



**Cabot**  
Learning  
Federation

**CLF Post-16  
Admissions  
Policy 2027-2028**

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## **1 Policy Statement**

- 1.1 The purpose of this policy is to make clear the admissions process for CLF Post 16.
- 1.2 The CLF has agreed that the admission arrangements will remain in line with the agreed arrangements for South Glos Council and the Secretary of State.

## **2 Equalities Impact Assessment**

An Equalities Impact Assessment has been carried out. The assessment concluded that there was no adverse impact identified for any groups of people with protected characteristics. The full Equalities Impact Assessment Report can be obtained from [governance@clf.uk](mailto:governance@clf.uk).

## **3 Reference to other relevant policies**

- 3.1 Please see the academy website for further information

## **4 Legislation or non-statutory guidance**

- 4.1 The Cabot Learning Federation (CLF) adheres to the statutory requirements and the principles outlined in the School Admission Code (DFE 2021), which all academies are required to adhere to via the Funding Agreement between CLF Post 16 and the Secretary of State.

## **5 Roles and Responsibilities**

- 5.1 The 'admission authority' for the Academy is the Federation via its Board of Trustees
- 5.2 The Federation delegates its admission related functions to the Academy's Local Academy Council, who approve the Admission Policy
- 5.3 The Admission Committee formed of at least three Local Councillors consider in year admissions and requests for admission outside normal age range.
- 5.4 The Principal is responsible for the implementation and application of this policy.
- 5.5 Local Authority co-ordinates admissions in the normal admission round for all schools in the area.

## **6 Data Protection Implications**

- 6.1 Data collected during the admission process will be handled in accordance with the Trust Data Protection and Records Retention policies.

## **7 Introduction**

- 7.1 This Admission Policy is part of the admission arrangements for John Cabot Academy (11-16 provision) which is part of the Cabot Learning Federation, a multi academy trust. This

admission policy applies only to applications to the sixth form (Years 12 and 13), which is known as "CLF Post-16."

- 7.2 The Academy welcomes applications for admission regardless of, special educational or other needs, disabilities or other protected characteristics.
- 7.3 The 'admission authority' for the Academy is the Federation, via its Board of Trustees. These functions are carried out in compliance with the School Admissions Code 2021 (**Admissions Code**) and the School Admission Appeals Code 2022 (**Appeals Code**), along with other relevant law relating to equality, human rights and special educational needs. The Board of Trustees delegates some of its admission tasks to an Admission Committee.
- 7.4 In this policy, all applicants for places in Year 12 and Year 13 are referred to as "external applicants".
- 7.5 Applicants for places in Year 12, who are existing pupils at John Cabot Academy in Year 11, are referred to as "internal pupils".
- 7.6 Where something applies to external applicants and internal pupils, these will be referred as "all applicants".

## **8 Definition of 'Parent'**

- 8.1 In education law and this policy, 'parent' means a birth parent or adoptive parent of a child (irrespective of whether they have care of, contact with and/or parental responsibility for the applicant), as well as other persons who are not the birth parent or adoptive parent of the applicant but who have care of and/or parental responsibility for them (as defined in the Education Act 1996).
- 8.2 In determining whether a 'parent' has care of a child or young person at the time of application or appeal, any absence of the child or young person at a hospital or boarding school and any other temporary absence will not be taken into account.

## **9 Education, Health and Care plans (EHCP)**

- 9.1 Applicants with an EHCP are not admitted under this policy as they are admitted under separate statutory processes set out in the Special Educational Needs and Disability Code of Practice: 0 to 25 years and Part 3 of the Children and Families Act 2014. Their EHCPs are maintained by their home Local Authority, who are responsible for making decisions as to which educational setting will be named in the EHCP as the one they will attend.
- 9.2 Where the parents of an applicant with an EHCP want them to be educated at the Academy, they must discuss this with the SEN team at their home Local Authority. The home Local

Authority may then consult the Academy on its suitability and compatibility, before deciding whether to name the Academy in the EHCP.

