NORTH BRISTOL
Post 16 Centre

REDLAND GREEN SCHOOL AND COTHAM SCHOOL

ADMISSION POLICY

FOR THE SEPTEMBER 2027 INTAKE

1 Introduction

1.1 Admission to all state funded schools is governed by the School Admissions Code 2014 (**Code**). Under the Code, the academy trust responsible for a school is its 'Admission Authority' and has a legal duty to formally determine the 'admission arrangements' for each year's intake in accordance with the requirements of the Code. This includes admission to, and the admission arrangements for, Years 12 and 13 at the school, known as the sixth form.

1.2 North Bristol Post 16 Centre (**NBP16C**) is a consortium between **Redland Green School** (a mixed comprehensive secondary academy, which is part of Excalibur Academies Trust, a multi academy trust) and **Cotham School** (a mixed comprehensive secondary academy, which is a single academy trust), together referred to as the **Consortium Schools**.

1.3 Year 11 pupils at Consortium Schools who want to stay on to sixth form (and meet the Minimum Academic Entry Criteria set out below) will transfer to Year 12 while remaining on the roll of their own school. They may attend NBP16C sixth form classes at either of the Consortium Schools. Year 11 pupils of Consortium Schools do **not** need to apply for admission under this policy, because they are already on the roll. They will simply follow their school's internal transfer process.

1.4 This policy will set out the 'admission arrangements' for the admission of **external candidates** to NBP16C. Technically, the external candidate will apply for admission to one of the Consortium Schools, for inclusion on their roll, while attending NBP16C classes at any of the Consortium Schools. In practice, the application process has been centralised and will be dealt with by NBP16C.

1.5 It is, however, important to acknowledge that this policy forms part of the 'admission arrangements' for each of the Consortium Schools named above, which must therefore be approved and formally determined by their Admission Authority for each Consortium School on or before 28 February every year for the next applicable intake.

2 Definition of a 'Parent'

2.1 In this policy and in education law, the definition of a 'parent' includes a natural or adoptive parent of the candidate (regardless of whether the candidate lives with them, has contact

with them, or they have parental responsibility for the candidate). It also includes a person who is not a natural or adoptive parent of the candidate, but who has care of and/or parental responsibility for the candidate.

3 Inclusivity and Equality

3.1 NBP16C is fully inclusive and welcomes applications for the admission of candidates with special educational needs (**SEN**), physical, mental or behavioural disabilities and other protected characteristics defined by the Equality Act 2010. NBP16C'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 Candidates with an EHC plan are admitted under separate statutory procedures which are managed by the candidate's home Local Authority, not under a school's admission arrangements or this policy. Parents of candidates with an EHC plan should therefore liaise with the candidate's home Local Authority's SEN team if they want the School to be named in the candidate's EHC plan as post-16 provision. Parents should note that it will be the individual Consortium School's name stated in the EHC plan, not NBP16C.

4.2 Where a Consortium School is named in a candidate's EHC plan, they must be admitted. Where this happens in the normal admission round (i.e. entry to Year 12 in September), they will be allocated places before other candidates, reducing the number of places left within the published admission number (**PAN**). At other times, they will be admitted even where this means the PAN will be exceeded.

5 Published Admission Numbers (PANs)

5.1 The PANs for Year 12 for the Consortium Schools are:

Consortium School	**PAN**
Redland Green School	**60** pupils
Cotham School	**60** pupils

5.2 These PANs are for **external candidates** only, as each Consortium 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 Year 11 pupils is known, it may be possible to admit further external candidates until Year 12 at NBP16C reaches capacity.

6 Minimum Academic Entry Criteria for Entry to Year 12 (Sixth Form)

6.1 All current Year 11 pupils at a Consortium 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 in **Appendix A** of this policy.

6.2 A pre-application meeting may take place between members of NBP16C 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.

6.3 Parents/candidates should note that the School cannot make exceptions to the determined Minimum Academic Entry Criteria for each type of course offered, 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 therefore refrain from asking.

7 Oversubscription Criteria for Year 12 at NBP16C

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

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

Applications in this category must be accompanied by a signed letter from the candidate's social worker or former social worker confirming their status, to be received by the application deadline.

7.1.2 Candidates who attend a named feeder school and are in receipt of free school meals

This category will include candidates on the roll in Year 11 at any of the following schools located in Bristol who are in receipt of free school meals at the time of application/the application closing date:

7.1.2.1 Fairfield High School;

7.1.2.2 Orchard School;

7.1.2.3 Oasis Brightstowe Academy; or

7.1.2.4 Blaise High School

For the avoidance of doubt, none of these named feeder schools has higher status than the others.

Applications in this category must be accompanied by documentary evidence of receipt of free school meals, to be received by the application deadline. Candidates must also confirm which of the schools they attend in the application form.

7.1.3 **Candidates who attend a named feeder school**

This category will include candidates on the roll in Year 11 at any of the following schools located in Bristol at the time of application/ the application closing date:

7.1.3.1 Fairfield High School;

7.1.3.2 Orchard School;

7.1.3.3 Oasis Brightstowe Academy; or

7.1.3.4 Blaise High School

For the avoidance of doubt, none of these named feeder schools has higher status than the others.

Candidates must confirm which of the schools they attend in the application form.

