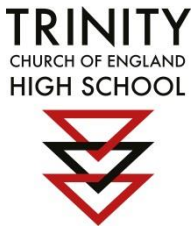


## Admission Policy for Trinity Church of England High School

|                                                                                   |                            |                                 |
|-----------------------------------------------------------------------------------|----------------------------|---------------------------------|
|  | <b>Reviewed by:</b>        | Governors' Admissions Committee |
|                                                                                   | <b>Approved by:</b>        | Full Governing Body             |
|                                                                                   | <b>Date approved:</b>      | 7 <sup>th</sup> December 2022   |
|                                                                                   | <b>Next review due by:</b> | End of 23/24 academic year      |

### **VARIATION TO ADMISSION ARRANGEMENTS FOR 2024, DUE TO COVID-19**

The following applies to those applying under Section D, E and F in the Supplementary Application Form (referenced as Number 3, 4 and 5 in the 'oversubscription criteria' section in this policy).

*In the event that during the period specified for attendance at worship the church or place of worship has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or place of worship or alternative premises have been available for worship. The word 'normally' has been inserted with an explanation in Section E in the Supplementary Application Form.*

The oversubscription criteria is unaffected for those applying under Section 1, 2, and 6 in this policy (Sections A, B, C, and G in the Supplementary Application Form).

### **Admissions Policy for September, 2024**

Trinity Church of England High School is an Academy. The Academy Trust is the admission authority for the school, and the school is required to act in accordance with the School Admissions Code. The admissions process is co-ordinated by Manchester City Council (the Local Authority) and the school liaises with the Local Authority on admissions issues.

The following arrangements for admissions include the criteria used to determine the allocation of places when the school is oversubscribed.

The school admits pupils to Year 7 (Y7) in September each year. All pupils of secondary transfer age are eligible for admission into Y7. All pupils are admitted to Year 7 without reference to ability and aptitude.

The school also admits external pupils in September each year to the sixth form (Year 12). Please see the sixth form admission arrangements for information about admissions to the sixth form, including academic entry requirements for Year 12.

### **Applying for places**

Applications for a place in Y7 in the normal admissions round each year must be made on the local authority's common application form. Details of all the applications made will be forwarded to the school by the local authority.

In addition to the local authority form, all applicants should complete and return the school's Supplementary Application Form to the school by the closing date of 31<sup>st</sup> October, 2023.

### **Admission arrangements for Year 7 in September 2024**

The published admission number (PAN) for admissions to Y7 in September 2024 is 240. If no more than 240 pupils apply, all applicants will be offered places.

Responsibility for admissions is delegated to the Admissions Committee, comprising three governors plus the headteacher.

The school welcomes applications for admission from children of all faiths and none. If the school is oversubscribed, then, as a Church of England school, Trinity CE High School is able to use faith-based oversubscription criteria to determine which children will be allocated places. This is explained in the oversubscription criteria and notes below. Some places are prioritised for Anglicans, some for other Christian denominations, and some for other major world faiths.

The school will admit all children having a statement of special educational needs or an Education, Health and Care Plan (EHCP) in whose statement or EHCP the school is named. These admissions are made without reference to faith.

### **Oversubscription criteria**

If the school is oversubscribed, after the admission of pupils with a statement of special educational needs or an Education, Health and Care Plan (EHCP) in whose statement or EHCP the school is named, the following oversubscription criteria will be applied, in the order of priority shown, in order to determine the allocation of the remaining places. These criteria must be read together with the notes, which explain the number of places available within each of the faith-based oversubscription criteria (criteria 3, 4 and 5).

1. Looked after children and previously looked after children. (See Note (a))
2. Children of staff at the school. (See Note (b))
3. Children of the Anglican faith. (See Note (c))
4. Children who are, and/or one of whose parents/guardians are, in attendance at public worship at a church of another Christian denomination, being any church in membership of or sharing the statement of belief of Churches Together in England. (See Note (d))
5. Children who are, and/or one of whose parents/guardians are, active members of one of the other major world faiths. (See Note (e))
6. Any other children, with priority given to those living nearest to the school. (See Note (f))

Notes:

- a) 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 at the time of making an application to a school. 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). This criteria also includes looked after children and all previously looked after children 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. These admissions are made without reference to faith.

- b) Priority under this criterion will be given to children of staff in either or both of the following circumstances: (i) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or (ii) the member of staff is required to fill a vacant post for which there is a demonstrable skill shortage. These admissions are made without reference to faith.
- c) A child of the Anglican faith means (i) a child who attends worship at an Anglican Church and/or (ii) a child whose parent/guardian attends worship at an Anglican Church; and/or (iii) a child who is a baptised Anglican. Verification of regular attendance of the child and /or parent/guardian at public worship, and/or baptism must be provided by a member of the clergy or other designated church officer.

