



Admissions Procedure (1)

Admissions Process for Admission into the Reception Class in September

To apply for a Reception Class place for your child at Trent School you need to

1. Complete the on-line Local Authority Application Form naming the school and submit this by the published Local Authority closing date in January.
2. If you are applying under Criteria 4, 5 or 6 you must also complete the Trent School Supplementary Form, which can be downloaded from the school's website.
 - Completed Supplementary Forms must be returned to the school by the published Local Authority closing date.
 - All applications will be considered equally and fairly by the Governing Body's Admissions Committee.
 - Please ensure your application form is completed fully, as applications will only be considered on the information provided.
 - Any application received after the closing date will be considered only after those received on time.
3. You should also apply for a place at another local school for your child in case we are unable to offer a place.
4. You will be informed by the Local Authority in April, which school has offered your child a place.
5. You will need to accept or decline the place which has been offered on or before the date set by the Local Authority.
 - NB You should accept a place at the school you are offered, even if it is not Trent, or your child may end up with no school place for September.

Waiting List

- Applications which are not successful will be placed on the waiting list, in priority order, according to the school's over-subscription criteria.
- The waiting list will only be compiled after the deadline for acceptance of places.
- The waiting list will be maintained during the year in order of the over-subscription criteria and not in the order in which applications are received.

- The Local Authority will review the list at the end of each academic year. When places become available, the governing body admissions committee will offer places accordingly.

Appeals

Applicants who are not offered a place at Trent CE Primary School have a right of appeal to an independent appeal panel constituted and operated in accordance with the School's Admission Appeals Code.

- Please note that the Appeals process cannot begin until the waiting list is determined.