



**Cover note for:**

**Excalibur Academies Trust  
Secondary Admission Policy for 2023/2024  
Ashton Park School**

Ashton Park School joined Excalibur Academies trust on 1<sup>st</sup> September 2023.

The admissions policy for Ashton Park School for 2023/24 will be that which was determined by Bristol City Council.



**Excalibur Academies Trust  
Secondary Admission Policy for 2023/2024  
Ashton Park School**





## **ASHTON PARK SCHOOL ADMISSION POLICY FOR THE SEPTEMBER 2023 INTAKE**

### **1 Introduction**

- 11 Ashton Park School (**School**) is a primary academy located in Bower Ashton, Bristol. It is part of Gatehouse Green Learning Trust (**Trust**), a multi academy trust.
- 12 Admission to all state funded schools is governed by the School Admissions Code 2021 (**Code**). Under the Code, the Trust is the 'Admission Authority' for the School and has a legal duty to formally determine the 'admission arrangements' for each year's intake in accordance with the requirements of the Code.
- 13 Where changes to the admission arrangements have been proposed, or there has been no changes proposed for a period of seven years, the Trust Board will consult on these and will formally determine the final admission arrangements once consultation has concluded. Where no changes to the admission arrangements are proposed, the Trust Board delegates formal determination of the admission arrangements each year to the Governing Body of the School. In all cases, after determination the School's admission arrangements will be implemented as and when necessary by a committee of three Governors (**Admission Committee**).
- 14 This policy and all other admission related documents referred to herein and/or used during the admission process, together form the School's 'admission arrangements'.
- 15 In addition to the main school, the School also has a sixth form. The admission arrangements for the sixth form are also set out in this policy, insofar as they relate to external candidates. All references to 'children' in this policy should be taken to include references to 'external candidates'.

### **2 Definition of a 'Parent'**

- 21 In this policy and in education law, the definition of a 'parent' includes a natural or adoptive parent of the child. It also includes a person who is not a natural or adoptive parent of the child, but who has care of and parental responsibility for the child.

### **3 Inclusivity and Equality**

3.1 The School is fully inclusive and welcome applications for the admission of children with special educational needs (**SEN**), physical, mental or behavioural disabilities and other protected characteristics defined by the Equality Act 2010. The School's admission arrangements are determined and implemented with its equality duties in mind, including the public sector equality duty (**PSED**).

### **4 Children with an Education Health and Care Plan (EHC plan)**

4.1 Children with an EHC plan are admitted to school under separate statutory procedures which are managed by the child's home Local Authority, not under the school's determined admission arrangements. Parents of children with an EHC plan should therefore liaise with their child's home Local Authority's SEN team if they want the School to be named in their child's EHC plan as their child's school.

4.2 Where the School is named in a child's EHC plan, the child will be admitted. Where this happens in the normal admission round (i.e. entry to Years 7 and 12 in September), these children will be allocated places before all other children, reducing the number of places left within the published admission number (**PAN**).

4.3 At all other times, children with an EHC plan naming the School will be admitted even where this means the PAN will be exceeded.

### **5 Published Admission Numbers (PANs)**

5.1 The PAN for Year 7 is **216** pupils.

5.2 The PAN for Year 12 is **20** pupils. This figure relates to external candidates for Year 12 places only, as the School's existing Year 11 pupils will simply transfer to Year 12 in the usual way, if they meet the Minimum Academic Entry Criteria (see below) and want to continue their education in the sixth form.

5.3 Once the total number of places allocated to internal pupils and external candidates within a year group are known, it may be possible to admit further external candidates until Year 12 reaches capacity.

### **6 Oversubscription Criteria for Year 7**

6.1 Where there are more applications than places available, the order in which places will be allocated will be as follows:

#### **6.1.1 Looked after and previously looked after children**

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, in England. A 'previously looked after child' is a child who was looked after in England, but ceased to be so because they were adopted, or became subject to a child arrangements or special guardianship order, as well as

a child who appears to the Admission Committee (on behalf of the Trust) to have been in state care outside of England (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society), but ceased to be so as a result of being adopted.