The number of places under criterion 3 will be a maximum of 100 places in total (minus the number of children with EHCPs naming the school, minus the numbers of children allocated places under criteria 1 and 2). If the number of applications received under criteria 1, 2 and 3 plus EHCP applicants exceeds 100, only 100 places will be allocated under this criterion. If fewer than 100 applications are received under this criterion, the unfilled places will be added to criterion 4. For example, if only 90 applications are received under criterion 3, leaving 10 unfilled, these will be added to criterion 4 for allocation.

- d) Attendance means a minimum of monthly attendance by the child and/or one of the child's parent(s)/guardian(s) at public worship for at least the year immediately prior to application for admission to the school at another Christian Church which is in membership of or sharing the statement of belief of Churches Together in England. Verification of attendance of the child and /or parent/guardian at public worship must be provided by a member of the clergy or other designated church officer/faith leader. A list of Churches in membership of Churches Together in England can be viewed at [www.cte.org.uk](http://www.cte.org.uk)

If the number of applications received under criterion (4) exceeds 100, only 100 places will be allocated under this criterion, plus any unfilled places added from criterion 3. If fewer than 100 applications are received under this criterion, the unfilled places will be added to criterion 5 for allocation.

- e) The other major world faiths are defined as Buddhism, Hinduism, Sikhism, Judaism and Islam. The applicant's leader of worship will need to verify that the child and family are active and practising members of their faith. The number of places allocated under this criterion will be 40, plus any unfilled places added from criterion 4. A maximum of 16 places in total will be available for pupils of the Buddhist, Hindu, Sikh and Jewish faiths, and 24 places available for pupils of the Islamic faith. Any unallocated places from the four other world faith groups (Buddhism, Hinduism, Sikhism, Judaism and Islam) together with any places added from criterion 4 will be added to the Islamic faith group, which is the predominant other world faith in the area.
- f) Where there are more applicants for the available places within criterion 6, the distance to the child's normal home front door from the main gate of the school in the shortest walking distance measured on a map will be used as the determining factor, nearer addresses having priority. The 'normal' home address of the child will be taken to be the home in which the child sleeps for the majority of the school week. Parents may be asked to show proof of address. For children of UK Service personnel and other Crown Servants returning to the area proof of the posting is all that is required.

**Tie-breakers** (Tie-breaker (i) applies to criterion 3; tiebreaker (ii) applies to criterion 4; and tie-breaker (iii) applies to criterion 5.

- (i) For criterion 3: The highest priority in the event of oversubscription will be given to those applicants under criterion 3 who will have a sibling attending the school at the time of admission. Sibling means full, step, half, foster and adopted brothers or sisters living at the same address. The next priority will be based on the degree of commitment to the Anglican faith demonstrated by the child and/or one of the child's parents/guardians, with highest priority to those families where both the child and one of the child's parents/guardians have attended worship at an Anglican church at least 12 times in the year immediately prior to the application; next highest priority to those families where either the child or one of the child's parents/guardians have attended worship at an Anglican church at least 12 times in the year immediately prior to the application. The next highest priority is given to those families where both the child and one of the child's parents/guardians have attended worship at an Anglican church at least once but less than 12 times in the year immediately prior to the application; next highest priority to those families where either the child or one of the child's parents/guardians have attended worship at an Anglican church at least once but less than 12 times in the year immediately prior to the application. The next highest priority is given to children who are baptised Anglicans but neither the child nor one of the child's parents/guardians have attended worship in the year immediately prior to application.
- (ii) For criterion 4: The highest priority in the event of oversubscription will be given to those applicants under criterion 4 who will have a sibling attending the school at the time of admission. Sibling means full, step, half, foster and adopted brothers or sisters living at the same address. The next priority will be based on the degree of commitment to another denomination within the Christian faith demonstrated by the child and/or one of the child's parents/guardians. Weekly, fortnightly, monthly or less frequent worship (attendance one or more times but fewer than 12 times in a year) within the faith tradition and the number of years this has been sustained will be used to produce a points score. Points will be awarded as follows:

Weekly, fortnightly, monthly or less frequent worship (attendance one or more times but fewer than 12 times in a year) within the faith tradition and the number of years this has been sustained will be used to produce a points score. Points will be awarded as follows:

Weekly attendance by the child: 4 points  
Fortnightly attendance by the child: 3 points  
Monthly attendance by the child: 2 points  
Less than monthly attendance by the child: 1 point

Weekly attendance by one of the child's parent(s)/guardian(s): 4 points  
Fortnightly attendance by one of the child's parent(s)/guardian(s): 3 points  
Monthly attendance by one of the child's parent(s)/guardian(s): 2 points  
Less than monthly attendance by one of the child's parent(s)/guardian(s): 1 point

The above points will then be multiplied by the number of years for which the pattern of attendance has been sustained, subject to a maximum of five years. Places will be allocated to those with the highest points score based on attendance (maximum weekly/minimum one or more times a year) and duration (minimum 1 year, maximum five years, as described).

