



# Admissions Policy 2025/26

For review by: Headteacher

Approved by: Local Governance Committee (LGC)

These arrangements were determined 7<sup>th</sup> December 2023P

## Purpose

The purpose of this policy is to make the admissions process to Sir Bernard Lovell Academy clear and open. The Trust is supported by South Gloucestershire Council in allocating places in Year 7 to Sir Bernard Lovell Academy and the home local authority will notify families of their places.

This criteria to be specifically applied for entry to Year 7 in September 2025.

Futura Learning Partnership is the Admissions Authority for the school. These arrangements are established in accordance with the school's Supplemental Funding Agreement.

Sir Bernard Lovell Academy ("the school") is in Oldland Common, Bristol. It is an Academy and is, as a consequence, its own admissions authority.

While parents/carers have the right to choose a preferred school, the number of places available at that school may limit the choice. Should Sir Bernard Lovell Academy be over-subscribed (i.e. if there are more applications than places available), 'the over-subscription criteria' will be applied to all applications.

The school has an Area of Prime Responsibility (APR) included in this is a First Area. The APR is defined to the north along the middle of the A420 running eastwards until the Abson and Wick Parish boundary (east of Highfield Farm), then southwards along the Abson and Wick Civil Parish Boundary. At the south western corner of Abson and Wick Civil Parish it continues southwards along the western perimeter of the first field then it runs westwards by direct line to Redfield Hill, where the track for Redfield Farm joins Redfield Hill. Then by direct line it runs southwest the field line east of Cullyhall Farm, then tacks southwards along the field line to the entrance to Upper Cullyhall Farm at the end of Ryedown Lane. Then it runs westwards along the middle of Ryedown Lane until Cherry Garden Road, then northwards along the middle of Cherry Garden Road until Cherry Garden Lane, then northwest along the middle of Cherry Garden Lane until the Bitton Civil Parish boundary, then southwards along the Ward boundary to South Gloucestershire Council administrative boundary, then westwards and then northwards along the South Gloucestershire Council administrative boundary to the A420.

## Sir Bernard Lovell Academy First Area

The area is defined to the north east by the Marshfield Parish Boundary and southwards and then westwards along the South Gloucestershire Council administrative boundary until the south western corner of the Bitton Civil Parish boundary. It then runs northwards along the Bitton Civil Parish boundary until Cherry Garden Lane. At Cherry Garden Lane it runs along the middle of the lane until Cherry Garden Road, then southwards along the middle of the road until Ryedown Lane. At Ryedown Lane it runs eastwards along the middle of the Lane until the entrance to Upper Cullyhall Farm, it then tacks northwards along the perimeter of Upper Cullyhall Farm and one field line. It then runs by direct line north east to the point where Redfield Farm track meets Redfield Hill. Then it runs by direct line eastwards to the field line that runs northwards to join the south western corner of Abson and Wick Civil Parish boundary. It then runs northwards, then eastwards along the Abson and Wick Civil Parish boundary, then continues east then southeast along the Doynton Civil Parish boundary. It then runs

northwards along the Cold Ashton Civil Parish boundary, then the Marshfield Parish boundary to the South Gloucestershire Council administrative boundary.

**Sir Bernard Lovell Academy normally serve the area south of the A420 road. Addresses on the southern side of the A420 are included in this area.**

Sir Bernard Lovell Academy has a First Area of Responsibility for the parishes of Wick and Abson, Doynton, Cold Ashton, Marshfield and part of the parish of Bitton.

An area map is kept with South Gloucestershire Council. Therefore, if you require further clarification, please contact the admissions team.

## Admission to Year 7 in 2025

The process for admissions to the school is governed by regulations made under the school Standards and Framework Act 1998. All the processes described below are in accordance with that Act. The arrangements set out in this Policy apply to all students except those with Education Health Care Plan. If your child has an EHCP you do not apply for a place at the school under this policy. Instead, you must contact your local authority who will advise you on the procedure to follow

## Published Admissions Number

The school has a Published Admission Number of 210 for Year 7 which means that it will admit 210 students in Year 7. This includes students with an EHC Plan whose EHC Plan name the school. If fewer applications (including those children with EHCPs) are received, all those applying will be offered places. If the school receives more than PAN, i.e. the school is over-subscribed, the following procedure is followed. The operational capacity for each year group may be different to the Published Admission Number and will be agreed by the Local Governance Committee in October of each academic year.

### The Over-Subscription Criteria:

#### **PRIORITY A**

Children in Public care (Looked After Children) or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangement, or special guardianship order including those 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.

#### **PRIORITY B**

Children from within the Area of Prime Responsibility [APR] whose older sibling will be attending the school in Year 8 - Year 11 on the admission date.

