

## **Holy Trinity CEP Dartford Admissions Policy**



<b>POLICY</b>	<b>ADMISSIONS POLICY 2025-2026</b>
<b>ADOPTED (By Governing Body)</b>	<b>FGB</b>

The number of registered pupils at the school is currently 420. The school provides for children between 4 and 11 years old, educational year groups Reception to 6 inclusive.

The published admission number for the school is 60; therefore, up to 60 children will be offered places for admission to Reception classes in any academic year.

In line with the DFE School Admissions Code, children with Statements of Special Educational Needs or Education (SSEN), Health and Care Plan (EHCP) that name Holy Trinity CE Primary School will be admitted. As a result of this, the published admissions number will be reduced accordingly.

Children are admitted to the Reception class in the school year in which they have their fifth birthday. All Reception year children are admitted in September, at the start of the Reception year. Parents of Reception age children have the right to **deferral of entry** or to take the place up part time, until the term in which the child reaches compulsory school age.

Applications for admission are welcome from all parents who may wish their children to be considered for a place at the school. Applications can either be made online at [www.kent.gov.uk/ola](http://www.kent.gov.uk/ola) or by completing a **Reception Common Application Form (RCAF)**. The **Supplementary Information Form should also be completed and returned** directly to the school by the same date, together with any church / religious reference as supporting document.

**Where the number of applications for admission exceeds the number of places available, all applications will be considered in accordance with the over-subscription criteria in the following prioritisation order:**

- (1) Children in Local Authority Care – a child under the age of 18 years for whom the Local Authority provides accommodation by agreement with their parents/carers (Section 22 of the Children Act 1989) or who is the subject of a care order under Part IV of the Act. This applies equally to children who immediately after being looked after by the local authority became subject to an adoption, residence or special guardianship order. (As defined by Section 46 of the Adoption and Children Act 2002 or Section 8 or 14A of the Children Act 1989)
- (2) Children previously in Care outside of England - Children who appear to KCC to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.
- (3) Children from families with sibling / current family association: A brother or sister attending the school when the child starts. In this context the brother or sister means children who live as brother or sister in the same house, including natural brothers and sisters, adopted siblings, step brothers or sisters and foster brothers or sisters

- (4) Children with at least one parent/guardian that is a practising member at Holy Trinity Church, Dartford (evidenced by attendance for Acts of Worship at least twice a month for the year preceding the application for a school place). Confirmation of having met this requirement must be provided by the vicar or church wardens of that Church by a letter of declaration or by completing a declaration form (attached) or which is obtainable from the School Office and returned to the school in a SAE);
- (5) A child of staff at the school – where;  
The member of staff is employed at the school at the time at which the application for admission to the school is made and/or the member of staff is recruited to fill a vacant post.
- (6) Children who live in the ecclesiastical parish of Holy Trinity Church (see map – appendix a)
- (7) All other children regardless of faith.

**Within each of the oversubscription criteria children will be ranked in order giving priority to children with health or special access needs and then by distance from the child's permanent residence to the school as described below:**

- a) **Children with particular medical / health and special access reasons.** Health and Special Access Reasons – Medical, health, social and special access reasons will be applied in accordance with the school's legal obligations, in particular those under the Equality Act 2010. Priority will be given to those children whose mental or physical impairment means they have a demonstrable and significant need to attend a particular school. Equally this priority will apply to children whose parents'/guardians' physical or mental health or social needs mean that they have a demonstrable and significant need to attend a particular school. Such claims will need to be supported by written evidence from a suitably qualified medical or other practitioner who can demonstrate a special connection between these needs and the particular school.
- b) **Reference will be made to the distance / nearness of child's home to school.** Nearness of children's homes to school - we use the distance between the child's permanent home address (defined in KCC's annual admissions prospectus) 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 applications are made from properties or abodes that are not registered to the NLPG, including new build properties, KCC may be required to use planning sites or other relevant co-ordinates. In exceptional circumstances where alternative co-ordinates are not available, measurements will be determined by a Senior Admissions Officer and confirmed by Head of Service.