For example, a child or a parent/guardian who has attended public worship weekly for three years will be awarded a score of 12 points (4 points for weekly attendance, multiplied by 3 years). A child or a parent/guardian who has attended public worship monthly for five years will be awarded 10 points (2 points for monthly attendance, multiplied by 5 years).

If both the child and one of the child's parent(s)/guardians have attended public worship, the child's points score and the parent/guardian's points score will be added together.

- (iii) For criterion 5: For pupils of the Islamic faith, the highest priority in the event of oversubscription will be given to those applicants who will have a sibling attending the school at the time of admission. Sibling means full, step, half, foster and adopted brothers or sisters living at the same address. For pupils of any of the other major world faiths (Buddhism, Hinduism, Sikhism, Judaism) the highest priority will be given to those applicants who will have a sibling attending the school at the time of admission. Sibling means full, step, half, foster and adopted brothers or sisters living at the same address.

### **Final tie-breaker**

If the application of the tie-breakers set out above does not distinguish between two or more applicants with equal priority for the remaining place, random allocation will be used as the final tie-breaker in each case.

This will be supervised by someone independent of the school.

### **Children from multiple births**

Where there are children of multiple births wishing to be admitted and the sibling (brother or sister) is offered the final place the governors may admit over the published admission number if it is possible to do so.

### **Applying for places**

Applications for a place in Y7 in the normal admissions round each year must be made on the local authority's common application form. Details of all the applications made will be forwarded to the school by the local authority.

In addition to the local authority form, all applicants should complete and return the school's Supplementary Application Form to the school by the closing date.

### **Late applications for admission**

Where the Local Authority or the governors accept that there are extenuating circumstances for an application being received after the last date for applications, and it is before the governors have established their list of pupils to be allocated places, then the application will be considered alongside all the others that were submitted on time. Otherwise, applications which are received after the last date will be considered after all the others, and placed on the waiting list in order according to the oversubscription criteria.

### **Fraudulent applications**

Where the governors discover that a child has been awarded a place as a result of a fraudulent or intentionally misleading application (for example, a false claim to residence or of involvement in a place of worship) which effectively denies a place to a child with a stronger claim, then under the School Admissions Code the admission authority is able to withdraw the offer of the place. The application will be considered afresh and a right of appeal offered if a place is refused.

### **Waiting list**

Where we have more applications than places, the oversubscription 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 oversubscription 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 that 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 operates until 31 December at the end of the autumn term following admissions in September.

### **Appeals**

Where the governors are unable to offer a place because the school is oversubscribed, parents have the right to appeal to an independent admission appeal panel. Parents wishing to appeal must set out the grounds for appeal in writing and send them to the address shown and by the deadline set out in the letter informing them of the reason for refusing a place. Appeals should be sent to Manchester Local Authority: [www.manchester.gov.uk/schoolappeals](http://www.manchester.gov.uk/schoolappeals)

Please note that you cannot make an appeal within the same school year unless there has been relevant, significant and material change in the family circumstances.

### **Information on previous admissions**

The school has been oversubscribed in recent years. All children meeting the Anglican faith criterion have been offered places. Some applicants under criteria 4 and 5 did not obtain a place, and nor did applicants under criterion 6. Further information on admissions in previous years is available from the local authority

### **In-Year/Non-routine admissions**

Either: It sometimes happens that a child needs to change school other than at the “normal” time; such admissions are known as in-year or non-routine admissions. Parents wishing their child to attend this school may arrange to visit the school. They will be asked to complete an application form and will be offered a place by the governors if one is available. The LA will be informed of the offer of a place once it has been accepted. If there is no place available in our school then the applicant will be informed in writing, together with the LA, and information about how to appeal against the refusal will be provided. Appeals for children moving into the area will not be considered until there is evidence of a permanent address, e.g. exchange of contracts or tenancy agreement with rent book. For children of UK Service personnel and other Crown Servants returning to the area proof of posting is all that is required.

### **Fair Access Protocol**

The school participates in the Local Authority's In-Year Fair Access Protocol for unplaced children. There is no duty to comply with parental preference when allocating places under the In-Year Fair Access Protocol.

