

# TRINITY ACADEMY BRADFORD

## Admissions Policy and Oversubscription Criteria – September 2023



There are 180 places available.

Applications for places at Trinity Academy Bradford (TAB) should be made in accordance with Bradford Metropolitan Borough Council's co-ordinated admission arrangements.

*Admissions will be Fair-Banded (as explained below and in the Supplemental Guidance document).*

### **Timeline - Process of application:**

<b>June and September</b>	The academy will hold an Open Evening in both June and September (Open Evenings may be virtual if Covid restrictions dictate). The academy will also publish its prospectus, explaining admission arrangements for the following academic year, including criteria for dealing with over subscription.
<b>September</b>	Parents must have registered their child to sit the fair banding assessment ( <b><i>see Joint Admissions Supplemental Guidance for details</i></b> ).
<b>October</b>	All applicants whose registration forms have been received by the deadline ( <b><i>see Joint Admissions Supplemental Guidance for details</i></b> ), will sit a fair banding assessment, organised by the academy.
<b>October</b>	All Parents/carers of Y6 primary school children (regardless of which school they wish to attend) must also complete Bradford Authority's Common Application Form (CAF) for Admissions. Please refer to Bradford Local Authority's website for information on how to apply for a place at a secondary school – <b><u>Closing date 31 October 2022</u></b> <a href="https://www.bradford.gov.uk/education-and-skills/school-admissions/apply-for-a-place-at-one-of-bradford-districts-schools/">https://www.bradford.gov.uk/education-and-skills/school-admissions/apply-for-a-place-at-one-of-bradford-districts-schools/</a>
<b>December</b>	The academy will provide the local authority with all necessary information in accordance with the local authority's co-ordinated admissions arrangements.
<b>March</b>	Offers made to parents by the local authority.

### **Procedure for allocating places, including dealing with over subscription**

Places will be allocated on the basis of Fair Banding as permitted by the Department for Education (DfE) School Admissions Code.

Students applying to TAB will be invited to sit a non-verbal assessment (based on cognitive ability) produced by a reputable national organisation. For further details please see Supplemental Guidance.

### **Applicants who sit the fair banding assessment are considered for admission first.**

Any applicants, including late applicants, who miss the first fair banding assessment will be given a further opportunity to sit a fair banding assessment in November.

Trinity schools work collaboratively with many local primary schools to arrange for their Y6 children to sit the assessment in the familiar surroundings of their own classroom, where children feel more comfortable. Please contact your local primary school to establish if they are working with us. If your child attends a school where the assessment is not administered in-house, you will be informed via email and invited to sit the assessment at a Trinity school.

Note: Applicants can only sit the fair banding assessment once.

Any applicants who choose not to sit the fair banding assessment will be 'non-banded' and will be ranked in order of priority (after all of the banded applicants), with the level of priority then determined with reference to the oversubscription criteria (below).

### **How Fair Banding works.**

The assessment is not a traditional entrance exam which children either pass or fail. It is done to ensure that our intake exactly matches the ability profile of the children applying. To achieve this, all applicants (by the deadline) are invited to take a non-verbal reasoning assessment to divide them into 4 ability bands, from Band 1 at the bottom up to Band 4 at the top. We will admit the required number from each band based on the spread of ability of those applying.

The assessment is externally set by a well-established educational assessment agency and the papers are collected by the agency to be marked. The academy is then provided with a list of each child's assessment mark, similar to an IQ score, with 100 being the average. The marks are divided into four bands and we are instructed how many children to take from each band e.g. if 40% of those applying are identified in Band 2, then 40% of our intake has to be from this band. This ensures that the 180 places we offer reflect the ability range of our applicants.

Parents/cares of children who sit the fair banding assessment will be informed of their child's score (and the band they have been allocated to) prior to the national deadline for secondary school applications. Parents/carers of children who sit the later fair banding assessment will also be informed of their child's score (and the band they have been allocated to).

Children in receipt of an Education, Health and Care plan (EHC), children who are in public care – 'Looked After' and children who were previously looked after, who do not take the assessment will be allocated to the appropriate band on the basis of an alternative appropriate assessment e.g. a current teacher assessment of the child's capabilities, and the use of moderated professional judgment, to allocate the child into a band.

Children in receipt of an Education, Health and Care plan (EHC) that names TAB as the appropriate school, will be admitted before any other children.

For children with SEND - At the request of a primary school or parent/carer, additional steps will be taken to ensure reasonable adjustments are made to the assessment or an alternative (more appropriate) assessment is sought.

