



NORTH BRISTOL

Post 16 Centre



ADMISSIONS STATEMENT SEPTEMBER 2019

1 INTRODUCTION

- 1.1 North Bristol Post 16 Centre ("the Centre") is a co-educational sixth form (Years 12 and 13) jointly operated by Cotham School and Redland Green School. The Centre operates across two sites, one based at Cotham, and one at Redland Green. Students from these schools who meet the minimum entry requirements are able to progress to the Centre automatically.
- 1.2 The Centre operates in partnership with Fairfield High School, Henbury School, Orchard School, and Oasis Brightstowe Academy (the "Partner Schools"), and is intended to provide sixth form education for all those students from Cotham School, Redland Green School and the Partner Schools who wish to progress to the courses available, and who are currently on the roll of one of these schools.
- 1.3 The term "external applicant" refers to students from non-partnership schools.
- 1.4 The Governors of Cotham School and Redland Green School have delegated authority to operate the admission arrangements to the Centre.

2 NUMBER OF PLACES

- 2.1 The Published Admission Number (PAN) is the number of places available for students not already on the roll at Cotham School or Redland Green School, and who are able to progress to the Centre.
- 2.2 The PAN is 60 for Cotham School and 60 for Redland Green School (making an overall total PAN of 120 for the Centre).
- 2.3 If the Centre is not oversubscribed, all applicants meeting the minimum entry requirements will be offered a place. If there are more applications than places, the places will be allocated up to the PAN using the oversubscription criteria set out below.

3. EDUCATION HEALTH CARE PLANS (EHCP)

- 3.1 All students who have an EHCP which names the Centre will be admitted.

4 MINIMUM ENTRY REQUIREMENTS

- 4.1 Both internal and external students wishing to enter the sixth form will be required to meet the minimum academic entry requirements for entry, published by the Centre. These are as follows:
- **Level 2: 4 x GCSE at grade 3** (or above), including English language and mathematics.
 - **Level 3: 5 x GCSE at grade 4** (or above), including English language and mathematics.
- 4.2.1 We pride ourselves on offering expert advice and guidance to all of our applicants. When it comes to confirming your course choices, you will be invited to meet with a member of the NBP16 team, who is likely to offer the following guidance to ensure you are enrolled on a pathway where you can fulfil your potential:
- For a programme of all GCE A Level courses, we recommend a minimum of 7 GCSEs at grade 4, or above;
 - For a combined programme of GCE A Level and BTEC Level 3 courses, we recommend a minimum of 6 GCSEs at grade 4, or above;
 - For students with 5 GCSEs at grade 4, or above, we recommend a BTEC Level 3 programme.
- 4.2.2 For some courses, we will consider a Level 2 qualifications in Functional English and mathematics.
- 4.2.3 Level 2 BTECs will count as a maximum of 2 GCSEs, regardless of the size of the qualification.
- 4.2.4 Where a student has previously studied a subject at GCSE / Level 2 BTEC, they must gain a minimum of a grade of a 4 / merit in that subject in order to progress onto the Level 3 course. Please see specific subject entry criteria.
- 4.2.5 Applied Science GCSE will not be counted for progression onto Biology, Chemistry or Physics GCE courses.
- 4.2.6 Where students progress from a full-time Level 2 BTEC course taken within the NBP16C, or any other post 16 centre, a merit is required for progression onto Level 3 courses.
- 4.3 In addition to the minimum academic entry requirements for the Centre, applicants will need to satisfy minimum entrance requirements to the courses for which they are applying. **Details of these requirements are published on our website.**
- 4.4 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 alternative courses for which they meet the minimum academic requirements.
- 4.5 Whilst every effort is made, admission to the Centre does not guarantee entry to the courses as offered in the prospectus. Entry to courses is subject to sufficient student numbers, relevant staffing and the availability of specialist accommodation that is cost effective.
- 4.6 Changes to courses following discussion with students will only be permitted if there is room in

the intended class and that altering the course does not involve unreasonable disruption to the learning experiences of other students.

- 4.7 If a course is unable to run, due to insufficient numbers, the Centre will contact students concerned in the first instance.

