

South Gloucestershire secondary school co-ordinated admission scheme for the academic year 2027/2028

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 2027 and for Year 10 admission in September 2027 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 2027 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 email or postal address indicated on the form. The application process opens in early September 2026.

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 it is the applicant's responsibility to ensure the form is submitted 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 2026. 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 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 Digitech for September 2027 are co-ordinated through the local authority. 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 2026.

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.

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 pass the details of applications received, on to other Local Authorities as appropriate by 9 November 2026 by electronic data transfer. Own Admission Authority schools in South Gloucestershire named on the common application forms will be able to view applications via the school's admission portal by 16 November 2026. Academy Trusts/schools will also be sent details of the applications 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.

From 16 November 2026 Academy Trusts/schools in South Gloucestershire will liaise with the Admissions and Transport Team to validate the ranking of applicants against their own criteria. Where ranking has been fully or partially delegated to the Admissions and Transport Team it will confirm the accuracy of the process and the Academy Trust/school will confirm agreement to ratify the final ranking of applicants. Ranking of on-time applicants will be agreed by 7 January 2027.

No changes to the ranking will be accepted after 7 January 2027 where an admission authority discovers that an omission by an applicant would impact the ranked position, any changes will be considered in the second round.

By 3 February 2027 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 2027.

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 2027 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 1st class on 1 March 2027. 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 2027. Where a response has not been received by 15 March 2027 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.

Admission of children outside their chronological year group

Applications for offset year group entry, where the child had delayed entry into reception, or where they were offset during primary school, will be considered. Parents should contact each preferred secondary school/Academy Trust to gain written agreement for continued placement out of chronological year group, during year 5 of primary school. Where this has not been possible they must provide evidence of the agreement for their preferred school(s) to accept an offset application no later than the closing date appropriate for the offset year group. Where agreement has not been provided it may not be possible to process that school preference during the on-time application process and it may be considered a late preference. The admissions authority for the school will make the final decision.

An agreement to placement out of year group will not guarantee a school place for a child at any particular school, as any application will be considered against the published admission criteria, when the application is made for the following academic year.

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 process 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 admission criteria will be applied to 'late applications', applications where a formal appeal for the school has been made and applications for children whose parents/carers have indicated in writing that they still wish to be considered for a place (i.e. added to the waiting list). 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, from the date when the school becomes over-subscribed

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 15 March 2027 and 16 April 2027 to enable a second round of allocations for all schools to commence on 22 April 2027.

The 16 April 2027 is the closing date for consideration of applications in the second round. Applications submitted after 16 April will not be considered at the second round and no further changes can be considered to applications provided, until the allocation process for the second round is complete. The second round will be completed by 20 May 2027. It may be necessary to repeat the process with later

rounds. These will occur as required and will be no less than 2 weeks apart where multiple late rounds are required for any given school.

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 2027. Admissions of children outside their normal chronological year group (delayed or accelerated entry) Applications for delayed or accelerated entry in cases where parents would like their child to be admitted to a year group that is not the chronological age year group, will be considered. The admissions authority for the school will make the final decision.

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 2026. 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/carer 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 2027/2028

Closing date for all applications
31 October 2026

South Gloucestershire Local Authority sends details of applications received to other Local Authorities
by 9 November 2026

South Gloucestershire Local Authority sends details of applications received to VA and Foundation Schools and Academies in South Gloucestershire
by 16 November 2026

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 7 January 2027

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 2027

All South Gloucestershire schools informed by South Gloucestershire Local Authority of all final offers up to the Admission Number
19 February 2027

On-line applicants notified of the outcome of their application and letters posted to other applicants
1 March 2027

Parents/carers to respond to the offer of a school place
by 15 March 2027

On time appeals for community and controlled schools to be lodged
by 16 April 2027

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
15 March 2027 and 16 April 2027

Second round of allocations to **commence** on
22 April 2027

Second round to be **completed by**
20 May 2027

Appeal process commences May 2027