

COLSTON'S GIRLS' SCHOOL



ADMISSIONS POLICY

ADMISSIONS 2018/19

Determined Admission Arrangements for Colston's Girls' School

1. Funding Agreement

This document sets out the admission arrangements for Colston's Girls' School, in accordance with Annex 1 of the Supplemental Funding Agreement between Colston's Girls' School Trust and the Secretary of State. Obligations in this document are to be treated as if imposed by the Funding Agreement. These are subject to any changes approved or required by the Secretary of State, and will be determined by the governing body by the 28th February 2017.

ADMISSION ARRANGEMENTS

Arrangements for admission to 11-16 Provision

2. Published Admission Number

- 2.1 For the academic year 2018/2019 Colston's Girls' School has a published admission number of **140 pupils** for entry into Year 7. Colston's Girls' School will accordingly admit at least **140 pupils** in the relevant age group each year if sufficient applications are received.
- 2.2 It may admit above its published admission number in-year in accordance with paragraph 1.4 of the School Admissions Code.

3. Process for application

3.1 Common Application Form

Applications for places at Colston's Girls' School will be made in accordance with the Local Authority's Co-ordinated Admissions Scheme and will be made on the Common Application Form provided and administered by the applicant's home local authority.

Parent(s)/carer(s) ^(see Footnote 1) need to complete and return the Common Application Form to their home authority by Tuesday 31st October 2017.

The Common Application Form is the only COMPULSORY form that is required to be completed by those wishing to apply for a place at Colston's Girls' School.

3.2 Supplementary Application Form

Colston's Girls' School also uses a Supplementary Application Form. Parent(s)/carer(s) are not required to complete this; however, in the event that the school is oversubscribed, if the parent(s)/carer(s) does not complete this on behalf of the applicant, the applicant will only be eligible for consideration under the last oversubscription criteria, as detailed in 6.1 f), Remaining Places. This may reduce their chances of gaining a place at Colston's Girls' School.

The exception to this would be for Children with Statements of Educational Needs or Education, Health and Care Plans, and for Children in Care. Applicants in these categories do not need to complete a Supplementary Application Form.

A more detailed explanation follows below:

- a) Parents/carers should complete a Supplementary Application Form if they wish to apply under the following oversubscription criterion:
 - i) Foreign Language specialism (as detailed in 6.1 b)
 - ii) Sibling (as detailed in 6.1 c)
 - iii) Staff (as detailed in 6.1 d)
 - iv) Random Allocation (as detailed in 6.1e)
- b) Parents/carers should complete and return the Colston's Girls' School Supplementary Application Form, provided and administered by Colston's Girls' School, by midnight on Sunday 24th September 2017.
- c) Where a Supplementary Application Form is not received by Colston's Girls' School by 24th September, applicants will only be considered under the criterion detailed in 6.1 f), Remaining Places.

3.3 Colston's Girls' School will use the following timetable for applications each year (exact dates within the months may vary from year to year).

- a) **By 28th February 2017** – once the Colston's Girls' School governing body has determined their Admission Arrangements for 2018/2019, they will notify the appropriate bodies and publish a copy on the school's website before 28th February 2017. A copy of the full determined arrangements will be sent to the Local Authority.
- b) **1st September 2017** – Colston's Girls' School will publish on its website (www.colstongirls.bristol.sch.uk) information about the arrangements for admission, including oversubscription criteria, for Year 7 entry in September 2018. This will include details of open evenings for prospective pupils and their parents/carers to visit the school. Colston's Girls' School will also provide information to Bristol City Council for inclusion in the composite prospectus, as required;
- c) **14th and 19th September 2017** - Colston's Girls' School will hold Open Evenings for prospective parents/carers and pupils to visit the school;
- d) **Midnight, Sunday 24th September 2017** - Closing date for parents/carers to submit the Supplementary Application Form to Colston's Girls' School .
- e) **By 2nd October 2017** – Colston's Girls' School will invite applicants submitting the Colston's Girls' School Supplementary Application Form to attend a non-verbal reasoning assessment and the optional foreign language specialism test.
- f) **Saturday 7th October 2017** – Colston's Girls' School holds a Non Verbal Reasoning Assessment and Foreign Language Aptitude Test.

- g) **By late October 2017** – Colston’s Girls’ School will inform parents/carers of the test scores of applicants. Please note that successful outcome based on these scores does not equate to the guarantee of a place.
- h) **31st October 2017** – Deadline for parents/carers to submit the Common Application Form completed to the Local Authority to administer.
- i) **Early January 2018** - Colston’s Girls’ School sends the list of pupils to be offered places to Bristol City Council;
- j) **February 2018** - Bristol City Council applies the agreed scheme for its own schools, including Colston’s Girls’ School, informing other Local Authorities of offers to be made to their residents; and
- k) **1st March 2018 (or next working day)** – offers are made to parents/carers by Local Authority.
- l) **May/June 2018** – appeals will be heard by an independent Appeal Panel on behalf of Colston’s Girls’ School.

