

Policy Document

Holy Trinity C of E Primary School

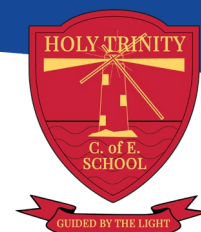
Admissions Policy

September 2026

Unique Reference Number (URN):	14817
Approved By:	LGB
Policy Type:	Statutory
Adopted On:	January 2025
Date of Next Review:	January 2026
Review Period:	Anually

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Admissions for September 2026

Published Admissions Number: 60

All parents and 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 2026.

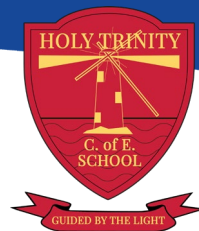
Before the application of oversubscription criteria, children with a statement of special educational need or Education, Health and Care Plan which names the school will be admitted. A Statement of Special Educational Need is a statement made by the local authority under Section 324 of the Education 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.

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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. We ask the LA to calculate distances. They 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 data. 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.

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.

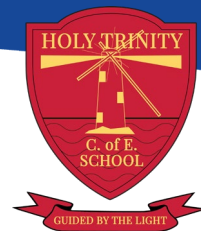


Diocese of
Rochester



PROUD TO BE
Aletheia
Academies Trust

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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 Head will make a decision on the basis of the circumstances of the case, based 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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GOVERNORS CRITERIA FOR ADMISSION

Reception Intake for children where their date of birth is between 1st September 2021 and 31st August 2022
The Governing Body intend to admit 60 Reception pupils during the academic year. We anticipate all children stating in our Reception classes in September 2025. However, younger children may not initially be offered a full-time placement. The closing date for applications and letters offering places will follow the dates laid down by Kent County Council.

Casual Admissions
Casual admissions of children moving into the area or transferring from another school will be considered by Governors having regard to the admission policy stated below and according to whether places are available in the appropriate year group.

Where there are more applications than places Governors will use the criteria below in order:

1. Children looked after and children who were looked after but are no longer, due to an adoption.
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).
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).
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 a Church are defined as attending at least once a month).
5. Children from families who have brothers or sisters attending the school at the time of admission.
6. 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
7. In-year variation for admissions due to COVID-19 In the event that during the period specified for attendance at worship the church or, in relation to those of other faiths, relevant place of worship, 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 in relation to those of other faiths, relevant place of worship, or alternative premises have been available for public worship.
8. 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.

Note

i) In the event of applications of matching criteria, priority will be given by making reference to the next criteria.

ii) **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 Head will make a decision on the basis of the circumstances of the case, based 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.

I declare that I have also completed a RCAF for this child and included Holy Trinity as one of my three preferences. I understand that if at a later date this information is found to be incorrect I may lose any place allocated to my child.

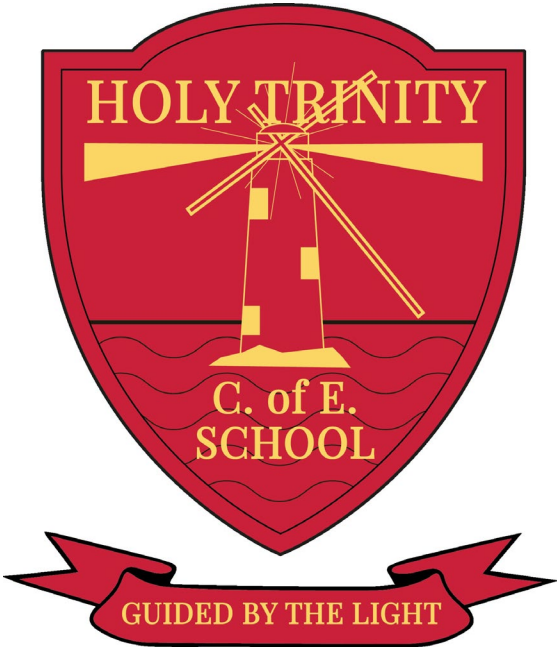
I /We agree to support the Christian Ethos of the School as detailed in the School prospectus and to support the Home/School Agreement.

