

## **Admission Policy**

### **For entry to Year 9 at age 13 in September 2018**

This Policy contains four sections:

- **Introduction**
- **Admissions process**
- **Oversubscription criteria and definitions**
- **Useful contact details**

**The Policy should be read in conjunction with** Worcestershire County Council's Information for Parents Book on Admissions and Transfers to Schools 2018-19 and is available to view online at:

[www.worcestershire.gov.uk/schooladmissions](http://www.worcestershire.gov.uk/schooladmissions)

A copy of the book is also available to view in Schools, Libraries and at your Local Worcestershire Hub.

The Information for Parents book contains full details on the application and allocation process, including the oversubscription admission criteria for each school. **You are advised to read the book prior to making an application.**

#### **Section 1: Introduction**

Trinity High School is a 13-18 independent state funded academy serving an area of North East Worcestershire.

The Governing Body is the admissions authority with powers to decide the arrangements for admitting students including the admissions criteria for Trinity.

Pupils will be admitted at the age of 13+ without reference to ability or aptitude using the criteria below. The Published Admission Number for entry in Year 9 in September 2018 and subsequent years will be 252 unless changed in accordance with statutory procedures.

Admission to Trinity High School is not dependent on any "voluntary" contribution.

#### **Section 2: Admissions Process – Entry to the school at the normal time of transfer (Year 9)**

Applications for all school places must be made on the Common Application Form (CAF) provided by the parent[s]/carer[s] home Authority, with the opportunity to nominate schools, ranked in order of preference. Alternatively, if you are a Worcestershire resident, you can complete the CAF on-line at [www.worcestershire.gov.uk](http://www.worcestershire.gov.uk). Once completed the CAF

must be received by your home local authority (Worcestershire closing date is 31<sup>st</sup> October 2017).

The parents of pupils resident outside Worcestershire, but who wish to apply for a place at any Worcestershire school, must complete an application form provided by the “home” LA. **(The “home” LA is defined as the Local Authority relevant to the child’s home address).** The “home” LA will ensure that the application details are passed onto Worcestershire LA for consideration in the allocation of school places.

If you do not have access to the internet Application Forms are available from the school, Local Worcestershire Hub or by request on Tel no: 01905 822700.

### **When are decisions made?**

For pupils resident in Worcestershire, an offer of a place will be made on **1 March 2018**. The offer will be sent direct to parents, by the Pupil Admissions and Transfers Section, even if it is on behalf of the governing body of an Academy, Foundation or Voluntary Aided School, or a school in a neighbouring LA.

In the few cases, where it may not be possible to offer a place at any of the preferences nominated on the application form, a place will be offered at the nearest school with available places.

The offer will include an acceptance/decline slip which must be returned by the date specified in the offer.

**For pupils not resident in Worcestershire, the offer or refusal of a place will be sent direct to parents by the home LA, even if it is for a school in Worcestershire.**

Parents/carers are strongly recommended to check all the information they have given on application forms. The Governing Body at Trinity will endeavour to query any information they believe may be missing or incorrect but cannot be held responsible for any places offered or refused according to ranking of applications based on incorrect or incomplete information provided by parents/carers.

### **Statement of Special Educational Needs or Education Health and Care Plan**

Children for whom a **Statement of Special Educational Needs** or an Education Health and Care Plan has been agreed naming Trinity High School on the statement. Where places required by statemented students are known before the Admissions Committee meets, the number of students with statements or EHCPs naming this school will be deducted from the 252 places available to be offered. Such students are automatically offered places at the school and the Headteacher and Governing Body will consider each application for a statemented student individually. A response of concern may be raised prior to the naming of the school on a statement if they consider that provision will be inadequate for the child’s needs or if there is evidence that to admit the applicant would have a detrimental impact on the learning of other students.

### **Applying for Places**

Trinity High School welcomes applications from all parents or carers who wish their children to attend Trinity. Students and their parents/carers who are considering applying are

warmly invited to visit the school on our Open Evening for Year 8 students and their parents/carers in the September of the year prior to intended admission. The Governors have a Published Admission Limit of 252 places for Year 9. The following procedure for applications is designed to ensure that the Governors' Admissions Policy is applied as fairly and consistently as possible.

### **Procedure**

All applications submitted to the home Local Authority naming Trinity High School in any position of preference will be forwarded to the school. The Governing Body will rank all applications against the published Admissions Criteria according to the information given by parents/carers on application forms.

