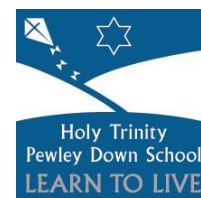


# Admissions Criteria for the Federation of Holy Trinity C of E (Aided) Junior and Pewley Down C of E (Aided) Infant Schools, Guildford



## Academic Year 2025/26

The Holy Trinity and Pewley Down (HTPD) Federation aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice.

The HTPD Federation includes two schools on separate sites. Pewley Down runs from YrR to Yr2 and Holy Trinity from Yr3 to Yr6. There is a Published Admissions Number (PAN) of 60 in YrR. From Yr3 there is a PAN of 96, so an additional 36 places are available from Yr3 onwards. The Governing Body of the HTPD Federation is the Admissions Authority for both schools of the Federation.

## CRITERIA FOR ADMISSION YrR to Yr2 - Pewley Down School

All applicants will be admitted if 60 or fewer apply. If the school is over-subscribed, after the admission of pupils with an Education Health and Care Plan where the school is named in the Plan, priority for admission will be given to those children who meet the criteria below in order. When an entire category of applicants cannot be admitted, places are allocated within that category in ascending order of the distance of the child's permanent home to Pewley Down School (see also note below on distance to the school for the purposes of ranking within a category only):

1. Looked After and Previously Looked After Children.
2. Children of a member of staff recruited to fill a difficult to recruit position at Pewley Down School.
3. Children who have a sibling attending one of the schools of the HTPD Federation at the time of application and either:-
  - a. the child's permanent home lies within the designated catchment area; or
  - b. the sibling attends or previously attended Pewley Down.
4. Children whose permanent home lies within the designated catchment area.
5. Children of a member of staff who, on the application date, has been employed for two or more years in a position that requires them to work at Pewley Down School.
6. Children who do not fall within category 3 who have a sibling attending Holy Trinity School at the time of application.
7. Children with a sibling in the same school year who is also applying for admission to Pewley Down, where it is the closest multiple form entry school and the need for education in separate classes is demonstrated.
8. Children whose parent(s) request admission on the grounds of their Christian faith, where active membership of Holy Trinity or St Mary's Churches, Guildford is demonstrated.
9. Children whose parent(s) request admission on the grounds of their Christian faith, where Pewley Down is the closest Church of England infant school and active membership of their church is demonstrated.
10. Other applicants.

Where a word or term is underlined, a definition or further explanation can be found below.

## CRITERIA FOR ADMISSION Yr3 onwards – Holy Trinity School

All applicants will be admitted if 96 or fewer apply. If the school is over-subscribed, after the admission of pupils with an Education Health and Care Plan where the school is named in the Plan, priority for admission will be given to those children who meet the criteria below in order. When an entire category of applicants cannot be admitted, places are allocated within that category in ascending order of the distance of the child's permanent home to Holy Trinity School (see also note below on distance to the school for the purposes of ranking within a category only):

1. Looked After and Previously Looked After Children.
2. Children currently attending Pewley Down Infant School, Guildford.
3. Children of a member of staff recruited to fill a difficult to recruit position at Holy Trinity School.
4. Children who have a sibling who is an existing pupil of one of the schools of the HTPD Federation and who is attending one of the schools of the HTPD Federation at the time of application.
5. Children whose permanent home lies within the designated catchment area.
6. Children of a member of staff who, on the application date, has been employed for two or more years in a position that requires them to work at Holy Trinity School.
7. Children whose parent(s) request admission on the grounds of their Christian faith, where active membership of Holy Trinity or St Mary's Churches, Guildford is demonstrated.
8. Children whose parent(s) request admission on the grounds of their Christian faith, where Holy Trinity School is the closest Church of England junior school and active membership of their church is demonstrated.
9. Children currently attending St Nicolas' Church of England Infant School, but only if Holy Trinity School is the closest Church of England junior school.
10. Children currently attending Bramley Church of England Infant School, Chilworth Church of England Infant School, Merrow Church of England Infant School or Shere Church of England Infant School, but only if Holy Trinity School is the closest Church of England junior school.
11. Other applicants.

Where a word or term is underlined, a definition or further explanation can be found below.

