



<b>Policy:</b>	Admissions Policy 2025-2026
<b>Date of next review:</b>	September 2025
<b>Lead professional:</b>	Principal
<b>Status:</b>	Statutory

# Trinity Academy Leeds

## Admission arrangements for academic year 2025/26

### Introductory statement

Trinity Academy Leeds is a comprehensive 11-16 academy located in East Leeds. It is part of the Trinity Multi-Academy Trust which is a Trust based in Yorkshire, with academies 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 academy has a broad and balanced curriculum suitable for all young people. The academy admits 10% of its cohort based on aptitude for the Performing Arts: Music, Drama, Dance and Voice (singing). Therefore, children with a particular interest in the Arts, may be interested in applying to our academy.

### Admission number(s)

The academy 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.

### Oversubscription criteria

When the academy is oversubscribed, after the admission of pupils with an Education, Health and Care plan naming the academy, 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 academy rather than any other, based on those needs. If evidence is not submitted to the Academy 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 academy. (see note 3)
- 4) Children who show a particular aptitude for Performing Arts. This will be determined through an audition process. Those wishing to be considered under this criteria must complete a supplementary information form, by following this link: <https://forms.office.com/e/mV6Ci0DQZw> Any children who apply and do not meet this criteria will be considered under the other oversubscription criteria. This criteria applies only for 10% of the intake (24 students).

- 5) Children of either teaching or non-teaching staff who work at the academy providing either of the following applies:
  - a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made.
  - b) the member of staff is recruited to fill a vacant post at the school for which there is a demonstrable skill shortage.
- 6) All other children, by straight line distance.

## Tie break

If two or more children live exactly the same distance from the school (i.e. in a block of flats) and there are not enough places for both, we will draw lots. This will be witnessed by a person independent of the school.

We will not draw lots for twins or other multiple birth siblings from the same family. Where they are tied for the final place we will admit them all, exceeding the Published Admissions Number for the school.

## Application process (normal round)

When applying to start in the entry year, all applications are coordinated by local authorities across England.

You apply to your home Local Authority (the council who empty your bins) by the below closing dates. All offers will be made by your home Local Authority on offer day.

National closing date: 31 October 2024.

National offer day: 3 March 2025 (first working day after 1 March)

## Timeline of the application process:

September (date TBC) – The academy will hold an Open Evening in September. The academy will also publish its prospectus at this time.

Friday 27 September 2024 – final date for parents, who wish to apply for their child to be admitted based on their aptitude for Performing Arts (over-subscription criteria number 3 above), to complete a supplementary information form (available on our website from March 2024).

Saturday 12<sup>th</sup> October 2024 – Auditions for the registered applicants, who wish to be considered in relation to their aptitude for Performing Arts, will take place at Trinity Academy Leeds. Parents will be informed, before the 31 October 2024 if their child falls within the top 10% of performing arts aptitude applicants (although this does not equate to the guarantee of a place).

Note: There will be a second opportunity to attend an audition in case of illness or being on holiday, we recommend that all applicants make every effort to attend the Saturday audition wherever possible. The mop-up opportunity will take place on Thursday 17<sup>th</sup> October.

31<sup>st</sup> October 2024 (final date for local authority application process)– All Parents/carers of Y6 primary school children (regardless of which school they wish to attend) must also complete the Leeds Local Authority's Common Application Form (CAF) for admissions. Please refer to their website for information on how to apply for a place at a secondary school [Apply for a secondary school \(leeds.gov.uk\)](https://www.leeds.gov.uk)

November –Trinity Academy Leeds will provide the local authority with the list of students who must be considered in relation to their aptitude for performing arts (although this does not equate to the guarantee of a place). Allocated places will be based on our determined admission arrangements only.

1<sup>st</sup> March 2025 – offers of secondary school places will be made to parents by the local authority.

## Applying after the national closing date

If you apply after the national closing date, we cannot guarantee to consider your preferences at the same time as those received on time.

