



**Welcome to Reception**

# Message from the Principal

On behalf of the Governors, staff and children at Holy Trinity Lamorbey C of E Primary School, I would like to take this opportunity to extend a warm welcome to you and your family, and thank you for your interest in considering joining our wonderful school community. This is the start of your child's full time education, and our aim is to provide a safe and happy environment in which your child can achieve their full potential.

We aim to build a positive partnership with your family to ensure that your child can enjoy their school years. We understand that in order to be successful in school, our children need support from both home and school and we pride ourselves on our warm and friendly atmosphere and know that new parents and children will quickly feel part of our school family.

Here at Holy Trinity Lamorbey, we fundamentally believe that education can transform lives and build extraordinary futures for our children through our values of love, courage and wisdom. The entire staff team and I are committed to ensuring that each child's primary school days are exciting and rewarding, so that they develop a love for learning. We recognise, promote and value equality and diversity, and it is our hope that when your child arrives at the end of their journey with us, they do so with the academic achievement they deserve and the personal characteristics they need to be successful in the next phase of their education and beyond.

As a church school, the Christian faith underpins all that we do and pupils leave us well prepared for life, in the knowledge that they are loved by God and that he has a unique purpose for each of them. We have high expectations, and it is important to us that our children are happy, confident, resilient and enjoy their learning, making the most of all the fantastic opportunities that we have to offer. We ensure that all learning is purposeful and linked to our children's own experiences, so they are engaged, challenged and become highly effective problem solvers and communicators.

We understand that starting school is an important milestone for you and your child. We hope this Welcome Booklet will provide you with all of the information you need to ensure your child's transition into HTL goes smoothly. We would feel very proud and privileged to educate your child and we look forward to meeting and welcoming you and your child into our school community. If you have any further questions about admissions or life at HTL, please visit our school website or feel free to contact the school office at [contact@htl.bexley.sch.uk](mailto:contact@htl.bexley.sch.uk)

Yours Sincerely,

Kind regards,



Mr O Winstone

Principal

# The School Day—Key Stage 1

We strive to work in partnership with parents and carers so would seek your full support in ensuring that your child attends school every day and on time. We are always pleased to work together with parents/carers in resolving any difficulties but we are also committed to Improving attendance levels.

The target attendance figure for all pupils is a **minimum of 97%** attendance.

Each week in our Friday assembly we celebrate the class with the least number of lates and the highest attendance percentage that week.

| <b>Time</b>          | <b>Activity</b>  |
|----------------------|--|
| <b>07:30 - 08:45</b> | Breakfast club-Outside Agency Schools out                    |
| <b>08:30</b>         | Gates open and children line up in their classes             |
| <b>08:40</b>         | Teacher will welcome children into their class (9am Nursery) |
| <b>09:00 -10:30</b>  | Morning Session  |
| <b>10:30 -10:45</b>  | Morning Break  |
| <b>10:45 -11:50</b>  | Late Morning Session   |
| <b>12:00 -13:00</b>  | Lunch  |
| <b>13:00 - 14:00</b> | Afternoon Session  |
| <b>14:00-14:15</b>   | Afternoon Break  |
| <b>15.10</b>         | Gates open for parents                                       |
| <b>15:15</b>         | End of Day (15.00pm for Nursery)                             |
| <b>15:15-18:00</b>   | After School Club-Outside Agency Schools out                 |



## Worship

At HTL there is an act of collective Christian worship every day. This is usually in the form of an assembly which will include prayers, the singing of hymns, traditional and modern, as well as a bible story and a reflection on it. We also say a brief, child-friendly prayer of thanks before going to lunch and before going home at the end of the day. We have extremely strong links with our local church, Holy Trinity Lamorbey, and pupils attend class Mass at church approximately once every 6 weeks. This is a quiet and reflective service without music.

Additionally, we visit the parish church for the major feast days each year such as Harvest, Remembrance, Christmas, Easter and at the end of the school year. For younger children, this is a shorter and simplified service and for our older children, it takes the form of a full parish Mass. .... also visit us on a regular basis to lead assemblies and to see what we do in class.



