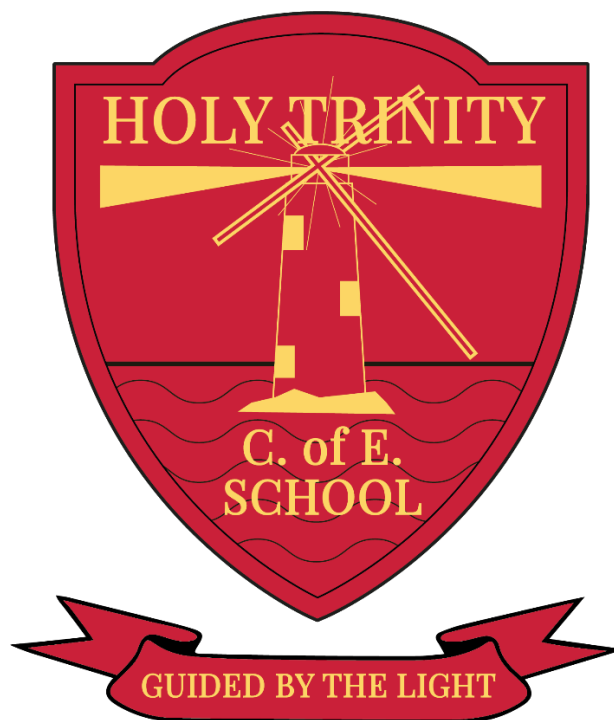


Your word is a lamp to guide me and a light for my path. Psalm 119:105.

HOLY TRINITY CE PRIMARY SCHOOL

Admissions Policy

For September 2025



Approved by: P Gough

Last reviewed on: January 2024

Next review due by: January 2025

Contents

1. Introduction.....Page 3
2. Further Information.....Page 3
3. Note.....Page 4

Holy Trinity Church of England School (URN 14817)

Admissions for September 2025

Published Admissions Number 60

All parents/guardians applying for places for their children at Holy Trinity Church of England Primary School are expected to support the Christian ethos and practice of the school.

Completion of the Supplementary Information Form is not mandatory. However, if one is not received, the Governors will not be able to apply their admissions criteria, and the application will be considered as a lower priority. The Supplementary Information Form should be returned directly to the school. A copy of the Supplementary Information Form may be either downloaded from the school website here. or obtained directly from the school. The Supplementary Information Form must be returned to the school no later than 16 January 2025.

Before the application of oversubscription criteria, children with a statement of special educational need or Education, Health and Care Plan which names the school will be admitted. 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.

Further Information

If there are more applications to Holy Trinity Primary School than there are places the following oversubscription criteria will be applied by the Governors.

1. Children in Local Authority Care or Previously in Local Authority Care – 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. 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). This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.
2. Children of parents who are practising members of the Parish Church of St Peters and St Paul Milton or at St George's Church, Gravesend or Christ Church Milton-Next-Gravesend. (Practising members of a Church are defined as attending at least once a month). The appropriate priest, minister or religious leader will be required to confirm this on this Supplementary Information Form at the time of application.
3. Children of parents who are practising members of the Church of England. (Practising members of a Church are defined as attending at least once a month). The appropriate priest, minister or religious leader will be required to confirm this on this Supplementary Information Form at the time of application.

4. Children of parents from other Christian Denominations who are practising members of churches that are members of 'Churches Together in Gravesham' (Practising members of Church are defined as attending at least once a month).

5. Children who have a sibling or step or half siblings including fostered and adopted siblings living at the same home address attending Holy Trinity Church of England School at the time of admission. The school reserves the right to ask for proof of relationship.

6. All other applicants

All other applicants will be prioritised according to distance of home from the school. To measure nearness of children's homes to school we use the distance between the child's permanent home address (defined in KCC's annual admissions prospectus) and the school, measured in a straight line using the National Land and Property Gazetteer (NLPG) address point. Distances are measured from a point defined as within the child's home to a point defined as within the school as specified by NLPG. The same address point on the school site is used for everybody. When we apply the distance criterion for the school, these straight-line measurements are used to determine how close each applicant's address is to the school. Where applications are made from properties or abodes that are not registered to the NLPG, including new build properties, KCC may be required to use planning sites or other relevant co-ordinates. In exceptional circumstances where alternative co-ordinates are not available, measurements will be determined by a Senior Admissions Officer and confirmed by Head of Service.

