

Trinity Oaks Church of England Primary School
Brookfield Drive, Horley, Surrey, RH6 9NS

Admission policy for the School year 2025/26

Trinity Oaks is a Church of England school with a distinctive Christian ethos. It provides an inclusive, caring and supportive environment where children learn and flourish in a setting shaped by Christian values. The Governing Body welcomes applications from all members of the community and asks all parents/carers to respect the Christian ethos of the school.

Places Available (Published Admission Number)

The Governing Body is responsible for the admission of pupils to the school and admits 30 pupils to the reception class each year. The Governing Body is required to abide by the maximum limit of 30 pupils for each infant class (Reception, Year 1 and Year 2). The Governing Body is required to admit a child with an Education Health and Care Plan (EHCP) which names the school.

Church Places

After the admission of any children with an EHCP, any children currently or previously Looked After (see note 1), and any children with an exceptional medical or social need (see note 2), the Governing Body has designated one third (see * below) of the remaining places as Church Places to be allocated to a child whose parent/carer is a faithful and regular worshipper (see note 5) in an Anglican or other Christian Church (see note 6) and lives within a two kilometre radius of the school (see note 7). Written evidence of an applicant's faithful and regular worship will be required at the time of application on the school's Supplementary Information Form (SIF) which must be endorsed by a Minister/Priest and returned to the school by the published closing date.

Open Places

Two thirds (see * below) of the remaining places are designated as Open Places to be allocated to a child of any applicant for a place at the school.

** If the number of remaining places after the admission of any children with an EHCP, any children currently or previously Looked After, and any children with an exceptional medical or social need is not divisible by three, the admission of one such child will reduce the number of available Church Places by one. The admission of two such children will reduce the number of available Church Places by one and the number of available Open Places by one. This pattern will continue if additional children are admitted and the number of remaining places is not divisible by three.*

Oversubscription Criteria

If there are more than 30 applicants for a place at the school, places will be allocated in the following order:

1. Looked After children or previously Looked After children (see note 1).
2. Children who the Governing Body determines have an exceptional and professionally supported medical or social need for a place at this school (see note 2).
3. Church Places – one third (see * above) of the remaining places will be allocated in the following order:
 - (a) children whose parent/carer is a faithful and regular worshipper (see note 5) at any of the Churches in the Horley Team Ministry (St Bartholomew, St Francis or St Wilfrid) and who live within a two kilometre radius of the school (see note 7);
 - (b) children whose parent/carer is a faithful and regular worshipper (see note 5) at another Anglican or other Christian Church (see note 6) and who live within a two kilometre radius of the school (see note 7).

If there are more applicants than places within criterion 3 (a) or 3 (b), priority within each criterion will be as follows:

- (i) children who will have a brother or sister in the main school at the time of admission (see note 3);
- (ii) children whose parent/carer is a permanent member of staff who has been employed at the school for two or more years at the time at which the application for admission to the school is made, or is recruited to fill a vacant post for which there is a demonstrable skills shortage (see note 4);
- (iii) children in order of nearness of the home to the school (see note 7).

If there are more applicants than places within criteria (i), (ii) or (iii) above, distance will be used to determine priority between applicants. In the event that two or more applicants live the same distance from the school, priority will be determined by random allocation.

Any unfilled Church Places will become additional Open Places. Unsuccessful applicants for Church Places will be considered for Open Places.

4. Open Places – all remaining places will be allocated in the following order:
 - (i) children who will have a brother or sister in the main school at the time of admission (see note 3);
 - (ii) children whose parent/carer is a permanent member of staff who has been employed at the school for two or more years at the time at which the application for admission to the school is made, or is recruited to fill a vacant post for which there is a demonstrable skills shortage (see note 4);
 - (iii) children in order of nearness of the home to the school (see note 7).

If there are more applicants than places within criteria (i), (ii) or (iii) above, distance will be used to determine priority between applicants. In the event that two or more applicants live the same distance from the school, priority will be determined by random allocation.

Notes:

