



**TRINITY  
ACADEMY**

## **ADMISSION ARRANGEMENTS 2022/23**

Trinity Academy is a new secondary free school which opened in September 2019 and is part of Cathedral Schools Trust (CST) who is the admission authority. The new school was established in response to the need for secondary school places in Bristol and aims to provide the very best educational outcomes for all our students by offering a broad and balanced curriculum with a focus on preparation for working life as well as music and performing arts.

### **Year 7 Admission**

The school has a published admission number (PAN) of 180 for entry in Year 7. The school will accordingly admit this number of pupils if there are sufficient applications. Where fewer applicants than the published admission number(s) for the relevant year group are received, the academy trust will offer places at the school to all those who have applied.

### **Application process**

Applications for places at Trinity Academy will be made in accordance with the local authority's co-ordinated admission scheme. This means you will need to complete the common application form with your school choices via your home local authority.

Further information is available at [www.bristol.gov.uk/schooladmissions](http://www.bristol.gov.uk/schooladmissions) and applications should be submitted by 31st October 2021. Offers will be made on 1st March 2022.

### **Children with an Education, Health and Care Plan (EHCP)**

The school will admit any pupils with an Education, Health and Care Plan (EHCP) naming the school. The places are reserved and the PAN will be reduced accordingly. Their parents should apply for a place via the service dealing with Special Education Needs in their home local authority and do not need to make an application on the common application form. 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

Priority will then be given to those children who meet the criteria set out below, in order;

### 1. Looked After and Previously Looked After Children

Highest priority will be given to children with the status of 'looked after' children or 'previously looked after' children at the time the application is submitted and will be allocated places in this category.

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. A 'previously looked after child' is a child who was looked after, but ceased to be so because they were adopted, or became subject to a child arrangements or residence order, or a special guardianship order.

In order to be included in this category, a letter on headed notepaper signed by the child's fully qualified current or former social worker confirming their status must be submitted with the application or, if later, by the closing date for applications.

### 2. Music Specialism

Next, up to 18 places of the Year 7 intake will be allocated to children who have demonstrated an aptitude<sup>1</sup> in our specialist subject area for music, using a music aptitude assessment test for pitch, melody, texture and rhythm. For the avoidance of doubt, the applicant's address is not taken into consideration under this criterion. Parents will need to complete the music specialism application form on the school website if they wish their child to be considered for one of these places. The closing date for applications to sit the music aptitude test is **9am Monday 27th September 2021**.

The music aptitude test will be held on **Saturday 2nd October 2021** and parents will be informed of the result of the test before the closing date for applications which is 31st October 2021.

Further details and answers to frequently asked questions about the music aptitude assessment test are available on the school website. Children not demonstrating music

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<sup>1</sup> *Aptitude measures potential, ability measures attainment or what has already been achieved and the two should not be confused.*

aptitude will be ranked under the other oversubscription criteria, in order of priority, if their parents apply for a place.

### **3. Feeder School**

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

### **4. Siblings**

Next, children who, on the date of application, will have a sibling on roll at Trinity Academy. 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 step brother or sister who will be living with them permanently at the same address.

Step brothers/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.

The definition of a sibling does not include cousins, other family members or friends. The admission authority may require proof of relationship and/or proof of residence. For the avoidance of doubt the applicant's address is not taken into consideration under this criterion.

### **5. 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. 25% of the remaining places will first be randomly allocated to children living within the inner priority area. (Area shaded in blue on the map, which is for guidance only; children living on the boundary line will be considered to be living within the inner priority area). The process will be overseen by an independent body. Children living in the inner priority area not allocated a place in 5a will also be ranked within the outer priority area under 5b.

b. Any remaining places will be randomly allocated to children living within the outer priority area. (Area shaded in pink on the map, which is for guidance only; 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.

(See notes for definition of priority area and map at the end of this policy)

## **6. Other children not living in the inner or outer priority areas**

For other children not falling into any of the above categories, priority will be given to children living closest to the school as measured in a direct line from the **home address** to the school.

### **Tiebreak**

Where there are more applications than there are places remaining direct line distance from home to school will be used as a tie-break. Where two or more applicants cannot be separated, the offer of a school place will be determined by random allocation; the drawing of lots, and will be overseen by an independent person.

### **Twins/Triplets**

Random allocation will not be applied to multiple birth siblings (twins and triplets etc.) from the same family tied for the final place, those siblings will be admitted over PAN.

### **Applicant's Home address**

The home address is where a child normally lives. Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school. If no joint declaration is received where the residence is split equally by the closing date for applications, the home address will be taken as the address where the child is registered with the doctor. If the residence is not split equally between both parents then the address used will be the address where the child spends the majority of the school week.

For the avoidance of doubt the applicant's address is not taken into consideration under oversubscription criteria categories [1 - 4]. The address is considered under category [5 - 6] as set out below;

**Inner Priority Area:** Area shaded in blue on the map which is for guidance only. Children living on the boundary line will be deemed to be living within the inner priority area.

**Outer Priority area:** Area shaded in pink on the map which is for guidance only. Children living in the inner priority area not allocated a place in 5a will also be ranked within the outer priority area under 5b.

## **Distance**

Home to school distances will be measured in a direct line from a point on the home address as held by the local authority to a point within the main school building using the local authority's computerised mapping system.

## **Late Applications**

All applications received by the local authority after the deadline will be considered to be late applications. Late applications will be considered after those received on time. If, following consideration of all applicants the school is oversubscribed, parents may request that their child is placed on the school's waiting list.

## **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;

### [Form to request an out of year group admission](#)

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:

- 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 on its merits, taking into account the individual circumstances of the request and the child's best interests. The Admissions Committee along with the Head Teacher will then decide whether such an out-of-year group place will be agreed or refused. We will also ensure the parent is aware of whether the

request for admission out of age group has been agreed before final offers are made, and the reason for any refusal. Requests for admission out of the normal year group will be considered alongside other applications made at the same time. An application 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, as set out in categories [1-6]. Where places become vacant they will be allocated to children on the waiting list in accordance with the published oversubscription criteria [1-6] above.

Unsuccessful music specialism applicants will be considered alongside all other children against the oversubscription criteria, in order of priority including random allocation.

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 scoring applicant based on the combined scores achieved in both music aptitude tests.

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

## **Admission to other year groups**

CST 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;

<https://www.trinityacademybristol.org/admissions/admission-to-other-year-groups/>

CST will consider all such applications and if the year group applied for has a place available, a place will be offered. Parents/carers will be notified in writing of the outcome of their in year application and have a right of appeal to an independent appeal panel if a place is refused.

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.

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.

### **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 within the timescale set out in their refusal letter confirming the admission authority's decision not to offer a place.

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.

For further information about the appeal process contact The Admission Officer;  
[admissions@trinityacademybristol.org](mailto:admissions@trinityacademybristol.org)

Information on the timetable for the appeals process is on our website at  
[www.trinityacademybristol.org](http://www.trinityacademybristol.org).

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