In the unlikely event that two or more children in all other ways have equal eligibility for the last available place in school, the names will be issued a number and drawn randomly to decide which child should be given the place. This process will be independently supervised.

A waiting list will be held for at least the first term of the academic year in oversubscription criteria order and will be re-ranked each time a child is added or before an offer is made.

Where an offer has been made, the school will provide for the admission of all children in the September following their fourth birthday. Parents can choose to defer the date their child is admitted to the school until later in the school year, but not beyond the start of the term after their child reaches compulsory school age and not beyond the beginning of the final term of the school year. Where parents wish, children may attend part-time until later in the school year, but not beyond the start of the term after their child reaches compulsory school age.

Note

Admission of children outside their normal age group - Parents may request that their child is admitted outside their normal age group. To do so, they should include a written request with their application, setting out the year group in which they wish their child to be allocated a place and the reasons for their request. When such a request is made, the Headteacher will decide based on the circumstances of the case, on their professional judgement of what is in the best interest of the child, taking account of the evidence and rationale provided by the parents.



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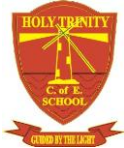


**SUPPLEMENTARY INFORMATION FORM FOR
ADMISSION TO
Holy Trinity Church of England School for September 2025
(Children whose date of birth is between **1/9/2020 & 31/8/2021**)**

This form should be completed by parents/guardians and then **returned directly to Holy Trinity C of E School**.
You must also complete the Kent Common Application Form which must be completed on-line.

Please remember to sign the form on **page 3**.

Pupils Surname:	First Names:
Date of Birth:	
Full Address Inc Postcode:	
Telephone:	Email:
First Name and Surname of Parent/Guardian 1:	First Name and Surname of Parent/Guardian 2:
Address (if different from above):	Address (if different from above):



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PLEASE STATE UNDER WHICH CRITERIA YOU ARE APPLYING. Circle one or more below. *Please refer to the notes regarding the admissions criteria on the back of the form.*

1 2 3 4 5 6

- 1. IF YOU ARE APPLYING UNDER CRITERION 1**, please state the Local Authority responsible and enclose a copy of the relevant care order.

Name of Local Authority:

- 2. IF YOU ARE APPLYING UNDER CRITERION 2**, Children of parents who are practising members of the Parish Church of St Peters and St Paul Milton or at St George's Church, Gravesend, or Christ Church Milton-Next-Gravesend. (Practising members of a Church are defined as attending at least once a month), please complete all the details below and arrange for the appropriate priest, minister, or religious leader to sign to confirm.

Name of Priest, Minister, or Religious Leader:

Name of place of Worship:

Address:

Telephone Number:

Children of parents who are practising members of the Parish Church of St Peters and St Paul Milton or at St George's Church, Gravesend, or Christ Church Milton-Next-Gravesend.

Signature of priest, minister or religious leader: _____

- 3. IF YOU ARE APPLYING UNDER CRITERION 3**, Children of parents who are practising members of the Church of England. (Practising members of a Church are defined as attending at least once a month), please complete all the details below and arrange for the appropriate priest, minister, or religious leader to sign to confirm.

Name of priest, minister or religious leader:

Name of place of worship:

Address:

Telephone number:

Children of parents who are practising members of the Church of England.

Signature or priest, minister or religious leader: _____



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- 4. IF YOU ARE APPLYING UNDER CRITERION 4**, Children of parents from other Christian Denominations who are practising members of churches that are members of 'Churches Together in Gravesham' (Practising members of Church are defined as attending at least once a month), please complete all the details below and arrange for the appropriate priest, minister, or religious leader to sign to confirm.

