



**TRINITY  
ACADEMY**

## **DRAFT ADMISSION ARRANGEMENTS 2024/25 (age 11- 16 provision)**

Proposed changes are highlighted in yellow below.

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 a published admission number (PAN) 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](http://www.bristol.gov.uk/schooladmissions) and applications should be submitted by 31st October 2023. Offers will be made on 1st March 2024.

### **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. The places are reserved and the PAN will be reduced accordingly. 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. If after the initial allocation of places an application is received from a child with an EHCP, we will go over PAN to accommodate the child.

### **Consideration of Applications**

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

## 1. Looked After Child or Previously Looked After Child

A 'looked after child' is one 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, in England.

A 'previously looked after child' is one who was looked after in England, but ceased to be so because they were adopted, or became subject to a child arrangements or special guardianship order, as well as a child who appears to the Admission Committee to have been in state care outside of England (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society), but ceased to be so as a result of being adopted.

Applications in this category may need to be supported by documentary evidence confirming the child's status, such as a signed letter from the child's current or former social worker confirming their status, and/or an adoption, child arrangements or special guardianship order. In the case of children adopted from state care outside England (as defined above), evidence of having been in state care outside England and of being adopted may be required, ideally accompanying the application. When assessing the evidence provided, the DfE's current guidance will be followed.

Where the Virtual School Head at the Local Authority has already verified the child's status and the Admission Committee is able to confirm this with them, there will be no need for further evidence to be provided to the School.

## 2. Music Specialism

Next, up to 18 places of the Year 7 intake will be allocated to children who have demonstrated an aptitude<sup>1</sup> in our specialist subject area for music, using a music aptitude assessment test for pitch, melody, texture and rhythm.

For the avoidance of doubt, any child can sit the aptitude assessment test for consideration for inclusion in this category, including those living outside of the school's priority areas.

Parents will need to complete the on-line music application form available on the school website if they wish their child to be considered for one of these places. The closing date for applications is **9am Monday 25th September 2023**.

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

The music aptitude assessment test is a 2-stage process. Applicants will be invited to sit the initial music aptitude assessment test on **Saturday 30th September 2023**. Highest scoring applicants will be offered a further music aptitude assessment test.

Children will be ranked from highest to lowest according to their score from both tests. Children who do not achieve a place in this category because there are more qualifying applicants than places available will be placed on the music specialism waiting list in rank order. They will also be placed into the next category that applies and be considered for a place under that category too.

Children who sit the first music aptitude assessment test but who do not progress to the second music aptitude assessment test will be considered alongside all other children against the oversubscription criteria, in order of priority.

It is our aim to advise parents of the outcome of their child's music aptitude assessment test before the secondary transfer closing date 31st October 2023. This will enable parents to make an informed decision as to whether they want to apply for a place at Trinity Academy.

Further details and answers to frequently asked questions about the music aptitude assessment test are available on the school website.

### **3. Feeder School**

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

### **4. Siblings**

Next, children who, on the date of admission, will have a sibling on roll at Trinity Academy (age 11 - 16 provision only). i.e a sibling must be attending (or is expected by the admission authority to be attending) the school at the time of *admission* or year of entry.

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.

Step brothers/sisters are defined as children who are not necessarily related biologically (including foster children) but are living in the same household for the majority of the time at the address the admission authority considers to be the address of the child for whom the application is made.

For the avoidance of doubt this does **not** include cousins, other family members, friends or siblings in the 6th Form (Post 16 provision). The admission authority may require proof of relationship and/or proof of residence.

## 5. Children of staff

Next, priority will be given to children of staff who are employed by Cathedral Schools Trust (CST) where their main place of work is Trinity Academy. This will include all teaching and non-teaching staff who;

- a. have been employed at the School for at least two consecutive years at the time at which the application for admission is made; and/or
- b. were recruited to fill a vacant post at the School for which there is a demonstrable skill shortage.

### Notes;

- A School will be the staff member's main place of work if they are based there for at least 50% of their contracted hours each week during term time.
- Children of staff include their natural or adopted children, children placed with the staff member on a long term foster placement, their step-children (i.e. their spouse's children) and the children of their partner who lives with them. In all cases, the child must live at the same permanent address as the staff member.
- A staff member is an employee of CST with a 'continuity of employment' contract who is full time, part time, teaching, leadership or support staff, and who will still be employed by CST in the September the child is admitted.

Parents applying for a place under this criterion should complete and submit the [Staff Supplementary Information Form](#) by 31st October 2023 Admissions, Trinity Academy, Romney Avenue, Lockleaze, Bristol, BS7 9BY or email [admissions@trinityacademybristol.org](mailto:admissions@trinityacademybristol.org). Please note that the parent applying on the CAF to the home local authority should also be the member of staff named in the supplementary information form.

## 6. Other 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. Up to 25% of the remaining places will first be randomly allocated to children living within the inner priority area. (Area outlined in red on the map); children living on the boundary line will be considered to be living within the inner priority area). The process will be overseen by an independent body. Children living in the inner priority area not allocated a place in 6a will also be ranked within the outer priority area under 6b.
- b. Any remaining places will be randomly allocated to children living within the outer priority area. (Area outlined in purple on the map); children living on the boundary line will be

considered to be living within the outer priority area). The process will be overseen by an independent body.

The priority areas can be viewed on the [Trinity Map of Priority Areas](#) or viewed on the [Bristol City Council website](#).

