

Admissions Policy 2025-26

Sixth Form



The Cottesloe School

Policy Type:	Statutory
Reviewed by:	Simon Jones (Headteacher), Alan Youngs (Head of 6 th Form) and Carolyn Stirk (Policies Governor)
Date:	12/06/2024
Approved by:	Teaching and Learning Committee - June 2024
Last reviewed:	Autumn Term 2022
Next review:	Autumn Term 2024

ENTRY REQUIREMENTS

The criteria for entry into the Sixth Form at The Cottesloe School is a minimum of **38 points** overall from the best eight GCSE subjects **including a grade 4 in GCSE Maths and GCSE English Literature or English Language**. Please note this does not include iGCSE.

In addition, students will have to meet the specific subject criteria specified on our website.

The Head Teacher and Governors have determined that the Published Admission Number (PAN) of external candidates for Year 12 is 25. This is in addition to students from the school's Year 11 who have fulfilled the entry requirements. It is not expected that the total number in the Sixth Form will exceed 200.

ADMISSIONS CRITERIA FOR EXTERNAL APPLICANTS

As a Foundation school, The Cottesloe School is pleased to work within the Fair Access Protocol. Once children with Statements of Special Educational Need (SEN) or Education, Health and Care Plans (EHCP), which name The Cottesloe School, have been admitted to the School, providing the above entry requirements have been met but only in circumstances where applications for admission from external candidates exceed the number of places available, the following oversubscription criteria will be applied:

A. Looked After Children and Previously Looked After Children, including adopted children. A looked after child is a child who is either in the care of the local authority or being provided with accommodation by a local authority in the exercise of their social services functions, or at any time was previously looked after but immediately after became the subject of an adoption, child arrangements order or special guardianship order.

B. Children of members of The Cottesloe School's staff where the member of staff has been employed at the School for two or more years at the time at which the application is made and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

C. Those living in The Cottesloe School's catchment area comprising the civil parishes of Aston Abbotts, Cheddington, Cublington, Dagnall, Drayton Parslow, Dunton, Edlesborough, Granborough, Great Brickhill, Hoggeston, Hollingdon, Horton, Ivinghoe, Ivinghoe Aston, Little Brickhill, Marsworth, Mentmore, Mursley, Newton Longville, North Marston, Northall, Pitstone, Rowsham, Slapton, Soulbury, Stewkley, Stoke Hammond, Swanbourne, Wing, Wingrave, Winslow. A map of the area is available at the School and on the school's directory entry on the Bucks County Council website.

D. Those living outside The Cottesloe School's catchment area, other than students covered by the criterion above.

Where the school can take some, but not all, of the children who qualify under one of these rules, priority will be given to children by taking account of the next rule (or rules) in the alphabetical list to decide who has priority for places.

Where the number of eligible applicants under each oversubscription criterion exceeds the number of places available, places will be allocated in distance order using straight line distance between the family's normal home address and the middle of the school's main entrance gate on Church Street. Where the distance criterion does not produce a clear

outcome (ie. two children live precisely the same distance from the school), the place will be determined by random allocation supervised by a person independent of the school.

APPLICATION PROCEDURE

An application form and Sixth Form Prospectus can be obtained from the Schools website. For further information regarding the application process and application timetable please contact the School.

All unsuccessful applicants will have the right of appeal to an independent appeal panel. The decision of the independent appeal panel is binding on the School and the appellant.

Students that begin their Post-16 studies at alternative providers will not be readmitted to The Cottesloe School due to the nature of the courses studied, even when the Year Group is below PAN.

Explanation of terms used in the admission rules:

Definition of looked after children and previously looked after children: For admissions purposes a 'looked after child' or a child who was 'previously looked after' but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear to the admissions authority to have been in state care outside of England and ceased to be in state care as result of being adopted. 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). This covers accommodated children and those who are in care under a Care Order/interim order. This can include: living with family or friends, in foster care, a children's home, residential school, special school or in supported lodgings. This includes children who were previously looked after and immediately after being looked after became the subject of an adoption, child arrangements order or special guardianship order as set out below.

Other definitions: Child arrangements order is an order setting the arrangements to be made as to the person with whom the child is to live under the Children and Families Act 2014. Special guardianship order is 'an order appointing one or more individuals to be a child's "special guardian" (or special guardians)' under Section 14A of the Children Act 1989'.

Definition of sibling A sibling is a brother or sister. For admission purposes we mean one of two or more individuals who have one or more parent in common or any other child (including an adopted or fostered child) who lives at the same address and for whom the parent also has parental responsibility or, (in the case of a fostered child) delegated authority.

Definition of parent This is as defined in law (the Education Act 1996) as either:

- Any person who has parental responsibility (defined in Children Act 1989) for the child or young person; or
- Any person who has care of the child or young person.

If two parents with parental responsibility live at different addresses, the parent to whom the child benefit is paid should make the application with the full knowledge and consent of the non-resident parent.

If child benefit is not received, then the parent living at the address at which the child is registered with a GP should make the application, or failing that, then the parent with whom the child spends the greater proportion of the school week from Sunday evening to Thursday evening.

Definition of normal home address This is the child's home address. This must be where the parent or legal carer of the child lives together unless it is proved that the child is resident elsewhere with someone who has legal care and control of the child. The address should be a residential property that is owned, leased or rented by the child's parent(s) or person with legal care and control of the child.

Definition of home to school distance The straight line distance definition: is 'the distance from the address point of the child's normal home address as set out by Ordnance Survey, to the nearest open school gate available for pupils to use'. As part of the computer system we use for school admissions there is a program that measures the 'straight-line' distance from the middle of the main school entrance gate on Church Street to the child's home address. The point we measure to at the child's normal home address is determined by the Ordnance Survey ADDRESS-POINT which is an Ordnance Survey data product that provides a National Grid

coordinate and a unique reference for each postal address in Great Britain that is on the Royal Mail's Post Office Address File (PAF®). The PAF contains postal address data for approximately 26 million delivery points. These delivery points include premises that are shown on Ordnance Survey large scale mapping data, such as buildings or permanent mobile and park homes, plus other features such as temporary buildings and houseboats. Where Service families or families of other Crown Servants, who often move within the UK and from abroad are posted to the area, we will allocate school places in advance of the family move if you provide an official government letter declaring a relocation date and an intended address. A unit postal address or quartering area address will be sufficient if there is not a new home address. Where Service families are returning to live in a property they already own, evidence of ownership will be needed. Please provide evidence by 31st January (Secondary allocation) to be included in the first allocation round.

Definition of multiple births – twins, triplets etc. In cases where there is one remaining place and the next child on the waiting list is one of a twin, triplet or other multiple birth group then both twins would be admitted (or all the siblings in the case of multiple births) even if this goes above the admission number of the school.