Name of priest, minister, or religious leader:

Name of place of worship:

Address:

Telephone number:

Children of parents from other Christian Denominations who are practising members of churches that are members of 'Churches Together in Gravesham'.

Signature of priest, minister, or religious leader: _____

- 5.** Children who have a sibling or step or half siblings including fostered and adopted siblings living at the same home address attending Holy Trinity Church of England School.
- 6.** All other applicants.

Signature of Parent/Guardian: _____

Date: _____

- ❖ This form must be completed and returned to Holy Trinity Church of England School. Trinity Road, Gravesend, Kent. DA12 1LU by 15th January 2025.
- ❖ Please tick the box to indicate that you are aware that the Common Application Form must also be completed on-line by 15th January 2025.
- ❖ Please note that Holy Trinity Church of England School code is **5404**.
- ❖ The local authority will consider late applicants and maintain a waiting list after 1 May 2025. Places will be allocated as they occur in accordance with our oversubscription criteria.



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Tie Breaks

In the event of there being more applicants than places remaining within a particular criterion, priority will be given to children who live closest to the school. We use the distance between the child's permanent home address and the school, measured in a straight line using the National Land and Property Gazetteer (NLPG) address point. Distances are measured from a point defined as within the child's home to a point defined as within the school as specified by NLPG. The same address point on the school site is used for everybody.

When we apply the

distance criterion for the school, these straight-line measurements are used to determine how close each applicant's address is to the school. Where two or more children have an otherwise equal priority under the oversubscription criteria random selection will be used to establish which is ranked ahead of the other.

Notes:

A waiting list will be held for at least the first term of the academic year in oversubscription criteria order and will be re-ranked each time a child is added or before an offer is made.

Where an offer has been made, the school will provide for the admission of all children in the September following their fourth birthday. Parents can choose to defer the date their child is admitted to the school until later in the school year, but not beyond the start of the term after their child reaches compulsory school age and not beyond the beginning of the final term of the school year. Where parents wish, children may attend part-time until later in the school year, but not beyond the start of the term after their child reaches compulsory school age.

Admission of children outside their normal age group

Parents may seek a place for their child outside of their normal age group. The decision to offer a place will be based 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. Admission panels **must** also take into account the views of the Head Teacher. Parents will be informed in writing of the decision that has been made.

Where there is agreement to a parent's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group (i.e. the age group to which pupils are normally admitted to the school) the local authority and admission authority **must** process the application as part of the main admissions round, unless the parental request is made too late for this to be possible, and on the basis of their determined admission arrangements only, including the application of oversubscription criteria where applicable. The application must not be given lower priority on the basis that the child is being admitted out of their normal age group. Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school, but it is not in their preferred age group.



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Application for Admissions to Holy Trinity Church of England School for September 2025

The Published Admission Number for 2025 is 60

All parents/guardians applying for places for their children at Holy Trinity Church of England School are expected to support the Christian ethos and practice of the school. As a comprehensive school Holy Trinity Church of England School admits students from the whole range of academic ability. Completion of the Supplementary Information Form is not mandatory. However, if one is not received, the Governors will not be able to apply their admissions criteria, and the application will be considered as a lower priority. The Supplementary Information Form should be returned directly to the school. A copy of the Supplementary Information Form may be either downloaded from the school website, <https://www.holytrinity-gravesend.kent.sch.uk/our-school/admissions/> or obtained directly from the school. The Supplementary Information Form must be returned to the school no later than 15th January 2025. Before the application of oversubscription criteria, children with a statement of special educational need or Education, Health and Care Plan which names the school will be admitted. 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.

Further Information

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2. Children of parents who are practising members of the Parish Church of St Peters and St Paul Milton or at St George's Church, Gravesend, or Christ Church Milton-Next-Gravesend. (Practising members of a Church are defined as attending at least once a month). The appropriate priest, minister or religious leader will be required to confirm this on this Supplementary Information Form at the time of application.
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5. Children who have a sibling or step or half siblings including fostered and adopted siblings living at the same home address attending Holy Trinity Church of England School at the time of admission. The school reserves the right to ask for proof of relationship.
6. All other applicants