



TRINITY CATHOLIC HIGH SCHOOL

SIXTH FORM ADMISSION POLICY FOR ENTRY IN SEPTEMBER 2025

Introduction

Trinity Catholic High School is a voluntary aided, mixed, 11 – 18 Catholic Comprehensive School, under the trusteeship of the Diocese of Brentwood. The primary aim and purpose of the school is to support practising Catholic parents in the academic, spiritual and moral education of their children. The Governing Body will therefore offer a priority in each category to children of practising Catholic families. This does not affect the right of parents who are not of the faith of this School to apply for and be considered for a place at our School.

It is open to both current Year 11 students and external candidates to apply for places in Year 12 (the Sixth Form) at Trinity Catholic High School.

Published Admission Number (“PAN”) for External Candidates

The published admission number for external candidates seeking a place in Year 12 (sixth form) is 20 students.

Once the number of current Year 11 students transferring to Year 12 is known, it may be possible for the school to admit external candidates over the PAN. External candidates should not, therefore, be deterred from applying for a place.

Current Year 11 Students

Students who are already in Year 11 will have to formally apply for admission before they transfer to Year 12; they must achieve the minimum academic entry criteria (see below for further details). Year 11 students will need to complete an Application Form in order to confirm their course choices and predicted grades.

External Candidates

External Candidates must formally apply for admission to Year 12 by completing an Application Form, which will then be processed in accordance with the School Admissions Code 2014.

Candidates with a Statement of Special Educational Needs or Education Health and Care Plan which Names Trinity Catholic High School

Candidates with a statement of special education needs “SEN statement” or education health and care plan (“EHC plan”) which names Trinity Catholic High School are dealt with under separate procedures rather than under this policy.

External candidates with a SEN statement or EHC plan which names Trinity Catholic High School who meet the minimum academic entry criteria will be automatically admitted under those separate procedures.

General Procedure

Applications must be made using the school’s official Application Form, which is available from the school office or for download on the school’s website.

Application Forms for the September 2025 intake will be available from December 2024. The application deadline is 19 January 2025. Please note that no application will be considered until the deadline and there is no advantage to be gained in submitting an application in advance of the deadline.

Minimum Academic Entry Criteria

In order to achieve a place, Year 11 students and external candidates must achieve the minimum academic entry criteria which sets out the minimum GCSE grades required for entry to each course. These can be found in Annexe 1 of this policy.

Places will be offered to all external candidates achieving the minimum academic entry requirements. In the event that the school receives more applications than there are places available, places will be allocated to candidates achieving the minimum academic entry criteria in accordance with the oversubscription criteria set out below, and **not** by reference to the grade actually achieved. For the avoidance of doubt, internal students and candidates achieving a higher grade than the minimum required will not receive any higher priority than those achieving the minimum grade required.

Oversubscription Criteria

In the event of oversubscription, places will be offered in the following order of priority:

1. Looked after baptised Catholic candidates (candidates who are in the care of a local authority, or being provided with accommodation by a local authority in the exercise of their social services functions) and baptised Catholic candidates who were looked after, but ceased to be so because they were adopted or become subject to a residence order or a special guardianship order.

Previously looked after children also includes those children who appear (to the Governing Body) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

Places in this category will be allocated by reference to the geographical distance from candidate's home address to the school, with those living closer receiving higher priority (see notes 1 & 2).

2. Candidates of practising Catholic families.

Places in this category will be allocated by reference to the geographical distance from candidate's home address to the school, with those living closer receiving higher priority (see notes 2, 3 & 4).

3. All other baptised Catholic candidates.

Places in this category will be allocated by reference to the geographical distance from candidate's home address to the school, with those living closer receiving higher priority (see notes 2 & 4).

4. All other looked after candidates (candidates who are in the care of a local authority, or being provided with accommodation by a local authority in the exercise of their social services functions) and candidates who were looked after, but ceased to be so because they were adopted or become subject to a residence order or a special guardianship order.

Previously looked after children also includes those children who appear (to the Governing Body) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

Places in this category will be allocated by reference to the geographical distance from candidate's home address to the school, with those living closer receiving higher priority (see note 1 & 4).

5. All other candidates.

Places in this category will be allocated by reference to the geographical distance from candidate's home address to the school, with those living closer receiving higher priority (see note 4).

Candidates with UK Service Personnel or Crown Servant Parents

Candidates who have a parent who is a member of the UK Armed Forces or a Crown servants returning from overseas to live in the area of the school will be allocated places in advance of their family arriving in the area providing the application for admission is accompanied by an official letter which confirms the anticipated relocation date and a unit postal address or quartering area address. The Governing Body will not refuse a place for the candidate on the basis that they were not living at their home address at the date of application.

Distance

The geographical distance will be measured via reference to a geographical information system (GIS) which measures distance from the candidate's home address to the front entrance to the school in Mornington Road, Woodford Green, IG8 0TP, using the shortest available walking route, via public roads and recognised footpaths. It should be noted that when measurements involve flats in the same block, the distance will be to the main entrance of the block.

