



<b>Policy:</b>	Admissions Policy for intake 2024-25
<b>Date of next review</b>	November 2023
<b>Lead professional</b>	Principal
<b>Status</b>	Statutory

# Trinity Academy Cathedral

## Admission Arrangements for 2024/25

### Introductory statement

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.

***Admissions will be Fair Banded (as explained in the Supplemental Guidance document) and applicants who sit the fair banding assessment will be considered for admission first.***

### Admission number(s)

The school has an admission number of 210 for entry in year 7.

The school will accordingly admit this number of students 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.

### Pathways

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.

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.

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.

## Timeline of the application process:

**June** – Fair Banding Registration Form and CAPA Juniors Supplementary Information Form available on the academy website or as a paper copy from reception.

**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 Trinity Academy Cathedrals Fair Banding Assessment (*see the academy's Admissions Supplemental Guidance for full details*). If applying for CAPA Juniors, parents must also have submitted the CAPA Juniors Supplementary Information Form.

**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. CAPA Juniors applicants whose supplementary information forms have been received by the deadline will be invited to audition.

**October** – All Parents/carers of Y6 primary school children (regardless of which school they wish to attend) must also complete the Wakefield Authority's Common Application Form (CAF) for Admissions. Please refer to Wakefield Local Authority's website for information on how to apply for a place at a secondary school – **Closing date 31**

**October 2023** <https://www.wakefield.gov.uk/schools-and-children/schools/admissions>

CAPA Junior applicants - 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.

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

**March** – offers made to parents by the LA.

## The 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 TAC will be invited to sit a non-verbal assessment (based on cognitive ability) produced by a reputable national organisation. 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 Trinity Academy Cathedral.

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

Any applicants, including late applicants, who miss the 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 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 the band their child has been allocated 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 the band that their child has 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.

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

When the school is oversubscribed, after the admission of students with an Education, Health and Care plan naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

- 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;
  
- 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;
- 2) Children who live in the school's catchment area, who have brothers and sisters attending the school at the time of admission;
- 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. Students who are allocated on this basis will be placed on the CAPA Juniors Pathway. **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

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

## Late applications

The Authority will accept applications up to the later date of 20 November 2023 as being on-time and these will be included in the determination of potential offers.

All applications received by the LA after the 20 November 2023 deadline will be considered to be late applications. Late applications will be considered after those received on time. If, following consideration of all applicants the school is oversubscribed, parents may request that their child is placed on the school's waiting list.

## 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

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.

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.

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.

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 2025. Any parent wishing to be placed on the waiting list for the subsequent academic year will have to reapply for that academic year.

## Appeals

If your preference for a school place cannot be met you have the right of appeal. All appeals are organised by the Council's Committee Services Team. Your appeal should be submitted within 20 school days from the receipt of refusal. You will be asked to complete a form, clearly stating your reasons for your appeal. See <https://www.wakefield.gov.uk/schools-and-children/schools/admissions/appeals> for further information.

## Notes:

### **Note 1 - Home address**

The child's ordinary place of residence will be deemed to be a residential property at which the person or persons with parental responsibility for the child resides at the closing date for receiving applications for admission to school.

Where parental responsibility is held by more than one person and those persons reside in separate properties, the child's ordinary place of residence will be deemed to be that property at which the child resides for the greater part of the week including weekends. Where responsibility for a child is shared evenly, the person receiving Child Benefit is deemed to be the person responsible for completing application forms, and whose address will be used for admissions purposes.