



Policy:	Admissions Policy for intake 2026-27
Reviewed	November 2024
Date of next review	November 2025
Lead professional	Principal
Status	Statutory

Trinity Academy Bradford

Admission Arrangements for 2026/27

Introductory statement

Trinity Academy Bradford is a mixed comprehensive 11-16 academy located in Queensbury, West Yorkshire. The academy is part of the Trinity Multi-Academy Trust, with schools in Halifax, Bradford, Leeds, Wakefield and Barnsley. Our academy has a relentless focus on helping every student meet their potential both academically and in character driven learning. We constantly strive to develop a love of learning, resilience, curiosity, kindness and ambition in all our students.

Admissions will be Fair Banded (as explained in the Supplemental Guidance document) and applicants who sit the fair banding assessment will be considered for admission first.

Admission number(s)

The school has an admission number of 210 for entry in year 7.

Timeline of the application process:

September – The academy will hold an Open Evening in September. The academy will also publish its prospectus, explaining admission arrangements for the following academic year, including criteria for dealing with over subscription.

September – Parents must have registered their child to sit Trinity Academy Bradford's Fair Banding Assessment (*see the academy's Admissions Supplemental Guidance for full details*).

October – All applicants whose registration forms have been received by the deadline (*see Admissions Supplemental Guidance for details*), will sit a Fair Banding Assessment, organised by the academy.

October – All Parents/carers of Y6 primary school children (regardless of which school they wish to attend) must also complete the relevant local authority's Common Application Form (CAF) for Admissions. In the case of Bradford LA, please refer to their website for information on how to apply for a place at a secondary school – www.bradford.gov.uk/admissions - **Closing date 31 October 2025**

December – In accordance with the LA's co-ordinated admissions arrangements, Trinity Academy Bradford will provide the local authority with the list of students who sat the Fair Banding Assessment and their relevant band.

1 March 2026 (or the next working day) – Offers made to parents by the LA.

The procedure for allocating places, including dealing with over subscription:

Places will be allocated on the basis of Fair Banding as permitted by the Department for Education (DfE) School Admissions Code.

Students applying to TAB will be invited to sit a non-verbal assessment (based on cognitive ability) produced by a reputable national organisation. For further details please see Supplemental Guidance.

Applicants who sit the Fair Banding Assessment are considered for admission first.

Any applicants, including late applicants, who miss the October Fair Banding Assessment will be given a further opportunity to sit a Fair Banding Assessment in November.

Note: Applicants can only sit the Fair Banding Assessment once.

Trinity schools work collaboratively with many local primary schools to arrange for their Y6 children to sit the assessment in the familiar surroundings of their own classroom, where children feel more comfortable. Please contact your local primary school to establish if they are working with us. If your child attends a school where the assessment is not administered in-house, you will be informed via email and invited to sit the assessment at a Trinity school.

Any applicants who choose not to sit the Fair Banding Assessment will be 'non-banded' and will be ranked in order of priority (after all the banded applicants), with the level of priority then determined with reference to the oversubscription criteria (below).

How Fair Banding works.

The assessment is not a traditional entrance exam which children either pass or fail. It is done to ensure that our intake exactly matches the ability profile of the children applying. To achieve this, all applicants (by the deadline) are invited to take a non-verbal reasoning assessment to divide them into 4 ability bands. We will admit the required number from each band based on the spread of ability of those applying.

The assessment is externally set by a well-established educational assessment agency and the papers are collected and marked. The academy is then provided with a list of each child's assessment mark, similar to an IQ score, with 100 being the average. The marks are divided into four bands, and we are instructed how many children to take from each band e.g. if 40% of those applying are identified in Band 2, then 40% of our intake has to be from this band. This ensures that the 210 places we offer reflect the ability range of our applicants.

Parents/carers of children who sit the Fair Banding Assessment in October will be informed of the band their child has been allocated to, prior to the national deadline for secondary school applications. Parents/carers of children who sit the later Fair Banding Assessment will also be informed of their child's band.

Looked after children, previously looked after, and children in receipt of an Education, Health and Care plan (EHC), who do not take the assessment, will be allocated to the appropriate band on the basis of an alternative appropriate assessment e.g. a current teacher assessment of the child's capabilities, and the use of moderated professional judgment, to allocate the child into a band.