7.1.4 **All other candidates in receipt of free school meals**

This category will include candidates who are in receipt of free school meals at the time of application/the application closing date.

Applications in this category must be accompanied by documentary evidence of receipt of free school meals, to be received by the application deadline.

7.1.5 **All other candidates**

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

8 Tie Breaker

8.1 Where there are more candidates than places available in any of the categories above, the order in which places are allocated will be determined by random allocation supervised by someone who is independent of the Consortium Schools and the named feeder schools.

8.2 For the avoidance of doubt, places are **not** allocated by reference to the distance the candidate lives from the Consortium Schools. This is because NBP16C wants to give candidates from all areas an equal chance to achieve a place as an external candidate.

9 Candidate's Home Address

9.1 The home address stated for the candidate in the application form must be a residential (not business) address 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.

9.2 Candidates' parents who are UK Armed Forces personnel with a confirmed posting to the area, or Crown servants returning from overseas to live in the area, should provide an official letter confirming their relocation date and the Unit postal address or quartering area address to support the address stated in the application form. The application will be processed before the family relocates to assist with this process.

9.3 Candidates should note that, given that places are allocated by random allocation within each of the oversubscription categories, the home address of the candidate has no effect on whether the candidate will be offered a place.

10 Application Procedure for Admission to Year 12 in September (External Candidates)

10.1 Applications for the admission of **external candidates** to Year 12 must be made **directly to NBP16C,** by completing a NBP16C Admission Application Form (which is available to download on each Consortium School's and NBP16C's website or in hard copy from each Consortium School's main office) and submitting it to Post 16 Admissions, Redland Green School, Redland Court Road, Bristol BS6 7EH or Post 16 Admissions, Cotham School, Cotham Lawn Road, Bristol BS6 6DT.

10.2 As stated above, a pre-application meeting may take place between members of NBP16C 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 this policy.

10.3 The application deadline for admission to Year 12 at NBP16C in September is **Friday 4 December 2026.**

10.4 Conditional offers will be made by **Friday 9 April 2027.** These offers will be based on the predicted grades stated in the NBP16C 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.

11 Waiting List

11.1 NBP16C operates a waiting list for candidates who are unsuccessful in achieving a place in Year 12 until the end of December following candidates' entry in September. After that time, the waiting list is cleared.

11.2 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 candidate's name was added to the list. This means that a candidate's name can go down as well as up the waiting list as more names are added.

12 Statutory Right of Appeal

12.1 Parents/candidates have a statutory right of appeal against the refusal of a place at the School.

12.2 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.

12.3 Each Consortium School and NBP16C will publish an appeals timetable for appeals against the refusal of a place in the normal admission round (i.e. to Year 12 in September) alongside this policy on or before 28 February in the offer year.

13 Requests for Admission Outside Normal Age Group

13.1 Parents/candidates have a right to request that the candidate is admitted to a year group other than their normal year group. 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 candidate 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).

13.2 However, parents/candidates do not have a right to decide that their child **will** be admitted outside their normal age group. Such requests must be considered by a committee of three Governors drawn from the Governing Board of the Consortium School applied to (Admissions 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.

13.3 Requests for admission outside the normal age group are not applications for admission,

which must still be made in the usual way. Parents/candidates 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.

13.4 The North Bristol Post 16 Centre Admission Committee will make decisions on the basis of **the circumstances of each case** and in the **best interests of the candidate concerned**, taking into account the parents' and candidate's views, information about the candidate's academic, social and emotional development, the candidate'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 Assistant Headteacher (Post 16) at each Consortium School and, where provided, the Headteacher of any current or previous school attended. This is not an exhaustive list, and parents/candidates may put forward any matters for the committee to consider.

13.5 Parents should make their requests by completing a Request for Admission Outside Normal Age Group Form and submitting it with any supporting documents to Post 16 Admissions, Redland Green School, Redland Court Road, Bristol BS6 7EH or Post 16 Admissions, Cotham School, Cotham Lawn Road, Bristol BS6 6DT.

13.6 This form is available to download on the School's website or in hard copy from the School's main office.

13.7 In all cases, North Bristol Post 16 Centre Admission Committee will notify parents/candidates 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 NBP16C.

13.8 Parents/candidates do not have a statutory right of appeal against a refusal of a request for admission outside the normal age group, but they may submit a complaint under the relevant Consortium School's published Complaints Policy if they do not believe the request was dealt with properly.

14 Review and determination of the admission arrangements

14.1 This policy was determined as part of the admission arrangements for **Cotham School** at a Trust Board meeting on **.**

APPENDIX A

MINIMUM ACADEMIC ENTRY CRITERIA FOR YEAR 12

Both internal and external students wishing to enter the sixth form will be required to meet the minimum academic entry requirements for entry, published by the Centre. These are as follows:

● To study the Level 2 (foundation) programme at Cotham School: 4 x GCSE at grade 3 (or above), including English language and mathematics.

● To study Level 3 courses at Redland Green School or Cotham School: 5 x GCSE at grade 4 (or above), including English language and mathematics.

In addition to the minimum academic entry requirements for the Centre, applicants will need to satisfy minimum entrance requirements to the courses for which they are applying. **Details of these requirements are published on our website.**