

Determined: 11.02.19
Ref: TRA001

ADMISSIONS POLICY 2021-22

Introduction

Trinity Academy is a state-funded, independent, non-selective school with a Catholic ethos and is open to members of all denominations and faiths and those with no religious background. No religious criteria whatsoever are used within the admissions process. Trinity Academy is a Free School (a school set up in response to what local people have said they want and need in order to improve education for children in the local community) and is committed to academic rigour and social equity. The school aims to serve communities in the Clapham, Balham and Brixton Hill area of South West London, and welcomes applications from other districts.

Our admissions policy reflects these aspirations. Trinity Academy is committed to providing equitable access to the school on the basis of straightforward, open, fair and transparent admissions arrangements. The school will act in accordance with the School Admissions Code (as revised December 2014), the School Admissions Appeals Code and admissions law as they apply to academies.

Trinity Academy will provide school places for young people aged 11-18, as follows:

- a) 120 places for admission into Year 7 in 2021.
- b) 120 students in the 6th Form across lower sixth (Year 12) and upper sixth (Year 13) in 2021.

Entry into Year 7

Application Process

Trinity Academy is part of the London Borough of Lambeth's coordinated arrangements. Information on how to apply to a secondary school in Lambeth is provided on the council's secondary admissions web page.

Parents are required to complete a Common Application Form (CAF) that is provided by the local authority in which the applicant lives. Parents also have to complete Trinity Academy's Supplementary Information Form and return it to the school office. The Common Application Form (CAF) for Lambeth residents is available from Lambeth Council's website and the Supplementary Information Form from Trinity Academy's website.

Parents/carers living outside of Lambeth should contact their home local authority to obtain the CAF.

Parents/carers should take care to note the deadline for submission of the CAF and the date offers will be made. These are 31st October 2020 and the National Offers day 1st March 2021 respectively.

Supplementary Information Forms MUST be returned to the Admissions Officer at Trinity Academy by Friday 16th October 2020. Details of key dates will be published on the school's website.

Providing fraudulent information or deliberately misleading information on any admission form could result in a place being withdrawn.

Trinity Academy will operate in keeping with the local authority's Fair Access Protocol.

Trinity Academy has a Published Admissions Number of 120 for admission into Year 7 in 2021. All applicants will be admitted if 120 or fewer applications are received, if more than 120 applications are received the oversubscription criteria will be applied.

Entry into 6th Form

Application Process

Trinity Academy will operate a 6th Form for 120 students. Students on the Academy roll at the end of 5th Form (Year 11) will be automatically granted a place in the 6th Form providing they have satisfied the entry criteria. If fewer than 60 students transfer from 5th Form into Lower 6th Form (Year 12), the Academy will open the spaces to external candidates until a total of 60 students is reached.

To enter Trinity Academy 6th Form all students must meet the entry requirements for their particular courses of study. Trinity Academy will publish these each year in the current 6th Form prospectus.

Applications need to be made via the Trinity Academy application form, stating preferred courses, providing predicted grades and supported by a personal statement. An assessment of suitability for a course will be made using this information along with a reference from the applicant's current school. The application form is available on the Academy's website and in the 6th form prospectus and must be returned by the dates in the accompanying notes.

Conditional offers will be made subject to places being available on chosen courses and where subject specific entry requirements for these courses are likely to be met.

Where there are more external applicants who meet the entry requirements than places available, the oversubscription criteria will be applied.

Special Educational Needs

Children with an Education Health Care Plan (EHCP) where Trinity Academy is named on the EHCP will be allocated places at the school before other applications are considered.

Oversubscription Criteria

Where the school receives more applications than it has places available, and after the admission of children with an EHCP naming the school, Trinity Academy will rank all candidates in the sequence of the categories listed below and according to the criteria set

out. The term 'applicant' refers to the child seeking admission to the school, NOT to his/her parent or guardian.

a) Looked-After Children

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order [90] including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted.

