



Policy: Admissions Policy 2023-2024

Date of review: November 2021

Date of next review: November 2022

Lead professional: Principal

Status: Statutory

1 Admissions arrangements

- 1.1 Trinity Academy Cathedral is a comprehensive academy predominantly serving its locality in central Wakefield. It is part of the Trinity Multi-Academy Trust. The policy on admissions to Trinity Academy Cathedral is determined by the academy's governing body. The administration of admissions is the responsibility of the School Admissions Team within Wakefield Council's Children and Young People Service.
- 1.2 Admissions will be Fair Banded (as explained below and in the Supplemental Guidance document).
- 1.3 The published Admission Number (PAN) for Trinity Academy Cathedral is 210.
- 1.4 The vast majority (90%) of the annual intake for the academy follows a broad and balanced curriculum on Trinity Academy Cathedral's Main Curriculum Pathway. The main pathway leads to a broad range of qualifications allowing students to access a wide range of career options and further education.
- 1.5 The academy also has a particular flair for and specialism in the Performing Arts. A small proportion (10%) of our intake are selected by aptitude for performing arts and follow a specialist provision called CAPA Juniors. Students interested in this pathway will follow a wide range of subjects and also spend time focused on Dance, Drama and Music.
- 1.6 Regardless of which pathway a student is applying for, applicants who sit the Fair Banding Assessment are considered for admission first. Those applying for a place on the CAPA Juniors pathway will also take part in an audition process.

2 Expressing a preference

- 2.1 For admission to Trinity Academy Cathedral (including CAPA Juniors), applications from Wakefield residents should be made via Wakefield Council's online application system.
- 2.2 Applications, at any time, from residents outside the Wakefield District should be made in accordance with the applicant's "home" LA's Common Application Form.
- 2.3 Applications for CAPA Juniors must also complete a CAPA Supplementary Information Form which is available from the school and should be returned to Trinity Academy Cathedral.

3 Deadline for applications

- 3.1 All applications received will be considered in the following order:
1. Applications received by the closing date in the normal admissions round:
 - for secondary applications the closing date is **31 October 2022**;
 2. For late applications received between the closing date for the normal admissions round and the end of the summer term the following date will apply:
 - applications for secondary places received up to and including **23 November 2022** will be accepted as if they had been received by the closing date;
- 3.2 Applications received after these dates will be regarded as late applications and will be considered after all applications received on time.

TAC intends to use the following timetable for applications each year (exact dates within the months may vary from year to year):

September – The academy will hold an Open Evening in 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.

September – Parents must have registered their child to sit the Fair Banding Assessment (**see Admissions Supplemental Guidance for details**).

October – All applicants whose registration forms have been received by the deadline (**see Admissions Supplemental Guidance for details**), will sit a Fair Banding Assessment, organised by the academy.

October – All parents/carers of Y6 primary school children must also complete the Wakefield online application form.

December – The academy will provide the local authority with all necessary information in accordance with the local authority's co-ordinated admissions arrangements.

March – offers made to parents by the local authority.

4 Calendar for Admission for CAPA Juniors

4.1 End of July 2022

Cathedral's 'CAPA Juniors Supplementary Information Form' available online, for download from the Academy website or as a paper copy from Reception.

September 2022

An Open Evening Event will be held – date to be confirmed on the Trinity Academy Cathedral website. Parents must also have registered their child to sit the Fair Banding Assessment.

Friday 30 September 2022

Deadline for receipt of the 'CAPA Juniors Supplementary Information Form'.

Friday 7 October 2022

Auditions will be held for applicants whose Supplementary Information Form is received by the deadline. Applicants will be invited to attend.

In line with the School Admissions Code, parents will be informed of the outcome of the audition prior to the deadline for the Common Application Form, although this does not equate to a guarantee of a place.

5 Allocation of places

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

Pupils applying to TAC 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 September Fair Banding Assessment will be given a further opportunity to sit a Fair Banding Assessment in November.

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 210 places we offer reflect the ability range of our applicants.

Parents/cares of children who sit the Fair Banding Assessment in September 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 TAC as the appropriate school, will be admitted before any other children.

