

Determined: 11.02.19  
Ref: TRA001

## ADMISSIONS POLICY 2020-21

### **Introduction**

Trinity Academy is a state-funded, independent, non-selective school with a Catholic ethos and is open to members of all denominations and faiths and those with no religious background. No religious criteria whatsoever are used within the admissions process. Trinity Academy is a Free School (a school set up in response to what local people have said they want and need in order to improve education for children in the local community) and is committed to academic rigour and social equity. The school aims to serve communities in the Clapham, Balham and Brixton Hill area of South West London, and welcomes applications from other districts.

Our admissions policy reflects these aspirations. Trinity Academy is committed to providing equitable access to the school on the basis of straightforward, open, fair and transparent admissions arrangements. The school will act in accordance with the School Admissions Code (as revised December 2014), the School Admissions Appeals Code and admissions law as they apply to academies.

Trinity Academy will provide school places for young people aged 11-18, as follows:

- a) 120 places for admission into Year 7 in 2020.
- b) 120 students in the 6<sup>th</sup> Form across lower sixth (Year 12) and upper sixth (Year 13) in 2020.

### **Entry into Year 7**

#### **Application Process**

Trinity Academy is part of the London Borough of Lambeth's coordinated arrangements. Information on how to apply to a secondary school in Lambeth is provided on the council's secondary admissions web page.

Parents are required to complete a Common Application Form (CAF) that is provided by the local authority in which the applicant lives. Parents also have to complete Trinity Academy's Supplementary Information Form and return it to the school office. The Common Application Form (CAF) for Lambeth residents is available from Lambeth Council's website and the Supplementary Information Form from Trinity Academy's website.

Parents/carers living outside of Lambeth should contact their home local authority to obtain the CAF.

Parents/carers should take care to note the deadline for submission of the CAF and the date offers will be made. These are 31<sup>st</sup> October 2019 and the National Offers day 1<sup>st</sup> March 2020 respectively.

Supplementary Information Forms MUST be returned to the Admissions Officer at Trinity Academy by Friday 18<sup>th</sup> October 2019. Details of key dates will be published on the school's website.

Providing fraudulent information or deliberately misleading information on any admission form could result in a place being withdrawn.

Trinity Academy will operate in keeping with the local authority's Fair Access Protocol.

Trinity Academy has a Published Admissions Number of 120 for admission into Year 7 in 2020. All applicants will be admitted if 120 or fewer applications are received, if more than 120 applications are received the oversubscription criteria will be applied.

## **Entry into 6<sup>th</sup> Form**

### **Application Process**

Trinity Academy will operate a 6<sup>th</sup> Form for 120 students. Students on the Academy roll at the end of 5<sup>th</sup> Form (Year 11) will be automatically granted a place in the 6<sup>th</sup> Form providing they have satisfied the entry criteria. If fewer than 60 students transfer from 5<sup>th</sup> Form into Lower 6<sup>th</sup> Form (Year 12), the Academy will open the spaces to external candidates until a total of 60 students is reached.

To enter Trinity Academy 6<sup>th</sup> Form all students must meet the entry requirements for their particular courses of study. Trinity Academy will publish these each year in the current 6<sup>th</sup> Form prospectus.

Applications need to be made via the Trinity Academy application form, stating preferred courses, providing predicted grades and supported by a personal statement. An assessment of suitability for a course will be made using this information along with a reference from the applicant's current school. The application form is available on the Academy's website and in the 6<sup>th</sup> form prospectus and must be returned by the dates in the accompanying notes.

Conditional offers will be made subject to places being available on chosen courses and where subject specific entry requirements for these courses are likely to be met.

Where there are more external applicants who meet the entry requirements than places available, the oversubscription criteria will be applied.

### **Special Educational Needs**

Children with an Education Health Care Plan (EHCP) where Trinity Academy is named on the EHCP will be allocated places at the school before other applications are considered.

### **Oversubscription Criteria**

Where the school receives more applications than it has places available, and after the admission of children with an EHCP naming the school, Trinity Academy will rank all candidates in the sequence of the categories listed below and according to the criteria set out. The term 'applicant' refers to the child seeking admission to the school, NOT to his/her parent or guardian.

#### a) Looked-After Children

Looked-after children and children who were previously looked after and have either been adopted or become subject to a residence or guardianship order immediately following having been looked after.

Documentary evidence of status, in the form of a letter from a social worker, the Local Authority or other appropriate body (e.g. adoption agency) will be required. No further qualifying criteria apply to this category. A child in public care (looked after child) means a person under the age of 18 years who is provided by social services with accommodation by agreement with their parents/carers (Section 20 of the Children Act 1989) or who is the subject of a care order under Part IV of the Act. Children who are looked after under an agreed series of short-term placements (such as respite) are excluded. All applications under this criterion must be supported by a letter from the relevant Local Authority.

#### b) Siblings

Applicants who will have a sibling on the school roll at the time of admission (the beginning of the term for which the applicant is seeking admission). Siblings include natural brothers and sisters, half-brothers/sisters, step-brothers/sisters, adopted or foster brothers/sisters. This includes students in the 6<sup>th</sup> Form.

Where applications are received from triplets, twins, other multiple births and other same-year siblings, places will be allocated to all of the group of siblings straight after a place has been allocated to any one of them in any category. In the event that a place is allocated to the first of such a group and too few places remain to accommodate the others, all of the multiple birth/same-year sibling group will be offered places even if this means exceeding the PAN.

