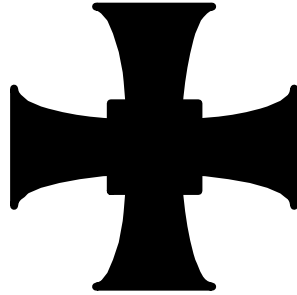


TRINITY SCHOOL



**ADMISSIONS POLICY
FOR ENTRY IN SEPTEMBER 2010**



**Full Governing Body
Revised: January 2009
Ratified: March 2009
Next review: January 2010**

ADMISSION ARRANGEMENTS

Trinity School is a Voluntary Aided, Church of England, comprehensive school with designation from the Department for Education and Skills as a specialist school in languages. The school governors are the Admissions Authority for the school. The school's Admissions Policy has due regard to the characteristic strands which contribute to the school's overall identity:

- Church of England
- Comprehensive

Making an application

Applications for admission to the school should be made on the common application form enclosed with the Local Authority's brochure, and also on the School's own form if the parent/carer wishes to be considered under criteria 3 or 6 (see below), between 1st September 2009 and **Friday 23rd October 2009**.

Applications may also be made on-line. Whether application is made on paper or electronically, both forms must be completed **only** if the parent/carer wishes to be considered under criteria 3 or 6 (see below). The parent/carer should follow the instructions for supplementary forms on screen at the time of completing the Local Authority's online SPT/3 application form.

Letters informing parents/carers of whether or not their child has been allocated a place will be sent out by the Local Authority on 1st March 2010. Parents/carers of children not admitted will be informed of the reason and offered an alternative place by the Local Authority.

Section 324 of the Education Act (1996) requires the governing bodies of all maintained schools to admit a child with a statement of special educational needs that names their school, and Trinity School Governors are more than happy to do that.

Admission procedures

The number of places available for admission to Year 7 in the year 2010 will be a maximum of 240. This arrangement follows consultation between the governing body, the Diocesan Board of Education, Local Authorities and other admissions authorities in the area. The governing body will not place any restrictions on admissions to Year 7 unless the number of children for whom admission is sought exceeds this number.

The Governing Body is required to operate a system of equal preferences under which they consider all preferences equally and the Local Authority allocates places in accordance with the Co-ordinated Admissions Scheme. In the event that there are more applicants than places, the governing body will allocate places using the following criteria, which are listed in order of priority:

- | | |
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| 1. | A child in public care, giving priority, if necessary, to the youngest. [see notes 1 & 2 below] |
| 2. | A child who has brothers or sisters at the school at the time of their admission and who lives in the catchment area of the school. Priority will be given to those with the youngest siblings. Brothers and sisters are those living at the same address and include step and foster siblings. Priority will only be given where it is known at the time of allocating places that a sibling will be attending the school at the time of admission. [see note 2 below] |
| 3. | A child who, or the child of a parent/carer who, has worshipped at least twice a month for at least two years at a Church of England church, as certified by the church(es) concerned and whose home address is no more than 15 miles from the school. [see note 2 below] |
| 4. | A child who lives in the school's catchment area as defined by Cumbria County Council. [see note 2 below] |

5. A child who has brothers or sisters at the school at the time of their admission and who lives outside the catchment area of the school. Priority will be given to those with the youngest siblings. Brothers and sisters are those living at the same address and include step and foster siblings. Priority will only be given where it is known at the time of allocating places that a sibling will be attending the school at the time of admission. [see note 2 below]
6. A child who has been Baptised or who has had a Service of Dedication or Thanksgiving into the Church of England or into another Church which is a member of Churches Together in Britain and Ireland or the Evangelical Alliance, as certified by the Church concerned and whose home address is no more than 15 miles from the school. [see note 2 below]
7. A child who lives outside the catchment area, based on closeness to the school, as measured in a straight line on a map from the front door of the Creighton Building.

Note 1 A child in public care (looked after child) means a child who is looked after by a local authority in accordance with section 22 of the Children Act 1989.

Note 2 Within criteria 1 to 6, closeness to the school will be the means used to place applicants in rank order. This means the distance from the front door of the child's home address to the front door of the Creighton building, measured in a straight line on a map. The exception to this are criteria 2 and 5 where priority will be given to those with the youngest siblings and then closeness to the school.

