

Trinity School

Y7-11 Admissions Policy

Effective September 2025 Intake



DOCUMENT REVIEW

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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 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 2026.

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.

Trinity School

6th Form Admissions Policy Effective September 2025 Intake



DOCUMENT REVIEW

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AUTHORS: Mr R Shaw/Mrs L Tinkler

LINK GOVERNORS: Mr G Lacey/Mrs C Iveson



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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 meeting with appropriate staff to discuss the most suitable courses of study. The meeting will not form part of the offer-making decision, nor include those members of staff who make the final decision on entry to our Sixth Form.

Admission number

All students in Year 11 at Trinity School meeting the Sixth Form 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 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 student 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 2025 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 in the Sixth Form course directory on the school's 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 and in time for the Sixth Form Open Evening of that term.



Current Trinity students and external students wishing to enter our Sixth Form are subject to 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. However, applications 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, in the event of oversubscription places will be allocated to applicants in the following priority order:

For students who have applied by the application deadline in January of Year 11.

1. Students in public care (*Looked After Children and previously Looked After Children*ⁱ) 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 subject skill shortage.
3. Students with siblingsⁱⁱ at the school in Year 7-13.
4. Distance of the home addressⁱⁱⁱ from the school

Withdrawal of Courses

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

Late Applications

If an application is received after the deadline it will be considered as 'late'. Late applications will be considered after the initial allocation of places; the same academic entry criteria and oversubscription 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 their conditional offer of a place by the deadline date listed in their 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 January, in Year 11, until 31st October, in Year 12.

Further details of what happens on GCSE results day and contacting the school for a place after the deadline can be found on the school website in the 'Sixth Form Course Directory'.



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 reviews this policy every year and 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

ⁱ 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 arrangements 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.

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/carers) 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.



Supplementary Information Form for Admission in 2025

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 form for those applying from out of area

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

Address

Postcode

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

Telephone No

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

Email

Full name of Parent making the application

Name of any sibling currently attending Trinity School

Details of Church attended regularly by Parent/Carer of named 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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Education for life in all its fullness



Child's Full Name

Section 2: To be completed by the 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 child named overleaf attends church regularly - at least twice a month for a minimum of two years (as of the date of application)

* **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 the parent/carer. Please initial any alterations that have been made by the 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

We will accept forms received from 1 September until midnight on 15 November 2024