



Trinity St. Mary's C.of E. Primary School
Trinity Square
South Woodham Ferrers
Chelmsford, CM3 5JX
Essex

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Headteacher: Miss J Hoy
DCSF Number: 881-3814

Published admission number 2025/2026: 30

Indicated admission number 2025/2026: 30

Number on Roll April 2024: 162

Trinity St. Mary's C. of E. Primary School
Admissions Criteria
2026/2027

Everyone is welcome at our school

The Governing Body has responsibility for admissions to this school and intends to admit 30 pupils to Key Stage 1 in September 2026. This policy will apply to all admissions from 1st September 2026 to 31st August 2027, including in year admissions.

Where applications for admission exceed the number of places available, the following criteria, in the order set out below, will be used to determine which children to admit:

- a) Looked After Children, previously looked after children and those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
- b) Children with a sibling attending the school at the time of admission.
- c) Social, medical or pastoral reasons where Trinity St Mary's is the closest school which can support the identified need (contact the school for more information).

- d) Attendance at Holy Trinity Church, South Woodham Ferrers.
- e) Attendance with another Christian community.
- f) Children of other faiths.
- g) Remaining applications.

N.B In the event that during the period specified for attendance at worship the church [or, in relation to those of other faiths, relevant place of worship] has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church [or in relation to those of other faiths, relevant place of worship] or alternative premises have been available for public worship.

Looked After Children

A “looked after child” or a child who was previously looked after but immediately after being looked after, became subject to an adoption, residence or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989).

Sibling

A child living in the same family unit in the same family household and address who attends the preferred school in any year group excluding the final year. This includes brothers and sisters, adopted brothers and sisters, and stepbrothers and sisters. In addition, biological siblings will be treated as siblings irrespective of place of residence. Children residing in the same household as part of an extended family, such as cousins **will not** be treated as siblings.

Waiting List

When all available places have been allocated, Trinity St. Mary’s will operate a waiting list during the Autumn Term. Parents who wish their child to be included on the waiting list after that time must inform the school in writing at the end of the Autumn Term.

Oversubscription

In the event of oversubscription within any of the above criteria priority will be determined by straight line distance from home to the school gate, those living closest being given the highest priority.

Late Applications

Applications received after the closing date will be handled in accordance with the co-ordinated admissions scheme operated by the Local Authority and published in the Primary Education in Essex booklet.

Appeals

If an application is unsuccessful then parents have the right to appeal to an Independent Statutory Appeals Panel. Details of how to make such an appeal are available from the school office.

Children with a statement of special educational needs

Children with an Educational Health Care Plan (EHCP) that name the school are required to be admitted to the school.

Supplementary Information Form

The School requires a Supplementary Information Form to be completed.

Applying for a mid-year place at our school

All mid-year applications should be made directly to the school, using the mid-year application form available on our website or from the school office. Mid-year applications (sometimes called in-year applications) are any application for a school place made to a year group, apart from September admissions to Reception.

For applications into existing year groups, a place will be offered when the number of pupils in the relevant year group is below the admission number for that year group.

Please note: if a mid-year application is received during a school holiday period, we will respond as soon as possible when the school reopens.



Supplementary Information Form for Trinity St Mary's C of E VA Primary School 2026/2027

Child's forename: _____

Child's surname: _____

Child's date of birth: _____

Sex: _____

Details of siblings: _____

Parent or Guardian's name and address: _____

Telephone Number: _____

Email Address: _____

Church regularly attended: _____

Name and address of minister: _____

Further information to support your application: _____

Section B (if applicable) – clergy recommendation (please ask the Minister of your church to complete the section below).

To the best of my knowledge the above child/parent or guardian is:	
1st:*At the heart of the church: a frequent worshipper that attends public worship (includes week days to allow for different working patterns) on average monthly for at least the previous year, at the time of making application.	
2nd: Attached to the church: a regular but not frequent worshipper, one who attends public worship (includes week days to allow for different working patters) on average every other month for at least the previous year, at the time of making application.	
3rd: Known to the church: an occasional worshipper e.g. only attends on special occasions.	
Clergy Comments:	
Signed: Name (printed): Date:	

N.B In the event that during the period specified for attendance at worship the church [or, in relation to those of other faiths, relevant place of worship] has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church [or in relation to those of other faiths, relevant place of worship] or alternative premises have been available for public worship.