



Policy:	Admissions Policy 2021-2022
Date of review:	May 2020
Date of next review:	September 2021
Lead professional:	Principal
Status:	Statutory

Trinity Academy Leeds admission arrangements for 2021

Introductory statement

Trinity Academy Leeds is a comprehensive 11-16 school located in East Leeds. It is part of the Trinity Multi-Academy Trust which is a trust based in Yorkshire, with schools in Halifax, Leeds and Barnsley. Our aim is to provide outstanding education which offers young people the opportunity to achieve academic excellence as well as a well-rounded experience which prepares them for a range of challenges in their future. The school has a broad and balanced curriculum with a particular focus on the Arts.

Admission number(s)

The school has an admission number of 240 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

The local authority will process applications outside the normal local authority process for co-ordinating school offers. This means you will need to complete your LA common application form for all your choices of school.

The closing date for applications is **31/10/2020**

Offers will be made on 01/03/2021. If we have not entered into a funding agreement with the Secretary of State opening the school by that date, they will be conditional offers and will be confirmed once we have a signed funding agreement.

For residents living within Leeds LA the application form can be obtained from
<https://www.leeds.gov.uk/schools-and-education/school-admissions/apply-for-a-secondary-school>.

Oversubscription criteria

When the school is oversubscribed, after the admission of pupils with an Education, Health and Care plan naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order.¹
2. Priority will next be given to the siblings of pupils attending the school at the time the application is received.
3. Other children

Tie-break

If in categories 2-3 above a tie-break is necessary to determine which child is admitted, the child living closest to the school will be given priority for admission. Distance is measured from the child's home to the front gates of the school in a straight line.

Random allocation undertaken by the local authority will be used as a tie-break in categories 2-3 above to decide who has highest priority for admission if the distance between a child's home and the free school is equidistant in any two or more cases.

Random allocation will not be applied to multiple birth siblings (twins and triplets etc.) from the same family tied for the final place. We will admit them all and exceed our PAN.

Late applications

If you return the preference form after the deadline (31 October) we cannot guarantee to consider your preferences at the same time as those received on time. Late applications will be administered in accordance with the Leeds City Council Co-ordinated scheme and we will adopt any late date they use.

Admission of children outside their normal age group

Parents may request that their child is admitted outside their normal age group. To do so parents should include a request with their application, specifying why admission out of normal year group is being requested .

When such a request is made, the academy trust will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the headteacher and any supporting evidence provided by the parent.

Waiting lists

After offers have been made on offer day in March, parents can ask to go on the waiting list for our school. Waiting lists will also be held for each year group for applications outside of the admissions round. All waiting lists will be held in criteria order of the admission policy and will close at the end of the academic year (July 2022). Each time a child is added, the

¹ 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).

list is ranked again in line with the published oversubscription criteria in this policy. Under the Admissions Code, looked after children, previously looked after children, and those allocated a place at the school in accordance with a Fair Access Protocol must take precedence over those on a waiting list. Please be aware that if your child is placed on a waiting list after offer day and a place becomes available at a higher preference school before the end of August 2021, your child will automatically be allocated the place at your higher preference school by the Council. This will automatically withdraw the place at a lower preference school, and this may then be allocated to another child

Appeals

If you apply for a place at our school and an offer cannot be made, you have the right to appeal against the refusal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code. Appeals in the normal admission round - appellants should contact the LA for information on how to appeal. Information on the timetable for the appeals process is on the Leeds City Council website at <https://www.leeds.gov.uk/schools-and-education/school-admissions/school-appeals>.

Appeals for applications made in the normal admissions round, will be heard within 40 school days of the deadline for lodging appeals. Appeals against a decision for a transfer of school place, outside the normal admission round, can be submitted any time during the academic year. Appeals will be heard within 30 school days of the appeal request being received (where the in-year application has been processed and the right of appeal has been issued).

Notes:

Note 1 - Children with an Education, Health and Care Plan

Children with an Education, Health and Care Plan are dealt with under different Regulations and mechanisms. Any child with a school named on their statement or Education, Health and Care Plan will automatically gain a place at the school named in the Education, Health and Care Plan via the statementing process. Any child with an Education, Health and Care Plan who is admitted to a Trinity Academy Leeds will be counted against the school's admission number.

Special Educational Needs is a term used if a child has difficulty accessing the curriculum, which may mean that he/she may need to have some form of specialist provision made for them in order to learn. It may be a general learning difficulty, an emotional, behavioural, sensory or physical disability or it may be a difficulty related to communication or speech and language. Further information can be obtained from the Special Educational Needs Statutory Assessment and Provision (SENSAP) at Leeds City Council or the Special Educational Needs and Disability Information Advice and Support Service (SENDIASS)

Note 2 - Home address

The home address is where a child normally lives. Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence

is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school. If no joint declaration is received where the residence is split equally by the closing date for applications, the home address will be taken as the address where the child is registered with the doctor. If the residence is not split equally between both parents then the address used will be the address where the child spends the majority of the school week.

Note 3 – Siblings

For these purposes, brothers and sisters must be living at the same address as the applicant child. Siblings refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, foster brother or sister. The definition does not include cousins or other family members sharing a house.

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