

Trinity St. Mary's C.of E. Primary School  
Trinity Square  
South Woodham Ferrers  
Chelmsford, CM3 5JX  
Essex

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Headteacher: Miss J Hoy  
DCSF Number: 881-3814

Published admission number 2023/2024: 30

Indicated admission number 2023/2024: 30

Number on Roll April 2022: 187

Trinity St. Mary's C. of E. Primary School  
Admissions Criteria  
2024/2025

**Everyone is welcome at our school**

The Governing Body has responsibility for admissions to this school and intends to admit 30 pupils to Key Stage 1 in September 2024. This policy will apply to all admissions from 1<sup>st</sup> September 2024 to 31<sup>st</sup> August 2025, including in year admissions.

Where applications for admission exceed the number of places available, the following criteria, in the order set out below, will be used to determine which children to admit:

- a) Looked After Children, previously looked after children and those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
- b) Children with a sibling attending the school at the time of admission.
- c) Social, medical or pastoral reasons where Trinity St Mary's is the closest school which can support the identified need (contact the school for more information).
- d) Attendance at Holy Trinity Church, South Woodham Ferrers.
- e) Attendance with another Christian community.
- f) Children of other faiths.
- g) Remaining applications.

N.B 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.

## Looked After Children

A “looked after child” or a child who was previously looked after but immediately after being looked after, became subject to an adoption, residence 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).

## Sibling

A child living in the same family unit in the same family household and address who attends the preferred school in any year group excluding the final year. This includes brothers and sisters, adopted brothers and sisters, and stepbrothers and sisters. In addition, biological siblings will be treated as siblings irrespective of place of residence. Children residing in the same household as part of an extended family, such as cousins **will not** be treated as siblings.

## Waiting List

When all available places have been allocated, Trinity St. Mary’s will operate a waiting list during the Autumn Term. Parents who wish their child to be included on the waiting list after that time must inform the school in writing at the end of the Autumn Term.

## Oversubscription

In the event of oversubscription within any of the above criteria priority will be determined by straight line distance from home to the school gate, those living closest being given the highest priority.

## Late Applications

Applications received after the closing date will be handled in accordance with the co-ordinated admissions scheme operated by the Local Authority and published in the Primary Education in Essex booklet.

## Appeals

If an application is unsuccessful then parents have the right to appeal to an Independent Statutory Appeals Panel. Details of how to make such an appeal are available from the school office.

## Children with a statement of special educational needs

Children with an Educational Health Care Plan (EHCP) that name the school are required to be admitted to the school.

## Supplementary Information Form

The School requires a Supplementary Information Form to be completed.

## Applying for a mid-year place at our school

All mid-year applications should be made directly to the school, using the mid-year application form available on our website or from the school office. Mid-year applications (sometimes called in-year applications) are any application for a school place made to a year group, apart from September admissions to Reception.

For applications into existing year groups, a place will be offered when the number of pupils in the relevant year group is below the admission number for that year group.

Please note: if a mid-year application is received during a school holiday period, we will respond as soon as possible when the school reopens.