Applications will be sorted in descending order according to the Oversubscription Criteria below. With only 252 places available, this number will be reached at varying levels each year, depending on the number and nature of applications received.

The deadline for receipt of applications published by the Local Authority must be adhered to and applications received after this date will be at a disadvantage in the event of oversubscription.

### **Late Applications**

Late applications received up to and including 31 January 2018 will be accepted and treated as being on time only in the following circumstances:

- Where a family have moved address in the catchment area of the school (See Part 1 appendix in Information for Parents booklet)
- Where it is agreed by the Governing Body of Trinity High School that, circumstances apply and the delay was reasonable, given the circumstances of the case.

### **Offers of Places**

The Governors' Admissions Committee will rank all applications received by the deadline in order of priority as described below. The names of applicants to whom places could be offered will then be provided to the Local Authority who, according to the Co-ordinated Scheme, will make offers. The offer of a place will be a single offer to you of a place at the school for which your child ranks highest, where a place is available; if it is possible to make a potential offer at more than one school, then the final offer will be for the school identified as your higher preference. If you have named Trinity as one of your preferences but have not been offered a place, you will be advised of your right to appeal within fourteen days of the date of the Local Authority posting the letter.

Parents/carers must complete and return the acceptance slip contained in the offer letter as soon as possible, indicating whether they are accepting the place (see below for circumstances where an offer may be withdrawn).

**Firm offers will be made by the home Local Authority on the published date. Offers will not be made by Trinity High School and parents/carers should not contact the school directly if they have not received an offer letter.**

**The Governors reserve their right to withdraw an offer of a place before the student is admitted to the school where it is found that:**

- **the offer of a place has been made on the basis of a fraudulent or intentionally misleading application which effectively denied a place to a student with a stronger claim, for example, the use of an inappropriate home address; or**
- **where a parent/carer has not responded in writing to the offer within 14 days of the offer being made.**

**It may be necessary for the school to carry out checks to confirm that information given in relation to children's home addresses is genuine. Parents/carers may be asked to produce documentary evidence of the address given. If you knowingly give false information in order to obtain a school place you could be guilty of an offence under the Perjury Act 1911.**

If you withdraw your application for any reason or wish to decline an offer of a place at Trinity you must inform the Headteacher and Pupil Admissions and Transfers at your home Local Authority immediately in writing.

You must also notify any change of the student's home address immediately in writing to the Headteacher and to Pupil Admissions and Transfers at your home Local Authority.

### **Waiting Lists**

The parents/carers of students who are unsuccessful in gaining a place in the normal round of applications may write to the Headteacher at Trinity to request that the student's name is placed on a waiting list for a place, irrespective of whether they make an appeal against the decision not to offer them a place. In previous years a small number of places have become available between April and September due to families moving home, etc. If a place becomes available, it will be allocated from the waiting list according to the Oversubscription Criteria listed below. This waiting list is maintained until the end of December 2018.

Please note that if you wish your child's name to remain on the waiting list for Year 9 after December 2018, you must write to the Headteacher at Trinity High School at the **start of each new term** confirming that you wish your child's name to remain on the list. Parents/carers who have applied to be included on the waiting list will only be notified if a place becomes available which can be allocated to their child in line with the criteria published. Each waiting list is maintained strictly in order of the priorities in this Policy and not based on the date the application was added to the list. Therefore applications received after the allocation of places may receive a higher ranking than those who may have been on the list for some time if they have a higher priority in the Oversubscription Criteria.

We have to admit any student who is the subject of a direction by the Local Authority or allocated to us according to the local Fair Access Protocol and any such students take precedence over those on the waiting list.

### **Admission of Children outside of their normal age group**

Parents can request that their child be admitted outside of their normal age group, effectively in the year group below or above their chronological age group. Our admissions officer will then make a decision based on the circumstances of each case.

### **In-Year Admissions for all Year Groups**

Generally, students only transfer from one school to another when there has been a change of home address. For applications to Trinity High School outside the normal round of admissions (that is, other than for a place in September for Year 9) parents need to:

- 1) Obtain an application form (CA1), if a resident in Worcestershire, from any of the following sources;
  - Trinity High School
  - Child's current school (if in Worcestershire).
  - Worcestershire Hub Centre (Tel 01905 822700)
  - Download form from website ([www.worcestershire.gov.uk](http://www.worcestershire.gov.uk))
- 2) Parent/Carer to complete the application form and ensure form is counter-signed by current Headteacher (if already attending a Worcestershire School).
- 3) The parent should then forward form to Trinity High School, marked "Admissions".
- 4) Trinity High School will write to parents, normally within 10 school days of the form being received, to notify of the decision. Where it is not possible to offer a place, parents will be informed and the school will notify the Local Authority of the outcome.

