

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

### **Minutes from the Admissions Committee Meeting held on 23<sup>rd</sup> June 2021**

**Present by Microsoft Teams: Mr B Aherne, Mrs A Boaler, Mrs J Griffith, Rev J Hutchinson, Mrs B Moss, Mrs A Williamson, Mrs S Lawson (Clerk)**

**In Attendance: Mr P Grover**

**Apologies: Mr T Fettes**

### **Declarations of Interest**

There were no declarations of interest.

### **Reception Class - September 2021**

SL reported that Reception Class for September 2021 is full with a waiting list.

### **In-Year Applications/Waiting List Revisions**

The committee considered 19 new in-year applications for academic year 2021/22. As the school is currently full in all years, all of these applications were refused either on the grounds that classes are at the maximum infant class size (KS1) or on the basis that the year group is already at the numbers agreed with the local authority (KS2).

**Action** – SL to produce letters for each applicant for BM to sign off.

### **Leavers/Offers**

The committee noted that there were 3 unconfirmed leavers at the time of the meeting. These are pupils for whom the intention to leave has been communicated to school, but not yet in writing with a confirmed last day in school.

The committee agreed that as leavers are confirmed in writing, SL is authorised to offer these places in the order of the waiting list.

### **AOB**

There was no further business for discussion.