For children with SEND - At the request of a primary school or parent/carer, additional steps will be taken to ensure reasonable adjustments are made to the assessment or an alternative (more appropriate) assessment is sought.

Oversubscription criteria

In the event of oversubscription within each band, and after the admission of students with an Education Health and Care plan naming the academy, priority for admission will be determined using the criteria set out below, in priority order:

1. (a) Children who are in public care – ‘Looked After’ (as defined by section 22 of the Children Act 1989) or children who were previously looked after but ceased to be so because they became adopted or became subject to a child arrangements or special guardianship order.
(b) Children who appear (to the admission authority of the academy) to have been in public care outside of England and ceased to be in public care as a result of being adopted.
 - *A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.*
2. Children whose siblings currently attend the academy and who will continue to do so on the date of admission.
 - *Sibling is defined as a full or half brother or sister; a stepbrother or sister; an adoptive brother or sister; the children of parents living together in the same family household. The elder sibling must still be on roll at the academy when the younger child starts at the academy i.e. sibling applications will only be accepted for siblings of students in years 7 to 10.*
3. Children who attend named feeder schools - Foxhill Primary School, Keelham Primary School, Russell Hall Primary School, Shibden Head Primary Academy and Stocks Lane Primary School.
4. Children of staff employed at the academy.
 - *Note – Staff, for this purpose, are defined as anyone employed by the academy who has held a permanent contract with the academy for at least two years prior to the application or to staff recently appointed to a post for which there is a demonstrable skill shortage.*
5. Other children.

Distance from the academy

If there is an oversubscription in any category, students will be admitted in order of proximity to TAB. To ensure consistency applies, all measurements will be taken using a straight-line measurement from the student’s home to the main academy gate. This distance will be calculated using the Local Authority’s GIS system; no other method of measuring distance will be considered. Random allocation (undertaken by the local authority or any other body unconnected to TAB) will be used as a tie-break to decide who has the highest priority for admission if the distance between a child’s home and the academy is equidistant in any individual case. Note: Looked after children, previously looked after children and those with an EHCP will be prioritised.

When you apply for a place at TAB, you must use the child’s permanent address (where they

usually live with their parent or carer). You must not use any other address on your application. Using the address of a childminder or a relative, or renting a property for a short period, in order to secure a school place is considered a fraudulent application. The local authority will investigate where there is a discrepancy between the address on the application and its records. If an application is intentionally misleading or a false address has been given to gain a school place, the school place may be withdrawn even if the child has already started at our school.

If a child lives in different properties (shared care), only one address can be used on your application for a school place, and this should be the address where the child lives for the majority of the week. In cases of equal shared care, both parents must agree on which address will be used on the application. For applications made in the normal round, if there is no agreement, the local authority will decide on our behalf which address will be used. This decision will be based on where the child spends the majority of the school week. If the child spends equal time with each parent, they will use the address where the child is registered with their doctor.

Multiple births

If children of multiple birth (twins and triplets) are tied for the final place, those siblings will be admitted over PAN

Unfilled Bands

Should any band not fill with students assessed and designated to that ability banding, then students will be drawn from other bands in the following order:

Band 4 – if no Band 4 children are available, children from Band 3 will be offered places; if no Band 3 children are available, children from Band 2 will be offered places; if no Band 2 children are available, children from Band 1 will be offered places; if no Band 1 children are available, places will be offered to non-banded children.

Band 3 – if no Band 3 children are available, children from Band 4 will be offered places; if no Band 4 children are available, children from Band 2 will be offered places; if no Band 2 children are available, children from Band 1 will be offered places; if no Band 1 children are available, places will be offered to non-banded children.

Band 2 – if no Band 2 children are available, children from Band 3 will be offered places; if no Band 3 children are available, children from Band 1 will be offered places; if no Band 1 children are available, children from Band 4 will be offered places; if no Band 4 children are available, places will be offered to non-banded children.

Band 1 - if no Band 1 children are available, children from Band 2 will be offered places; if no Band 2 children are available, children from Band 3 will be offered places; if no Band 3 children are available, children from Band 4 will be offered places; if no Band 4 children are available, places will be offered to non-banded children.