If a place is not available in the relevant year group, the application will be placed on the school's waiting list for admission into the relevant year group. This is organised according to the criteria for over-subscription below. When a place becomes available, it will be offered to the student at the top of the waiting list. However, the School Standards and Framework Act 1998 removes the duty to comply with parental preference where agreeing to the preference would prejudice the provision of efficient education or the efficient use of resources.

If no place is immediately available, parent[s]/carer[s] are entitled to appeal following the procedure outlined above. Where places are awarded we reserve the right to refuse admission for a reasonable period of time to allow and encourage the parents / carers to work with their existing school. Additionally we reserve the right to refuse admission for a reasonable period of time in order to collect information from the student's previous school to facilitate our planning and provision mapping to meet their individual needs with a personalised learning programme. Parents / carers should be aware that in order to ensure the correct provision for all students joining Trinity High School previous school (s) will be contacted to ensure a smooth transition.

Paragraph 3.12 of the Admissions Code states that where the Governing Body does not wish to admit a student with challenging behaviour outside the normal admissions round, it must refer the case to the local authority for action under the Fair Access Protocol, which Trinity High School follows.

***The parents of pupils resident outside Worcestershire, but who wish to apply for a place at any Worcestershire school, must complete an application form provided by the "home" LA. (The "home" LA is defined as the Local Authority relevant to the child's home address). The "home" LA will ensure that the application details are passed onto Worcestershire LA for***

*consideration in the allocation of school places, the "home" LA will notify of the decision – see item 4 above).*

Waiting lists for Academy, Foundation and Voluntary Aided Schools, are maintained by the individual schools and parents will need to contact the school directly, in order to be included.

Trinity High School intends to hold waiting lists for any oversubscribed year group after 1 September. Each term the waiting lists for each year group are re-compiled. Parents/carers must write to the Headteacher at Trinity High School at the start of each new term confirming that they wish their child's name to remain on the list. If a place should become available, applications currently on the waiting list will be ranked according to our Oversubscription Criteria as described below and an offer will be made to the child who ranks highest at that time.

### **Appeals**

The parents/carers of children who are unsuccessful in gaining a place at Trinity High School may appeal to an Independent Appeals Panel. Parents/carers wishing to do this should contact in writing the Clerk to the Governing Body of Trinity High School **within fourteen days of receipt of notification**.

The Independent Appeal Panel's procedures are in accordance with the Schools Standards and Framework Act 1998, as amended by the Education Act 2002 and the Schools Appeals Code of Practice. Parents/carers may attend the hearing of their appeal and make their case to the panel. Whether an appeal is successful is likely to depend on the merits of the case.

### **Section 3: Oversubscription criteria**

The purpose of the published oversubscription criteria is to give everyone a fair opportunity to apply for a place at the school. The Governors' Admissions Committee takes considerable time and the utmost care to ensure that the system is applied fairly.

Where there are more applications than places students will be offered places in the following order of priority (for definitions of the words in bold, see the section below on Definitions):

1. Relevant "looked after" and "previously looked after" young people.
2. Young people who have a sibling currently attending Trinity High School. In order to qualify for a place on the grounds of a sibling attending the school, the sibling must be attending the school at the time of intended admission.
3. Children of staff employed for at least two years or recruited to meet a skills shortage.
4. Young people who attend our main contributory schools, ie. Birchensale Middle School, Woodfield Academy and Walkwood Church of England Middle School.
5. Other young people who live in the Trinity High School Catchment Area. A copy of the Catchment map is available from the LA or can be seen in school.

## 6. Other young people.

Within each criterion priority will be given to those who live nearest to Trinity High School by the shortest straight line distance. The measurement will be taken using the GeoCode Points for each property and the GeoCode point for the school. The Governing Body will utilise the Local Authority software package called Arcview GIS to determine distance. Ordnance Survey supplies the co-ordinates that are used to plot an address within this system. **In the event of equi-distance applicants, any place will be allocated by random selection (lottery). Someone totally independent of the Governing Body will supervise this process.**

The school may be required to exceed its published admission number by up to two places in each year group to admit students:

- Who have been or are at high risk of being permanently excluded from school
- Who are Relevant Looked After children
- Schools can be required to admit pupils recognised by the local authority as being 'hard to place' within the 'Fair Access Protocol.'

