

## THE COTSWOLD SCHOOL – POLICY DOCUMENT



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<b>Policy:</b>	<b>School Admissions Policy 2019-20</b>
<b>Policy Ref:</b>	<b>CSP02</b>
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<b>Authorised by:</b>	<b>Governing Body</b>
<b>Updated by:</b>	<b>Will Morgan, Karen Collett, Andrew Parker</b>

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As an Academy, School admissions are the responsibility of the School Governors. Our admissions procedures are administered by Gloucestershire County Council but the final responsibility for deciding admissions rests with the Governors.

Pupils will be admitted at age 11 without reference to ability or aptitude. The number of intended admissions for the year commencing September 2019 will be 220.

Exceptionally able pupils will be considered for admission at age 10+ if their application is supported by the Local Authority and the Primary School Headteacher.

**For admission to Year 7**, parents must submit their Common Application Form, stating their preferred schools, to the Local Authority of which they are resident, no later than the date and time stated by that Local Authority. This form can be found at [www.gloucestershire.gov.uk/schooladmissions](http://www.gloucestershire.gov.uk/schooladmissions)

**For admission to Year 12**, applicants should contact the school for further details. The number of intended admissions to Year 12 (other than from internal Year 11 applicants) will be up to 30 (see also Sixth Form Admissions Policy document).

**For admission to all other year groups, or for admission during the academic year (In-Year Admissions)**, parents must contact the school directly to enquire about the availability of places in the first instance. Please note that the Local Authority is not responsible for offering places to children on behalf of academies, such as The Cotswold School, but the Local Authority does maintain the statutory duty of being aware of all pupils and vacancies within Gloucestershire.

**Enquiries concerning admissions and appeals arrangements** should be addressed to the school. The appeals procedure involves completing and returning an appeal application form. The outcome of the appeal will be decided by an Independent Appeal Panel following a hearing to which you will be invited.

## Over subscription

Where applications for admission exceed the number of places available, the following criteria will be applied. Children will be admitted in the following order:

1. Looked After Children/Previously Looked after Children. A 'looked after child'<sup>1</sup> or a child who, immediately after previously being looked after, became subject to an adoption<sup>2</sup>, child arrangements order (residency order)<sup>3</sup> or special guardianship order<sup>4</sup>
2. Children who have older<sup>5</sup> siblings<sup>6</sup> attending the school at the time of initial application (including the Sixth Form, but only when the Sixth Form sibling has been attending the school for at least one year)
3. Children living in the priority catchment area normally served by the school.<sup>7</sup> A map showing this priority catchment area is available at the school for those parents who wish to access it.
4. Children of staff where the member of staff has been employed<sup>8</sup> for two or more years at the time of application or to fill a vacant post for which there is a demonstrable skill shortage
5. Other children with the strongest geographical claim, measured in a straight line from the Ordnance survey address point of the child's home address to the central point of the school, using the Local Authority's computerised measuring system with those living closer to the school receiving the higher priority.

Where any particular category covered by points 1. to 4. above is oversubscribed, criterion 5. (strongest geographical claim based on straight line distance) will be used

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<sup>1</sup> 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 (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

<sup>2</sup> 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)

<sup>3</sup> Under the provisions of s.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

<sup>4</sup> 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)

<sup>5</sup> The sibling admission category is not applicable when the sibling currently attending The Cotswold School is younger than the applicant.

<sup>6</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, and in every case, the child must be living in the same family unit at the same address, at the time of application

<sup>7</sup> **Priority Catchment Area:** Andoversford, Barrington, Bourton on the Water, Chedworth, Clapton, Cold Aston, Coln St Dennis, Compton Abdale, Cutsdean, Donnington, Dowdeswell, Farmington, Great Rissington, Guiting Power, Hampnett, Hawling, Hazleton, Icomb, Little Rissington, Lower Slaughter, Mangersbury, Naunton, Northleach with Eastington, Notgrove, Sevenhampton, Sherborne, Shipton, Stow on the Wold, Swell, Temple Guiting, Turkdean, Upper Rissington, Upper Slaughter, Westcote, Whittington, Windrush, Withington, Wyck Rissington, Yanworth

Choice area with Chipping Campden – Adelstrop, Bledington, Broadwell, Oddington

Choice area with Farmor's – Aldsworth

<sup>8</sup> Children of full and part time salaried staff who have been employed, or will be employed at the school at the time when their child will start at the school

to determine which child is offered a place.

In the event of a tie between two or more children when applying criterion 5. (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 Admissions Authority.

If the school is oversubscribed, a **waiting list** will be held for (at least) the first school term (ie until the end of the December term). The waiting list will be prioritised according to the school's oversubscription criteria. The school has signed up to the In-Year Fair Access Protocols held by the Local Authority. Should a vulnerable child with these Protocols require a place in the school, they will take precedent over any child on the waiting list.

**School transport is available.** For information on cost, availability and transport routes please contact the Local Authority Transport team.

This policy is written and administered with due regard to our duty and commitment as a school: to consider all aspects of equality and diversity.

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ratified by Governors and  
signed as such by The Chair of Governors

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*(DD/MM/YYYY)*