



HOLY TRINITY CE PRIMARY
SCHOOL

*Strength for today,
Bright hope for tomorrow*

Policy: Admissions

Previous Review: July 2025

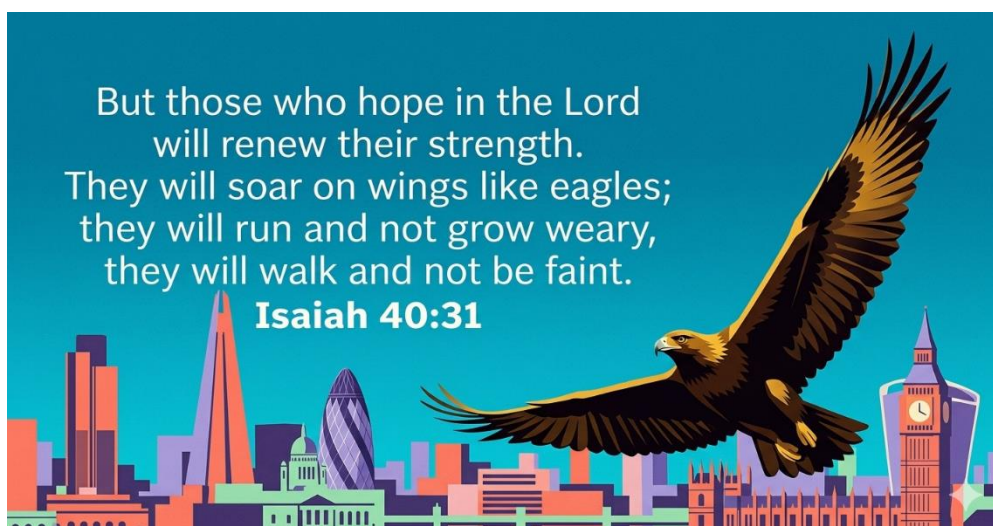
This Review: July 2026

Next Review: December 2026

Frequency of Review: Annually

Responsible Committee: Full Governing Body

Our Vision



Holy Trinity is a small, caring, Church of England school, with a strong commitment to the teaching of Christianity. Our vision encourages everyone in our school community to have the strength to aim high and be an agent of change.

Our hope in God leads us to have high aspirations for our learning community. We value the uniqueness of each child, made in the image of God, and seek to provide a holistic, enriched curriculum and pastoral care, empowering everyone with the strength, knowledge and wisdom to succeed and flourish.

How our Vision Inspires this Policy

Our inclusive admissions policy reflects our aspiration that all pupils should reach their potential. We welcome a diverse range of pupils, because we believe we are enriched by encounters with people who are different to us. To live well together is to recognise that people may be different, but are equally significant to God. In this way we aim to raise the aspirations of our whole school community.



Admissions Policy

Holy Trinity NW3 serves the local community and extends a warm welcome to all children whose parents live or work in the area. All children joining the school in Reception class start in September. The Governors strongly advise parents or carers to visit the school for one of our regular parent tours before applying.

Apply through the Local Authority

Admissions to Reception classes in primary schools are co-ordinated across all London boroughs. Applicants must complete the Local Authority Common Application Form naming the School and return it to the relevant Local Authority. For Camden residents the Common Application Form is available from any Camden primary school or online at: www.eadmissions.org.uk/eAdmissions/app

You can name up to 6 schools in order of preference on the Common Application Form and we advise parents to fill in all 6 preferences.

Supplementary Form

All parents who are applying should also complete Holy Trinity CE Primary School's Supplementary Form so that governors may consider your application fully, this is available from the school office or on our website. The supplementary form should be returned to the school by **15th January of the year that the child is expected to start**.

The Governing Body intends to admit 27 children to the Reception class each year.

If the school is over-subscribed the governors will admit children in the following order of preference:

1. Looked after children or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or a special guardianship order. By 'previously looked after' we mean all previously looked after children, including those who appear (to the admissions authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. ****
2. Children with documented social or medical reasons for whom this is the nearest school. This must be supported by a professional letter from a doctor, medical consultant or social worker which gives compelling reasons as to why this school is suitable and why detriment would be suffered if they attended another school. ****
3. Brothers and sisters of children who attend Holy Trinity CE Primary School at the time the applicant will be joining the school (including step brothers and sisters, half brothers and sisters or adopted brothers and sisters).
4. The children of parents who are members of Lighthouse London, Finchley Road (formerly Holy Trinity Church).* ****
5. The children of parents who attend other Anglican churches in the parish and who live within walking distance of the school (1/2 a mile).* ****
6. The children of parents who attend other Christian churches*** and who live within walking distance of the school (1/2 a mile).* ****
7. Children who live within walking distance of the school (1/2 a mile). ****
8. The children of families belonging to other world faiths who live within a radius of two miles of the school whose parents wish them to attend Holy Trinity School because of its Christian ethos.*** ****

9. Thereafter priority will be given to children whose parents' or carers' address is the shortest from the centre of the school when measured in a straight line.

