Amplify Education

Admission Arrangements 2027/28 (age 11- 16 provision)

Trinity Academy

ADMISSION ARRANGEMENTS 2027/28 (age 11- 16 provision)

Trinity Academy is a secondary free school and part of Amplify Education (formerly Cathedral Schools Trust) who is the admissions authority.

Year 7 Admission
Trinity Academy has a published admission number (PAN) of 180 pupils for entry into Year 7. The school will accordingly admit at least 180 each year if sufficient applications are received. All applicants will be admitted if 180 or fewer apply.

Application process
Applications for places at Trinity Academy will be made on the common application form (CAF) in accordance with the local authority's co-ordinated admission scheme. Bristol residents seeking school places should apply on a Bristol application form. Residents outside Bristol seeking places at Bristol schools should apply for places on their home local authority's application form.

For Bristol children the application form is available for submission using the online system on the Bristol City Council website or in a paper form.

For information see: Bristol City Council Admissions Website

Deadline
Applications for Year 7 must be received by 23:59 on 31 October 2026, otherwise the application will be recorded as late. Please see Bristol City Council's co-ordinated scheme for this intake for full details.

Admission to Other Year Groups
Amplify Education is the admission authority and administers all in-year applications for Trinity Academy. Parents/carers seeking admission for any year group, other than for the normal point of entry may make an application using the online application form on the school website:

Trinity Academy - Admissions

The following applications will be treated as in-year admissions during 2027/28:

- applications for admission to Year 7 which are received after 1 September 2027
- all other applications for admission to Year 8 to 11.

Applications will not normally be considered in advance of the date the place is required, this will be approximately 35 days for those moving house, and 21 days for those not moving house. However, applications for admission in September 2027 can be made from June 2027.

The Admissions Authority will consider all such applications and if the year group applied for has a place available, a place will be offered to the highest priority applicant.

Parents/carers will be notified in writing within 10 school days of the outcome of their in-year application and have a right of appeal to an independent appeal panel if a place is refused. The school will send copies of the application forms and outcomes to the Local Authority. Any offer of a school place is valid for 21 days unless withdrawn by the parent or the Admissions Authority.

For the avoidance of doubt there are no music specialism places for an in-year admission. These places are for children as part of the normal admission round for Year 7 only. Waiting lists are terminated annually at the end of the academic year. A new application needs to be made each year.

Children who are allocated to Stoke Park Primary School in accordance with Bristol Local Authority's In-Year Fair Access Protocol, will be given precedence over children on the waiting list.

Children with an Education, Health and Care Plan (EHCP)
Their parents should apply for an EHC needs assessment via their local authority (LA). Following the outcome of the LA assessment process, the school will admit any pupils with an EHCP naming the school. The places are reserved and the PAN will be reduced accordingly. If after the initial allocation of places an application is received from a child with an EHCP, we will go over PAN to accommodate the child.

Consideration of applications and oversubscription criteria
Priority will then be given to those children who meet the criteria set out below, in order:

1. Looked After Children and Previously Looked After Children
2. Music Specialism
3. Feeder School
4. Siblings
5. Children of staff
6. Other children living in the inner and outer priority areas
7. Other children not living in the inner and outer priority areas

Tie-break
Random allocation will be used as a tie-break in category '7' above to decide who has highest priority for admission if the distance between two children's

homes and the school is the same. This process will be independently verified. If a tie-break is required in earlier categories to decide who has priority for admission between two children, random allocation will also be used. This process will be independently verified.

1. Looked After Children and Previously Looked After Children
A 'looked after child' is one 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, in England.

A 'previously looked after child' is one who was looked after in England, but ceased to be so because they were adopted, or became subject to a child arrangements or special guardianship order, as well as a child who appears to the Admission Committee to have been in state care outside of England (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society), but ceased to be so as a result of being adopted.

Applications in this category may need to be supported by documentary evidence confirming the child's status, such as a signed letter from the child's current or former social worker confirming their status, and/or an adoption, child arrangements or special guardianship order. In the case of children adopted from state care outside England (as defined above), evidence of having been in state care outside England and of being adopted may be required, ideally accompanying the application. When assessing the evidence provided, the DfE's current guidance will be followed.

Where the Virtual School Head at the Local Authority has already verified the child's status and the Admission Committee is able to confirm this with them, there will be no need for further evidence to be provided to the School.