Oversubscription criteria:

In the event of oversubscription within each band, priority for admission will be determined using the following criteria:

1) Looked after Children and all previously Looked after Children;

This refers to children who are:

- Subject to a care order made by the courts under section 31 of the Children Act 1989 – for the courts to grant a care order they have to be satisfied that a child is suffering or would suffer 'significant harm' without one;
- Children who are accommodated by the Local Authority on a voluntary basis under Section 20 of the Children Act 1989;
- Children who have been adopted from Local Authority care, children who are subject to a Child Arrangements Order and those with special guardianship immediately following being Looked After will all be included within the higher priority for Looked after Children (see explanatory note 13.1);

1a) Children who appear (to the admission authority) to have been in state care outside of England and ceased to be in care as a result of being adopted (see explanatory note 13.1);

2) Children who live in the school's catchment area, who have brothers and sisters attending the school at the time of admission (see note 13.5);

- 3) Children who show a particular aptitude for one or more of the performing arts: dance; drama; music. This will be determined through an audition process (see note 13.3). Students who are allocated on this basis will be placed on the CAPA Juniors Pathway (see note 13.2). **This criterion applies only for 10% of the intake (21 students);**
- 4) Children who have brothers or sisters in attendance at the school;
- 5) Other children who live in the school's catchment area;
- 6) Other children, with priority being given to those living nearest to the school.

Should any band not fill with pupils assessed and designated to that ability banding, then pupils 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.

Random allocation (undertaken by the local authority or another body unconnected with TAC) 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. However, if children of multiple birth (twins and triplets) are tied for the final place, those siblings will be admitted over PAN

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.

5.2 In all categories "live" means the child's permanent home address. A child is normally regarded as living with a parent or carer and the LA will use the parent or carer's address for admission purposes. Where an address is given which is either not the address of the child's parent or carer or is not the child's true home address, that address will not be treated as the home address for the purposes of the application. Where the LA becomes aware that a child is living temporarily with someone other than his/her parent or carer and has moved there for the sole purpose of gaining a place at a particular school, and the address of that person has been given as the home address in the application, the application will be treated as intentionally misleading or fraudulent and the school place offered may be withdrawn (see note 13.7).

5.3 Only one address can be used on the 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 (see note 13.7).

- 5.4 By submitting an application for a school place, the parent is confirming that they have parental responsibility for the child named on the form, or if parental responsibility is shared, that both parents are in agreement regarding the preferences stated on the application for a school place. In the case of parents disagreeing on the schools preferred, there is an expectation that parents will resolve these disputes themselves and make a single application which both parents are in agreement with (see note 13.8)
- 5.5 When decisions have to be made between children satisfying the same criterion (except in the case of Criterion c), children living nearest to the school, measured as the crow flies, have priority. The distance measured will be from the central (centroid) point of the applicant's property to the central (centroid) point of the school's ground. Measurement will be made using the LA's in-house admission system and mapping software.
- 5.6 Where there is more than one application from a postal address contained within a block of flats, places will be decided by random allocation. If two or more pupils live equidistant from the school, the distance each pupil lives by road from the preferred school will be measured and the place offered to the pupil who lives nearest by this means. In the event of this being equal, places will then be decided by random allocation.
- 5.7 Where the admission of siblings from a multiple birth (eg twins, triplets) would cause the school to rise above its Planned Admission Number (PAN), all of the children from the multiple birth will be admitted.
- 5.8 Children will be placed in the appropriate category depending upon their circumstances at the closing date for receiving applications for admission to Trinity Academy Cathedral. Changes in address will be accepted in accordance with the provisions of the Secondary Co-ordination Scheme. In cases where there is an anticipated change in circumstances, documentary evidence will be required.

In the event of any category being over-subscribed, places will be offered in the order of priority (1)-(6) detailed above.