4. **Consideration of applications**

Colston’s Girls’ School will consider all applications for places. Where fewer than the published admission number for any relevant age group are received, Colston’s Girls’ School will offer places to all those who have applied.

5. **Specialism**

Colston’s Girls’ School will admit up to a maximum of 10% (14 places) of the Year 7 published admission number of 140 on the basis of aptitude in Foreign Language, using a language aptitude test.

6. **Admission Procedures**

Colston’s Girls’ School will admit pupils with Statements of Educational Needs or Education, Health and Care Plans where Colston’s Girls’ School is named in the Statement or Plan.

Procedures where Colston’s Girls’ School is oversubscribed:

Where the number of applications for admission is greater than the published admission number of 140, applications will be considered against the criteria as set out in order below:

- 6.1 a) **CHILDREN IN CARE**
Equal priority will be given to:
 - (i) children who are “looked after” children (within the meaning of the Children Act 1989) at the date that the relevant application for admission is made and who a local authority has confirmed will continue to be looked after by it in accordance with relevant legislation at the time they are admitted to Colston’s Girls’ School; and

(ii) previously “looked after children” who are defined as children who were adopted (or made subject to child arrangement orders or special guardianship orders) immediately following having been looked after.

b) **FOREIGN LANGUAGE SPECIALISM**

Children up to a maximum of 10% (14 places) of the Year 7 published admission number admitted on the basis of aptitude in Foreign Language.

c) **SIBLING**

Children who, on the date of admission, will have an older sibling on the roll of Colston’s Girls’ School in Year 8 to Year 13.

In order to be considered under the sibling criteria, parents/carers should submit a Supplementary Application Form on behalf of the applicant, by the deadline of 24th September 2017.

The term “sibling” is defined as a sister, but not cousins or other family members, under one of the following categories, and who will be living permanently with them at the same address at the date of their entry to the School.

Categories of Sibling

- (i) Full
- (ii) Half
- (iii) Step
- (iv) Adopted
- (v) Fostered ^(see Footnote 2)

After places have been allocated, the parent(s)/carer(s) may be required to supply proof of the sibling relationship by providing documentary evidence which might include birth date, adoption certificate, relevant court order, Home Office documents, proof of abode. In certain circumstances, Colston’s Girls’ School may reasonably require further evidence.

Failure to submit a Supplementary Application Form by the deadline of 24th September 2017 will prevent applicants being considered under the sibling category and they will only be considered under oversubscription criteria 6.1f).

d) **STAFF**

Children who have a parent/carer who is a member of staff at Colston’s Girls’ School who has been employed for two or more years at the time at which the application for admission to the school is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

e) **RANDOM ALLOCATION – BANDED**

Places will be allocated by Random Allocation, to those who have submitted a Supplementary Application Form by the deadline of 24th September 2017 and sat the Non-Verbal Reasoning assessment, as specified below. This process will be independently verified in conjunction with the local authority.

- (i) 75% of those places will be offered to an inner catchment area which will include all addresses in post codes BS1 – BS16

(ii) 25% of those places will be offered to an outer catchment area which will include all addresses in post codes

- BS17 to BS49
- BA1 to BA3
- GL9, GL12, GL13
- SN14

f) **REMAINING PLACES**

Where places are still available, these will again be allocated by random allocation to those applicants who fulfil one or more of the following criteria:

- (i) those not submitting a Supplementary Application Form by 24th September 2017
- (ii) those not attending the Non-Verbal Reasoning Assessment
- (iii) those living outside the above areas, detailed in 6.1 e).

7. **Banding**

7.1 Where parents/carers have submitted a Supplementary Application Form by 24th September 2017, the applicant will be invited to sit a Non Verbal Reasoning assessment so that they can be placed in an ability band.

The Assessment is on the morning of Saturday 7th October 2017 at Colston's Girls' School.

7.2 On the basis of the result of the assessment, applicants will be placed into one of five ability bands.

7.3 Banding will be applied to paragraphs 6.1 c), d), and e) to ensure an intake that is representative of the ability range of applicants to the school.

7.4 Places will be allocated, as far as possible, such that an equal number are given in each band.

7.5 **Failure to attend**

Where an applicant has submitted a Supplementary Application Form but not attended the Non Verbal Reasoning assessment due to **pre-advised** illness or religious observance, arrangements will be made for the applicant to attend the alternative back-up session on Monday 16th October 2017.

Where an applicant does not attend either of these days, they will only be eligible for consideration under oversubscription criteria 6.1 f), Remaining Places.

7.6 **Failure to complete a Supplementary Application Form**

If an applicant fails to complete and submit a Supplementary Application Form by 24th September 2017, they will only be eligible for consideration under oversubscription criteria 6.1 f), Remaining Places.

The exception to this would be for Children with Statements of Educational Needs or Education, Health and Care Plans, and for Children in Care (as detailed in 6.1 a).

