



Holy Trinity Catholic Primary School



CRITERIA OF ADMISSION

March 2018

Academic Year 2019/20

...The distinctiveness and ethos of a Catholic school, rooted in its commitment to religious education and to a particular vision of the human person, is instrumental and not incidental to the achievement of success and excellence."

Cardinal Vincent Nichols, Archbishop of Westminster

Head Teacher

Mrs. Carroll McNally

Chair of Governors

Mr David Higgs

School Classification

Voluntary Aided Primary School

Holy Trinity is a faith school, established in 1833 by the parishioners and people of Bilston to provide for the needs of those families served by the Catholic Church of the Most Holy Trinity. The Mission of the school states:

Holy Trinity is a Catholic School and seeks to develop the unique nature of all the members of its community by upholding the Gospel values of love, tolerance, respect, understanding and forgiveness. As a community the school recognises the equality of all people in the sight of God and each should be treated with the respect and dignity such worth dictates.

The admissions process for Holy Trinity Catholic Primary School is part of the Wolverhampton Local Authority co-ordinated admissions scheme. To apply for a place at Holy Trinity, in the normal admissions round,

- an application must be made using the school admission application process of the local authority in which you live naming Holy Trinity on the application form.



- applications need to be made by **15th January 2019 at 23:59**
- a Supplementary Information Form (SIF) must also be completed and returned directly to the school by the same date (see Note 2).

All applications which are submitted on time will be considered at the same time, after the closing date.

You will be advised of the outcome of your application on **16th April 2019**, or the next working day, by the local authority on behalf of the school.

Please note that throughout this policy, the term parent means all natural parents, any person who is not a parent but has parental responsibility for a child and any person who has care of a child.

The Admission Policy of the Governors of Holy Trinity Catholic Primary School is as follows:

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. The school is conducted by its Governing Body as part of the Catholic Church in accordance with its Trust Deed and Instrument of Government and seeks at all times to be a witness to Jesus Christ. As a Catholic school, we aim to provide a Catholic education for all our pupils. As a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. All parents are therefore expected to give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of a parent who is not of the faith to apply for a place for their child at the school.

The governing body is the admissions authority and has responsibility for admissions to this school and has set its published admission number (PAN) at 30 pupils to be admitted to the Reception class in the school year which begins in September 2019. (See Note 1 below). All applications, from every child and family, are considered fairly in the light of the Admissions Criteria and all places allocated strictly in accordance with this.



Places will be offered according to the following order of priority. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. For the purposes of this policy, parish boundaries are as shown on the Archdiocese of Birmingham parish boundary map which can be accessed at <http://www.birminghamdiocese.org.uk/parish-map/> and will be applied to the admission arrangements for the academic year 2019/2020.

A description of the parish boundary is contained within the Admission Criteria (see below) or available at the school and parish or by email and post on request (holytrinityprimaryschool@wolverhampton.gov.uk).

If there is over-subscription within any category, the Governors will give priority to children living closest to the school determined by shortest distance. The measurement between home and school will be determined by the straight line measurement from the designated point of the home address to the designated point of the school using a computerised software system. (See Note 4).

1. **Baptised Catholic children** (see Note 2 below) who are looked after or previously looked after (see Note 3 below).
2. **Baptised Catholic children** (see Note 2 below) **living within the Parish of The Most Holy Trinity, Bilston** (see definition of Parish boundaries at the end of this document) who have a brother or sister (see Note 4 below) in the school at the time of admission.
3. **Baptised Catholic children** (see Note 2 below) **living within the Parish of The Most Holy Trinity, Bilston** (see definition of Parish boundaries at the end of this document).
4. **Other Baptised Catholic children** (see Note 2 below) who have a brother or sister (see Note 4 below) attending Holy Trinity Catholic Primary School at the time of admission.
5. **Other Baptised Catholic children** (see note 2 below).



6. **Non-Catholic children** who are looked after or previously looked after (see Note 3 below).
7. **Non-Catholic children** who have a brother or sister (see Note 4 below), in Holy Trinity Catholic Primary School at the time of admission
8. **Non-Catholic children.**

Note 1

Children with an Education, Health and Care Plan that names the school **must** be admitted as all governing bodies are required by section 324 of the Education Act 1996. This is not an oversubscription criterion. This will reduce the number of places available to applicants.

Note 2

In all categories, for a child to be considered as a Catholic, evidence of Catholic Baptism or Reception into the Church will be required. For a definition of a Baptised Catholic see the Appendix. Those who face difficulties in producing written evidence of Catholic Baptism or Reception into the Church should contact their Parish Priest.

