



Trinity Catholic High School

ADMISSION POLICY (FOR ENTRY IN SEPTEMBER 2025)

Trinity Catholic High School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will always be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic Diocese, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The governing body is the admissions authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round. The governing body has set its admission number at 240 pupils to Year 7.

Oversubscription Criteria

At any time where there are more applications for places than the number of places available, places will be offered according to the following categories, listed in order of priority:

1. Catholic looked after and previously looked after children. (see notes 1&2)
2. Catholic children with a Certificate of Catholic Practice, as requested in the Supplementary Information Form, who are resident in the following parishes (see notes 2,3&6) and in the following order of priority:
 - (1) St. Thomas of Canterbury, Woodford Green
 - (2) Our Lady of Grace & St. Teresa, Chingford
 - (3) St. John Vianney, Clayhall
 - (4) St. Edmund & St. Thomas More, Loughton
 - (5) St. Thomas More & St. Edward, Waltham Abbey
 - (6) St. Anne Line, South Woodford
 - (7) The Assumption, Hainault
 - (8) Christ the King, (North of the North Circular A 406)
 - (9) Our Lady of Lourdes, Wanstead.
3. Other Catholic children who are not resident in the Parishes in Point 2 (see notes 2,3&6)
4. Other Catholic children. (see note 2)
5. Other looked after and previously looked after children. (see note 1)
6. Any other children.

Within each of the categories listed above, the following provisions will be applied in the following order.

- (i) The attendance of a brother or sister at the school in Years 7 – 10, at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made.



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- (ii) To non-sibling children from practising Catholic families from the listed Parishes.

Tie Break

In the event of a tie break, priority will be given to children living closest to the school determined by the shortest distance. Distances are calculated via reference to a Geographical Information System (GIS), as used by the London Borough of Redbridge, which measures distance from the child's home address (see note 6) to the front entrance to the school in Mornington Road, Woodford Green, IG8 0TP, using public roads and recognised footpaths. It should be noted that when measurements involve flats in the same block, the distance will be to the main entrance of the block.

Where two or more applications cannot be separated because the children live an equal distance from the school, the order in which places will be allocated will be determined by a lottery tie-break draw in the presence of an independent witness.

Application Procedures and Timetable

To apply for a place at this school in the normal admission round, you **must** complete a Common Application Form available from the local authority in which you live. You are also requested to complete the Supplementary Information Form attached to this policy if you wish to apply under oversubscription criteria 1 to 4. The Supplementary Information Form should be returned to Mrs L Scrivens, Trinity Catholic High School, Sydney Road, Woodford Green, Essex IG8 0TB by 31st October.

You will be advised of the outcome of your application on 1st March or the next working day, by the local authority on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

If you do not provide the information required in the SIF and return it by the closing date, together with all supporting documentation, your child will not be placed in criteria 1 to 4, and this is likely to affect your child's chance of being offered a place.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 31st October

Pupils with an Education, Health and Care Plan or a Statement of Special Educational Needs

This policy is not relevant to the process for naming the school on a child's Education, Health and Care Plan (EHCP) or Statement of Special Educational Needs. There is a separate process for selecting or changing the school named on an EHCP or Statement of Special Educational Needs which is outside of the admissions process. Please contact the child's home Local Authority for further details.

Appeals against Refusal of Admission

Parents of children refused admission have a statutory right of appeal in accordance with the School Standards and Framework Act 1998. Should any parent wish to exercise this right they should, in the first instance, contact the Lower Site, Sydney Road, either by email (LScrivens@tchs.org.uk) or 020 8504 8946 ext 180. Parents will be provided with an Appeals Form on which they may state their case for appeal, return to Trinity, together with any supporting documents in order for the appeal to be arranged.

Late Applications

Late applications under the Coordinated Scheme must be submitted to your home local authority for their consideration. Please note that applications received after the closing date of 31st October will be considered in accordance with the school's Admissions Criteria, but after those that were submitted on time. Waiting lists for admission will operate throughout the school year and will be reorganised in accordance with the school's oversubscription criteria after the National Offer day.



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Admission of Children Outside their Normal Age Group

A request may be made for a child to be admitted outside their normal age group, for example if the child is gifted and talented or has experienced problems such as ill health.

Any such request should be made in writing to Mrs Lynsey Scrivens (LScrivens@tchs.org.uk) at the same time as the admission application is made. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the head teacher, including the head teacher's statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals, as appropriate.

Waiting Lists

In addition to their right of appeal, unsuccessful children 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 applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until 31st December.

Inclusion in the school's waiting list does not mean that a place will eventually become available.

In-Year Applications

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Application should be made to the London Borough of Redbridge through their website.

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

If there are no places available, the child will be added to the waiting list (see above).

You will be advised of the outcome of your application in writing, and you have the right of appeal to an independent appeal panel.

Fair Access Protocol

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The governing body has this power even where admitting the child would mean exceeding the published admission number.

It should be noted that all offers are made on condition that any information received by the Governing Body is entirely accurate. The Governing Body reserves the right to withdraw the offer of a place or, where a child is already attending the school, the place itself, where it is satisfied that the offer or place was obtained fraudulently by deception or where misleading information has been provided. Please note also that withdrawal of an offer can also be done if offered in error or if the parent does not respond within a reasonable time.