## DEFINITIONS AND EXPLANATIONS FOR BOTH SCHOOLS

### Application Procedure

Applications for admissions into Year R and Year 3 must be made to the Surrey Local Authority via its online application system or its application form. In addition both Pewley Down and Holy Trinity Schools have their own Supplementary Information Form (SIF) to gain information necessary for allocating places for Pewley Down under criterion 2, 5, 7, 8 and 9 and for Holy Trinity under criterion 3, 6, 7 and 8. Places are awarded based on the information given in the application and SIF. If no SIF is provided, an applicant will be ranked in the highest relevant category based on the information available. If the information in the application or SIF is discovered to be false the Governing Body reserve the right to withdraw the offer. Late applications should be made in the same way but will be treated as late applications and will not be processed until after the date given in the Surrey Admissions booklet.

In year applications must also be made to the Surrey Local Authority via its online application system or its application form. If there is a place available, and no waiting list in respect of the year group applied for, a place will be offered. If no place is available in the relevant year group, the name of the child will be added to the waiting list (see below as regards operation of the waiting list).

### Special educational needs

If a school is named in an Education Health and Care Plan the Governing Body must offer a place for that child.

## **Looked After and Previously Looked After Children**

A child who:-

- is 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 - a letter from the Children's Services Department confirming the child's status must be submitted at the time of application;
- has 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 has left that care through adoption, a child arrangements order (in accordance with Section 8 of the Children Act 1989, as amended by the Children and Families Act 2014) or special guardianship order (in accordance with Section 14A of the Children Act 1989) - a letter from the Children's Services Department confirming the child's status must be submitted at the time of application; or
- appears (to the Admissions Authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted – the parent/carer will need to provide evidence to demonstrate that the child was in state care outside of England and left that care as a result of being adopted.

## **Member of staff**

A member of staff is a person who is employed by the HTPD Federation. For the purposes of criteria 2 and 5 for Pewley Down School and criteria 3 and 6 for Holy Trinity School, a member of staff will be considered to have a position at the school for which the application is made if the position they have held is solely in respect of that school (for example class teacher), or if they have held a position in respect of the school for which the application is made as part of a position that covers both Pewley Down School and Holy Trinity School (for example as a member of the senior leadership team working in both schools, or as a subject lead working in both schools). For the purposes of criterion 5 for Pewley Down and criterion 6 for Holy Trinity, the position in respect of the school for which the application is made must have been held for two years or more on the application date.

## **Application date**

In criterion 5 for Pewley Down School and criterion 6 for Holy Trinity School, 'application date', means the closing date for applications for the school (for both schools this is 15<sup>th</sup> January 2025 for September 2025 entry).

## **Sibling**

A sibling includes brothers, sisters, step siblings, foster siblings, adopted siblings and other children with a 'permanent home' at the same address.

## **Closest multiple form entry school or closest Church of England school**

The closest multiple form entry school, CofE infant school or CofE junior school to a child's 'permanent home' is determined using Surrey Admissions Team's Geographical Information System.

## **Permanent home**

A child's 'permanent home' is the child's principal residence and that of at least one parent or legal guardian. In the case of formal equal shared custody, it will be up to the parents to agree which address to use. In other cases of shared custody it is where the child spends most of their time.

## **Demonstrating the need for education in separate classes (siblings in same school year)**

Under criterion 7 for Pewley Down School, the need for education in separate classes should be demonstrated by providing a letter from a relevant professional who can attest to that need (for example, a person providing pre-school care or education in respect of the child or children, or a health care professional who has been involved in the child or children's care). If such a letter cannot be provided, the parent or legal guardian should themselves set out the reasons for the need for education in separate classes in a letter, and provide information in addition as to why it was not possible to provide a letter from a relevant professional.

### **Designated catchment area**

The designated catchment area is Holy Trinity Ward 2002, see the attached map.

### **Active membership**

Active membership of a church means regular attendance at a church that is a member of Churches Together in Britain and Ireland by at least one parent/carer or the child, on average at least once a month over the year preceding the date of application. Active membership of a church must be supported by a letter from their parish priest, church minister or equivalent. In the event that during the period specified for attendance at worship, the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance, will only apply to the period when the church or alternative premises have been available for public worship.

### **Multiple births**

If a final place at the school is going to be offered to a child from a multiple birth, the Governing Body will go over PAN to admit the remaining consecutively ranked children from the same multiple birth, up to a maximum of 62 for YrR to Yr2, or up to a maximum of 98 for Yr3 to Yr6: priority as to which multiple birth sibling(s) will be allocated the place(s) will be decided by their rank position. Any multiple birth sibling(s) not offered a place will remain on the waiting list, and the applicant will be informed of their right of appeal.

