

## **SOUTH GLOUCESTERSHIRE SECONDARY SCHOOL CO-ORDINATED ADMISSION SCHEME FOR THE ACADEMIC YEAR 2023/2024**

The relevant area for all South Gloucestershire schools is the South Gloucestershire Local Authority administrative area.

This scheme will apply to all applications from parents/carers, resident in South Gloucestershire at the time of application, for Year 7 admission in September 2023 and for Year 10 admission in September 2023 for schools and University Technical Colleges with the following Admission Authorities:

- South Gloucestershire Local Authority, as Admission Authority for its own secondary schools within South Gloucestershire;
- Admission Authorities for Academies, Voluntary Aided or Foundation schools in the South Gloucestershire Local Authority administrative area;
- All Local Authorities and Admission Authorities in England.

### **Year 7 Applications**

Applications for Year 7 admission to secondary school for September 2023 for any of the Admission Authorities listed above must be made by parents/carers on a common application form.

Parents/carers of children resident in South Gloucestershire have two options for completing the common application form: To apply on-line through the South Gloucestershire Council website or to print and complete the application form available to download on the South Gloucestershire Council website and return it to the address indicated on the form. The application process opens in early September 2022.

All parents/carers are strongly advised to give three preferences in rank order, giving reasons for their application, which can be for South Gloucestershire Community or Controlled Schools, Academies, Voluntary Aided Schools or other Admission Authority schools in England. South Gloucestershire will inform the other Admission Authorities of these applications.

Parents/carers who do not live in South Gloucestershire but who wish to apply for a place at a secondary school in South Gloucestershire must complete the common application form available from the Local Authority in which they live. If an application form is received from a parent/carer living in England but outside the administrative area of South Gloucestershire, the form will be returned to the relevant home authority.

Where a common application form is sent direct to a school in South Gloucestershire, the form will be forwarded by the school to South Gloucestershire Council Admissions and Transport Team.

Should any parent/carer include on their application form a preference for an independent school, the independent school preference will be disregarded and the remaining preferences for schools will be given a higher ranking than that shown on the original application form.

All parents/carers must complete the common application form.

Completed common application forms for residents of South Gloucestershire must be returned directly to South Gloucestershire Admissions and Transport Team. Applications for a place will be considered only if parents/carers have submitted the completed common application form by the closing date of 31 October 2022. Any change in preference received before the closing time and date will supersede all previous applications which will be withdrawn.

Individual Admission Authorities for Voluntary Aided, Foundation Schools or Academies may wish to use supplementary forms to collect additional information in order to apply their over-subscription criteria. Parents/carers will need to contact the individual schools for information. Supplementary forms requesting additional information should be sent direct to the appropriate school.

### **Applications for Academies/University Technology Colleges (UTCs)/ Studio Schools with a first admission at Year 10**

There is one UTC in South Gloucestershire with a first admission at Year 10. This is the Bristol Technology and Engineering Academy, University Technical College.

There is one studio school in South Gloucestershire with a first admission at Year 10. This is Digitech, a studio school specialising in digital, high tech and creative sectors.

Applications for Year 10 admission to Bristol Technology and Engineering Academy or Digitech for September 2023 must be made by parents/carers directly to the school.

Where an application for a school or an academy outside the administrative area of South Gloucestershire is received, South Gloucestershire Admissions and Transport Team will inform the relevant Admission Authorities of these applications.

Where an application form is sent direct to South Gloucestershire Council Admissions and Transport Team, the form will be forwarded to the school.

### **Consideration of Applications and Allocation of Places to Year 7**

Applications for all schools will be considered under an 'equal preference' system. All preferences will initially be considered equally regardless of ranking.

South Gloucestershire will produce a report of all applications and pass this to the relevant Local Authorities by 11 November 2022 by electronic data transfer. Own Admission Authority schools in South Gloucestershire named on the common application forms will be sent details of their applications by 18 November 2022 by electronic data transfer. Own admission authority schools will not be notified of the rank order of an applicant's preferences.

Any school which operates criteria for selection by ability or aptitude must ensure that its arrangements for assessing ability or aptitude, to enable decisions to be made on preferences received, conform to the timing requirements of the co-ordinated admissions scheme.

In the case of admission to Foundation, Trust Schools and Academies in South Gloucestershire all applications will be considered with reference to their own over-subscription criteria including any supplementary data where necessary. Ranked lists of potential offers will then be returned to South Gloucestershire Council including the reason why each applicant qualified for a place, by 6 January 2023. The list will also include those pupils, for whom a place cannot be offered, in rank order, explaining the reasons for refusal against the over-subscription criteria, and in the order in which additional offers will be made should places become available.

By 3 February 2023 South Gloucestershire will inform other Local Authorities of the offers to be made to parents/carers living in its area. By the same date, other Local Authorities will inform South Gloucestershire Local Authority of the outcome of applications made for other Local Authority schools by South Gloucestershire residents.

South Gloucestershire then considers all potential offers in order to determine the single offer of a secondary school place to be made to parents/carers living in its area on 1 March 2023.

