

Trinity School

Y7-11 Admissions Policy

Effective September 2024 Intake



DOCUMENT REVIEW

GOVERNOR APPROVAL DATE:	February 2023
COMMITTEE RESPONSIBLE:	Education
NEXT REVIEW DATE:	October 2023
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 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 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 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 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 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. in January 2024.

Monitoring and evaluation:

The Governing Body will review this policy annually to assess its implementation and effectiveness 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

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 (as of 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 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 other 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.

DRAFT



Supplementary Information Form for Admission in 2024

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

Section I: 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

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

(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 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 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 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 14 November 2023

Education for life in all its fullness



Staff Places Application Form for Admission in 2024

This form is required in addition to the Secondary 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

Section 1:

Full Name of parent staff member	<input type="text"/>
Job Title	<input type="text"/>

Section 2:

Child Information	
Child's Full Name	<input type="text"/>
Date of Birth	<input type="text" value="D"/> <input type="text" value="D"/> <input type="text" value="M"/> <input type="text" value="M"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/>
Address	<input type="text"/>
Postcode	<input type="text"/>
Telephone No	<input type="text"/>
Email	<input type="text"/>
Name of any sibling currently attending Trinity School	<input type="text"/>

Section 3:

Please confirm whether, or not, you will be submitting a Supplementary Information Form (SIF) as a Faith applicant

Yes

No

I confirm the details above are true and complete

Signed (Parent)

Print Name

Date

Please return this form to the Admissions Officer by Midnight on 14 November 2023 latest

Education for life in all its fullness