

Holy Trinity CE Primary School, Sunningdale

Minutes from the Admissions Committee Meeting – 4th October 2023

Present: Mr B Aherne, Mrs J Griffith, Mrs A Williamson, Mrs S Lawson (Clerk)

In Attendance: n/a

Apologies: Rev J Hutchinson, Mrs J Steel

New In Year Applications

New applications had been received for Class 2:

1 x category 4

1 x category 5

1 x category 6

The year 2 class is already full and the committee was unable to offer places. Applications were refused on the basis that all classes were at the maximum infant class size.

Recent Appeal – Feedback from Local Authority representative

JG and SL met with Julie-Anne Fletcher-Dyer from the RBWM Admissions Team. Julie-Anne confirmed that the Admissions Committee were correct to offer places up to the number agreed for each class with the local authority. She also said that:

- Net capacity calculations are based on a Victorian style classroom with all desks in rows facing forwards, Reception aged (sized) children, with one adult and no other furniture. The DfE are reviewing these calculations and there will be a national change to the net capacity in the future.
- Appeal panels are requiring much more detailed information than in the past in order to show prejudice to the education of the class when admitting another child.
- The Governor response to the appeal statement needs 'beefing up' to meet the extra demands of current appeal panels.

JG and SL will produce a draft statement ready for any future appeals, using advice and documentation from Julie-Anne.

Possible GDPR Breach

JG told the committee that some of the appeal papers submitted in July to the Oxford Diocese were returned by the Royal Mail in September. These had been posted on to another party in another envelope, unregistered and with insufficient postage. AW asked that the school contact the LA Data Protection Officer for advice on whether this was a data breach and what action should be

taken if any.

Admissions Policy Annual Review

AW told the committee that the Admissions Policy had been updated for review by the Diocese and RBWM Admissions team prior to being determined at the Full Governing Board meeting in November 2023.

Any Other Business

BA asked whether it was possible to offer Reception places to applicants on the waiting list for Year 1. JG said that although children can be educated out of year group, applicants requesting for children to be educated out of year group are considered on a case by case basis as there may be repercussions for later stages of their school career.