** 'Members' are those who have attended on at least two occasions per month for the last twelve months or have recently joined but have a letter of regular attendance at a previous Christian Church. ***

*** 'Christian churches' are defined as members of Churches Together in Britain and Ireland (CTBI) and the Evangelical Alliance.*

**** Applicants within this category must submit a letter from the appropriate Minister, Rabbi, Imam, Priest or other worship leader confirming that the family has attended the place of worship on at least two occasions per month for the last twelve months.*

***** Priority will be given to children whose parents' or carers' address is the shortest from the centre of the school when measured in a straight line to the centre of the home. In the minority of cases when applicants distance measurements are exactly the same, in blocks of flats for instance, a random selection will then take place made by a person independent of the School.*

Waiting list

The waiting list for Reception and all other classes will be maintained in the order of the criteria listed above and places offered accordingly. In addition to their right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out above and **not** in the order in which the applications are received or added to the list. When a place becomes available it will be offered to the next person on the waiting list.

Names are normally removed from the list after a year unless parents/carers submit a written request asking for their application to remain on the waiting list.

Twins or Multiple Births

In the case of twins or a multiple birth if a place is offered to one of the children priority will be given to all of the other siblings.

In-Year Admissions

In-year admissions are those that take place at times other than normal admissions to Reception class. Applications for In-Year admissions should be made directly to the School on the Common Application Form. In addition, the Holy Trinity Supplementary Form must also be completed. BOTH forms need to be returned to the School. If a place is available and there is no waiting list then the School will communicate the governors' offer of a place to the family. If more applications are received than there are places available then applications will be ranked by the governing body in accordance with the waiting list criteria. If a place cannot be offered at this time then parents may ask for the reasons and will be informed of their right of appeal. The parents will be offered the opportunity of being placed on a waiting list (see above).

Admission Appeals for unsuccessful applicants to the Reception Class and Years 1 to 6.

If your child has been refused a place at a Camden school you have the right to appeal to an independent appeals panel. This is your opportunity to explain your reasons for wanting to send your child to the school. The independent appeals panel will decide if those reasons are strong enough to overturn the decision of the Admission Authority for the school.

You cannot appeal against a school you have been offered.

You should submit your appeal within 21 days of receiving your refusal letter/email.

For more information on admissions please contact the Camden School Admissions Team via <https://www.camden.gov.uk/appeal-against-school-admissions-decision>.

Timetable for appeals

If parents and carers wish to appeal against a decision to refuse entry, they can do so by filling in the appeals form on www.camden.gov.uk or calling Camden Admissions. The appeal should be submitted within 21 days of your refusal letter. An independent panel will consider all such appeals, and its decision is binding for all parties concerned (Further details of appeal arrangements are set out in the School Admissions Appeals Code.) If you make an appeal, you will receive at least 10 school days' notice of your appeal hearing date.

You can read the [Government advice](#) on making a school appeals or read the [School Admissions Appeals Code 2022](#).

What sort of information should I provide?

You should give all the reasons why you think that your child should be given a place at the school. For example, if you want medical factors to be taken into account you are advised to provide a letter from your doctor with your appeal form. It is up to you to provide any evidence from professionals (such as doctors or social workers) that you think is relevant. The admissions panel will **not** contact people on your behalf seeking evidence.

If you are **not** applying for a place to start in Reception or to transfer from primary to secondary school, you also should include the letter from the school refusing you a place.

Late Applications

Applications for Reception places submitted after the deadline published by the Local Authority will be ranked by the Governing Body according to the above criteria and integrated into the admissions list following the offer of places to applications received before the deadline.

Pupils with an Education, Health & Care Plan (EHCP)

The admission of pupils with an EHCP is dealt with by a completely separate procedure. This procedure is integral to the making and maintaining of the EHCP by the pupil's home Local Authority. The SEN team at the relevant local authority should be in touch with you advise you what you need to do and by when. If the local authority has not made contact with you, then you are strongly advised to contact them before applying, particularly if you do not live in Camden, as this has implications for the EHCP and possibly the level of funding your child receives. If you are moving schools, rather than applying for the first time, it is essential that you let the local authority know, so that they can follow the correct procedures.

If you are a Camden resident and have any questions, please contact your child's assessment and case co-ordinator or email the SEN team: sen.enquiries@camden.gov.uk

Fair Access Protocols

Holy Trinity is committed to taking its fair share of vulnerable children who are hard to place, in accordance with locally agreed protocols. Accordingly, outside the normal round of admissions, the governing body is empowered to give absolute priority to a child where admission is requested under any local protocol which carries the agreement both of the governing body and the Diocese for the current admission year. The governing body has this power even when admitting such a child would exceed the normal admission number.