Parents making an application for a Catholic child **must** also complete the supplementary information form for **Catholic Voluntary Aided Schools** issued by Wolverhampton City Council (SIF). If you do not provide the information required in the Supplementary Information Form and return it by the closing date, together with all supporting documentation, this is likely to affect your child's chance of being offered a place at this school.

Note 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 the 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 the application to the school. A "previously looked after child" is a child who immediately moved on from that status after becoming subject to an adoption, child arrangement order or special guardianship order.



Note 4

For all applicants the definition of a brother or sister is:

- A brother or sister sharing the same parents
- A half-brother or half-sister, where two children share one common parent
- A step-brother or step-sister, where two children are related by a parents' marriage or where they are unrelated but their parents are living as partners.
- Adopted or fostered children

The children must be living permanently in the same household

Note 5

The measurement between home and school will be determined by the straight-line measurement from the designated point of the home address to the designated point of the school using a computerised system.

In a very small number of cases, where the school is oversubscribed, it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place when applying the published admission criteria. For example, this may occur when children in the same year group live at the same address, or if the distance between the home and the school is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both, or all, of the children would cause the Published Admission Number for the child's year group to be exceeded, the Governing Body will randomly select the child to be offered the final place.

The governing body will, where possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's published admission number.

A child's home address is considered to be a residential property that is the child's only or main permanent residence and is either:

- Owned by the child's parent(s);



- Leased to or rented by the child's parent(s) under lease or written rental agreement of not less than twelve months' duration.

Evidence of ownership or rental agreement may be required, plus proof of permanent residence at the property concerned.

Where parents have shared responsibility for a child, and the child lives with both parents for part of the week, then the main residence will be determined as the address where the child lives for the majority of the week. Parents may be requested to supply documentary evidence to satisfy the Governing Body that the child lives at the address put forward by the parents. Any childminder's addresses will not be accepted. This applies to both formal childminders and relatives and friends acting in a childminding capacity.

If a place in the school is offered on the basis of an address that is subsequently found to be different from a child's normal and permanent home address, then that place is liable to be withdrawn.

In all cases that the family moves between the application and date of allocation it is the parent(s), carer(s) or guardian(s) responsibility to inform the Governing Body and the Authority's Admissions Officer as soon as possible of these circumstances.

SCHOOL ENTRY

Parents must, by law, ensure that their child is receiving suitable full time education from the beginning of the term following the child's fifth birthday, when they will have begun to be of compulsory school age.

Where a place is offered in the school, the pupil will be entitled to take up that place, on a full-time basis in the September following their fourth birthday.

A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the first day of the summer term 2020.



A child may take up a part-time place until later in the school year, but not beyond the point at which the child reached compulsory school age.

Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

The parent of a child whose fifth birthday falls during the summer term who wishes to defer their child's admission until the beginning of the following academic year (when the child will have begun to be of compulsory school age) will therefore need to make a separate in-year application for a place in Year 1 at the school. Any reception class place offered following an application made for the 2019/20 admission round will be withdrawn if the child does not take up that place by the first day of the summer term 2020.

APPLICATIONS FOR CHILDREN TO BE ADMITTED INTO A CLASS OUTSIDE OF THEIR NORMAL AGE GROUP

Parents have the right to request, but not insist, that their child be considered for admission to a class outside of their normal age group. This could be the case, for example, if a child is gifted and talented, has experienced problems such as ill health, or that the child is summer born, i.e. a child born between 1st April and 31st August. Parents who wish for their child to be considered for admission to a class outside of their normal age group must make an application for the normal age group in the first instance. Parents must then submit a formal request to the Governing Body for the child to be considered for a different age group class instead. This request should be in the form of a written letter of application outlining the reasons why they wish for their child to be considered to be admitted into a class outside of their normal age group and enclosing any supportive evidence and documentation that they wish to be taken into account as part of that request. The Governing Body will consider requests submitted for a child to be admitted into a class outside of their normal age group and advise parents of the outcome of that request before national offer day, having taken into account the information provided by the parents, the child's best interests and the views of the Head Teacher.



If the request is refused, the original application for the normal age group class will progress through the Local Authority co-ordinated admissions scheme, be considered by the Governing Body and the parents advised of the outcome.

If the request is agreed and the year group for which the parents have requested a place is a current year group in the school, then the application will be considered by the Governing Body and the parents advised of the outcome.