Notes (these notes form part of the oversubscription criteria)

1. A 'looked after child' has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.

A 'previously looked after child' is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order.



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Previously looked after children also includes those children who appear (to the Governing Body) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

2. 'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child who is part of a Catholic family where a letter from a priest demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (e.g. a looked after child in the process of adoption by a Catholic family).

For a child to be treated as Catholic, evidence of baptism or reception into the Church will be required, as requested in the Supplementary Information Form. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the laws of the Church.

3. A "Certificate of Catholic Practice", as requested in the Supplementary Information Form, is a certificate signed by a Priest who is satisfied that the baptised Catholic child (together with one baptised Catholic parent) observes the Church's precepts of attending Sunday Mass and on Holy Days of Obligation (see Catechism of the Catholic Church, paragraphs 2041-2042), such attendance being an obligation from the age of seven years or later reception into the Catholic Church.

Regularity of attendance of the baptised Catholic child with a baptised Catholic parent will therefore be the determining factor for Priests asked by parents to provide a Certificate of Catholic Practice. Occasional non-attendance may not constitute a breach of the obligation of attendance under the Code of Canon Law (which provides for a range of particular circumstances which excuse or mitigate the obligation), however parents should note that a pattern of fortnightly or monthly attendance at Sunday Mass will not satisfy the obligation.

Parents who have queries regarding their own pattern of attendance at Sunday Mass and Holy Days of Obligation should speak to the Priest they will be seeking a Certificate of Catholic Practice from. Further details of these circumstances can be found in the guidance issued to priests:

<https://www.dioceseofbrentwood.net/departments/education/school-admissions/>

4. 'brother or sister' includes
 - (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and
 - (ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same address as the applicant.
5. A 'parent' means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.
6. Definition of child's home address: For the purpose of this policy, the child's home address will be the residence at which a child lives with a birth parent, legal guardian or foster parent. That address will be considered to be the child's normal, permanent place of residence. Where a child has parents who are separated, the parents may nominate only one address for the application process.

If one parent has parental responsibility (as evidenced by documentation) that parent's address must be used. If both parents have parental responsibility (as evidenced by documentation) the Governing Body will normally accept a parent's address used by the child's primary school.



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If the child lives full or part time with neither parent, the Governing Body will accept the address stated on the application only if the arrangement can be confirmed as such. If such a formal arrangement has been agreed there should be some evidence that the relatives care for the child on a full time basis. Practical examples of factual proof will include:- the address registered with the child's G.P., confirmation as to where the child spends weekends.

If a child is merely looked after by a relative during the week, this would not alter their ordinary residence which is assumed to be with their parents and it is this address that will be used for admission purposes.

7. For the purposes of this policy, parish boundaries are as shown on the website.

ANNEXE A

CHURCHES IN UNION WITH ROME

Personal Ordinariate

Baptised children of parents who are members of the Ordinariate established under The Apostolic Constitution *Anglicanorum Coetibus* of November 4th 2009 are to be given equal preference to that offered to children baptised in a Catholic Church. It is important to note that these children may have been baptised in the Church of England.

Oriental Rite (or Eastern Catholic) Churches in union with Rome

The Holy See's *Annuario Pontificio* gives the following list of Eastern Catholic Churches

1. Alexandrian liturgical tradition:
 1. Coptic Catholic Church (patriarchate):
 2. Eritrean Catholic Church (metropolia):
 3. Ethiopian Catholic Church (metropolia):
2. West Syrian, including Malankara, liturgical tradition (which is part of Antiochene Rite):
 1. Maronite Church (patriarchate):
 2. Syriac Catholic Church (patriarchate):
 3. Syro-Malankara Catholic Church (major archepiscopate):
3. Armenian liturgical tradition:
 1. Armenian Catholic Church (patriarchate):
4. Chaldean or East Syrian liturgical tradition:
 1. Chaldean Catholic Church (patriarchate):
 2. Syro-Malabar Catholic Church (Major Archepiscopate):
5. Constantinopolitan (Byzantine) liturgical tradition:
 1. Albanian Catholic Church (apostolic administration):
 2. Belarusian Catholic Church (no established hierarchy at present):
 3. Bulgarian Greek Catholic Church (apostolic exarchate):



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4. Byzantine Church of Croatia, Serbia and Montenegro (an eparchy and an apostolic exarchate):
5. Greek Byzantine Catholic Church (two apostolic exarchates):
6. Hungarian Greek Catholic Church (an eparchy and an apostolic exarchate):
7. Italo-Albanian Catholic Church (two eparchies and a territorial abbacy):
8. Macedonian Catholic Church (an apostolic exarchate):
9. Melkite Greek Catholic Church (patriarchate):
10. Romanian Church United with Rome (major archiepiscopate):
11. Russian Catholic Church (two apostolic exarchates, at present with no established hierarchs):
12. Ruthenian Catholic Church (a *sui juris* metropolia, an eparchy & an apostolic exarchate):
13. Slovak Catholic Church (metropolia and an eparchy):
14. Ukrainian Catholic Church (major archiepiscopate):

There are an equivalent number of Eastern Orthodox Churches with similar names that are not in union with the See of Rome. The general rule is Eastern Rite Churches in union with the See of Rome will have the word Catholic in their titles. Churches with the word Orthodox in their titles are not in union with the See of Rome and children from these Churches should be considered after Catholic children. Please refer any queries to the Commission.