

Holy Trinity School - Admissions Policy

School Admission Arrangements for the 2027/28 Academic Year

General Information about our School

The Holy Trinity Church of England Secondary School is a Voluntary Aided Church of England school. The Governors aim to offer a Christian education. They expect that parents applying for places for their child will accept and uphold the Christian character and ethos of the school. Further school expectations are outlined in the school prospectus.

Process of Application for Year 6 into Year 7

The school intends to use the following timetable for applications each year (exact dates within the months may vary from year to year) agreed by the Local Authority, intended to secure a coordinated approach to admissions for parents/carers and pupils:

- **September:** The school will publish in its prospectus, information about the arrangements for admission in the following academic year's September (for example, the school will publish its prospectus in September 2027 for admission in September 2028), including criteria for dealing with oversubscription. This will include details of open evenings and other opportunities for prospective pupils and their parents to visit the school.
- **End of September/Beginning of October:** The school will hold open evenings and opportunities to visit the school.
- **31st October:** Deadline for all application forms and references to be returned.
- **December:** Applications considered by the Governing Body and a list of applications ranked in accordance with the school's oversubscription criteria sent to the Local Authority.
- **1st March (or first working day thereafter):** Offers of places notified in writing to parents by the Local Authority.

Consideration of applications

The school's Published Admission Number (PAN) is 240. The school will consider all applications for places. Where fewer than 240 applications are received, the school will offer places to all those who have applied.

Procedure for allocating places

Parents are asked to note that the Supplementary Information Form (SIF) and references received after 31st October will not be considered, until after all those received on time, and it is parents' responsibility to provide the appropriate evidence on time to ensure their application is given the correct priority. In the absence of evidence to consider them under higher categories, applicants will be considered under criterion 12.

All SIFs and PINK/ BLUE/ ORANGE references received will be acknowledged by a receipt.

Applications where the SIF is received by the school on time, but the main statutory county application form is received late will be considered after all those received on time, in accordance with Local Authority guidelines.

For an application to be considered in criteria 2, 3, 7, 8, 9, 10 or 11 parents expressing The Holy Trinity Church of England Secondary School as any preference on the West Sussex Local Authority (LA) admission application form should also complete the SIF and return it to the school, with the necessary accompanying references. For an application to be considered in criterion 4 the SIF should be completed but no additional reference is required.

Within each criterion places will be offered first to families living nearest to the school measured by a straight line from the home to the school from a central point in each building, using address point data supplied from the LA's geographical database. Children with an Education, Health and Care Plan (EHCP) for whom The Holy Trinity Church of England Secondary School is named on the EHCP are admitted ahead of other applicants.

Over Subscription Criteria

In the event of over-subscription, the following criteria will apply:

1. 'Looked after' or previously 'looked after' children.
2. Where parents can provide authoritative evidence that they have attended a place of Christian worship at least fortnightly, for a period of two years prior to application.
 - a) Children with siblings
 - b) Children without siblings
3. Where parents can provide authoritative evidence that they have attended a place of Christian worship less than fortnightly, but at least monthly, for a period of two years prior to application.
 - a) Children with siblings
 - b) Children without siblings
4. Children who attend a Church of England Primary School within the three deaneries of Horsham, East Grinstead and Cuckfield (see Appendix 2 - list of named schools below.)
 - a) Children with siblings
 - b) Children without siblings
5. Children who need a place at the school on compelling social, psychological or medical grounds.
 - a) Children with siblings
 - b) Children without siblings
6. Children of staff members employed at Holy Trinity for at least 2 years or recruited to fill a vacant post for which there is a demonstrable skill shortage.
 - a) Children with siblings
 - b) Children without siblings
7. Where parents can provide authoritative evidence that they have attended a place offering other Trinitarian Christian worship at least fortnightly, for a period of two years prior to application.
 - a) Children with siblings
 - b) Children without siblings

8. Where parents can provide authoritative evidence that they have attended a place offering other Trinitarian Christian worship less than fortnightly, but at least monthly, for a period of two years prior to application.
 - a) Children with siblings
 - b) Children without siblings

