



Holy Trinity Church of England Primary School

Admissions Policy 2025-2026

'Loved by God and one another, Holy Trinity is a welcoming community of faith, where we learn and flourish together.'

Each day opens up horizons of hope, aspiration and joy!

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Ratified By Local Academy Council	05.03.2025	Signed and minuted
Shared with Parents	06.03.2025	Published on website
Policy Revisit	09.01.2026	
Policy Review	March 2026	



Admissions Policy

Rationale

Holy Trinity Church of England Primary School is committed to creating a welcoming community of faith, where pupils can learn and flourish together. Each day opens up new opportunities, a fresh start bringing horizons of hope, aspiration and joy! Holy Trinity Church of England Primary School is a totally inclusive school; there will be no discrimination on entry by gender, race, religion, disability or special educational needs. We ask all parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the right of parents who are not of the faith of this school to apply for and be considered for a place here.

Admissions

The arrangements in this policy are for admission to the main school and do not apply to those being admitted for nursery provision. For nursery admissions please see the Nursery Admissions document.

Further Information

If you require further information about applying for a place at our school please contact: School Office manager, Holy Trinity Church of England Primary School, Church Lane, Ripon HG4 2DY Telephone: 01765 602858 Email: admin@htceschool.co.uk.

From September 2025, Holy Trinity will operate as a single-form-entry Primary School (Reception to Year 6) following the formal amalgamation of the former Infant and Junior Schools and their relocation to a single site. This change includes:

- A change in age range: Now serving ages 3 to 11
- Updated admission entry points and PANs
- Revised oversubscription arrangements

The Trust is the admission authority and is responsible for determining and applying the admissions policy. Children are taught in classes determined by dates of birth from September to July.

The school operates within the coordinated admissions scheme administered by North Yorkshire Council. This means that all applications for places must be made via the Local Authority using the common application form, in accordance with the published timeline. The Local Authority will then coordinate the allocation of school places in line with the school's published admissions criteria. The Trust remains responsible for applying the oversubscription criteria and determining admissions in line with this policy.

The Local Authority will notify parents, on behalf of the Trust, of the school they have been allocated.

The Trust is committed to fair, clear, and objective procedures, fully compliant with the School Admissions Code 2021. The Trust consults with the Diocese of Leeds, the Local Authority, other local schools, and the wider community as part of the statutory admissions consultation process.

Children with an Educational Health Care Plan will be admitted to the school if it is named on their plan.

Published Admission Number (PAN)

From September 2025, the school will admit up to 30 pupils into Reception each year. There will be no external Year 3 intake as the school no longer operates as a separate Junior School.

Oversubscription Criteria

1. Looked After Children, Previously Looked After Children and Internationally Adopted Looked After Children (LAC, PLAC and IAPLAC)

- The first oversubscription criterion must always be Looked After, Previously Looked After and Internationally Adopted Previously Looked After Children. As this is a legal requirement, it automatically appears as the first of the school's oversubscription criteria.
- A "Looked After Child" (LAC) 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) at the time of making an application to a school.
- A "Previously Looked After Child" (PLAC) is a child who was looked after but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order immediately following having been looked after.
- An "Internationally Adopted Previously Looked After Child (IAPLAC) is a child who appears (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.

2. Social and Medical need

- Priority will be given in exceptional circumstances to a small number of children (or in some cases a close relative of the child) whose mental or physical impairment means they have a demonstrable and significant need to attend this school over any other.
- Supporting evidence in the form of a letter from a doctor or social worker or other relevant qualified, independent professional, would be required. Medical, health, social and special access reasons will be applied in accordance with the school's legal obligations and does not guarantee that a child will be given priority as each decision will be made on the merits of the individual case.

3. Children Displaced by the Amalgamation

Priority will be given to children who were allocated a Reception place at Holy Trinity Infant School for September 2025 prior to its closure as part of the formal amalgamation process. (This applies to in-year applications submitted post-closure.)

4. Siblings

Siblings of pupils attending the school at the time of application. 'Sibling' means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a step brother or sister, or other child living in the same household who, in any of these cases, will be living with them at the same address at the date of their entry to the school.

