



**Our mission** - ‘To create and sustain an inclusive and outstanding learning community for all, rooted in the teachings of Jesus Christ, in which all will aspire to excellence in learning, teaching and care for one another, so all will achieve and grow as unique individuals made in the image of God’.

**Our Core Values;**

## ***Faith, Aspiration & Unity***

We are committed to providing a positive working environment, which is free from prejudice and unlawful discrimination and any form of harassment, bullying or victimisation. We have developed a number of key policies to ensure that the principles of Catholic and Church of England Social Teaching in relation to human dignity and dignity in work become embedded into every aspect of school life and these policies are reviewed regularly in this regard.

### **ADMISSIONS POLICY 2025 - 2026**

<b>HTA Admissions Policy - Document Status</b>			
<b>Date of review completion</b>	<b>April 2024</b>	<b>Named Responsibility</b>	<b>HTA Governing Body</b>
<b>Date of Policy Adoption by Governing Body</b>	<b>September 2025</b>	<b>Review Date</b>	<b>September 2026</b>
<b>Policy Basis</b>	<b>HTA Policy based upon Shrewsbury &amp; Lichfield Diocese guidance</b>		

# HOLY TRINITY ACADEMY

## Admissions Policy

***Holy Trinity Academy welcomes children from all backgrounds, faiths and no faith. The Sponsors of the Academy – the Catholic Diocese of Shrewsbury and the Anglican Diocese of Lichfield - are committed to developing an inclusive school that embraces both the Christian and the wider community of Telford and Wrekin, Shropshire and beyond.***

### *Academy Ethos Statement*

Holy Trinity Academy is an inclusive faith-based school that serves the whole community of Telford & Wrekin, Shropshire and beyond. The Academy has a distinctive character and ethos, which reflects the teachings of Jesus Christ and Christian values and the principles of the Catholic and Anglican Churches. We ask all parents applying for a place here for their children to respect this ethos and its importance to the Academy community. We hope that all students who come to Holy Trinity will be able to participate (as appropriate) in the religious life of the Academy (including collective worship and religious education). This does not affect the right of parents to withdraw their children from collective worship and religious education and for those who are not Christians to apply for a place. Indeed, through our commitment to inclusivity, we actively welcome families from other faiths and no faith.

The Governing Body is responsible for the admission of students to Holy Trinity Academy and admits **210 students** to Year Seven each September.

Out of the 210 places, the Governing Body intends to allocate up to 126 “Foundation Places” (for baptised Catholics, Anglicans and practising faithful members of the Catholic, Anglican and other Christian Churches); and at least 84 “Open Places” for the whole community.

### **Foundation Places**

In all cases, a Supplementary Information Form will be required at the time of application. The Governing Body has designated **up to 126 places** to be offered to pupils who are baptised Christians and, to pupils whose families are faithful and regular worshippers (see Note 1 & Definitions, below) in a Catholic / Anglican Parish Church or other Christian Church affiliated to Churches Together in Britain and Ireland (CTBI)

For baptised Catholic / Anglican / Christian children, a baptismal certificate will be required. For Anglican or Christian children who are not baptised, they will need to provide evidence from their priest/vicar that they have attended church services twice a month for the past two years. If there are more than 126 applicants for Foundation Places, places will be allocated according to the following criteria. These are stated in order of priority:

1. Looked after Children or Previously Looked After Children who are of Christian faith;

2. Baptised Catholic/Anglican Children with known medical or social or pastoral needs who have an exceptional need for a place at Holy Trinity Academy (see Note 4);
3. Baptised Catholic/Anglican and/or practicing faithful\* Catholic/ Anglican children from our designated Christian Partner Primary Schools (as set out in appendix A)
4. Baptised Catholic/Anglican and/or practicing faithful\* Catholic/ Anglican children from other Christian Primary Schools.
5. Baptised Catholic/Anglican and/or practicing faithful\* Catholic/ Anglican children from non-Christian Primary Schools

In the event of over subscription for Faith places, those who are baptised and practising will have priority. The Governing Body will then use the distance criterion (see Note 3) as a tie-break

If there are fewer than 126 qualified applicants for Foundation places, any unfilled places will become additional Open places. All applicants for Foundation places will also be considered for Open places, and if they are successful in gaining a Foundation place, their name will be removed from the list of Open candidates.

### Open Places

*The Governing Body has designated **at least 84 places** each year as Open places, to be offered to pupils who do not qualify for a Foundation Place, but whose parents have chosen the Academy.*

If there are more applicants than the available number of Open Places, places will be allocated according to the following criteria. These are stated in order of priority:

1. Looked after Children or Previously Looked After Children;
2. Children with known medical or social or pastoral needs who have an exceptional need for a place at Holy Trinity Academy (see Note 4);
3. Children who will have a sibling in the Academy, in Years 7 to 10, or Year 12, at the time of application. (Not year 11 or 13 - see Note 2);
4. Children of staff in either or both of the following circumstances:
  - a) where the member of staff 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, and/or
  - b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
5. Any children from Catholic feeder schools in Telford (appendix B) who are not covered by criteria 1 to 4.
6. Children who live in the designated feeder areas of Priorslee, Redhill and St Georges
7. All other children.