### **Admission outside the child's normal age group**

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. Parents requesting admission out of the normal age group must put their request in writing, addressed to the Headteacher at the school, together with any supporting evidence that the parent wishes to be taken into account. The governors will make decisions on requests for admission outside the normal age group on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; any information provided 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 governors will also take into account the views of the Headteacher. When informing a parent of their decision on the year group the child should be admitted to, the governors will set out clearly the reasons for their decision.

Where the governors agree to a parent's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group (i.e. the age group to which pupils are normally admitted to the school) the local authority and governors must process the application as part of the main admissions round, unless the parental request is made too late for this to be possible, and on the basis of their determined admission arrangements only, including the application of oversubscription criteria where applicable. The admission authority must not give the application lower priority on the basis that the child is being admitted out of their normal age group. Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

## **Sixth Form (Year 12) Admissions**

**September, 2024**

The Sixth Form has capacity for some 240 students. Internal students (students already attending Trinity CE High School in Year 11) wishing to continue their studies here can transfer from Year 11 to Year 12 providing they meet the academic entry requirements for the Sixth Form. Applications from internal students for a place in the Sixth Form should be submitted to the school by not later than (22nd December 2023) using the application form available from the school.

The Sixth Form also welcomes applications from external students. The Sixth Form admission arrangements do not prioritise students on the basis of faith, but we do expect all students to respect the Christian character and ethos of the school

The Published Admission Number (PAN) for the admission of external students who meet the academic entry requirements is 30. The PAN may be exceeded if the demand for available courses can be met, provided that the applicants meet the academic entry requirements. Applications from external students for a place in the Sixth Form should be submitted to the school by not later than (insert date as above) using the application form available from the school.

The school will admit all students with a statement of special educational needs or an Education, Health and Care Plan (EHCP) in whose statement or EHCP the school is named and who meet the academic entry criteria set out below.

### **Academic entry requirements for admission to Year 12:**

- **5+ grade 4-9 GCSEs, including English and mathematics.**
- **A minimum of grade 6 in the subjects they wish to study at advanced level.**

If the number of external students seeking places in Year 12 exceeds 30, after the admission of pupils with a statement of special educational needs or an Education, Health and Care Plan (EHCP) in whose statement or EHCP the school is named, the following oversubscription criteria will be applied, in the order of priority shown, in order to determine the allocation of the remaining places.

### **Oversubscription criteria for the admission of external students to Year 12:**

1. Looked after children and previously looked after children who meet the academic entry requirements and are not already on roll at the school in Year 11. (See Note (a))
2. Children of staff at the school who meet the academic entry criteria and are not already on roll at the school in Year 11 (See Note (b))
3. Students who meet the academic entry criteria and are not already on roll at the school who will have a sibling (brother or sister) attending the school at the time of the student's admission. Sibling means full, step, half, foster and adopted brothers or sisters living at the same address.
4. Any other students who meet the academic entry criteria and are not already on roll at the school, with priority given to those living nearest to the school. (See Note (c))



## Notes

- a) 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 at the time of making an application to a school. 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). This criteria also includes looked after children and all previously looked after children 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.
- b) Priority under this criterion will be given to children of staff in either or both of the following circumstances: (i) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or (ii) the member of staff is required to fill a vacant post for which there is a demonstrable skill shortage.
- c) Where there are more applicants for the available places within criterion 4, the distance to the student’s normal home front door from the main gate of the school in a straight line measured on a map will be used as the determining factor, nearer addresses having priority. The ‘normal’ home address of the student will be taken to be the home in which the student sleeps for the majority of the school week. Parents may be asked to show proof of address. For children of UK Service personnel and other Crown Servants returning to the area proof of the posting is all that is required.

## Tie-breaker

If the application of the oversubscription criteria does not distinguish between two or more applicants with equal priority for the remaining place, random allocation will be used as the final tie-breaker. This will be supervised by someone independent of the school.

## Fraudulent or intentionally misleading applications

Where the school discovers that a student has been awarded a place as the result of a fraudulent or intentionally misleading application which effectively denies a place to a student with a stronger claim, then the school is able to withdraw the offer of the place. The application will be considered afresh and a right of appeal offered if a place is refused.

## Waiting List

In the case of oversubscription, students who meet the academic entry requirements may wish their application to be held on a waiting list, which will be maintained until 31 December at the end of the Autumn Term. The school’s waiting list will be ranked in line with the oversubscription criteria listed above.

## Appeals

Any applicant refused entry to Year 12 may appeal to an independent appeal panel.

## Information on previous admissions

Last year the school was able to admit all external students who applied for a place in Year 12 and met the academic entry criteria.