### **Distance to the school for the purposes of ranking within a category only**

Distance to school is the distance from the child's permanent home to the **school for which an application has been made**. This distance is measured using the Surrey Admissions Team's Geographical Information System, by straight line from the address point of the pupil's home to the nearest school gate available for pupils to use. Where homes are deemed to share the same address point or to be equidistant from the school, Governors will arrange for independently supervised lots to be drawn to determine which child should be given priority.

### **Difficult to recruit position**

A difficult to recruit position will be determined by the HTPD Governing Body and their decision will be final.

### **Education outside chronological year group**

Applicants may choose to seek a place outside their child's chronological (correct) year group. Decisions will be made on the basis of the circumstances of each case and what is in the best interests of the child concerned. In this instance parents should discuss their wishes with the headteacher, stating clearly why they feel admission to a different year group would be appropriate, including any supporting documentary evidence if they wish. Reasons for the Governing Body's decision in such cases will be shared in writing with parents.

Applicants who are applying for their child to have a decelerated entry to school, i.e. to start later than other children in their chronological age group, should initially apply for a school place in accordance with the deadlines that apply for their child's chronological age. For children born between 1st April and 31st August, parents may decide to delay admission to school until the term after their child turns 5 i.e. when statutory school age is reached. In such a case, a child would normally start school the following year in Year 1, missing out on Reception, but a parent may request that their child is admitted to Reception instead, meaning that the child would be educated outside their correct year group. If, in liaison with the headteacher, the Governing Body agree for the child to have a decelerated entry to the school the place cannot be deferred and instead the applicant will be invited to apply again in the following year for the decelerated cohort.

Applicants who are applying for their child to have an accelerated entry to school, i.e. to start earlier than other children in their chronological age group, must initially apply for a school place at the same time that other families are applying for that cohort. If, in liaison with the headteacher, the Governing Body agree for the child to have an accelerated entry to the school, the application will be processed. If it is not agreed for the child to have an accelerated entry to the school, the applicant will be invited to apply again in the following year for the correct cohort.

More information on educating children out of their chronological year group and the process for making such requests is available at [www.surreycc.gov.uk/admissions](http://www.surreycc.gov.uk/admissions). Applicants should also be aware that if a child has

had accelerated or decelerated entry to school in YrR to Yr6, a similar process to that outlined above would need to be followed as regards admission to secondary school, as accelerated or decelerated admission to the school does not mean that any secondary school then has to allow accelerated or decelerated entry for the child at the end of year 6, and so parents are advised to have early conversations with any secondary schools to which they might wish to apply, to ensure they make an application in the appropriate year.

### Waiting list

From the day that the allocation of places is made for YrR and Yr3 a waiting list is kept for unsuccessful applicants. Names will also be added to the waiting list where an application is made in-year and a place cannot be immediately offered. Names on the waiting list are ranked according to the published admissions criteria for the relevant school applied for as set out above. Names may move down as well as up reflecting the mobility of families in and out of the area. Places will be allocated when the number of children has dropped below the PAN for the year for which the application is made. The allocation will be made from the waiting list as it is constituted at that date. Waiting lists are cancelled at the end of the summer term of the academic year for which entry was applied for. In order to remain on the waiting list for the next academic year a new Surrey County Council in-year application (form CMA) must be completed.

### Appeals

Placing a child's name on the waiting list does not remove the right to appeal. Parents of children not allocated a place have the right of appeal to an impartial Appeal Panel. Parents wishing to appeal should contact the school office.

### Deferred entry

Parents may defer their child's entry to YrR 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 in the academic year for which the original application was accepted. A child may also start part time until statutory school age is reached, should a parent so wish.

**Past years' table** to assist parents to assess likelihood of a place

Year of intake	Number of places awarded from the waiting list (at start of Autumn term)		Total number of places awarded in the category 'Other applicants' (at start of Autumn term)*	
	YrR	Yr3	YrR	Yr3
2023	10	3	7	3
2022	6	8	0	24
2021	6	9	13	21
2020	8	6	3	18
2019	4	8	2	11
2018	10	8	14	21
2017	7	4	5	17

\* This figure takes into account children taken from the waiting list after the Surrey-wide allocation has been completed. It may therefore not be the same as the figure shown in the Surrey booklet (Information on Primary Schools).