

the child's needs or if there is evidence that to admit the applicant would have a detrimental impact on the learning of other students.

Trinity High School welcomes applications from all parents or carers who wish their children to attend Trinity. Students and their parents/carers who are considering applying are warmly invited to visit the school on our Open Evening for Year 8 students and their parents/carers in the September of the year prior to intended admission. The Trustees have a Published Admission Limit of 252 places for Year 9. The following procedure for applications is designed to ensure that the Trustees' Admissions Policy is applied as fairly and consistently as possible.

All applications submitted to the home Local Authority naming Trinity High School in any position of preference will be forwarded to the school. The Academy Trust will rank all applications against the published Admissions Criteria according to the information given by parents/carers on application forms.

Applications will be sorted in descending order according to the Oversubscription Criteria below. With only 252 places available, this number will be reached at varying levels each year, depending on the number and nature of applications received.

The deadline for receipt of applications published by the Local Authority is 31st October 2025 and must be adhered to and applications received after this date will be at a disadvantage in the event of oversubscription.

Late applications received between 1st November 2025 and 31st January 2026 will be accepted and treated as being on time only in the following circumstances:

Where a family have moved address in the catchment area of the school (See Part 1 appendix in Information for Parents booklet)

Where it is agreed by the Academy Trust of Trinity High School that, circumstances apply and the delay was reasonable, given the circumstances of the case.

The school is responsible for ranking all applications received by the deadline in order of priority as described below. They are required to report to the Trustees that this has been completed in accordance with this policy. The names of applicants to whom places could be offered will then be provided to the Local Authority who, according to the Co-ordinated Scheme, will make offers. The offer of a place will be a single offer to you of a place at the school for which your child ranks highest, where a place is available; if it is possible to make a potential offer at more than one school, then the final offer will be for the school identified as your higher preference. If you have named Trinity as one of your preferences but have not been offered a place, you will be advised of your right to appeal within fourteen days of the date of the Local Authority making the offer.

Parents/carers must complete the online acceptance or complete and return the acceptance slip contained in the offer letter as soon as possible, indicating whether they are accepting the place (see below for circumstances where an offer may be withdrawn).

If you withdraw your application for any reason or wish to decline an offer of a place at Trinity

Parents can request that their child be admitted outside of their normal age group, effectively in the year group below or above their chronological age group. The Admissions Authority for the school will, taking into account the views of the Head Teacher, make a decision based on the circumstances of each case and in the best interests of the child concerned.

The Independent Appeal Panel's procedures are in accordance with the Schools Standards and Framework Act 1998, as amended by the Education Act 2002 and the Schools Appeals Code of Practice. Parents/carers may attend the hearing of their appeal and make their case to the panel. Whether an appeal is successful is likely to depend on the merits of the case.

The purpose of the published oversubscription criteria is to give everyone a fair opportunity to apply for a place at the school. The Trustees' Admissions Committee takes considerable time and the utmost care to ensure that the system is applied fairly.

Where there are more applications than places students will be offered places in the following order of priority (for definitions see the section below on Definitions):

1. Children Looked after and previously Children Looked after, including those who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Young people who have a sibling currently attending Trinity High School. In order to qualify for a place on the grounds of a sibling attending the school, the sibling must be attending the school at the time of application.
3. Young people of any staff employed by the school for at least two years (at the time of application) or recruited to meet a skills shortage.
4. Young people who attend Bordesley MAT schools at the time of application, ie. Birchensale Middle School and Woodfield Academy.
5. Young people who attend any of our main contributory schools, ie. Walkwood Church of England Middle School, at the time of application who do not fall under criteria 4.
6. Other young people who live in the Trinity High School Catchment Area. A copy of the Catchment map is available from the LA or can be seen in school.
7. Other young people.

Within each criterion priority will be given to those who live nearest to Trinity High School by the shortest straight-line distance. The measurement will be taken using the GeoCode Points for each property and the GeoCode point for the school. The Academy Trust will utilise the Local Authority software package called Arcview GIS to determine distance. Ordnance Survey supplies the co-ordinates that are used to plot an address within this system.

The school may be required to exceed its published admission number by up to two places in each year group to admit students:

Who have been or are at high risk of being permanently excluded from school
Who are Relevant Looked After children

will then regulate admission into that year group so as to ensure the number on roll returns to PAN.

By normal home address, we mean the child's home address. This must be where the parent or legal carer of the child lives with the child unless it is proved that the child is resident elsewhere with someone else who has legal care and control of the child. The address should be a residential property that is owned, leased or rented by the child's parent/s or person with legal care and control of the child.

To avoid doubt, where a child lives with parents with shared responsibility, each for part of a week or month, the address where the child lives will be determined having regard to a joint declaration from the parents stating the exact pattern of residence. If the residence is not split equally, then the relevant address used will be that at which we are satisfied that the child spends the majority of the school week. Where there is an equal split or there is any doubt about residence, we will make the judgment about which address to use for the purpose of determining whether or not to offer a place. We will take into account, for example, the following:

- any legal documentation confirming residence
- the pattern of the residence
- the period of time over which the current arrangement has been in place
- confirmation from any previous school of the contact details and home address supplied to it by the parents
- where the child is registered with his/her GP
- any other evidence the parents may supply to verify the position.

We may ask for evidence of the normal home address in the form of a recent bill. This could be, for example, the most recent Council Tax bill, utility bill no more than three months old, a current TV licence, buildings and contents insurance, mortgage statement or rent book which shows the address concerned. Parents who are unable to provide this evidence should contact the school to discuss what evidence might be acceptable. If it becomes clear or if there is any doubt that the parents and child are not

If parents move house after the application has been made, but before any offer of a place has been made, the home LA must be informed.

If parents are moving, we will ask for evidence of the move, when considering any application for a place under the co-ordinated scheme.

