

<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 Halifax

## Admission Arrangements for 2024/5

### Introductory statement

Trinity Academy Halifax is a mixed comprehensive 11-16 academy located in Halifax, West Yorkshire. The academy is part of the Trinity Multi-Academy Trust, with schools in Halifax, Bradford, Leeds, Wakefield and Barnsley. Our academy has a relentless focus on helping every student meet their potential both academically and in character driven learning. We constantly strive to develop a love of learning, resilience, curiosity, kindness and ambition in all our students.

***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 330 for entry in year 7.

### Timeline of the application process:

**September** – The academy will hold an Open Evening in September. 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 Halifax's Fair Banding Assessment (***see the academy's Admissions Supplemental Guidance for full 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 (regardless of which school they wish to attend) must also complete Calderdale Local Authority's Common Application Form (CAF) for Admissions. Please refer to their website for information on how to apply for a place at a secondary school – **Closing date 31 October 2023**

<https://www.calderdale.gov.uk/v2/residents/education-and-learning/schools/admissions>

**December** – In accordance with the LA's co-ordinated admissions arrangements, Trinity Academy Halifax will provide the local authority with the list of students who sat the Fair Banding Assessment and their relevant band. The academy will also provide the local authority with any Church Supplementary Information forms submitted by parents in support of their application.

**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.

Pupils applying to TAH 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.

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.

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. 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 and 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 330 places we offer reflect the ability range of our applicants.

Parents/cares of children who sit the Fair Banding Assessment in October will be informed of the band their child has 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 the band their child has been allocated to.

Children in receipt of an Education, Health and Care plan (EHC), 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.

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 oversubscription within each band, 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.<sup>1</sup>

*<sup>1</sup> 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 who attend Akroydon Primary Academy.
3. Children whose siblings currently attend the academy and who will continue to do so on the date of admission.

*(“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. 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.*

4. Children of staff employed at the academy. ‘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. Children who are resident in the defined priority catchment area, as shown on the map following this policy and who regularly attend, or whose parents/guardians regularly attend a Church of England Parish Church. **Parents must complete the church supplementary application form if they wish their child to be considered in relation to their church attendance.**

*(“Regularly attend” means attendance at public worship at least twice per month for the year before the application is submitted.) In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.*

6. Children whose place of residence is within the defined priority catchment area shown on the catchment area map – page 7 of this policy.
7. Children who regularly attend, or whose parents/guardians regularly attend, one of the Church of England Parish Churches in the Rural Deanery of Halifax.

*("Regularly attend" carries the same definition as set out at Criterion 5.)*

8. Children who regularly attend, or whose parents/guardians regularly attend, one of the Church of England Parish Churches in the rural Deaneries of Calder Valley and Brighouse and Elland.

*("Regularly attend" carries the same definition as set out at Criterion 5.)*

9. Children who regularly attend, or whose parents/guardians regularly attend, another Christian Church within the area of the Calderdale Metropolitan District (affiliated to Churches together in England). A list of such churches is available to view by visiting: [www.cte.org.uk](http://www.cte.org.uk)

*("Regularly attend" carries the same definition as set out at Criterion 5.)*

10. Other children.

If there is oversubscription in any category, pupils will be admitted in order of proximity to TAH. Distance will be calculated using a straight-line measurement from the pupil's home to the main school gate. Distances will be calculated using the local authority's Geographical Information System (GIS). To ensure consistency, all measurements will be carried out by the local authority's GIS system 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 there is joint custody for the child, then the address of the parent receiving the child benefit is used. Parents may be required to provide proof of permanent address.*

## Random allocation

Random allocation (undertaken by the local authority or another body unconnected to Trinity Academy Halifax) 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 are 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.

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.

