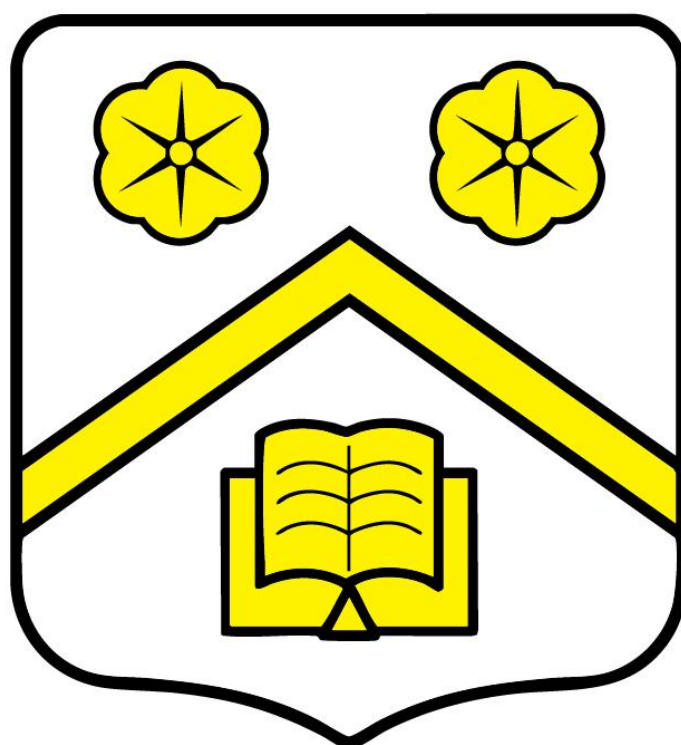


Trinity Academy Whitehill



Admission Policy 2028 - 2029

Policy	Admissions Policy
Date of review	November 2026
Date of next review	November 2027
Lead professional	Principal
Status	Statutory

This document sets out the admission arrangements for the Trinity MAT and complies with Annex 1 to the Funding Agreement which is an agreement between the Academy and the Secretary of State. Any changes to the arrangements set out in the Funding Agreement must be approved in advance by the Secretary of State.

The Academies will comply with all relevant provisions of the statutory codes of practice (the School Admissions Code of Practice and the School Admission Appeals Code of Practice) as they apply at any given time.

The Executive Board of the Trust is the Admissions Authority and therefore any reference in the codes to admission authorities shall be read as the Trust's Executive Board. In particular, the Trust will take part in the Co-ordinated Admissions Scheme run by Calderdale Local Authority

1. Application for Places

Parents are asked to apply for a place at Trinity Academy Whitehill using Calderdale Local Authority's common application form online at www.calderdale.gov.uk/admissions.

2. Allocation of Places

There are 60 reception places available each year at Trinity Academy Whitehill, and where 60 or fewer applications are received, the school will offer a place to all those who have applied.

In the event of oversubscription, and after the admission of students with an Education Health and Care plan naming the academy, priority for admission will be determined using the criteria set out below, in priority order:

- 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.
 - *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 Pupils who have a sibling who will be at school at the start of the academic year.
 - *Sibling is defined as a full or half brother or sister; a stepbrother or sister; an adoptive brother or sister; the children of parents living together in the same family household.*

- 3 Those children on roll at Trinity Academy Whitehill Nursery Provision in the previous academic year from 1st January and are still in attendance at the time of allocations
- 4 Proximity of the pupil's home address to the school (see note 1).

Notes:

1. Distance from school:

If there is an oversubscription in any category, students will be admitted in order of proximity to TAW. To ensure consistency applies, all measurements will be taken using a straight-line measurement from the student's home to the main academy gate. This distance will be calculated using the Local Authority's GIS system; no other method of measuring distance will be considered. Random allocation (undertaken by the local authority or any other body unconnected to TAW) will be used as a tie-break to decide who has the highest priority for admission if the distance between a child's home and the academy is equidistant in any individual case. Note: Looked after children, previously looked after children and those with an EHCP will be prioritised.