5. Catchment

Children living in the catchment area of the school.

6. Children of staff at the school

Tie break

If there are not enough places for all the children in one of these priority groups, we will give priority first to those with a sibling at the school at the time of admission and then to those living nearest the school. In all cases sibling refers to brother or sister, half brother or sister, adopted brother or sister, step-brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

If within a priority group there are not enough places for all those with a sibling at the school at the time of admission, we will give priority to those children with a sibling living nearest the school.

All distance measurements are based on the nearest route recognised by our electronic mapping system from a child's home address to school. The measurement is made from a fixed point within the dwelling, as identified by Ordnance Survey, to the nearest school entrance using footpaths and roads. The routes measured to determine the allocation of school places will be those recognised by the electronic mapping system used by the admissions team, and no other mapping system.

If the distance tie-break is not sufficient to distinguish between applicants in a particular priority group, a random allocation will be used.

Late applications

Applications received on time will be considered before late applications.

The Local Authority will consider your application late unless you have provided an acceptable reason to them. If they agree your reason for a late application, your application will be considered along with applications received on time.

Deferred application of Infants

Parents/carers may request that the date their child is admitted to the school is deferred until later in the same school year or until the child reaches compulsory school age in that school year (deferring until the following school year is also possible for summer born children - see below). Children reach compulsory school age on the prescribed day following their fifth birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March. Parents/carers may request that their child attends part-time until the child reaches compulsory school age. Requests for a child to start their schooling on a part-time basis or to defer the start until they reach compulsory school-age should be addressed to the Headteacher.

We will offer places to children in the following order of priority based on the criteria outlined by North Yorkshire Council's Admissions Policy.

North Yorkshire County Council (NYCC) operates a timetabled coordinated admissions procedure for all schools in line with Government legislation. NYCC School Admissions will manage the process on behalf of the school according to the scheme for that year which they will publish online <https://www.northyorks.gov.uk/school-admissions>. Oversubscription criteria only apply where the number of applications exceeds 60. NYCC School Admissions will notify you whether a place has been allocated on the primary national offer date.

Admission of children outside their normal age group

Our school states that 'Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.' When such a request is made, the school will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the headteacher and any supporting evidence provided by the parent. 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. The school will notify parents in writing of the outcome of their request setting out the reasons for their decision. 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.

In-Year admissions

From time to time a place becomes available further up the school. The allocation of places is in accordance with the admissions criteria. Preference will be given to children moving into the area from outside the Local Authority area who do not have a school place. Evidence will need to be provided that the child has recently

moved in. In year applications are dealt with on our behalf by the local authority which operates an in-year coordinated admissions scheme.

Applications and details of this are available here: <https://www.northyorks.gov.uk/education-and-learning/school-admissions/changing-schools-and-year-applications>.

Children displaced due to the closure of the former Infant School will be prioritised under the amended oversubscription criteria as noted above.

Appeals

By law, if your child is refused a place at your preferred school, you have the right to appeal against that decision to an independent panel. School admission appeal panels are independent of the school and the local authority. At the hearing, you can present your reasons for preferring that particular school and the panel will decide whether your reasons are strong enough to overturn the admission authority's decision. For more information on the appeal process please visit the North Yorkshire admission appeal website page: <https://www.northyorks.gov.uk/education-and-learning/school-admissions/appeal-school-place>.

School age

A full-time school place in the Reception class is available for children from the September following their 4th birthday.

Useful information

For North Yorkshires full admission policy please [click here](#).

Please contact the school office if you have any enquiries about admissions here at Holy Trinity Church of England Primary School on 01765 602 858 or email admin@htceschools.co.uk.

Key dates

Application opening: Applications for primary school places open on October 12, 2024

Application closing: The closing date for applications is January 15, 2025

National Offer Day: National Offer Day for primary and junior schools is April 16, 2025

Appeal deadline: The deadline to appeal a primary or junior school place is May 20, 2025

Late applications and in-year re-applications following the Infant School closure will be handled in accordance with in-year procedures.

Other important dates include:

No changes after February 18: No changes can be made to applications after February 18, 2025

Late applications: Late applications and requests for changes are considered from May 1, 2025