

Determined: 20.11.14

## ADMISSIONS POLICY 2016-17

### **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 February 2012), 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 and the admissions arrangements for the Year 7 intake are set out below.

### **1. Application Process**

Trinity Academy is part of the London Borough of Lambeth's coordinated arrangements. This requires parents to complete a common application form (CAF) that is provided by the local authority in which the applicant lives. Parents also have to complete a Supplementary Information Form and return it to the school office. The form is available from Lambeth Council's website at:

<http://www.lambeth.gov.uk/sites/default/files/trinity-academy-SIF-2016.pdf>

Parents/guardians should contact their home local authority to obtain the CAF. Information on how to apply to a secondary school in Lambeth is provided on the council's secondary admissions web page:

<http://www.lambeth.gov.uk/schools-and-education/school-admissions/apply-for-a-secondary-school-place-for-201617>

Parents/guardians should take care to note the deadline for submission of the CAF and the date offers will be made. These are 31<sup>st</sup> October 2015 and the National Offers day 2<sup>nd</sup> March respectively.

Supplementary Information forms MUST be returned to the Admissions Officer at Trinity Academy by Friday 23<sup>rd</sup> October 2015. 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 authorities Fair Access Protocol.

## **2. Published Admissions Number**

Trinity Academy has a Published Admissions Number of 120 for admission into Year 7 in 2014 and will admit up to this number in each subsequent year. All applicants will be admitted if 120 or fewer applications are received.

## **3. Special Educational Needs**

Children with a statement of Special Educational Needs (SEN) where Trinity Academy is named on the statement will be allocated places at the school before other applications are considered.

## **4. Oversubscription Criteria**

Where the school receives more applications than it has places available, and after the admission of children with a statement of SEN 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

Looked-after children and children who were previously looked after and have either been adopted or become subject to a residence or guardianship order. 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 looked- after child is one who is in the care of a local authority or one being provided with accommodation by a local authority in the exercise of their social services functions.)

### b) 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.

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.

#### c) Children of the Founders

Trinity Academy will admit under this category the children of persons whom the directors of the academy trust have deemed to have played a key or significant role in the founding of the school during either the application or pre-opening phase.

Up to 3 places may be allocated to founders' children for admission in September 2016 and one place in 2019.

#### 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.<sup>1</sup>

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

One fifth (20%) of any remaining places (the precise number being calculated using the standard rounding convention) will be allocated by random allocation using a computer programme. This process will be conducted and verified by an independent person of good standing.

#### 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 points and places allocated accordingly (i.e. those living nearer to one or other of the reference points will be allocated places before

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<sup>1</sup> Currently, children are eligible for the Pupil Premium if they have been registered as eligible for free 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 4i 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).

those living further away). The Clapham reference point is the Clock Tower immediately adjacent to Clapham Common Underground Station. The Brixton 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 front door of the applicant's home using a computer mapping system. In the event that the mapping system requires a postcode for the reference point, the postcode of Clapham Common Underground station, SW4 7AA, shall be deemed to be the postcode of the Clapham reference point, while SW2 1QS shall be the postcode of the Brixton reference point.

Where more than one applicant lives in the same building, the ground floor will be deemed nearest, then the first floor and so on. 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.

All candidates will be listed in order of distance from both reference points. Places will then be allocated alternately between the two lists, with the first available place going to the candidate closest to the Clapham reference point, the next place going to the candidate living closest to the Brixton reference point, the next going to the next name on the Clapham list and so on until all candidates have been placed in a ranking order.

**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.

## **5. 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/guardians 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 guardians should note that applicants with a statement of SEN 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.

## **6. 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/guardians will be given at least 10 school days notice of an appeals hearing.

## **7. In-Year Admissions.**

Enquiries about in-year admissions should be directed to the school's admissions officer.

**Review:** To be reviewed annually

**Signed for and on behalf of the Governors:** Approved by Governors

**Date:** 20.11.14