## Lunchtimes

All children are eligible for Free School Meals. Nursery bring a packed lunch

Our school meals are provided by Edwards & Ward Catering. Please see the school office if you would like a copy of the menu.

You are also welcome to provide your child with a packed lunch brought from home. We are a healthy school, so we strongly discourage chocolate, sugary drinks and cakes. Also, because we have children with allergies in school, we ask that packed lunches do not contain any nuts.

We use a company called "Cool Milk" to provide milk in school free of charge for children up to the age of 5. Children over 5 can purchase this at a subsidized cost.

provided each day by the Government funded "Fruit for Schools" scheme.



A piece of fresh fruit or vegetable is

# Preparing for School

Beginning school is a major event in the life of a four year old and there will be lots of things you will want to know to ensure that your child is well prepared for this important event.

We teach the children to become independent so it would be very helpful if you could ensure your child can dress and undress themselves, e.g. children may have to remove shoes and socks as well as their jumpers. Sometimes the children choose to remove their jumpers when they get hot and are encouraged to hang their jumper on their peg. As there are a lot of children in the our reception classes, they must make sure that they can find their name in their jumper. They will also need to be independent with their toileting as we are not allowed to help them clean themselves.



# Admission Criteria—2025-26

The Governing Body intends to admit 30 children into Reception in the Academic year 2025/2026. Applications may be made in respect of children whose fifth birthday falls between 1 September 2020 and 31 August 2021 inclusive.

A Single Point of Entry will be operated whereby such children will preferably start in the Reception classes in September. However, parents will still have the option for their child to start in January.

Children will normally be admitted in the September before their fifth birthday.

Parents of summer-born children may wish to request that their child is not admitted into the normal age group. This means that they may wish for their child to be admitted to Reception, rather than Year 1, following their fifth birthday.

If this is the case, parents will need to present information to the school regarding their child's educational, emotional or social development. This may also include relevant medical needs, for example if the child was born prematurely. The child may also have been previously educated out of normal year group.

The school will carefully consider such requests and will outline its decision in writing, taking into account all the factors outlined above. Each case will be considered on an individual basis.

## Criteria for Admissions

If a child has an Education, Health and Care (EHC) Plan that names Holy Trinity Lamorbey school, the child will be admitted to the school.

After places have been allocated for children with an appropriate EHC Plan, should there be fewer applications than the number of places remaining available, every child will be offered a place. However, should the school receive more applications than there are places available, the following oversubscription criteria will be applied in order.

1. Children in Public Care. (See note A)
2. Children with a sibling in the main school at the time of admission. (See note B)
3. Children whose parents reside within the parish of Holy Trinity Lamorbey and frequently attend religious services at an Anglican Communion Church. (See notes C, D, E and F)
4. Children whose parents frequently attend religious services at an Anglican Communion Church. (See notes C, D, E and F)
5. Children whose parents frequently attend religious services at a church which is a member of Churches Together in Britain and Ireland (which includes the Roman Catholic Church) or of the Evangelical Alliance or of the Porvoo Communion or of the World Evangelical Alliance. (See notes C, D, E and F)
6. Children whose parents attend religious services at any of the churches of criterion 5 and are growing in the Christian faith by attending services, church fellowship groups or discipleship courses, e.g. Alpha meetings, for a period of at least six months. (See notes C, D and F)
7. Children, or one or both parents with a medical condition or registered disability, which would cause significant hardship if the child could not attend the school. (See notes C and G)
8. Children from other faiths whose parents are in sympathy with the ethos and aims of the school and whose application is supported by a Religious Leader of their religion. (See notes C, D and F)

Cont...

