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| <b>Policy:</b>              | Admissions                 |
| <b>Date of review:</b>      | December 2024              |
| <b>Date of next review:</b> | December 2025              |
| <b>Lead professional:</b>   | M Fitzsimons - Principal   |
| <b>Status:</b>              | Statutory                  |
| <b>Name of academy:</b>     | Trinity Sixth Form Academy |

- 1 **Introduction**
  - 1.1 There are 420 places available, depending on individual subject availability and capacity.
  - 1.2 Applications will be accepted from current Year 11 students wishing to join Trinity Sixth Form Academy (TSFA) in Year 12.
  - 1.3 Courses are offered at Level 3 in both academic and applied general subjects.
  
- 2 **Entry requirements**
  - 2.1 TSFA's minimum entry requirements for all applicants are as detailed below:
    - 5 GCSEs at grade 4 or above.
    - A GCSE in English Language, English Literature and Mathematics at grade 4 or above.
  - 2.2 Subject specific requirements – please refer to the TSFA website for further details.
  
- 3 **Order of priority**
  - 3.1 TSFA will offer places to learners in the following order of priority:
    - 3.1.2 **Priority 1:**
      - Students who attend a TMAP academy (Trinity Academy Halifax, Trinity Academy Grammar, Trinity Academy Bradford, Trinity Academy Leeds, Trinity Academy St. Edwards or Trinity Academy Cathedral) or a partner school (Rastrick High School).
      - Students who have been classified as 'Looked After' at any point during Key Stages 3 or 4.
    - 3.1.3 **Priority 2:**
      - All other learners.
  
- 4 **Admissions Meetings**
  - 4.1 Consideration will be given to all aspects of the application, as well as places available on requested subjects, before an admissions meeting can be arranged.
  - 4.2 During the admissions meeting students must meet the following criteria:
    - 4.2.1 • A strong commitment to the mission and the ethos of TSFA.
    - 4.2.2 • Confirmation that predicted grades that are likely to meet the minimum entry requirements, as well as any additional subject requirements.
  - 4.3 Students should bring their latest progress report/mock exam results to the interview.
  - 4.4 Students should be aware that TSFA staff may discuss predicted grades with their school.
  - 4.5 In some cases, we may feel that there are no suitable courses available for the applicant or the applicant will not benefit from our courses and suggest alternative courses elsewhere.
  - 4.6 TSFA reserves the right to refuse admission if previous behaviour, attendance, effort, achievement or any other significant factor has cause for concern, even if a conditional offer has already been made.
  - 4.7 TSFA maintains the right to withdraw an offer if a student submits false or misleading information, or is involved in misconduct on or off the academy site.
  - 4.8 TSFA has the right to withdraw a course if there are insufficient numbers of students, or to suspend applications for courses which are full. In these cases, applicants will be informed prior to enrolment and suitable alternatives investigated, where appropriate.
  
- 5 **Offers**
  - 5.1 Offers of a place to study at TSFA are made following admissions meetings.
  - 5.2 Offers are conditional on achieving the minimum entry requirements and any subject specific entry requirements, where applicable.
  - 5.3 Offers are also subject to receiving a satisfactory report from school, which indicates a good record of attendance, punctuality, general behaviour, and attitude to learning.
  
- 6 **Late Applications**
  - 6.1 Any application received by TSFA after the application deadline will be considered a late application and the student will be placed on the waiting list.

- a. Late applications can be made via the academy website.
- b. Students placed on the waiting list will be invited to interview at the Principal's discretion.
- c. Consideration will be given to all aspects of the application form as well as places available on requested subjects before an interview can be arranged. Any exceptional circumstances should be included in the application form.
- d. Admissions meetings will take place before an offer of a place can be made.

## 7 **Appeals Process**

- 7.1 If an applicant wishes to appeal regarding any decision, he /she is advised to make the case in writing to the Principal within two weeks of the decision.
- 7.2 The Principal has the sole right to receive appeals and will make the final judgement in relation to appeals about admissions.

### **Notes**

1. TSFA cannot accept applications from students residing outside of the UK.
2. Only in exceptional circumstances will current TSFA students be authorised to restart Y12.
3. Students wanting to join TSFA in Year 12 from another post-16 institution will only be considered in exceptional circumstances.
4. Applications from students who will be 18 years or older when they plan to start studying will not be considered as the academy has no provision for adult learners.
5. Any application received after the application deadline will be considered a late application and the student will be placed on the waiting list.
6. All offers are subject specific, meaning that the offer of a place is exclusively linked to the subjects identified within the offer.