



Admissions Criteria for the Federation of Holy Trinity Aided C of E Junior and Pewley Down Infant Schools, Guildford

Academic Year 2012/2013 onwards



The Holy Trinity and Pewley Down (HTPD) Federation aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice.

The HTPD Federation includes two schools on respective sites. Pewley Down runs from YrR to Yr2 and Holy Trinity from Yr3 to Yr6. There are 60 available places in YrR and a further 36 places available in Yr3 giving a Published Admission Number (PAN) of 96 available in Yr3.

The Governing body of the Federation is the Admissions Authority for both schools of the federation and will admit applicants in accordance with the following criteria in the listed order when the number of applications exceeds the available places. When an entire category of applicants cannot be admitted, places are allocated within that category in ascending order of the distance of the child's permanent home to the schools of the federation.

SPECIAL EDUCATIONAL NEEDS

There is a separate process for children with a statement of special educational needs. If a school is named in a statement of special educational needs the governing body must offer a place for that child.

CRITERIA FOR ADMISSION YrR – Yr2

- 1. Looked After Children in the care of the local authority.**
- 2. Children who have a sibling who is an existing pupil of one of the schools of the HTPD federation and who will be attending one of the schools of the HTPD federation at the time of entry.**
- 3. Children for whom Pewley Down is the school closest to their permanent home that admits pupils of the appropriate age range.**
- 4. Siblings in the same school year where Pewley Down is the two-form entry school closest to their permanent home and the need for education in separate classes is demonstrated.**
- 5. Children whose permanent home lies within the designated catchment area - Holy Trinity Ward 2002 - see the attached map.**
- 6. Other applicants.**

CRITERIA FOR ADMISSION Yr3 onwards

- 1. Looked After Children in the care of the local authority.**
- 2. Children currently attending Pewley Down Infant School, Guildford.**
- 3. Children who have a sibling who is an existing pupil of one of the schools of the HTPD federation and who will be attending one of the schools of the HTPD federation at the time of entry.**
- 4. Children whose permanent home lies within the designated catchment area - Holy Trinity Ward 2002 - see the attached map.**
- 5. Children of parents who are active members of Holy Trinity or St Mary's Churches, Guildford. Such applications must be endorsed by a letter to the School by the Rector, or in his absence the Archdeacon.**
- 6. Children of parents who request admission on the grounds of their Christian faith, but only if Holy Trinity School is the Church of England Junior nearest to the child's permanent home. The parents in this case should be able to show active membership of their church, endorsed by a letter to the School from their parish priest, church minister or equivalent.**
- 7. Children currently attending St Nicolas C of E Infant School, Guildford but only if Holy Trinity School is the nearest Church of England Junior school to the child's permanent home.**
- 8. Other applicants.**

Application Procedure

Applications for admissions into Year R and Year 3 must be made on the Surrey Local Authority applications form or its online applications system. In addition both Pewley Down and Holy Trinity schools have their own Supplementary Information Form to gain information necessary for allocating places for Pewley under criteria 2 and 4 and for Holy Trinity under criteria 2, 3, 5 - 7. Places are awarded based on the information given in the application. If this is discovered to be false the offer will be withdrawn. Late applications should be made in the same way but will be treated as late applications and will not be processed until after the date given in the Surrey Admissions booklet. In-year applications should be made in a similar fashion but using the Surrey Local Authority in-year application form.

Permanent home

A child's "permanent home" is the child's principal residence and that of at least one parent or legal guardian.

Closest School

The closest school to Pewley Down is determined using the Surrey SMART Online system <http://findaschool.surreycc.gov.uk/> entering the address of the child's permanent home in the section for the appropriate age range.

Distance to the school

Distance to school is the distance from the child's permanent home to the **nearest school of the HTPD federation**. The distance is calculated using the Surrey Admissions and Transport Team's Geographical Information System. The Surrey County Council website <http://findaschool.surreycc.gov.uk/> explains how this distance is measured, by straight line, from the address point of the pupil's house as set by Ordnance Survey. To determine between homes with the same address point the solution explained in the Surrey County Council 'Primary School Admissions' booklet will be adopted

Multiple Births

Where a final place at the school is going to be offered to a child who is one of twins or other multiple births this will be dealt with in the manner explained in the Surrey County Council 'Primary School Admissions' booklet.

Church Membership

Active membership of a church means as an average attendance of church of once a month and/or involvement in the church. This must be supported by a letter from their parish priest, church minister or equivalent.

The address of the Archdeacon can be found from the diocese of Guildford website <http://www.cofeguildford.org.uk/index.cfm?fuseaction=about.content&cmid=3>

Waiting List

From the day that the allocation of places is made a waiting list is kept for unsuccessful applicants with names ranked according to the published admissions criteria. Names may move down as well as up reflecting the mobility of families in/out of the area. Places will be allocated when the number of children has dropped below the PAN for the year for which the application is made. The allocation will be made from the waiting list as it is constituted at that date.

Appeals

Placing a child's name on the waiting list does not remove the right to appeal. Parents of children not allocated a place have the right of appeal to an impartial Appeal Panel. Full details are available from the school office.

Feeder nursery schools or playgroups

There is no system of feeder nursery schools or playgroups for entry into YrR.

Surrey CC definitions are used unless alternative definitions are given above.

Past years table to assist parents assess likelihood of a place:-

Year of intake	No. of applicants placing School as their first choice		No. of places awarded from the waiting list		Total No. of places awarded in the category 'Any other applicants' *	
	YrR	Yr3	YrR	Yr3	YrR	Yr3
2011	81	107	8	8	2	6
2010	83		5	17	0	14
2009	66		5	8	7	16
2008			8	2	8	5

* This figure takes into account children taken from the waiting list after the Surrey-wide allocation has been completed. It may therefore not be the same as the figure shown in the Surrey booklet (Information on Primary Schools).