### **Oversubscription criteria:**

In the event of the Academy being oversubscribed (after the admission of children with an Education, Health and Care Plan where the Academy is named), priority for admission will be given to those children who sit the fair banding assessment and who meet the criteria in the order set out below:

1. (a) Children who are in public care – 'Looked After' (as defined by section 22 of the Children Act 1989) or children who were previously looked after but ceased to be so because they became adopted or became subject to a child arrangements or special guardianship order.  
(b) Children who appear (to the admission authority of the academy) to have been in public care outside of England and ceased to be in public care as a result of being adopted.<sup>1</sup>

- *Note - A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.*
2. Children whose siblings currently attend the academy and who will continue to do so on the date of admission.
    - *Note - "Sibling" is defined as a full or half brother or sister; a step brother or sister; an adoptive brother or sister; the children of parents living together in the same family household. The elder sibling must still be on roll at the academy when the younger child starts at the academy i.e. sibling applications will only be accepted for siblings of students in years 7 to 10.*
  3. Children who attend named feeder schools - Foxhill Primary School, Keelham Primary School, Russell Hall Primary School, Shibden Head Primary Academy and Stocks Lane Primary School.
  4. Children of staff employed at the academy.
    - *Note – Staff, for this purpose, are defined as anyone employed by the academy who has held a permanent contract with the academy for at least two years prior to the application or to staff recently appointed to a post for which there is a demonstrable skill shortage.*
  5. Other children.

Should any band not fill with students assessed and designated to that ability banding, then students will be drawn from other bands in the following order:

**Band 4** – if no Band 4 children are available, children from Band 3 will be offered places; if no Band 3 children are available, children from Band 2 will be offered places; if no Band 2 children are available, children from Band 1 will be offered places; if no Band 1 children are available, places will be offered to non-banded children.

**Band 3** – if no Band 3 children are available, children from Band 4 will be offered places; if no Band 4 children are available, children from Band 2 will be offered places; if no Band 2 children are available, children from Band 1 will be offered places; if no Band 1 children are available, places will be offered to non-banded children.

**Band 2** – if no Band 2 children are available, children from Band 3 will be offered places; if no Band 3 children are available, children from Band 1 will be offered places; if no Band 1 children are available, children from Band 4 will be offered places; if no Band 4 children are available, places will be offered to non-banded children.

**Band 1** - if no Band 1 children are available, children from Band 2 will be offered places; if no Band 2 children are available, children from Band 3 will be offered places; if no Band 3 children are available, children from Band 4 will be offered places; if no Band 4 children are available, places will be offered to non-banded children.

6. **Random Allocation** - Random allocation (undertaken by the local authority or another body unconnected with TAB) will be used as a tie-break to decide who has highest priority for admission if the distance between a child's home and the academy is equidistant in any individual case. Distance from TAB - Distance will be calculated using a straight-line measurement from the pupil's home to the main school gate. To ensure consistency, all distance measurements will be carried out by the local authority's Geographical Information System (GIS) and no other method of measuring distance will be considered. Each property has a co-ordinate taken from Ordnance Survey address point data. This is the point from which distance measurements will be taken.

- *Note - The address given must be where the child and parents live permanently. It must not be the child minder's, grandparent's or other relative's address. If parents share custody of a child, then the school may request to see the court order, child tax credit letter, child benefit letter, medical card or other evidence to establish where the child is resident for the majority of the time during the weekdays. If there is joint custody for the child, then the address of the parents receiving the child benefit is used. Parents may be required to provide proof of permanent address.*

However, if children of multiple birth (twins and triplets) are tied for the final place, those siblings will be admitted over PAN

**Admission outside normal age group** - In exceptional circumstances, the academy will consider requests for admission outside normal age group and make a decision based on each individual case. The circumstances may, for example, involve the extremely high level of ability of a child, or personal and medical circumstances that have necessitated a pupil missing all or part of a year of education. The Admissions Officer will be able to advise parents/carers of the process for such applications.

**Waiting Lists** - The academy will operate a waiting list for students (for a full academic year) and will offer available places to students based on the principles of Fair Banding and in accordance with the published oversubscription criteria e.g. if a child in Band 1 leaves, or decides not to take up the offer of a place, he/she will be replaced by the child who is at the top of the Band 1 waiting list. If there are no children on the Band 1 waiting list, the place will be offered to the child at the top of the Band 2 waiting list, etc. Any applicant who is 'non-banded' i.e. they have chosen not to sit the Fair Banding Assessment, but who wishes to remain on the waiting list, will be ranked in order of priority after all of the banded applicants.

**Appeals** - If your preference for a school place cannot be met you have the right of appeal. Your appeal should be submitted within 20 school days from the receipt of refusal. If you wish to make an appeal against the Governing Body's decision to refuse admission, you should state in writing your reasons for appeal and send this to the Independent Appeals Clerk:

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