

**Policy:** Admissions Policy  
2026-27

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**CHELTEHAM  
BOURNSIDE  
SCHOOL**

**Policies**

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## 1. Introduction

**This policy is effective for entrants from September 2026**

Pupils will be admitted on a non-selective basis. We welcome all applications regardless of ability, aptitude or skill. We welcome applications from all geographical areas.

The number of admissions will be 300 in years 7, 8, 9, 10 and 11; 200 in Years 12 and 13.

## 2. Over-subscription (Years 7-11)<sup>1</sup>

Where applications for admission into Years 7-11 exceeds the number of places available, places will be offered in accordance with the following criteria, in the following order of priority.

1. 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).
2. Children of permanent, salaried members of staff who (a) have been employed at the school for two or more years at the time at which the application for admission to the school is made or (b) have been recruited to fill a vacant post for which there is a demonstrable skill shortage.
3. Children living in the school's priority consideration area who have a sibling attending the school and who will continue to be on the school roll when the applicant child is admitted.
4. Children living in the school's priority consideration area with the strongest geographical claim, measured in a straight line from the Ordnance Survey Address Point of the child's home address (including flats) to the Ordnance Survey Address Point of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority.
5. Children who live outside the school's priority consideration area who have a sibling attending the school and who will continue to be on the school roll when the applicant 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 (including flats) to the Ordnance Survey Address Point of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority.

## 3. Transport

The school does not provide home to school transport.

## 4. Years 7-11 In-Year Admissions

Any applications to the school outside the normal year of entry must be made directly to the school, using the In-Year application form that can be found on the Gloucestershire County Council website. Applications can only be accepted if all the sections on the form are fully and accurately completed. If any section is found to be deliberately completed incorrectly, this will

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<sup>1</sup> In the event of oversubscription in Criteria 1, 2, 3, 4 or 5 higher priority will be given to children with the strongest geographical claim as described in Criteria 4 and 6. In the event of a tie between two or more children when applying this criterion a process of random allocation will be followed, carried out by an independent authority.

render the application invalid and may count against the applicant in future appeal hearings or placement decisions. Applicants are advised to read the Gloucestershire County council website advice on In-Year applications, before completing the application form.

Once a completed application has been submitted, the school will reply in writing within 30 school days. If the application is for a year group which is already on or above our published admission number (PAN), the school cannot offer additional places, and so the application will be unsuccessful. A letter will be sent making clear the reason for refusing a place at the school and also outline the process for an appeal, should the applicant wish to make one.

If the application is rejected and the applicant has ticked the box indicating that they wish to be added to the waiting list, then the pupil's name will be added to the waiting list. All names will remain on the waiting list for six weeks and then the name will be removed from the list.

## **5. Waiting Lists**

If the school is oversubscribed, a waiting list will be held. The waiting list will be prioritised according to the school's oversubscription criteria.

The school is required to admit a child with an Education, Health and Care Plan (EHCP) that names the school, even if the school is full as long as the school can meet the needs of the child. From time to time the school is directed by the Local Authority, according to agreed fair access protocols, to allocate places over the number of places available. These children will take precedence over any children on the waiting list.

## **6. Applications for places outside an applicant's chronological year group**

Where a parent/carer requests that their child is admitted out of their chronological age group, the admission authority is responsible for making the decision on which year group a child should be admitted to. They are required to make a decision on the basis of the circumstances of the case and in the best interests of the child concerned. There is no statutory barrier to children being admitted outside of their chronological age group, but parents/carers do not have the right to insist that their child is admitted to a particular age group. Applications for places outside of an applicant's chronological year group should be made on the In-Year application form and accompanied with a written request for an alternative year group, giving a clear explanation for the request. The school will consider the application and all of the circumstances for the request. Should the request for an out of chronological year group place be refused, the school may still offer a place in the chronological year group, if a place is available. Parents/carers have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school, but it is not in their preferred age group.

