



ADMISSIONS POLICY

2022 / 2023

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1. GENERAL PRINCIPLES AND ETHOS

Trentham Academy is a member of the City Learning Trust. Trentham Academy is a mixed, non-denominational Academy situated on the outskirts of Stoke-on-Trent. Trentham Academy has a strong sense of community where every individual is valued. We are highly ambitious and work together to ensure everyone has the opportunity to lead fulfilling lives. Our ethos reflects the belief that excellence in educational achievement comes from developing the whole person. At the core of our community are the values of respect, optimism, integrity and responsibility.

The Academy will also endeavour to provide places for students who live outside the Trentham and surrounding area whose parents wish them to attend Trentham Academy.

Students will be admitted at the age of 11+ without reference to ability or aptitude where possible.

The Academy participates in the Local Authority Co-ordinated Scheme operated by Stoke-on-Trent City Council and all deadlines within that scheme should be adhered to by applicants. Details of the Co-ordinated Scheme can be found below.

This policy is written having due regard to the Schools Admissions Code ("the Code"). In accordance with the Code, it gives top priority to applications on behalf of children in public care and prohibits the use of unfair selection criteria.

2. APPLICATION PROCEDURE

Applications must be made using the Common Application Form (CAF) which will be made available by the Local Authority. Applications must be made direct to the Local Authority by the deadline specified by them (normally the end of October of the year preceding admission).

All places will be offered by the Local Authority, on behalf of the Governing Body, within the secondary Co-ordinated Admissions Scheme operational in Stoke-on-Trent's Council area. Allocations will be notified by the Local Authority in accordance with their procedures.

2.1 Stoke-on-Trent City Council Coordinated Scheme

Stoke-on-Trent City Council manages admissions to secondary schools for all the children who live in the City of Stoke-on-Trent and it uses an equal preference system. Parents / carers are asked to name three schools as preferences. Their preferences may include community schools, voluntary aided schools, foundation schools, trust schools or maintained schools in other local authority areas. Parents / carers may not name independent schools.

The Academy is its own admissions authority.

Every admissions authority publishes its own admission arrangements and will consider each preference for individual schools in accordance with those arrangements. When it has received all applications for places for the schools in Stoke-on-Trent, the Council will forward all applications which name Trentham Academy as one of the preferred schools to the Academy governors. The governors will then categorise the applications into groups as determined by the over-subscription criteria described below.

The Local Authority will then offer each child a place at their highest preference school for which they are eligible. If the child is eligible for a place at all three schools which the parents have named as a preference, the child will be offered a place at their first preference. If the child is eligible for a place at their second and third preferences, the child will be offered a place at their second preference.

If the children are not eligible for a place at any school which their parents have named as a preference, the Council will allocate to the child a place at the nearest appropriate school where there are places available after all other parents' preferences have been met.

2.2 Published Admission Number

The determined *Published Admission Number* (PAN) for 2022/2023 is 150 and is based on the current net capacity of the Academy.

Admission Figures will be subject to Annual Review.

***United by our values, we place children
and young people first in everything we do.***

2.3 Special Education Needs

Under the Code, the Academy must admit children with an Education, Health and Care Plan that names the Academy. This requirement is not part of the over-subscription criteria below. The Academy must admit such children whether it has places or not.

2.3 Over-subscription Criteria

Where the number of applications exceeds the number of places available (the Published Admission Number), the Governing Body will use the following over-subscription criteria to determine those applicants to be offered a place (these are similar over-subscription criteria used by Stoke-on-Trent City Council for Community Secondary Schools);

Trentham Academy Governors will prioritise places in the following order:

- a. Children in care and children who ceased to be in care because they were adopted (or became subject to a child arrangements order or special guardianship order), including those children 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.
- b. Children who have older brothers or sisters/siblings* at the school at the time that they will start.
- c. Children who attend one of our feeder primary schools, Priory Academy and Ash Green.
- d. Children who satisfy the following:
 - i. They are distinguished from the great majority of applicants either by medical or by other exceptional circumstances which relate to the choice of school i.e. the circumstances of the child;
 - ii. They would suffer hardship if they were unable to attend the preferred school (hardship means suffering of any kind). See Appendix 1
- e. They are the child of a member of staff of the school. See Appendix 2
- f. Children who live nearest to the Academy as determined by a straight line measurement from the child's home address point to the Academy entrance on Allerton Road.

