



Cabot  
Learning  
Federation



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# CLF POST 16 ADMISSIONS POLICY 2019

Implementation Date:  
February 2018

Review Date:  
February 2019

## History of Policy Changes

Date	Page	Change	Reason for Change	Changes made by
March 2017	Whole Document	Adoption by the Cabot Learning Federation Post 16	To align with Policy requirements	Kath Cooper
October 2017	Whole Document	Review of Policy following OSA review.		Kath Cooper
November 2017	Whole Document	Review prior to formal consultation		Kath Cooper
February 2018	Items 1.2, 3.2, 6.1, 7.1, 7.6 amended	Following consultation	To ensure clarity in the policy and comply with the School Admissions Code	W Hellin
21/2/2018	Whole Document	Approved by Academy Council	Following consultation and relevant amendments	L Gibert

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This document sets out the admissions arrangements for the Cabot Learning Federation (CLF) Post 16 for September 2019.

Notwithstanding these arrangements, the Secretary of State may direct John Cabot Academy to admit a named student to the Post 16 on application from a Local Authority. Before doing so the Secretary of State will consult the Academy.

## 1 Introduction

1.1 The CLF operates a 16 - 19 provision via a collaboration of Bristol Brunel Academy (BBA), Bristol Metropolitan Academy (BMA), Hanham Woods Academy (HWA), John Cabot Academy (JCA), King's Oak Academy (KOA), City Academy Bristol (CAB) and Bath Community Academy (BCA). This provision is registered at JCA and replaces previous arrangements registered at all of the above sites. The Post 16 provision is located at two sites; BBA and JCA. In addition, the CLF offer a 16 - 19 provision at Digitech Studio School.

1.2 To reflect the fact that this provision is primarily intended to serve the students of CLF Academies, all CLF Academies and schools with Year 11 students have been confirmed as feeder schools for the purposes of this policy. Students from these feeder schools are considered as external applicants and will receive priority under the oversubscription criteria laid out in section 6. There is a fully inclusive open application process available for external students to the CLF Academies.

1.3 For the purpose of clarity, feeder schools are:

- Bristol Brunel Academy
- John Cabot Academy
- Bristol Metropolitan Academy
- Hanham Woods Academy
- King's Oak Academy
- City Academy Bristol
- Bath Community Academy
- Hans Price Academy
- Digitech Studio School

## 2 Number of Places

2.1 The number of places available to year 12 and year 13 is dependent on the number of courses running in Post 16 at JCA and BBA. The Published Admission Number (PAN) is the number of places available for those students not already on the roll at JCA, and who are eligible to progress to the Centre. Therefore, our PAN for external students is 235 students.

2.2 More details are available in the Post 16 prospectus. The maximum size of a class varies according a number of factors including health and safety requirements. This is approximately 20 (in a workshop/lab) to a maximum of 30 and will be based on risk assessment and the needs of the group.

2.3 It is our aim that positive action should be taken to ensure that the Post 16 cohort is representative of the 11-16 cohorts in the CLF secondary academies. We aim to provide, where possible, flexibility of entry requirement for disadvantaged and/or vulnerable students and a commitment to support such students to succeed at their chosen courses. Students from vulnerable groups should be

actively encouraged to apply and their needs considered and planned for through the course of their Post 16 experience. In order to match students to a suitable progression, entry requirements will also need to be a consideration.

### 3 Admissions Arrangements for Post 16

- 3.1 Students who are on the roll at John Cabot Academy can progress into Post 16, provided they meet the minimum academic entry requirements and complete an application form by the deadline. For clarity on the John Cabot admissions arrangements for 11 – 16, please visit [www.cabot.ac.uk](http://www.cabot.ac.uk)
- 3.2 The CLF will admit students with a Statement of Educational Needs (SEN) or an Education Health Care Plan whose plan names the CLF.
- 3.3 Other students wishing to enter the Post 16 are required to complete an application form and submit it by the deadline.
- 3.4 All students must meet the minimum academic requirements for entry, published by the CLF, which vary depending on the specific course. Vocational courses, AS and A Level students are required to have five 4 – 9 grades including English and Maths at grade 5 (unless otherwise stated) in the subject they wish to study.
- 3.5 However, there is a suite of courses for which the entry requirements are lower. Details of these requirements are published in the Post 16 prospectus annually and updated on the website after the prospectus has been published. These courses form part of the transition curriculum and require a minimum of two grade 4s in any subject.
- 3.6 It is a Post 16 curriculum and funding requirement that students resit English and Maths if they have not yet attained GCSE grade 4. Students are expected to follow a “stepping stone” level in Maths and English, which may include Functional Skills level 1 or 2. In order to access re-sit courses, students are required to have achieved grade 3 at GCSE in English and/or Maths.
- 3.7 In exceptional circumstances, we reserve the right to consider evidence for grades 2 or below. In order to do A levels, students need 5 GCSE grades 4 - 9 including English and Maths. We reserve the right to review a student’s course choice if this is not the case.

### 4 Admission to Courses

- 4.1 In addition to the minimum academic entry requirements for Post 16, applicants may need to satisfy additional entrance requirements to the courses for which they are applying.

