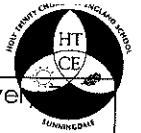


Holy Trinity CE Primary School
Believe • Achieve • Inspire •
Governor Visit Report



Name of Governor	Andrea Williamson
Date of Visit	17th March 2025
Agreed Focus for Visit (linked to SEF, SDP & Key priorities)	
Name of Staff	Sarah Lawson
HUGG shared? (if subject area)	
Next Steps/follow up from previous monitoring	
Meeting to ensure that all checks and balances are in place throughout the process to avoid any points of possible errors.	
Key Area in SDP: Monitoring Findings from this visit	
Not in SDP - notes below	
Actions used to identify findings	
I reviewed the systems in place - SAMS is the new admissions system used by the RBWM. In Year File. I reviewed the material in place on the Admissions file used by the office - this is a physical folder. I reviewed the School Website to ensure that all required policies were present	
What outcomes have been identified as a result of my visit	
There is a very thorough process that is ongoing for the schools' Admissions process. All Admissions meetings ensure quorate and are minuted accordingly. They are checked by myself before any letters are sent to prospective parents or minutes are approved. For Reception intake we reviewed the new system - Mrs Lawson, Mrs Griffith, Mrs Boaler and myself had all verified the applicants to ensure the correct admissions criteria and process were followed. For any in-year applications the process is as per the Admissions meetings.	
How I witnessed the vision in action during my visit ('I know there is nothing better for people than to be happy and do good while they live.' Ecclesiastes 3:12)	
-In person - I looked at the systems and also discussed the process with Mrs Lawson. -I reviewed the systems in place - SAMS is the new admissions system used by the RBWM. Our role is verification status (eg Siblings) and assigned categories are aligned to our Admissions Policy as we are Voluntary Aided (VA). RBWM maintain waiting list after day of offers but HTS have to agree on the ranking. 1st September 2025 Reception class HTS Admissions Committee take accountability. -In- Year File. I reviewed the material in place on the Admissions file used by the office - this is a physical folder. When an application is received date this and then have 10 working days to respond. Mrs Lawson then contacts Chair of Governors and Head to determine a date ASAP for Committee meeting to discuss. If a place is not offered the child's file goes into the Waiting List. For that academic year for those declining places, these applications are held in a separate file. In cases of appeals, the form is sent to the Diocese for a date for the Appeals Board. The Diocese arrange and Mrs Lawson prepares the paperwork. With date allocated, Mrs Lawson then applies a Governor to attend on behalf of the school. The results are then emailed to Mrs Lawson after the Appeals Board and appropriate action taken.	



NB Admissions Census was sent in November 2024 without any changes. This needs to be reviewed every 3 years and this has been ratified by the Diocese and the Full Governing Board.

Checking the website - all 3 years' policies are in place along with all required policies.

Impact of this visit

I am satisfied that a robust and fair admissions process is in place for the school. I am also satisfied that all data is held in compliance with the Data Retention Policy.

Aspects I would like clarified/Questions I have

None - all satisfied.

I did review the security in place for the information which is both on the computer and physically in the office. The office is locked outside of school time and there are 2 external doors beyond this which are also locked.

All digital access has passwords to ensure that only the authorised staff can access the information.

To be shared with the school staff and school Governing Board.

Signed:

(Governor)

Signed:

(Headteacher/Staff member)