Applications in this category may need to be supported by documentary evidence confirming the child's status, such as a signed letter from the child's social worker or former social worker confirming their current or previous status, an adoption, child arrangements or special guardianship order. In the case of children adopted from state care outside England (as defined above), evidence of having been in state care outside England and of being adopted will be required. Ideally, this should be received by the application deadline in the normal admission round. When assessing the evidence provided, the DfE's guidance (accessible here) will be followed.

Where the Virtual School Head has already verified the child's status, parents should let the Local Authority/School know, as there should be no need for further evidence to be provided in this case.

#### **6.1.2 Children living within the Area of Priority with a sibling at the School in Year 7 to Year 11**

For inclusion in this category, the following criteria must be met:

- The child's home address (as defined by this policy) must be located in the Area of Priority shown on the APS Priority Area Map published on the School's website alongside this policy; **and**
- The sibling must attend the School in Year 7 to Year 11 at the time of application **and** at the time the applicant child is admitted.

For the purpose of this category, a 'sibling' is a full sibling (sharing both parents), a half sibling (sharing one parent), an adopted sibling, a long term foster sibling (i.e. not a temporary placement), a step sibling (one child's parent married to the other child's parent), or a child of their parent's cohabiting partner. In all cases, the sibling must live at the child's home address (as defined by this policy) as part of the same core family unit. For the avoidance of doubt, a child of a friend or extended family member (e.g. cousin) will not be a 'sibling' for this purpose, even if they live at the same address as the applicant child.

For inclusion in this category, parents must state the sibling's details in the application form.

#### **6.1.3 All other children living within the Area of Priority**

For inclusion in this category, the child's home address (as defined by this policy) must be located within the Area of Priority shown on the APS Priority Area

Map published on the School's website alongside this policy.

#### **6.1.4 All other children with a sibling at the School in Year 7 to Year 11**

For inclusion in this category, the sibling must attend the School in Year 7 to Year 11 at the time of application/the application deadline **and** when the applicant child is admitted.

For the purpose of this category, a 'sibling' is a full sibling (sharing both parents), a half sibling (sharing one parent), an adopted sibling, a long term foster sibling (i.e. not a temporary placement), a step sibling (one child's parent married to the other child's parent), or a child of their parent's cohabiting partner. In all cases, the sibling must live at the child's home address (as defined by this policy) as part of the same core family unit. For the avoidance of doubt, a child of a friend or extended family member (e.g. cousin) will not be a 'sibling' for this purpose, even if they live at the same address as the applicant child.

For inclusion in this category, parents must state the sibling's details in the application form.

#### **6.1.5 All other children**

This category will include all children who do not fall into any of the oversubscription categories above.

### **7 Minimum Academic Entry Criteria for Entry to Year 12 (Sixth Form)**

7.1 All current Year 11 pupils at the School wishing to transfer to Year 12, and all external candidates applying for admission to Year 12, must meet the minimum academic entry criteria set out in the table below:

<b>Course</b>	<b>Minimum Academic Entry Criteria</b>
A levels	Five GCSEs at Grade 4 including English and Maths, plus Subject Specific Requirements
BTEC Diploma	Five GCSEs at Grade 4 including English and Maths, plus Subject Specific Requirements
Level 2 BTEC Technical Qualification	Four GCSEs at Grade 2, plus Subject Specific Requirements

7.2 'Subject Specific Requirements' means the additional entry requirements for specific subjects/courses, as set out in the Sixth Form Course Guide, which is published on the [Ashton Sixth website](#).

7.3 The Minimum Academic Entry Criteria is the same for Year 11 pupils and external candidates. Once met, Year 11 students will transfer to Year 12. All external candidates meeting the minimum threshold will be on an equal footing for places, with the oversubscription criteria being applied where there are more eligible applications than places available. Those

achieving higher grades will **not** have higher priority.