#### c) Children Eligible for the Pupil Premium

After places have been allocated to applicants in the categories listed above, pupils qualifying for the Pupil Premium, including the Service Premium, will be given preference for up to one third of all remaining places.<sup>1</sup>

Where the number of remaining places is not divisible by 3 to produce a whole number (i.e integer), the normal rounding convention will be used – i.e. where there is a fraction of one half or more, the number is rounded UP, where there is a fraction of less than a half, it is rounded down.

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<sup>1</sup> Currently, children are eligible for the Pupil Premium if they have been registered as eligible for free school meals at any point during the previous six years. Children who have been looked after for 1 day or more or were adopted from care on or after 30 December 2005, or left care under a Special Guardianship Order on or after 30 December 2005, or a Residence Order on or after 14 October 1991 also qualify for Pupil Premium, but Looked After (and previously looked after) Children are allocated places under Section A of the oversubscription criteria and do not therefore need to apply for preference under this section. Children are eligible for the Service Premium if one of their parents is serving in the regular armed forces, one of their parents served in the regular armed forces in the last 3 years or one of their parents died while serving in the armed forces and the pupil is in receipt of a pension under the Armed Forces Compensation Scheme (AFCS) and the War Pensions Scheme (WPS).

To receive preference under this category an applicant's parent/guardian **MUST** have submitted a Supplementary Information Form as well as their application form. If the number of applicants within this category exceeds the number of places available, places within this category will be allocated by random allocation using a computer programme. This process will be conducted and verified by an independent person of good standing.

#### d) Random Allocation – Inner Catchment Area and Outer Catchment Areas

The area serving the Academy is divided into an inner catchment area, defined as being covered by the following postcode areas: **SW2, SW4, SW8, SW9, SW11, SW12, SW16, SW17, SE5, SE11, SE17, SE19, SE21, SE24, SE25, SE27, CR4, CR7** and an outer catchment area, defined as being any area outside of the inner catchment postcode areas. Three fifths (60%) of any remaining places (the precise number being calculated using the standard rounding convention) will be allocated by random allocation to applicants living in the inner catchment area. One fifth (20%) of any remaining places (the precise number being calculated using the standard rounding convention) will be allocated by random allocation to applicants living in the outer catchment area. This process will be conducted using a computer programme and will be verified by an independent person of good standing. A map showing the inner catchment area is available on the Academy's website.

#### e) All others – using distance criteria

All remaining applicants will be ranked on the basis of distance between the applicants' homes and the Trinity Academy reference point and places allocated accordingly (i.e. those living nearer to the reference point will be allocated places before those living further away). The reference point will be the centre of the learning campus site at 56 Brixton Hill where Trinity Academy is located.

Distance will be measured in a straight line from the reference point to the child's home address as identified by the Local Authority's mapping system and measured using their software.

The applicant's home is the address where he/she lives for most of the week during term time. Where an applicant divides his/her time equally between two addresses, his/her home will be the address where he/she is registered with his/her GP.

**Tie Break:** Where two or more applicants live exactly the same distance from a reference point, ranking priority will be established by random allocation using a computer program. This process will be conducted and verified by an independent person of good standing.

### **Admission of Children Outside their Normal Age Group**

A request may be made for a child to be admitted outside their normal age group, for example if the child is gifted and talented or has experienced problems such as ill health. Any such request should be made in writing to the Principal of the Academy. A decision about the request will be made based on the circumstances of the case and in the best interests of the child.

## **Waiting List**

If the school is oversubscribed, the names of all unsuccessful applicants will be placed on the waiting list, which will be kept until the 31st December following the September to which the admissions round relates. Parents/carers will be contacted at the beginning of the September term to confirm whether they wish their children's names to remain on the list. When a name is added to the waiting list, the list will be re-ranked according to the oversubscription criteria. A fresh round of random allocation is carried out whenever a place is offered to an applicant on the list. Parents and carers should note that applicants with an EHCP naming the school, looked-after and previously looked after children and children subject to the Fair Access Protocol will take precedence over others already established on the list.

## **Appeals**

Parents who are dissatisfied with the school's decision not to admit their child/children may appeal to an independent appeals panel against that decision. Information relating to the appeals process including dates, deadlines and location arrangements will be published on the school website no later than the National Offer date.

The determination of the panel will be made in accordance with the School Admission Appeal Code and will be binding on all parties. Appeals should be made in writing to the Clerk to the Governors at Trinity Academy within 20 school days from the date of notification that an application was unsuccessful. Parents/carers will be given at least 10 school days notice of an appeal hearing.

## **In-Year Admissions.**

Applications for a place at Trinity Academy in-year, must be made directly to the Academy via an application form available from the Academy reception or by contacting Trinity Academy Admissions. In the event of there being more than one application for an available place, the same criteria will be used to rank the applications as that listed above. This may require additional documentation such as proof of address or pupil premium status. If a place cannot be offered, parents/carers will be given the opportunity of placing their child's name on a waiting list. This does not prevent parents from exercising their right to appeal against the decision not to offer a place.

Parents/carers who are seeking a new school place for their child who has been permanently excluded from a school should not apply via the in-year process. Instead, if they are a Lambeth resident, they should contact the Inclusion Team at Lambeth Local Authority to discuss revised educational arrangements as detailed in the permanent exclusion letter issued. For non-Lambeth residents, parents/carers should contact their home Local Authority to find out how they can offer support and guidance regarding the next steps.

**Review:** To be reviewed annually