A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

[90] An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

Documentary evidence of status, in the form of a letter from a social worker, the Local Authority or other appropriate body (e.g. adoption agency) will be required. No further qualifying criteria apply to this category. A child in public care (looked after child) means a person under the age of 18 years who is provided by social services with accommodation by agreement with their parents/carers (Section 20 of the Children Act 1989) or who is the subject of a care order under Part IV of the Act. Children who are looked after under an agreed series of short-term placements (such as respite) are excluded. All applications under this criterion must be supported by a letter from the relevant Local Authority.

b) Medical or Social: Children for whom it can be demonstrated that they have a particular medical or social need to go to the school.

c) Siblings

Applicants who will have a sibling on the school roll at the time of admission (the beginning of the term for which the applicant is seeking admission). Siblings include natural brothers and sisters, half-brothers/sisters, step-brothers/sisters, adopted or foster brothers/sisters. This includes students in the 6th Form.

Where applications are received from triplets, twins, other multiple births and other same-year siblings, places will be allocated to all of the group of siblings straight after a place has been allocated to any one of them in any category. In the event that a place is allocated to the first of such a group and too few places remain to accommodate the others, all of the multiple birth/same-year sibling group will be offered places even if this means exceeding the PAN.

d) Children Eligible for the Pupil Premium

After places have been allocated to applicants in the categories listed above, pupils qualifying for the Pupil Premium, including the Service Premium, will be given preference for up to one third of all remaining places.¹

¹ Currently, children are eligible for the Pupil Premium if they have been registered as eligible for free school meals at any point during the previous six years. Children who have been looked after for 1 day or more or were adopted from care on or after 30 December 2005, or left care under a Special Guardianship Order on or after 30 December 2005, or a Residence Order on or after 14 October 1991 also qualify for Pupil Premium, but Looked After (and previously looked after) Children are allocated places under Section A of the oversubscription criteria and do not therefore need to apply for preference under this section. Children are eligible for the Service Premium if one of their parents is serving in the regular armed forces, one of their parents served in the regular armed forces in the last 3 years or one of their parents died while serving in the armed forces and the pupil is in receipt of a pension under the Armed Forces Compensation Scheme (AFCS) and the War Pensions Scheme (WPS).

Where the number of remaining places is not divisible by 3 to produce a whole number (i.e. integer), the normal rounding convention will be used – i.e. where there is a fraction of one half or more, the number is rounded UP, where there is a fraction of less than a half, it is rounded down.

To receive preference under this category an applicant's parent/guardian **MUST** have submitted a Supplementary Information Form as well as their application form. If the number of applicants within this category exceeds the number of places available, places within this category will be allocated by random allocation using a computer programme. This process will be conducted and verified by an independent person of good standing.

e) Random Allocation – Inner Catchment Area and Outer Catchment Areas

The area serving the Academy is divided into an inner catchment area, defined as being covered by the following postcode areas: **SW2, SW4, SW8, SW9, SW11, SW12, SW16, SW17, SE5, SE11, SE17, SE19, SE21, SE24, SE25, SE27, CR4, CR7** and an outer catchment area, defined as being any area outside of the inner catchment postcode areas. Three fifths (60%) of any remaining places (the precise number being calculated using the standard rounding convention) will be allocated by random allocation to applicants living in the inner catchment area. One fifth (20%) of any remaining places (the precise number being calculated using the standard rounding convention) will be allocated by random allocation to applicants living in the outer catchment area. This process will be conducted using a computer programme and will be verified by an independent person of good standing. A map showing the inner catchment area is available on the Academy's website.

f) All others – using distance criteria

All remaining applicants will be ranked on the basis of distance between the applicants' homes and the Trinity Academy reference point and places allocated accordingly (i.e. those living nearer to the reference point will be allocated places before those living further away). The reference point will be the centre of the learning campus site at 56 Brixton Hill where Trinity Academy is located.

Distance will be measured in a straight line from the reference point to the child's home address as identified by the Local Authority's mapping system and measured using their software.

The applicant's home is the address where he/she lives for most of the week during term time. Where an applicant divides his/her time equally between two addresses, his/her home will be the address where he/she is registered with his/her GP.

Tie Break: Where two or more applicants live exactly the same distance from a reference point, ranking priority will be established by random allocation using a computer program. This process will be conducted and verified by an independent person of good standing.

Admission of Children Outside their Normal Age Group

A request may be made for a child to be admitted outside their normal age group, for example if the child is gifted and talented or has experienced problems such as ill health.

Any such request should be made in writing to the Principal of the Academy. A decision about the request will be made based on the circumstances of the case and in the best interests of the child.