2. Music Specialism
Next, up to 18 places of the Year 7 intake will be allocated to children who have demonstrated an aptitude[1] in our specialist subject area for music, using a music aptitude assessment test for pitch, melody, texture and rhythm.

For the avoidance of doubt, any child can sit the aptitude assessment test for consideration for inclusion in this category, including those living outside of the school's priority areas.

Parents will need to complete the on-line music application form available on the school website (from Term 6) if they wish their child to be considered for one of these places.

The music aptitude assessment test is a 2-stage process. Applicants will be invited to sit the initial music aptitude assessment test which is usually held at the end of September or early October. Highest scoring applicants will be offered a further music aptitude assessment test.

Children will be ranked from highest to lowest according to their score from both tests. Children who do not achieve a place in this category because there are more qualifying applicants than places available will be placed on the music specialism waiting list in rank order. They will also be placed into the next category that applies and be considered for a place under that category too.

Children who sit the first music aptitude assessment test but who do not progress to the second music aptitude assessment test will be considered alongside all other children against the oversubscription criteria, in order of priority.

It is our aim to advise parents of the outcome of their child's music aptitude assessment test before the secondary transfer closing date 31st October 2025. This will enable parents to make an informed decision as to whether they want to apply for a place at Trinity Academy.

Further details and answers to frequently asked questions about the music aptitude assessment test are available on the school website.

3. Feeder School

Next, priority will be given to children who, *on the date of application*, are on the roll of Stoke Park Primary School, which is a designated feeder school for Trinity Academy.

4. Siblings

Next, children who, *on the date of admission*, will have a sibling on roll at Trinity Academy (age 11 - 16 provision only). i.e a sibling must be attending (or is expected by the admission authority to be attending) the school at the time of *admission* or *year of entry*.

A sibling is defined as a natural brother or sister, or a half brother or sister, or a legally adopted brother or sister or half-brother or sister, or stepbrother or sister who will be living with them permanently at the same address.

Stepbrothers/sisters are defined as children who are not necessarily related biologically (including foster children) but are living in the same household for the majority of the time at the address the admission authority considers to be the address of the child for whom the application is made.

For the avoidance of doubt this does **not** include cousins, other family members,

friends or siblings in the 6th Form (Post 16 provision). The admission authority may require proof of relationship and/or proof of residence.

5. Children of staff

Next, priority will be given to children of staff who are employed by Amplify Education where their main place of work is Trinity Academy. This will include all teaching and non-teaching staff who;

a. have been employed at the school for at least two consecutive years at the time at which the application for admission is made; and/or

b. were recruited to fill a vacant post at the school for which there is a demonstrable skill shortage.

Notes:

- A School will be the staff member's main place of work if they are based there for at least 50% of their contracted hours each week during term time.

- Children of staff include their natural or adopted children, children placed with the staff member on a long-term foster placement, their stepchildren (i.e. their spouse's children) and the children of their partner who lives with them. In all cases, the child must live at the same permanent address as the staff member.

- A staff member is an employee of Amplify Education with a 'continuity of employment' contract who is full time, part time, teaching, leadership or support staff, and who will still be employed by Amplify Education in the September the child is admitted.

Parents applying for a place under this criterion should complete and submit the Staff Supplementary Information Form by 31st October 2026 to: Admissions, Trinity Academy, Romney Avenue, Lockleaze, Bristol, BS7 9BY or email admissions@trinityacademybristol.org.

Please note that the parent applying on the CAF to the home local authority should also be the member of staff named in the supplementary information form.

6. Other children living in the inner and outer priority areas

Next, places will be allocated to children living in the inner and outer priority areas as follows:

a. Up to 25% of the remaining places will first be randomly allocated to children living within the inner priority area. (Area outlined in red on the map); children living on the boundary line will be considered to be living within the inner priority area. "Up to 25%" means the nearest whole number of applicants closest to 25% of the places remaining after places have been allocated under oversubscription criteria 1 – 5. The process will be overseen by an independent body. Children living in the inner priority area who are not allocated a place in 6a will also be ranked within the outer priority area under 6b.

b. Any remaining places will be randomly allocated to children living within the outer priority area. (Area outlined in purple on the map); children living on the boundary line will be considered to be living within the outer priority area). The process will be overseen by an independent body.

The priority areas can be viewed on the Trinity Map of Priority Areas or viewed on the Bristol City Council website.