Admission of children outside their normal age group

In exceptional circumstances, the academy will consider requests for admission outside the normal age group and make a decision based on each individual case. The circumstances may, for example, involve the extremely high level of ability of a child, or personal and medical circumstances that have necessitated a student missing all or part of a year of education. The Admissions Officer will be able to advise parents/carers of the process for such applications.

When such a request is made, the Governing Body will base any decision on the circumstances of the case and in the best interest of the child concerned, considering the view of the Principal and any supporting evidence provided by the parent.

The process for requesting such an admission is as follows:

Parents should contact TAB's Governing Body, via the Admissions Officer, to request that the child be admitted to another year group (stating which year group) and the reasons for their application (email contactus@bradford.trinitymat.org, and address it for the attention of the Admissions Officer)

Included with the e-mail or letter should be any evidence in support of their case; some of the evidence a parent might submit could include:

- The parents' views;
- Information about the child's academic, social and emotional development;
- Where relevant, the child's medical history and the views of a medical professional;
- The views of the principal
- Information from any professional persons regarding the child's best interests.

The Governing Body will advise the parent whether the request for admission out of age group has been agreed upon or the reason for any refusal. Where the Governing Body refuses such a request, there is no right of appeal against a refusal to offer a place in the preferred age group.

Important note – In all circumstances, parents must still apply to Bradford Local Authority for a school place in the normal round of admissions no later than any closing date.

In-Year Transfers

For full details of Bradford Local Authority's Co-ordinated Admissions Scheme (including in-year transfers) please follow this link - www.bradford.gov.uk/education-and-skills/school-admissions/admission-arrangements/.

For details of how to apply for an in-year place please visit www.bradford.gov.uk/education-and-skills/school-admissions/in-year-applications/.

The procedure for allocating in-year vacancies at TAB will include a fair banding assessment to honour the character of the Admissions policy, as permitted by the Department for Education. Governors will ensure that any child who wishes to be admitted to the school into Year 7 (after the first term) or Years 8-11, will be given the opportunity to sit the fair banding assessment. Assessments for potential in-year admissions will be held no more than once each term (six times per academic year). When in-year applications are received, details of the assessments will be communicated to parents/candidates in advance.

In exceptional circumstances (and to ensure we work in line with the Admissions Code), a second opportunity will be made available for the child to sit the assessment. Details of the

assessment will be communicated to parents in advance.

Sitting the FB assessment does not guarantee a place at TAB. It does however give children on the waiting list, priority over those who choose not to sit the assessment. At such time that a vacancy arises, places will be offered to applicants in accordance with the academy's Admissions policy and oversubscription criteria.

Fair access protocol

All local authorities must have a Fair Access Protocol, which the academy is required to be part of, to ensure that access to education is secured quickly for children who have no school place. Children who are dealt with under the protocol are likely to be the most vulnerable and who cannot reasonably be managed through the normal admissions process. Children admitted through the protocol may be placed into a year group which is full and will take precedence over other children on the waiting list. It is the local authority's decision to determine which children are dealt with by the protocol and the academy is obliged, as are other schools within the local authority, to admit a proportion of these children.

Waiting lists

Where the school receives more applications for places than there are places available, the local authority will operate a waiting list until the end of the first term after the beginning of the school year. From that point, and for one academic year, the academy will operate a waiting list for students and will offer available places to students based on the principles of Fair Banding and in accordance with the published oversubscription criteria e.g. if a child in Band 1 leaves, or decides not to take up the offer of a place, he/she will be replaced by the child who is at the top of the Band 1 waiting list. If there are no children on the Band 1 waiting list, the place will be offered to the child at the top of the Band 2 waiting list, etc. Any applicant who is 'non-banded' i.e. they have chosen not to sit the Fair Banding Assessment, but who wishes to remain on the waiting list, will be ranked in order of priority after all of the banded applicants.

Appeals

If your preference for a school place cannot be met, you have the right of appeal. Your appeal should be submitted within 20 school days from the receipt of refusal. If you wish to make an appeal against the Governing Body's decision to refuse admission, you should state in writing your reasons for appeal and send this to the Independent Appeals Clerk:

John Halshaw
Managing Director
Governor Support Ltd
PO Box 1065
Nelson
BB9 4DA

john.halshaw@govsupport.co.uk