

Trinity School

Y7-11 Admissions Policy

Effective September 2024 Intake



DOCUMENT REVIEW

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Admission Policy

Pupil Numbers

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

Request for admission out of normal age group

Applicants will typically be enrolled in Year 6 at the time of the application for a place and be aged 11 at the time of admission. Requests for admission outside the normal age group should be made in writing to the Headteacher as early as possible to allow the Governors sufficient time to make a decision, in full consultation with the Headteacher, before the relevant closing date. Where evidence is provided to support a request to defer an application it must be specific to the child in question. Where the School agrees to consider an application outside the normal age group, the applicant will be ranked alongside all others in accordance with the School's oversubscription criteria. Where an application for admission outside the normal age group has been made the School will not accept arguments related to a child's age at appeal.

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. Children with an Education Health and Care Plan (EHCP), where the school is named in the plan, will be admitted. As a result of this, the published admissions number will be reduced accordingly, and the remaining places allocated to applicants in the following priority order:

1. Looked After Children and previously Looked After Children.

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) at the time of making an application to a school.

A previously looked after child means such children who were adopted (or subject to child arrangement orders or special guardianship orders) immediately following having been looked after and those 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.

A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

2. Children of Permanent Members of Staff

Up to 4 places will be offered to the children of a member of staff at Trinity School, employed by the school when: 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 sibling¹¹ 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 church¹ and meet the Faith places criteria for the school; and then, within each group, applicants will be ranked by distance¹¹¹ 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 church¹, ranked as follows:

Students with siblings¹¹ on roll at the time that the applicant will join the school

Distance¹¹¹ 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 siblings¹¹ who will be on roll at the time that the applicant would join the school
- b. Distance¹¹¹ 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. in January 2024.

Monitoring and evaluation:

The Governing Body will review this policy annually to assess its implementation and effectiveness. It will be consulted on at least every seven years as per the requirement in the School Admissions Code (September 2021). The policy will be promoted and implemented throughout the school.

Footnotes

¹ Christian families is for these purposes defined as families where at least one parent / carer consistently attends a Christian Church at least twice per month for a **period of at least two years (up to the date of application for a school place)**, whose church minister can provide confirmation of their attendance on the Supplementary Information 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.



Note: If during this time the family has relocated, or changed the church at which they worship, supporting evidence from the previous church must be provided. In the event that during the period specified for attendance at worship the church 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 alternative premises have been available for public worship.

ⁱⁱ 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, carers (or co-habiting partner of parent/carer) of the student already on roll and is living in the same family unit at the same address as that sibling.

ⁱⁱⁱ 'Home' is defined as the one address given on the form and where the child normally resides as their only or principal residence. In cases 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 the Trinity School campus off Seal Hollow Road to the home address in a straight line, as measured using the points stipulated by the National Land Property Gazetteer (NLPG) through the Local Authority's computerised measuring system. The Admission Authority will seek confirmation of address of the applicant.