Where there are too many applications from within the first category, applications will be given priority if they meet the conditions of the second category. If any places then still remain, applications will be given priority according to the third category, and so on.

### **Definitions**

#### **Relevant Looked After and previously Looked After Children**

'Looked after' means all those currently in the care of or accommodated by a Local Authority under the terms of the Children Act 1989 and children who were previously Looked After Children who were adopted under either the Adoption Act 1976 or the Adoption Act 2002 or who became subject to a Child Arrangement Order or Special Guardianship Order.

#### **Catchment Area**

Our catchment area is defined on the map which may be viewed at the school on request, or from Pupil Admissions and Transfers at Worcestershire County Council. Proof of residence may be required. The offer of a place may be withdrawn if acceptable proof of residence is not provided when requested.

If you wish to check whether your address falls within the catchment area for Trinity, you may also visit [www.worcestershire.gov.uk](http://www.worcestershire.gov.uk) and use the on-line postcode catchment area checker.

#### **Parent[s]/Carer[s]**

Parent, carer and others who have actual care of a student and whose address appears on the student benefit book or other legal agreement confirming the care of the student.

#### **Sibling**

Refers to brother or sister, half-brother or half-sister, step-brother or step-sister or the child of the parent/carers partner where the child for whom the place is sought is living in the same family unit at the same address as that sibling.

In the case of only one place being available for multiple births the Governors will exceed the PAN and admit all children from the multiple births. The Governors will then regulate admission into that year group so as to ensure the number on roll returns to PAN

### **Home**

Must be the address where the student usually lives which is the address of the parent who receives Child Benefit for the student. Documentary evidence may be required. Places cannot be offered on the basis of a possible future address. If you move to a different address but have not sold or given up the tenancy of your previous home, this will not count as a change of address. Also, if you allow your child to live with someone in a different area, the student's usual home will be taken as their home address for the measurement of distance. Students who have parent[s]/carer[s] with shared responsibility will have the address of the parent/carers who is in receipt of Child Benefit used as their home address for admissions purposes. If you are moving, the Governors will need one of the following before they can consider your new address when applying the Oversubscription Criteria for a place at this School:

- a letter from a solicitor confirming that you have exchanged contracts to buy a property
- a tenancy agreement confirming that you will be renting a specific property
- a letter from a housing association confirming that you will be living at a specific address.

### **Section 4: Useful contact details**

#### **Trinity High School**

Tel: 01527 585859

Web: [www.trinity.worcs.sch.uk](http://www.trinity.worcs.sch.uk)

Email: [office@trinityhigh.net](mailto:office@trinityhigh.net)

Headteacher: Mr A Ward

#### **Worcestershire Pupil Admissions and Transfers**

Tel: 01905 765765

Web: <http://www.worcestershire.gov.uk/cms/education-and-learning/enjoy-and-achieve/school-information/school-admissions.aspx>

#### **Postcode catchment area on-line check**

Web: <http://www.worcestershire.gov.uk/cms/education-and-learning/enjoy-and-achieve/school-information/school-catchments.aspx>

**Parent Partnership Service:** local information and independent advice on pupil admissions and transfers to schools

Tel: 01905 727940

Web: [www.ppsworcs.co.uk](http://www.ppsworcs.co.uk)

**ACE (Advisory Centre for Education):** a national charity that provides independent advice for parents and carers of children aged 5-16 in state-funded education

Tel: 0808 800 5793

Web: [www.ace-ed.org.uk](http://www.ace-ed.org.uk)



### **Transport Assistance**

Free transport to school may be provided by the Local Authority in certain circumstances. Full details are available from your Local Authority. The contact details for Worcestershire are:

Tel: 01905 766524

Web: [www.worcestershire.gov.uk/schooltransport](http://www.worcestershire.gov.uk/schooltransport)

The information contained in this policy is correct at the time of going to press (September 2016) but minor amendments may be made without notice, for example to comply with new statutory requirements or due to circumstances beyond the control of the Governing Body at Trinity High School including information published by Worcestershire County Council.