



## **Chosen Hill School**

# **Admissions Policy**

## **For Entry in September 2025**

Governor Committee Oversight:	<b>Learning &amp; Outcomes</b>
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## 1. Introduction

The Admission Authority for the School is the Trust Board.

This policy is effective for entrants from September 2025 to August 2026

Admission Number to Yr. 7: 228

## 2. The Policy of the Governing Body with regard to admissions is:

1. To admit pupils at age 11 without reference to ability or aptitude. Exceptionally able pupils will be considered for admission at 10+ if their application is fully supported by their Primary School's Headteacher.
2. To ensure, where applications for admission exceed the number of places available, that the following priorities are applied in the order set out below to decide which children to admit:

**N.B.** The school is required to admit a child with an Educational Health Care Plan (EHCP), that names the school in their plan, where the resources and facilities meet their particular needs.

(i) A Looked after Child<sup>1</sup> or a child who was previously in care but immediately after being in care became subject to an adoption<sup>2</sup>, child arrangements order (residency order)<sup>3</sup> or special guardianship order<sup>4</sup>, Looked After Children includes 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>5</sup>.

(ii) Children who have siblings<sup>6</sup> attending the school when the younger child is admitted.

(iii) Children living in the school's historical priority catchment area, zone1.

Zone 1 includes Churchdown and parts of the surrounding area including The Reddings, Badgeworth, Shurdington, Leckhampton, Up-Hatherley i.e. those parts formerly included in Tewkesbury Borough but incorporated into Cheltenham Borough in 1990.

(iv) Children living in the schools priority catchment area, Zone 2.

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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 functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to the 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's Act 2002 (see section 46 adoption orders).

<sup>3</sup> 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.

<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> 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.

<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. In every case, the child should be living in the same family unit at the same address. A parent is any person who has parental responsibility or care of the child. Family members include only parents and siblings.



Zone 2 includes Innsworth, and parts of Longford, Twigworth, and Down Hatherley and additional parts of Leckhampton Parish.

N.B. You must give your permanent home address. The address of a business, relative, friend, childminder, temporary address or address to which you hope to move is not eligible. Any misrepresentation is potentially fraud and can lead to the withdrawal of a place.

A map of showing the priority catchment areas is available on the school website.

- (v) Children of current members of staff who are either
  - a. On a minimum of a .5 contract with the school and been employed by the school for two or more years at the time at which the application for admission to the school is made.
  - b. Have been recruited to fill a vacant post for which there is a demonstrable skill shortage.
- (vi) The school will consider applications from all geographical areas.

In the event of over-subscription in any of the above criterion, places will be allocated to 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 central point of the school (Main Reception), using the LA's computerised measuring system, with those living closer to the school receiving the higher priority. In the event of a tie-break of over-subscription criteria, e.g. exact distance from home address to school in more than one case, places will be offered to both applicants.

### **3. Appeals**

Parents/carers whose application for a place at the school has been unsuccessful have the right of appeal to an independent Appeal Panel. Appeals should be in writing and sent to the school for the attention of the Heads PA. 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.

### **4. Waiting Lists**

If the school is over-subscribed, a waiting list will be held for the first two school terms (i.e. until end of December). The waiting list will be prioritised according to the school's over-subscription criteria.

The school is subject to the Fair Access Protocols agreed by the Local Authority with the Gloucestershire Association of Secondary Headteachers. Should a vulnerable child under these Protocols be directed to the school, they will take precedence over any child on the waiting list and be placed on the school roll. This may mean a cohort PAN exceeds 228.

### **5. Transport:**

Chosen Hill School has no contractual arrangement with any bus company to provide a bus service for students. Bus and Coach companies provide a service as part of their service to the public and further details are available from the school. For Bus Pass entitlement queries please contact Gloucestershire County Council directly.



## 6. Supplementary Forms

No supplementary forms are required by the school for admissions. Information and documentation required for the appeals process can be obtained from the Headteacher's PA.

## 7. In-Year Admissions

Any applications for Chosen Hill School made 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 school website and also the Gloucestershire County Council website. Applications can only be accepted if all of the sections on the form are fully and accurately completed. If any section is found to be deliberately completed incorrectly, this will 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 admissions, before completing this form.

Once a form has been submitted to the Heads PA, 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 it 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 pupils name will be added to that list. All names will remain on the list for a maximum of six weeks, and then be removed.