## **7. Other children not living in the inner or outer priority areas**

Other children by distance from the school, with priority for admission given to children who live nearest to the school. For bulk year 7 applications CST purchases home to school distances from the Local Authority using their Geographical Information System (GIS). Distances are measured in a direct line from the main entrance of the child's home address to a defined point on the school site as specified by the local authority's GIS. For in-year applications, CST converts addresses to geographic coordinates and plots the distance measured in a direct line from the main entrance of the child's home address to a defined point on the school site using google maps. This point is also used for the [My neighbourhood search - bristol.gov.uk](#) information available on the Bristol City Council website.

### **Tiebreak**

If a tie-break is required in any of the above categories to decide who has priority for admission between two children, random allocation will be used. This process will be independently verified.

### **Multiple Births**

Where a twin, triplet(s) or sibling(s) of a higher multiple birth achieves a place at the School within the PAN in the normal way, but their twin, triplet(s) or sibling(s) of a higher multiple birth does not achieve a place, the School will admit their twin, triplet(s) or sibling(s) of a higher multiple birth even where this means exceeding the PAN.

Where the last place offered is to a child of multiple births (e.g. twins, triplet etc) the remaining child will also be offered a place above the Published Admission Number (PAN) if necessary. This would also apply to a brother or sister born in the same academic year.

### **Who can apply**

Applications will be accepted for children who meet one or more of the following:

- they are resident in the UK
- they hold full British Citizen Passports
- they are from countries whose passports have been endorsed to show that they have the [right to abode](#) in this country

### **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 as 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 - 5]. The address is considered under category [6 - 7] as set out below;

### **Late Applications**

Applications submitted after the closing date will be considered as 'late' applications and will be dealt with at a later stage when all 'on time' applications have been processed. In very exceptional circumstances e.g. illness of a lone parent, a late application may be considered as on time if the application is made before 15 November 2023, the date the authority exchanges application details with other admission authorities as part of the coordinated admission process.

### **UK Service Personnel and Crown Servants**

For UK Service Personnel and other Crown Servants, where possible, places may be allocated in advance of the pupils return to the UK provided the MOD, FCO or GCHQ have provided a letter declaring a return date and residency placement. Places may be offered and reserved up to one term in advance of the place being required. The address at which the child will live will be used when applying the oversubscription criteria, as long as the parents provide some evidence of their intended address.

### **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 complete the form below to request that the child is admitted to another year group, and the reasons for that request;

[Form to request an out of normal year group admission](#) and submit to Admissions, Trinity Academy, Brangwyn Grove, Lockleaze, Bristol, BS7 9BY or email [admissions@trinityacademybristol.org](mailto:admissions@trinityacademybristol.org).

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**

Where in any year, as part of the normal admission round, Trinity Academy receives more applications for places than there are places available, a waiting list will be maintained by the admission authority until 31 December of the year to which the allocation applies. Any parent will be able to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application. For every added child to the waiting list, the list will be ranked again in line with the published admission criteria.

A child's position on the waiting list will be determined solely in accordance with the oversubscription criteria, in order of priority, as set out in categories [1 - 7] above. Where places become vacant they will be allocated to children on the waiting list in accordance with the published oversubscription criteria [1 - 7] above.

For the avoidance of doubt, during the normal admission round for the Year 7 intake, where a music specialism place becomes vacant it will be reallocated from the next highest ranked

applicant based on the combined scores achieved in both music aptitude tests. Unsuccessful music specialism applicants will be considered alongside all other children against the oversubscription criteria, in order of priority.

Children who are allocated to Trinity Academy in accordance with Bristol Local Authority's In-Year Fair Access Protocol, will be given precedence over children on the waiting list.

### **Appeals**

Parents/carers who are not offered a place for their child have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code. Parents/carers wishing to appeal should submit an appeal form with their written reasons within the timescale set out in their refusal letter confirming the admission authority's decision not to offer a place.

Should an appeal be unsuccessful, the admission authority will not consider further appeals within the same academic year unless there have been significant or material changes in the child's circumstances.

For further information about the appeal process contact;

[admissions@trinityacademybristol.org](mailto:admissions@trinityacademybristol.org)

Information on the timetable for the appeals process is on our website at [www.trinityacademybristol.org](http://www.trinityacademybristol.org).

### **Admission to other year groups**

CST is the admission authority and administers all in-year applications for Trinity Academy. Parents/carers seeking admission for any year group, other than for the normal point of entry may make an application using the online application form on the school website.

The following applications will be treated as in-year admissions during 2024/25:

- applications for admission to Year 7 which are received after 1 September 2024
- all other applications for admission to Year 8 to 11.

Applications will not normally be considered in advance of the date the place is required, this will be approximately 35 days for those moving house, and 21 days for those not moving house. However, applications for admission in September 2024 can be made from June 2024.

CST will consider all such applications and if the year group applied for has a place available, a place will be offered. Parents/carers will be notified in writing within 10 working days of the outcome of their in-year application and have a right of appeal to an independent appeal panel if a place is refused. A child's position on the waiting list will be determined solely in accordance with the oversubscription criteria [1, 4, 5, 6 & 7], in order of priority. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria [1, 4, 5, 6 & 7]. The waiting list will be reordered in accordance with



the oversubscription criteria [1, 4, 5, 6 & 7] whenever anyone is added or leaves it.

For the avoidance of doubt 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. Waiting lists are terminated annually at the end of the academic year. A new application needs to be made each year.

**Registered address:**

Head Teacher: Mr Eiron Bailey

Trinity Academy, Romney Avenue, Lockleaze, Bristol, BS7 9BY

Telephone: 0117 4509379

Email: [enquiries@trinityacademybristol.org](mailto:enquiries@trinityacademybristol.org)