TRINITY ACADEMY

ADMISSIONS & APPEALS POLICY

Reviewed: September 2026
Governors approved: October 2026
Review: September 2027

Admission arrangements approved by Secretary of State

1. The admission arrangements for Trinity Academy for the year 2028-2029 and, subject to any changes approved by the Secretary of State, for subsequent years are:

    a) The Academy has an agreed admission number of **232** students in Year 7 and 224 students in Years 8-11, and 350 students in Years 12 and 13 combined. Trinity Academy will accordingly admit at least the agreed number of students in the relevant age group each year if sufficient applications are received.

    b) The Academy may set a higher admission number than its published admission for any specific year. Before setting an admission number higher than its agreed admission number, the Academy will consult Doncaster LA, other relevant admission authorities and governing bodies. Students will not be admitted above the published admission number unless exceptional circumstances apply, and such circumstances shall be reported to the Secretary of State.

    c) The Academy will exercise no selection policy based on academic ability or aptitude for the specialism.

2. Trinity Academy will use the following timetable for applications each year (exact dates within months may vary from year to year):

    a) September: The Academy will publish in its prospectus information about the arrangements for admission the following September, including over subscription criteria, (e.g. in September 2027 for intake September 2028). This will include details of open evenings and other opportunities for prospective students and their parents to visit the Academy. It will notify the date by which the Doncaster Common Application Form (CAF) must be returned to the LA. Trinity Academy will also provide information to the LEA for inclusion in the composite prospectus, as required.

    b) September: The Academy will hold its open evening for Year 6.

    c) 31st October: Closing date for application forms (Common Application Form to be received by Doncaster LA and Trinity Application Form).

    d) December to February: Applications are considered in consultation with Doncaster LEA and any other admissions authorities in relation to general strategic planning for admissions.

    e) 1st March: Offers of places notified in writing to parents.

    f) May to June: Independent appeals.

This timetable seeks to harmonise arrangements with those of the Doncaster LA and as developed within the Admission Forum for Doncaster. In this way, it is intended to secure a coordinated approach to admission for parents and students.

Consideration of applications

1. Trinity Academy will consider all applications for places where fewer than 232 applications are received. The Academy will offer places to all those who have applied.

2. Notwithstanding clause 1 above, Trinity Academy may refuse admission to applicants in cases where fewer than the published admission number have applied. In line with 3.8 of the Schools Admissions Code - These are applicants who have been permanently excluded from two or more schools and the

ability to refuse admissions runs for a period of two years from the last exclusion. Exclusions which took place before the child concerned reach compulsory school age do not count for this purpose. Academies may also refuse admission to students (other than in the normal year of entry) in the specific and limited circumstances described in paragraph 3.10 of the School Admissions Code. In all the circumstances described in this paragraph, however, the Secretary of State may direct Trinity Academy to admit such a student and that direction shall be binding.

Procedures where the Academy is oversubscribed

1. Where the number of applications for admission is greater that the published admissions number, applications will be considered against the criteria set out below. The criteria will be applied in the order in which they are set out:

    1. Looked after children - 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).
    2. Those students permanently resident in the Academy catchment area who express a preference (see catchment area). Where a child lives at more than one address, where a child is resident with parents at more than one address, the address used for admission purposes shall be the place at which the child spends the majority of the school week (Monday to Friday) during term time. Where there is a clear 50/50 split, parents should decide which address is to be used for admission purposes.
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    3. Children with a sibling attending the school at the time of application - Sibling is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters. Where a place is only available for one child from a multiple birth i.e. twins, the admission number will be exceeded, and each child will be offered a place.
    4. Distance from the Academy - priority for admission is given to children who live nearest to the school as measured by using Ordnance Survey data to plot an address in this system. Distances are measured as the crow flies from the main entrance of the child's home to the main entrance of the school as specified by the local authority's GIS.

2. Notwithstanding the provisions of paragraphs 1, the Secretary of State may direct Trinity Academy to admit a named student on application from a Local Authority. The Secretary of State shall in such circumstances consult with Trinity Academy before making such a direction and have regard to its comments.

Catchment area

The Academy catchment area will include the following primary schools:

- Thorne Brooke Primary
- Thorne Green Top Primary
- Thorne King Edward Primary
- Thorne Moorends Marshland Primary
- Thorne Moorends West Road Primary

Detailed listings of the streets within the catchment area are available in the event of difficulty in defining eligibility. Should you require further details, please contact Doncaster Council.

The catchment area for post-16 students has been extended to students who live within a reasonable daily travelling distance from the Academy.

Operation of waiting lists

1. Where in any year Trinity Academy receives more applications for places than there are places available, a waiting list will operate. This will be maintained by the Academy, and it will be open to any parent to ask for his or her child's name to be placed on the waiting list.

2. A child's position on the waiting list will be determined solely in accordance with the oversubscription criteria found in Paragraph 1 of the **Procedures where the Academy is oversubscribed section above**. Where places become vacant, they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

3. Children applying to go into other year groups will be admitted if there are places available. Parents refused a place in other year groups, including Sixth Form, also have a statutory right of appeal.

Arrangements for the admissions appeal panel

Parents will have the right of appeal to an independent Admissions Appeal Panel if they are dissatisfied with an admission decision of Trinity Academy. The panel set up by the Local Authority Admissions team in accordance with the relevant Admission Appeal Code for such appeals will hear all the cases submitted in writing by parents to the Local Authority. Any such appeal will be processed in accordance with the requirements of the same code.

Arrangements for admission to post-16 provision - where appropriate

Admissions to Sixth Form will be made based on students meeting the academic requirements set down from time to time in relation to precise course selections. External students will be admitted to the Sixth Form. The academic requirements for individual courses will be set out in the published admissions arrangements each year.

Year 11 students in the Academy will be interviewed regarding their intentions for a possible Sixth Form place during Year 11. Formal application and registration will follow the publication of examination results in the summer. External applicants will be able to visit the academy and apply by arrangement.

Policy and procedure for selection to Sixth Form (Years 12-13)

Policy

1. There is no catchment area/admission zone restriction, but the Academy must be satisfied that any daily travel distance is reasonable and does not mitigate against full participation in Academy life and studies.

2. Applicants' performance at GCSE or equivalent will be used to assess suitability for their choice of Sixth Form course.

3. The DfE has determined that funding for entry into Year 12 is limited to 220 students (subject by annual review) and preference will always be given to students who have completed their Year 11 in Trinity Academy.

4. The Principal, must be satisfied that each successful applicant is sufficiently motivated to succeed within the ethos of the Academy. This determination must also be reflected in the support demonstrated by his/her parents(s) or guardian(s) to each and all these factors.

5. Those refused a place have a statutory right of appeal.

Procedure

Internal applicants will give early indication of their desire to enter the Sixth Form in Year 11. External applicants are also invited to apply, usually in Year 11, but can only be offered places conditional upon spaces being available after existing students have been catered for. Confirmation of acceptance will only be made, therefore, once GCSE results are known and existing students' applications have been processed.

A variety of information events will be held during the year, including a Year 11 to Year 12 pathways evening for Trinity students and informal visits at other times can be arranged by appointment. There will also be an open evening for students coming from outside the Academy, (date to be announced). The academic requirements for individual courses will be set out in the published admissions arrangements each year and these details will be made available for those wishing to consider a place in Year 12 (September 2028) during the academic year 2027-2028

Children who are Looked After Children and all previously Looked After Children

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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).

An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).