9. Where parents can provide authoritative evidence that they have attended a place of worship of another major world faith at least fortnightly for a period of two years prior to application.
 - a) Children with siblings
 - b) Children without siblings

10. Where parents can provide authoritative evidence that they have attended a place of worship of another major world faith less than fortnightly but at least monthly for a period of two years prior to application.
 - a) Children with siblings
 - b) Children without siblings

11. Where parents can provide authoritative evidence that their child has attended training and games with Storm Basketball Foundation or another recognised Basketball Club, at least weekly, for a period of one year prior to application, and can provide a Basketball Registration Number.
 - a) Children who have played Basketball at National League level.
 - b) Children with siblings.
 - c) Children without siblings.

12. All other children who do not qualify for any higher criteria.
 - a) Children with siblings
 - b) Children without siblings

Right of Appeal

Parents who are unsuccessful in gaining a place for their child at The Holy Trinity Church of England Secondary School have the right to independent appeal and should write to Legal Services, County Hall, Chichester expressing their intention to do so.

On-hold List (Waiting List)

Children not offered a place can, at their parents' request, be placed on a waiting list. Priority for entry from the on-hold list will be determined by the oversubscription criteria set out above, regardless of length of time spent on the waiting list.

In December, the school will write to parents of children who have been on the Year 7 on-hold list for at least one full school term to ask if they wish their child to remain on the on-hold list for the remainder of the school year. The child's name will only remain on the list if the parents notify the school, by the date given, that that is still their wish.

Applications for Years other than Year 7 (In-Year Admissions)

From 2026 the school's published admission number (PAN) for years 7 to 11 will be 240.

WSCC holds an on-hold list of children, for each year group 8 to 11, whose parents wish them to attend The Holy Trinity Church of England Secondary School.

Parents/Carers who wish to move their child during a school year must ensure that they have completed an admission application with West Sussex in order to register their interest for a space in a year other than Year 7 at the Holy Trinity Church of England Secondary School.

Parents should also ensure that they complete the Supplementary Information Form and provide a reference (Where Applicable) to place their child in the correct category to be ranked on the waiting list.

If a place becomes available in a particular year group, WSCC will advise the school, and the school will review all applicants on the on-hold list for that year group, applying the oversubscription criteria above where necessary, regardless of length of time on the on-hold list.

Appendix 1 - Definitions

Throughout this document the following words and expressions (unless the context requires otherwise) have the following meanings:

The school – The Holy Trinity Church of England Secondary School located at Buckwood Drive, Gossops Green, Crawley, West Sussex, RH11 8JE.

Local Authority – The terms “Local Authority” and “LA” refer to the West Sussex Local Authority.

SIF – The Supplementary Information Form, which is available from the school and should be completed for consideration in criteria 2, 3, 4, 5, 6, 7, 8, 9, 10 and 11

Looked After Children and Previously 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 order, child arrangements, or special guardianship order including those 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. 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).

An 'adoption order' is an order under section 46 of the Adoption and Children Act 2002. A 'residence order' is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

Evidence is required to support applications for looked after children or previously looked after children who ceased to be so because they were adopted (or became subject to a residence order or special guardianship order). Applications for looked after children should be made by the relevant social worker. Applications for previously looked after children who are adopted should be supported by a copy of the adoption order and the new birth certificate.

- Applications for previously looked after children who become subject to a residence order – made under Section 8 of the Children Act 1989 should be supported by a letter from social services confirming the details of the arrangements for the child.
- Applications for previously looked after children who become subject to a special guardianship order - made under Section 14A of the Children Act 1989 (as amended by the Adoption and Children Act 2002) should be supported by a letter from social services confirming the details of the arrangements for the child.

Siblings – Brothers and sisters on roll in years 7-13 at the proposed date of admission, living at the same address as the child for whom the application is being made. This includes biological, step-, half-, foster and adoptive brothers and sisters living at the same address as the applicant.

Parents – This term applies to the legal parent, guardian or carer of the child, as equally to both parents as to a single carer. Where only one parent satisfies a criterion the application will be treated equally with those where the requirement is met by 2 parents.