If the request is agreed and the year group for which the parents have requested a place is for a future year group, i.e. Reception in September 2020, then the original application is withdrawn and the parents must submit a fresh application for Reception 2020 when applications open in the autumn term of 2019. Please note that parents only have the right to re-apply for a place. Where the Governing Body agrees to consider an application for Reception the following year, that application is considered alongside all other applications received and parents will be advised of the outcome of that application on national offer day. No place is reserved or held for the child in advance.

If parents are considering submitting an application for their child to be admitted into a class outside of their normal age group, it is strongly recommended that they also read the DFE guidance which can be found at:

<https://www.gov.uk/government/publications/summer-born-children-school-admission>

APPLICATIONS FROM CHILDREN CURRENTLY ATTENDING HOLY TRINITY CATHOLIC PRIMARY SCHOOL'S NURSERY

Attendance at Holy Trinity's Nursery does not automatically guarantee that a place will be offered in the Reception class of Holy Trinity. Parents must apply for a Reception place in exactly the same way as parents of children not attending the Nursery. All applications will be considered against the oversubscription criteria by the Governing Body in the same way regardless of whether the child does or does not attend the Nursery at the time of application.



APPEALS

Parents who wish to appeal against the decision of the Governing Body to refuse their child a place in the school may apply in writing to Chair of Governors. Appeals will be heard by an independent panel.

Please note that parents do not have the right to appeal if their request for their children to be admitted to a class outside of their normal year group has been refused, but the Governing Body have offered a place in the normal age group instead.

REPEAT APPLICATIONS

Any parent can apply for a place for their child at any time outside of the normal admissions round. Parents do not have the right to a second appeal in respect of the same school for the same academic year unless, in exceptional circumstances, the Governing Body has accepted a second application from the parent because of a significant and material change in the circumstances of the parent, child or school, but have still refused admission.

LATE APPLICATIONS

Late applications will be dealt with in accordance with the Local Authority's co-ordinated admissions scheme. This states that applications received after the closing date will be considered as late.

Applications received after the closing date and before the final date for late submissions with approved written evidence will only be incorporated into the initial allocation process if the later submission is for a valid reason or parents can demonstrate a material change of circumstances (see below).

When submitting late applications parents must give reasons in writing and supporting documentary evidence for the late submission. The school will give consideration to the reasons, following which the application will be either:

- incorporated into the initial allocation and assessed against the over-subscription criteria **or**
- considered only after all other applications



Applications without written reasons for the late application or received after the final date for late submissions will only be considered after all other applications and the notification may be sent shortly after the national offer day.

You are encouraged to ensure that your application is received on time.

CHANGE IN PREFERENCE

Once parents have submitted their preference, they will not be allowed to change them without an exceptional change in their circumstances, for example, if the family has recently moved address or an older sibling has changed schools.

All requests to change preferences should be made in writing to the Local Authority to whom the parents submitted the original application. Where a change of preference is submitted for an oversubscribed school, without an exceptional change in circumstances, then the application will be refused

WAITING LIST

In addition to their right to appeal, children who have not been offered a place at Holy Trinity Catholic Primary School but were offered a school that was ranked as a lower preference on their application form will be added to a waiting list. The waiting list will be maintained until 31st December 2019 and will then be discarded. Parents may apply to Holy Trinity for their child's name to remain on the waiting list until the end of the academic year 2019/2020 when it will be discarded.

A child's position on a waiting list is not fixed. When a new child joins the waiting list, all applicants on that waiting list will be re-ranked to ensure that the list is always maintained in oversubscription criteria order. This means that a child's position on the waiting list could go up or down during the time that it is on the list. Any late applications accepted will be added to the waiting list in accordance with the oversubscription criteria.



Inclusion on the waiting list does not mean that a place will eventually become available. It may be that those already offered places may accept them, thereby filling all available places.

Children who are the subject of a direction by the Local Authority to admit or who are allocated to a school in accordance with the Fair Access Protocol take precedence over those on a waiting list..

IN YEAR FAIR ACCESS PROTOCOL

The Governing Body of Holy Trinity Catholic Primary School is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The Governing Body has this power, even when admitting the child would mean exceeding the published admission number subject to the infant class size exceptions.

APPLICATIONS OTHER THAN THE NORMAL INTAKE TO RECEPTION CLASS (IN-YEAR ADMISSIONS)

An application can be made for a place for a child at any time outside the normal admission round and the child will be admitted where there are places available.

Applications should be made to Wolverhampton City Council by contacting the Admission's Department on 01902 556556 and all families will be given an application form. Where there are places available but more applications than places, the published oversubscription criteria, as set out for the normal round of admissions, will be applied.

