

## **Admission Policy**

### **For entry to Year 12 in September 2016**

#### **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 2016 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.

#### **Entry Requirements for the Sixth Form at Trinity High School & Sixth Form Centre**

Trinity High School & Sixth Form Centre is an independent state funded academy for students aged 13-18. Trinity High School is a specialist school with Business & Enterprise status.

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

#### **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 and their parents/carers 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 2016-17. If a Trinity student does not take up this offer but decides after 1 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:

***Closing date for all applications: 30 November 2015***

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

### **Statement of Special Educational Needs**

Children for whom a **Statement of Special Educational Needs** has been agreed naming Trinity on the statement: where places required by statemented 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 to admit the applicant would have a detrimental impact on the learning of other students.

### **Late Applications**

Applicants who fulfil the entry requirements whose applications are received after the deadline of 30 November 2015 will be treated as lower priority than those applications received on time.

### **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; or
- where 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.***

### **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 if requested in writing. This waiting list is held until 31 December 2016 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.

### **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 in writing the Clerk to the Governing Body of Trinity High School & Sixth Form Centre 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. Applicants and their parents/carers may attend the hearing of their appeal and make their case to the panel.

### **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):

1. Relevant **Looked After and previously Looked After Children**
2. Students who live in the Trinity High School & Sixth Form Centre **catchment area**
3. Students with a **sibling** on roll at Trinity at the date of application who is likely to remain on roll at the date of admission.
4. Students whose **home** is nearest the school by the shortest straight line distance.

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.

In the event of a tie-break on distance from **home** then lots will be drawn for any available place. This process will be supervised by someone independent of the school.

### **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 in the care of or accommodated by a Local Authority but immediately after being looked after, became subject to an adoption, residence or special guardianship order.

#### **Sibling**

Refers to brother or sister, half-brother or half-sister, step-brother or step-sister or the child of the parent/carer's 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.

In the case of over subscription for all criteria places will be allocated to pupils who live nearest to the school by the shortest walking route distance. The measurement will be taken from the front entrance of the pupil's home to the nearest school entrance, which is the access point to the school site. The Local Authority use a software package called Arcview GIS to determine distance. Ordnance Survey supply 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).

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

## 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  
Web: [www.trinity.worcs.sch.uk](http://www.trinity.worcs.sch.uk)  
Email: [office@trinityhigh.net](mailto:office@trinityhigh.net)  
Head Teacher: Mr A Ward  
Director Post 16: Mr J Petit

The information contained in this policy is correct at the time of going to press (February 2014) 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 including information published by Worcestershire County Council