



**CSP 02 ADMISSIONS POLICY  
2027-2028**

Policy Author	WM FH KC
Responsible Governor Committee	Teaching and Learning
Version Number	14
Frequency of review	1 year
Date of last review	Feb 26
Date approved by governors	Feb 26 
Date of next review	Feb 27

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.

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 2026 will be 250.

Exceptionally able pupils will be considered for admission at age 10+ if their application is supported by the Cotswold School Admissions 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).

**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>i</sup> or a child who, immediately after previously being looked after, became subject to an adoption<sup>ii</sup>, child arrangements order (residency order)<sup>iii</sup> or special guardianship order<sup>iv</sup> including those children 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>v</sup>
2. Children living in the priority catchment area normally served by the school who will have siblings<sup>vi</sup> attending the school when the younger child is admitted
3. Children living in the priority catchment area normally served by the school. 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 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. Children who live outside the priority catchment area normally served by the school who will have siblings attending the school when the younger child is admitted
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 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 5. above is oversubscribed, criterion 6. (strongest geographical claim based on straight line distance) will be used to determine which child is offered a place.

In the event of a tie between two or more children when applying criterion 6 (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.

---

<sup>i</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>ii</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>iii</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>iv</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>v</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

**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

**Siblings** – This refers to a child who has a sibling attending the school at the time the applicant child is admitted. This must be a child living in the same family unit, at the same address. A sibling is a brother or sister, half-brother or sister, step-sibling, foster sibling, adopted sibling or other child living permanently at the same address.

Where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage

Where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage

## ADMISSION TO SIXTH FORM POLICY

The Cotswold School, which consistently ranks amongst the top non-selective state schools in the country, has an 'Outstanding' Sixth Form. We provide a very high quality of education for students with a wide variety of interests, aptitudes and abilities. In considering applications, our aim is to accept students on to courses where they can be successful and fulfil their potential.

We offer a range of Level 3 courses and, for students who narrowly miss out on achieving grade 4 in GCSE Mathematics but who *have* met our entrance criteria for at least three Level 3 courses, we offer a GCSE resit class in Mathematics.

Students will be admitted to begin Sixth Form courses at age 16 (on 1<sup>st</sup> September of the year of entry) without reference to catchment area. In all cases, successful entry to Sixth Form at The Cotswold School is based on the academic entry requirements stated in this policy.

As an Academy, school admissions are the responsibility of the School Governors. Our Sixth Form admissions procedures are administered by the Sixth Form leadership team and Admissions Coordinator, but the final responsibility for deciding admissions criteria rests with the Governors.

The Cotswold School Sixth Form will admit a total of 200 students into Year 12. This will include up to 30 students from other schools.

### **METHOD OF APPLICATION**

Course Guides are published during the Autumn Term each year and are available to all. They are specifically issued:

- to all students in Year 11 of The Cotswold School
- to visitors to the Sixth Form Open Evening held in the autumn term
- on request, often as a result of our publicity in the local press
- at Information Evenings held at neighbouring 11-16 schools: Winchcombe School and Shipston High School (If these schools cancel their Information Evenings, we will invite interested prospective students to contact our school to arrange a visit or arrange a video call with a member of the Sixth Form Leadership Team)

Course Guides are also available on the Sixth Form section of the school website.

Applications are invited online via the school website and will open during the Autumn Term (after the Sixth Form Open Evening has taken place). Paper applications will be sent on request.

At any time of year, a tour of the school and conversation with the Head of Sixth Form can be organised.

Two Induction Days will take place in June / July to help students orientate themselves to their new surroundings and courses.

'Information, advice and guidance' meetings are set up for *every* prospective sixth former with their parents/guardians to provide expert professional support at a critical time of decision.

Students will be asked to make their provisional subject choices by a date in December or January (which will be stated on the application form), in order to help us construct the curriculum in the spring term. This is when the timetable blocks will be set, in order to cater for as many curriculum choices as we can offer. Students can alter their choices up until the start of their Sixth Form courses, but their options must fit with the timetable blocking that has been set.

