



**Trinity St Mary's CE Primary School  
Admissions Policy 2023-2024**

*'I am the door. If anyone enters by me, he will be saved and will go in and out and find pasture.'*  
[John 10:9](#)

**This policy has been written to underpin our core values with particular reference to our Christian values and our Rights Respecting ethos.**

The Governing Body is responsible for the admission of pupils to Trinity St Mary's Church of England School and admits 30 pupils to the reception class each year. This admission limit has been agreed between the Governing Body and the Local Education Authority and applies to the year 2023/2024.

The Governing Body has agreed to use the same criteria for admissions to the Nursery and Tiny TSM (2 Year Olds). Admissions to Nursery and Tiny TSM are separate and do not guarantee a place in reception.

Places will be first offered to children with an Education Health and Care Plan (Statement of Special Educational Needs) which names the school. These children will be included in the overall admission number of the school. In the event of oversubscription, the remaining places will then be allocated in the following order of priority:

1. Looked after children, previously looked after children, adopted children and internationally adopted previously looked after children (IAPLAC). (See Note 1)
2. Children with a professionally supported exceptional medical need or exceptional social need for a place at the school, as decided by the school governing body. (See Note 2)
3. Children who have at least one parent or carer who regularly worships at St Mary's in Balham, or another Anglican church in the borough at least once a month for the past 6 months, and children of other faiths who want their child to attend a church of England school.
4. Children who at the time of their admission have siblings who attend Trinity St Mary's. (See Note 3)
5. Other children in order of straight line distance from home to school as measured by Wandsworth Council's Geographical Information System. (See Note 4).

**Tiebreaker**

If there are more applications than places in any category, priority will be given to those who live nearest to the school as measured by a straight-line by Wandsworth Council's GIS system. (See note 4). Where applicants have identical distance measurements, priority amongst them will be determined at random.

Children who are placed on the waiting list will be ordered according to the admission criteria

**Permanent Address**

The permanent address of the parent/carer with whom the child is living on the closing date for applications will be used for this purpose. Parents must not use a business address, childminder's or relative's address or any address other than the home as defined above. The information you

provide will be checked and you will be asked for proof of the home address. An offer based on a false address or any other false information will be withdrawn.

### **How to apply**

The school is part of the locally agreed co-ordination scheme and the timescales for applications to be received and processed are those agreed with the local authority.

Parents/carers must apply on the Common Application Form (CAF) of the local authority where they live. This can be completed online via [www.wandsworth.gov.uk/admissions](http://www.wandsworth.gov.uk/admissions) or on a paper form available from the school or their local council's School Admissions Team. The closing date for Reception class applications will be 15<sup>th</sup> January 2023. Notification letters will be sent out on 16<sup>th</sup> April 2023. Applications received after the set closing date will be accepted but will not normally be considered for a place at the school until after the initial offer date.

If applying for a place at this School, parents must name this School as one of the preferences on the CAF. Parents who wish to apply for a place under the Church criteria must also complete the school's supplementary form and return this to the School. Failure to return the supplementary form will mean that the school cannot consider the application under the church criteria, in this case the application will be considered under the next most appropriate criteria based on the information the CAF.

### **Waiting Lists**

Unsuccessful applicants (including any applications received after the closing date) will be included on the school's waiting list ranked in order of priority under the published oversubscription criteria, without regard to the date that the application was received. Please note a child's position on the waiting list can go down as well as up. For example, if a new application is received or if a child on the list moves nearer to the school, the waiting list may need to be revised. The offer of a place does not depend on the length of time your child's name has been on the waiting list.

### **Appeals**

Parents who are not offered a place for their child have the right to appeal to an independent appeal panel. Parents wishing to appeal should obtain an appeal form from the school. The form should be sent to reach the Clerk to the Appeal panel, c/o the School, within 21 school days of the date of the letter confirming the governors' decision not to offer a place. Should some appeals be unsuccessful, the governing body will not consider further applications from those parents within the same academic year unless there have been significant and material changes in their circumstances.

### **Date of Admission/Deferred Entry**

Children will normally be admitted to the reception year in the September following their fourth birthday.

In line with the Admissions Code, parents can defer their child's entry to the reception year until later in the school year, where they have been offered a place at a school to start before they are of compulsory school age. Where entry is deferred, the school will hold the place for that child and not offer it to another child. However, entry cannot be deferred beyond the beginning of the term after the child's fifth birthday, nor beyond the beginning of the final term of the Reception Year. Parents can also request that their child attends part-time until he/she reaches compulsory school age.

Children will not normally be admitted to Reception prior to the September following their fourth birthday.

