



ADMISSION ARRANGEMENTS 2021/22

Trinity Academy is a new secondary free school which opened in September 2019 and is part of Cathedral Schools Trust (CST) who is the admission authority. The new school was established in response to the need for secondary school places in Bristol and aims to provide the very best educational outcomes for all our students by offering a broad and balanced curriculum with a focus on preparation for working life as well as music and performing arts.

Year 7 Admission

The school has an admission number of 180 for entry in Year 7.

The school will accordingly admit this number of pupils if there are sufficient applications. Where fewer applicants than the published admission number(s) for the relevant year group are received, the academy trust will offer places at the school to all those who have applied.

Application process

Applications for places at Trinity Academy will be made in accordance with the local authority's co-ordinated admission scheme. This means you will need to complete the common application form with your school choices via your home local authority. Further information is available at www.bristol.gov.uk/schooladmissions and applications should be submitted by 31st October 2020. Offers will be made on 1st March 2021.

Children with an Education, Health and Care Plan (EHCP).

The school will admit any pupils with an Education, Health and Care Plan (EHCP) naming the school. Their parents should apply for a place via the service dealing with Special Education Needs in their home local authority and do not need to make an application on the common application form.

Consideration of Applications

Priority will then be given to those children who meet the criteria set out below, in order;

1. Children in care or children who were previously in care

Highest priority will be given to children in care or children who were previously in care at the time the application is submitted and will be allocated places in this category.

- i. To a Local Authority in England and immediately after being in care who became subject to an adoption, child arrangement order, or special guardianship order.
- ii. 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. Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).

Children in Care and Children Previously in Care are defined as;

- i. Children in care are children who are in the care of a local authority or provided with accommodation by that authority under section 22 of the Children Act 1989.
[1989 Children's Act](#)
- ii. In relation to school admissions legislation a 'looked after child' is a child in public care at the time of application to a school. Applicants can provide evidence demonstrating their child was previously in care to an institution acting as a Local Authority, or an organisation that supports the best interests of the community/child. In the case of previously looked after children, admission authorities may request a copy of the adoption order, child arrangements order or special guardianship order and a letter from the local authority that last looked after the child, confirming that they were looked after immediately prior to that order being made, or such evidence that demonstrates a child was in state care outside of England prior to being adopted.

2. Feeder School

Next, priority will be given to children who are on the roll of Stoke Park Primary School, which is a designated feeder school for Trinity Academy.

3. Siblings

Next, children who, on the date of application, will have a sibling on roll at Trinity Academy. A sibling is defined as a natural brother or sister, or a half brother or sister, or a legally adopted brother or sister or half-brother or sister, or step brother or sister who will be living with them permanently at the same address. For the avoidance of doubt this does not include cousins, other family members or friends. The school

may require proof of relationship and/or proof of residence.

4. Music Specialism

Next, up to 18 places of the year 7 intake will be allocated to children who have demonstrated an aptitude¹ in our specialist subject area for music, using a music aptitude assessment test for pitch, melody, texture and rhythm. For the avoidance of doubt, the applicant's address is not taken into consideration under this criterion.

Parents will need to complete the music specialism application form on the school website if they wish their child to be considered for one of these places. The closing date for applications to sit the music aptitude test is **9am on Monday 28th September 2020**.

The music aptitude test will be held on **Wednesday 30th September 2020** and parents will be informed of the result of the test before the closing date for applications which is 31st October 2020.

For further details and frequently asked questions about the music aptitude assessment test please click here: [**How to apply for a Music Specialism Place**](#)

Children not demonstrating music aptitude will be considered under the other oversubscription criteria, in order of priority, if their parents apply for a place.

5. Children living in the inner and outer priority areas

Next, places will be allocated to children living in the inner and outer priority areas as follows:

- a. 25% of the remaining places will first be randomly allocated to children living within the inner priority area. (Area shaded in blue on the map; children living on the boundary line will be considered to be living within the inner priority area).
- b. Any remaining places will be randomly allocated to children living within the outer priority area (Area shaded in pink on the map, which is for guidance only; children permanently resident at addresses beginning within any of the following postcodes; BS1 1, BS1 2, BS1 3, BS1 4, BS1 5, BS1 6, BS2 8, BS2 9, BS6 5, BS6 6, BS6 7, BS7 8, BS8 1).

(See notes for definition of priority area and map at the end of this policy)

6. All other children not living in the inner or outer priority areas

In the event of any places still available these will be allocated by random allocation

¹ Aptitude measures potential, ability measures attainment or what has already been achieved and the two should not be confused.

to all other children living outside of the priority areas. This process will be overseen by an independent body.

Tiebreak

Where there are more applications than there are places, direct line distance from home to school will be used as a tie-break and the distance measured using the point for the [My neighbourhood search - bristol.gov.uk](https://www.bristol.gov.uk/info/20118/my_neighbourhood_search) information available on the Bristol City Council website.