In the event that two or more applicants have equal right to a place under criteria (ii)-(vi) above, the Governing Body will use the distance criterion (see Note 3) as a tie-break.

## **Children with Education, Health and Care Plan**

Children with an Education, Health and Care Plan (EHCP) that names HTA **MUST** be admitted. This will reduce the number of places available to applicants. This is not an oversubscription criteria.

## **Casual Admissions/In Year Applications**

In respect of applications submitted for years other than the normal year of entry, the Academy will consider all such applications and if the year group applied for has a place available, admit the child. If more applications are received than there are places available, the oversubscription criteria shall apply. Parents whose application is turned down are entitled to appeal. Families will be notified of the decision within 15 days of receipt of application.

**Further information may be obtained from:**

**The Admissions Officer at [Holy Trinity Academy](#).**

## **NOTES**

### *1. Applications on faith grounds*

**All** parents applying for a place on faith grounds (as set out in the Foundation Place criteria above) **must** complete the Supplementary Information Form (which can be obtained from Holy Trinity Academy Admissions Officer and return this form direct to the Academy Admissions Officer at Holy Trinity Academy.

Parents of baptised Christian children **must** submit the Roman Catholic / Anglican Baptismal Certificate to the Academy.

\*"Practicing faithful" worshipper is defined as worshipping at least twice a month for two years prior to application.

### *2. Siblings*

"Sibling" refers to 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 that sibling. Siblings must be attending the academy, at the time of application, in years 7, 8, 9, 10 or year 12 (Not year 11 or 13.)

### *3. Distance*

Distance will be measured using a straight line using the Local Authority's computerised measuring system.

### *4. Medical or social or pastoral needs*

Any application based on medical or social or pastoral needs must be supported by (an) appropriate professional reference(s), e.g. doctor, social worker, educational psychologist, priest or faith leader. Applicants should be able to demonstrate why Holy Trinity Academy is the most suitable school and the difficulties that would be caused if the child had to attend another school.

## 5. *Waiting Lists*

Waiting lists will be held where in any year the school receives more applications for places than there are places available. Waiting lists will be held for each of the two admission categories (Foundation and Open places). The waiting list will operate until 31<sup>st</sup> December in the year of admission. It will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out above. Priority will be given first to Foundation place applicants, then to Open place applicants (except that any children in public care will always be given absolute priority for a place).

## 6. *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 Academy and return this. The form/letter should be sent to reach the Clerk to the Appeal panel, c/o Holy Trinity Academy, within 20 school days of the date of the letter confirming the governors' decision not to offer a place. Should some appeals be unsuccessful, the governing body will not consider further applications from those parents within the same academic year unless there have been significant and material changes in their circumstances.

## 7. *Multiple-birth applications*

Where parent(s)/guardian(s) are seeking to place twins, triplets etc, they must submit separate applications for each child. When considering twins, triplets or larger number of siblings, which are the product of a multiple birth, where there are insufficient spaces for all siblings, the Academy will exceed its admission number so that same family twins, triplets etc. do not have to attend separate schools.

## 8. *General*

Admissions to the School will be co-ordinated through the Local Authority's Co-ordinated Scheme and its timetable.

This Policy will be reviewed on a regular basis in line with the timetable in the Academy admissions annex, the School Admissions Code and statutory requirements.

## 9. *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 locally agreed Fair Access Protocol. The governing body has this power even where admitting the child would mean exceeding the published admission number.

## 10. *Fraudulent Applications*

The Governing Body reserves the right to withdraw the offer of a school place where false evidence is received in relation to baptism, church membership, sibling connection or place of residence.

## APPENDIX A

**Bridgnorth, St John's CPS\***  
**Madeley, St Mary's CPS\***  
**Newport, SS Peter & Paul CPS\***  
**Oswestry, Our Lady & St Oswald CPS\***  
**Trench, St Luke's CPS\***  
**Wellington, St Patrick's CPS\***  
**Shrewsbury Cathedral CPS\***  
**Bratton St Peter's CE Primary School**  
**Coalbrookdale & Ironbridge CE Primary School**  
**Dawley C of E**  
**Donnington Wood CE Junior School**  
**Donnington Wood St Matthew's Primary School**  
**Edgmond St Peter's Primary School**  
**Madeley John Fletcher of Madeley CE and Methodist Primary School**  
**Newport CE Junior School**  
**St George's CE Primary School**  
**St Lawrence's CE Primary, Preston upon the Weald Moor**  
**Tibberton CE Primary School**  
**Wrockwardine Wood CE Junior School**

**\*Catholic primary schools**

## Appendix B

### Local Catholic Feeder Primary Schools

**Madeley St Mary's Catholic Primary School**  
**Trench St Luke's Catholic Primary School**  
**Wellington St Patrick's Catholic Primary School**  
**Newport, SS Peter & Paul Catholic Primary School**

## Definitions

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. Included in this definition are those children who appear (to the governing body) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.
2. **'Christian'** means a person who believes in Jesus Christ, follows his teachings. Pupils may be members of a Catholic or Anglican Parish Church, other Christian Church affiliated to Churches Together in Britain and Ireland (CTBI) or the Eastern Christian Churches.
3. 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.