

**Policy:** Admissions Policy  
2020-21

**Approval:** Board of Trustees

**Date:** October 2018



**CHELtenham  
BOURNside  
SCHOOL**

**Policies**

## Contents

1. Oversubscription .....	3
2. Transport.....	3
3. Main school in-year admissions.....	3
4. Waiting lists.....	4
5. Applications for places outside of an applicant’s chronological year group .....	4
6. Sixth Form.....	4
7. Appeals .....	5
8. Notes .....	5

## **This policy is effective for entrants from September 2020 to August 2021**

Pupils will be admitted on a non-selective basis. We welcome all applications regardless of ability, aptitude, or skill. We welcome applications from all geographical areas. The number of admissions will be 300 in Years 7, 8, and 9, and 270 per year groups in Years 10 and 11.

### **1. Oversubscription**

Where applications for admission into Years 7-13 exceed the number of places available, places will be offered in accordance with the following criteria in this order of priority:

1. A 'looked after child' (i) or a child who was previously looked after but immediately after being looked after became subject to an adoption(ii) child arrangements order (residency order) (iii) or special guardianship order (iv).
2. Children of full or part-time, permanent, salaried members of staff who have been employed at the school for at least two calendar years at the time of the application for admission.
3. Children living in the school's priority consideration area<sup>1</sup> who have a sibling attending the school where the sibling is or has been a member of years 7, 8, 9, 10 or 11 and who will continue to be on the school roll when the applicant child is admitted. This criterion does not apply if the sibling has only attended years 12/13.
4. Children living in the school's priority consideration area with the strongest geographical claim, measured in a straight line from the Ordnance Survey Address Point of the child's home address (including flats) to the Ordnance Survey Address Point of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority.
5. Children who live outside the school's priority consideration area who have a sibling attending the school where the sibling is or has been a member of years 7, 8, 9, 10 or 11 and who will continue to be on the school roll when the applicant child is admitted. This criterion does not apply if the sibling has only attended years 12/13.
6. Other children with the strongest geographical claim, measured in a straight line from the Ordnance Survey Address Point of the child's home address (including flats) to the Ordnance Survey Address Point of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority.

### **2. Transport**

The school does not provide home to school transport.

### **3. Main school in-year admissions**

Any applications to the school outside the normal year of entry must be made directly to the School, using the In-Year application form that can be found on the Gloucestershire County

---

<sup>1</sup> In the event of oversubscription in Criteria 1,2,3,4, or 5, higher priority will be given to children with the strongest geographical claims as described in Criteria 4 and 6. In the event of a tie between two or more children when applying this criterion, a process of random allocation will be followed, carried out by an independent authority.

Council website. Applications can only be accepted if all the sections on the form are fully and accurately completed. If any section is found to be deliberately completed incorrectly, this will render the application invalid and may count against the applicant in future appeal hearings or placement decisions. Applicants are advised to read the Gloucestershire County council website advice on In-Year applications, before completing the application form.

Once a completed application has been submitted, the school will reply in writing within 30 school days (generally all applications are replied to in a much shorter period of time). If the application is for a year group which is already on or above PAN, the school cannot offer additional places, and so the application will be refused. The refusal letter will make clear the reason for refusing a place at the school and also outline the process for an appeal, should the applicant wish to make an appeal.

If the application is rejected and the applicant has ticked the box indicating that they wish to be added to the waiting list, then the pupil's name will be added to the waiting list. All names will remain on the waiting list for a maximum of six weeks, and then the name will be removed from the list.

#### **4. Waiting lists**

If the school is oversubscribed, a waiting list will be held. The waiting list will be prioritised according to the school's oversubscription criteria. The school is required to admit a child with a statement of Special Educational Needs that names the school, even if the school is full, as long as the school can meet the needs of the child. From time to time the school is directed by the Local Authority, according to agreed fair access protocols, to allocate places over the number of places available. These children will take precedence over any children on the waiting list.

#### **5. Applications for places outside of an applicant's chronological year group**

Where a parent requests that their child is admitted out of their normal age group, the admission authority is responsible for making the decision on which year group a child should be admitted to. They are required to make a decision on the basis of the circumstances of the case and in the best interests of the child concerned.

There is no statutory barrier to children being admitted outside their normal age group, but parents do not have the right to insist that their child is admitted to a particular age group. Applications for places outside of an applicant's chronological year group should be made on the In-Year application form and accompanied with a written request for an alternative year group, giving a clear explanation for the request.

The school will consider the application and all of the circumstances for the request. Should the request for an out of chronological year group place be refused, the school may still offer a place in the chronological year group, if a place is available. Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

#### **6. Sixth Form**

The number of admissions into the Sixth Form from students not already at Bournside will be 8 per year group but this can be exceeded if the demand exists and facilities and resources allow. Students wishing to undertake a Level 3 programme will be admitted into the Sixth Form with a minimum of 5 GCSEs at Grade 4 or above, including English Language or Literature. Students must also meet individual course requirements which may be higher than a Grade 4 in specific subjects. Applications are considered up to but not beyond two weeks of the start of Term 1 of the academic year, unless there are exceptional

circumstances. Prospective applicants are encouraged to apply much earlier than this. Application Forms can be obtained from school and found on the school website: [www.bournside.gloucs.sch.uk](http://www.bournside.gloucs.sch.uk).

In the unlikely events of the Sixth Form, or a particular course offered in the Sixth Form, being oversubscribed after GCSE results are known, places will be offered according to the oversubscription criteria used for places in Year 7 as detailed above.

## 7. Appeals

Parent whose applications for a place at the school has been unsuccessful have the right of appeal to an independent Appeal Panel. Appeals, which should be in writing, should be sent to the school for the attention of the Clerk to the Governors. Appeals will be conducted in accordance with the Code of Practice for School Admissions Appeals. Parents whose appeals have been unsuccessful may only apply for a further appeal in the same academic year if there has been a significant or material change in their circumstances.

## 8. Notes

1. A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. In Gloucestershire, such children are referred to as Children in Care.
2. This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders).
3. Under the provisions of section 12 of the Children and Families Act 2014, which amend section 8 of the Children Act 1989, residence orders have now been replaced by child arrangements orders.
4. See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

\*The priority consideration area is used only to establish priority in years of oversubscription. **It is not a catchment area.**

\*\*Sibling refers to brother or sister, half brother, or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner as well as children who are brought together as a family by a same sex civil partnership. In every case, the child must be living with the same family unit at the same address as the time of application.

\*\*\*Applications for twins and children from multiple births will be considered as individual applications, but the school will accommodate both/all children if only one child is offered a place.

This policy refers to a priority consideration area – a map is available on the Admissions page of our website and a copy can be viewed in the school's reception area.