

PUBLIC CONSULTATION DECEMBER 2020-JANUARY 2021

ADMISSIONS CONSULTATION FOR SEPTEMBER 2022 INTAKE

FULL STAKEHOLDER CONSULTATION:

**7 DECEMBER 2020 TO 18 JANUARY
2021**

Consultation lead contact: Lois Tinkler

Contact email: admissions@trinitysevenoaks.com

Contact address: Trinity School, Seal Hollow Road, Sevenoaks TN13 3SL

Consultation process

It is a mandatory provision of the School Admissions Code and the Code of Practice that an admissions authority is required *"to consult each time it proposes to make significant changes to its admissions arrangements or every seven years."*

We are therefore required to undertake a public consultation on our Admissions policy for September 2022. In accordance with the School Admissions Code, the consultation period must run for a minimum of six weeks and take place between 1 October 2020 and 31 January 2021.

In this case the consultation period will run from 7 December 2020 to 18 January 2021.

The admissions authority must determine admission arrangements by 28 February 2021 and publish these on its website by 15 March 2021.

The draft September 2022 Admissions policies for Yr 7-11 and 6th Form (and accompanying Supplementary Information Form) are available at the bottom of this page.

Who can be involved in the consultation?

We invite comments from the following groups:

- parents of children between the ages of 2 and 18
- other persons in the area of each school who have an interest in the proposed arrangements (stakeholders)
- all other admissions authorities within the local area
- the local authority in which our academies are situated (Kent)
- the body or person representing the religion or religious denomination.

What are the changes?

There are separate Yr 7-11 and 6th form policies.

The proposed changes to the Yr 7-11 Admissions Policy seek to

- clarify the arrangements for application of the Faith places criteria in times where churches/places of worship are unable to open
- clarify the arrangements for requests for children to be admitted to the school outside of their normal age group
- update the sibling definition in line with national good practice

The proposed changes to the 6th Form Admissions Policy seek to clarify arrangements for admission to the 6th form now that it is fully established.

How can I submit feedback?

Our preferred method of receiving feedback is by email.

Please email your comments regarding the proposed Trinity School admission arrangements for September 2022 to Lois Tinkler / Chantal Van Staden at admissions@trinitysevenoaks.com

However, if you do not have access to email, you can write to us at Admissions Consultation, Trinity School, Seal Hollow Road, Sevenoaks TN13 3SL

All comments must be received before 11.59pm on 18 January 2021.

Your views are important to us and all comments raised during the consultation process will be taken into consideration before any final decisions are made.

The consultation period will run from 7 December 2020 to 18 January 2021.

Trinity School

Y7-11 Admissions Policy

Effective September 2022 Intake



DOCUMENT REVIEW

GOVERNOR APPROVAL DATE:	February 2021
COMMITTEE RESPONSIBLE:	Education
NEXT REVIEW DATE:	October 2021
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.

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 age 11 at the time of admission. Requests for admission outside of the normal age group should be made in writing to the Head Teacher as early as possible to allow the Governors sufficient time to make a decision, in full consultation with the Head Teacher, 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 of 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. 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 sibling¹ 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 distance¹¹ 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 will 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. January 2023.

Monitoring and evaluation:

The Governing Board will review this policy annually to assess its implementation and effectiveness and it will be consulted on at least every seven years. 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 and the student consistently attend a Christian Church at least twice per month for a **period of at least two years (as of the date of application for a school place)**, 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.

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

¹¹ 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.



¹¹¹ '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.

Trinity School

6th Form Admissions Policy Effective September 2022 Intake



DOCUMENT REVIEW

GOVERNOR APPROVAL DATE:	February 2021
COMMITTEE RESPONSIBLE:	Education
NEXT REVIEW DATE:	October 2021
AUTHOR:	Richard Shaw
LINK GOVERNOR:	Cres Iveson



Introduction

This policy provides details on the admissions arrangements for students wishing to join the Sixth Form at Trinity School.