If the last eligible child is a twin, triplet or child of any other multiple births, the Governors will allocate places to the siblings even if that means exceeding the admission number.

2.4 Definition of Older Brothers or Sisters

Siblings (brothers or sisters) are considered to be those children who live at the same address and either:

- i. A brother or sister sharing the same parents
- ii. A half-brother or half-sister, where two children share one common parent
- iii. A step-brother or step-sister, where two children are related by a parents' marriage or Civil Partnership or where they are unrelated but their parents are living as partners.
- iv. Adopted or fostered children
- v. The Academy does not include Cousins within the definition of a sibling.

2.5 Home Address

- i. Proof of residence may be required under the Co-ordinated Scheme. The offer of a place may be withdrawn if proof of residency is not met.
- ii. A child's home address refers to the address where the child usually lives with a parent or carer and will be the address provided in the Local Authority's Common Application Form. Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address provided in the Local Authority's Common Application Form, provided that the child resides at that address for any part of the school week. Parents may be requested to supply documentary evidence to satisfy that the child lives at the address put forward by the parents. If a place in the school is offered on the basis of an address that is subsequently found to be different from a child's normal and permanent home address, then that place is liable to be withdrawn

2.6 Waiting Lists

Under the Co-ordinated Scheme, the Academy and LA will maintain a waiting list until the end of the Autumn Term.

The school will continue to maintain a waiting list for subsequent terms. Applications for inclusion on a waiting list must be made on the school's appropriate form and they will be ranked according to our over-subscription criteria as described above. Before being offered a place at the Academy, parents will be invited to engage in a discussion to ensure that the Ethos of the Academy is understood and accepted, and sign an agreement to uphold the school values.

We also maintain waiting lists for all 'full' year groups.

2.7 In Year Admissions

Admissions for all year groups will be dealt with in accordance with this policy. Applications must be made in writing to the Academy using a form obtainable from Reception. If the transfer request is not related to a change of address, the form must be signed by the child's present Headteacher. Governors will take each admission on an individual basis; a place will be allocated providing it does not prejudice the education of others.

2.8 Appeals

If you are not offered a place at our Academy, you have the right to appeal to our independent panel. Appeal papers will normally be sent out with offer letters to all those parents who were offered a school lower on their preference list than Trentham Academy. Please ensure that these are headed with the Academy name and address and are returned to the Clerk of the Appeal Panel at the Academy. The closing date on the appeal application form must be adhered to. If you are in any doubt, please contact the school and we will send you appeal forms.

All appeals should be heard by the same panel and it is difficult to slot in late applications. Appeals will be heard before 6th July or the first working day afterwards if the 6th is a weekend.

This policy will be reviewed on an annual basis by the Governors of the Academy.

APPENDIX A

Medical Need

The evidence must come from at least one registered health professional: a medical practitioner or other social care professional, and should set out the particular reasons why Trentham Academy is the most suitable Academy and the difficulties that would be caused if the child had to attend another school. Evidence pertaining to the need of the child to attend Trentham Academy because of an aptitude or interest in a specialism will not be considered under these criteria.

The evidence must be included with the application form; higher priority will not be given to children under this criterion if required documents have not been produced.

The governors will consider each such case on individual merit and make objective and consistent decisions.

APPENDIX B

Children whose parent(s) work at the Academy

This criteria will be applied in the case of a member of staff who has either:

- a. been employed by the Academy for at least two years before the application, or
- a. been recruited to fill a vacant post for which there is a demonstrable skill shortage

It relates to the parent of a child who shares a 'home address' as above. The definition of 'parent' will include:

- a) The natural parent of a child
- b) A step parent or adoptive parent
- c) A person living as the partner of the child's natural parent as part of a civil partnership or otherwise.