



ADMISSIONS POLICY FOR HOLY TRINITY & ST SILAS SCHOOL

Holy Trinity & St Silas CE Primary School is a 1-form entry school with 30 places for each academic year group. Where the number of applicants exceeds the number of available places, the governors will use admissions criteria.

For entry to Holy Trinity & St Silas places will first be allocated to looked-after children and Previously Looked After Children (i.e. children in the care of the Local Authority) including those children who appear (to the admission authority) to have been in state care outside of England, or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order.

Children with a Statement of Special Educational Need or with an Education, Health and Care (EHC) plan naming Holy Trinity & S. Silas School, will always be offered places. If there is then greater demand for admission than there are places available, the following criteria will be applied in the order set out below:

- 60% of available places will be allocated under Foundation (Church) Criteria
- 40% under Open Criteria (based on proximity to school).

Applications should be made:

either
for a Foundation Place
or
for an Open Place.

Candidates unsuccessful in their application for a Foundation Place will automatically be considered for an Open Place.

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

Common Application Forms from the home Local authority must be completed within the designated time frame (available on Local Authority web sites) and should be submitted to the parents' own local authority or via the e-admissions web site.

Foundation Places (60% of available places)

*All parents applying on our Foundation Criteria should complete our Supplementary Information form, in addition to the Camden form, so that the governors may consider the application fully. Forms should be collected from the school office or downloaded from the school website and returned direct to the school. **The closing date for supplementary forms will be the same date as the Common Application Form (CAF).***

These will be allocated according to the following criteria, listed in order of priority:

1. Children who will have a sibling at the school at the time of entry and whose parent(s) attend, and have been attending, Holy Trinity Church or St Silas Churches, Kentish Town, at least 40 times per year for not less than two years before the closing date of application.
2. Children whose parent(s) attend, and have been attending, Holy Trinity or St Silas Churches, Kentish Town, at least 40 times per year for not less than two years before the closing date of application.
3. Children who will have a sibling at the school at the time of entry and whose parent(s) attend, and have been attending, Holy Trinity or St Silas Churches, Kentish Town, at least 25 times per year for not less than two years before the closing date of application.
4. Children whose parent(s) attend, and have been attending, Holy Trinity or St Silas Churches, Kentish Town, at least 25 times per year for not less than two years before the closing date of application.
5. Children who will have a sibling at the school at the time of entry and whose parent(s) attend, and have been attending, another Christian church at least 25 times per year for not less than two years before the closing date of application.
6. Children whose parent(s) attend, and have been attending, another Christian church at least 25 times per year for not less than two years before the closing date of application.

In the event that two or more applicants have equal right to a place under the Foundation Place Criteria, the Governing Body will give priority to those children living in nearest proximity to the school.

Open Places (40% of available places)

These will be allocated according to the following criteria, listed in order of priority:

1. Children who will have a sibling at the school at the time of entry.
2. Children living in nearest proximity to the school.

In the event that two or more applicants have equal right to a place under the Open Place Criteria, the Governing Body will give priority to those children living in nearest proximity to the school.

Waiting List

Waiting lists are compulsory for the normal year of entry under the Admissions Code and are drawn up in accordance with the admission criteria and maintained for at least the first term of the academic year. If a child is added to the waiting list, it will require the list to be ranked again in line with the oversubscription criteria. If there is a vacancy, this must be offered to the family at the top of the waiting list irrespective of whether there are any appeals outstanding at the time.

Appeals

If your child has been refused a place at our 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.

An appeal must be submitted within 21 days of receiving the refusal letter/email via the Camden Admissions website: www.camden.gov.uk/appeal-against-admission-decision

Deferred Entry to Reception

Parents can request:

(a) that the date their child is admitted to school is deferred until later in the academic year or until the beginning of the term in which their child reaches compulsory school age; and

(b) that their child takes up the place part-time until the term in which the child reaches compulsory school age.

This means that parents of a child whose fifth birthday falls between 1 September and 31 March may request that the child is not admitted until later in the academic year, but no later than the term after the child's fifth birthday, when he/she reaches compulsory school age. For children born between 1 April and 31 August, this is not beyond **the beginning of the final term of the school year for which it was made.**

Admissions out of the normal age group

For children whose fifth birthday falls between 1 April 2025 and 31 August 2025, parents who do not wish them to start school in school year 2025-26, but to be admitted in September 2026 for school year 2026-27, should discuss this with the school at an early stage. Decisions will be made on the circumstances of each case and the best interests of the child. Parental views, academic achievement, social and emotional development and where relevant medical views will be taken into consideration. The views of the school's head will also be taken into account. The reasons for the decision will be clearly set out in a written response.

Parents may decide not to apply for a Reception place in the school but to apply in the second half of the summer term 2026 for a Year 1 place in September 2026. Parents should be aware that the Year 1 group may have no vacancies as it could be full with children transferring from the 2025-2026 Reception Year group. Alternatively, they may decide to apply in the normal round (no later than the January deadline 2026) for a Reception Year place in September 2026, but would need to provide strong supporting reasons for seeking a place outside the normal year group via the protocol outlined above.

Definitions

Looked-After Children

Looked-after children and children who were previously looked after, but ceased to be so because, immediately after being looked after, they became subject to an adoption, child arrangements or special guardianship order.

By a 'looked-after child' we mean one in the care of a local authority or being provided with accommodation by a local authority in the exercise of its social services function. An adoption order is one made under the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002 (Section 46). A child arrangements order is one settling the arrangements to be made as to the person with whom the child is to live (Children Act 1989, Section 8, as amended by the Children and Families Act 2014, Section 14). A special guardianship order is one appointing one or more individuals to be a child's special guardian/s (Children Act 1989, Section 14A). Applications under this criterion must be accompanied by evidence to show that the child is looked after or was previously looked after (e.g. a copy of the adoption, child arrangements or special guardianship order).

Sibling

Sibling refers to a 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 the sibling.

Proximity

Proximity to the school is measured on a computerised mapping system of the area, measured in a straight line ('as the crow flies') between the property address to the

centre of the school. In the minority of cases when applicants distance measurements are exactly the same, in blocks of flats for instance, the computer system will randomly order the priority of applicants.

Date reviewed: October 2024

Approved by Governors: October 2025