



Admissions Policy 2019/20

Newbury Academy Trust

October 2018

Admissions Policy for 2019/2020

1. Introduction

- 1.1. "Academy", "Academy Trust" all refer to Newbury Academy Trust, Love Lane, Newbury, Berkshire, RG14 2DU. School refers to one of the three schools within the Newbury Academy Trust, Trinity School, Love Lane, Newbury, Berkshire, RG14 2DU; Fir Tree School, Fir Tree Lane, Newbury, Berkshire, RG14 2RA; Speenhamland School, Pelican Lane, Newbury, Berkshire, RG14 1NU.
- 1.2. The term Governor refers to both Full Governing Body Trustees and Local Governing Body Governors.

2. Admission Arrangements for 2019/2020

- 2.1. The objective of the admission policy is to provide policy and implementation procedures for admissions which are clear, unambiguous and fair. The policy must also ensure that the Governing Body, as the admission authority for **Trinity** School, meets its statutory responsibilities in respect of arrangements for the admission of pupils to the school.

Trinity School is an Academy; as such, the School is required to comply with the DfE's School Admissions Code and the law relating to admissions.

2.2. Normal Admission Point

September 2019 (Autumn Term) for a child whose 12th birthday falls between 1 September 2019 and 31 August 2020.

2.3. Admission Numbers

The approved admission number

- Year 7 is 187.

2.4. Admission to Year 12

Admission process will be applied as detailed in the Year 12 section below.

- Year 12 – 25 additional places (i.e. over and above students attending the school who progress from Year 11 to Year 12).

2.5. Coordinated and in-year Admission Scheme

In common with other Local Authorities, West Berkshire operates a Coordinated Admissions Scheme: all applicants to **Trinity** School should complete the Local Authority Application Form in the area where they live (their 'home' Authority, e.g., West Berkshire, Reading, Oxfordshire or Hampshire) and return it to that Local Authority by the nationwide closing date below. Any application forms sent erroneously directly to **Trinity** School will be forwarded to the applicant's home Authority until the closing date. Late applications will be managed as explained below.

Further details of the Coordinated Admission Scheme are available on each Local Authority's website and in their published Guides to Secondary Admissions. Please note that the West Berkshire Scheme considers applications on an equal preference basis against the over-subscription criteria for each of up to three preferred schools; it does NOT consider by using the first preference before other preferences.

Pupils in Years 7 - 11 will be admitted without reference to ability or aptitude.

2.6. Oversubscription Criteria

When Trinity School is oversubscribed, places are allocated according to the over-subscription criteria for the school preferred as outlined below.

A. Looked After Children (LAC) and children who were looked after, but ceased to be so because they were adopted or became subject to a residence order or special guardianship order immediately following having been looked after.

B. Catchment Area Pupils, i.e.

Children whose permanent home address is in the school's designated catchment area (as shown on the maps in Appendices to the Parent's Guides) and on the council's website at www.westberks.gov.uk/secondaryadmissions Where necessary, priority will be given to siblings in catchment. The Home address is taken to be the permanent address at the closing date for applications in the normal admissions round (**31 October 2018 – secondary**). Where parental responsibilities are equally shared, the home address will normally be considered to be with the parent/carer with whom the child spends the majority of time and nights Monday to Friday; this will normally be expected to be with the parent/carer that receives the pupil's Child Benefit, where this benefit is still available.

It is the child's normal permanent home address where he or she lives with his or her parents/carers that is used to decide in which school's catchment area the child lives.

Temporary addresses cannot be used to obtain school places, e.g. temporary addresses whilst retaining a previous permanent home will not be accepted. If parents/carers plan to move, documentary evidence will be required, such as proof of exchange of contracts or a tenancy agreement to confirm residence at the time of admission. Normally if such evidence is received by 1 January for a secondary place, or for a primary place before allocation processes begin, during a normal admissions round, the new address will be accepted for the forthcoming allocation.

Confirmation received after these dates will not normally be taken into account until immediately after allocation dates and waiting lists adjusted accordingly. At all other times changes of address will be considered immediately on receipt of evidence. Any child offered a school place based on fraudulent or intentionally misleading information concerning a catchment area permanent home address will have their place withdrawn and a new application will be

required, by which time preferred schools may be full. This may also occur after the child has been admitted to a school.