If there are no places available, the child will be added to the waiting list (see above).

Parents will be advised of the outcome of their application in writing and, where the Governing Body's decision is to refuse their child a place, have the right to appeal to an independent appeal panel.

INTERVIEWS AND FEES



No interviews are used at any stage to determine suitability for inclusion in any category. Any Open Days that are held are not interviews and form no part of the admissions process.

No fees are charged by this school in connection with admissions or as part of the admission process

PROSPECTUSES

The Primary and Secondary Composite prospectuses are published in electronic format on the City Council website.

FRAUDULENT OR MISLEADING APPLICATIONS FOR ADMISSIONS TO SCHOOL

The Authority will follow up any reports they receive that allege that a fraudulent or misleading application has been made. Parents can alert the Authority of any potential fraudulent applications by contacting the School Admissions and Transfers section. Contact details are published in the composite prospectuses.

ADMISSIONS POLICY – NURSERY CLASS

Children join the Nursery class as soon as practicable after their third birthday. Usual start times are in September, January and after Easter. Induction meetings are offered in the term prior to commencement.

Children who have home addresses within Wolverhampton are eligible for admission. Current Local Authority policy and practice will be referred to in responding to applications for places for children living outside the Wolverhampton boundaries. Governors will also refer to information about the availability of funding when considering applications from outside the city boundary.

If there are insufficient places for all the children seeking admission, places will be offered in accordance with the child's date of birth. Older children will be admitted before younger ones. Exceptionally, Governors may take special circumstances into account when they consider admissions to Nursery.

A child's faith or religious affiliation is not taken into account in determining admissions to Nursery.



It is important to note that admissions to the main school are decided completely separately from admissions to the Nursery class. Admission to the Nursery does not guarantee admission to the reception class of the school.

DATE OF IMPLEMENTATION

This policy will be implemented for all applications for entry to our school from September 1st 2019.



APPENDIX
DEFINITION OF A "BAPTISED CATHOLIC"

To establish clarity, consistency and fairness in the application of Criteria of Admission in Catholic Schools in accordance with the Trust Deed of the Archdiocese of Birmingham, it is necessary to define the description of a "Baptised Catholic" for the benefit of parents who are making applications and for governors who formulate and apply the criteria for admissions.

A "Baptised Catholic" is one who:

- Has been baptised into full communion (Cf. *Catechism of the Catholic Church, 837*) with the Catholic Church by the Rites of Baptism of one of the various ritual Churches in communion with the See of Rome (i.e. Latin Rite, Byzantine Rite, Coptic, Syriac, etc, Cf. *Catechism of the Catholic Church, 1203*). Written evidence* of this baptism can be obtained by recourse to the Baptismal Registers of the church in which the baptism took place (Cf. *Code of Canon Law, 877 & 878*).

Or

- Has been validly baptised in a separated ecclesial community and subsequently received into full communion with the Catholic Church by the *Right of Reception of Baptised Christians into the Full Communion of the Catholic Church*. Written evidence of their baptism and reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases, a sub-section of the Baptismal Registers of the church in which the *Rite of Reception* took place (Cf. *Rite of Christian Initiation, 399*).

WRITTEN EVIDENCE OF BAPTISM

The Governing bodies of Catholic schools and Boards of Directors will require written evidence in the form of a Certificate of Baptism or Certificate of Reception before applications for school places can be considered for categories of "Baptised Catholics". A Certificate of Baptism or Reception is to include:

- the full name,
- date of birth,



- date of baptism or reception, and
- parent(s) name(s).

The certificate must also show that it is copied from the records kept by the place of Baptism or Reception.

Those who would have difficulty obtaining written evidence of Catholic Baptism/ Reception for a good reason, may still be considered as baptised Catholics but only after they have been referred to their parish priest who, after consulting the Vicar General, will decide how the question of Baptism/ Reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

Those who would be considered to have good reason for not obtaining written evidence would include those who cannot contact the place of Baptism/ Reception due to persecution or fear, the destruction of the church and the original records, or where Baptism/ Reception was administered validly but not in the Parish church where records are kept.

Governors and Boards of Directors may request extra supporting evidence when the written documents that are produced do not clarify the fact that a person was baptised or received into the Catholic Church, (i.e. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not).



