

# Policy Document

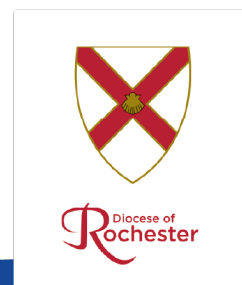
Holy Trinity C of E Primary School

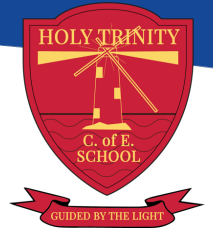
## Admissions Policy

September 2025

Unique Reference Number (URN):	14817
Approved By:	LGB
Policy Type:	Statutory
Adopted On:	November 2024
Date of Next Review:	November 2025
Review Period:	One Year

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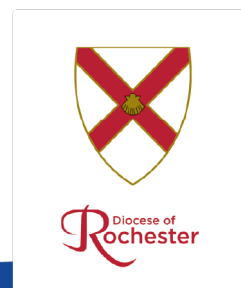


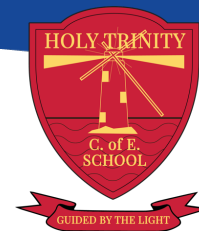


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# Admissions for September 2025

**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.

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

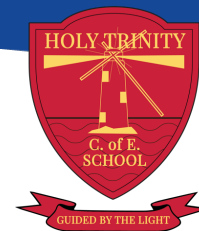


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includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

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.

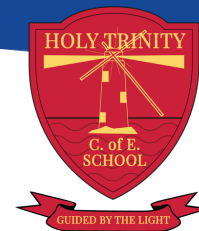
In the unlikely event that two or more children in all other ways have equal eligibility for the last available place in school, the names will be issued a number and drawn randomly to decide which child should be given the place. This process will be independently supervised.



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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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