- 1 Looked After children are children who are in the care of a local authority or provided with accommodation by a local authority in accordance with Section 22 of the Children Act 1989, [e.g. fostered or living in a children's home], at the time an application for a school is made; and children who have previously been in the care of a local authority or provided with accommodation by a local authority in accordance with Section 22 of the Children Act 1989 and who have left that care through adoption, a child arrangements order (in accordance with Section 8 of the Children Act 1989 and as amended by the Children and Families Act 2014) or special guardianship order (in accordance with Section 14A of the Children Act 1989); and 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. The Governors will require written confirmation that the child is looked after or previously looked after.
- 2 This must be supported by written evidence at the time of application (e.g. from a specialist health professional, social worker or other care professional). The evidence must set out the reasons why this school is the most suitable school and the difficulties that would be caused if the child had to attend another school.
- 3 Qualifying siblings are a brother or sister, and a half-brother or sister, a step-brother or sister, an adoptive or foster brother or sister ordinarily living as part of the same family unit at the same address.
- 4 A person will be considered to be a child's parent for the purpose of this criterion if they are living in the same family unit as the child at the same address, and either have parental responsibility or care of the child, such as a foster carer. For applications made as part of the annual admission process, the length of employment will be considered as at the closing date for applications. For other applications, the period will be considered as at the date of application.
- 5 Faithful and regular worshipper is defined as attendance of the parent/carer at worship at least fortnightly for at least one year immediately prior to the published closing date for applications. (In the case of an application made outside the annual admission process, a one year period prior to the date of application is required). Applicants who have recently moved to the area and who worshipped previously in a different church, must supply a reference from that church so that the one year period is covered. The Governors do not give a higher preference to families where both parents worship.

In exceptional cases, a parent/carer for whom unavoidable circumstances have prevented their attending worship at least fortnightly, may be considered to be a faithful and regular worshipper. The relevant Minister will determine whether, or not, there were unavoidable circumstances.

[If a parent/carer attended a given church prior to a period of closure or restricted access at churches for public worship, then where a parent/carer has not subsequently attended worship at a given church for a given period, a parent/carer will be considered to have attended worship at that church for that period where either: a) the church was either closed or operating restricted access for public worship; or b) by returning to church the parent/carer would not be taking account of government guidance concerning shielding and protecting persons either moderately or extremely clinically vulnerable to COVID-19].

- 6 A Christian Church is one that is a full member of a local Churches Together Group, Churches Together in England, The Evangelical Alliance, Affinity, or the Federation of Independent Evangelical Churches.
- 7 Distance is measured by the local authority's computerised mapping system in a straight line from the address point of a child's home address to the school gate in Brookfield Drive. The child's home will be their normal place of residence. In the case of formal equal shared custody, it will be up to the parents/carers to agree which address to use. In other cases, it is where the child spends most of the time.

In some cases, applicants who live in the same block of flats may share the same address point. In such cases, applicants will be considered to live equidistant from the school. Where it is necessary to distinguish between identical distances, an independently verified random allocation process will be used.

Waiting list

The School operates a waiting list which is ranked in accordance with the oversubscription criteria. Unsuccessful applicants are automatically placed on the waiting list. When an applicant is added to the waiting list, the list is re-ranked in accordance with the oversubscription criteria. The waiting list is held until the end of the Reception year, after which the In Year admissions process will apply (see below).

Appeals

Parents who are not offered a place for their child have the right to appeal to an independent appeal panel. Parents wishing to appeal should obtain an appeal form from the school. The form should be sent to reach the Surrey Schools Appeals Service, within 20 school days of the date of the letter confirming the governors' decision not to offer a place. Should an appeal be unsuccessful, the governing body will not consider a further application from those parents within the same academic year unless there have been significant and material changes in their circumstances.

Special educational needs

Parents of pupils who have an Education, Health and Care Plan (EHCP) and seek a place at the school, are required to follow a separate procedure managed by their home local authority from which advice is available. If the local authority names the school in an EHCP, the number of places available to other applicants on offer day will be reduced as set out in this policy (see * above).

Deferred entry to reception class/part-time entry

The School admits children to the reception class in the September of the school year in which a child attains the age of 5 years. (The school year runs from 1 September to the 31st August.) Parents/carers can defer their child's entry to the reception class until later in the school year, but this will not be agreed beyond the beginning of the term after the child's fifth birthday, nor beyond the beginning of the final term of the school year for which the offer of a place was made. Parents/carers may also arrange for their child to start part-time until their child reaches compulsory school age.

Admission outside the child's chronological year group

Parents/carers may request a place outside their child's chronological year group. They must provide information to support their request. This may include medical or other professional evidence if appropriate. The request should be submitted with an application for the child's chronological year group at the usual time. The Governors' decision will be based on the circumstances of the case and will be made in the child's best interests. Such requests should be discussed with the Headteacher at an early stage.

In Year Admissions

Places which become available in any year group outside the annual admission process, will be filled in accordance with this policy and the balance of Church and Open Places set out. Parents/carers must apply using the Surrey Admissions Centrally Managed Application (CMA) form. If applying for a Church Place, they must also complete the school's Supplementary Information Form (SIF). If a place is unavailable, applicants may be added to a waiting list for the year group which is ranked in accordance with the oversubscription criteria. When an applicant is added to the waiting list, the list is re-ranked in accordance with the oversubscription criteria. At the end of the school year, parents/carers may ask to remain on the list for a further year. In the case of an application for a Church Place, the Governors reserve the right to require an updated Supplementary Information Form (SIF) before confirming the offer of a place.