ARCHDIOCESE OF BIRMINGHAM
PARISH BOUNDARIES
HOLY TRINITY, BILSON, WEST MIDLANDS

A map marked with the Parish boundaries of Holy Trinity, Bilston is available to view via the School Office and can also be seen online at www.birminghamdiocese.org.uk/parish-map/

INTERPRETATION OF BOUNDARIES:

1. A house or institution belongs to the parish holding the road or side of the road into which opens its principal entrance.
2. A cul-de-sac, crescent, etc, having official opening(s) only onto one road belongs to the parish holding the road or side of the road having such official opening(s), unless the contrary be expressly stated.
3. The boundary always follows the middle of roads, lanes, footpaths, rivers, etc, unless stated otherwise.

STARTING IN THE WEST AT THE JUNCTION OF THE RAILWAY LINE WITH PARKFIELD ROAD:

1. East along PARKFIELD ROAD and its continuation MILLFIELDS ROAD to Ward Street (both sides);
2. North along WARD STREET to its end on Wellington Road;
3. Continuing north across Wellington Road along STOWHEATH LANE to WARSASH CLOSE (NEITHER SIDE);
4. East along WARSASH CLOSE and PARK VIEW ROAD and continuing north of LAWNSIDE GREEN to MOSELEY ROAD (both sides and including all of Burlesden Walk);
5. South-east along MOSELEY ROAD to its end on WILLENHALL ROAD/ BILSTON ROAD (neither side);
6. Continuing south-east along DARLASTON LANE to the WALSALL canal (both sides);
7. South along the WALSALL CANAL to HOLYHEAD ROAD;
8. East along HOLYHEAD ROAD (CHURCH STREET) to BULL LANE (both sides);



9. South-east along BULL LANE to GREAT BRIDGE ROAD (both sides, but excluding anything within the grounds of Moxley Hospital);
10. South along GREAT BRIDGE ROAD and its continuation BILSTON ROAD to WEDNESBURY OAK ROAD (both sides);
11. West along WEDNESBURY OAK ROAD and its continuation HIGH STREET to BRADLEYS LANE (both sides);
12. North-west for a short distance along BRADLEYS LANE to FOUNTAIN LANE (both sides);
13. West along FOUNTAIN LANE to CENTRAL DRIVE (both sides);
14. West along CENTRAL DRIVE to BIRMINGHAM NEW ROAD (both sides);
15. North along BIRMINGHAM NEW ROAD to ANCHOR LANE (both sides);
16. East along ANCHOR LANE to the RAILWAY LINE (neither side);
17. North along the RAILWAY LINE to its junction with PARKFIELD ROAD.

Given at Birmingham

25th September 1987

+Maurice Couve de Murville
Archbishop of Birmingham
Daniel Leonard
Diocesan Chancellor

Confirmed as not needing to be changed at a meeting of the Boundary Commission Secretary with the Priests of the Deanery.





Holy Trinity Catholic Primary School
Admission Arrangements for the Academic Year 2019/20



Supplementary Information Form

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed in the school’s published admission policy. The school is conducted by its governing body as part of the Catholic Church in accordance with its Trust Deed and Instrument of Government and seeks at all times to be a witness to Our Lord Jesus Christ. As a Catholic school, we aim to provide a Catholic education for all our pupils. As a Catholic school, Catholic doctrine and practice permeate every aspect of the school’s activity. It is essential that the Catholic character of the school’s education be fully supported by all families in the school. All parents are therefore expected to give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of a parent who is not of the faith to apply for a place for their child at the school.

Child’s Surname:	
Child’s First Name(s):	
Address:	
Contact number:	

Please tick the appropriate boxes below:

Is the above named child a Baptised Catholic or have they been received into the Catholic Church?	Yes*	No
Is the certificate of Catholic Baptism or Reception into the Catholic Church attached?	Yes	No*

*A Certificate of Catholic Baptism or Reception into the Catholic Church is required in order for the Governing Body to give the correct priority to an application. Failure to provide evidence of Catholic Baptism or Reception in the Church may affect the oversubscription criterion that the child’s name is placed in.

Please note that as well as completing this Supplementary Application Form, parents must also complete the Local Authority’s Common Application Form in order for the application to be complete. This Supplementary Information Form is only for school use and is, in conjunction with the Local Authority’s Common Application Form, to enable the Governing Body to rank applicants using the published oversubscription criteria:

This Supplementary Information Form must be returned **directly** to Holy Trinity Catholic Primary School at Fraser Street, Bilston, West Midlands. WV14 7PD by 15th January 2019.

Please note that this is NOT the local authority’s Common Application Form. As well as completing this Supplementary Application Form and returning it directly to the school, you MUST also complete the local authority’s Common Application Form otherwise your application will be deemed incomplete and therefore invalid.

