



**Holy Trinity
Catholic and Church of England School**

A Catholic and Church of England Voluntary Academy

**ADMISSIONS POLICY
2024-2025**

The Hallam Schools Partnership Academy Trust
(Company Number 08665067)

Catholic Diocese of Hallam
Anglican Diocese of Leeds

INTRODUCTION

Holy Trinity is a Catholic and Church of England Voluntary Academy, part of the Hallam Schools' Partnership Academy Trust.

The Hallam Schools' Partnership Academy Trust (the Trust) is the admission authority for the school and is responsible for determining the admission policy and taking decisions on applications. The Trust has decided to delegate responsibility for these tasks to the Local Governing Body. Any reference to the governing body within this policy should be understood in that context.

The governing body includes Foundation Governors from both traditions. The Governors have agreed to adopt Barnsley Local Authority's Co-ordinated Scheme for admissions 2024-2025.

The admission number for Reception Year for 2024-2025 is 60 (see footnote 1).

The admission number for Year 7 for 2024-2025 is 80, (this being the number of pupils admitted to the school from other primary schools) (see footnote 1).

Pupils admitted to the Primary phase of the school are members of our school community until the end of year 11 and, therefore do not need to apply to transfer to the Secondary phase at the end of Year 6.

Co-ordinated Scheme for Admission Arrangements

The co-ordinated scheme for admissions is a mechanism that ensures that all parents/carers resident in Barnsley Local Authority and who have expressed preferences for schools before the closing date will receive a single offer of a school place on the same day from the Local Authority. In order to provide every parent / carer with an offer of one single place the Local Authority works with schools and academies which are their own admission authorities within the area. Full details of the scheme can be obtained from Barnsley Local Authority.

Families residing in other Local Authorities should use their home Local Authority application forms.

Parental Preference

The Local Authority Common Application Process provides the opportunity for parents/carers to express up to three preferences of schools in rank order. Applications are considered on an equal preference basis. Ranking by preference will only be used in the final allocation for a place where there is more than one potential offer.

**IF YOU HAVE ANY QUERIES ABOUT COMPLETION OF THE APPLICATION FORM,
PLEASE CONTACT THE SCHOOL ON 01226 704550**

ADMISSIONS FOR 2024-2025

This policy applies to entry to the Primary Phase and to the Secondary Phase.

The admission number for Reception Year for 2024-2025 is 60 (Footnote 1).

The admission number for Year 7 for 2024-2025 is 80, (this being the number of pupils admitted to the school from other primary schools) (Footnote 1).

As required by law, all children with an Education, Health and Care plan (EHCP) (Footnote 2) naming the school will be admitted before the application of oversubscription criteria. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

The Hallam Schools Partnership Academy Trust, through the governing body, being the admissions authority for this school, will admit children as follows:

Foundation Stage (Primary): Although the law does not require children to be admitted to school until the beginning of the term following their fifth birthday, the School Admissions Code makes provision for all children to be admitted in the September following their 4th birthday. Parents/carers can request to defer entry until later in the same academic year, provided that their child is not beyond the statutory school age, or can request that their child attends part-time until the child reaches statutory school age.

Year 7 (secondary phase): Children whose eleventh birthday falls between 1 September and 31 August in the year prior to admission for September 2023.

OVERSUBSCRIPTION CRITERIA (CATEGORIES)

Where there are more applications for admission than the planned admission number stated (footnote 1), the Trust, through the governing Body will apply the following criteria in strict order of priority.

1	Looked after children (children in public care) or previously looked after children (children previously in public care.) (footnote 3)
2	Catholic children, (footnote 4), who reside in the parishes of Blessed Sacrament, St Mary Magdalene and St Theresa's (and Holy Rood for entry to the secondary phase). Church of England children, (footnote 5), who reside within the Barnsley Deanery.
3	Siblings of children attending the school at the time of admission (footnote 6)
4	Catholic children (footnote 4) who reside outside the Catholic parishes listed and Church of England children (footnote 5) who reside outside the Church of England Barnsley Deanery boundaries.
5	Children who are practising members of other Christian communities (footnote 7) and who have the written support of their minister of religion.
6	Children who are members of other faiths (footnote 8) who have the written support of their religious leader.
7	Children who are not included in the categories above.

FOOTNOTES:

Footnote 1:

This number has been calculated according to the capacity of the school, which the law defines, and has been agreed with Barnsley LA.