- 74 A pre-application meeting may take place between members of the sixth form staff and Year 11 pupils/external candidates to discuss course options and entry requirements. Parents/candidates should note that this meeting is **not** an interview, and its outcome will play no part in the transfer/application process.
- 75 Parents/candidates should note that the School cannot make exceptions to the determined Minimum Academic Entry Criteria, except where it is necessary for the School to adjust this criteria in order to comply with its duties under the Equality Act 2010. Exceptions cannot be made in other circumstances, and parents/candidates should refrain from asking.

## **8 Oversubscription Criteria for Year 12 (Sixth Form)**

- 81 Where there are more applications than places available, the order in which places will be allocated will be as follows:

### **8.1.1 Looked after and previously looked after candidates**

A 'looked after candidate' is a candidate 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, in England. A 'previously looked after child' is a child who was looked after in England, but ceased to be so because they were adopted, or became subject to a child arrangements or special guardianship order, as well as a child who appears to the Admission Committee (on behalf of the Trust) to have been in state care outside of England (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society), but ceased to be so as a result of being adopted.

Applications in this category may need to be supported by documentary evidence confirming the candidate's status, such as a signed letter from the candidate's social worker or former social worker confirming their current or previous status, an adoption, child arrangements or special guardianship order. In the case of candidates adopted from state care outside England (as defined above), evidence of having been in state care outside England and of being adopted will be required. Ideally, this should be received by the application deadline in the normal admission round. When assessing the evidence provided, the DfE's guidance (accessible here) will be followed.

Where the Virtual School Head has already verified the candidate's status, parents should let the Local Authority/School know, as there should be no need for further evidence to be provided in this case.

### **8.1.2 All other candidates**

This category will include all candidates who do not fall into any of the oversubscription categories above.

## **9 Tie Breaker**

- 9.1 Where there are more applications than places remaining in any of the oversubscription categories, the order in which places will be allocated will be determined by the distance between the child's home address (as defined by this policy) and the School, with those living nearest receiving highest priority.
- 9.2 Distance will be measured by City of Bristol using their computerised mapping system in a straight line from a specific point at the child's home address (as defined below) to a specific central point within the main building of the School, which are pre-determined by the Local Land and Property Gazetteer.
- 9.3 Where the child lives in a multi-dwelling building (for example, an apartment block), distance will be measured from same point in the building so that the distance will be the same for all children living there.
- 9.4 Where two or more children live an equal distance from the School (including where they live in the same multi-dwelling building), the order in which places are allocated will be determined by random allocation supervised by someone who is independent of the School.

## **10 Child's Home Address**

- 10.1 The child's home address is the residential (not business) address of their parent (as defined in this policy) at which they live and sleep for more than 50% of their time from Sunday to Thursday night during term time. It will usually be the address at which they are registered with their GP, hospital, dentist and/or optician at the time of application.
- 10.2 Where any uncertainty arises in respect of the child's home address, the School reserves the right to seek documentary evidence to determine which address meets the definition stated above. For the avoidance of doubt, it is the address which meets this definition that will be used to process the application, which may not be the address given by the parent.
- 10.3 Where the child/child's family is/are not living in the area of the Academy at the time the application is submitted, the application will still be accepted and processed. However, the address used will be the child's current address unless the application is supported by documentary evidence of the future new address which will meet the definition set out above (for example, a signed tenancy agreement, HMLR title deed/document, NHS/GP registration card/letter, etc.).

## **11 Children of UK Armed Forces Personnel/Crown Servants**

- 11.1 Applications for the admission of children of UK Armed Forces personnel with a confirmed posting to the area, or Crown servants returning from overseas to live in the area, will be accepted and processed before the family moves house as long as the application is accompanied by an official letter giving a relocation date and a Unit postal address or quartering area address for use in applying the oversubscription criteria.



## **12 Twins, Triplets and Siblings of a Higher Multiple Birth (Year 7 to Year 11 Only)**

12.1 Where a twin, triplet(s) or sibling(s) of a higher multiple birth achieves a place at the School within the PAN in the normal way, but their twin, triplet(s) or sibling(s) of a higher multiple birth does not achieve a place, the School will admit their twin, triplet(s) or sibling(s) of a higher multiple birth even where this means exceeding the PAN.

