

Holy Trinity CE Primary School, Sunningdale

Minutes from the Admissions Committee Meeting – 7th March 2025

By Teams: Mrs J Griffith, Mrs J Steel, Mrs A Williamson, Mrs S Lawson (Clerk)

In Attendance: n/a

Apologies: Mr T Fettes, Rev J Hutchinson,

New In Year Application

One new Category 4 application for Year 4 had been received for consideration. This was discussed by the committee. The application was refused on the basis that the admission of additional children to Year 4 would prejudice the provision of an effective education for the pupils in the class and would not be an efficient use of resources in class.

Application for Reception Class 2025

The committee discussed an application from a family who previously lived in the Holy Trinity catchment area, having moved abroad for a short time. The father is now back in the family home in catchment and the children arrive towards the end of April. The circumstances were explained to the committee by email and responses from all committee members were reviewed in the meeting. All committee members judged that the application should be ranked as in catchment as the child will be living in catchment at the end of April and documentation had been provided.

Action: SL to ensure the application in question is ranked 'Designated Area' in the School Admissions System.

General Update on Reception Class Intake – September 2025

SL explained that a new system is in use (School Admissions System (SAMS)) by RBWM and schools to manage the Reception Class 2025 intake which is working well. Holy Trinity has 84 applications for Reception Class 2025 of which 32 have named Holy Trinity as their first preference. Applications have been put in categories by SL and this has been checked by Jo Griffith (headteacher), Wendy Poulter (bursar), and Aileen Boaler (associate governor) and will be further checked by Andi Williamson (Chair of the Admissions Committee) prior to final ranking before 17th March 2025.

Any Other Business

There was no further business.