The Governing Body will work in consultation with the Local Authority with regard to the In-Year Coordinated Admission Scheme 2025-2026.

## 8. Sixth Form Admissions

### Entry Criteria

Entitlement for Chosen Hill Yr.11 students who meet the admission criteria plus approximately 80 external candidates. If all Yr. 11 required a place, the maximum Year 12 Sixth Form numbers would be in the region of 250 internal students and 60 externals.

The intake into Year 12 will be based upon applicants' ability to meet the entry requirements published annually in the Sixth Form Prospectus for their chosen course of study. Impartial guidance meetings will be held to provide all students with information and advice on course options and entry requirements. Details of individual course requirements are available from the Director of Sixth Form, in the Sixth Form Prospectus and on the Sixth Form pages of our website <https://www.chosenhillschool.co.uk>

An Open Evening for potential Sixth Form Students is planned for January each year when the new Sixth Form Prospectus, containing details of all courses offered, together with an online Application Form: <https://chosenhill.applicaa.com/year12> is available

All applications should be received by end of January. Offers will be confirmed by late March. Late applications will be considered if the courses required, have space.



We offer a range of highly personalised pathways through the Sixth Form, admitting students to study courses suited to their Key Stage 4 achievement. At least 5 GCSE's at grade 9-4 required for admission to A-Level/ Level 3 courses, with specific grades 9-6 for a number of subjects.

We offer a wide range of courses including A Levels and BTECS. Alongside these, we provide the opportunity to resit GCSE English or Maths to students without the minimum grade of a 4.

We have a suite of Extension Subjects that include EPQ, TAG, DofE and Core Maths. Students also benefit from additional supervised Directed Study sessions per subject.

Core Skills are developed in our Learning Mentor programme and we have a dedicated PSHE slot in the timetable.

We operate a blocking system during the application process for students to select their subjects in preference order within a draft structure and make every effort to accommodate these choices in our timetabling. (We cannot guarantee all courses will run but will always give opportunity for individual discussion in guidance meetings).

The over-arching goal of our Admissions Policy continues to be the provision of study in a high-achieving, inclusive Sixth Form valuing all aspects of personal development.

### **Oversubscription criteria**

In recent years we have received a steadily rising number of applications. When over-subscription occurs, we allocate places to students meeting the entry criteria as follows:

1. In all cases priority must be given to Children in Care who meet the entry requirements.
2. Priority is given to applications received before the closing date over late applications.
3. Where over-subscription occurs amongst applications submitted in time, we will allocate places to students with the strongest geographical claim, measured in a straight line from the ordnance survey address point of the student's home address (including flats) to the ordnance survey address point of the School (Main School Hall), using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority.

In the event of a tie-break of over-subscription criteria, e.g. exact distance from home address to school in more than one case, places will be offered to both applicants. Wherever possible, we would first look at possibilities allowing extra classes to be provided.

4. In all cases of over-subscription we are happy to provide extra support meetings if requested.

We aim to be both as inclusive as possible in our intake and to help every possible student find the best possible route to success in 16+ education or training.

### **In-year applications**

We will always consider applications during either Year. 12 or Year. 13 for students requiring a transfer from another school or college. This is, of course, largely dependent upon matching exam boards and programmes



of study. Any person interested in making an in-year application should contact the Director of Sixth Form for an initial guidance discussion.

### **Appeals**

Applicants who do not get a place and wish to appeal against this decision should contact the Headteacher's PA at [pa@chosen-hill.glos.sch.uk](mailto:pa@chosen-hill.glos.sch.uk)

A full application form is online, including reference information request for students from other schools applying.

### **Links, Policy Control, Review and Approval**



### **Links with other policies**

This policy is underpinned by a number of other linked policies/protocols and should be read in conjunction with these, where further detail/information can be found;

- 6<sup>th</sup> Form prospectus for course requirements

Other references related to in this policy can be found in the appendices

### **Monitoring and Review**

- 1) The Senior Leadership Team shall review this protocol from time to time to ensure that it meets legal requirements and reflects best practice.
- 2) If Staff have any questions about this protocol or suggestions for additions that they would like to be considered on review, they may do so by emailing the Headteacher or Deputy Headteacher.
- 3) The School will continue to review the effectiveness of this policy to ensure it is achieving its stated objectives.
- 4) The policy will be reviewed annually in September and determined arrangements agreed by the FGB in February.
- 5) This policy is subject to consultation every 7 years. Next due 2027.