The Trinity Catholic Sixth Form Admissions Policy
Part of the Our Lady of Lourdes Catholic Multi-Academy Trust

School	Published Admission Number for Year 12 (both internal and external students)	External Students Admission Number (Minimum) Year 12	Local Authority
The Trinity Catholic Sixth Form, Nottingham	140	20	Nottingham City

This policy will apply to all admissions into year 12 (sixth form) for the academic year 2028-2029.

The Catholic academies listed above are under the Trusteeship of the Diocese of Nottingham and belong to the Nottingham Diocesan family of schools. They were founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The academies are conducted by the Our Lady of Lourdes Catholic Multi-Academy Trust as part of the Catholic Church in accordance with their trust deed and articles of association, and seeks at all times to be a witness to Our Lord Jesus Christ.

As Catholic academies, we aim to provide a Catholic education for all our pupils. At a Catholic academy, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the academy. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the academy in accordance with these admission arrangements.

The Our Lady of Lourdes Catholic Multi-Academy Trust is the admission authority for all the schools within Trust all the schools in the Trust and is responsible for determining the admissions policy. All decisions relating to admission applications have been delegated by the Trust to the local governing body of the school applied for.

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1. APPLICATION PROCESS

Internal Applications: Pupils in Year 11 at the school are entitled to a place provided they meet the minimum entry and subject specific academic requirements. All applicants, both internal and external, must complete a Sixth Form application. **This will determine the number of spaces available on each course for external applicants.**

External Applications: All external applicants meeting the minimum entry and subject specific academic requirements and completing a Sixth Form application form will be offered a place unless the number applying is more than the admissions number. In the event of oversubscription, the oversubscription criteria will be used for course allocation to determine how places are offered.

How to apply:

Prospective students can apply for Sixth Form by completing the online application form, the link for which is available on the Sixth Form area of the school website. Internal applicants will be emailed a link automatically. The applications process will also be explained on the annual Open Evening in October. Applications should be completed by Friday 7th January 2028.

Once students have applied to the Sixth Form their applications will be reviewed and we will interview applicants either in person or over the phone. Following this, they may receive a conditional offer for their chosen profile of subjects. This offer is dependent upon meeting the entry requirements of the courses.

On GCSE results day, successful internal applicants will either receive a letter to confirm their place or a letter to request a meeting to further discuss their application. Applicants from other institutions will be asked to send us emailed confirmation and evidence of their results for us to verify and invite them for discussion of options and enrolment, which is usually on an INSET day at the start of the Advent term.

2. ADMISSION NUMBER

In addition to students from the school's Year 11, the school will admit further students from other schools to Year 12. Please see the school's external admission number above. The school is allowed to exceed this number but will only do so for a student who achieves the admission criteria and if there are places in the subjects the student wishes to study.

3. ADMISSIONS CRITERIA

All students follow the equivalent of three, Level 3 post-16 courses.

Both internal and external pupils wishing to enter the Sixth Form will be expected to have met the same minimum academic entry requirements for the Sixth Form. These are that pupils will have achieved at least five 5-9 GCSEs, including English Language and Maths. Students who do not achieve a grade 4 in either English or Maths will be required to take a re-sit. Students cannot re-sit both English and Maths.

In addition to the Sixth Form's minimum academic entry requirements, pupils will need to satisfy the prerequisites of the courses for which they are applying. If either internal or external applicants fail to meet the minimum course requirements, they will be given the option of pursuing any alternative courses for which they do meet the minimum academic requirements. To study a subject at A level, a grade 6 is required in that subject (or a similar subject for A level subjects which are not currently studied at GCSE). To study a L3 BTEC award or equivalent we require five higher grade passes (5-9), including passes in GCSE English Language and GCSE Maths.

Course requirements are published annually on the school's website.

When there are more external applicants that satisfy any academic entry requirements, priority will be given in accordance with the oversubscription criteria set out below.

All students must be willing to support the Catholic ethos of the School and Sixth Form.

N.B. Any offer is dependent on there being sufficient numbers to run the course

4. ALLOCATION OF PLACES

Immediately after the closing date for applications we calculate the number of students who have applied for each subject. The number of classes for each of these subjects is then determined, to ensure reasonable class sizes. We are constrained by our teaching capacity and by the availability of specialist rooming in each subject. The maximum class size is normally 16 students. This may vary according to Health and Safety and curriculum considerations. However, if a subject area is full but places still exist in the Sixth Form overall, prospective students will be offered suitable alternative courses if they meet the entry requirements of those subject areas.

5. OVERSUBSCRIPTION

Oversubscription can occur where more students qualify for a particular subject than the school have capacity to accommodate i.e. they cannot reasonably provide sufficient sets because they do not have the teaching capacity and/or specialist rooming for that subject

Therefore, the governing body will draw up a ranked list based on the oversubscription criteria listed below and will allocate places accordingly.

In accordance with legislation, pupils with an Educational Health and Care Plan (EHCP) (a plan made by the Local Authority under Section 37 of the Children and Families Act 2014 which specifies the special educational provision required for a child) which names the school will be allocated a place first. This will reduce the number of places available.

Oversubscription Criteria

1. Catholic children who are 'looked after' or who were 'previously looked after' including those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted (see Notes 1 and 2).

