TRINITY SCHOOL
Carlisle

DRAFT

ADMISSIONS POLICY

FOR ENTRY IN SEPTEMBER 2013
FOR YEARS 7 AND 12

AND DURING THE SCHOOL YEAR
September 2013 to July 2014
for all Mid Year Admissions

Full Governing Body
Revised: November 2011
Accepted: December 2011
Consultation: Jan - Feb 2012
To be ratified: March 2012
Next review: November 2012

ADMISSION ARRANGEMENTS

Trinity School is a Church of England Academy, a mixed 11-18 comprehensive school which has been a specialist college for Modern Foreign Languages. The school's Admissions Policy has due regard to the characteristic strands which contribute to the school's overall ethos:

- Church of England
- Comprehensive

Making an application

Applications for admission to the school into Year 7 for September 2012 should be made on the common application form (SA3), which is distributed by Cumbria Local Authority on their website. Details are also available from their Admissions Team, 5 Portland Square, Carlisle, CA1 1PU. This is completed between 1st September 2012 and **Monday 29th October 2012** by which date it should be finished online.

Applications may also be on the Local Authority's SA3 application form which is available from the Cumbria County Council website. This should be returned to the Local Authority, again by **Monday 29th October 2012.**

If the parent/carer wishes an admission to be considered on the basis of Christian faith, under criteria 3 or 8 (see below), then the school's Supplementary Form should be completed. This is in the school's prospectus and is also available from the school, in printed form or electronically. It should be returned to the school, for the attention of the Admissions Officer, by **Monday 29th October 2012.**

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 2013. Parents/carers of children not admitted will be informed of the reason and offered an alternative place by the Local Authority. They will also be informed of their right to appeal.

Admission procedures

The number of places available for admission to Year 7 in the year 2013 will be a maximum of 240. This arrangement follows consultation between the governing body, the Diocesan Board of Education, Cumbria Local Authority 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 operates 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. If there are more applicants than places, the governing body will allocate places using the following criteria, which are listed in order of priority:

Students with Statements of Special Education Needs

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.

Trinity School Governors, as the Admission Authority for the school, are more than happy to do that, so long as we are sure that we can meet those needs in the school.

Consideration of admission for any student with a statement of special education needs happens outside the usual over-subscription criteria for the school, and such students would still be admitted to the school even if we exceeded our Pupil Admission Number of 240.

1 A child in public care - giving priority, if necessary to the youngest – or a child who has been in public care but who has been adopted. [See notes 1 and 2 below]

2 A child who has brothers or sisters in the school at the time of their own admission, or whose brothers or sisters have been in the school and who have left within the last five years, and who lives in the catchment area of the school. Priority will be given to those with youngest siblings. Brothers and sisters are those living permanently at the same address, and include step, adopted and foster siblings. [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 recognised by Churches Together in Britain and Ireland, or by the Evangelical Alliance, 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 in the school at the time of their own admission, or whose brothers or sisters have been in the school and who have left within the last five years, and who lives outside the catchment area of the school. Priority will be given to those with youngest siblings. Brothers and sisters are those living permanently at the same address, and include step, adopted and foster siblings. [See note 2 below]

6 A child who attends one of the primary schools whose pupils usually transfer to Trinity School for their secondary education. These schools are Stanwix School, Kingmoor Junior School, Houghton School, Rockliffe School, Blackford School, and Robert Ferguson School.

7 A child of a member of staff who has been employed in the school for two years or more at the time when the application for admission to the school is made.
[Subject to this being accepted nationally in February 2012)

8 A child who has been baptised (christened) or who has had a service of dedication or thanksgiving into a church recognised by Churches Together in Britain and Ireland, or by the Evangelical Alliance, as certified by the church(es) concerned and whose home address is no more than 15 miles from the school. [See note 2 below]

9 A child who lives outside the catchment area of the school, as defined by Cumbria County Council, based on closeness to the school. [See note 2 below]

Notes

1 A 'child in public care' means a child who is looked after or has been looked after by a local authority in accordance with section 22 of the Children Act 1989.

2 Within criteria 1-9, closeness to the school will be the means used to place applicants in rank order if that is necessary. This means the distance from the child's permanent home address to the main entrance on Strand Road, constructed in 2011, measured in a straight line on a map. The exception to this is in criteria 2 and 5, where priority will be given to those with youngest siblings already in the school, and then closeness to the school.

Admissions information

For entry into Year 7 in September 2012, the school received over 500 requests for admission, and over 260 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. In 2011, there were 8 appeals, of which all eight were successful.

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 29th October 2012.

Waiting list

Where we have more applications than places, the admissions criteria – properly known as the over-subscription 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 for 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 Autumn Term 2012**. After that, a child's name will be placed on the waiting list if the parents/carers ask for that to happen.

Address of the 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 for 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 **SA8 Mid-Year Admission Form**. If there is a place in the appropriate year and class, then the headteacher, on behalf of the governors, will arrange for the admission to take place. If there is no place, then the headteacher will inform the LA of this, who will in turn, inform the family, 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 Admissions Appeal Panel at the school within 14 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 14 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.

We make the arrangements for our own Appeal Panel, through their Clerk who can be contacted through the school address. However, the Clerk of the panel, and its Chair, and all its members are independent of the school, and of our staff and governors.

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 to Trinity School Sixth Form Centre for students aged 16 or over

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 and parents/carers. For further information please see Trinity School's 'Sixth Form Course Guide', which is published in January each year, with a full list of our courses and fuller details of our approach to study.

We expect that most students will transfer to the Sixth Form Centre at the age of 16, having finished their GCSE courses successfully in Trinity School or another school. In certain circumstances, other students may be considered - for example, those for whom education has been accelerated, or those that have taken time out of education, students educated at home, or joining us from overseas.

Following consultation between the Governing Body, the Diocesan Board of Education, the Local Authority and other admissions authorities in the area, for admission to Year 12 in 2012, the Governing Body makes the following arrangements:

- there will be a maximum of 250 places for students to begin their studies in Year 12 in September 2013 in Trinity School Sixth Form Centre, which is our Published Admission Number;
- while there will be no limit on the number of places available to Trinity's Year 11 students, we anticipate that some 200 may take up places in the Sixth Form Centre, based on recent years' experience, and so long as we have courses of study which match their needs, abilities and aspirations;
- normally, therefore, between 40 and 60 places are available to students from other schools or in different circumstances, if appropriate courses are available, and so long as a good working number of students in and classes in Year 12 can be maintained;
- the school will seek to ensure that students have the right level of qualifications and the right approach to study in order to do well in the Sixth Form Centre, before they can be admitted;
- in particular, for a full A level programme, the school expects students to be reaching grade B or better in their GCSEs. For the more demanding A levels (Maths, the sciences and Modern Languages) the school expects students to be gaining mainly A grades in all GCSEs and certainly in those subjects before beginning such courses with us.
- in the event of oversubscription, the same criteria in the same order will be applied to Sixth Form places as apply to the 11-16 school. That is, priority will be given to students with Statements of Special Education Needs (provided that we can meet those needs successfully in the Sixth Form Centre) and to students who are in the care of the Local Authority. The school has not applied its over-subscription criteria in the past several years, preferring to guide students towards courses on which we believe that they will be successful and happy.

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 and from the Sixth Form Centre throughout the year.