

Holy Trinity CE Primary School, Sunningdale

Minutes from the Admissions Committee Meeting held on 1st July 2022

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, Mrs B Moss

Declarations of Interest

There were no declarations of interest.

New In-Year Applications for Sept 2022/23

The committee considered three new applications for academic year 2022/2023. A Year 2 application was refused on the grounds that the class is at already at the maximum infant class size. Year 3 and Year 6 applications were refused on the basis that both classes are already at the maximum numbers agreed with the local authority.

New Appeal

SL told the committee that Appeal forms had been received for siblings. One is an infant class size appeal for Year 2 and one is an appeal for Class 3 (both 2022/23 classes). SL will prepare the documentation for AW and TF to review. Rev JH has agreed to be the presenting governor at the appeal which will be heard on Monday 5th September 2022.

Allocating Places Over the Summer Holiday Period

SL told the committee that it was possible that places would become available over the summer holidays, as other local authorities are not offering school places until after term has ended. The Committee gave SL permission to offer places in the order of the waiting list. AW will be available to check the waiting list order with SL should this be needed. SL will also make sure that both Mrs Poulter and Mrs Griffith have gone through the order of the waiting list before the end of term in order that the list has been reviewed by several people before places are offered.

SEN Consultations

JG told the Committee that the school has been consulted over two children with SEN and EHC Plans. In both cases, the school has responded that their needs cannot be met appropriately at Holy Trinity School. However, JG explained that it is still possible that the school will be required by RBWM to take one or both children, which will have a considerable impact on the classes

concerned and will also have financial implications.

Admissions Governor Visit

AW reported that she had visited the school in her role as Admissions Governor, to review all admissions processes and procedures to ensure they are fit for purpose and compliant with the Admissions Code and the school Admissions Policy. AW reported that she was satisfied with the visit and that procedures are being followed. AW has produced a Governor Report to this effect and JG asked to review this.

Any Other Business

There was no further business.