In the unlikely event of over-subscription and only one place remains, but two families meet the same criteria, a tie-breaker will be introduced. On this occasion both names would be put into a random lot and one name drawn out.

For further information regarding what constitutes a permanent residence and how distances will be measured to flats, please refer to the 'Kent Admissions to Primary School Booklet'

Late applications for Reception class places, received after the closing date, will be considered. Places will be offered, if and when there are vacancies, with priority given in accordance with the over-subscription criteria stated above. If a child is refused a place at Holy Trinity Church of England Primary School parents can ask for their child's name to be placed on a waiting list and have the right of appeal to an Independent Appeal Panel

**Transfers into the school for non-Reception children will be dealt with in accordance with the principles set out here, but can only have regard to known applicants at the time any vacancy becomes available.**

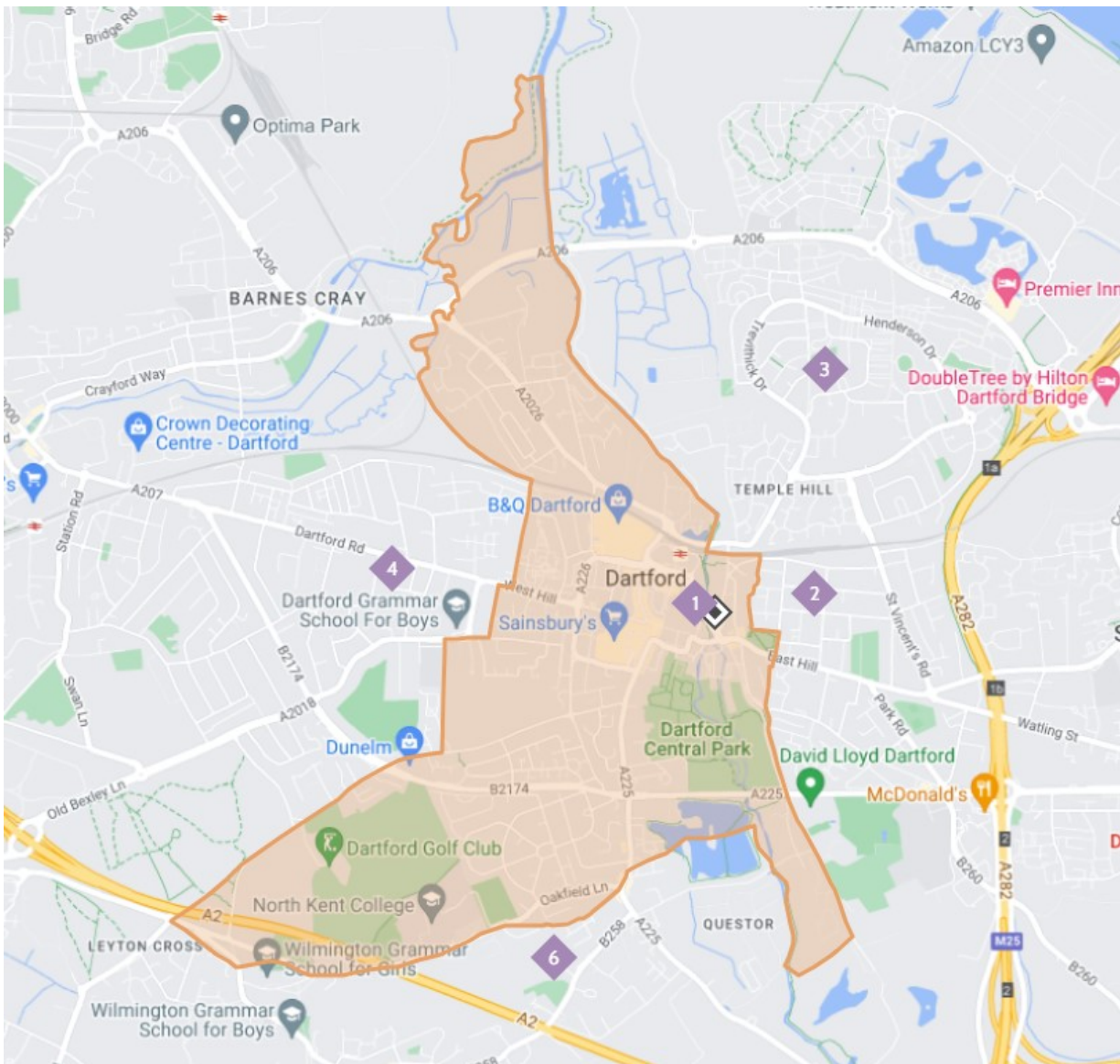
A waiting list will be kept of the applicants who are refused admission due to over subscription and whose parents make a written request to have their child's name to be placed on the waiting list. The list will be kept in the sequence of the criteria described above and re-ranked, in line with the published oversubscription criteria, every time a child is added. As and when places become available they will be offered to applicants. Names will be kept alongside any additional names throughout the year on the waiting list until the end of the academic year for which the application for admission was made. Any request for an appeal should be made in writing to the Chair of Governors, care of the school. The school will use the services of the Local Authority independent appeals panel for administering the process.

