



Admissions Policy (Determined) September 2025

Version 2.0

Agreed by: Trustees ~ January 2024



Proposed Admissions Policy for entry September 2025

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1. Aims

This policy aims to:

- Explain how to apply for a place at the school
- Set out the school's arrangements for allocating places to the students who apply
- Explain how to appeal against a decision not to offer your child a place

2. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code 2021](#)
- [School Admission Appeals Code](#)

As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

This policy complies with our funding agreement and articles of association.



3. Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

Looked after children are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its 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.

Previously looked after children are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order
- This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

Sibling

A 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 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.

Where a child lives with both parents on a 50/50 (equal) basis, both parents must agree and confirm the pupil's address, which must be the same address as the preference school has registered for the sibling connection to apply. The parents' agreement and application must be made before the closing dates in order for the sibling connection to apply.

Children's Home Address

Only one home address can be used for admission purposes. This is where the pupil resides, and we may ask for additional proof of this address. Where a child lives with both parents on a 50/50 (equal) basis, both parents must agree which of their addresses to use and confirm this before any closing dates. This must be either parental home. Additional proof of address may be requested before we can confirm that we are able to use an address for allocation purposes. The method in which the distance is measured from home to school can be found in the admission criteria.

4. How to Apply

For applications in the normal admissions round you should use the application form provided by your home local authority. You can use this form to express your preference, in rank order.

You will receive an offer for a school place directly from your local authority.



5. Requests for admission outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' views
- Information about the child's academic, social and emotional development
- Where relevant, their medical history and the views of a medical professional
- Whether they have previously been educated out of their normal age group
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The headteacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 5. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

6. Allocation of places

6.1 Admission number

The school has an agreed admission number of 310 students for entry in Year 7 in September 2025.

6.2 Oversubscription criteria

All children whose education, health and care (EHC) plans name the school will be admitted before any other places are allocated.

In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order until all places are filled.

1. Highest priority will be given to looked after children, all previously looked after children 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. Priority will next be given to 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 or who have been employed to fill a vacant post where there is a demonstrable skills shortage.
3. Priority will next be given to children who have a sibling attending the school where the sibling is a member of years 7, 8, 9, 10 or 11 at the time of application and who will continue to be on the school roll when the applicant child is admitted. This criterion does not apply if a sibling has only attended years 12 and 13. A sibling is defined in section 3 above.



4. Priority will next be given to children living in the priority catchment area served by the school, with the strongest geographical distance. 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. Geographical distance is measured in a straight line from the Ordnance Survey address point of the child's home address (including flats), using the Local Authority's Address Point of the school, using the Local Authority's computerised measuring system, with those living closer receiving the higher priority.

Priority will next be given to children who live outside the catchment area served by the school, using the Local Authority's Address Point of the school, using the Local Authority's computerised measuring system, with those living closer receiving the higher priority.

6.3 Tie break

In the case of two or more applications that cannot be separated by the oversubscription criteria outlined above, the school will use the distance between the school and a child's home as a tie breaker to decide between applicants. Priority will be given to children who live closest to the school. Geographical distance is measured in a straight line from the Ordnance Survey address point of the child's home address (including flats) using the Local Authority's Address Point of the school, using the Local Authority's computerised measuring system. A child's home address is where the pupil resides. Where a child lives with both parents on a 50/50 (equal) basis, both parents must agree which of their addresses to use and confirm this before any closing dates. This must be either parental home. The method in which the distance is measured from home to school can be found in the admission criteria.

Where the distance between two children's homes and the school is the same, random allocation will be used to decide between them. This process will be independently verified.

6.4 Challenging behaviour

We will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry. We may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged.

6.5 Fair Access Protocol

We participate in Gloucestershire County Council's Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible.

7. In-year admissions

Parents can apply for a place for their child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHC plans name the school will be admitted in consultation with the local authority.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available, it will be filled by one of the students on the waiting list in accordance with the oversubscription criteria listed in section 6.2 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.



Applications for in-year admissions should be sent to the following address:

Cleeve School, Two Hedges Road, Bishop's Cleeve, Cheltenham GL52 8AE, or sent by email to admissions@cleeveschool.net.

Parents will be notified of the outcome of your in-year application in writing within 15 school days.

8. Entry to Sixth Form

The application process for the Sixth Form begins in January 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.

8.1 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.

8.2 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 definition above).

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) using the Local Authority's Address Point of the school, using the Local Authority's computerised measuring system.

8.3 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. Any student arriving without a Grade 4 in either English GCSE or Maths GCSE will be entered for GCSE retakes. This can only be done for Maths, or English, not both.

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.

9. Appeals

If your child's application for a place at the school is unsuccessful in the normal admission round, you will be informed by Gloucestershire County Council. If your child's application for a place at the school is unsuccessful in an in-year application, or for an application to the sixth form, you will be informed why admission was refused, and given information about the process for hearing appeals. If you wish to appeal, you should contact the Governance Officer at Cleeve School for an appeal form. Forms should be returned to the address below.

Cleeve School, Two Hedges Road, Bishop's Cleeve, Cheltenham GL52 8AE.

10. Monitoring arrangements

This policy will be reviewed and approved by the Board of Trustees every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the Board of Trustees will publicly consult on these changes. If nothing changes, it will publicly consult on the school's admission arrangements at least once every seven years.