## **13 Application Procedure for Admission to Year 7 in September**

13.1 Applications for admission to Year 7 in September are known as applications made 'in the normal admission round'.

13.2 Applications in the normal admission round must be made **directly to the child's home Local Authority** by completing and submitting a Common Application Form (CAF), which is available to download/complete online via the child's home Local Authority's website, by the application deadline. Parents must state a preference for the School in the CAF.

13.3 Parents should carefully consider the oversubscription criteria stated above to determine whether other documentation must be submitted in support of the application. This documentation must be submitted to the child's home Local Authority **by the application deadline**. If not, the child will be placed in the next oversubscription category that applies.

13.4 The application deadline for admission to Year 7 in the normal admission round is **Monday, 31<sup>st</sup> October 2022**.

13.5 National Offer Day for admission to Year 7 in the normal admission round is **Wednesday, 1<sup>st</sup> March 2023**.

13.6 Applications received after the application deadline will be treated as **late applications**, which means they will be processed after all on-time applications have been processed and places allocated thereby reducing the chances of the child being offered a place.

## **14 Application Procedure for In-Year Admission (Mid-Year/Other Year Groups)**

14.1 Applications for admission to Year 7 other than in September, and to Years 8 to 11 at any time, are known as applications made 'outside the normal admission round' or 'in-year admission'.

14.2 Applications for in-year admission must be made **to Bristol City Council**, by completing an In-Year Common Application Form (ICAF) and submitting it to them. This form and further guidance on the process is available on Bristol City Council's website, which can be accessed [here](#).

14.3 Parents should carefully consider the oversubscription criteria stated above to determine whether other documentation must be submitted in support of the application. This documentation must be submitted at the same time as the application, or the child will be

placed in the next oversubscription category that applies.

## **15 Application Procedure for Admission to Year 12 in September (External Candidates)**

- 15.1 Applications for the admission of **external candidates** to Year 12 must be made **directly to the School**, by completing and submitting a Sixth Form Admission Application Form, which is available to download on the [Ashton Sixth's website](#) or in hard copy from the School's main office, and submitting it to the School marked for the attention of the Clerk to the Governors.
- 15.2 Parents/candidates should carefully consider the oversubscription criteria stated above to determine whether other documentation must be submitted in support of the application. This documentation must be submitted to the School with the application, or the candidate will be placed in the next category that applies.
- 15.3 As stated above, a pre-application meeting may take place between members of the sixth form staff and candidates, to discuss course options and entry requirements. This meeting is not an interview, and its outcome will play no part in the application process. Places are allocated solely by reference to the Minimum Academic Entry Criteria and oversubscription criteria set out in the School's admission arrangements.
- 15.4 The application deadline for admission to Year 12 in September is **Sunday, 15<sup>th</sup> January 2023**.
- 15.5 Conditional offers will be made by **Friday, 27<sup>th</sup> January 2023**. These offers will be based on the predicted grades stated in the Sixth Form Admission Application Form, and will be conditional upon the external candidate meeting the Minimum Academic Entry Criteria for the courses chosen when their awarded grades are known.
- 15.6 As stated above, the School cannot make exceptions to the determined Minimum Academic Entry Criteria, except where it is necessary for this criteria to be adjusted in compliance with the School's duties under the Equality Act 2010. Exceptions cannot be made in other circumstances.

## **16 Waiting List**

- 16.1 On behalf of the School, the Local Authority operates a waiting list for children who are unsuccessful in achieving a place in Years 7 to 11 until 31 December following entry to the School.
- 16.2 The waiting list is ranked strictly in accordance with the oversubscription criteria set out in this policy, and not by reference to the date that the child's name was added to the list. This means that a child's name can go down as well as up the waiting list as more names are added.
- 16.3 Children placed at the School under the Local Authority's Fair Access Protocol will take priority over children on the waiting list.