#### **PRIORITY C**

Priority can only be given for applications to the school at which the staff member works (not at any school within the trust) and that applies to all staff who have been employed for two or more years at the time at which the application for admission to the school is made and/or those recruited to fill a vacant post, for which there is a demonstrable skill shortage.

This applies to all permanent staff whose children are either natural, adopted, stepchildren, children of cohabiting partners, living with the staff member or elsewhere

**PRIORITY D**

Children living within the APR.

**PRIORITY E**

Children living outside the APR whose older sibling will be attending the school in Year 8-Year 11 on the admission date.

**PRIORITY F**

Children living outside of the APR.

Please note that the offer of a place at any particular school does not guarantee an offer of a place for a sibling at a later date.

**Supplementary note**

Within Priority B and Priority D children who live within the First Area of responsibility will be given priority over children living elsewhere within the Consortium Area of Prime Responsibility.

## Applying

Please note that applications for Sir Bernard Lovell Academy should be made through the family's home local authority.

To be considered under the above criteria parents/carers must have named the school as a preference on the Common Application Form. Under the above criteria all preferences are considered equally. If a student qualifies for more than one school they will be offered their highest preference as stated on their application form.

If under the above criteria any single category resulted in oversubscription, priority would be given to those children who live nearest 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 with those living closer to the school receiving higher priority.

In the event of the school being oversubscribed where the applicants for the final qualifying place(s) available within the admission number are twins, triplets or other multiple births the school will offer these children places.

## General information

As indicated above, children with an EHCP are dealt with through the SEND Code of Practice and their placement is determined through the statutory assessment process or an annual review of their EHCP. All schools are consulted before being named on a student's EHCP and schools have the opportunity

to draw attention to any difficulties arising from oversubscribed year groups. If the school is named on an EHCP the student must be admitted.

### Waiting list

Unsuccessful applicants will have the opportunity to go on the waiting list. Places in Year 7 are offered from the waiting list in accordance with the oversubscription criteria. The waiting list will be kept open until December.

Every effort will be made to contact applicants on the waiting list using the last contact details provided by the applicant, but, where a response to an offer has not been received within 10 school days, the offer will be withdrawn and the available place offered to the next child on the waiting list to qualify for the available place.

### Home Address

The child's home address is defined as the permanent address where he or she generally resides with their parent/carer. Temporary addresses may not be used. Where the parent/guardian/carers of the child have separated, the home address of the child will be regarded as the address at which the child sleeps for the majority of the weekdays.

The school reserves the right to investigate home addresses and may ask applicants to supply further evidence of the home address. This may include Council Tax, Electoral Roll, Utility Bill records, GP registration, and Child Benefit records.

A place allocated on the basis of fraudulent information may be withdrawn.

### In Year Admissions

#### **i.e. all applications other than for Year 7 or Sixth Form in September 2025**

All applications must be made directly to the school. An application is made by completing an application form which must be forwarded to the school. If no form is submitted the school will not be able to process the application. All applications will be considered by the Admissions Authority and places will be offered if this will not prejudice efficient education of others at the school or the efficient use of resources. Where there are more applicants at any one time than there are places available, priority will be determined by applying the Oversubscription Criteria set out above. Parents/Carers should be informed of the outcome within 15 school days, which is the recommended legal requirement.

### Independent Appeal Panel

Anyone applying under any of the provisions of this policy who is not offered a place at the school will be advised of the process for appeal. The admission appeals timetable will be published on the school's website by 28th February of each year.

## 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.

Decisions will be made on the basis of the circumstances of each case and in the best interests of the child. This will include taking account:

- the parent's views;
- information about the child's academic, social and emotional development.
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group;
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely.
- The admissions authority must also take into account the views of the Headteacher.
- Parents will need to write to the school to request that their child starts a year later or earlier than their chronological age. Parents will need to give reasons for the request and details of the child's particular needs. Any reports or evidence to support your request should also be enclosed.
- Where the admission authority agrees to a parent's request for their child to be admitted out of their normal age group the parent must apply according to the timescales of the agreed admission cohort. The application will be processed as part of the main admissions round (including applying the oversubscription criteria where applicable), unless the parental request is made too late for this to be possible.
- Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied and been refused. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

## Post-16 Admissions Policy

SBL Academy is part of a collaborative Post-16 provision shared with IKB and Wellsway School. It is our belief at SBL that all students should have the opportunity to continue their studies with us and we offer a variety of Level 2 and Level 3 courses in partnership. When considering applications, we aim to advise students to undertake courses which will enable them to succeed. This advice will be offered during open evening and the initial student meeting where prior academic achievement will be discussed.

## Capacity

Every year, SBL Academy can enrol approximately one hundred and fifty students into Year 12.