Waiting List

If the school is oversubscribed, the names of all unsuccessful applicants will be placed on the waiting list, which will be kept until the 31st December following the September to which the admissions round relates. Parents/carers will be contacted at the beginning of the September term to confirm whether they wish their children's names to remain on the list. When a name is added to the waiting list, the list will be re-ranked according to the oversubscription criteria. A fresh round of random allocation is carried out whenever a place is offered to an applicant on the list. Parents and carers should note that applicants with an EHCP naming the school, looked-after and previously looked after children and children subject to the Fair Access Protocol will take precedence over others already established on the list.

Appeals

Parents who are dissatisfied with the school's decision not to admit their child/children may appeal to an independent appeals panel against that decision. Information relating to the appeals process including dates, deadlines and location arrangements will be published on the school website no later than the National Offer date.

The determination of the panel will be made in accordance with the School Admission Appeal Code and will be binding on all parties. Appeals should be made in writing to the Clerk to the Governors at Trinity Academy within 20 school days from the date of notification that an application was unsuccessful. Parents/carers will be given at least 10 school days notice of an appeal hearing.

In-Year Admissions.

Applications for a place at Trinity Academy in-year, must be made directly to the Academy via an application form available from the Academy reception or by contacting Trinity Academy Admissions. In the event of there being more than one application for an available place, the same criteria will be used to rank the applications as that listed above. This may require additional documentation such as proof of address or pupil premium status. If a place cannot be offered, parents/carers will be given the opportunity of placing their child's name on a waiting list. This does not prevent parents from exercising their right to appeal against the decision not to offer a place.

Parents/carers who are seeking a new school place for their child who has been permanently excluded from a school should not apply via the in-year process. Instead, if they are a Lambeth resident, they should contact the Inclusion Team at Lambeth Local Authority to discuss revised educational arrangements as detailed in the permanent exclusion letter issued. For non-Lambeth residents, parents/carers should contact their home Local Authority to find out how they can offer support and guidance regarding the next steps.

Review: To be reviewed annually

TRINITY ACADEMY IN YEAR ADMISSION APPLICATION

If you are seeking a place for your child at Trinity Academy you should complete this application form and return it to the Admissions Officer at the Academy. **Address:** Trinity Academy, 56 Brixton Hill, Brixton, London, SW2 1QS, **Email:** admissions@trinityacademylondon.org

Please complete this form using black ink and CAPITAL LETTERS. You must include recent copies (less than 3 months old) of two forms of proof of address, one of which must be a council tax bill, utility bill, solicitor's letter showing completion date or a signed tenancy agreement. Your child's home address at the date of application is important in deciding whether or not a place can be offered if the academy is oversubscribed. The academy reserves the right to reject an application and/or withdraw an offer of a place should it be established that false information has been given.

1. Details of Child. The Legal Name as on Birth Certificate

Legal First Name	Middle Name(s)	Legal Last Name
Preferred Forename (if different)		Preferred Surname (if different)
Home Address:		Postcode
Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>	Date of Birth:	Mobile Telephone:

2. Year group applied for:

3. Details of People with Legal Parental Responsibility for this Child

Parent/Carer 1

Title (please circle) Mr. Mrs. Miss Ms. Other _____

Legal First Name	Legal Last Name	Relationship to Child
Home Address: (if different from above)		Postcode
Home Telephone	Mobile Telephone	E-mail

Parent/Carer 2

Title (please circle) Mr. Mrs. Miss Ms. Other _____

Legal First Name	Legal Last Name	Relationship to Child
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Home Address: (if different from above)		Postcode
Home Telephone	Mobile Telephone	E-mail

Parent/Carer 3

Title (please circle) Mr. Mrs. Miss Ms. Other _____

Legal First Name	Legal Last Name	Relationship to Child
Home Address: (if different from above)		Postcode
Home Telephone	Mobile Telephone	E-mail

4. Reason for Application

This section must be completed to assist us in processing your child's form.
Please fill in relevant box with details

New arrival to UK (specify Country) Date of arrival to UK (dd/mm/yyyy)	
New arrival from another area within the UK (specify borough/town/country) Date of arrival to London (dd/mm/yyyy)	
Other Reason	

5. Educational History

Is your child presently attending school? YES NO

If YES, please give details of your child's current school

School Name	School Address and Postcode	Start Date

If NO, please confirm the details of last school attended and state reason your child is out of school (include details of overseas school if applicable)

School Name	School Address and Postcode	Start Date	Leaving Date	Reason for Leaving