Place of Christian Worship – A church as defined by Churches Together in Britain and Ireland, or that is a member of the Evangelical Alliance. The lists of churches used by the Governors are available from the school.

Other Trinitarian Christian worship – A church or fellowship that holds the doctrine of the Nicene Creed that there is one God, who is Father, Son and Holy Spirit, but which is not a member of the Evangelical Alliance or Churches Together in Britain and Ireland.

Another major world faith – as defined by the 2001 National Census – Buddhist, Jewish, Muslim, Hindu or Sikh.

Authoritative evidence (in the case of oversubscription criteria 2, 3, 7 and 8) – The **PINK** Reference Form obtainable from the school should be completed by the leader of the Christian Church.

Church / Place of Worship attendance

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.

- A Applications received during the Admissions Round in September 2020 must confirm the Parents/ Guardians membership of their Church/ Place of worship from 01 September 2018.
- B Applications received during the Admissions Round in September 2021 must confirm the Parents/Guardians membership of their Church/ Place of worship from 01 September 2019.
- C Applications received in subsequent Admission Rounds from September 2022 until the next consultation round in 2026. The Governors will consider special dispensation to parents who could not meet the regular attendance criteria for a Religious Reference if they provide either:
 - i. a letter from their Healthcare provider stating the start date to end date that they were advised to shield, or
 - ii. a letter from their Minister explaining the procedures for booking services and what percentage of their congregation was unable to attend due to the limitations, or alternatively an electronic record of how many times they were turned down.

Compelling social, psychological or medical grounds – Parents applying for admission for a child in category 5 must provide a letter from a qualified person (usually a doctor or social worker) stating clearly the exceptional reasons why it is essential that the child should attend The Holy Trinity Church of England Secondary School over any other school. The Governors will decide whether the school is the only school that could meet the child's needs.

Staff - staff members applying for admission for a child in category 6 must have been employed at Holy Trinity for at least 2 years or have been recruited to fill a vacant post for which there is a demonstrable skill shortage. Staff must be in the employ of the school for the year of admission.

Authoritative evidence (in the case of oversubscription criteria 9 and 10) – The **BLUE** Reference form obtainable from the school should be completed by the elder or leader of faith and either



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accompanied by a supporting letter on the organisation's headed paper or authenticated by an official stamp.

Authoritative evidence (in the case of a Recognised Basketball team, criteria 11) – The ORANGE

Reference form obtainable from the school should be completed by the coach of the team that is affiliated with Basketball England and either accompanied by a supporting letter on the organisation's headed paper or authenticated by an official stamp. The coach must also provide the basketball registration number of the player.

Appendix 2 - List of Named Schools (Criterion 4)

School	Area	Deanery
Balcombe C E Controlled Primary School		Cuckfield
Bolney C E P School		Cuckfield
Holy Trinity C E P School	Cuckfield	Cuckfield
St Augustine's C E P School	Scaynes Hill	Cuckfield
St Giles' C E P School	Horsted Keynes	Cuckfield
St Mark's C E P School	Staplefield	Cuckfield
St Peter's C E P School	Ardingly	Cuckfield
St Wilfrid's C E P School	Haywards Heath	Cuckfield
West Hoathly C E P School		Cuckfield
Copthorne C E Junior School		East Grinstead
Crawley Down Village C E School		East Grinstead
Forest Row C E P School		East Grinstead
St Andrew's C E P School	Furnace Green	East Grinstead
St Margaret's C E P School	Ifield	East Grinstead
St Mary's C E P School	East Grinstead	East Grinstead
Turners Hill C E P School		East Grinstead
All Saints C E P School	Horsham	Horsham
Holy Trinity C E P School	Lower Beeding	Horsham
Jolesfield C E P School		Horsham
Shipleigh C E P School		Horsham
Slinfold C E P School		Horsham
St Andrew's C E P School	Nuthurst	Horsham
St Mary's C E P School	Horsham	Horsham
Warnham C E P School		Horsham

To maintain a good relationship with local C of E schools the governors have also added St Peter's C of E Primary school in Cowfold, Hurst Deanery, to its list of named schools.