6th Form Admission Policy

This policy is designed to ensure that students accepted into the sixth form are placed on appropriate courses where they are likely to succeed. For this reason, we ask all applicants to attend a guidance interview with appropriate staff to discuss the most suitable courses of study. The meeting will not form part of the offer-making decision.

Admissions Number

All students in year 11 at Trinity School meeting the entrance criteria are entitled to stay on in the sixth form should they wish to. In addition to these students, external students meeting the same academic criteria are able to enter the sixth form.

The number of places available for external students can vary but will be at least 20 students each year. This number may increase if a number of existing students from year 11 at Trinity School do not take up places in year 12.

Request for admission out of normal age group

Applicants will typically be enrolled in Year 11 at the time of the application for a place and be age 16 at the time of admission. Requests for admission outside of the normal age group should be made in writing to the Head Teacher as early as possible to allow the Governors sufficient time to make a decision, in full consultation with the Head Teacher, 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 of 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.

Application Process

Applications are made through the common Kent application process which involves applying via Kent Choices <https://www.kentprospectus.co.uk/>

Please refer to the Trinity School website for the application timeline for the September 2022 intake.

Academic Requirements

For entry into Year 12 students must meet the requirements specific to the subjects they wish to study which can be found on the schools website <https://www.trinitysevenoaks.org.uk> This information will be available on the website in the autumn term of the year preceding admission to the sixth form.

Trinity students and external students wishing to enter our Sixth Form have the same entry criteria.

All Sixth Form courses last for two years with final assessment and grading taking place at the end of year 13.

Entry into year 13 for external applicants is not recommended. Applicants to Year 13 will be considered on a case-by-case basis.



Oversubscription Criteria

Following the transfer of Trinity School Year 11 students who have met the entry requirements, as stated above, and in the event of oversubscription, places will be allocated to applicants in the following priority order;

For students who have applied by 31st December of year 11.

1. Students in public care (looked after children) and who meet the entry requirements
2. Children of staff at the school, in either of the following circumstances;
 - a) 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, or
 - b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
3. Students with siblingsⁱ at the school in Year 7-13.
4. Distance of the home addressⁱⁱ from the school

Withdrawal of Courses

Trinity School reserve the right to withdraw courses due to insufficient demand to make the course viable.

Late Applications

If an application is received after the deadline this will be considered as 'late'. Late applications will be considered after the initial allocation of places; the same entry criteria will apply.

Accepting or Declining the Offer of a Place

Places are offered on the understanding that there is a commitment to meet the academic requirements of the course. Students are required to accept or decline the allocated place using the reply slip attached to the offer letter. The reply slip must be returned to Trinity School within two weeks from the date of the offer letter. Students should advise Trinity Sixth Form at any stage if they are declining the offer of a place.

Waiting list

External students not offered a place but meeting the criteria for entry can join a waiting list. The waiting list will be held by the school from 1st January, in year 11, until 31st October, in year 12.

Right to appeal

If an offer of a place is not made, there is a statutory right of appeal to the Independent Appeals Panel. Further details of how to appeal will be provided with the letter explaining why an offer has not been made. Appeals may be lodged either by the parent or the student. There can be an appeal when the offer of a place is not made and/or when an offer is not confirmed following results.

False Information

Any place offered on the basis of fraudulent or intentionally misleading application will be withdrawn with immediate effect.



Monitoring and evaluation

The Governing Board will review this policy every year and it will be consulted on at least every seven years as per the School Admissions Code (December 2014). The policy will be promoted and implemented throughout the school.

Footnotes

ⁱ 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.

ⁱⁱ '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.



Supplementary Information Form for Admission in 2022

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

Please complete all sections

I understand that I also have to complete the Kent Secondary Common Application Form or local Education Authority for those applying from out of area

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Section 1: To be completed by Parent/Carer

Child Information

Child's Full Name

Date of Birth

D	D	M	M	Y	Y	Y	Y
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Address

Postcode

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Telephone No

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Email

Full name of Parent making the application

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

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(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
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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 (as of the date of application for a school place).

☐

* **Please note:** 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

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 alterations 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

D	D	M	M	Y	Y	Tel No.											
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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 15th November 2021

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