

Post 16 Admissions Policy

Trinity High School and Sixth Form Centre



Trinity High School & Sixth Form Centre
Part of Bordesley Multi Academy Trust

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Admissions Policy 2023/24

For entry to Year 12 in September 2023

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1. Introduction

The Published Admission Number for external students (that is, students who have not attended Trinity High School & Sixth Form Centre in Year 11) for entry in Year 12 in September 2023 and subsequent years will be at least 20, unless changed in accordance with statutory procedures. This is the minimum number of external applicants who will be offered places.

Admission to Trinity High School & Sixth Form Centre is not dependent on any “voluntary” contribution.

2. Entry Requirements for the Sixth Form at Trinity High School & Sixth Form Centre

Trinity High School & Sixth Form Centre is part of the Bordesley Multi Academy Trust, for students aged 13-18.

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

3. Applying for Places

Trinity High School & Sixth Form Centre welcomes applications from all young people who meet the Sixth Form entry requirements. Students and their parents/carers who are considering applying are warmly invited to visit the school on our Open Evening for Year 11 students in November of the year prior to intended admission.

All students who are currently on-roll at Trinity in Year 11 are automatically offered places in Year 12, if they achieve the entry requirements for the Sixth Form, as detailed in our prospectus for 2023/24. If a Trinity student does not take up this offer, but decides after the 1st September that he/she wishes to return to the Sixth Form, he/she will join the waiting list and will only be offered a place if one becomes available under the terms of the published Oversubscription Criteria.

All applicants, including applicants from Trinity must return the paper form by the following date:

<i>Closing date for all applications: 30 November 2022</i>

Further information on the application process is published in our Sixth Form prospectus and is also available on our website.

4. Education Health and Care Plan (EHCP)

Children for whom an EHCP has been agreed naming Trinity on the statement:

Where places required by EHCP students are known before the Admissions Committee meets, the number of students with statements naming this school will be deducted from the places available to be offered. Such students are automatically offered places at the school and the Head Teacher 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 admitting the applicant would have a detrimental impact on the learning of other students.

5. Late Applications

Applicants who fulfil the entry requirements but whose applications are received after the deadline of 30th November 2022 will be treated as lower priority than those applications received on time.

6. Offers of Places

All applicants who meet the entry criteria detailed in our current prospectus will be offered the opportunity for an information and guidance discussion with a senior member of staff at Trinity in order to agree the most suitable pathway and courses. Following these discussions, successful applicants will be sent provisional offers of places for the agreed pathway and courses, subject to places being available. If there are more applicants than available places the Governors' Admissions Committee will rank all applications received by the deadline in order of priority, as described below under the Oversubscription Criteria.

Any applicants to whom we cannot offer a place will be notified.

The Governors reserve their right to withdraw an offer of a place before the student is admitted to the sixth form 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
- an applicant has not responded in writing to the offer within 14 days of the offer being made.

If you withdraw your application for any reason, or wish to decline an offer of a place at Trinity, you must inform the Director of Sixth Form immediately in writing.

You must notify any change of the student's home address immediately in writing to the Director of Sixth Form.

7. Waiting Lists

If we have too many applications for available places in the Sixth Form at Trinity, those applicants who have been unsuccessful will be placed on a waiting list, which should be requested in writing. This waiting list is held until 31st December 2023, as considerable student movement is often seen between the publication of GCSE results in August and the end of the autumn term. If places do become available, the waiting list, including late applicants, will be ranked strictly in accordance with the published Oversubscription Criteria and the applicant who ranks highest at that time will be offered a place, subject to availability, in the agreed pathway and courses.

8. Appeals

Applicants or their parents/carers who are unsuccessful in gaining a place at Trinity High School & Sixth Form Centre may appeal to an Independent Appeals Panel. Applicants or parents/carers wishing to do this should contact the Clerk to the Governing Body of Trinity High School & Sixth Form Centre **in writing within twenty school 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. Applicants and their parents/carers may attend the hearing of their appeal and make their case to the panel.

9. Oversubscription Criteria

Where there are more applications than places, students will be offered provisional places, subject to availability, in the agreed pathway and courses, in the following order of priority (for definitions of the words in bold, see the section below on Definitions):

- Children Looked After and previously Children Looked After, including those who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.
- Previous Year 11 students.
- Students with a **sibling** on-roll at Trinity at the date of application.
- Students who live in the Trinity High School & Sixth Form Centre **catchment area**.
- Students whose **home** is nearest the school by the shortest straight-line distance.

