

Holy Trinity CE Primary School, Sunningdale

Minutes from the Admissions Committee Meeting – 13th September 2024

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

In Attendance: n/a

Apologies: Rev J Hutchinson

New In Year Applications

Ten new applications were received for consideration. These were discussed by the Committee and the following decisions were reached:

- Two applications for Year 2 – these were refused on the basis that the class already has numbers in excess of the maximum infant class size.
- One application for Year 3 – this application was refused as the governing board concluded that the admission of additional children to Year 3 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.
- Two applications for Year 4 – this application was refused as the governing board concluded 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.
- Three applications for Year 5 – this application was refused as the governing board concluded that the admission of additional children to Year 5 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.
- Two applications for Year 6 – this application was refused as the governing board concluded that the admission of additional children to Year 6 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.

The committee also noted that there is a child on the waiting list for Year 1 even though there are four places available. SL explained that the place had been offered for the child, but as a sibling couldn't be accommodated, the applicant didn't want to take up the place at the moment.

Admissions Policy 2026-27

SL explained that the next Admissions Policy (2026-27) would need to go out to Consultation this Autumn 2024. The consultation must take place for 6 weeks between 1st October 2024 and 31st January 2025.

The committee agreed that no material changes to the policy are proposed and that the consultation is to satisfy the rules determining that consultation should occur every 7 years as a minimum.

AW agreed to update the policy in time to be agreed by the Full Governing Board on Tuesday 17th September. SL will manage the consultation and keep a record of the process.

Amendment to Terms of Reference

Further to a discussion at the Admissions Meeting on 11th July 2024, the following change to the Admissions Committee Terms of Reference is proposed:

When new applications are received for classes which are either:

- already at the maximum infant class size
- already have 30 or more pupils

SL will circulate the application by email (e.g. 1 x Cat 4 application for Year 4 rather than full details) to the Admissions Committee to consider. Governors will need to respond within 48 hours and 4 or more responses will be required for the decision to be quorate.

JG will update the Governor Committee Terms of Reference to reflect this change for the Full Governing Board to consider on Tues 17th Sept.

JS will check this approach is acceptable with the LA Governors' Advisor.

Any Other Business

There was no further business.