

**Holy Trinity CE Primary School, Sunningdale Minutes from the Admissions
Committee Meeting held on 14th July 2017**

Present: Mrs S Sleigh (Chair), Mr R Pelly, Mrs P'O Brien, Mrs J Griffith, Mrs S Lawson (clerk)

In Attendance: n/a

Apologies: Mrs S Hynard

Notification of place no longer required – Withdrawn

SL explained that a family had confirmed in writing that a pupil on roll in Year 2 would no longer require their school place from September 2017. However, due to circumstances changing dramatically due to health reasons, the family had asked to withdraw this notification and keep the place. The place had not been offered to another family. The committee agreed to accept the withdrawal of notice.

Action: SL to inform the family that the withdrawal of notice had been acknowledged by the committee.

In Year Applications

In-year applications for current Year 2 and Year 5 were considered for September entry. The applications were refused on the grounds that both years are already at the numbers agreed with the local authority.

RP asked that the family be made aware of places available at Cheapside Primary School.

Action: SL to call the applicant to make them aware that places might be available at Cheapside Primary School.

Waiting List

The committee reviewed the position for a family on the waiting list and noted that no there was no change to class sizes and so spaces still couldn't be offered.

RP asked that all families on the waiting list be made aware of places available at Cheapside Primary School.

Action: SL to call all applicants on the waiting list to make them aware that places might be available at Cheapside Primary School.

AOB

There was no other business to discuss.