When you apply for a place at TAW, you must use the child's permanent address (where they usually live with their parent or carer). You must not use any other address on your application. Using the address of a childminder or a relative, or renting a property for a short period, to secure a school place is considered a fraudulent application. The local authority will investigate where there is a discrepancy between the address on the application and its records. If an application is intentionally misleading or a false address has been given to gain a school place, the school place may be withdrawn even if the child has already started at our school.

If a child lives in different properties (shared care), only one address can be used on your application for a school place, and this should be the address where the child lives for the majority of the week. In cases of equal shared care, both parents must agree on which address will be used on the application. For applications made in the normal round, if there is no agreement, the local authority will decide on our behalf which address will be used. This decision will be based on where the child spends the majority of the school week. If the child spends equal time with each parent, they will use the address where the child is registered with their doctor.

2. Admission of children below compulsory school age and deferred entry:

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place, a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

3. Admission of children outside their normal age group:

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer-born child, i.e. a child born between 1st April and 31st August, may request that the child be admitted out of their normal age group, to reception rather than year 1.

When such a request is made, the Governing Body will base any decision on the circumstances of the case and in the best interest of the child concerned, considering the view of the Principal and any supporting evidence provided by the parent.

4. The process for requesting such an admission (note 2 and 3) is as follows:

Parents should contact TAW's Governing Body, via the Admissions Officer, to request that the child be admitted to another year group (stating which year group) and the reasons for their application (email contactus@whitehill.trinitymat.org, and address it for the attention of the Admissions Officer)

Included with the e-mail or letter should be any evidence in support of their case; some of the evidence a parent might submit could include:

- The parents' views;
- Information about the child's academic, social and emotional development;
- Where relevant, the child's medical history and the views of a medical professional;
- The views of the principal
- Information from any professional persons regarding the child's best interests.

The Governing Body will advise the parent whether the request for admission out of age group has been agreed upon or the reason for any refusal. Where the Governing Body refuses such a request, there is no right of appeal against a refusal to offer a place in the preferred age group.

5. Multiple births

If children of multiple births (twins and triplets) are tied for the final place, those siblings will be admitted over PAN.

Notification of Places

In accordance with the Co-ordinated Admissions Scheme run by Calderdale, the local authority will make the formal offer of a place to parents or guardians on behalf of the academy Trust. These letters will be sent via the academy, which will ask parents/carers to contact the academy by telephone or letter to either accept or reject the offer of a place. This will in no way affect parents' right to appeal for a place at another school but will allow the academy to re-allocate a rejected offer to another child.

Fair Access Protocol

As part of the Co-ordinated Admissions arrangements with the local authority, the academy may accept hard-to-place pupils onto the school role from time to time in accordance with the Local Authority In-Year Fair Access agreement. These are special cases arranged outside the boundaries of this admissions policy.

Appeals Procedure

Parents who want to appeal against the decision not to offer their child a place at the school must appeal directly to the school. Appeals should be addressed to the Admissions Officer at the Academy within 20 school days of receiving the decision letter/email from the local authority.

The appeals will be heard by an independent appeals panel set up by the academy to hear the case for the appellant. Parents will receive advanced notification of the date and time of their appeal hearing, to which they can go and make their case. If they wish, parents may be accompanied by an advisor or friend who can be a locally elected politician.

Following the appeal, the Clerk to the independent appeals panel will write to parents with the decision and full reasons for the decision. The decision of the independent appeals panel is binding and final.

Re-Allocation (Waiting) list

A reallocation list will be drawn up from parents who request their child's name to be added to the list, giving priority to places that become vacant, in accordance with section 2. Any places which become available will be filled from the re-allocation list. If a child has been placed on the re-allocation list, parents will be informed and asked to confirm annually that they wish to leave their child's name on the list, which will be retained until the end of the autumn term.

In-Year Applications

The same criteria will apply for in-year applications as outlined in section 2 and the appeals processes outlined in section 5. In year places will become available when the number in each class falls below 30. Parents wanting to apply for a place for their child should apply directly to the Academy.