



**ADMISSION POLICY: for Admissions in September 2027**

**The Durham & Newcastle Diocesan Learning Trust (DNDLT) is the Admissions Authority for this school.**

The Durham & Newcastle Diocesan Learning Trust intends to admit up to 30 pupils to the Reception year group in September 2027.

This arrangement follows consultation between the Durham & Newcastle Diocesan Learning Trust, the Local Authority (LA), all other schools in the areas and all other Admission Authorities in the area.

Applications for admission must be made on the Home Local Authority Common Admission Form, according to the timetable and detailed arrangements published each year by Hartlepool Local Authority.

All places will be allocated on the national offer day.

**Late Applications:** Admissions for Reception received after the closing date detailed in the Local Authority booklet will be accepted but considered only after those received by the closing date.

**Transfer:**

Parents who wish their child to transfer to Holy Trinity Church of England Primary School, part of Durham & Newcastle Diocesan Learning Trust, at any time other than the beginning of primary education, should contact the Local Authority School Admissions Team. Should there be space in the school the Durham & Newcastle Diocesan Learning Trust will admit your child. If more requests are received than there are places available, the below criteria will apply.

**Over-subscription criteria**

Children with an Education, Health and Care (EHC) plan naming Holy Trinity C of E Primary School will always be offered places. If there is then greater demand for admission than there are places available, the following criteria will be applied in the order set out below:

**1. Looked-after children and children who were previously looked after**, but ceased to be so because, immediately after being looked after, they became subject to an adoption, child arrangements or special guardianship order (see note 1) **including Children previously in state care outside of England**. This refers to children who were previously in state care outside of England and have ceased to be in state care as a result of being adopted (see note 2).

**2. Siblings of children currently in the school.** Parents should note that “current” means that your older child must still be in the school at the point when your younger child enters it.

**3. Other Children whose parents wish them to be educated at Holy Trinity Church of England Primary Durham and Newcastle Diocesan Learning Trust.** Proximity of the child’s home, as measured by the straight-line distance between the home and the school with those living nearer being accorded the higher priority.

**Tie Breaker**

The tie breaker will serve to differentiate between children in criteria 1 to 3 should the need arise. Proximity of the child’s home, as measured by the straight-line distance between the home and the school with those living nearer being accorded the higher priority. In the event that two distance measurements are identical, the school will use random allocation to decide which child should be offered the place. The process will be conducted in the presence of a person independent of the school.

## **Appeal**

Parents have a right of appeal should the school be unable to admit your child. You should contact the Local Academy Council at the school. They will make the necessary arrangements for an appeal.

## **Definitions:**

### **1. Looked After Children**

Looked after children and children who were previously looked after, but ceased to be so because, immediately after being looked after, they became subject to an adoption, child arrangements or special guardianship order.

Note: By a “looked-after child” we mean one in the care of a local authority or being provided with accommodation by a local authority in the exercise of its social services function. An adoption order is one made under the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002 (Section 46). A ‘child arrangements order’ is one settling the arrangements to be made as to the person with whom the child is to live (Children Act 1989, Section 8, as amended by the Children and Families Act 2014, Section 14). A ‘special guardianship order’ is one appointing one or more individuals to be a child’s special guardian/s (Children Act 1989, Section 14A). Applications under this criterion must be accompanied by evidence to show that the child is looked after or was previously looked after (e.g. a copy of the adoption, child arrangements or special guardianship order).“

Please note that the criterion can only apply to children adopted, subject to a child arrangements or special guardianship order immediately after being looked after. Children adopted following private fostering arrangements do not qualify as they were not in the care of a local authority immediately prior to being adopted, etc.

**2. Children previously in state care outside of England** means children who have been looked after outside of England by a public authority, a religious organisation or another provider of care whose sole purpose is to benefit society. The care may have been provided in orphanages or other settings. In the case of children adopted from state care overseas, the admissions authority will require evidence that a child is eligible by asking the child’s parents or carers for appropriate evidence of their previously looked-after status.