6. Children with a Statement of Special Educational Needs or Education, Health and Care Plan

- 6.1 Children with an Education, Health and Care Plan are dealt with under a different mechanism. Any child with a school named on their Education, Health and Care Plan will automatically gain a place at the school named in the Education, Health and Care Plan via the statementing process. Any child with an Education, Health and Care Plan who is admitted to a Trinity Academy Cathedral will be counted against the school's admission number.
- 6.2 Special Educational Needs is a term used if a child has difficulty accessing the curriculum, which may mean that he/she may need to have some form of specialist provision made for them in order to learn. It may be a general learning difficulty, an emotional, behavioural, sensory or physical disability or it may be a difficulty related to communication or speech and language. Further information can be obtained from the Special Educational Needs Assessment and Review Team at Wakefield Council or the Special Educational Needs and Disability Information Advice and Support Service (SENDIASS).

6.3 Admission authorities:

- Must consider applications from parents of children who have special educational needs or disability (SEND) but do not have an Education, Health and Care Plan (EHCP) on the basis of the published admissions criteria as part of the normal admissions procedures;
- Must not refuse to admit a child who has SEND but does not have an EHC Plan because they do not feel able to cater for those needs;
- Must not refuse to admit a child on the grounds that they do not have an EHC Plan;

- Must not discriminate against any child or young person who has an SEN or disability and must make reasonable adjustments as set out in the Equalities Act (2010) so that they can be admitted to the school where they do not have an EHC Plan.

7. The Offer of a Place at a school

7.1 Decisions will be posted 2nd class to parents on the 1 March 2023.

7.2 Parents will be able to access their offer of a school place via the LA's on-line website after 12.00 midnight on the respective offer date.

8 Point of Entry

8.1 Pupils will start school in the in-take year (i.e. Y7 for secondary schools) on the first day the school is open following 1 September 2023.

9 Waiting Lists

9.1 Where a pupil is refused a place they will be added to the waiting list for Trinity Academy Cathedral in accordance with the provisions of the Secondary Co-ordination Scheme or In-Year Co-ordination Scheme.

9.2 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.

9.3 The waiting list will be reviewed and revised each time a child is added to or removed from the waiting list and/or when a child's changed circumstances will affect their order of priority for a school place.

9.4 The waiting list will be established on the offer day and will be maintained up to and including the end of the summer term in July 2024. Any parent wishing to be placed on the waiting list for the subsequent academic year will have to reapply for that academic year.

10 In-Year Admissions

10.1 All applications made outside the normal admissions round (i.e. in-year applications) for Trinity Academy Cathedral should be made on the Wakefield's Common Application Form, which is available from the School Admissions Team, Room 42, County Hall, Wakefield, WF1 2QL. Applications will be processed in accordance with the "In Year Co-ordination Scheme". Parents can express up to 5 school preferences. The Supplementary Information Form, which is available from Trinity Academy Cathedral, must also be completed for all applications for CAPA Juniors.

10.2 Where there are sufficient places, an application will normally be agreed. The Admission Number for a school is set for the school's in-take year. As a general rule, this admission number then remains with that year group as it moves through the school. There may be exceptions, for example, if accommodation in a school is removed, then the admission number may change for subsequent year groups.

10.3 If a place is not available, a refusal letter is sent outlining the right of appeal. If the application is from a Wakefield resident then a place will be allocated at the next nearest community and voluntary controlled school with places. Should the child be already attending a Wakefield school then no school will be offered as an alternative. The child's name will be added to the waiting list for the school in the order against the Admissions Policy above. All waiting lists are re-ranked when new applicants have been

added. Should a vacancy arise at the school, the place will be offered to the child at the top of the waiting list.

11. Fair Access Protocol

11.1 Wakefield LA has agreed a Fair Access Protocol with its secondary schools. This means that, in some circumstances, pupils defined in the Protocol will have a higher priority for admission to schools and/or year groups which are already full, than all other pupils seeking admission to that school. Full details of the Protocol can be obtained from Wakefield LA.

12. False Information

- 12.1 Where the LA has made an offer of a place at Trinity Academy Cathedral on the basis of a fraudulent or intentionally misleading application from a parent which has effectively denied a place to a child with a stronger claim to a place at the school, the offer of a place may be withdrawn.
- 12.2 Where a child starts attending the school on the basis of fraudulent or intentionally misleading information the place may be withdrawn depending on the length of time that the child has been at school.
- 12.3 Where a place or an offer has been withdrawn the parent will be asked to submit a new application form. This new application form will then be considered afresh against the relevant admissions policy and co-ordination scheme.
- 12.4 It is for the parent/carer to satisfy Wakefield LA of their circumstances, as they apply to the admission criteria at the time of the application.