## **17 Statutory Right of Appeal**

- 17.1 Parents have a statutory right of appeal against the refusal of a place at the School. This applies to all year groups, including the sixth form.
- 17.2 Full details of the statutory right of appeal will be set out in the formal letter notifying parents of the refusal of a place, including the deadline for lodging an appeal.
- 17.3 The School will also publish an appeals timetable for appeals against the refusal of a place in the normal admission round (i.e. to Years 7 and 12 in September) alongside this policy on or before 28 February in the year in which offers are made.

## **18 Requests for Admission Outside Normal Age Group**

- 18.1 Parents have a right to request that their child is admitted to a year group other than their normal year group at the School. This may be to a year group below or above, and there may be a variety of reasons for making this request. For example, the child might be gifted, suffer from long-term or serious illness, or have been educated overseas and/or used to studying at a different level (these are examples only, not an exhaustive list).
- 18.2 However, parents do not have a right to decide that their child **will** be admitted outside their normal age group. Such requests must be considered by the School's Admission Committee, in order to decide whether or not to agree the request **in principle**, or refuse the request, taking into account the factors set out below.
- 18.3 Requests for admission outside normal age group are not applications for admission, which must still be made in the usual way. Parents are strongly encouraged to make their requests in a timely manner, preferably well ahead of any application deadlines, so that they can obtain a decision in principle which will enable them to make informed decisions when they subsequently apply for admission. A separate request must be made to the Admission Authority for each school being considered.
- 18.4 The Admission Committee will make decisions on the basis of **the circumstances of each case** and in the **best interests of the child concerned**, taking into account the parents' views, information about the child's academic, social and emotional development, the child's medical history and the views of their medical professionals, whether they have previously been educated or attended nursery out of their normal age group, and whether they may naturally have fallen into a lower age group, if it were not for being born prematurely. They will also take into account the views of the Headteacher of the School and, where provided, the Headteacher of any current or previous school. This is not an exhaustive list, and parents may put forward any matters for the Admission Committee to consider.
- 18.5 Parents should make their requests by completing a Request for Admission Outside Normal Age Group Form and submitting it with any supporting documents to the School marked for the attention of the Clerk to the Governors. This form is available to download on the School's website or in hard copy from the School's main office.

18.6 In all cases, the Admission Committee will notify parents of the outcome of their request formally in writing, explaining its reasons in sufficient detail for parents to understand why it came to that decision. Where the request is agreed in principle, this letter should accompany the application for admission subsequently made for a place at the School.

18.7 Parents do not have a statutory right of appeal against a refusal of a request for admission outside normal age group, but they may submit a complaint under the School's published Complaints Policy if they do not believe the request was dealt with by the Admission Committee properly. Parents do, of course, have a statutory right of appeal if they also applied for admission and a place was refused in the child's normal year group as well.

## **19 Review and determination of the School's admission arrangements**

19.1 The term 'admission arrangements' means *"The overall procedure, practices and oversubscription criteria used in deciding the allocation of school places including any device or means used to determine whether a school place is to be offered"*. The admission arrangements therefore include not only this policy, but all other admission related documents and any other published information about the School's admission processes.

19.2 Under the Code, the Admission Authority for a school must formally determine the admission arrangements for the next intake at that school **every year on or before 28 February**.

19.3 Where no changes (other than changing dates/deadlines) are proposed, there is no need to go to consultation. However, where changes are proposed (other than a proposed increase in PAN), the Admission Authority must carry out a 6 week statutory consultation in accordance with the Code between 1 October and 31 January ahead of determination of the admission arrangements.

19.4 Where no changes have been proposed in the intervening period, the Admission Authority must in any event consult on the admission arrangements every 7 years.

19.5 Once determined on or before 28 February, the School's admission arrangements for that intake must be published, and cannot be varied except in very limited circumstances to correct a mistake or give effect to a decision of a Schools Adjudicator. Any other variations will require Secretary of State consent, which will only be granted where there has been a 'major change in circumstances'.

1.1 The admission arrangements for the September 2023 intake were determined by the Trust Board at their meeting on **10<sup>th</sup> December 2020**.