



Admissions Policy

Contents

1. Introduction and Aims.....	2
2. Entry Points.....	2
3. Entry into Trinity Sixth Form for Existing Students	2
4. Application Process.....	3
5. Entrance Procedures: Examinations	3
10+, 11+, 13+ Examinations:	3
16+ Examinations	4
Computer-Based Testing.....	4
Written Exams	4
6. Entrance Procedures: Interviews	4
10+, 11+, 13+ Interviews:	4
16+ Interviews:	4
7. References.....	5
8. Fees and Fee Remission	5
9. Scholarships.....	5
10. Bursaries	6
11. Offers of Places.....	6
12. Siblings and Relatives	6
13. Special Educational Needs and Disabilities	7
14. EAL (English as an Additional Language).....	7
15. Admission Criteria	7
16. Deposits	8
17. GDPR and Retention of Information.....	8

1. Introduction and Aims

Trinity School ('the School') is academically selective and offers places to applicants whose ability and attitude is in keeping with the School's ethos and academic tradition. The admissions procedure is intended to provide a fair means of assessment to all applicants who wish to gain access to Trinity. The School does not discriminate against any applicant on grounds of ethnic origin, religious persuasion, sexual orientation or disability.

2. Entry Points

Trinity's points of entry are 10+, 11+, 13+ and 16+. Under special circumstances, students may join at other ages, provided a place is available. Entry is primarily, but broadly, academically selective by entrance examination results, interviews, and references. Applicants should normally be under 11 (for 10+), under 12 (for 11+), under 14 (for 13+), under 17 (for 16+) on 1 September in the proposed year of entry and must be in the appropriate school year at the time of the examination.

Entrance into the Sixth Form for all 16+ applicants is based on the entrance examinations, entrance interviews, personal statement, references and also the requirement to achieve at least six A grades (grade 7 or above) in the applicant's GCSE examinations.

3. Entry into Trinity Sixth Form for Existing Students

The vast majority of students in the Fifth Year at Trinity will move into our Sixth Form. This is not automatic however, as there are three requirements that students need to fulfil:

Firstly, although the vast majority of our Sixth Form students will have achieved 7, 8 and 9 grades in most of their GCSE subjects, students will be able to join the Sixth Form if they achieve at least six grade 7s in their GCSE exams. This hurdle is set at a level so that any Trinity student who passes our entrance exam at 10+, 11+ or 13+, should, with reasonably hard work, be able to achieve it. In our experience, students can be confident they will cope well with the demands of A levels at Trinity if they achieve six or more 7+ grades.

Secondly, there are subject specific criteria which are published in the Sixth Form Guide. For example, if a student wishes to study Maths at A-level then they must gain at least a Grade 8 at GCSE. The rationale for this is simply that if you have achieved a 7 in Maths at GCSE, then the leap needed to succeed at A level at Trinity is too significant.

Thirdly, students need to have demonstrated a good work ethic to cope with the intensity of work in the Sixth Form at Trinity. There must be evidence, particularly from their effort grades in Middle School, that they are motivated and committed. Students must also have a behavioural record that shows they will be a positive contributor to the community.

If the School has concerns about any of these requirements, we will communicate early with parents. In respect of the third requirement, final decisions are made by the Headmaster in the Spring Term of the Fifth Year.

4. Application Process

Information on the admissions process, including relevant dates, is updated each year and can be found in the admissions section of the School's website, or by contacting the Admissions Office.

Applications should be submitted during the registration period, normally between June and mid-October in the year prior to entry. Late applications are permitted under special circumstances and incur an additional administration fee.

All applicants can apply online via a link on the School's website. Applicants will be required to scan documents and upload them as part of the online admissions process. All applications are normally acknowledged by email, and it is the responsibility of the applicant to confirm safe receipt of their application if such acknowledgement is not forthcoming.

The dates of the entrance examinations are given on the Key Dates page in the admissions section of the website but will usually be in November for 10+, 13+ and 16+ entry in December for 11+ entry.

5. Entrance Procedures: Examinations

The aim of the examinations is to assess the applicants using age-appropriate material to suggest the potential of an applicant to cope with the academic standards of the School. All examination papers are confidential to the School. The basic details of the assessment and entry tests are as follows:

10+, 11+, 13+ Examinations:

The guided written paper is 30 minutes long and will require students to produce a personal response to a range of prompts.

Computer-based testing will consist of the following assessments:

- General Paper (70 minutes), consisting of:
 - Mathematics (30 minutes)
 - English (20 minutes)
 - Verbal Reasoning (10 minutes)
 - Non-Verbal Reasoning (10 minutes)

The computer-based sections will be mainly multiple choice and will not require typing or keyboard skills. Students will be provided with a pen and paper for any working out during their computer assessment.

