



## Trent School Admissions Arrangements

### Admissions Policy 2025 -2026

The Governing Body is responsible for the admission of pupils to the school and admits the published admissions number 'PAN' of 30 pupils to the Reception class each year. The Governing Body is required to abide by the maximum limits for infant classes (5, 6, and 7 year olds) i.e. 30 pupils per class.

If there are fewer than 30 applicants, Governors will offer places to all those who have applied.

If there are more than 30 applicants, places will be allocated according to the criteria\* found on the following pages.

#### **Children of multiple births**

If only one place is available at the school and the next child who qualifies for a place is one of multiple birth siblings, the school will go over their published admission number to support the family. These children will be deemed as "excepted" pupils under infant class size legislation.

#### **Distance measurement**

Within each of the oversubscription criteria, priority will be given to those who live closest to the school on the closing date for applications. Distance is measured by the Local Authority Admission Team measured in a straight line between the address point of the child's home, supplied by the Ordnance Survey, to the school's main gate using the Local Authority's computerised geographical system.

In the case of a multi-occupancy building such as flats where there may only be one address point, priority will be selected in random order using Barnet Council's computerised system and places will be offered accordingly.

#### **Tie breaker**

In the event of a tie for places on distance from the school, such places as are available will be by random allocation supervised by a person independent of the school.

Any application must use the child's permanent home address.

Parent is defined as that person who has parental responsibility for the child.

## **Education, Health and Care Plans**

Places will first be allocated to children with an EHCP that names Trent School. If there are more applications than places available, the remaining places will be allocated in accordance with the Oversubscription Criteria listed on the following page.

## **Free School Meals & Pupil Premium**

Whilst we prioritise pupils in receipt of Pupil Premium under category 3, we also consider these pupils in all other categories.

## **Admission Process**

Parents must complete a Local Authority Common Application Form (CAF) naming the school and return this to their home local authority by the closing date of 15<sup>th</sup> January 2025.

If applying under over-subscription criteria 3, evidence of benefits received will need to be provided by completing the Trent School Supplementary Information Form (Free School Meals), which can be obtained from the school office or website so that the Governors can consider the application fully.

If applying under criteria 4, 5 and 6 parents will also need to complete the Trent School Supplementary Information Form, which can be obtained from the school office or website so that the Governors can consider the application fully.

Completed Supplementary Information Forms should be returned to the school by 15<sup>th</sup> January 2025. Any application received after the closing date will only be considered after places have been allocated to all applicants who applied on time. We will consider late applications for the first round but they will be offered after on-time applicants.

Any incomplete application can only be considered on the information provided. It is not the responsibility of the school to contact parents to provide missing information.

## \*Admission Criteria in the event of over-subscription

1. Looked after children and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).

All references to previously looked after children in this document mean such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. (see note 1 below) *Applications under this criterion should 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). Indicate this on the CAF*

2. Children who have a sibling at the school on the date of admission in September.
3. Children who are eligible for Pupil Premium and are currently in receipt of Free School Meals based on family income who live within a 1-mile radius This will be verified by completing the school's Supplementary Information Form (Free School Meals) (See note 3 below). A maximum of two children will be accepted in Reception class only under this criterion.
4. Children whose parent is a faithful and regular worshipper at Christ Church, Cockfosters and has been for the **24 months** immediately prior to the closing date for application. This will be verified by the minister at Christ Church, Cockfosters by completing the school's Supplementary Information Form (church) (See note 4 below)
5. Children whose parent is a faithful and regular worshipper at Christ Church, Cockfosters and has been for the **12 months** immediately prior to the closing date for application. This will be verified by the minister at Christ Church, Cockfosters by completing the school's Supplementary Information Form (church) (see note 5 below)
6. Children whose parent is a faithful and regular worshipper at a church which is a member of the Churches Together in England, or Evangelical Alliance, and has been for the **12 months** prior to the closing date of application. This will be verified by the minister at their named church by completing the school's Supplementary Information Form (See note 6 below)
7. All children not falling into any of the categories above.

## Notes

1. 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 12A)
  
2. Qualifying siblings are brothers and sisters (including half-brothers and sisters, stepbrothers and sisters, foster and adopted brothers and sisters) who share the same home.
  
- 3a) Free school meal eligibility for the purposes of the school's admission policy - you are considered to be eligible for free school meals if you or your child receives the following:
  - universal credit income support
  - income based job seekers allowance an income related and employment support allowance support under part vi of the Immigration and Asylum Act 1999
  - child tax credit (provided they are not entitled to working tax credit and have an annual income from the 6th April 2011 does not exceed £16,190 (as assessed by HMRC)
  - where a parent is entitled to the working tax credit run on (a payment someone receives for a further 4 weeks after they stop qualifying for a working tax credit)
  
- 3b) Pupil Premium priority will only be given for Reception Admissions and not for in Year admissions.
  
3. Faithful and regular worshipper is defined as a parent attending Christ Church Cockfosters, on a Sunday, at least twice a month for at least **24** months immediately prior to application. The governors do not give a higher preference to families where both parents worship.
  
4. Faithful and regular worshipper is defined as a parent attending Christ Church Cockfosters, on a Sunday, at least twice a month for at least **12 months** immediately prior to application. The governors do not give a higher preference to families where both parents worship. Those who have recently moved into the area and now worship at Christ Church, but who previously worshipped regularly elsewhere can only be considered under criteria 6 or 7.
  
5. Faithful and regular worshipper is defined as attendance of the parent at a church service at least twice a month for at least **12 months** immediately prior to application. Those who have recently moved into the area and now worship locally, but who previously worshipped regularly at a different church (at least twice a month for at least 12 months immediately prior to moving) will be asked to supply a reference (using our SIF) from the ministers of **both** churches so that the 12 month period is covered.

## Additional Information

- You will be required by the Local Authority to provide written proof that the address on the application form is your permanent home address (see CAF guidelines).
- If you are unable to do this, or the information provided is found to be fraudulent the offer of a place can be withdrawn.
- Where a child regularly lives at more than one address, the main address for admissions purposes will be the address of the person with parental responsibility and who receives child benefit and child tax credit. Only one address can be used.
- You may **not** use the address of family members who live locally if it is not your child's primary residence.
- You may **not** use the address of any properties that you own and rent out to tenants if it is not your child's primary residence.
- You may **not** use a temporary address unless you are housed by the Local Authority or a Housing Association and provide written evidence to support this.
- Children of UK service personnel and Crown Servants can be allocated a place prior to relocation but require an accompanying official letter detailing relocation date and evidence of intended address.

### **Where a place has been offered:**

It is for a full time place from the September following the child's fourth birthday;

Where parents wish a child may attend part- time until they reach compulsory school age;

Parents of children below compulsory school age may defer their child's start in a Reception class until the first day of the term following their 5<sup>th</sup> birthday. For children born between 01 April and 31 August, this cannot be beyond the start of the Summer term;

Parents must still apply at the normal time, using the normal Admission round, if they wish to defer entry.

## **Admissions outside normal age group**

Ordinarily, children will be admitted to the Reception Class in the school year of their 5<sup>th</sup> birthday (1<sup>st</sup> September 2025 – 31<sup>st</sup> August 2026).

For children whose fifth birthday falls between 1 April 2026 and 31 August 2026, 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 in 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 Head Teacher will also be taken into account. The reasons for the decision will be clearly set out.

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 2025-26 Reception Year group. Alternatively, they may decide to apply in the normal round (no later than 15 January 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.