2. Catholic children (see Note 2).

3. Other children who are 'looked after' or who were 'previously looked after' including those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted (see Note 1)

4. Catechumens, Candidates and members of Eastern Christian Churches (see Notes 3, 4 and 5)

5. Children of other Christian denominations whose membership is evidenced by a minister of religion (see Note 6).

6. Children of other faiths whose membership is evidenced by a religious leader (see Note 7).

7. Any other children

First priority: qualifying students who have achieved the highest GCSE profile (i.e. the best grades in that subject and related subjects). We do not include "GCSE Equivalent" qualifications.

Second priority: Within each criterion applications will be ranked on distance with priority given to children who live nearest to the School

Distance measurements will be undertaken by the academy and will be measured in a straight line (using Google Maps) from the entrance to the child's home to the principal entrance to the main administrative building of the academy. In the event of needing to discriminate between pupils living in the same block of flats, where the distance measuring software produces the same distance measurement, the lower the number of the flat the closer it will be judged to be to the school.

In a very few cases, it may not be possible to decide between the applications of those children who are the final qualifiers for a place (e.g. children who live at the same address or have the same distance measurement). In this exceptional situation the school local governing body will allocate the place by the drawing of lots supervised by someone independent of the school.

6. LATE APPLICATIONS

Late applications received after the closing date Friday 7th January 2028 will be considered in date order and if spaces remain on their chosen course and applicants have met the entry requirements, they will be invited to come to the Sixth Form to discuss further options.

7. WAITING LISTS

Waiting Lists for admission for year 12 will remain open until the end of the first half of the autumn term of the year applied for.

The waiting list will only include those having met the minimum academic entry criteria and who wish to be placed on it. You must advise the school in writing if you wish to be included on the waiting list. It will operate for those not offered a place by 1st September and for those applying for a place after this date. It will operate until 31st October of the application year. It will be organised in accordance with the oversubscription criteria above and, if a place becomes available, a fresh sequencing of pupils will take place.

Any late applications will be added to the Waiting List in accordance with the oversubscription criteria.

Inclusion on a school's Waiting List does not mean that a place will eventually become available.

8. ADMISSION OF PUPILS OUTSIDE NORMAL AGE GROUP

Those pupils who apply underage and meet the school entry requirements will be offered a place. They may if they wish defer entry until they are 16 years of age although they must ensure that they remain in full time education during the intervening period. Under normal circumstances applicants who are over-age will not be considered.

9. APPEALS

If a child is not offered a place, pupils/parents/carers have a statutory right to appeal. This should be done by writing to the school setting out your grounds for appeal no later than twenty school days after the decision letter has been received. The appeal will be arranged on behalf of the school governing body and will be heard by an independent panel. The decision of the panel will be binding on the school.

10. FRAUDULENT INFORMATION

If the allocation of a place has been made on the basis of fraudulent or intentionally misleading information, the governors reserve the right to withdraw the place.

NOTES (THESE FORM PART OF THE OVERSUBSCRIPTION CRITERIA)

1. A 'looked after child' has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is

(a) in the care of a local authority or

(b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making an application to the school.

A 'previously looked after child' is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order. Included in this definition are those children who appear (to the admission authority) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

2. 'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into full communion with the Catholic Church signed by a Catholic Priest and stamped with the parish stamp. For the purposes of this policy, it includes a looked after child who is part of a Catholic family where a letter from a priest demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (i.e. a looked after child in the process of adoption by a Catholic family).

For a child to be ranked as Catholic within the oversubscription criteria evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

3. 'Catechumen' means a member of the catechumenate of a Catholic Church. This will be evidenced by a certificate of reception into the order of catechumens or a letter of verification signed by the parish priest and stamped with the parish stamp.

4. 'Candidate' means a candidate for reception into the Catholic Church. This will be evidenced by a letter of verification signed by the parish priest and stamped with the parish stamp.

5. 'Eastern Christian Church' includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.

6. 'Children of other Christian denominations' means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service to the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England (CTE) and Churches Together in Wales (CYTUN) are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

Evidence will be a Baptism Certificate, a Certificate of Dedication or a letter of verification confirming the membership of the child signed by the minister of religion for that church.

7. 'Children of other faiths' means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at note 7 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

- A religion which involves belief in more than one God, and
- A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

This is evidenced by a Baptism Certificate, a Certificate of Dedication or a letter of verification confirming the membership of the child signed by the religious leader of the community.

8. Home Address: The governors of each school use the same definition as used by the Local Authority within which the school is located and these are set out below:

Nottingham City: The child's ordinary place of residence will be deemed to be the residential property at which the child normally and habitually resides with the person or persons having parental responsibility for the child at the closing date for the receipt of the SCAF, i.e. 15th January 2023. Where parental responsibility is held by more than one person and those persons reside in separate properties, the child's ordinary place of residence will be deemed to be that property at which the child normally and habitually resides for the greater part of the week including weekends. If the child lives at two separate properties for an equal length of time, the ordinary place of residence will be deemed to be the address named on the Child Benefit letter. Informal residence agreements with family and friends will not be accepted unless there are exceptional circumstances, for which supporting evidence will be required.