Has your child received any exclusions from a previous school? YES NO

If YES please give details below:

School Name	Dates of Exclusion	Reason for Exclusion

6. Support for Learning

Do you feel your child may need additional support? Please explain your reason:	Yes	No
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Does your child have a Statement of Educational Health and Care Plan (EHCP)? Please provide evidence:	Yes	No
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Has your child received extra support for learning, either inside or outside the classroom, with any of the following? Please tick all that apply					
Speech and Language Therapist	<input type="checkbox"/>	Educational Psychologist	<input type="checkbox"/>	Occupational Therapist	<input type="checkbox"/>
Literacy	<input type="checkbox"/>	Numeracy	<input type="checkbox"/>	Social Skills	<input type="checkbox"/>
Other (please give details)					

Does your child have English as an additional Language to his/her usual language?	Yes	No
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Please list all the languages you and the child use at home	
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7. Welfare

Has your child ever been in the care of the Local Authority or were they adopted from care?	Yes	No
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Is this child on the Child Protection Register? If Yes , please give the start date:	Yes	No
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Is this child a Young Carer (looking after a family member at home)? If Yes , please give details below:	Yes	No

Has this child had contact with any of the following agencies? (Please tick relevant box)			
Education Welfare Office	<input type="checkbox"/>	Social Services	<input type="checkbox"/>
CAMHS (Child & Adolescent Mental Health Services)	<input type="checkbox"/>		<input type="checkbox"/>
If Yes , please give details below:			

Are you registered as eligible for free school meals or have you been at any time over the past 6 years? (Please note we will ask to see evidence)	Yes	No
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Please answer ALL of the following questions, having read our admissions criteria. Our admissions criteria can be downloaded from our Academy website.

1. Is this child a Looked After Child, or previously Looked After Child?

Children looked after and children who were previously looked after, including those who appear (to the admission authority) to have been in state care outside of England, and ceased to be in state care as a result of being adopted or became subject to a child arrangements order or a special guardianship order.

If yes, we will need to see a supporting letter from this child's social worker and/or advisory teacher.

Yes / No

2. Will your child have a sibling living at the same address and currently attending the Academy?

Yes / No

If yes, please give the name of the sibling:

3. Is your child eligible for pupil premium?

Yes / No

Please note the following:

Please make sure that you have enclosed supporting evidence where appropriate, along with a stamped addressed envelope for us to return this evidence where necessary. Ensure that you affix the correct postage if you are sending this application by Royal Mail, as we cannot guarantee that we will collect or pay for items which have been underpaid.

Declaration

I/we confirm that:

- To the best of my/our knowledge, all of the information given above is correct, and I understand that should I have provided any false information the academy may reject this application and/or withdraw the offer of a place.
- I undertake to notify the academy if any of this information changes before any offer of a place is made.

Signed:

Full name Parent/Guardian *(please delete as appropriate)*:

Date:

The information provided on this form is subject to the Data Protection Act 1998. The information provided is for use by the school and the Local Authority. It may also be disclosed to the Governing Body. Information gathered on this form will be held on computer records. Maintenance of these records and the information contained therein will be subject to the provision of the Data Protection Act 1998.

APPEAL TIMETABLE 2021-22

For September 2022 Year 7 Entry

For Secondary appeals for Year 7, September 2022 entry.

If you are refused a school place on 1st March 2022, your appeal form must be received by Trinity Academy within 40 school days of this date (**by 5 pm on 10th May 2022**). Appeals received after these deadlines will not be heard until September 2022, or later. Appeals received by this deadline will be heard between 10th May and 28th June 2022.

Appeals for children refused a place at a preferred school for admission to Year 7 in September 2022 will be heard in line with the School Admissions Appeals Code (2012).

For In-Year Appeals (Years 7-11)

The appeal form should be submitted within 20 school days of the date, you received written notification that your child was refused the school place.

Parents/carers will be notified of their appeal date by Trinity Academy. You will be given at least 10 days' notice of your appeal and your appeal will take place within 30 school days of Trinity Academy receiving your appeal form.

If you wish to appeal for a place in Year 7/ Year 12/ in year, please complete the Appeal Form.

For Sixth Form Entry, Year 12

Other secondary appeal forms should be submitted within 20 school days of the date you received written notification that your child was refused the school place.