**Notes – Please Read Carefully:**

- A. Children in Public Care means children who are looked after by a Local Authority in accordance with section 22 of the Children Act 1989 (or any child who was previously in the care of the Local Authority and who is now adopted, subject of a Residence Order or Special Guardianship Order).
- B. Sibling means brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent's partner or of the carer or the carer's partner, and in every case who is living in the same family unit at the same address as the child for whom the school place is sought.
- C. Parent means any person who has parental responsibility for the child, and includes a legal guardian of the child and a person with whom the child is living under a residence order. Where admission arrangements refer to parents' attendance at church, it is sufficient for just one parent to attend.
- D. A Clerical Reference will be required in support of applications for a Faith place under any of criteria 3, 4, 5, 6, and 8. It is the responsibility of the parents to obtain a reference from the Religious Leader to confirm the parents' frequency in attending religious services.
- E. For the purpose of this policy, the term 'Frequent' to be taken as meaning at least fortnightly and for at least 12 months prior to application.

**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 alternative premises have been available for public worship.**

- F. If you have recently moved into the area and are unable to obtain a clerical reference from a local Religious Leader, please refer back to the church you attended at your previous address.
- G. Evidence from a professional medical practitioner or evidence of a registered disability will be required to support an application under criterion 7. Governors may seek advice from an independent medical adviser.

**Please note the following information:**

If distinctions have to be made between children in a single category they will be made on the grounds of distance from the school. The nearness of a child's home to the school is the deciding factor. This is based on the proximity to the school measured by a straight line from home to school main entrance.

**Under the Primary School Co-ordinated Admissions Scheme, parents need to complete the Primary Local Authority Common Application Form (PCAF); this form should be completed online via the Bexley website.**

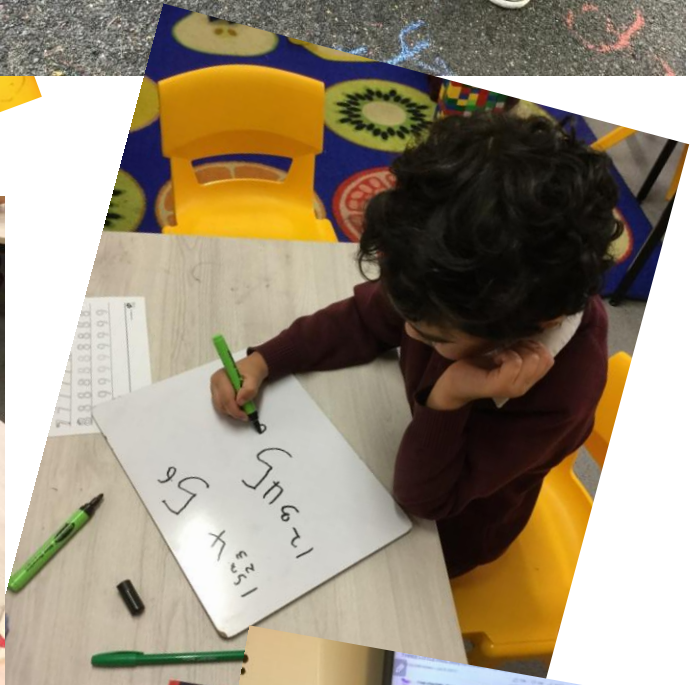
**The Holy Trinity Lamorbey Clerical Reference form must be completed if parents are applying for a Faith place under criteria 3, 4, 5, 6 or 8. The completed and signed Clerical Reference form must be returned to HTL no later than 15 January 2026. The application period is 1 September 2025 - 15 January 2026**

Any application received after the published closing date will be treated as 'late' and processed after those received during the application period.

Governors will consider applications in accordance with Local Authority Co-ordinated admissions scheme and parents will be notified of the Governors' decision by the Local Authority on 16 April 2024. Parents must notify Bexley Admissions of their acceptance by the stated deadline.

### Admissions during the year and outside the normal round.

Admission of children moving into the area or transferring from another school in year and outside of the normal admissions round will be considered by Governors having regard to the admissions policy stated above and according to whether places are available in the appropriate year group.





## Thank you for visiting.

We hope this Welcome Booklet has been an enjoyable read and has provided you with all of the information you need. If you have any further questions, please visit our school website <https://www.holytrinitylamorbey.apat.org.uk/> or feel free to contact the school office at [contact@htl.bexley.sch.uk](mailto:contact@htl.bexley.sch.uk)

