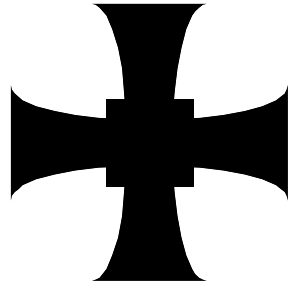


# TRINITY SCHOOL CARLISLE



A CHURCH OF ENGLAND ACADEMY

## ADMISSIONS POLICY for ENTRY in SEPTEMBER 2017 FOR YEARS 7 AND 12

And DURING THE SCHOOL YEAR  
September 2017 to July 2018  
for all In Year Admissions

**Review:** September/October 2015

**Consultation:** None required

**Ratified by the full Governing Body:** January 2016

**Date of next review:** Autumn Term 2016

## **ADMISSION ARRANGEMENTS**

Trinity School is a Church of England Academy, a mixed 11-18 comprehensive school. 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 2017 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 School Admissions and Appeals Team, Parkhouse Building, Kingmoor Business Park, Carlisle, CA6 4SJ. This is completed between 1<sup>st</sup> September 2016 and **Monday 31<sup>st</sup> October 2016**.

If the parent/carer wishes an admission to be considered on the basis of Christian faith, under criteria 3 (see below), then the school's **Supplementary Form** should be completed. This is attached. It should be returned to the school, for the attention of the Admissions Officer, by **Monday 24<sup>th</sup> October 2016**. Forms received after the closing date of Monday 24<sup>th</sup> October 2016 will not be considered.

Parents will be notified of the outcome of their application by the Local Authority on 1 March 2017. 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 September 2017 will be a maximum of 270. This arrangement follows consultation between the Admissions Authority, the Diocesan Board of Education, Cumbria Local Authority and other admissions authorities in the area. The Admissions Authority will not place any restrictions on admissions to Year 7 unless the number of children for whom admission is sought exceeds this number.

The Admissions Authority 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.

### **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, or an Education, Health and Care Plan (Paragraph 1.6 of the School Admissions Code, December 2014), that names their school.

Consideration of this 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 270.

## If the school is over-subscribed

If there are more applicants than places, the Admissions Authority will allocate places using the following criteria, which are listed in order of priority:

### Over-subscription criteria

- 1 A child in public care - giving priority, if necessary to the youngest – or a child who has been in public care. [See notes 1 and 2 below]
  
- 2 A child who has brothers or sisters in the school at the time of their own admission, 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 immediately prior to the application date 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, 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 Stanwix Primary School, Kingmoor Junior School, Houghton CE School, Rockcliffe CE School, Blackford CE Primary School and Robert Ferguson Primary School. [See note 2 below]
  
- 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.
  
- 8 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 by a local authority in accordance with section 22 of the Children Act 1989. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).
- 2 Within criteria 1-8, 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.

### **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 31<sup>st</sup> October 2016.

### **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 **30<sup>th</sup> September 2017**. 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 Admissions Authority 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 (In 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 In-Year Admission Form**.

If there is a place available in the appropriate year and class, the headteacher, on behalf of the Admission Authority, will arrange for the admission. If there is no place available, the headteacher will advise the Local Authority, who will in turn inform the applicant 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 Admission Authority is unable to offer a place because the school is over subscribed, parents/carers have the right to appeal to an independent admission appeals panel, set up under the School Standards and Framework Act 1998, as amended by the Education Act 2002. **Parents/carers who wish to lodge an appeal should notify the Clerk to the Admission Appeals Panel c/o Trinity School within 20 school days of receiving the letter refusing a place.**

Parents/carers will have the opportunity to submit their case to the independent admission appeals panel in writing, and also to attend in order to present their case in person. They will normally receive 10 school days’ notice of the place and time of the hearing.

The Clerk to the Independent Admission Appeals Panel can be contacted c/o Trinity School. The Clerk and all panel members are independent of the Government, the Local Authority and the school.

Please note that the right of appeal against the Admission Authority’s decision does not prevent parents/carers from making an appeal to another school.

### **Fraudulent applications**

Where the Admissions Authority 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, the Admissions Authority has the right to withdraw the offer of a place.

### **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 Admissions Authority, the Diocesan Board of Education, the Local Authority and other admissions authorities in the area, the number of places available for admission to Year 12 in September 2016 will be a maximum of 270.

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.