Footnote 2

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 educational provision required for a child.

Footnote 3

A 'looked after child' has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.

A 'previously looked after child' is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order, or special guardianship order.

Footnote 4:

'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child living with a family where at least one of the parents is Catholic.

A list of those Catholic Churches which are in full communion with the Roman Catholic Church is available from the Hallam Diocesan Schools Department (Hallam Pastoral Centre, St Charles Street, Sheffield, S9 2WU Tel 0114 256 6440).

Footnote 5:

Church of England children are children who have been baptised and/or confirmed into the Church of England (and those churches in full communion with the Church of England)

Footnote 6:

For the sibling criteria to be applicable one of the following conditions must exist:

- a) a brother and / or sister is to be permanently resident at the same address
- b) a stepbrother and / or stepsister is to be permanently resident at the same address (to include half brothers / sisters).

Footnote 7:

'children who are practising members of other Christian communities' means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

Footnote 8:

'children who are members of other faiths' means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 6 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

- A religion which involves belief in more than one God, and
- A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

APPLICATION PROCEDURES AND TIMETABLE

Applications are made online by the Secure Online Admissions Website www.barnsley.gov.uk/schooladmissions and the Holy Trinity Catholic and Church of England School Supplementary Information Form which can be obtained from the school or downloaded from the school website www.holytrinitybarnsley.org

If applying under oversubscription criteria 2 or 4, parents/carers are also requested to complete the **Supplementary Information Form (SIF)** and to submit a copy of the proof of baptism if the applicant is baptised Roman Catholic or of proof of baptism /proof of confirmation if the applicant is baptised/confirmed member of the Church of England. **Failure to complete and return the Supplementary Information Form will affect placement in these categories.**

If applying under oversubscription criteria 5 or 6, parents/carers are also requested to complete the **Supplementary Information Form (SIF)** and to submit a **Minister's reference (MR1 form)**. **Failure to complete and return the Supplementary Information Form will affect placement in these categories.**

The **SIF** and **MR1** forms are downloadable from the school website or may be requested from reception.

The Supplementary Information Form is not an application for admission to school and its return (without completion of the common application form) does not guarantee a place at the school.

Timetable

Closing date for receipt of secondary applications : 31 October 2023

Closing date for receipt of primary applications : 15 January 2024

Governors Admissions Committee Meeting for secondary applications: 16 November 2023

Governors Admissions Committee Meeting for primary applications: 14 March 2024.

National Offer day – secondary applications : 1 March 2024

Local Offer Date – primary applications : 16 April 2024

Tie Breaker.

Should the planned admission limit be reached mid category, the Hallam Schools Partnership Academy Trust, through the governing body, as the admissions authority, will make a decision based on the shortest distance between the centre point of the applicant's home address and the main entrance of the school by the most direct route as the crow flies, as measured by the LA.

Where the offer of the remaining place in the relevant year group could be made for a number of eligible children resident equidistant from the school, the determination of the single offer will be by Random Allocation.

The Random Allocation will be independently supervised by a representative of the Council Governance Department and will take place on a date and at a time notified in advance to the participating parents / carers so that they can attend as witnesses.

If your child is unsuccessful in gaining a place at Holy Trinity, he/she will be placed onto the waiting list for the school, which will be maintained according to the school's admissions criteria in category order.

If a place becomes available, the applicant in the highest category will be allocated the place and where two or more applicants are in that category then random allocation will be used to allocate the place. This will take account of any priority within the category afforded to siblings/ children from the named parishes.

LATE APPLICATIONS

Late applications will be dealt with in accordance with the LA scheme:

- 1 The closing date for applications in the normal admission round is 15 January 2024 for primary schools and 31st October 2023 for secondary schools
- 2 Applications received by the Local Authority up to 15 January 2024 for primary schools, and applications received up to 30 November 2023 for secondary schools will be included in the determination of potential offers.
- 3 Applications received after 15 January 2024 for primary schools and 30 November 2023 for secondary schools up to 31 August 2024 for admission to the Reception Year and Year 7 will be considered as a late application outside of the normal admission round as defined in this scheme.
- 4 Applications received after 15 January 2024 for primary schools and after 30 November 2023 for secondary schools will be considered after the determination of the single offer of a school place for those common application forms received by 15 January or 30 November.
- 5 On 1 March 2024 secondary applications received between 1 December 2023 and 28th February 2024 and on 16th April primary applications received between 15th January and 16th April 2024 inclusive will be processed in accordance with the admissions criteria, regardless of the date the application was received.
- 6 Late applications received from 1 March 2024 up to and including 31 August 2024 for secondary schools, and from 16th April up to and including 31st August for primary schools will be processed in date order of receipt.
- 7 Late applications should be made on the common application form. The provisions of the co-ordinated scheme as set out in section A will determine the single offer of a school place.