Criteria C to E apply to children whose permanent home address is not within the preferred school's catchment area

C. Siblings, i.e.

Pupils with a brother or sister including step/foster sibling and children of the parent/carer's partner living in the same family unit.

For Secondary applications a sibling who is already on the roll of the preferred school, and in relation to admissions at the preferred school's first point of entry, will continue to attend compulsory education at the school during the following academic year.

D. Children of members of staff of the Newbury Academy Trust (Trinity School, Fir Tree School, Speenhamland School)

The children of members of staff at Trinity School where that member of staff is the legal parent or guardian of that child and where that member of staff has a permanent contract and employed at the school for two or more years at the time of application for the place.

E. Children on roll and attend a Newbury Academy Trust School.

F. All other applicants.

2.7. Tie Breaker

Priority will be given within any of the above over-subscription criteria to the applicant whose permanent home address is nearest to the preferred school. Distances will be measured using the West Berkshire Admissions Geographical Information System taking a straight line between the home address and the school using the unique property identification points within the National Land and Property Gazetteer (NLPG).

In the case of multiple births, the parents/carers will be approached to decide which sibling or siblings will receive the available places.

2.8. Waiting Lists

Waiting lists will continue to be maintained for all Community and Voluntary Controlled schools and year groups where necessary for children not offered a school place at their first preference school. Placement will be determined by applying the over-subscription criteria.

They will remain until 1 September when parents will be asked to confirm in writing their wish to be placed on a newly constructed waiting list. Names will be removed from the lists if requested or if the offer of a place that becomes available is not accepted. Positions on waiting lists may change due to new applications or revised applications in respect of a change of preferred schools, and precedence is given to LAC and previously LAC, and those allocated a place at the school in accordance with the In Year Fair Access Protocol.

2.9. Late Applications

Late applications are considered as detailed in the coordinated and in-year admissions scheme (see coordinated scheme above).

2.10. In-Year Applications (after the normal admissions round)

The administration of applications outside the normal admission round is detailed in the coordinated and in-year admissions scheme (see coordinated above).

2.11. Admission Outside Normal Age Group

Requests from parents for school places outside a normal age group will be considered carefully whether for gifted and talented pupils or for those who have experienced problems, e.g. having missed education due to ill health, etc. Each case will be considered on its own merits and circumstances. However, cases will not normally be agreed without a consensus that to do so would be in the pupil's interests between the parents, schools concerned (both old and preferred) and any relevant professionals asked for their opinion on the case by the LA. Those refused places outside the normal age group will be informed of their statutory right of appeal.

2.12. Appeals

Any parent not offered a school place at their preferred school has the right of appeal to an independent appeals panel. This can be for a place at one or more of your preferred schools and against an alternative school place that has been allocated by this Council. Information on how to appeal will be provided with the result of the application. Appeals must be lodged by the dates set out in the coordinated and in-year admissions scheme for the normal admissions round or within 21 days from the date of the offer or refusal letter.

2.13. Year 12 Admissions 2019/2020 for Trinity School

2.13.1. General Criteria/principles

These arrangements apply to students entering Year 12.

All schools offer a wide range of courses based on grades achieved at GCSE and it is considered that acceptance is based on a student's capability of benefiting from a course and admission to the Sixth Form and any particular course will depend on students being appropriately qualified to start that course. Although Admission is not dependent on interview, a course guidance meeting may be advised.

Admission to the Sixth Form will respect parental and student preference as long as the school offers the course and the prospective student has appropriate pre-requisite qualifications for the course.

2.13.2. Oversubscription

The highest priority is for LAC and previously LAC who meet the criteria as set out in the Sixth Form prospectus.

2.13.3. Appeals

Any parent not offered a school place for their child at their preferred school has the right of appeal to an independent appeals panel. The student concerned also has the right to a separate appeal. The appeal can be for a place at any one or more of the preferred schools. Information on how to appeal will be provided with the result of the application.

Authorised by	The Board of Trustees
Date	3 rd October 2018
Effective Date of the Policy	October 2018
Effective Date for Review	October 2019