Within each criterion, priority will be given to those who live nearest to Trinity High School & Sixth Form Centre 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 Academy Trust 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.**

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.

10. Definitions

10.1 Children Looked After and previously Looked After

'Looked after' means all those currently in the care of a Local Authority or accommodated by a Local Authority under the terms of the Children Act 1989 and children who were previously in the care of or accommodated by a Local Authority but immediately after being looked after, became subject to an adoption, a child arrangements order or special guardianship order and includes those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. By children previously in state care outside of England, we mean children who have been looked after outside of England by a public authority, a religious organisation or another provider of care whose sole purpose is to benefit society. The care may have been provided in orphanages or other settings. Independent supporting evidence will be required to be provided with the application.

10.2 Sibling

By sibling we mean a brother or sister, half brother or sister, adopted brother or sister, stepbrother or stepsister, or the child of the parent's/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling. It is helpful if parents make it clear on the application form where the sibling has a different family name. Where there is more than one sibling at the school, only the youngest should be listed on the application form.

10.3 Home

By normal home address, we mean the child's home address. This must be where the parent or legal carer of the child lives with the child, unless it is proved that the child is resident elsewhere with someone else who has legal care and control of the child. The address should be a residential property that is owned, leased or rented by the child's parent/s or person with legal care and control of the child.

To avoid doubt, where a child lives with parents with shared responsibility, each for part of a week or month, the address where the child lives will be determined having regard to a joint declaration from the parents stating the exact pattern of residence. If the residence is not split equally, then the relevant address used will be that at which we are satisfied that the child spends the majority of the school week. Where there is an equal split, or there is any doubt about residence, we will make the judgement about which address to use, for the purpose of determining whether or not to offer a place. We will take into account, for example, the following:

- any legal documentation confirming residence.
- the pattern of the residence.
- the period of time over which the current arrangement has been in place.
- confirmation from any previous school of the contact details and home address supplied to it by the parents.
- where the child is registered with his/her GP.
- any other evidence that the parents may supply to verify the position.

We may ask for evidence of the normal home address in the form of a recent bill. This could be, for example, the most recent Council Tax bill, utility bill no more than three months old, a current TV licence, buildings and contents insurance, mortgage statement or rent book which shows the address concerned. Parents who are unable to provide this evidence should contact the school to discuss what evidence might be acceptable. If it becomes clear, or if there is any doubt, that the parents and child are not living at the address given on the application form, the school may seek further evidence. The school works closely with the LA to ensure that places are not obtained at the school on the basis of false addresses, and, in cases of doubt, will take steps to verify the information provided. If a place at the school is offered, and it later becomes clear that the offer was made on fraudulent or misleading information (e.g. a false claim to living in the catchment area), and the school has denied a place to a child with a stronger claim, the school will withdraw the offer of a place. The offer can also be withdrawn even after the child has started at the school.

We regard a child's home address to be where he or she sleeps for the majority of the school week (Monday to Friday). We may ask to see official documentation, such as a child benefit book or medical card if there are reasons why a child does not live at his or her parent's address. For example, if he or she is resident with a grandparent, this needs to be made clear on the application form. If such arrangements are not declared or a relative's address is used on the application, we may consider that a false declaration has been made and withdraw the offer of a place. Childcare arrangements are not sufficient reason for listing another address.

If parents move house after the application has been made, but before any offer of a place has been made, the home LA must be informed.

If parents are moving, we will ask for evidence of the move, when considering any application for a place under the co-ordinated scheme.

We would not accept an address where the one given is that of a second home, with the main home being elsewhere. If there are two or more homes, we will check which is the main home and may refuse to base an allocation of a place on an address which might be considered only temporary. Nor would we accept an address where the child was resident other than with a parent or carer, unless this was part of a fostering or formal care arrangement. We would not

normally accept an address where only part of a family had moved, unless connected with a divorce or permanent separation arrangement, in which case we would require proof.

We are required to use a future address as the home address of the child even if the family are not yet physically living there when the application is for the child of service personnel with a confirmed posting or the child of crown servants returning from overseas.

You must notify any change of the student's home address immediately in writing to the Director of Sixth Form.

11. Trinity High School & Sixth Form Centre Sixth Form contact details

Trinity High School & Sixth Form Centre
Easemore Road
Redditch
Worcestershire
B98 8HB

Tel: 01527 585859

Fax: 01527 65587

Email: office@trinityhigh.net

Website: www.trinity.worcs.sch.uk

Headteacher: Mr N. Ford

Director of Post 16: Mr J. Petit