Signed Date

HOLY TRINITY C.E. PRIMARY SCHOOL

Trinity Road, Gravesend, Kent, DA12 1LU,
01474 534746
E-mail: admin@holytrinity-gravesend.kent.sch.uk
Web Site: www.holytrinity-gravesend.kent.sch.uk

Headteacher: Mr A Jones



Learning and caring together, building a firm foundation for the future.

RECEPTION SUPPLEMENTARY
ADMISSION FORM 2026

NAME OF CHILDMale/Female

DATE OF BIRTH

The Governors of Holy Trinity CE Primary School reserve the right to verify the information provided on the RCAF. Parents are required to provide the school with originals of birth certificates and proof of residency (not more than three months old.) Failure to provide this information may result in your child’s offer of a school place being withdrawn.

You must also apply online to KCC

Failure to do this will mean that your child will not be allocated a place in any school

APPLICATION FOR ADMISSION TO RECEPTION

Governors will only offer places in accordance with their published admission criteria found on the back of this form.

Please answer all questions.

Full name of child:

Child's date of birth:

Full name of mother:Full name of father:.....

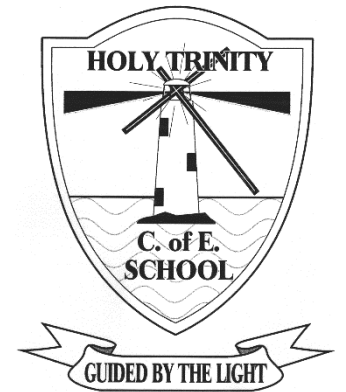
Present address of child:

Postcode: Telephone:

E-mail address (please print clearly)

If you require help in understanding and completing this form please ask at the school office.

ਜੇ ਤੁਹਾਨੂੰ ਇਸ ਨੂੰ ਪੜ੍ਹਣ ਵਿਚ ਮੁਸ਼ਕਲ ਆਉਂਦੀ ਹੈ,
ਤਾਂ ਮਿਸਜ਼ ਸੌਢੀ ਮਦਦ ਕਰ ਸਕਦੀ ਹੈ।



Criteria 1

Is this child in Local Authority Care? Yes ☐ No ☐

Looked After Children/Children in Local Authority Care and children that were looked after but are no longer due to an adoption.

A child under the age of 18 years for whom the local authority provides accommodation by agreement with their parents/carers (Section 22 of the Children Act 1989) or who is the subject of a care order under Part IV of the Act. This applies equally to children who immediately after being looked after by the local authority became subject to an adoption, residence or special guardianship order. (As defined by Section 46 of the Adoption and Children Act 2002 or Section 8 or 14A of the Children Act 1989).

Criteria 2, 3, 4

Do you attend a Christian Church? Yes ☐ No ☐

If yes: Please state name and address of Church:

.....

Do you attend a Christian Church at least once a month? ☐ Less than once a month? ☐

It is your responsibility to provide the school with a reference from the priest or minister of your place of Worship. This should be on headed paper stating your commitment. Practising members of a Church are defined as attending at least once a month for the previous year.

All Christian denominations other than Church of England should be members of 'Churches Together in Gravesham'.

Criteria 5

Will the child have an older brother or sister attending Holy Trinity School at the time of admission? Please give their name(s) and class(es).

.....

A brother or sister must be attending the school when the child starts. In this context brother or sister means children who live as brother or sister in the same house, including natural brothers and sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.

Criteria 6

Please provide a utility bill (e.g. Gas, Electric, Council Tax bill) as proof of your address (not more than three months old). This address will be used on all future correspondence unless otherwise notified. Please use house numbers/ house names and post codes.

A child's home address is considered to be a residential property that is the child's only or main residence (not an address at which the child may sometimes stay or sleep) and which is either owned by the child's parent, parents or guardian or leased or rented to them under a lease or written agreement. Where partners live apart but share responsibility for the child, and the child lives at two different addresses during the week, we will regard the home address as the one at which the child sleeps for the majority of week days.

We ask the Local Authority to calculate distances. They use the distance between the child's permanent home address and the school, measured in a straight line using Ordnance Survey address point data. Distances are measured from a point defined as within the child's home to a point defined as within the school as specified by Ordnance Survey. The same address point on the school site is used for everybody.