Parents/carers will be notified of their appeal date by Trinity Academy. You will be given at least 10 days' notice of your appeal and your appeal will take place within 30 school days of Trinity Academy receiving your appeal form.

Please note that appeals are **not** held during school holidays. When appeals are heard within 30 school days of being lodged, school days do not include weekends; INSET days; holidays.

If you wish to appeal for a place in Year 7 and Year 12 for September 2022/ or an in-year place, please complete an **Appeal Form**. Please contact us via the following email if you would like to complete an appeal form: admissions@trinity.futureacademies.org.

TRINITY ACADEMY APPEAL FORM

To be completed by parent/guardian. Please read the parents guide to admissions appeals on the following website before completing this form: [School admissions and appeals | Lambeth Council](#)

Before completing this form, please read the following notes carefully:

- This form should be completed if you wish to appeal against the decision of Trinity Academy not to offer your child a place.
- Before filling in this form, you must have received written notification that your child has not been offered a place.
- Parents wishing to appeal against non-admittance to any other schools should contact those schools directly.
- If your child has an Education and Health Care Plan (EHCP) or a Statement of Special Educational Needs, you should contact the Local Authority instead of completing this form.
- **If your child is offered a place after you submit this form, please let us know as soon as possible.**

1. Are you appealing following your child not being offered a place to start in Year 7 in the next academic year (i.e. this coming September), OR following an in-year application to the school?

- Year 7 (Starting in September 2021)
 Year 12 entry
 In Year application

2. Year Group for which you have been refused admission

- | | |
|----------------------------------|----------------------------------|
| <input type="checkbox"/> Year 7 | <input type="checkbox"/> Year 11 |
| <input type="checkbox"/> Year 8 | <input type="checkbox"/> Year 12 |
| <input type="checkbox"/> Year 9 | <input type="checkbox"/> Year 13 |
| <input type="checkbox"/> Year 10 | |

STUDENT INFORMATION

Legal Surname: _____

Legal Forename: _____ Middle Name(s): _____

Gender: Male Female Date of Birth (Day/Month/Year): / /

Address: _____

_____ Postcode:

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PARENT/GUARDIAN DETAILS

Parent/Guardian Name: Mr/Mrs/Ms/Miss/Dr _____

Relationship to Student: _____

Does the student live with this person? Yes No (Please give details of address below)

Address (if different from student): _____

Home Phone No. _____ Mobile Phone No. _____

Email Address: _____

3. Please give details of the school your child presently attends, if any. If your child doesn't attend school, please give as much details as you can.

4. Does your child have a disability? If yes, please specify which disability they have and what support they may require.

5. In this box, please give your **reasons for appealing** against the decision not to offer your child a place, giving as much information as possible to explain your case. Please use additional paper if needed.

APPEAL HEARING

6. I will be attending the appeal hearing (if you cannot attend, the appeal will be heard in your absence)

- Yes, I WILL be attending the appeal hearing
- No, I will NOT be attending the appeal hearing

7. If you plan to attend the hearing, please indicate any dates or times of day when you would be unavailable. Please be note that although every effort will be made to avoid these days/dates when scheduling your appeal, it may not be possible to do so.

8. You have a statutory right to 10 school days notice of the appeal hearing date, but this can be waived. This may enable us to hear your appeal more quickly. I agree to waive the right to 10 school days notice of the hearing date.

- Yes, I agree to waive the right to 10 school days' notice of the hearing date.
- No, I DO NOT agree to waive the right to 10 school days' notice of the hearing date.

9. If you require any assistance, e.g. interpreter (please specify language), wheelchair access, signer, or other, please give details here:

Supporting Documents

Please include a photocopy of any supporting documents which may help towards your appeal with this form.

DECLARATION

DECLARATION AND SIGNATURE OF PARENT/ GUARDIAN

Please ensure that you sign below, the Academy cannot update your details unless you do so.

Name of parent/guardian: _____

I certify that I am the person with parental responsibility for the child named above and that the information given is true to the best of my knowledge and belief.

Signed by
parent/guardian: _____ **Date:** _____

All data collected will be secured and handled appropriately according to the guidelines of the General Data Protection Regulation 2016 and the Data Protection Act 2018.

This completed form should be signed and returned, or handed in, to the following email or address:

Address: Trinity Academy, 56 Brixton Hill, Brixton, London, SW2 1QS

Email: admissions@trinity.futureacademies.org