8. Twins and Children from Multiple Births

Where the parent/carer has made the same preference of school for both twins/female children from multiple births, and one child has been allocated a place through the criteria indicated in 6.1, Colston's Girls' School will admit other twin/multiple birth siblings. Even though this may raise the intake number above the school's published admission number, the number will remain unchanged so that no other pupil will be admitted until a place becomes available within the published admission number.

Parents/carers will be required to supply proof of the sibling relationship by providing documentary evidence which might include birth date, adoption certificate, relevant court order, Home Office documents, proof of abode. In certain circumstances, Colston's Girls' School may reasonably require further evidence.

9. Late Applications

9.1 Late applications are those that are received after the deadline for receipt of the Common Application Form of 31st October, 2017.

9.2 Late applications will be considered under 6.1 f) only.

10. Operation of Year 7 waiting lists

10.1 The waiting list for Year 7 places will be operated by Bristol City Council, under the Co-ordinated Admission Scheme.

10.2 From National Offer Day (1st March 2018, or next working day) until the start of the new academic year in September 2018 the waiting list will be maintained by Bristol City Council.

It will be open to any parent(s)/carer(s) to ask for the applicant's name to be placed on the waiting list, following an unsuccessful application for admission.

10.3 After the start of the new academic year, Colston's Girls' School will take over responsibility and operate a waiting list for in-year admissions.

10.4 The child's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in paragraph 6.1 above. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

11. Appeals

Parents/carers have the right to Appeal if their application is unsuccessful. Details are available in the Appeals procedure available on the website (www.colstonsgirls.bristol.sch.uk).

12. In-year admissions

12.1 Colston's Girls' School will consider all such applications if the year group applied for has a place available. If more applications are received than there are places available, the

oversubscription criteria in paragraph 6.1 a), c) – f iii) shall apply.

12.2 There will be a right of appeal to an Independent Appeal Panel for unsuccessful applicants.

12.3 Colston's Girls' School will participate in Bristol City Council's In Year Fair Access Protocol.

13. Arrangements for admission to post 16 provision

13.1 Colston's Girls' School's provision is a maximum of 200 students in the Sixth Form.

13.2 The admission number for Year 12 will be 30 students. The minimum academic standard for entry is six GCSE or equivalent, at grades A*-C (or equivalent), including English and Maths.

13.3 Colston's Girls' School will admit pupils with Statements of Educational Needs or Education, Health and Care Plans where Colston's Girls' School is named in the Statement or Plan.

Where the number of applications for admission to sixth form is oversubscribed, applications will be considered against the criteria as set out in order below:

- a)
 - (i) Equal priority will be given to (i) children who are looked after children (within the meaning of the Children Act 1989) at the date that the relevant application for admission is made and who a local authority has confirmed will continue to be looked after by it in accordance with relevant legislation at the time they are admitted to Colston's Girls' School; and
 - (ii) previously "looked after children" who are defined as children who were adopted (or made subject to child arrangement orders of special guardianship orders) immediately following having been looked after in each case where they meet the minimum academic standards.
- b) Students who, on the date of admission, will have a sibling on the roll of Colston's Girls' School and who meet the minimum academic entry standards. The term "sibling" is defined as a sister, but not cousins or other family members, under one of the following categories, and who will be living permanently with them at the same address at the date of their entry to the School.
 - (i) Full
 - (ii) Half
 - (iii) Step
 - (iv) Adopted
 - (v) Fostered ^(see Footnote 2)

After places have been allocated, the parent(s)/carer(s) may be required to supply proof of the sibling relationship by providing documentary evidence which might include birth date, adoption certificate, relevant court order, Home Office documents, proof of abode. In certain circumstances, Colston's Girls' School may reasonably require further evidence.

- d) The remaining places will be allocated by Random Allocation between the remaining applicants, provided that they meet the minimum academic entry standards. This process will be independently verified in conjunction with the local authority.

- 13.4 All students will be invited to attend an information, advice and guidance meeting to discuss appropriate course guidance and course selection.
- 13.5 Admission to the school is not the same as admission onto individual courses. Where courses are full or unavailable, applicants will be advised of alternative course options.
- 13.6 There will be a right of appeal to an Independent Appeals Panel for unsuccessful applicants whether internal or external.

In implementing this policy Colston's Girls' School will at all times have due regard to its obligations under the Public Sector Equality Duty.

Contact Details:

The Admissions Team
Colston's Girls' School
Cheltenham Road
Bristol, BS6 5RD
Tel: 0117 910 8412

Footnote 1 – The term 'parent(s)/carer(s)' refers to biological parents, foster carers, guardians, with parental responsibility for the applicant

Footnote 2 – With regard to sibling applications which concern a fostered child, an applicant placed in short term fostering within a family, one or more of whose children is a pupil at the school, will not be counted as a sibling for the purposes of the oversubscription criteria set out in paragraphs 6.1c) (v) and 13.3c) (v) above.