13. Explanatory Notes

13.1 Looked after Children and previously 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) at the time of making an application to a school.

A 'previously looked after child' includes children who were adopted (from Local Authority care) under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders).

Children who were previously looked after includes children who have been adopted from Local Authority care, or who are subject to a Child Arrangements Order and those with special guardianship immediately following being in care.

Child Arrangement Orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society (see section 23ZZA (8) of the Children Act 1989 (inserted by section 4 of the Children and Social Work Act 2017)).

13.2 CAPA Juniors Pathway

The academy will admit one CAPA Juniors class per academic year. Places in that class will be filled through a combination of students who meet the oversubscription criteria 5.1(3) above and have shown an interest in the performing arts as a career (up to 21 students) and then filled with students who meet criterion 5.1(1-2 and 4-6) above.

13.3 Audition process for CAPA Juniors

The audition process will take place in September 2022. Parents or carers interested in applying for a place on the CAPA Juniors pathway should contact the academy directly and ask to be added to the mailing list for further information.

13.4 Catchment Areas

Wakefield LA believes it is important that schools should serve their local communities and so each one has its own catchment area. However, parents are required to express a preference, stating their choice of school, even if this is within their catchment area.

Whilst every effort is made to ensure that there will be a place for every child in its catchment area school, it cannot be guaranteed that this will always be the case. Trinity Academy Cathedral will serve largely its own catchment area through this admissions policy.

If parents/carers are in any doubt about their catchment area they can find out which school is their local school through the Wakefield LA website using catchment area search. Alternatively you could contact the school directly to find out.

13.5 Brothers and Sisters

This category includes children with brothers or sisters (including step-brothers or sisters residing at the same address) of statutory school age, living at the same address, in attendance at the same school, or a school on the same site, on the date of admission.

13.6 Families Living Outside the District Boundary

Children from families living outside the Wakefield Metropolitan District boundary will be considered alongside those who live within the Wakefield Metropolitan District.

13.7 Address

The LA investigates all queries about addresses and an offer may be withdrawn where the Local Authority concludes that the parent/carers have made a fraudulent or deliberately misleading application.

When an offer is made, it is assumed the parental address will be the same in the following September as is held on the LA's records. If a parent plans to move or has moved house, the parent must let the Local Authority's School Admissions Team know immediately as the date of the move could affect the address which is considered to be the home address for the purposes of the application.

For Secondary places, if the house move is after the **6 January 2023** the new address will be considered to be the home address. If the original application was received on time then any change of address up to and including the 6 January 2023 will not result in the application being categorised as late.

Where a parent fails to notify the LA of a change of address, this may lead to the application being treated as a fraudulent or misleading application. This in turn may lead to the place, or offer of a place being withdrawn. Where the place is withdrawn, in the case of a Wakefield resident, the LA will offer a place at a school within the catchment area of the new home address if there are places available at that school. Where there are no places at the new catchment area school, the LA may offer a place at the next nearest school to the new home address which has a place available.

13.8 Parental Disputes

Parental Responsibility gives both parents important legal rights as well as responsibilities to be involved in decisions such as the choice of school. The LA can only process one application per child which has been made by a person who has parental responsibility for that child.

Where the LA receives two conflicting applications both made by persons who have parental responsibility, the LA cannot process either application and the parents must decide between them which application will be withdrawn. Evidence of parental responsibility must be provided.

Where an application has been made by a parent who has parental responsibility, and the other parent advises the LA that he/she disagrees with the school preference, the LA will continue to process the original application unless the parent who disagrees with the school preference provides evidence that the applicant does not have parental responsibility for the child, or is otherwise prevented from determining which school the child should attend. Such evidence would be a copy of an existing Court Order or a Specific Issues Order.

CATCHMENT AREA MAP

Cathedral Pyramid