- 9.3 Where the Academy is named in section I of the EHCP, it will admit the applicant. Where this happens in the 'normal admission round' (i.e. admission to Year 12 at the start of September),
- 9.4 their place will be allocated before others within the PAN, reducing the number remaining. Where this happens at any other time, they will be admitted when the Academy is named, regardless of numbers.

## **10 Home Address**

- 10.1 Where applicable, the home address is the residential address at which the external applicant will normally live and sleep for more than 50% of their time from Sunday to Thursday night each week during term time at the time of their application (unless it is accommodation at a boarding school). The home address will usually (but not always) be the address at which the external applicant is registered with their GP, hospital, dentist and/or optician, at the time of application, and/or at which child eligible related benefits are claimed.
- 10.2 Where the external applicant resides with more than one parent and there is a factual 50% split between the time described above, the home address will be that used in the application.
- 10.3 Parents will be expected to provide satisfactory documentary evidence of the external applicant's home address, and/or the home address of others (e.g. siblings, children of staff) where appropriate.
- 10.4 Where the family owns or rents another property, additional documentary evidence that the address stated in the application is the external applicant's permanent home address may be requested. If the external applicant/sibling moves address during the application process, South Gloucestershire Council, and (if different) their home Local Authority must be notified as soon as possible and provided with satisfactory documentary evidence that the new address meets the definition and of the expected moving date.
- 10.5 Applications are welcomed for the admission of the children of UK Armed Forces personnel and Crown Servants. Where the family is relocating from overseas (and distance is relevant), the address used to apply the oversubscription criteria will be the address at which the external applicant will live when they return as long as the parents provide some evidence of this address. Alternatively, a Unit or Quartering address may be used at the parent's request.

## **11 Published Admission Number (PAN) for Year 12**

- 11.1 The PAN for Year 12 is 250 pupils.

## **12 Minimum Academic Entry Criteria (MAEC) for Year 12**

- 12.1 All internal pupils and external applicants must meet the MAEC included in the table below for the courses they wish to take. Internal pupils who achieve the MAEC do not need to apply under this policy and will progress to Year 12 at the Academy automatically. There is no limit to the number of internal pupils who have achieved the MAEC and will progress to Year 12 at

the Academy. The CLF P16 requests that internal students select their programmes of study using their internal *applica* process.

- 12.2 All applicants that do not achieve a grade 4 or above in either English Lit/Lang or Maths GCSE will be required to re-sit these subjects in Year 12, alongside their studies to meet the 16-19 funding compliance measures.

Level 3 - A Level programme of study:	6 or more GCSE subjects with a minimum of grades 6, 6, 5, 5, 4, 4 including Maths and English
Level 3 - Vocational and academic courses blended programme of study	5 or more GCSE subjects graded 5,5,4,4 or above including Maths and English
Level 3 -Vocational only programme of study	5 or more GCSE subjects graded 5 x GCSE grade 4 or above including Maths and/or English GCSE
Level 2 - specialised transition courses:	3 or more GCSE subjects graded 3 or above. All Applicants not achieving a grade 4 or above in either of their English (Lit/Lang) or Maths GCSE will be required to re-sit their English (Lit/Lang) and Maths GCSE. This is a funding requirement in Year 12 alongside their studies.
Level 1 & ESOL programme of study:	There are no specific entry requirements for this programme. All Applicants wishing to apply for this course are invited to attend a meeting with the Academy to discuss the academic requirements. This meeting will not form part of the decision-making process on whether to offer a place.
Subject specific requirements:	Each course has its own specific requirements relating to the subject. These are set out in the <a href="https://post16.clf.uk/find-courses-apply/a-z-of-courses">https://post16.clf.uk/find-courses-apply/a-z-of-courses</a> which is published on the Academy's website with the admission arrangements.

- 12.3 The MAEC included above set a threshold which, once reached, puts all external applicants on an equal footing for places, with the oversubscription criteria and tie breaker below being applied to determine who will be allocated places where there are more eligible external applicants than places available. For the avoidance of doubt, external applicants achieving higher grades will not receive higher priority and places will not be allocated by reference to grades from highest to lowest.