Admissions information

Last year, for entry into Year 7 in September 2008, the school received over 800 requests for admission, and over 400 of those indicated to the Local Authority that Trinity School was their school of choice. We were able to offer places only to 240 students. There were 108 appeals, of which about half were successful. For entry into the school in September 2009, we received a similar number of applications and offered 240 places.

Late applications for admission

Late applications will be considered according to the Local Authority's Co-ordinated Admissions Scheme (Section 12 [1]). This usually means that the child is not offered a place at the school if the application is received after 23rd October.

Waiting list

Where we have more applications than places, the admissions criteria will be used. Children who are not admitted will have their name placed on a waiting list. The names on this waiting list will be in the order resulting from the application of the admissions criteria. Since the date of application cannot be a criterion for the order of names on the waiting list, late applicants for the school will be slotted into the order according to the extent to which they meet the criteria. Thus it is possible that a child who moves into the area later to have a higher priority than one who has been on the waiting list for some time. If a place becomes available within the admission number, the child whose name is at the top of the list will be offered a place. This is not dependent on whether an appeal has been submitted. The waiting list will close with effect from the end of December 2010.

Address of child

The address used on the school's admission form must be the current one at the time of application. If the address changes subsequently, the parents should notify the school. Where the parents/carers live at different addresses, the current-at-the-time-of-application, normal address of the child will be the one used. This will normally be the one where the child wakes up for the majority of Monday to Friday mornings, or the address to which child benefit is sent. Parents/carers may be asked to show evidence of the claim that is being made for the address.

Where there is dispute about the correct address to use, the governors reserve the right to make enquiries of any relevant third parties, e.g. the child's GP. For children of UK Service personnel and other Crown Servants returning to the area proof of the posting is all that is required.

Applications of places outside the normal admissions round (Mid Year admissions)

It sometimes happens that a child needs to change school other than at the "normal" time. Parents/carers wishing their child to attend Trinity School should contact the Local Authority and complete an **SPT8 Mid-Year Admission Form**. If there is a place in the appropriate class, then the head teacher, on behalf of the governors, will arrange for the admission to take place. If there is no place, then the headteacher will inform the family and the LA of this, and provide information about how to appeal against the refusal.

Please note that parents/carers cannot re-apply for a place at a school within the same school year unless there has been relevant, significant and material change in the family circumstances.

Appeals

Where the governors are unable to offer a place because the school is over subscribed, parents/carers have the right to appeal to an independent admission appeal panel, set up under the School Standards and Framework Act, 1998, as amended by the Education Act, 2002. **Parents/carers should notify the Clerk to the Governors at the school within 10 school days of receiving the letter refusing a place.** Parents/carers will have the opportunity to submit their case to the panel in writing and also to attend in order to present their case. They will normally receive at least 10 school days' notice of the place and time of the hearing.

Please note that this right of appeal against the governors' decision does not prevent parents/carers from making an appeal in respect of any other school.

Fraudulent applications

Where the governing body discovers that a child has been awarded a place as the result of an intentionally misleading application (for example a false claim to residence in the catchment area or of involvement in a place of worship) which effectively denies a place to a child with a stronger claim, then the governing body is required to withdraw the offer of the place. The application will be considered afresh and a right of appeal offered if a place is refused.

ADMISSION AT POST-16

Students will be admitted at age 16, from both Trinity School and other secondary schools, providing that an appropriate course of study is available and that the student is prepared to follow a course of study recommended by the school, in consultation with the student. For further information see Trinity School's 'Sixth Form Course Guide'.

While most students will transfer to Sixth Form aged 16, in certain circumstances other students will be considered, for example, those for whom education has been accelerated or those that have taken time out of education.

Following consultation between the Governing Body, the Diocesan Board of Education, Local Authority and other admissions authorities in the area, for admission to Year 12 in the year 2010 the Governing Body places

- no limit on the number of places available to Trinity's Year 11 students
- normally between 40 and 60 places are available to students from other schools or circumstances, if appropriate courses are available, and so long as a good working number of students in classes in Year 12 can be maintained.

Applications are usually made by means of the form in the Sixth Form Courses guide, in February and March. Guides are available from the school throughout the year.