions criteria for the relevant school applied for as set out above. Names may move down as well as up reflecting the mobility of families in and out of the area. Places will be allocated when the number of children has dropped below the PAN for the year for which the application is made. The allocation will be made from the waiting list as it is

constituted at that date. Waiting lists are cancelled at the end of July of the academic year for which entry was applied for.

### Appeals

Placing a child's name on the waiting list does not remove the right to appeal. Parents of children not allocated a place have the right of appeal to an impartial Appeal Panel. Parents wishing to appeal should contact the school office.

### Deferred entry

Parents may defer their child's entry to Reception until later in the school year, but this will not be agreed beyond the beginning of the term after the child's fifth birthday, nor beyond the beginning of the final term in the academic year for which the original application was accepted. A child may also start part time until statutory school age is reached, should a parent so wish.

**Past years' table** to assist parents to assess likelihood of a place

Year of intake	No. of places awarded from the waiting list (at start of Autumn term)		Total No. of places awarded in the category 'Any other applicants' (at start of Autumn term)*	
	YrR	Yr3	YrR	Yr3
2016	6	11	4	10
2015	8	10	0	24
2014	8	6	8	6
2013	8	8	0	24
2012	4	0	0	4
2011	8	8	2	6

\* This figure takes into account children taken from the waiting list after the Surrey-wide allocation has been completed. It may therefore not be the same as the figure shown in the Surrey booklet (Information on Primary Schools).