Until 28 November, all applications submitted or changed will be treated as if they were on-time.

After 28 November, any applications submitted or changed will only be considered after allocations have been made for all on-time applications, unless there are exceptional reasons for the late application agreed by us.

Applications made under priority 4 will only be accepted up until 27<sup>th</sup> September (the deadline for the Supplementary Information Form). After this date any other applications will be considered under the other over-subscription criteria.

## In-year applications

In-year applications should be made via the local authority. Please note that applications in-year cannot be made under the over-subscription criteria number 4: selection by aptitude for the performing arts

## 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

We hold a waiting list after national offer day. How to add your child to a waiting list will be explained in the offer or decision letter you are sent.

If your child is added to a waiting list after offer day and a place becomes available before the new school year starts, the Local Authority will automatically allocate the place at your higher preference school and automatically withdraw the place at a lower preference school to give it to another child, even if you have accepted that place.

We hold waiting lists for all the year groups as follows:

- your child's place on a list is decided by the oversubscription criteria in the school's admission policy (the rules for prioritising places)
- each time a child is added or removed, the list is ranked again and your child can move down if another child meets higher criteria
- the waiting list will close at the end of the academic year (July). You must reapply for a new school place to be on the list the following year
- looked after children, previously looked after children and those allocated a place at the school in accordance with a Fair Access Protocol take priority over those on a waiting list

## Appeals

If you have applied but not been offered a place at our school, you have the right to appeal. Our appeals are arranged by Leeds City Council

Appeals submitted for a year 7 place in the normal round will need to be received by Leeds City Council's deadline to guarantee being heard before the new school year starts. [Find Leeds City Council's appeals timetable containing deadlines and timescales](#)

Appeals against a decision for an in-year application 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 application for a place has been refused and the right of appeal has been issued).

## 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.

### Note 2

Exceptional 'Social need' does not include a parent's wish that a child attends the academy because of a child's aptitude or ability or because their friends attend the academy.

Exceptional 'Medical need' does not include mild medical conditions as all Leeds academies 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 academy rather than any other, based on those needs so the Academy Trust can make a decision.

### Note 3

*To get this priority, the sibling must:*

- *live at the same address as the child applying*
- *be attending the school and still be expected to attend the school when the child starts*
- *be a full, half, step or foster sibling (this priority 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 academy admission system. The program measures the 'straight-line' distance from a defined LLPG point on the main academy 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

## **Which address to use**

When you apply you must use the child's permanent address, where they usually live with their parent or carer. You must not use any other address on your application.

Using the address of a childminder, a relative or renting a property for a short period of time in order to secure a school place is considered a fraudulent application. We will investigate all queries about addresses and we could ask the local authority to change the school place offer.

If we find out that an intentionally misleading or false address has been given to get a school place, the school place may be withdrawn even if the child has already started at our school.

### **If the child lives in different properties (shared care)**

Only one address can be used on your application for a school place, and this should be the address where the child lives for the majority of the week. In cases of equal shared care, both parents must agree which address will be used on the application.

For applications made in the normal round, if there is no agreement, the local authority will decide on our behalf which address will be used. This decision will be based on where the child spends the majority of the school week. If the child spends equal time with each parent, they will use the address where the child is registered with their doctor.

### **If parents disagree on an application made in the normal round**

Only one parent can submit a school place application and we cannot resolve disputes between parents – only a family court can do this.

When you apply, you are confirming you have the consent of all other persons to make the application. If we (or the local authority) receive two conflicting applications, both applications will be placed on hold (and school places may have to be offered to other applicants) until the local authority has received (either):

- written evidence that everyone holding parental responsibility agrees the application
- a Court Order specifying who should apply

Your home local authority may be required to allocate a place at the closest school to the child's home with spaces remaining available if the child needs a school place offer.

## **Moving home**

When offers are made on national offer day, we assume your address will be the same when you take up our school place in September. If you are planning to move house, you must still use your current address on your application.

