



Supplementary Information Form

Admission to Holy Trinity Church of England School for September 2027

(Children whose date of birth is between 1/9/2022 & 31/8/2023)

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

Please remember to sign the form on page 3.

Pupil Surname		Pupil First Names	
Date of Birth			
Full Address (including postcode)			
Telephone		Email Address	
Parent/Guardian 1 - First Name and Surname		Parent/Guardian 2 - First Name and Surname	
Parent/Guardian 1 - Full Address <i>(if different from above)</i>		Parent/Guardian 2 - Full Address <i>(if different from above)</i>	



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. Under Criterion 1

Please state the Local Authority responsible and enclose a copy of the relevant care order.

Name of Local Authority	
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2. 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	
Full Address (including postcode)	
Telephone Number	
Signature of Priest, Minister or Religious Leader	



3. 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	
Full Address (<i>including postcode</i>)	
Telephone Number	
Signature of Priest, Minister or Religious Leader	

4. 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	
Full Address (<i>including postcode</i>)	
Telephone Number	
Signature of Priest, Minister or Religious Leader	



5. Under Criterion 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

Confirmation

Signature of Parent/Guardian
Date

Further Information

- This form must be completed and returned to Holy Trinity Church of England School. Trinity Road, Gravesend, Kent. DA12 1LU by **15th January 2027**.
- Please tick the box to indicate that you are aware that the Common Application Form must also be completed on-line by **15th January 2027**.

- Please note that Holy Trinity Church of England School DfE code is 5202.
- The local authority will consider late applicants up to **15th March 2027** and maintain a waiting list. Places will be allocated as they occur in accordance with our oversubscription criteria.

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 consider 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.

A copy of the Admissions Policy can be found on the website at:

<https://www.holytrinity-gravesend.kent.sch.uk/our-school/admissions/>