

# Holy Trinity

## Church of England

### Primary School

*To be the best we can be: for God, for others and for ourselves*



## **Admissions Arrangements**

### **2025-2026**

**Agreed by Governors**  
**October 2025**

**Due for Review**  
**October 2026**

## **Introduction**

1. This document sets out the admission arrangements of Holy Trinity Church of England Primary School, Southport. For the purposes of this policy, the Local Governing Board is the admissions authority.

## **Vision Statement**

At Holy Trinity Church of England Primary School, every child is recognised as a unique individual. We celebrate and welcome differences within our diverse school community, encouraging all to grow and flourish as precious children of God. Learning is centred around experiencing the joy of discovery. The ability to learn is underpinned by the teaching of skills, knowledge, concepts and values, with a vision to prepare our children to be life-long learners, rooted in our school motto: To be the best we can be: For God, for others and for ourselves.

## **Process**

1. Applications for admission to the school should be made using the Local Authority Common Application Form by the national closing date of 15th January 2026. The link for this can be found here:

<https://www.sefton.gov.uk/media/7229/parents-admissions-guide.pdf>

2. 23<sup>rd</sup> February 2026 is the deadline for receipt of changes to existing applications including confirmed house moves and changes of preference for inclusion on 16th April national offer day.

3. The Local Authority will inform parents of the offer of a place on behalf of the Local Authority on the national offer date 16th April 2026 or the next working day.

4. Holy Trinity Church of England Primary School, Southport has an admission number of 30 pupils for entry into Reception. The school will accordingly admit at least 30 each year if sufficient applications are received. All applicants will be admitted if 30 or fewer apply. The school will admit any pupils with an Education, Health and Care plan naming the school. Priority will then be given to those children who meet the criteria set out below.

## **Oversubscription Criteria**

### **Looked after/Previously looked after child**

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order 71. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions.

Children who appear [to the admission authority of the school] to have been in state care outside of England and ceased to be in state care as a result of being adopted.

A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

### **Siblings**

Siblings of pupils attending the school during the academic year to which the child would be admitted. 'Sibling' means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a step brother or sister, or other child living in the same household who, in any of these cases, will be living with them at the same address at the date of their entry to the school.

### **Faith based**

Regular attendance at public worship at Holy Trinity Southport Church of England church.

Attendance will be established by information provided on the Supplementary Information Form completed by a member of the clergy or other designated church officer. For the purposes of these admission arrangements 'regular' means attendance at least eight times in the twelve months immediately prior to the date of application.

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.

### **Regular attendance at public worship in any other Christian church.**

For the purposes of these admission arrangements 'other Christian church' means a church which is Designated under the Ecumenical Relations Measure 2018, nationally by the Archbishops of Canterbury and York, or locally by the diocesan bishop, or which is a member of Churches Together in England, or affiliated to the Evangelical Alliance or a Partner Church of Affinity. The list of nationally Designated churches can be found at [https://www.churchofengland.org/sites/default/files/2019-04/list\\_of\\_designated\\_churches\\_3\\_oct\\_18.pdf](https://www.churchofengland.org/sites/default/files/2019-04/list_of_designated_churches_3_oct_18.pdf).

Attendance will be established by information provided on the Supplementary Information Form completed by a member of the clergy or other designated church officer. For the purposes of these admission arrangements 'regular' means attendance at least eight times in the twelve months immediately prior to the date of application.

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.

## **Social and Medical need**

Admission on social or medical grounds can be considered where the medical condition relates either to the child in question or a parent/carer, brother or sister or other relative/childminder.

Supporting evidence in the form of a letter from a doctor or social worker or other relevant qualified, independent professional, would be required.

## **Distance from school**

Proximity to the school with those living closest to the school having priority calculated by walking distance to school. The child's home address will be determined from the application form. (See address definition on page 5)

## **Tie-breaker**

Proximity to the school. This will be measured by the shortest walking distance by road or maintained footpath or other public rights of way from the pupil's home, to the main entrance point of the school using a GIS computerised mapping system.

In the event that two or more children live at the same distance from the school (as can happen with families living in blocks of flats), random allocation, where supervised drawing of lots by an independent responsible person of good standing will be used to decide which child(ren) will be allocated the remaining place(s) (in accordance with 1.34 and 1.35 of the School Admissions Code).

## **Late applications**

Applications received after the closing date and before the [Admission Authority's] admission meeting will be placed last in the criteria in which they fall unless the [Admission Authority] is satisfied that there are exceptional circumstances which reasonably prevented the application from being submitted on time. Supporting evidence, including that provided by the required Supplementary Information Form, must also be supplied by the closing date for applications, unless it is satisfied that there are exceptional circumstances which reasonably prevented it being submitted on time. In the absence of such supporting evidence, the allocation of places will be made on the basis of the application alone.

## **In-Year admissions**

From time to time a place becomes available further up the school. The allocation of places is in accordance with Sefton's Fair Access Policy. More information can be found here:

<https://www.sefton.gov.uk/media/7434/in-year-admissions-guide-a1.pdf>

## **Admission of children outside their normal age group**

Parents may request that their child is admitted to a year group outside their normal age range, for instance where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting on their schooling. All such requests will be considered on their merits and either agreed or refused, on that basis. If a request is refused, the child will still be considered for admission to their normal age group.

The process for requesting such an admission is as follows: With the application, parents should request that the child is admitted to another year group (state which one), and the reasons for that request. Parents will submit any evidence in support of their case with the application, for instance from a medical practitioner, headteacher etc. Some of the evidence a parent might submit could include:

- information about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group; and
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

The school will consider each case on its merits, taking into account the individual circumstances of the request and the child's best interests.

## **Waiting Lists**

The requirement to keep Reception waiting lists is only until the end of December

In year waiting lists are kept by the Local Authority.

## **Appeals Procedure**

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code. Appellants should contact The Headteacher at Holy Trinity Church of England Primary School, Southport at Manchester Road, Southport, Merseyside, PR9 9AZ within 30 days of the date of the letter refusing your child a place at the school for information on how to appeal. Information on the timetable for the appeals process is on our website at <https://www.holytrinityprimary.co.uk/>.

## **School age**

A full-time school place in the Reception class is available for children from the September following their 4th birthday.

## **Deferred Entry**

There is a new policy (and parents advice) which covers parental requests to start reception outside of normal age group for both summer born and children who are not summer born.

Also included within the policy is guidance for children who are below compulsory school age whose parents wish to request that a child starts school early.

More information can be found here:

<https://www.sefton.gov.uk/childrens-services/schools-and-learning/school-admissions/admission-to-primary-school-outside-of-normal-age-group-including-summer-born-children/>

### **Address definition**

The address is the place where the child is permanently resident with his or her parent or parents or legal guardians. Evidence may be requested to show the address, for example: to which any Child Benefit is paid or at which the child is registered with a medical GP together with recent utilities bill, council tax bill or tenancy agreement. This evidence will be used when reaching a decision on the child's home address for admissions purposes (including where a child lives with parents with shared responsibility for each part of the week). Parents should not assume that a place will automatically be allocated to their child.

### **Enquiries**

1. Should be sent to The Headteacher at Manchester Road, Southport, Merseyside, PR9 9AZ or by email [office@holytrinityprimary.co.uk](mailto:office@holytrinityprimary.co.uk)