

**Policy:** Admissions Policy 2025/26

**Approval:** Board of Trustees

**Date:** 12.10.23



**CHELTENHAM  
BOURNSIDE  
SCHOOL**

**Policies**

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## 1. Introduction

**This policy is effective for entrants from September 2025 to 31st August 2026**

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, 9, 10 and 11.

## 2. Over-Subscription<sup>1</sup>

Where applications for admission into Years 7-13 exceeds the number of places available, places will be offered in accordance with the following criteria, in the following 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 permanent, salaried members of staff who (a) have been employed at the school for two or more years at the time at which the application for admission to the school is made or (b) have been recruited to fill a vacant post for which there is a demonstrable skill shortage.
3. Children living in the school's priority consideration area<sup>2</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<sup>3</sup> 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.

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<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 claim 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.

<sup>2</sup> The priority consideration area is used only to establish priority in years of over subscription. **It is not a catchment area**

<sup>3</sup> 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 at 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.

### 3. Transport

The school does not provide home to school transport.

### 4. 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 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 our published admission number (PAN), the school cannot offer additional places, and so the application will be unsuccessful. A letter will be sent making clear the reason for refusing a place at the school and also outline the process for an appeal, should the applicant wish to make one.

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.

### 5. 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 an Education, Health and Care Plan (EHCP) 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.

### 6. Applications for places outside an applicant's chronological year group

Where a parent/carer 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/carers 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/carers 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.

## 7. Sixth Form

We have 200 spaces in Year 12 at Cheltenham Bournside Sixth Form. The number of admissions into the Sixth Form from students not already at Bournside will be approximately 80 per year, however, this can be exceeded if the demand exists and facilities and resources allow. Students wishing to study in our sixth form must meet our generic and subject specific entry criteria (please refer to our sixth form entry criteria on our website). Applications are considered up to but not beyond two weeks of the start of Autumn Term 1 of the academic year in which they are applying, unless exceptional circumstances apply. Prospective applicants are encouraged to apply much earlier than this. Applications forms for Sixth Form places can be found on the school website at [www.bournside.gloucs.sch.uk/sixth-form](http://www.bournside.gloucs.sch.uk/sixth-form)

In the unlikely event of the Sixth Form, or a particular subject course offered in our Sixth Form, being over subscribed after GCSE results are known, places will be offered according to the oversubscription criteria outlined above.

## 8. Appeals

Parents/carers whose application 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 School Admissions Officer. Appeals will be conducted in accordance with the Code of Practice for School Admissions Appeals. Parents/carers, 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.

## 9. Notes

- (i) 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.
- (ii) Looked after children, including those who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted<sup>4\*</sup>
- (iii) 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).
- (iv) 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.
- (v) 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).

\*A child is registered as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

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

<sup>4</sup> A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society