



Name of Governor	Andrea Williamson
Date of Visit	23rd June 2022
Agreed Focus for Visit (linked to SEF, SDP & Key priorities)	Review of Admissions Processes
Name of Staff	Sarah Lawson
HUGG shared? (if subject area)	

Next Steps/follow up from previous monitoring

Termly Admissions Governor Visit

Key Area in SDP: Monitoring Findings from this visit

The initiation of Governor Visits resulted from an action from an Admissions meeting. As part of the visit we covered:

Incoming Reception Years:

These applications are all dealt with by RBWM. Holy Trinity School (HTS) are sent a list of children which HTS need to rank based on address and subscription criteria. This list is then verified by Sarah Lawson, Jo Griffiths, Wendy Poulter and the Chair of Admissions (this year the prior Chair of Admissions also helped as still on the Committee).

Initial allocations are sent on the same day as National Offer Day

School are then sent a further list including waiting list which is then ranked again by HTS. All offers are sent by the RBWM as part of the Co-ordinated Offer Scheme. If a place becomes available, RBWM advise HTS and HTS provide the details of the next eligible child for offer.

HTS have to check and update any changes on a central RBWM spreadsheet. Anything in red indicates RBWM have edited and HTS then change to black font when read. This continues until the first day of term when the list then follows the In year Transfer Process

In Year Transfer Process

All applications are dated upon receipt and logged on a central HTS (Password protected and stored in the central digital files) Admissions Master Spreadsheet. This is used to document all activity related to that application including date of relevant Admissions Meeting etc. NB all details discussed at Admissions Meetings anonymise the children's Personal Information for Data Protection purposes. Children are then marked as green if admitted

I was shown that we have had 38 applications this year and 22 for classes in the 22/23 Academic Year. An Admissions meeting is held as per Policy Guidelines but usually within 4-5 School Days of the Application. New process - if a place becomes available, Sarah and then one another member of staff as previously stated check the Applications File to ensure that the correct child is being put forward for offer. This is to ensure that any changes (e.g. sibling joining Reception class) have been factored in since the Application was filed.

If an offer is made, the letter is prepared and ratified by the Chair of Governors. The same process exists for declines. With the latter the letter offers the ability to go on the waiting list and HTS then add that child to the waiting list if requested. All activity is then added to the Admissions Master Spreadsheet.

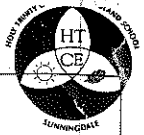
Every child added to the waiting list also needs to be shared with RBWM via a Google Forms Process.

In May each year, HTS write to all parents with children on the waiting list to ask if they would wish to remain on the list for the next Academic Year.

Tours take place most weeks for children, The Headteacher leads the Next Academic Year Reception Tours, with Sarah Lawson then leading all others.

Actions used to identify findings

I was shown every document (both physical or digital); its location and then talked through the context in which it is used, who has access and where it is stored. All questions were answered with no remaining actions.



What outcomes have been identified as a result of my visit

The school have thorough checkpoints in place at every stage due to the complexity and constant evolution of children on the waiting list.

Impact of this visit

All processes in place were ratified and I am more than satisfied that nothing further could be added to the HTS Admissions Processes.

Aspects I would like clarified/Questions I have

None.

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

Signed:

(Governor)

Signed:

(Headteacher/Staff member)