



**TRINITY  
ACADEMY**

## **CST Trinity Academy admission arrangements for 2019/20**

CST Trinity Academy is a new secondary free school and part of the Cathedral Schools Trust (CST). The new school was established in response to the need for secondary school places in Bristol and aims to provide the very best educational outcomes for all our students by offering a broad and balanced curriculum with a focus on preparation for working life as well as music and performing arts. The admission authority is CST.

### **Admission number(s)**

The school has an admission number of 120 for entry in year 7.

The school will accordingly admit this number of pupils 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.

### **Application process**

The school will process applications outside the normal local authority process for co-ordinating school offers. This means you will need to complete your LA common application form for your other choices of school in addition to a separate application for this school.

Applications for this school should be made using the online application form at [www.trinityacademybristol.org/admissions](http://www.trinityacademybristol.org/admissions). Alternatively a copy of the form will be available to download and can be sent to CST TRINITY ACADEMY ADMISSIONS at the following address C/O CATHEDRAL SCHOOLS TRUST, COLLEGE SQUARE, BRISTOL, BS1 5TS.

The closing date for applications is **31 October 2018**.

Offers will be made on 1 March 2019. If we have not entered into a funding agreement with the Secretary of State opening the school by that date, they will be conditional offers and will be confirmed once we have a signed funding agreement.

### **Oversubscription criteria**

When the school is oversubscribed, after the admission of pupils with an Education, Health and Care plan or a Statement of Special Educational Needs naming CST Trinity Academy,

priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order (see notes section at end).
2. Priority will next be given to children who are on the roll of Stoke Park Primary School, which is a designated feeder school for CST Trinity Academy.
3. Priority will next be given to the siblings of pupils attending the school at the time the application is received in the order set out below. As this is the school's first year, this will only apply to in year applicants;
  - a. a sibling where the main home address is in the inner catchment area. (Area shaded in blue on the map. Children living on the boundary line will be considered to be living within the inner catchment area), then
  - b. a sibling where the main home address is in the outer catchment area. (Area shaded in pink on the map. Children permanently resident at addresses beginning with any of the following postcodes; BS1 1, BS1 2, BS1 3, BS1 4, BS1 5, BS1 6, BS2 8, BS2 9, BS6 5, BS6 6, BS6 7, BS7 8, BS8 1)

(See notes for definition of catchment areas and map at the end of this policy)

4. Next, 10% of the PAN will be allocated to children who have demonstrated an aptitude in our specialist subject area for music, using a music aptitude test for pitch, melody, texture and rhythm.

Parents will need to complete the music specialism application form if they wish their children to be considered for one of these places. The music specialism application form will be available on the CST Trinity Academy website.

Tests will be held in early October and parents will be informed of the result of the test before the closing date for applications which is 31 October. Details of the test are set out at the end of this policy.

Children not demonstrating aptitude will be considered under our other oversubscription criteria, applied in order, if their parents apply for a place.

5. Places will next be allocated to the inner and outer catchment areas as follows:
  - a. Up to 25% of the remaining places will first be randomly allocated to children living within the inner catchment area. (Area shaded in blue on the map; children living on the boundary line will be considered to be living within the inner catchment area).

- b. Any remaining places will be randomly allocated to children living within the outer catchment area (Area shaded in pink on the map; children permanently resident at addresses beginning with any of the following postcodes; BS1 1, BS1 2, BS1 3, BS1 4, BS1 5, BS1 6, BS2 8, BS2 9, BS6 5, BS6 6, BS6 7, BS7 8, BS8 1).

(See notes for definition of catchment area and map at the end of this policy)

6. If there are any places remaining after places have been allocated to both catchment areas, places will next be allocated to children living outside the catchment areas via random allocation.

## **Tie-break**

If in categories 2-6 above a tie-break is necessary to determine which child is admitted, random allocation will be used as a tie-break to decide who will be admitted and overseen by an independent body.

Random allocation will not be applied to multiple birth siblings (twins and triplets etc.) from the same family tied for the final place, those siblings will be admitted over PAN.

## **Late applications**

All applications received by the CST Trinity Academy after the 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**

The school will operate a waiting list for each year group. Where the school receives more applications for places than there are places available, a waiting list will operate until the end of the academic year. This will be maintained by the academy trust and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on

the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

## **Appeals**

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Appellants should contact [admissions@trinityacademybristol.org](mailto:admissions@trinityacademybristol.org) for information on how to appeal. Information on the timetable for the appeals process is on our website at [www.trinityacademybristol.org](http://www.trinityacademybristol.org).

## **Notes**

### **Home address:**

The home address is where a child normally lives. Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school. If no joint declaration is received where the residence is split equally by the closing date for applications, the home address will be taken as the address where the child is registered with the doctor. If the residence is not split equally between both parents then the address used will be the address where the child spends the majority of the school week. The last date that we can accept a change of address is 9 November 2018. We will need documentary evidence to confirm your new address.

