



Admissions Policy 2021 (Determined)

Approved by: Governors ~ February 2020

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Version 2.0



Admissions Policy for entry September 2021 (Determined)

ENTRY TO YEAR 7

Cleeve School has a published admission number (PAN) for Year 7 of 310. Where the number of applications received exceed this number, the oversubscription criteria set out below will apply. The criteria will be followed in numerical order.

1. Children in Public Care (“Looked after Children”), including children who have previously been ‘looked after’ and later subject to an adoption residence, or special guardianship order 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 who apply for a place at the school.
2. Children living in the priority catchment area served by the school, with the strongest geographical distance.
3. Children of full or part time salaried members of staff who have been employed by Cleeve School for two years or more at the time of the application for admission.
4. Children who live outside the catchment area served by the school, with priority going to those with the strongest geographical claim.

Additional Notes:

- a) 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).
 - 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. 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 Act 2002 (see section 46 adoption orders).
 - iii. 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12 of the Children and Families Act 2014, which amend Section 8 of the Children Act 1989, residence orders have now been replaced by child arrangements orders.
 - iv. 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).
 - v. 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.
- b) The admission number for Cleeve School for 2021 is 310
- c) The school's catchment area consists of the parishes of Bishop's Cleeve, Elmstone Hardwicke, Gotherington, Oxenton, Prestbury, Southam, Stoke Orchard, Swindon Village, Uckington and Woodmancote.



- d) Geographical distance is measured in a straight line from the Ordnance Survey address point of the child's home address (including flats) to the main entrance gate of the school (top carpark) using the Local Authority's computerised measuring system.
- e) Where any particular category at points 1-4 above is oversubscribed, the factor of strongest geographical (based on straight line) distance will be used to determine which child is offered a place.
- f) In the event of a tie between two or more children when applying strongest geographical claim based on straight line distance, where there are not enough places available to offer all children a place at the school, a process of random allocation will be followed by the Governing Body at Cleeve School. This will be in the form of a manual process which is overseen by an independent person. Where twins or children from multiple births are part of a random allocation process they will be considered as one applicant.
- g) Applications for twins and children from multiple births will be considered as individual applications. However, Cleeve School acknowledges the difficulties for families if children cannot attend the same school, for example if one child can be offered a place but not the other, and therefore, will aim to accommodate both/all children at one school where there is capacity to do so.
- h) Parents wishing to appeal for a place at Cleeve School after the reallocation process should write to Chair of Governors, Cleeve School, Two Hedges Road, Bishop's Cleeve, Cheltenham, GL52 8AE. Appeals should be received by May 31st to ensure that the appeal can be heard in June. Further information on the appeals procedure can be found in the Local Authority admissions prospectus.

Fair Access Protocols:

In accordance with the requirements of the School Admission Code, the school has signed up to the In-Year Fair Access Protocols held by the Local Authority. Should a vulnerable child within these Protocols require a place at the school, they will take precedent over any child on the waiting list. The school undertakes an Equality Impact Assessment for Admissions.

In-Year Admissions:

In-year applications are all those made outside the normal round of admissions for children of compulsory school age i.e. those applications made during the academic year for a school place in Year 7 through to Year 11. In-year applications will be dealt with by Cleeve School directly. To apply for a place at Cleeve School, parents/carers should, therefore, contact the school in the first instance. The school, however, will liaise closely with the Local Authority providing information in relation to current vacancies in the school.

ENTRY TO SIXTH FORM

The application process for the Sixth Form begins in December of the school year prior to Sixth Form entrance. From this point on the Sixth Form prospectus and application form for the following year of entrance will be available on the school website.

Cleeve School holds a Sixth Form Open Evening in the spring term each year and this is an opportunity to talk to the School Leadership Team, Sixth Form Leadership team and subject teachers.

Applications for the Sixth Form should be completed by the spring term half term break (February). Following submission of an application form, applicants will be invited to an advisory discussion with the Sixth Form Leadership team. In April applicants will receive notification as to whether their application has been successful and subject choices will be confirmed.

Places in the Sixth Form will be confirmed following the GCSE results day in August each year.



Capacity

The number of places available is 400. We expect to be able to respond to need for those students who follow the application process.

Oversubscription Criteria

In the unlikely event of the Sixth Form being oversubscribed for external applicants, we will give priority to applicants as follows:

- 1) An applicant defined as a 'Looked after Child' (see additional note a above).
- 2) Other applicants according to their geographical distance from the school, with priority to those living closest to the school. Geographical distance will be measured in a straight line from the Ordnance Survey address point of the child's home address (including flats) to the main entrance gate of the school using Ordnance Survey maps.

Entry Criteria

The entry criteria for the Sixth Form is dependent upon the type of course programme being followed.

For all courses and combinations you must achieve a minimum Grade 4 for GCSE English Language and Mathematics.

A Level Courses

You must achieve a minimum of four Grade 5s and one Grade 4 at GCSE

- Each subject will also hold their own specific entry criteria (please see inserts) with regard to GCSE performance in their subject (or related subject).

BTECs/Nationals

You must achieve a minimum of four Grade 4s in different subjects at GCSE

- For all subjects you wish to study at BTEC/National, a minimum Grade 4 must be achieved in that, or an associated subject.

Combined A Level and BTEC/National Courses

- You must achieve a minimum of four Grade 4 GCSEs in four different subjects.
(English and Maths Grade 4 or above will be counted as one of the four acceptable results)
- For each A Level subject you wish to study, you must also meet their own specific entry criteria (please see inserts) with regard to GCSE performance in their subject.
- For all subjects you wish to study at BTEC/National, a Grade 4 must be achieved in that, or an associated subject.

Appeals

Applicants who are refused admission to our sixth form are entitled to appeal to an independent appeals panel. Applicants should contact the school office for an appeal form and forms should be returned by September 4th to Chair of Governors, Cleeve School, Two Hedges Road, Bishop's Cleeve, Cheltenham, GL52 8AE.