### **Delayed Admission of Summer Born Children to Reception to the following September**

Children will normally be admitted to the reception year in the September following their fourth birthday and the vast majority of pupils are educated within their normal chronological age group. However, if there are exceptional reasons, parents can request that the child is admitted outside his/her age group. Such requests would normally apply to children that are summer born and there are significant reasons that would benefit the child's academic, social and emotional development by starting Reception a year later.

Parents considering delaying entry to Reception to the following September should discuss this with their preferred schools before making a formal request. The school may wish to discuss how your child's needs could be met within their actual age group and the impact of being educated with children of a different age group.

If, following this discussion, parents wish to proceed with the request they should apply for a school place in your child's actual age group by the closing date of 15<sup>th</sup> January 2023 and include a written request with the application. The Council will then write to you to confirm the request has been received and that your current application has been cancelled.

It will be necessary to reapply for a Reception place in the following year. There can be no guarantee that there will be a place available at the school as this will depend upon the number of applications and pattern of admissions in that year. If the preferred school is oversubscribed, the application will be considered in accordance with the schools' admission criteria. It is not possible to reserve a place for the following year.

Please see [www.wandsworth.gov.uk/admissions](http://www.wandsworth.gov.uk/admissions) for further information.

### **Admission of children outside their normal age group to other year groups<sup>1</sup>**

Any request for admission outside of the child's chronological year of entry will be considered in accordance with paragraphs 2.17-2.17B of the Admissions Code.

The governing body, as the admission authority for the school, will consider requests on the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. The headteacher's views will also be taken into account. Each case should be supported by a letter from a professional (e.g. GP, Hospital Consultant and Social Worker) that provides the reasons for admission outside of the chronological year group. If the request is approved, the application will then be considered in accordance with the school's oversubscription criteria in the event of oversubscription.

Parents have a statutory right to appeal against the refusal of a place at the school but this right does not apply if they are offered a place at the school but it is not in their preferred age group.

Children will not normally be admitted to Reception prior to the September following their fourth birthday.

### **In Year Admissions**

For in year admissions, parents/carers must apply to the school on the Wandsworth In-Year Common Application Form. Applications will be considered in accordance with the above oversubscription criteria. In the event that it is not possible to offer a place the waiting list and appeals procedures described above will apply.

### **Special educational needs**

Parents of pupils who have an Education Health Care Plan (EHCP) are required to apply for school places separately through the local authority from whom advice is available. If a child with an EHCP is placed in the school by the local authority before the normal admission round, the number of places available to other applicants will be reduced.

### **General Data Protection Regulation 2018**

Warning: The Authority is under a duty to protect the public funds it administers and to this end may use the information you have provided on this form within its Authority for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for these purposes.

### **Late applications**

The Governors will consider late applications in accordance with the procedure in the local authority's co-ordinated scheme as published in the LA school admissions booklet.

### **Co-ordinated admission arrangements**

The school is part of the locally agreed co-ordination scheme and the timescales for the applications to be received and processed are those agreed with the local authority. Parents/carers must complete their home Local Authority Common Application Form and return the form to their home Authority, even if they are applying for a school in another Local Authority area. If parents are applying for a place at this School, they must name this School as one of the preferences on their home Local Authority's Common Application Form. Parents/carers who wish to apply for a foundation place must also complete the school's supplementary form and return this to the School by the 15<sup>th</sup> January 2023. Failure to return the supplementary form will result in any application being considered under non-Foundation criteria and in this case the application will be considered under the next most appropriate criteria based on the information on the Common Application Form.

### **Note 1**

*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) at the time of making an application to the school. A previously looked after child is a child who 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 of England and ceased to be in state care as a result of being adopted. 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). A child is regarded as having been*

*in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society. The Governors will require written confirmation that the child is looked after, or previously looked after, and will be so at the time of making an application to the school.*

**Note 2**

*Applications made on exceptional medical grounds must be supported by a current letter from a specialist health professional. Applications made on exceptional social grounds must be supported by a current letter from a social worker or other care professional working with the family. The letters must give reasons why the child's condition or circumstances make it necessary for the child to attend the school applied for, and the difficulties that would be caused if the child had to attend an alternative school. If this information is not provided by the application closing date, the application will not be considered under this criterion.*

**Note 3**

*A sibling is a full brother or sister, a step/half brother or sister living at the same address, a child who is living as part of the family by reason of a court order, or a child who has been placed with foster carers as a result of being looked after by a local authority.*

**Note 4**

*The straight-line measurement used to prioritise applicants for admission to schools in Wandsworth commences in all cases at the location of the property and terminates at the central point of the school site as determined by Wandsworth Council's Geographical Information System. Measurements by alternative systems and/or to other points will not be taken into account in any circumstances. Where applicants have identical distance measurements, priority amongst them will be determined at random.*