### **Looked after children and children who were previously looked after:**

A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

### **Sibling:**

Sibling means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a step brother or sister or other child living in the same household as part of the same family who, in any of these cases, will be living at the same address at the date of their application for a place.

### **Inner Catchment:**

Area shaded in blue on the map. Children living on the boundary line will be considered to be living within the inner catchment area.

### **Outer catchment area:**

Area shaded in pink on the map. Children permanently resident at addresses beginning with any of the following postcodes; BS1 1, BS1 2, BS1 3, BS1 4, BS1 5, BS1 6, BS2 8, BS2 9, BS6 5, BS6 6, BS6 7, BS7 8, BS8 1. Applicants living in the inner catchment not allocated a place in 5a will also be considered within the outer catchment area.

If you live out of the inner or outer catchment you can still apply.

### **Random allocation:**

Random allocation; the drawing of lots will be used as a tie-break to decide who will be admitted and overseen by an independent body.

## **Music specialism**

### **How do I apply for a Year 7 Music Specialism place for my child at Trinity Academy?**

You will need to complete and submit the Music Specialism Application Form provided and administered by Trinity Academy by 9am on Monday 24th September 2018. The form is available on the school website at: [www.trinityacademybristol.org/admissions](http://www.trinityacademybristol.org/admissions) and should be submitted online.

Please remember if you are applying to Trinity Academy you **must** also complete the application form provided and administered by CST Trinity Academy. Applications for this school should be made using the online application form at [www.trinityacademybristol.org/admissions](http://www.trinityacademybristol.org/admissions). Alternatively a copy of the form will be available to download and can be sent to CST TRINITY ACADEMY ADMISSIONS at the following address C/O CATHEDRAL SCHOOLS TRUST, COLLEGE SQUARE, BRISTOL, BS1 5TS..

### **What happens after I submit the Music Specialism application form to the School?**

Your child will be invited to attend the Music Aptitude Test. This will be sent via email during the week commencing 24th September 2018.

### **When and where will the Music Aptitude Test be held?**

The music aptitude test will take place on Monday 1st October 2018, from 5pm at Cresswell Centre, Bristol Cathedral Choir School, College Square, Bristol, BS1 5TS.

### **What does the Music Aptitude Test involve?**

The test will involve listening to a CD and answering a multiple-choice paper on pitch, melody, texture and rhythm. There are 50 questions of varying difficulty and the test will last about 45 minutes. Please note applicants are not required to play a musical instrument or sing.

### **How does my child prepare for the test?**

Please remember the test is for **aptitude** in music, not ability, therefore no preparation is necessary. Aptitude measures *potential* whereas ability measures attainment or what has already been achieved and the two should not be confused. There are no practice papers available. In order to ensure equal opportunities for all music applicants, we will not take into consideration any teacher references or music certificates.

### **How will I know whether my child has been successful in the first Music Aptitude Test?**

If your child achieves the score required\*, then he/she will be invited to attend the second Music Aptitude Test, week commencing 15th October 2018.

*\*score required will be dependent on the number of Trinity Academy applicants and the scores achieved in the first music aptitude test.*

### **Where will the second Music Aptitude Test be held?**

You will be advised of the location nearer the time.

### **What does the second Music Aptitude Test involve?**

The second test will be on a one-to-one basis with a member of the Cathedral Schools Trust Music Department and will last approximately 10 - 15 minutes.

It will be a further opportunity to demonstrate **aptitude** in music; applicants will have to respond to various aural tests, which might include clapping back a rhythm, repetition of a melody and may be required to sing back notes played on the piano/keyboard.

### **Will my child have to play a musical instrument or sing in the second Music Aptitude Test?**

No. Applicants will not be required to play a musical instrument or sing a piece of their choice. In order to ensure equal opportunities for all music applicants, we are unable to take into consideration any teacher references or music certificates.

### **How will I know if my child has been successful in gaining a Music Specialism place?**

It is our aim to take all reasonable steps to inform parents/carers of the outcome of the test before the closing date for secondary school applications on 31st October. Parents/carers will be informed whether their child qualifies as one of the successful 10% under the music specialism oversubscription criterion. This information allows parents/carers time to make an informed choice of secondary school and to decide whether they want to apply to CST Trinity Academy using the application form. This information does not, however, equate to a guarantee of a place at CST Trinity Academy.

### **What happens if my child does not qualify for one of the 10% of Music Specialism places?**

If your child does not qualify as one of the successful 10%, they will be ranked on the Music

Specialism waiting list according to their scores from both music aptitude tests.

Provided an application form for general admission to CST Trinity Academy has been submitted, they will also be considered for a place against the remaining oversubscription criteria, in order, including random allocation, as listed in the admission arrangements 2019/20.

## **Contact details**

For further information please visit [www.trinityacademybristol.org](http://www.trinityacademybristol.org) or email [admissions@trinityacademybristol.org](mailto:admissions@trinityacademybristol.org)