7. Other children not living in the inner or outer priority areas

Other children by distance from the school, with priority for admission given to children who live nearest to the school. For bulk year 7 applications Amplify Education purchases home to school distances from the Local Authority using their Geographical Information System (GIS). Distances are measured in a direct line from the main entrance of the child's home address to a defined point on the school site as specified by the local authority's GIS.

For in-year applications, Amplify Education converts addresses to geographic coordinates and plots the distance measured in a direct line from the main entrance of the child's home address to a defined point on the school site using google maps. This point is also used for the My neighbourhood search - bristol.gov.uk information available on the Bristol City Council website.

Multiple Births

Where a twin, triplet(s) or sibling(s) of a higher multiple birth achieves a place at the School within the Published Admission Number (PAN) in the normal way, but their twin, triplet(s) or sibling(s) of a higher multiple birth does not achieve a place, the School will admit their twin, triplet(s) or sibling(s) of a higher multiple birth even where this means exceeding the PAN.

Where the last place offered is to a child of multiple births (e.g. twins, triplet etc) the remaining child will also be offered a place above the PAN if necessary. This would also apply to a brother or sister born in the same academic year.

Applicant's Home address
A child's permanent home address, where he or she resides with a person with parental responsibility, or with a parent (as defined in Section 576 of the Education Act 1996). It is the address where the child spends the majority of the time. Documentary evidence may be required to confirm a child's home address.

The Admission Authority will not accept more than one address as the child's home address. Where a child regularly lives at more than one address the Admission Authority will have to reach a conclusion about which should be counted as the main address when allocating places, taking relevant evidence into account. Normally this will be the address where the child is registered with a medical GP. Where parents or carers are living separately and do not agree on the child's home address, they are urged to reach an agreement. If this does not happen, evidence may be required by providing court documents or other legally binding documentation such as an affidavit confirming where the child resides for the majority of the school week. Where satisfactory evidence cannot be provided, the Admission Authority will determine the address to be used for allocating a school place.

For the avoidance of doubt the applicant's address is not taken into consideration under oversubscription criteria categories [1 - 5]. The address is considered under category [6 - 7].

Supporting documents
Any letters/supporting documents/supplementary information forms should also be submitted to the school.

Whilst it is not the responsibility of other offices/schools, the Admissions Authority will use discretion and may accept applications/documents received by other Councils, Schools or other Council offices that are passed to them. They will be accepted as 'on time' if the Admissions Authority believes they were submitted by the closing time and date.

Late Applications
Applications submitted after the closing date will be considered as 'late' applications and will be dealt with at a later stage when all 'on time' applications have been processed. In very exceptional circumstances e.g. illness of a lone parent, a late application may be considered as on time if the application is made before 15 November 2026, the date the authority exchanges application details with other admission authorities as part of the coordinated admission process.

UK Service Personnel and Crown Servants
For UK Service Personnel and other Crown Servants, where possible, places may be allocated in advance of the pupils return to the UK provided the MOD, FCO or GCHQ have provided a letter declaring a return date and residency placement. Places may be offered and reserved up to one term in advance of the place being required. The address at which the child will live will be used when applying the oversubscription criteria, as long as the parents provide some evidence of their intended address.

Admission of children outside normal age group
Children are normally educated in school with others of their age group; however, in exceptional circumstances parents/carers may request that their child is admitted to a year group outside their normal age range, for instance where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting his or her schooling. All such requests will be considered on their merits, and either be agreed or refused, on that basis. If a request is refused, the child will still be considered for admission to their normal age group.

The process for requesting such an admission is as follows:

With the application, parents should complete the form below to request that the child is admitted to another year group, and the reasons for that request;

Parental request for admission outside of the normal age group and submit to Admissions, Trinity Academy, Romney Avenue, Lockleaze, Bristol, BS7 9BY or email admissions@trinityacademybristol.org.

Parents will submit any evidence in support of their case with the application, for instance from a medical practitioner, head teacher etc. Some of the evidence a parent might submit could include:

- The parents' views;
- Information about the child's academic, social and emotional development;
- Where relevant, their medical history and the views of a medical professional;
- Whether they have previously been educated out of their normal age group; and
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

The Trust will consider each case, considering the individual circumstances of the request and the child's best interests as well as the views of the Headteacher. The Admissions Committee will then decide whether such an out-of-year group place will be agreed or refused on that basis.