### **3. Siblings of children currently in school**

Sibling refers to blood brother or sister, half brother or sister, adopted brother or sister, stepbrother or sister, or the child of the parent / carer’s partner and in every case, the child must be living in the same family unit at the same address. In all cases, the parent who receives the Child Benefit for those children must permanently live at that address with the children. Please note –this criteria only applies to siblings who are of compulsory school age, not younger siblings who attend a nursery setting attached to a school.

## **Waiting List**

- Waiting lists are held in school for all year groups.
- Please contact the school to place your child’s name on the waiting list. Waiting lists will be maintained until 31<sup>st</sup> August of the admission year.
- Names will be ranked in line with the Admission Policy criteria and oversubscription criteria. Each added child will require the list to be ranked again in line with the published oversubscription criteria.
- If a place should become available, the school will write to offer a place to the highest ranked child.
- If the child does not require the place, it will be offered to the next highest ranked child until the place is filled.

## **Multiple births**

In cases where there is one place available, and the next child on the list is a twin, triplet, etc., we would admit both twins (and all the children in the case of other multiple births) even if this meant exceeding the agreed admission number for Reception or the number of places in other year groups in the relevant admission year.

## **Admission of children below compulsory school age and deferred entry to school**

The School Admissions Code requires school admission authorities to provide for the admission of all children in the September following their fourth birthday. However, a child is not required to start school until they have reached compulsory school age following their fifth birthday. For summer born children (those born after 1 April) this can sometimes be almost a full school year after the point at which they could first be admitted.

Some parents may feel that their child is not ready to start school in the September following their fourth birthday and the child's parents are entitled to: -

- defer the date their child 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 beginning of the final term of the school year for which it was made; and
- where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age

If parents wish to exercise the above rights, they should discuss this with the Head Teacher as soon as possible to confirm arrangements and specify their choice in writing as follows: -

- that they wish their child to attend part-time until they reach compulsory school age, or
- that the date their child is admitted to school is deferred until later in the same academic year or until the term in which the child reaches compulsory school age. The school will hold any deferred place for the child, although, in the majority of cases, we find that children benefit from starting at the beginning of the school year, rather than part way through it.
- that the date their child is admitted to school is deferred until the term after the child reaches compulsory school age provided this is not beyond the beginning of the final term of the school year.

The child must, however, start school full-time in the term after their fifth birthday.

If parents of summer born children wish to defer entry as outlined above and wish them to be admitted to the Reception Year in the term following their fifth birthday, rather than year 1, then parents should apply at the usual time for a place in September of the current academic year together with a written request that the child is admitted outside of his or her normal age group to the Reception Year in September the following year providing supporting reasons for seeking a place outside of the normal age group. This should be discussed with the Head Teacher as soon as possible. If their request is agreed, and this should be clear before the national offer day, their application for the normal age group may be withdrawn before any place is offered and they should reapply in the normal way for a Reception place in the following year. If their request is refused, the parents must decide whether to wait for any offer of a place in the current academic year (NB it will still be subject to the over-subscription criteria in this policy) or to withdraw their application and apply for a year 1 place the following year. Parents should be aware that the Year 1 group may have no vacancies as it could be full with children transferring from the previous Reception Year group."

Further information and advice on the admission of summer born children is available from the School Admissions Team at Hartlepool Borough Council.

## **Appeal where application is made outside of age range**

Requests from parents for places outside a normal age group will be considered carefully e.g. for those who have missed education due to ill health. Each case will be considered on its own merits and circumstances. However, such admissions will not normally be agreed without a consensus that to do so would be in the pupil's interests. It is recommended that parents discuss their wishes with the Headteacher in advance of applying for a place. Parents should apply in the normal way together with a written request that the child is admitted outside of his or her normal age group to the requested year group in September the following year providing supporting reasons for seeking a place outside of the

normal age group. The Durham & Newcastle Diocesan Learning Trust may ask relevant professionals for their opinion on the case. It should be noted that if a place in the requested age group is refused, but one in the normal age group is offered then there is no right of appeal.