## Oversubscription Criteria

In the event of the Sixth Form being oversubscribed, we will give priority to applicants as follows:

- 1) Looked after children and previously looked after children
- 2) Students living within the area of prime responsibility of the school (School only has one APR so applies to all school)
- 3) Students from Futura Learning Partnership Schools
- 4) External applicants
- 5) Siblings of students on roll of the school on 1 September 2025
- 6) All other applicants

## Entry Criteria

To study **Level 3 courses (A Level and equivalent vocational courses)**, students require five GCSEs at Grade 4+ including GCSE English Literature or Language and GCSE Maths. In addition, students must meet the specific entry requirements for their chosen courses. The course specific entry requirements are stated in the course information for each course on the Futura Sixth website. To enrol in the **Access to Level 3 one-year program**, students require five GCSEs at Grade 3+. The Access to Level 3 on-year program provides the opportunity to boost GCSE results, including English and Maths.

The entry requirements apply equally to internal and external candidates.

## Appeals

If unsuccessful with your application, there will be a right to appeal to an independent appeal panel. Parents/carers will be given more details about the appeals process at the time of refusal.

## Late applications

Application forms received after the closing date will be considered alongside those applicants who applied on time wherever possible. Where it is not practicable because places have already been allocated, or are shortly to be allocated, then late applications will be considered only after those applicants who applied by the published closing date.

## In-Year Admissions

The school will co-ordinate their own In-Year admissions and an application made outside the normal admissions round (In-Year admissions) should be made directly to the school. Parents/carers can apply for a place for their child at any time and to any school. On receipt of an In-Year application, the school will notify the Local Authority of both the application and its outcome, to allow the Local Authority to keep up to date with figures on the availability of schools places within their authority.

## Fair Access Protocols

The school works in accordance with the In-Year Fair Access Protocols held by the Local Authority; should a vulnerable child within the protocols require a place at the school, they will take precedence over any child on the waiting list.

## Tie breaker

Where two or more applicants have equal priority for the last available place (except for twins and children from multiple births), the final tie-breaker will be random allocation, which will be independently verified. N.B. Should the PAN be reached in any criterion before the final oversubscription criterion, then distance will be used to prioritise applicants, with those residents closest to the school receiving the higher priority.

### Definitions:

#### Children with an Education, Health and Care Plan

Any child with an Education, Health and Care Plan (“EHCP”) is required to be admitted. This gives such children overall priority for admission to the named school. This is not an over-subscription criterion.

#### Looked After Children

Any child that is Looked After or previously Looked After is required to be admitted to the school. This gives such children overall priority for admission to the named school. In the case of previously looked after children, admission authorities may request a copy of the adoption order, residence order or special guardianship order and a letter from the local authority that last looked after the child confirming that he or she was looked after immediately prior to that order being made.

#### Siblings

A **sibling** is defined as a child who has a brother, sister, adopted brother or sister or stepbrother or stepsister living in the same family unit in the same family household and address who attends the school in any year group excluding the final year. Biological siblings who attend the school in any year group excluding the final year will also be treated as siblings irrespective of place of residence. Children residing in the same household as part of an extended family, such as cousins, will not be treated as siblings.

#### Brothers and Sisters

Brothers and sisters include children with the same natural parents living at the same address children with the same natural parents living at different addresses (e.g. due to separation of natural parents) half- brothers/sisters living at the same address step – brothers/sisters living at the same address - children living as part of the same family unit with their parents/guardians at the same address.

#### Looked after child

- A 'looked after child' (1) or a child who was previously looked after but immediately after being looked after became subject to an adoption (2) child arrangements order (3) or special guardianship order (4).



- A 'looked after child' is a child 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 (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. (2) This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders).
- Under the provisions of s.14 of the Children and Families Act 2014, which amend section 8 of the Children Act 1989, residence orders have now been replaced by child arrangements orders.
- See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

### Adoption Order

An adoption order is an order under Section 46 of the Adoption and Children Act 2002. **Residence Order**

A residence order is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

### Residence/resident

Residence is defined as the normal family address where the child resides. The qualifications date is the closing date for applications under the co-ordinated admissions scheme (where families change normal address after the closing date but before the allocation process has finished this can be considered under the review procedure). Where parents live at separate addresses and have joint custody, the address used will be the one where the child spends the main part of the school week (i.e. Sunday night to Thursday night inclusive). Childcare arrangements involving relatives' addresses do not qualify as normal family addresses for this purpose unless there is a court Residence Order in place.

The school can be contacted at the following address:

c/o Headteacher  
SBL Academy  
North Street  
Oldland Common  
Bristol  
BS30 8TS

Tel: 0117 4565900

Email: [enquiries@sblacademy.org.uk](mailto:enquiries@sblacademy.org.uk)