It is advised that an on-time application is submitted for the correct chronological year group, pending the result of the request. If the request is agreed, the on-time application can be withdrawn, and a new application should be made the following year. If the request is not agreed, and the child stays in their chronological age group, the on-time application can still be processed. If a request is not agreed and the child does not have an on-time application, then a late application would need to be submitted.

Where the admission authority agrees to a parent's request for their child to be admitted out of their normal age group the parent must apply according to the timescales of the agreed admission cohort. The application will be processed as part of the main admissions round (including applying the oversubscription criteria where applicable), unless the parental request is made too late for this to be possible. Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied and been refused. This right does not apply if they are offered a place at the school, but it is not in their preferred age group.

Where the admission authority does not agree to a request, the parent may apply for their child to be admitted with their chronological age group for admission at the time they would normally enter the school.

For example, an agreed out of cohort request from a child who would 'normally' be a Year 8 child for a Year 7 place will be considered alongside applications for Year 7.

Waiting Lists

Where in any year, as part of the normal admission round, Trinity Academy receives more applications for places than there are places available, a waiting list will be maintained by the admission authority until 31 December of the year to which the allocation applies.

Any parent will be able to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application. For every added child to the waiting list, the list will be ranked again in line with the published admission criteria.

A child's position on the waiting list will be determined solely in accordance with the oversubscription criteria, in order of priority. Where places become vacant, they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added or leaves it.

Waiting lists for each year group will be maintained on an academic yearly basis. Applicants will then remain on the waiting list until the end of the academic year and considered for any vacancies that may arise. If applicants wish to remain on

the waiting list for a new academic year, they must reapply for a place for the new academic year.

Any application or appeal that is yet to be processed will be considered for a vacancy along with those already on the waiting list. When filling a vacancy, all those seeking a place at the time the decision is made (not at the time the vacancy occurs) will be considered.

Children who are the subject of a direction by a Council to admit or those who are allocated a school in accordance with the Fair Access Protocol, will take precedence over those on the waiting list.

For the avoidance of doubt, during the normal admission round for the Year 7 intake, where a music specialism place becomes vacant it will be reallocated from the next highest ranked applicant based on the combined scores achieved in both music aptitude tests. Unsuccessful music specialism applicants will be considered alongside all other children against the oversubscription criteria, in order of priority.

Appeals

Parents/carers who are not offered a place for their child have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code. Parents/carers wishing to appeal should submit an appeal form with their written reasons.

Should an appeal be unsuccessful, the admission authority will not consider further appeals within the same academic year unless there have been significant or material changes in the child's circumstances.

Details of how to appeal are included in the refusal letter confirming the decision not to offer a place.

Fair Access Protocols

Bristol Cathedral Choir School participates in Bristol City Council's Fair Access Protocol. Each local authority must have a Fair Access Protocol, agreed with the majority of schools in its area to ensure that - outside the normal admissions round - unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. In agreeing to a protocol, the local authority must ensure that no school - including those with available places – is asked to take a disproportionate number of children who have been excluded from other schools, or who have challenging behaviour. The protocol must include how the local authority will use provision to ensure that the needs of pupils who are not ready for mainstream schooling are met.

The Fair Access Protocol is available at:
https://www.bristol.gov.uk/keeping-kids-in-school/for-schools/fair-access-protocol

Withdrawal of an offer
The Admissions Authority reserves the right to withdraw an offer of a school place in certain limited circumstances. Examples include:

1. Where a parent has given fraudulent or intentionally misleading information such as a false address, which effectively denies a place to a child with a stronger claim.
2. Where a parent has not responded to an offer within the deadline set or to any subsequent reminder to reply within a further 7 days.
3. Where the offer was made because of an administrative error.
4. If children do not commence attendance at school at the date arranged for their child to commence and the school is not given a satisfactory reason for the absence.
5. If a child or parent(s) move address but the parents do not inform the Admissions Authority, this may be deemed to be intentionally misleading and any place offered may be withdrawn if it has denied another child a place.

Registered address:
Head Teacher: Mr Eiron Bailey
Trinity Academy,
Romney Avenue,
Lockleaze,
Bristol,
BS7 9BY
Telephone: 0117 4509379
https://www.trinityacademybristol.org/
Email: enquiries@trinityacademybristol.org