These papers bear in mind the Key Stage 2 (10+ and 11+) and Key Stage 3 (13+) National Curriculum. Familiarisation questions for computer-based testing may be accessed on the School's website.

16+ Examinations

All students applying to Trinity School will need to complete three assessments as part of their Entrance Exam. The assessments consist of a combination of computer-based and written components and are designed to assess academic ability regardless of the subjects you wish to study at A Level.

Computer-Based Testing

- Lateral Thinking (50 minutes)
- Lateral Thinking Part 1 (Comprehension & Verbal Reasoning) – 25 mins
- Lateral Thinking Part 2 (Quantitative + Non-Verbal Reasoning) – 25 mins. This multiple-choice paper will test verbal, non-verbal and numerical reasoning skills. This is an adaptive cognitive online test and assesses their underlying academic ability.

Written Exams

- Written Communication Paper which tests their ability to analyse sources, as well as construct a piece of analytical writing. No prior subject knowledge is required.
- Mathematical Reasoning Paper which assesses their ability to manipulate numbers. There will be a range of mathematical problems to solve as well as some science-based questioning.

The offer of a place is made based on performance in these written and computer assessments, along with other sources of information including an academic interview, the candidate's personal statement, school reports and school references. Those who are successful will be invited to interview, details on this follow below.

At 16+, applicants who receive offers will also be required to achieve six grade 7s at GCSE.

6. Entrance Procedures: Interviews

10+, 11+, 13+ Interviews:

The School's policy is that students who are successful in the entrance examinations are invited to Trinity for entrance interviews, which are the final stage in the selection process. Interviews will take place shortly after the entrance examinations.

All applicants are interviewed for 15-20 minutes. The interview will concentrate on their interests and will also consist of some questions designed to see how students can work through a problem they have not encountered before. The School also reserves the right to ask candidates questions relating to an area of apparent weakness that may have been identified in the exam.

16+ Interviews:

Candidates who have performed well enough in the examinations will be invited back for interview. The interviews are a chance for us to get to know candidates, to discuss their

ambitions, interests, engagement with the wider world, and what they hope to gain from studying here: we are looking to identify students who will flourish at Trinity and make the most of our academic provision whilst making a meaningful contribution to the community.

Most candidates will have two interviews: a 'general interview', which provides an opportunity for them to talk about themselves, what they hope to get from Sixth Form, and what motivates and excites them, and a 'critical engagement' interview which will give them an experience of what it is like to learn in our Sixth Form and talk more broadly about their academic interests. There will be some short pre-reading material for the critical engagement interview, and this will be provided the week before the interview. Subject specific information. If a student has chosen Art, Drama, DT, Music or Photography they will have an additional subject interview in each of these subjects. These interviews are designed to test their aptitude for A Level study and may involve discussion of their GCSE work, alongside some unfamiliar material.

7. References

A reference is requested from the current school of all applicants prior to the entrance examinations. Applicants will be required to submit their most recent full school report. We will seek a reference from the Head of the applicant's current school, who will be asked, typically, to comment on academic ability, attitude and behaviour, co-curricular involvement, interests and talents. Where relevant, the reference request may also ask for the results of tests taken at the school and/or predicted grades at GCSE.

8. Fees and Fee Remission

Applicants will be charged a non-refundable application fee prior to sitting the entrance examinations. Exceptions to this include – but are not necessarily limited to - those who qualify for free school meals, or Pupil Premium. Late applications are permitted under special circumstances and incur an additional administration fee.

Full details relating to the school fees can be found on the website.

There are some costs which are not covered by the fees. These include lunches, uniform, external examination entry fees, individual music tuition, and part-cost of a small number of excursions away from school. Fees may be paid yearly, termly, or by monthly direct debit in advance.

9. Scholarships

Academic scholarships may be awarded to applicants who excel in the entrance or GCSE examinations, and/or the subsequent admissions interviews. There is no additional application form as all applicants are automatically considered for an academic scholarship.

Scholarships are also offered in Art, Drama, Design Technology, Music and Sport. In some areas, an online submission will be required before a practical assessment is held, during which the applicant's performance is considered to determine whether a scholarship will be

awarded. Full details can be found on the School's website.

The awards are made without regard to parental income and are worth a percentage of the school fees, up to a maximum possible 50%. Scholarships of this size are very rare, and, more usually, scholarships are a maximum of 20%. The scholarship will remain throughout a student's school career provided he or she maintains the expected standards. In distributing scholarship funds, the School aims to recognise the abilities and potential of the most talented applicants across all entry levels. The number and value of awards for each entry age group therefore varies from year to year. Even if a Whitgift Foundation Bursary has been awarded, a scholarship may also be given.