- 12.4 The MAEC are part of the Academy's determined admission arrangements and will therefore be strictly applied. They may only be adjusted for internal pupils or external applicants where this is necessary to avoid a particular/substantial disadvantage caused by a disability or other protected characteristic with respect of the achievement of required grades which has not

already been addressed during the examination process via special consideration or access arrangements.

### 13 Oversubscription Criteria for Years 12 and 13

13.1 Where there are fewer applications than places available, all external applicants will be offered a place.

13.2 Where there are more applications than places available, the order in which places will be allocated to external applicants will be:

#### 13.3 Looked after and previously looked after children

13.3.1 A 'looked after child' is one 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.

13.3.2 A 'previously looked after child' is one who was looked after in England, but ceased to be so because they were adopted, or became subject to a Child Arrangements Order or Special Guardianship Order, as well as a child who appears to the Admission Committee to have been in state care outside of England (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society), but ceased to be so as a result of being adopted.

13.3.3 Applications in this criterion may need to be supported by **documentary evidence**, such as a signed letter from the child's current or former Social Worker confirming their status. Documentary evidence **must only** include confirmation of the child's status as a Looked After Child or Previously Looked After Child and no other details such personal details about parents and families, the first language of the child, details of parents' or a child's disabilities, special educational needs or medical conditions.

13.3.4 In the case of children adopted from state care outside England, evidence of having been in state care outside England and of being adopted may be required, ideally accompanying the application. When considering the evidence provided, the DfE's current guidance Admissions priority for children adopted from state care outside England will be followed. The guidance can be found [here](#).

13.3.5 Where the Virtual School Head (VSH) at the Local Authority has already verified the child's status and the Academy is able to confirm this with them, there will be no need for documentary evidence to be provided with the application.

13.3.6 Where no documentary evidence can be provided, the application will be considered on the available evidence.

#### 13.4 External applicants attending the named feeder schools at the time of application

13.4.1 For inclusion in this criterion, the external applicant must be attending one of the following feeder schools at the time of application:

- (a) Bristol Brunel Academy
- (b) Bristol Metropolitan Academy
- (c) Hanham Woods Academy

- (d) King's Oak Academy
- (e) City Academy Bristol
- (f) Digitech Studio School

13.4.2 For inclusion in this criterion, the parent/external applicant must confirm attendance at the named feeder school on Applica.

**13.5 External applicants with a sibling at an Academy operated by the Cabot Learning Federation at the time of application and who will continue to be at that Academy on entry.**

13.5.1 For inclusion in this criterion, the sibling must attend an Academy operated by the Cabot Learning Federation at the time of application and it is anticipated that the sibling will still be a registered pupil at that Academy when the external applicant starts at CLF Post-16.

13.5.2 A list of Academies operated by the Cabot Learning Federation can be checked by visiting: [Cabot Learning Federation - Multi Academy Trust - UK](#).

13.5.3 A 'sibling' means a full brother or sister (sharing both parents), a half brother or sister (sharing one parent), an adopted brother or sister (sharing one or both parents), a foster brother or sister on a long term placement (a looked after child), a step brother or sister (where one child's parent is married or in a civil partnership with the other child's parent) or a child of the applicant's parent's partner

13.5.4 In all cases, the sibling must live at the external applicant's home address (as defined in this policy). For the avoidance of doubt, a child of an extended family member (e.g. cousin, grandchild or child of another child of the family) or the child of a friend will not meet the definition of a 'sibling', even if they live at the same address as the external applicant.

13.5.5 Parents will be expected to provide satisfactory documentary evidence of the external applicant's home address, and/or the home address of others (e.g. siblings, children of staff), and/or family relationships where appropriate.

**13.6 All other children**

13.7 All applicant children not included in any of the criteria above will be included in this criterion.

**14 Tie Breaker**

14.1 Where there are more applicants than places in any of the oversubscription criteria above, the order in which places are allocated will be determined by reference to the distance between the external applicant's home address (as defined in this policy) and the Academy, with those living closer having higher priority.

