

Holy Trinity CE Primary School, Sunningdale

Minutes from the Admissions Committee Meeting held on 11th January 2022

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

In Attendance: n/a

Apologies: Mr B Aherne, Rev J Hutchinson

Declarations of Interest

There were no declarations of interest.

New In Year Applications

The committee considered two new in year applications. An application for Year 2 was refused on the grounds that the class is already at the maximum infant class size. The committee also considered an application for Year 6. It was agreed that a place could be offered in Year 6 as a space was available.

Incorrect Allocation of Place in Year 5 – Dec 2021

This section of the minutes provided by Andi Williamson – Chair of the Admissions Committee

As per the email below (minutes dated 30th November 2022 agreed by the School Administrator and Chair of the Admissions Committee), the Admissions Committee agreed to offer the place that had become available in Year 5. Based on 2 children in Category 4 of the Admissions Criteria as per the table issued for the meeting on 30th November (Appendix 2), it was agreed to offer the place to the child closest to the school. The place was offered to the closest child and that child started in the Spring Term of 2022.

As part of the School's current regular review of the Admissions process and Waiting list, it was picked up by the School Administrator that the other child on the waiting list for Year 5 should have been moved to Category 3 as a result of their sibling joining the school in the Winter Term of 2021. Both the Head Teacher and Chair of Admissions were notified immediately (January 10th 2022) and a meeting was scheduled to discuss immediately the next day on 11th January 2022 at 11.15.

The Committee discussed the situation at length. With the Category 4 Pupil already attending the school, it was agreed that the decision could not be reversed and that further checks would be put in place to ensure this does not happen in future. It was also agreed that there is no space in Year 5 to offer any other places and that the other child's position has been correctly now reflected as Category 3.

It was agreed that the following improvements will be put in place from immediate effect:

- The Admissions Table will be reviewed by either the Head Teacher or the Bursar after every new addition or where the situation may have changed (due to sibling joining or indeed a child leaving the waiting list)
- There will be a Governor visit every Term to review the documentation and processes

This section of the minutes provided by Andi Williamson – Chair of the Admissions Committee

From: Andrea Williamson

Sent: 30 November 2021 15:58

To: Holy Trinity Sunningdale School <holytrinitysunn@holytrinityprimary.org>

Subject: Re: Minutes

Perfect thank you!

Andrea Williamson

On 30 Nov 2021, at 15:51, Holy Trinity Sunningdale School <holytrinitysunn@holytrinityprimary.org> wrote:

Hi Andi,
Please can you check the minutes from today's mtg?
Thanks

Sarah Lawson
School Administrator
Holy Trinity CE Primary School
Church Road
Sunningdale
SL5 0NJ

01344 620716

Any Other Business

There was one other item of business. JG explained that RBWM have named Holy Trinity as the school for a Y3 aged child with an EHCP. This was advised to the school by the child's parents and not by the local authority. JG outlined that Mrs Fargher (SENDCo) had spent a long time examining the child's EHCP to see whether the school could meet the child's needs and had concluded that Holy

Trinity could not meet the child's needs and that a mainstream school wouldn't be suitable. Members of the committee expressed great concern that a child might be admitted to the school without adequate support to meet the child's needs. TF stated that as Chair of the Governing Board he would write to the local authority strongly expressing this concern, also noting that communication from the local authority about the placement was very poor and could be considered a safeguarding risk.

Actions:

- JG to share with Admissions governors, the email already sent to the local authority expressing grave concern about the Y3 placement.
- TF to draft a letter to the local authority
- Admissions governors present to meet to finalise the contents of the letter.