PLACE OF RESIDENCE

A child's home address refers to the address where the child usually lives with a parent or carer, and will be the address provided in the Common Application Form (CAF). Where parents have a shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.

WAITING LIST

Waiting lists will be dealt with in accordance with the LA scheme.

1. The Local Authority will establish a waiting list for all schools where the number of applications for those schools has exceeded the places available in Reception year and year 7.
2. The waiting lists for schools will be determined in accordance with the priority of admission criteria;
3. The waiting list for a Barnsley school will comprise of:
 - i) those applicants with a single offer of a school place ranked lower than that of the school for which the waiting list refers;
 - ii) those applicants who have informed the Local Authority they wish their child's name to be placed on the waiting list of a school ranked lower than the school for which they have received the single offer of a school place.
4. A vacancy arises in Reception or Year 7 only when the number of offers to a particular school falls below the admission number or a higher admission limit where one has been set. Any vacancy which arises in Reception or Year 7 following the allocation of places will be filled from the waiting list.
5. The waiting lists will be established on the offer day and be maintained up to the end of the Autumn Term 2023.
6. Following the offer day, should an application be received where the pupil has a higher priority for a place at the school as determined by the admissions criteria, they will be placed above those with a lower priority.

FALSE INFORMATION

- 1 Where the Admissions Authority has made an offer of a place at this school on the basis of a fraudulent or intentionally misleading application from a parent/carer, which has effectively denied a place to a child with a stronger claim to a place at the school, the offer of a place will be withdrawn.
- 2 Where a child starts attending the school on the basis of fraudulent and intentionally misleading information, the place may be withdrawn depending on the length of time that the child has been at the school.
- 3 Where a place or an offer has been withdrawn, the application will be re-considered and a right of independent appeal offered if the place is refused.

APPLICATIONS OUTSIDE OF THE NORMAL ADMISSIONS ROUND

Applications outside of the normal admission round will be dealt with in accordance with the LA scheme.

- 1 Applications received from 1 September 2024 onwards for admission into any year group are classed as an in-year transfer.
- 2 The Local Authority will not be co-ordinating applications for in-year transfers between local authorities.
- 3 Applications for schools in other local authorities from parents / carers resident in Barnsley must be made on that authority's common transfer form
- 4 The Local Authority will be co-ordinating applications for in-year transfers for all schools in Barnsley. Applications for admission to any school in Barnsley must be made on the Barnsley Common transfer form.
- 5 A single offer of a place will be made by the maintaining authority.

ADMISSION OF CHILDREN OUTSIDE THEIR NORMAL AGE GROUP

Admission of children outside their normal age group will be dealt with in accordance with the School Admission Code 2.17 – 2.17B:

A request may be made for a child to be admitted outside their normal age group, for example if the child is gifted and talented or has experienced problems such as ill health.

Any such request should be made in writing to the Headteacher Holy Trinity, Carlton Road, Barnsley, S71 2LF, at the same time that the admission application is made.

The Trust, through the governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child, taking into account the views of the head teacher, including the head teacher's statutory responsibility for the internal organisation, management and control of the school, of the views of the parents / carers and of appropriate medical and education professionals, as appropriate.

APPEALS AGAINST THE ADMISSIONS AUTHORITY DECISION TO REFUSE ADMISSION

1. If a place is not available, parents /carers have the right of appeal. Such appeals against non-admission will be heard by an Independent Appeals Panel formed in accordance with the DfE Code of Practice. Details of the appeals process will be made available to all unsuccessful applicants.
2. Parents / carers who intend to make an appeal against the Governing Body's decision to refuse admission must submit a notice of appeal by the date specified in the refusal letter to:

The Admissions Officer
Barnsley Metropolitan Borough Council
PO Box 634
Barnsley
S70 9GG.

Normally, appeal hearings will be held within forty school days of the closing date for receiving the notice of appeal.