



Cabot
Learning
Federation



CABOT
LEARNING
FEDERATION

CLF POST 16 ADMISSIONS POLICY 2025-26

Implementation Date:
18/03/2024

Review Date:
March 2025

History of Policy Changes

Date	Page	Change	Reason for Change	Changes made by
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
October 2018	Whole Document	Review prior to formal consultation		L Gibert
November 2018	Whole document	Approved by CLF for publishing	Wendy Hellin approval	L Gibert
November 2019	Whole document	Update for 2021/2022 admissions		L Gibert
November 2020	Whole document	Review for Sept 2022	Annual Review	W Hellin
Oct 2021	Whole document	Review for Sept 2023 and align to Admissions Code 2021	Annual Review, clarity in wording around students on roll at JCA	
Oct 2022	Whole document	Review for Sept 2024	Annual Review, revised entry requirements	
March 2024	Whole document			

Equalities Impact Screening

An Equalities Impact Assessment has taken place and is available to view on request to the academy Operations Manager.

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This document sets out the admissions arrangements for the Cabot Learning Federation (CLF) Post 16 for September 2025.

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) and City Academy Bristol (CAB).

The Post 16 provision is located at and hosted by John Cabot Academy in Kingswood. In addition, the CLF offer a 16 - 19 provision at Digitech Studio School, Winterstoke Hundred and Tewkesbury Academy.

1.2 To reflect the fact that this provision primarily but not exclusively serves the students of CLF Academies, all CLF Academies with Year 11 students have been confirmed as feeder schools for the purposes of this policy. Students from these feeder schools are considered as internal 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
- Bristol Metropolitan Academy
- Hanham Woods Academy
- King's Oak Academy
- City Academy Bristol
- Hans Price Academy
- Digitech Studio School
- Broadoak Academy
- Winterstoke Hundred Academy

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 John Cabot Academy. 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 250 students.

2.2 More details are available in the Post 16 prospectus. The maximum size of a class varies according to a number of factors including health and safety requirements. This is approximately 40 (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. These can be found on our website.

3 Admissions Arrangements for Post 16

Students who are on the roll at John Cabot Academy (11-16) can automatically progress into CLF Post 16. However, the courses they are enrolled on will be subject to them meeting the minimum academic entry requirements set for each course. Although JCA students can receive a place they must still select and submit their course preferences to Post 16 via online application at <https://clfp16.applicaa.com/2>

For clarity on the John Cabot (11-16) admissions arrangements, please visit www.cabot.ac.uk

- 3.1 The CLF will admit students with an Education Health Care Plan whose plan names the CLF Post 16 when it is agreed that we can meet the needs identified on the plan.
- 3.2 Other students wishing to enter the Post 16 (not already on roll at JCA) are required to complete an application form and submit it by the annual deadline which is 31st May 2025.
- 3.3 All students must meet the minimum academic requirements for entry onto a course, published by the CLF, which vary depending on the specific course.
- 3.4 It is desirable for A-Level students to have GCSE grades at 6,6,5,5,4,4 including Maths and English. We reserve the right to review a student's course choice if this is not the case.

Entry onto Vocational Level 3 courses require 5 GCSE Grades 4 - 9 including Maths and English.

Entry onto Level 2 courses require 3 GCSE Grade 3.

We also offer a Level 1 course for students achieving GCSE grades at 2 or below.

There are no formal entry requirements for ESOL level 1. However, students wishing to enrol for this course need to attend a guidance meeting to make sure it is right for them.

- 3.5 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. Accessing re-sit courses will apply to students who have achieved a grade 3 or below at GCSE in English and/or Maths.

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 Performance & Arts courses may involve auditions or a portfolio for students who have not studied Dance, Music, Drama, Photography or Art 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 where possible.
- 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 and is more suitable for them.
- 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.

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

- 5.1 In February 2024, the CLF will publish on its website the Admissions Policy, details of the application process and the application deadline for prospective students starting in September 2025.
- 5.2 The deadline for applications for admissions in 2025/2026 is 31st May 2025. 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 1st October of that year of study, but in-year transfers may be considered in exceptional circumstances and if class sizes allow.
- 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 the oversubscription 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 (see annex A for definitions):
 - i) Looked after children and all previously looked after children.
 - 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 2024. 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: johncabotacademy.clf.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. Some decoupled AS courses may be offered at the discretion of P16 during the enrolment process.
- 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 Post 16 Year 12 students progressing into Year 13 will be required to meet the minimum pass grade (E or Pass) within their end of Year 12 course assessments to automatically transfer into Year 13. In the event of this minimum grade not being met a guidance meeting will be held to support the right next steps for each student to achieve their full potential. Continuation decisions in these cases is at the discretion of the Principal.
- 7.8 Year 13 external offers are subject to confirmation of student numbers on courses. Priority will be given to Year 12 Post 16 students.
- 7.9 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

Annex A Notes/definitions to the oversubscription criteria

1. **Children in public care*** are those who are in the care of a local authority or being provided with accommodation by a local authority in the exercise of their social services functions (as defined in Section 22 of the Children Act 1989) at the time of making an application to a school. In South Gloucestershire, these children are referred to as children in public care.
 - **Children previously in public care*** are those who were looked after, but ceased to be so because they were adopted¹ (or became subject to a residence order² or special guardianship order³), and 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.
 - Documentation will need to be provided to South Gloucestershire Council as proof of care status.
 - Under the terms of the Adoption Act 1976 and the Adoption and Children's Act 2002.
 - Under the terms of the Children Act 1989 and Children and Families Act 2014.
 - Section 14A of the Children Act 1989.
2. **Feeder schools** are those listed in 1.3 of this policy.
3. **Local siblings:** Children are defined as local siblings if:
 - they are full or half brother or sister; **or**
 - they are adoptive brother or sister; **or**
 - they are children of the same household**AND**
 - they are in attendance at a CLF academy and will continue to be in attendance **in September 2024** (statutory school age only)

For the purposes of the local sibling criterion, a paired infant and junior school will be treated as one school.

4. Geographical considerations: Where there are more applications for children living within an Area of Prime Responsibility than places available, priority will be given to applications from within the defined area who live closest to the preferred school. After places have been allocated from within the Area of Prime Responsibility, any remaining places will be allocated to those children living closest to the school. Distances from home to school are measured in a straight line between the address point of the child's home and a central point within the main school building using the local authority's computerised mapping system.

In the case of South Gloucestershire infant and primary schools which do not have Areas of Prime Responsibility, places will be allocated to those children living closest to the school. Distances from home to school are measured in a straight line between the address point of the child's home and a central point within the main school building using the local authority's computerised mapping system.

Home address – Where a child regularly lives at more than one address the Local Authority will have to reach a conclusion about which should be counted as the main address when allocating places, taking relevant evidence into account. Normally this will be the address where the child is registered with a medical GP. Where parents or carers are living separately and do not agree on the child's home address, they are urged to reach an agreement. If this does not happen evidence may be required by providing court documents or other legally binding documentation such a sworn affidavit confirming where the child resides for the majority of the school week. Where satisfactory evidence cannot be provided the Local Authority will determine the address be used for allocating a school place.

5. **Tie breaker:** Where it does not prove possible to resolve allocations to an over-subscribed school by the application of criteria 1-4, any remaining places will be awarded by random allocation. This process will be supervised by an independent person to the Local Authority and the academy.