14.2 Distance will be measured in a straight-line using Google Maps from the main entrance of John Cabot Academy to the applicant's home address (see para. 10 for definition of 'home address.')

14.3 Where the distance between two or more external applicant is equal (e.g. where they may live in the same block of flats), random lottery will be used to determine the order in which

places are allocated, which will take place in front of a person who is independent of the Academy.

- 14.4 Where applications are received for the admission of twins, triplets or siblings of higher multiple births to the same year group at the same time, but not all of them are allocated a place because of the application of the tie breaker for the final place(s), the Academy will strictly apply this policy even where that results in not all of the siblings achieving a place.

## **15 Application Process for admission to Year 12 in September**

- 15.1 Applications for the admission of external applicants to Year 12 in September must be made directly to the Academy by completing on Applica.
- 15.2 This form can be completed online via the Academy's website by clicking <https://post16.clf.uk/wp-content/uploads/CLF-P16-Application-Guidance-1.pdf>. Parents/external applicants must carefully consider the oversubscription criteria above to check whether any additional documentation must accompany the application for inclusion in a particular oversubscription criterion, as failing to do so is likely to prevent the right criterion being identified, which could result in a place not being offered.
- 15.3 Applications must be submitted by the end of August for the September start . All applications received will be processed. Conditional offers of a place will be made to external applicants on or before July 31st based on the external applicant's predicted GCSE grades. Any application received after 1<sup>st</sup> August will be treated as a late application and will not be processed until after the first round of conditional offers has been made. External applicants who have received a conditional offer who subsequently achieve the MAEC (including Subject Specific Requirements for the courses they applied for) on GCSE results day will receive a firm offer of a place on sight of original documentary evidence of their GCSE grades. A place must be accepted by the deadline stated in the offer letter, otherwise the offer will be withdrawn.
- 15.4 We may request evidence of immigration or residency status from applicants solely to confirm eligibility for post-16 funding administered by the Department for Education (DfE). This information is used for funding compliance only and does not influence admission decisions, which are based on academic criteria and published entry requirements. All personal data is handled in accordance with GDPR and confidentiality standards. Immigration status will never

be used to discriminate against applicants, in line with the **School Admissions Code** and the **Equality Act 2010**.

## 16 Application Process for In-Year Admission

- 16.1 An 'in-year application' is one made for Year 12 on or after the last day in September, or for Year 13 at any time.
- 16.2 In-year applications made for Year 12 may be refused on the basis that there are no places available within the PAN.
- 16.3 In respect of in-year applications to Year 13, a place will be offered unless admitting an additional external applicant would prejudice the efficient provision of education, and/or the efficient use of resources, at the Academy.
- 16.4 Where multiple in-year applications for the same year group are received and processed at the same time, and some but not all can be offered a place within the PAN for in-year applications to Year 12 or without causing prejudice Year 13, the oversubscription criteria and tie breaker will be applied to determine the allocation of these places.
- 16.5 For an in-year application to Year 12 or Year 13, the application must be made directly to the Academy by completing the [In-Year Admission Application Form](#) which is available by emailing [info@clfp16.org](mailto:info@clfp16.org). This form can be downloaded and printed out, or obtained in hard copy format from the Academy's main office, and then submitted to the Academy's Admissions Team either by email to [admissions@clf.uk](mailto:admissions@clf.uk) or by post/hand delivery to the Academy's main office marked for the attention of the Admissions Administrator.
- 16.6 In **all** cases parents/external applicants must carefully consider the oversubscription criteria above to check whether any additional documentation must accompany the application for inclusion in a particular oversubscription criterion, as failing to do so is likely to prevent the right criterion being identified, which could result in a place not being offered.
- 16.7 All In-Year applications will be processed in line with the above and the outcome of in-year applications will be notified in writing to parents/external applicants within a maximum of 15 school days of receipt of the application along with the statutory right of appeal where the application is refused.