10. Bursaries

Usually, parents whose family income is less than approximately £90,000 a year (exact figures are available direct from the John Whitgift Foundation) may register for a bursary (an income-related fee reduction), but all assets are considered in the assessment. There is a generous but limited annual budget for bursaries, and they are awarded based on performance in the entrance examinations and interviews for those who qualify in terms of their income. A deposit payment of £200 will be required by all bursary recipients.

Bursary assessment forms should be completed before the entrance examination is taken. These forms can be found on the John Whitgift Foundation website. The Clerk to the John Whitgift Foundation calculates the bursary award. The John Whitgift Foundation publishes an additional policy for its employees.

11. Offers of Places

The decision to offer a student a place is at the discretion of The Headmaster and is based on three factors: performance in the entrance examinations, performance in the interview and the reference from the student's current school. The offer of a place will be communicated to each applicant's parent/guardian in writing. Offers at 10+ and 11+ are likely to be posted to parents in early February, in accordance with an 11+ agreement between Trinity Group schools. Offers at 13+ will be made as soon as possible after interviews are complete. Parents will be asked to reply within two to three weeks and will be given a precise date by which to reply. Offers of 16+ places for September entry will be emailed and posted to parents in the preceding December. Admission is subject to the criteria listed in the 'Admissions Criteria' in this document, below.

Those who have been unsuccessful in gaining a place will be notified by email. There is no process for appeals.

12. Siblings and Relatives

The School welcomes applications from siblings of current and previous students as well as the children and other relatives of past students. However, applicants will be expected to comply with all aspects of the admissions process including deadlines and meeting the academic criteria which apply to all other applicants.

13. Special Educational Needs and Disabilities

The School endeavours to make reasonable adjustments to the admissions procedures to enable disabled and other applicants with identified special educational needs (SEND) to compete for a place at the School without disadvantage.

Parents are asked to contact the Admissions Office to discuss adjustments which might reasonably be made to meet their child's specific needs. While the School attempts to meet the costs of all reasonable adjustments, it reserves the right to charge for additional services. Where an applicant has an existing statement of special educational needs or an Education, Health and Care Plan (EHCP), a conversation will always take place prior to the entrance examination between the School and the applicant's parents, and – if appropriate – with the relevant education authority. All such cases are dealt with on an individual basis, and the purpose of such conversations is to establish whether the School best meets the needs of that student.

Applicants may also request access arrangements in their entrance examinations, providing documentary evidence to support their application. All documentation, such as a recent Educational Psychologist's report and an Individual Education Plan from the applicant's current school, should be submitted to the School before the closing date for applications. Once supporting documentation has been reviewed, the School may make contact to discuss individual needs further, and to discuss facilities and support available. The school applies the criteria outlined by the Joint Council for Qualifications (JCQ) when determining access arrangements for all entrance examinations.

If an applicant receives SEND support in their current school, the School requests receipt of all documentation related to that support at the point of application, even if they are not applying for access arrangements in the entrance examinations. The School also expects to be made aware of any pending SEND diagnosis, a diagnosis made after the application has been submitted, and any support that is provided in the applicant's current school without a diagnosis. Any subsequent changes to a child's SEND status should be shared with the School before the student joins.

14. EAL (English as an Additional Language)

If English is not an applicant's primary language, parents should liaise with the Admissions Office and must inform the School of this. To fully access the curriculum at Trinity, a confident ability in written and spoken English is necessary.

15. Admission Criteria

The School will only offer a place if there is a place available. To be considered for admission to the School, applicants must meet the following criteria:

- a. Be able to attend school on a regular basis.
- b. Be of sufficient maturity and appropriate age to participate in all aspects of School life
- c. For entrance at 10+, 11+ or 13+: be supported by a strong recommendation from the Head of their current school in terms of academic achievement, motivation, and co-

curricular involvement.

- d. For entrance at 16+: be appropriately supported by their most recent full written report and achieve the required minimum of 6 grade 7s or above at GCSE.
- e. Perform strongly in the entrance examinations and interviews relative to other applicants.
- f. If English is not their first language, applicants must demonstrate a satisfactory level of spoken and written English in order that they can engage and participate fully in all aspects of School life.
- g. Where English is not the first language of parents, there are suitable arrangements in place to ensure that the School can communicate effectively with them.
- h. Any learning difficulties or special needs must have been identified to the School by the parents and the School must be able to meet these needs.
- i. All fees due at the applicant's present school have been paid.
- j. Where an applicant's family is not resident in the UK, an appropriate guardian has been arranged
- k. The School's terms and conditions (Parent Contract) have been signed by the applicant's parent/guardian.

16. Deposits

A payment of £2,000 is payable on acceptance of a place. £1,000 of which is a donation to the Trinity Bursary Fund and £1,000 is held as a deposit until your child leaves the School.

17. GDPR and Retention of Information

Applicant details held on file will be kept with due regard to Data Protection legislation; applicants can request further information by contacting the Admissions team.

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