## Admission of children outside their 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

Where the school receives more applications for places than there are places available, the local authority will operate a waiting list until the end of the first term after the beginning of the school year. From that point, and for one academic year, the academy will operate a waiting list for students 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

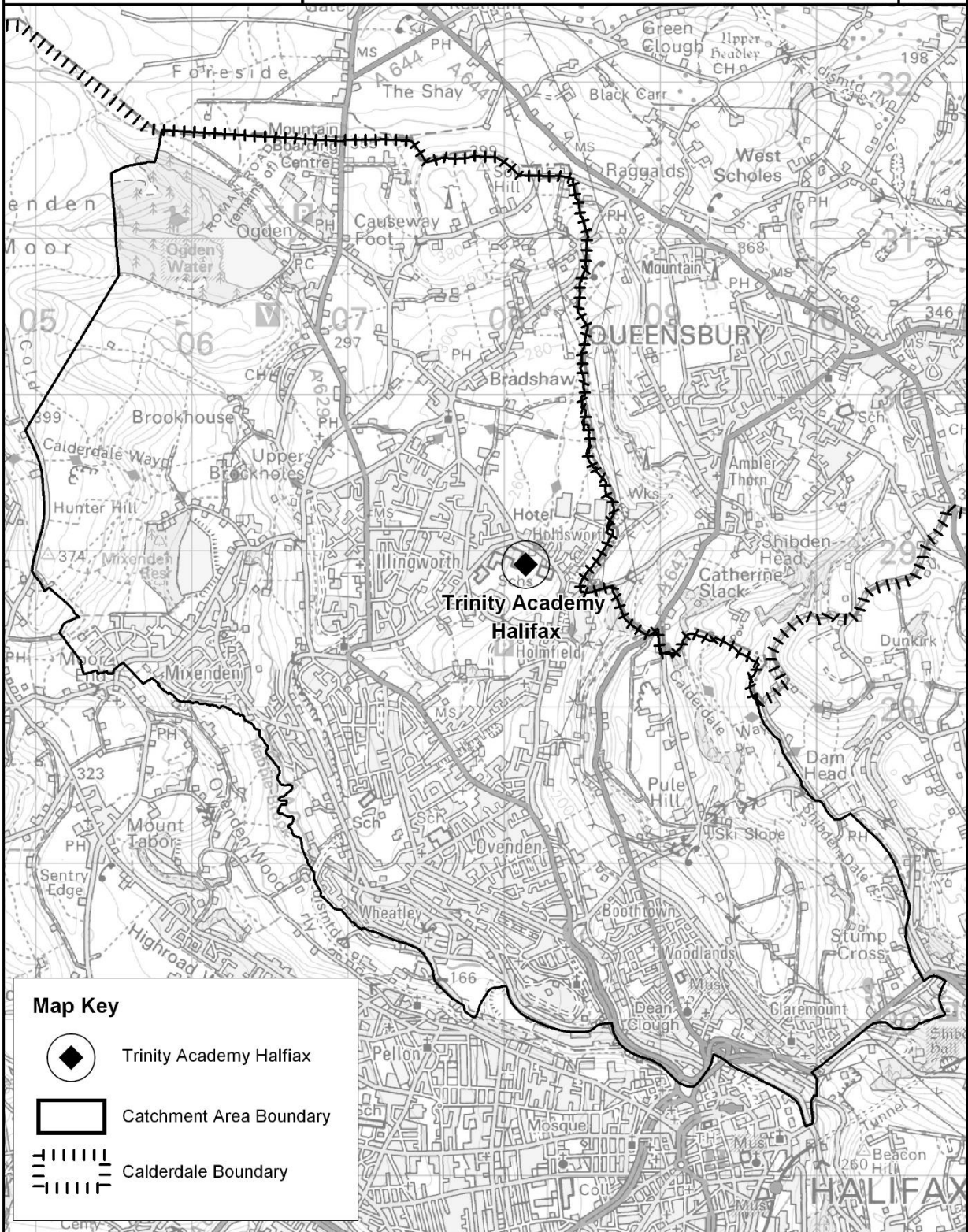
If your preference for a school place cannot be met, you have the right of appeal. Your appeal should be submitted within 20 school days from the receipt of refusal. If you wish to make an appeal against the Governing Body's decision to refuse admission, you should state in writing your reasons for appeal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

John Halshaw  
Managing Director  
Governor Support Ltd  
PO Box 1065  
Nelson  
BB9 4DA  
[john.halshaw@govsupport.co.uk](mailto:john.halshaw@govsupport.co.uk)

# Catchment Area Map

Children & Young People's Services  
Access & Capital

Trinity Academy Halifax Catchment Area



Northgate House,  
Halifax, West Yorkshire, HX1 1UN  
Telephone No. : 01422 392617  
Website: [www.calderdale.gov.uk](http://www.calderdale.gov.uk)

Drawn By: A Briggs

Scale 1:32,000

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