## 17 Requests for Admission Outside Normal Age Group

- 17.1 Parents/external applicants have a right to request permission for admission to a year group outside the external applicant's normal age group, which may be above or below. However, parents do not have a right for their child to be educated outside of their chronological age group and this is a matter for the Admission Authority to decide. The Admission Committee will consider the request and decide whether to agree it in principle, or refuse it, taking into account the factors set out below.
- 17.2 These requests are not applications for admission, which must still be made in the usual way. Parents/external applicants are strongly encouraged to make these requests as early as possible, preferably well ahead of any deadlines for their normal age group, so that they make informed decisions when they subsequently apply for admission. A request must be made to

the 'admission authority' for the Academy regardless of whether parents/external applicants have submitted the same request to another school or academy.

- 17.3 The Admission Committee make decisions on the basis of the circumstances of each case and in the best interests of the external applicant concerned, taking into account the parents' views, the Headteacher's views, information about the external applicant's academic, social and emotional development, the external applicant's medical history and the views of their medical professionals, whether they have previously been educated or attended Reception 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. This is not an exhaustive list, and parents/external applicants may put forward any matters or documents for consideration.
- 17.4 Parents/external applicants must complete a Request for Admission Outside Normal Age Group Form which is available by emailing [info@clfp16.org](mailto:info@clfp16.org). This form can be downloaded and printed out, or obtained in hard copy format from the Academy's main office, and then submitted to the Academy's Admissions Team either by email to [admissions@clf.uk](mailto:admissions@clf.uk) or by post/hand delivery to the Academy's main office marked for the attention of the Admissions Administrator.
- 17.5 The Admission Committee will notify parents/external applicants of the outcome of their request in writing, and will explain its reasons in sufficient detail for them to understand why it came to that decision. Where the request is agreed in principle, Parents/external applicants must include the letter with the application for admission subsequently made. Parents/external applicants should note that receiving agreement in principle to admission outside normal age group does not guarantee an offer of a place, and the application will be processed with all others received for the agreed year group.
- 17.6 Parents/external applicants do not have a right of appeal against a refusal of a request for admission outside normal age group. However, they may complain to the Academy about the outcome under its published Complaints Policy if they wish.

## 18 Waiting List

- 18.1 The Academy operates a waiting list for external applicants seeking admission to Year 12 only until 31 December following admission of the cohort. The waiting list applies to all applications in the Normal Admission Round and In-Year applications made before 31 December. On the 31 December, all names are then deleted and external applicants will have to re-apply for a place if one is still sought.
- 18.2 Waiting lists are strictly ranked by reference to the oversubscription criteria above, and not by reference to the date that the external applicant's name was added to the list or any other

criterion. This means an external applicant's name can go up, as well as down, the list as more names are added.

- 18.3 When a place becomes available, if there is more than one external applicant in the highest criterion, the same tie breaker will be applied to determine which external applicant will be offered the place.
- 18.4 Children allocated a place under the Fair Access Protocol (which all schools are required to participate in) will take precedence over external applicants on the waiting lists.

## **19 Statutory Right of Appeal**

- 19.1 All applicants have a statutory right of appeal to an independent Admission Appeal Panel against the refusal of a place at the Academy. The refusal letter will set out full details of this right, including where the grounds of appeal must be sent and the deadline for doing so.
- 19.2 All appeals will be dealt with strictly in accordance with the School Admission Appeals Code 2022 (as revised and republished from time to time).
- 19.3 The Academy will publish an admission appeal timetable for appeals against refusals in the 'normal admission round' on or before 28 February 2027.

## **20 Review and Determination of Admission Arrangements**

- 20.1 The admission arrangements for every school must be determined every year for each successive intake. Where changes are proposed from the previous year (other than an increase in PAN), these must be consulted on for a minimum of 6 calendar weeks between 1 October and 31 January ahead of determination on or before 28 February in the determination year (as defined by the Code).
- 20.2 The admission arrangements for the [Year] intake were determined on 23 February 2026.