

Holy Trinity CE Primary School, Sunningdale
Minutes from the Admissions Committee Meeting held on
6th September 2016

Present: Mrs S Sleigh (Chair), Mrs P O'Brien, Mr R Pelly, Mrs S Hynard, Mr I Meadows

Apologies: n/a

In Attendance: Mrs S Lawson (Clerk)

Welcome and Apologies

Mrs Sleigh welcomed all in attendance. There were no apologies.

Declaration of Interests

RP informed the meeting that a family had contacted him directly to discuss admissions and that he would highlight this were it to be relevant to any discussions in the meeting.

Actions from previous meeting

Action: POB/SL to advise parents of increased admission number for Year 1 - agreed to include in the School Newsletter.

In Year Applications

Four new applications were reviewed in the context of the existing waiting list.

The outcome of the discussion is noted on Appendix 1.

As two of the applications were for siblings within catchment and currently without school places, the Committee asked that the refusal letter advise applicant to contact the Admissions Department at the Local Authority as soon as possible for advice.

Due to a place just becoming available in Year 2, it was agreed to offer a place to a Year 2 Category 6 application already on the waiting list.

New Appeal

The Committee discussed a new appeal which was received during the summer holidays.

POB/SL to update the Appeal Statement to include a statement about Broadmoor Alert procedures and capacity.

Action: RP to check scheduled appeal date.

Action: SL to prepare appeal packs.

Ascot Primary Schools Consultation

Cabinet gave permission in August for Cheapside School to expand to 30 places per year group. The meeting noted that planning permission will still need to be sought for the expansion to take place and that other proposals from the Consultation could still be considered in the future.

Action: RP to ask CE to circulate an update document to Governors.

Action: SL to include an update in the school newsletter.

Action: SL to update website.

Admissions Arrangements 2018/19

SS explained the procedure for the review of the Admissions Arrangements for 2018/19. The key dates for Holy Trinity are:

July/Sept – consider any changes needed to 2016 policy

Mid-Sept – consult with diocese and take into account any advice received

28th Feb 2017 – policy must be determined (approved by FGB, sent to Diocese and published on website)

15th March 2017 – policy must have been sent to the LA.

SS explained that she has reviewed the 2017/18 Admissions Arrangements in the context of the latest Admissions Guidance from the Diocese.

SS noted that the Guidance recommends the introduction of Social and Medical factors in over-subscription criteria. The Committee agreed not to revise the over-subscription criteria at this time.

The diocese also recommends that the arrangements include the school's ethos statement. It was agreed to insert the Christian ethos of the school into the introduction of the 2018/19 Admissions Arrangements to be consistent with other school documentation. Action: SS

Action: SL to check what mapping tools are used by Cheapside Primary School and St Francis Primary School.

Action: SS will manage document revisions and the updated 2018/19 Admissions Arrangement will be forwarded to the Diocese for review with a statement that the Committee believes that as there are no material changes, consultation is not required this time.