

## **Holy Trinity CE Primary School, Sunningdale**

### **Minutes from the Admissions Committee Meeting held on 3<sup>rd</sup> March 2023**

**Present by Microsoft Teams: Mr B Aherne, Mr T Fettes, Mrs J Griffith, Mrs A Williamson, Mrs S Lawson (Clerk)**

**In Attendance:** n/a

**Apologies:** Rev J Hutchinson

#### **Declarations of Interest**

There were no declarations of interest.

#### **Change to Admission Form**

AW told the meeting that RBWM have advised that the headteacher's signature on the In Year Application form is no longer required and should be removed. SL confirmed that the revised application form has been uploaded to the website.

#### **Reception Application List – Sept 2023**

JG gave the Committee details about the number of applicants in each category on the list and highlighted that numbers in the area are much lower overall than previous years. SL confirmed that the list of applications had been ranked according to the oversubscription criteria in the Admissions Policy and then checked by Wendy Poulter, JG and AW. The Committee agreed that SL could return the list to the RBWM Admissions Team.

#### **New Application for Year 2**

The Committee considered a new application for Year 2. However, the application was refused on the basis that the numbers in the class are already in excess of the maximum infant class size.

#### **Place to Offer in Year 3**

SL told the meeting that a pupil will be leaving Year 3 at the end of this term but that this was not yet confirmed in writing. The Committee agreed for the space to be offered to the first on the waiting list and for SL to work through the waiting list in order of the oversubscription criteria, should the space not be required.

#### **Any Other Business**

There was no further business.