

# **Trinity School**

## **Y7-11 Admissions Policy**

### **Effective September 2021 Intake**



#### **DOCUMENT REVIEW**

GOVERNOR APPROVAL DATE:	December 2019
COMMITTEE RESPONSIBLE:	Education
NEXT REVIEW DATE:	October 2024
AUTHOR:	Lois Tinkler
LINK GOVERNOR:	Cres Iveson



## Admission Policy

### Pupil Numbers

Trinity School Sevenoaks has an agreed published admission number (PAN) of 180 Year 7 pupils.

### Over-subscription Criteria

Where the number of applications for admission is greater than the published admissions number, applications will be considered against the criteria set out below. After the admission of children with Education Health and Care Plan (EHCP) where the school is named in the plan, places will be allocated to applicants in the following priority order:

#### 1. Looked after and previously looked after children.

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. 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 (see the definition in Section 22(1) of the Children Act 1989).

#### 2. Children of Permanent Members of Staff

Up to 4 places will be offered to the children of staff at Trinity School, employed by the school where: a) the member of staff has been employed for two or more years at the time at which the application for admission to the school is made, or b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage. The definition does not include contract or temporary staff.

If applications which meet these criteria exceed the number that can be offered, applicants with a sibling<sup>1</sup> at Trinity in September of the year of admission will be ranked before those without a sibling, followed by those who are attached to a Christian church<sup>1</sup> and meet the Faith places criteria for the school and then, within each group, applicants will be ranked by distance<sup>111</sup> from the school.

A child of a permanent member of staff in this context means, a natural son/daughter, stepchildren, adopted or fostered child/ren.

#### 3. Faith places

Up to 50% of the remaining places will be allocated to students from families attached to a Christian church<sup>1</sup>, ranked as follows:

Students with siblings<sup>11</sup> on roll at the time that the applicant will join the school

Distance<sup>111</sup> from the school, with the closest homes being allocated first.

#### 4. Open places

Open places are available to all applicants. The oversubscription criteria are as follows:

The remaining places will then be allocated without reference to faith, ranked as follows:



- a. Students with siblings<sup>11</sup> on roll at the time that the applicant will join the school
- b. Distance<sup>111</sup> from the school, with the closest homes being allocated first.

In the event that distance from school results in several students eligible for the last place, then the last place will be allocated by ballot of those equidistant students. The ballot will be overseen by someone independent of the school.

In the event that the last student admitted by distance is a twin or of multiple birth, then they would both be admitted.

The school will set up an Independent Appeals Panel to which there will be the right of appeal for all unsuccessful applicants.

A waiting list will be kept of those initially unsuccessful. Ranking on this waiting list will be in line with the oversubscription criteria. Parents will have the right to know their child's position on this list. This list will be kept until the first day of the spring term i.e. January 2022.

### Monitoring and evaluation:

The Governing Board will review this policy at least every five years and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the school.

### Interim statement for out of normal age group admissions

It is our expectation that a child is educated alongside his/her age equivalent peers, in almost all cases. Trinity school will consider an application from a pupil who is taught out of their normal year group. An application will not receive priority over or above any other applicant for this year group and the application will be considered in line with the published admission criteria. Trinity School reserves the right to make a decision on a case by case basis.

### Footnotes

<sup>1</sup> Christian families is for these purposes defined as families where at least one parent / carer and the student consistently attend a Christian Church at least twice per month for a **period of at least two years**, whose minister is able to provide a reference confirming their attendance on the application form. A Christian Church is defined as being a member of Churches Together in Britain or Ireland or a member of the Evangelical Alliance, or a church which can otherwise demonstrate that its basis of faith accords with Trinitarian Christianity as described in the historic creeds of the Church.

<sup>11</sup> Siblings are defined as brothers, sisters, half-brothers, half-sisters, step brothers, step sisters and any other child that is the legal responsibility of one of the parents or carers of the student already on roll and is living in the same family unit at the same address as that sibling.

<sup>111</sup> 'Home' is defined as the one address given on the form where the child normally resides as their only or principal residence. Where parents have shared responsibility for a child, the principal residence is the place where the child is registered with a GP. Addresses of child minders, businesses or relatives cannot be considered. Distance from the school will be defined as from the centre of the Trinity School campus off Seal Hollow Road to the front door of the home address in a straight line as measured using the Local Authority's computerised measuring system. The Admission Authority will seek confirmation of address of the applicant. If incorrect information has been provided on the application form the application may be excluded from the admissions process.



## Supplementary Information Form for Admission in 2021

This form is required in addition to the Common Application Form, which can be found at [www.kent.gov.uk/education-and-children/schools/school-places/secondary-school-places#tab-2](http://www.kent.gov.uk/education-and-children/schools/school-places/secondary-school-places#tab-2)

### Please complete all sections

I understand that I also have to complete the Kent Secondary Common Application Form

☐

### Section I: To be completed by Parent/Carer

#### Child Information

Child's Full Name

M / F

Date of Birth

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Address

Postcode

--	--	--	--	--	--	--	--	--	--

Telephone No

--	--	--	--	--	--	--	--	--	--

Email

Full name of Parent(s)  
/ Carer(s) (incl. title)

Name of any sibling  
currently attending  
Trinity School

#### Details of Church attended regularly by Parent/Carer and child

Name of Church

Name of Minister,  
Priest or Pastor

Town or City

Postcode

--	--	--	--	--	--	--	--

(If you cannot show two continuous years of church attendance because you have moved churches, please copy this form and ask both your current and previous ministers to complete the relevant sections)

#### I confirm the details above are true and complete

Signed (Parent)

Print Name

Date

D	D	M	M	Y	Y
---	---	---	---	---	---



## Section 2: To be completed by Minister, Priest or Pastor

The parents of the above child have applied for a place at Trinity School. The Governors would be grateful if you could complete the questions in this section and sign below. Thank you.

### Minister, Priest or Pastor Information

Name

Address

Town or City

Post Code

Please tick here to confirm that at least one parent or carer of the above named child, and the child themselves, attend church regularly (at least twice a month for a minimum of two years)

Please tick here if your church is a full member of Churches Together in Britain and Ireland or the Evangelical Alliance.

*If not, we would ask you to supply information with this form to demonstrate that your Basis of Faith accords with Trinitarian Christianity as described in the historic creeds of the church.*

### Minister, Priest, Pastor Declaration:

I confirm that all information provided is true and accurate at the time of submission. Please do not sign until completed by parent. Please initial any alternations that have been made by applicant. In the interests of fairness, only the information contained in this form will be used to apply Trinity School's admission criteria.

Signature

Print Name

Position

Date

Tel No.

In the event of an appeal, the appeals panel will see this form.

Please return this form to Trinity School Admissions, Seal Hollow Road, Sevenoaks, TN13 3SL by  
**Midnight on 15<sup>th</sup> November 2019**