For organisational reasons there may be changes made at any time to the subjects offered or their position in the option blocks. Students affected by any such changes will be notified as soon as possible. We will always endeavour to keep any disruption to a minimum and we will offer guidance to try to provide a suitable alternative.

### **ACADEMIC ENTRY CRITERIA FOR SIXTH FORM COURSES**

#### **Entry to Year 12**

#### **For Level 3 courses (AS/A Level, or Level 3 Vocational/Technical qualifications):**

- Evidence of a positive, self-motivated approach to learning
- A minimum of five GCSEs at grade 4 or above, including grade 4 in either English Literature or English Language
- All AS/A Level and Level 3 vocational courses also have subject-specific GCSE requirements for entry - these are outlined fully in the prospectus and on the school website each year.

Students who do not have at least grade 4 in GCSE Mathematics will be required to re-sit this subject as part of their Sixth Form studies.

Most students will take **THREE OR FOUR** AS/A Level subjects or Level 3 Vocational/Technical courses in Year 12. Enrichment options such as Core Maths and the Extended Project Qualification are also available.

The final decision as to the number of courses a student will start and complete rests with the Head of Sixth Form.

#### **For success in Year 13**

- The typical expectation to progress to the second year of a Level 3 course is that a student should:
  - pass the AS Level qualification (for subjects which enter students for the AS qualification)
  - pass the School's end-of-Year-12 examination (for A Level subjects which do *not* enter students for the AS Level qualification)

- be at least at 'pass' standard at the midway point in their Level 3 vocational/technical course(s)
- Students who have not obtained the above will attend a guidance meeting, on or shortly after AS Level Results Day, with the Head/Deputy Head of Sixth Form to discuss the options available to them, which might include:
  - In exceptional circumstances, re-starting Year 12 on mainly/entirely different courses to those they have previously taken
  - Progression to Year 13 on a combination of their existing courses and one or more new AS level (or equivalent) qualifications
  - Support in finding an apprenticeship, job with training, or alternative provider of post-16 education on courses which suit their aspirations and interests.
- Year 13 students will be expected to complete three Level 3 courses. Students who wish to continue with four Level 3 courses will usually be able to do so.

The school retains the right to be flexible when assessing a student's application against these criteria, to allow for personal and exceptional circumstances.

To enrol, all sixth formers must sign the Sixth Form Agreement which sets out what the school will provide for all students and the expectations that the school has of all students, including the requirement to attend all registrations/tutorials, assemblies and PSHE/RSE sessions.

All students are expected to apply good effort to their lessons and independent study. They are expected to embrace the rights and responsibilities that being a member of the senior school involves and take a positive and active part in the life of the school and wider community.

We encourage all eligible students to apply for our "16-19" Bursary.

#### **APPLICATIONS FROM STUDENTS NOT STUDYING IN YEAR 11 AT THE COTSWOLD SCHOOL**

Each year a number of students join our Sixth Form from other schools or from home education. Applications are welcomed from such students. The academic entry requirements for courses are identical for external and internal applicants. Our admission number for external applications is 30. This number may be exceeded if demand can be met. Where over-subscribed we will give priority to applicants who apply by the deadline stated on the application form, as follows:

1. Looked after children.
2. Students living within the area of prime responsibility of The Cotswold School.
3. All other applicants.

In the event of the school being oversubscribed in any of the above criteria, places will be offered to those living nearest the school as measured in a direct line distance from the front door of their home to the front door of the school.

Applications for children for whom only this particular school is appropriate due to an exceptional medical condition will only be considered if they are supported by a written statement from the child's doctor. This statement must demonstrate that there is a very specific connection between the medical need and the facilities or resources at The Cotswold School.

All applicants, accompanied by their parents/carers, will be invited to an interview with the Head or Deputy Head of Sixth Form to discuss the suitability of the student's preferred options and their current progress and predicted grades. References from current schools will be sought in all cases.

Applicants refused admission to our Sixth Form are entitled to appeal to a governors' appeals panel. In this event, firstly an applicant should write to the Headteacher requesting a place. If this request is denied, a letter should be written to the Clerk to the Governors which will initiate the formal appeal process.