## **7. Sixth Form**

Subject to students meeting the general and course specific entry criteria, each year we will admit a maximum of 200 children to our sixth form. 180 of these places are reserved for students of Cheltenham Bournside School<sup>2</sup>; 20 places are reserved for students from other institutions.

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<sup>2</sup> A student "from Cheltenham Bournside School" is defined as a student who completed their GCSE (or equivalent) examinations at Bournside.

## Over-subscription criteria (Years 12 and 13)

In the event of over subscription to the first group (students from Cheltenham Bournside School), in accordance with the Admissions Code, priority will be given to looked after children and previously looked after children who meet the academic entry criteria; all other children will be admitted in order of academic ability defined as average GCSE (or equivalent) points score. The top 180 students will be admitted.

In the event of over subscription to the second group (students from other institutions), in accordance with the Admissions Code, priority will be given to looked after children and previously looked after children who meet the academic entry criteria; all other children will be admitted in order of academic ability defined as average GCSE (or equivalent) points score. The top 20 students will be admitted.

If there are fewer than 20 applicants from other institutions, the number of places available to Bournside students will be increased by one for everyone less than 20 from other institutions to a maximum of total admissions of 200. In this event, if the number of applicants from Bournside exceeds 200, in accordance with the Admissions Code, priority will be given to looked after children and previously looked after children who meet the academic entry criteria; all other children will be admitted in order of academic ability defined as average GCSE (or equivalent) points score.

If there are fewer than 180 applicants from Bournside, the number of places available to students from other institutions will be increased by one for everyone less than 180 from Bournside to a maximum of total admissions of 200. In this event if the number of applicants from other institutions exceeds 200, in accordance with the Admissions Code, priority will be given to looked after children and previously looked after children who meet the academic entry criteria; all other children will be admitted in order of academic ability defined as average GCSE (or equivalent) points score.

For either group, in the event of a tie (i.e. two students having the same average GCSE (or equivalent) points score), places will be offered according to the oversubscription criteria used for admissions to Years 7-11.

## Oversubscription in a subject area

In the event of a subject course offered in our Sixth Form being oversubscribed, in accordance with the Admissions Code, priority will be given to looked after children and previously looked after children who meet the academic criteria for the Sixth Form and the individual subject entry criteria.

Then, priority will be given to group 1 students (students from Cheltenham Bournside School) who have met the entry criteria for the Sixth Form and for the individual subject, and spaces will be allocated up to the maximum number of students in that subject. If the number of applicants from group 1 who have met the entry criteria for the Sixth Form and the individual subject exceeds that maximum number of places, students will be admitted in order of academic ability defined as average GCSE (or equivalent) points score up to the maximum number for students for that subject.

If there are fewer applicants from Group 1 than the subject maximum, students from group 2 (students from other institutions), will then be allocated places who meet the academic criteria for the Sixth Form and the individual subject entry criteria. These places will be allocated in accordance with the Admissions Code and priority will be given to looked after children and previously looked after children who meet the academic criteria for the Sixth Form and the individual subject entry criteria. Then, If the number of applicants from group 2 who have met the entry criteria for the Sixth Form and the individual subject exceeds that maximum number of places, students will be admitted in order of academic ability defined as average GCSE (or equivalent) points score up to the maximum number for students for that subject.

## **8. Appeals Process**

Parents/carers whose application for a place at the school has been unsuccessful have the right of appeal to an independent Appeal Panel. Any request to appeal must be made in writing and received within 20 school days of the decision letter being sent. Appeals should be sent to the school for the attention of the School Admissions Officer. Appeals will be conducted in accordance with the Code of Practice for School Admissions Appeals. Parents/carers whose appeals have been unsuccessful may only apply for a further appeal in the same academic year if there has been a significant or material change in their circumstances

### Contact Information

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admissions@bournside.glos.sch.uk

## **9. Notes**

- (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) Looked after children, 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<sup>3\*</sup>

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<sup>3</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

- (iii) 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's Act 2002 (see section 46 adoption orders).
- (iv) 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.
- (v) 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).

This policy refers to a priority consideration area – a map detailing is available on the school's website and a copy can be viewed in the school's reception area.