*Note: Admission to Performing Arts courses may involve auditions or a portfolio for students who have not studied Dance, Music, Drama or Photography at GCSE.*

- 4.2 If internal or external applicants fail to meet the minimum course requirements, but meet the minimum academic entry requirements, they will be given the option of pursuing an alternative

course for which they do meet the minimum academic requirements. This will be agreed on enrolment to Post 16.

- 4.3 All applicants **must** provide evidence of their GCSE results on the enrolment date, along with evidence of legal residency (passport, birth certificate, visa) in order to be successfully enrolled.
- 4.4 Whilst every effort is made, admission to the Post 16 does not guarantee the entry to a specific course as offered in the prospectus.
- 4.5 Entry to a course is subject to sufficient student numbers (recommended 14 or more students per class), relevant staffing and the availability of specialist accommodation that is cost effective and economically viable. Any changes to the course offer will be communicated prior to enrolment.
- 4.6 Post 16 will carry out suitability checks in the first three weeks of September for staff to assess the needs of the students and advise whether the chosen study programme is appropriate. Where continuation on a specific course is not appropriate, students will be asked to select an alternative course for which they do meet the minimum academic requirements.
- 4.7 Changes of course to an alternative will only be permitted following a discussion with the students. If there is room on the intended course and that moving course does not involve unreasonable disruption to the learning experience of other students, then permission will be granted.
- 4.8 Post 16 reserve the right to allocate a 'home academy', course and tutor/class teacher to a student at either one of the Post 16 academies and cannot guarantee a specific Post 16 site.

## 5 **Process of Application/Expression of Interest**

- 5.1 In February 2018, the CLF will publish on its website, the Admissions Policy, details of the application process, the application deadline and the details of the Open Evening for prospective students starting in September 2019.
- 5.2 The deadline for applications for admissions in 2019/2020 is 1<sup>st</sup> February 2019. Any students sending application forms after this date may be subject to changes in courses. It is our policy that students are not eligible to join in year after 1<sup>st</sup> October.
- 5.3 Details relating to the prior attainment, additional needs and any previous support for external applicants will be required during the guidance meeting after an offer of a place to study is in place. This information will not influence a decision in admissions, which will rest solely on meeting the academic criteria. Post 16 requires the information to ensure that the right support is provided for students.

## 6 **Oversubscription Criteria**

- 6.1 If there are more applications from students than places available, places will be allocated as follows:
  - i) Looked after children and all previously looked after children. 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. Previously looked after children are children who were looked after, but ceased to be so because they were adopted, or became subject to a child arrangements order or a special guardianship order.

- ii) Those eligible to progress from Year 11 from the feeder schools.
  - iii) Students who have siblings in a school within the Federation.
  - iv) Other applicants whose permanent home address is the closest to John Cabot Academy measured in a straight line from their home address determined using the Local Authority's computerised mapping system.
- 6.2 You must apply using your child's permanent home address as at 28 November 2017. The home address is considered to be where the child lives most of the time with his or her parent(s) or carer(s). The Post 16 cannot accept an address of a business, relative, friend, a temporary address or an address of a house it is intended to move to. The only exceptions are for children of UK service personnel for whom special arrangements apply. The Post 16 reserves the right to seek documentary evidence to support a claim of residence.
- 6.3 For oversubscription criteria for John Cabot Academy 11 – 16, please see their website [www.cabot.ac.uk](http://www.cabot.ac.uk).

## 7 Year 13 Admissions

- 7.1 If internal or external applicants fail to meet the minimum course requirements, but meet the minimum academic entry requirements, they will be given the option of pursuing any alternative suitable courses for which they do meet the minimum requirements.
- 7.2 Whilst every effort is made, admission to the Post 16 does not guarantee entry to the courses as offered in the prospectus.
- 7.3 Post 16 reserves the right at enrolment to run AS Level courses for one year only. Students will be notified of this at the beginning of the AS Level course in order that they make informed decisions about their study programme. Any decoupled AS courses will be clearly labelled in the prospectus.
- 7.4 Entry to courses is subject to sufficient student numbers (recommend 14), relevant staffing and the availability of specialist accommodation that is cost effective.
- 7.5 Students are not able to repeat the same core learning aims in year 13 as they did in year 12. Post 16 reserve the right to refuse students therefore 'repeating' year 12. Exceptional circumstances such as medical could affect this decision.
- 7.6 Post 16 accept students from external centres into year 13 if they meet the entry criteria.
- 7.7 Year 13 external offers are subject to confirmation of student numbers on courses. Priority will be given to year 12 Post 16 students.
- 7.8 Changes of course to an alternative will only be permitted following discussion with students, if there is room on the intended course and that moving course does not involve unreasonable disruption to the learning experience of other students.

## 8 Waiting Lists and Appeals

- 8.1 The Post 16 will operate a waiting list for all those who meet the published academic entry requirements and who are unsuccessful in securing a place. The waiting list will cease to operate at

the end of September in the academic year. Should places become available, these will be offered in accordance with the oversubscription criteria.

- 8.2 There will be a right of appeal to an Independent Appeals Panel for all unsuccessful applicants up to 20 days after notification that a place is not offered and this should be made in writing to:

Admissions Team  
CLF Post 16  
John Cabot Academy  
Woodside Road  
Kingswood  
BS15 8BD