Tie Breaker

Where two or more applications cannot be separated because the candidate live an equal distance from the school, the order in which places will be allocated will be determined by a lottery tie-break draw in the presence of an independent witness.

Appeals against Refusal of Admission

Where a candidate is refused admission, there is a statutory right of appeal under accordance with the School's Standard and Framework Act 1998. Full details as to how to appeal and the relevant deadline for submitting an appeal will be provided with the letter confirming the refusal.

Late applications

Applications received after the closing date will be processed under this policy, but only after those that were submitted on time.

Admission Outside Normal Age Group

Parents/Candidates have a right to apply to the Governing Body for admission to Year 12 with other students who are not in their normal age group. There is, however, no automatic right for the application to be granted, and the Governing Body will consider

the circumstances of each case and the best interests of the candidate before deciding whether to grant the application or not.

Paragraph 2.17A of the School Admissions Code 2014 sets out the factors that the Governing Body must consider. In addition to those factors, the availability of funding will be a factor where the candidate is above the normal age of students in Year 12.

An “Application for Admission Outside Normal Age Range” must be submitted to the Governing Body as soon as possible, and in any event no later than the application deadline for applications for admission, which will require a separate application in the usual way. The application form is available on request from the school or can be downloaded from the school’s website. The application should be accompanied by supporting documentation from a professional such as a G.P., hospital consultant, social worker or religious leader, where appropriate.

Where the application for admission outside normal age group is agreed, the Governing Body will write to the parents/candidate confirming the decision. An application for admission must be made in the usual way, if it has not already been made. Parents/candidates should be aware that, just because the Governing Body has agreed to admit the candidate outside their normal age group in principle does not mean that an offer of a place will be made. The candidate must achieve the minimum academic entry requirements and the application for admission will then be considered with all other applications for admission, with the oversubscription criteria being applied where necessary.

Where the application for admission outside normal age group is refused, the Governing Body will write to the parents/candidate confirming the decision and setting out the reasons for the refusal.

There is no statutory right of appeal against a decision to refuse an application for admission outside normal age group, although a complaint may be made under the school’s published Complaints Policy where it is felt that the application has not been properly dealt with.

Inaccurate or Fraudulent Applications

It should be noted that all offers are made on condition that the information received by the Governing Body is entirely accurate. If at any stage this is proved to be otherwise, the offer of a place may be withdrawn. In the case of a fraudulent application, the local authority has the power to prosecute.

Notes (these notes 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 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.

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 the full communion of the Catholic Church. 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 (e.g. a looked after child in the process of adoption by a Catholic family).

For a child to be treated as Catholic, evidence of baptism or reception into the Church will be required, as requested in the Supplementary Information Form. 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 laws of the Church.

3. A "Certificate of Catholic Practice", as requested in the Supplementary Information Form, is a certificate signed by a Priest who is satisfied that the baptised Catholic child (together with one baptised Catholic parent) observes the Church's precepts of attending Sunday Mass and on Holy Days of Obligation (see Catechism of the Catholic Church, paragraphs 2041-2042), such attendance being an obligation from the age of seven years or later reception into the Catholic Church.

Regularity of attendance of the baptised Catholic child with a baptised Catholic parent will therefore be the determining factor for Priests asked by parents to provide a Certificate of Catholic Practice. Occasional non-attendance may not constitute a breach of the obligation of attendance under the Code of Canon Law (which provides for a range of particular circumstances which excuse or mitigate the obligation), however parents should note that a pattern of fortnightly or monthly attendance at Sunday Mass will not satisfy the obligation.

Parents who have queries regarding their own pattern of attendance at Sunday Mass and Holy Days of Obligation should speak to the Priest they will be seeking a Certificate of Catholic Practice from. Further details of these circumstances can be found in the guidance issued to priests:

<https://www.dioceseofbrentwood.net/departments/education/school-admissions/>

4. Definition of child's home address: For the purpose of this policy, the child's home address will be the residence at which a child lives with a birth parent, legal guardian or foster parent. That address will be considered to be the child's normal, permanent place of residence. Where a child has parents who are separated, the parents may nominate only one address for the application process.

If one parent has parental responsibility (as evidenced by documentation) that parent's address must be used. If both parents have parental responsibility (as evidenced by documentation) the Governing Body will normally accept a parent's address used by the child's primary school.

If the child lives full or part time with neither parent, the Governing Body will accept the address stated on the application only if the arrangement can be confirmed as such. If such a formal arrangement has been agreed there should be some evidence that the relatives care for the child on a full time basis. Practical examples of factual proof will include:- the address registered with the child's G.P., confirmation as to where the child spends weekends.

If a child is merely looked after by a relative during the week, this would not alter their ordinary residence which is assumed to be with their parents and it is this address that will be used for admission purposes.