



Policy: Admissions Policy 2024-2025

Date of next review: September 2024

Lead professional: Principal

Status: Statutory

Trinity Academy Leeds

Admission arrangements for academic year 2024/25

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, Bradford, Leeds, Wakefield 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 within 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 including for this school.

The closing date for applications is 31/10/2023.

Offers will be made on 01/03/2024.

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. (see Note 1)
2. Priority will next be given to children based on their exceptional medical or social needs or those of their parents. Each application must include evidence, from a medical specialist or social worker of the child's/parent's need and why they must attend this school rather than any other, based on those needs. If evidence is not submitted to the School with the application, a child's or parent's medical or social needs cannot be considered. (See note 2)
3. Children with older brothers or sisters who will be attending our school at the start of the 2024/25 academic year and are living at the same address (see note 3)
4. All other children

Late applications

All applications received by the local authority after the late 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 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

The school will operate a waiting list. Where the school receives more applications for places than there are places available, a waiting list will operate until the end of the first term after the beginning of the school year. This will be maintained by the Academy Trust 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. 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.

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 Leeds City Council by 29/03/2024 for information on how to appeal. Information on the timetable for the appeals process is on the local authority's website at www.leeds.gov.uk.

Notes:

Note 1

A "looked after child" is defined as a child who, at the time of making the application is:

- in the care of a local authority, or

- 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)

A previously looked after child is any child who was previously looked after but stopped being so because they were (one of the following):

- adopted
- became subject to a Special Guardianship order
- became subject to a Child Arrangements Order
- were in state care outside of England and were then adopted

You must submit evidence of your child's previously looked after status (a copy of the court order and evidence of being in local authority or state care outside England) with your application.

You will need to complete and send to Leeds City Council Admission Team a Priority 1a Supplementary Information Form and a copy of the court order so the LA can verify this priority. A copy can be downloaded at www.leeds.gov.uk/admissions.

Note 2

Exceptional 'Social need' does not include a parent's wish that a child attends the school because of a child's aptitude or ability or because their friends attend the school. Exceptional 'Medical need' does not include mild medical conditions as all Leeds schools are expected to be able to meet these needs.

When such a request is made, it must include evidence, from a medical specialist or social worker of the child's need and why they must attend this school rather than any other, based on those needs so the Academy Trust can make a decision.

Note 3

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.

Note 4

A straight-line measurement of distance is used as provided by Leeds City Council admission team. Geographic Information System (GIS) mapping is used in the school admission system. The program measures the 'straight-line' distance from a defined point on the main school building to your home address. The point measured to at your home address is determined by the Local Land and Property Gazetteer (LLPG), which provides coordinates for every dwelling. If it is not possible to match your address in the LLPG then we will use a manually identified point at the centre of your dwelling.

Note 5

For admission purposes, the home address is the child's permanent address, where the child usually lives with their parent or carer.

You must not use any other address on your application, including using the address of a childminder or relative or renting a property for a short period of time as this could be

considered as using a fraudulent address. We will investigate any queries about addresses and, depending on what we find, we may change the school place offer.

Only one address can be used on your application for a school place. Where shared care arrangements are in place, both parents must agree which address will be used on the application, and this should be the address where the child lives for the majority of the school week. If no joint declaration is received by the closing date for applications, the local authority will determine which address will be used, based on where the child spends the majority of the school week. In instances where the child spends equal time with each parent, the home address will be taken as the address where the child is registered with the doctor.

When we make an offer, we assume your address will be the same when you take up the school place in September. If you plan to move house, you must still use your current address on your application. As soon as you move house, you must tell us your new address, providing proof of your house move (including evidence of entry to the new address and exit from the old address) as this may mean we have to change the school place offer.

If it is found that an intentionally misleading or false address has been given with the aim of fraudulently securing a school place, that place may be withdrawn, even if the child has already started at the school.