Requests for admission to Reception outside of the normal age group should be made to the Headteacher as early as possible in the admissions round associated with that child's date of birth. This will allow the school and admissions authority sufficient time to make a decision before the closing date. Parents are not expected to provide evidence to support their request to defer their application, however where provided it must be specific to the child in question. This might include medical or Educational Psychologist reports. There is no legal requirement for this medical or educational evidence to be secured from an appropriate professional, however, failure to provide this may impede a school's ability to agree to deferral. Parents are required to complete an application for the normal point of entry at the same time, in case their request is declined. This application can be cancelled if the school agrees to accept a deferred application for entry into Year R the following year. Deferred applications must be made via paper Reception Common Application Form (RCAF) to the LA, with written confirmation from each named school attached. Deferred applications will be processed in the same way as all applications for the cohort in the following admissions round and offers will be made in accordance with each school's oversubscription criteria. Further advice is available at [www.kent.gov.uk/primaryadmissions](http://www.kent.gov.uk/primaryadmissions)

Queries about the Admissions Policy should be addressed to the Headteacher or Chairman of Governors c/o the school office.

The school will use the services of the LA Independent Appeals Panel.  
Details of the arrangements for admissions and appeals will be reviewed and published each year.

## Appendix A



[www.achurchnearyou.com](http://www.achurchnearyou.com)

**Holy Trinity C E Primary School, Dartford- DCSF Number 886 5213  
Additional Information in Support of an Application for Admission**

Name of Child ..... Date of Birth .....

Childs main residence.....  
.....

Name of Parent/Guardian .....

Address of Parent/Guardian if different from above: .....

Contact number(s) for Parent/Guardian.....

Will the child have a sibling in the school at time of entry, if so please give child's  
name and year group here: .....

**Declaration of Church Membership to be completed by the Vicar or Church Warden of  
Holy Trinity Church, Dartford.**

I can confirm that the above parent/guardian has attended the following place of worship  
..... at least twice per month for a period of not less than 12 months.

Vicar's Name.....

Signature.....Date.....

Church .....

Home or Church Address .....

**Children previously in Care outside of England**

Date of Adoption: .....

Name of Country and local authority where the child was in care .....

Please list documentary evidence provided to support application (eg birth certificate,  
adoption certificate)  
.....

Signed: ..... Print Name: .....

Date: .....

Please return this form to the school in support of your application for a place at:  
Holy Trinity C E Primary School, Chatsworth Road, Dartford, Kent, DA1 5AF.