### **Offers of a School Place for Year 7**

On-line applicants will be able to view the outcome of their application for a school place on 1 March 2023 by logging onto the on-line system using their password. On-line applicants will be formally notified of the offer of a school place by email unless otherwise specified. Applicants who applied using the paper application form will be notified of the offer of a school place by letter to be posted 1<sup>st</sup> class on 1 March 2023. South Gloucestershire Council is unable to inform parents/carers of the offer by telephone.

South Gloucestershire Council will make the single offer of a place for Year 7 to parents/carers resident within its area. Places will be allocated against the published admission criteria without reference to the applicant's order of preference. Where a child qualifies for a place at more than one school, the final offer will be the highest ranked school with a place available.

In the case of parents/carers resident in South Gloucestershire being refused a place at their preferred school(s), an alternative school place at the nearest appropriate school/academy to the home address with a place available will be offered to their child and they will be informed of the options available at that stage including their right of appeal.

Parents/carers must respond to the offer directly to South Gloucestershire by 15 March 2023. Where a response has not been received by 15 March 2023 South Gloucestershire will contact parents/carers to advise them of the need to respond within one week and point out that the place may be withdrawn if they do not. Where a place has been withdrawn this will be confirmed in writing to parents/carers.

### **Late Applications and Changes of Preference**

Applications received after the closing date are 'late applications' and will not normally be considered for the initial allocation of places. However, South Gloucestershire will consider the circumstances of a late application before deciding whether or not to consider it along with the on-time applications.

A change of preference received after the closing date will be considered as a 'late application' unless there are exceptional circumstances for the change.

For over-subscribed schools, if places become available following the initial allocation of places for a school, the same criteria will be applied to 'late applications', formal appeals and applications for children whose parents/carers have indicated in writing that they still wish to be considered for a place. Where a place can be offered at a preferred school for a child on the waiting list, any place previously offered at a lower preference school will be withdrawn.

In the case of under-subscribed schools late applications will be considered in order of date of receipt. If any under-subscribed school becomes over-subscribed owing to the number of late applications, places will be allocated using the published over-subscription criteria.

Details of late applications, on time applicants still seeking a place at their preferred schools and of places not accepted following the initial allocations will be exchanged with Voluntary Aided schools, Academies and other Local Authorities as far as possible between 16 March 2023 and 12 April 2023 to enable a second round of allocations for all schools to commence on 18 April 2023.

The co-ordinated admissions process will continue to be operated, with application data being exchanged with Voluntary Aided schools, Academies and other Local Authorities as appropriate, for all applications received up to 31 August 2023.

## **Waiting Lists**

The waiting list comprises of those children refused a place whose parents/carers have lodged a formal appeal or asked to go on a waiting list together with any late applications received.

A waiting list will be maintained for any vacancies which occur until 31 December and then discarded. It is for each Admission Authority to determine whether they will maintain waiting lists after 31 December 2023. Priority order on the waiting list will be determined by the over-subscription criteria, not by the date of joining the waiting list.

Children who are the subject of a direction by a Local Authority to admit or who are allocated to a school in accordance with the Fair Access Protocol must take precedence over those on a waiting list.

Where a place becomes available and the Local Authority after using all advised contact details is unable to contact a successful applicant for a place within two school weeks, the available place will be offered to the next child to qualify for a place. Where an applicant decides to place their child(ren)'s name on a waiting list, it is for the applicant to keep South Gloucestershire Council informed of updated contact and address details.

## **Withdrawing Offers**

Once the offer of a school place has been made, South Gloucestershire Council reserves the right to withdraw the offer but only in very limited circumstances, for example:

- where the application was intentionally misleading or fraudulent; or
- where a parent/carers has not responded to the offer within a reasonable time; or
- where it is possible to offer a higher named preference;
- where an error has been made by the local authority in offering the place.



**Timetable for Co-ordinated Secondary Admissions for Academic Year  
2023/2024**

Closing date for all applications  
**31 October 2022**

South Gloucestershire Local Authority sends details of applications received to other  
Local Authorities  
**by 11 November 2022**

South Gloucestershire Local Authority sends details of applications received to VA  
and Foundation Schools and Academies in South Gloucestershire  
**by 18 November 2022**

VA and Foundation Schools and Academies send lists of the pupils to be offered  
and/or refused places at their schools, indicating ranking and criterion under which  
considered, to South Gloucestershire Local Authority  
**by 6 January 2023**

South Gloucestershire Local Authority to inform other Local Authorities of the  
outcome of applications made by their residents for schools within South  
Gloucestershire  
**by 3 February 2023**

All South Gloucestershire schools informed by South Gloucestershire Local Authority  
of all final offers up to the Admission Number  
**24 February 2023**

On-line applicants notified of the outcome of their application and letters posted to  
other applicants  
**1 March 2023**

Parents/carers to respond to the offer of a school place  
**by 15 March 2023**

On time appeals for community and controlled schools to be lodged  
**by 11 April 2023**

Details of late applications, on time applicants still seeking a place at their preferred  
schools and of places not accepted, to be exchanged between LAs as far as  
possible between  
**16 March 2023 and 12 April 2023**

Second round of allocations to **commence** on  
**18 April 2023**

Appeal process commences May 2023