

Trinity School

6th Form Admissions Policy Effective September 2022 Intake



DOCUMENT REVIEW

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AUTHOR:	Richard Shaw
LINK GOVERNOR:	Cres Iveson



Introduction

This policy provides details on the admissions arrangements for students wishing to join the Sixth Form at Trinity School.

6th Form Admission Policy

This policy is designed to ensure that students accepted into the Sixth Form are placed on appropriate courses where they are likely to succeed. For this reason, we ask all applicants to attend a guidance interview with appropriate staff to discuss the most suitable courses of study. The meeting will not form part of the offer-making decision.

Admissions Number

All students in Year 11 at Trinity School meeting the entrance criteria are entitled to stay on in the Sixth Form should they wish to. In addition to these students, external students meeting the same academic criteria are able to enter the Sixth Form.

The number of places available for external students can vary but will be at least 20 students each year. This number may increase if a number of existing students from Year 11 at Trinity School do not take up places in Year 12.

Request for admission out of normal age group

Applicants will typically be enrolled in Year 11 at the time of the application for a place and be age 16 at the time of admission. Requests for admission outside of the normal age group should be made in writing to the Head Teacher as early as possible to allow the Governors sufficient time to make a decision, in full consultation with the Head Teacher, before the relevant closing date. Where evidence is provided to support a request to defer an application it must be specific to the child in question.

Where the School agrees to consider an application outside of the normal age group, the applicant will be ranked alongside all others in accordance with the School's oversubscription criteria. Where an application for admission outside the normal age group has been made the School will not accept arguments related to a child's age at appeal.

Application Process

Applications are made through the common Kent application process which involves applying via Kent Choices <https://www.kentprospectus.co.uk/>

Please refer to the Trinity School website for the application timeline for the September 2022 intake.

Academic Requirements

For entry into Year 12 students must meet the requirements specific to the subjects they wish to study which can be found on the schools website <https://www.trinitysevenoaks.org.uk> This information will be available on the website in the autumn term of the year preceding admission to the sixth form.

Trinity students and external students wishing to enter our Sixth Form have the same entry criteria.

All Sixth Form courses last for two years with final assessment and grading taking place at the end of Year 13.

Entry into Year 13 for external applicants is not recommended. Applications to Year 13 will be considered on a case-by-case basis.



Oversubscription Criteria

Following the transfer of Trinity School Year 11 students who have met the entry requirements, as stated above, and in the event of oversubscription, places will be allocated to applicants in the following priority order;

For students who have applied by 31st December of Year 11.

1. Students in public care (looked after children) and who meet the entry requirements
2. Children of staff at the school, in either of the following circumstances;
 - a) The member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, or
 - b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
3. Students with siblingsⁱ at the school in Year 7-13.
4. Distance of the home addressⁱⁱ from the school

Withdrawal of Courses

Trinity School reserve the right to withdraw courses due to insufficient demand to make the course viable.

Late Applications

If an application is received after the deadline this will be considered as 'late'. Late applications will be considered after the initial allocation of places; the same entry criteria will apply.

Accepting or Declining the Offer of a Place

Places are offered on the understanding that there is a commitment to meet the academic requirements of the course. Students are required to accept or decline the allocated place using the reply slip attached to the offer letter. The reply slip must be returned to Trinity School within two weeks from the date of the offer letter. Students should advise Trinity Sixth Form at any stage if they are declining the offer of a place.

Waiting list

External students not offered a place but meeting the criteria for entry can join a waiting list. The waiting list will be held by the school from 1st January, in Year 11, until 31st October, in Year 12.

Right to appeal

If an offer of a place is not made, there is a statutory right of appeal to the Independent Appeals Panel. Further details of how to appeal will be provided with the letter explaining why an offer has not been made. Appeals may be lodged either by the parent or the student. There can be an appeal when the offer of a place is not made and/or when an offer is not confirmed following results.

False Information

Any place offered on the basis of fraudulent or intentionally misleading application will be withdrawn with immediate effect.



Monitoring and evaluation

The Governing Board will review this policy every year and it will be consulted on at least every seven years as per the School Admissions Code (December 2014). The policy will be promoted and implemented throughout the school.

Footnotes

ⁱ Siblings are defined as brothers, sisters, half-brothers, half-sisters, step brothers, step sisters and any other child that is the legal responsibility of one of the parents, carers (or co-habiting partner of parent/carer) of the student already on roll and is living in the same family unit at the same address as that sibling.

ⁱⁱ 'Home' is defined as the one address given on the form where the child normally resides as their only or principal residence. Where parents have shared responsibility for a child, the principal residence is the place where the child is registered with a GP. Addresses of child minders, businesses or relatives cannot be considered. Distance from the school will be defined as from the centre of the Trinity School campus off Seal Hollow Road to the front door of the home address in a straight line as measured using the Local Authority's computerised measuring system. The Admission Authority will seek confirmation of address of the applicant.