5 OVERSUBSCRIPTION CRITERIA

- 5.1 In the event of oversubscription, priority will be given in the following order:

- i) Children who are Looked After / Children who were Previously Looked After. Children who were Previously Looked After are children who were looked after but ceased to be so because they were adopted or became subject to a Child Arrangements Order or Special Guardianship Order.
- ii) Students who are predicted to meet the general minimum entry requirements and who attend one of the partner schools. In the event of there being insufficient places for students from these schools, the tiebreaker would be the closest applicant measured by straight line distance between the student's home address and the address of the relevant partner school (namely the school which they attend), carried out by the Local Authority's computerised mapping system.
- iii) External applicants, namely students from non-partner schools who are predicted to meet the general minimum entry requirements. In the event of there being insufficient places for external applicants, the tiebreaker would be the closest applicant measured by straight line distance between the student's home address and the campus to which they have applied (ie either Cotham School or Redland Green School), carried out by the Local Authority's computerised mapping system. In the event that two pupils live equidistant from the Centre, the Centre will draw lots to decide.

6 PROCESS OF APPLICATION / EXPRESSION OF INTEREST

- 6.1 External applications must be made by the deadline of Friday 7 December 2018 for admission in September 2019.

7 ARRANGEMENTS FOR APPEALS

- 7.1 There will be a right of appeal to an Independent Appeals Panel for all unsuccessful applicants and this should be done in writing to the Clerk to the North Bristol Post 16 Centre, Redland Court Road, Bristol BS6 7EH, email: clerk@redlandgreen.bristol.sch.uk. Please refer to Appendix 1: Arrangements for Admission Appeals to the North Bristol Post 16 Centre.

APPENDIX 1

ARRANGEMENTS FOR ADMISSION APPEALS TO THE NORTH BRISTOL POST 16 CENTRE

1.1 Following receipt of an admissions appeal to the North Bristol Post 16 Centre, the Clerk to the Centre will convene a Governing Bodies' Independent Appeal Panel and inform the appellant of the details giving at least 10 school days' notice of the hearing. The hearing will be heard within 40 school days of the deadline for making an appeal set out in the Centre's Admissions Statement for the relevant academic year.

1.2 The procedure adopted by the Panel for hearing appeals is outlined in Appendix 2. The Panel will consist of 3 people not directly involved in the admissions arrangements, one of whom will be independent of the management and running of the school. The Clerk will identify suitably independent individuals who can fulfil the role and responsibility of being the independent member. The Panel may choose their own Chair.

1.3 THE REMIT OF THE GOVERNING BODIES' INDEPENDENT APPEALS PANEL

The Appeals Panel must decide if the Centre's admissions criteria were properly followed and were legal according to the School Admissions Appeals Code.

1.4 If the criteria was legal and was properly followed, the Panel must decide if they were followed fairly and thoroughly.

1.5 If the criteria was not properly followed or was illegal, the appeal must be upheld.

1.6 If the appeal has not already been upheld, the Panel will decide if the reasons for the child to be admitted outweigh the Centre's reasons for not admitting another child.

1.7 The Clerk to the Panel will confirm the Panel's decision within 5 school days.

1.8 If there is a change in the appellant's circumstances following the appeal hearing, which could affect the decision, a further appeal can be submitted within the timeframe for lodging appeals. In exceptional circumstances, subsequent appeals submitted outside of the timeframe for lodging appeals will be considered at the Governing Bodies' discretion.

1.9 The panel's decision can only be overturned by a court; the appellant can however, submit a complaint about the way the appeal was carried out in line with statutory guidance (<https://www.gov.uk/schools-admissions/appealing-a-schools-decision>) , but the appellant cannot complain about the decision itself.

APPENDIX 2

ORDER OF THE INDEPENDENT APPEALS PANEL HEARING

1. Chair makes introductions
2. The admissions authority representative(s) explains why they turned down the child's application
3. Questions asked by appellant(s)
4. Questions asked by Panel
5. The admissions authority representative(s) may call in relevant people to clarify their position, these people can be asked questions
6. The appellant(s) gives their reasons why the child should be admitted
7. Questions asked by admission authority representative(s)
8. Questions asked by Panel
9. The appellant(s) may call in relevant people to clarify their position, these people can be asked questions
10. The admission authority representative(s) sums up their position
11. The appellant(s) sums up their reasons
12. Chair asks both sides to withdraw
13. Panel makes decision
14. Both sides informed of outcome within 5 school days of hearing