Where two or more applicants cannot be separated, the offer of a school place will be determined by random allocation; the drawing of lots, and will be overseen by an independent person.

Twins/Triplets

Random allocation will not be applied to multiple birth siblings (twins and triplets etc.) from the same family tied for the final place, those siblings will be admitted over PAN.

Late Applications

All applications received by the local authority after the deadline will be considered to be late applications. Late applications will be considered after those received on time. If, following consideration of all applicants the school is oversubscribed, parents may request that their child is placed on the school's waiting list.

Admission of children outside normal age group

Children are normally educated in school with others of their age group; however, in exceptional circumstances parents/carers may request that their child is admitted to a year group outside their normal age range, for instance where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting his or her schooling. All such requests will be considered on their merits and either be agreed or refused, on that basis. If a request is refused, the child will still be considered for admission to their normal age group.

The process for requesting such an admission is as follows:

With the application, parents should request that the child is admitted to another year group (state which one), and the reasons for that request.

Parents will submit any evidence in support of their case with the application, for instance from a medical practitioner, head teacher etc. Some of the evidence a parent might submit could include:

- Information about the child's academic, social and emotional development;
- Where relevant, their medical history and the views of a medical professional;

- Whether they have previously been educated out of their normal age group; and
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

The Trust will consider each case on its merits, taking into account the individual circumstances of the request and the child's best interests. The Admissions Committee along with the Head Teacher will then decide whether such an out-of-year group place will be agreed or refused. We will also ensure the parent is aware of whether the request for admission out of age group has been agreed before final offers are made, and the reason for any refusal. Requests for admission out of the normal year group will be considered alongside other applications made at the same time. An application from a child who would 'normally' be a year 8 child for a year 7 place will be considered alongside applications for year 7.

Waiting Lists

The school will operate a waiting list for each year group. Where the school receives more applications for places than there are places available, a waiting list will operate until the end of the academic year. This will be maintained by the admission authority and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria, in order of priority. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

Unsuccessful music specialism applicants will be considered alongside all other children against the oversubscription criteria, in order of priority including random allocation.

Where a music specialism place becomes vacant it will be reallocated from the next highest scoring applicant on the music specialism waiting list based on the combined scores achieved in both music aptitude tests.

Appeals

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Appellants should contact admissions@trinityacademybristol.org for information on how to appeal. Information on the timetable for the appeals process is on our website at www.trinityacademybristol.org.

Admission to other years

CST is the admission authority and administers all in-year applications for Trinity Academy.

Parents/carers, seeking admission to a year group other than year 7 are able to make an in year application to the school. Please note there are no music specialism places for an in year admission. These places are for children as part of the normal admission round for year 7 only.

Parents/carers should complete the on-line application form available on the school website or by requesting a form from the school. Parents/carers will be notified in writing of the outcome of their in-year application within 10 working days and have a right of appeal to an independent appeal panel if a place is refused. Parents/carers should indicate on the reply form, included with the notification letter, and return it to the school, if they wish their child's name to be placed on the waiting list and/or appeal for a place.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added or leaves it.

Each in year application made to the school is only valid for the academic year in which it is made. Parents/carers will be required to make a fresh application for each new academic year.

The school will participate in Bristol City Council's In Year Fair Access Protocol.

Applicant's Home Address

A child's permanent home address, where he or she resides with a person with parental responsibility, or with a parent (as defined in Section 576 of the Education Act 1996). It is the address where the child spends the majority of the time.

Documentary evidence may be required to confirm a child's home address.

The Admission Authority will not accept more than one address as the child's home address. Where a child regularly lives at more than one address the Admission Authority will have to reach a conclusion about which should be counted as the main address when allocating places, taking relevant evidence into account. Normally this will be the address where the child is registered with a medical GP. Where parents or carers are living separately and do not agree on the child's home address, they are urged to reach an agreement. If this does not happen evidence may be required by providing court documents or other legally binding documentation such a sworn affidavit confirming where the child resides for the majority of the school week.

Where satisfactory evidence cannot be provided, the Admission Authority will

determine the address to be used for allocating a school place.

For the avoidance of doubt the applicant's address is not taken into consideration under oversubscription criteria categories [1 - 4].

Inner Priority Area: Area shaded in blue on the map. Children living on the boundary line will be considered to be living within the inner priority area.

Outer Priority area: Area shaded in pink on the map which is for guidance only. Children permanently resident at addresses within any of the following postcodes; BS1 1, BS1 2, BS1 3, BS1 4, BS1 5, BS1 6, BS2 8, BS2 9, BS6 5, BS6 6, BS6 7, BS7 8, BS8 1. Applicants living in the inner priority not allocated a place in 5a will also be considered within the outer priority area under 5b.

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