Clevedon School

CLEVEDON SCHOOL SIXTH FORM ADMISSION POLICY FOR 2026-27

CLEVEDON SIXTH FORM ADMISSION POLICY

THE YEAR 12 ADMISSION NUMBER FOR CLEVEDON SCHOOL IS: 120

If the school is **not** oversubscribed for Year 12 all applicants meeting the entry criteria will be offered a place.

Clevedon is a comprehensive school and has a comprehensive Sixth Form. We offer programmes at 3 and are able to offer courses to students with a wide range of abilities and aptitudes. In considering applications, our aim is to accept students onto courses on which they can be expected to have a reasonable chance of success. Evidence for making this judgement has to be an appropriate level of prior academic achievement; without this, we believe we would be wrong to lead to students to believe they had a reasonable chance of success.

1.0 CONDITIONS OF ADMISSION

1.1 The School's Academy Trust controls the admission of students into Year 12 at Clevedon School. They follow all national legislative and local policy agreement in relation to the admission of pupils to mainstream schools.

1.2 Students are admitted to the Sixth Form, on the condition that they have met the academic entry criteria and subject to the availability of places. Applications are welcomed from students who are not current members of Clevedon School Year 11. The academic entry requirements for courses are identical as for those transferring from Clevedon School Year 11.

1.3 Students already attending Clevedon School do not come under external intake arrangements and need not formally apply for places in Year 12 by completing the external application form. However, the school will inform its Year 11 students of the school's Sixth Form entry criteria and these criteria will apply when internal students complete the internal application form.

2.0 METHOD OF APPLICATION

2.1 Course guides are published during Terms 1 and 2 each year, together with online application forms.

The appropriate documentation is specifically issued:

a) To all students in Clevedon School Year 11;
b) To any visitor attending the school's annual Sixth Form Open Evening or Careers Fair or enquiring of the Sixth Form from outside the school's community, whether that be in person or through other means.

A Sixth Form Open Evening is held in November each year and advertised in the local press and other literature. All students who apply to enter the Sixth Form are invited to a 1:1 meeting to discuss options and academic entry requirements.

The course guide includes a date for receipt of application forms – by 16th December 2025.

2.2 All applications received before the deadline will receive equal consideration.

3.0 CAPACITY

3.1 Clevedon School Sixth Form has an admission level, which provides a theoretical maximum number on the size of the Sixth Form; this number is currently 240. Our maximum capacity for entrants to Year 12 is 120. However, it should also be noted that there may be a limit on the number of places available on any particular course.

4.0 OVER SUBSCRIPTION

4.1 The following oversubscription criteria, therefore, is applicable for students who do not currently attend the School:

- By statute, entry will not be dependent on attendance or behaviour record.
- An application may be refused if admission would exceed the Admission Number and if it prejudices the provision of efficient education or efficient use of resources.

4.2 Oversubscription criteria:

In such circumstances that a greater number of applications were received by the published closing date that met the academic entry criteria for a school for the relevant courses, the School would make every possible effort to accommodate extra numbers. Where this is not possible, the following oversubscription criteria, given in order, would be used to allocate places:

a) Children in Care at the time of application and children who were previously in Care but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order) immediately following having been in Care. 'Children in Care' are children who are looked after by a local council in accordance with Section 22 of the Children Act 1989(b) at the time an application is made.

b) Students living within Clevedon's First Geographical Area.

c) Children living outside the school's First Geographical Area.

When applying the criteria in priority order, priority within each criterion will be given, in order, to:

i) Children who currently attend Clevedon School

ii) Children with a brother or sister who will be attending the school.

iii) For children living within Clevedon School's First Geographical Area only: Children with a brother or sister within the same year group (for example twins or triplets).

iv) Children living closest to the school. The distances will be measured in a direct line between the address point of the child's home and the main entrance marker for the school, indicated on North Somerset Council's computerised system(s).

Where the direct line distances are measured as equal the ranking of applications will be made by drawing lots.

5.0 ENTRY CRITERIA FOR COURSES

5.1 The entry criteria for courses apply for all students, although the oversubscription criteria do not apply to existing Clevedon students.

5.2 Academic entry requirements for Levels of programme are:

In order to ensure that students enrol on courses that they will be able to complete, we set a guideline of the following minimum entry requirements:

- **Level 3 Courses:** The minimal entry requirement for the Sixth Form is 5 GCSEs graded at 4 or above, with at least one being in GCSE English Language or GCSE Maths. In general, students continuing with a subject which they have previously studied at GCSE level must have achieved at least a grade 5 in that subject. Specific requirements are listed in the

2026 Course Guide. Where the subject is not one which has been previously studied, the expectation will be at least a grade 5 in a facilitating subject such as English and Mathematics GCSE.

5.3 **Additional Requirements:**

Any student who does not achieve grade 4 in English Language or Mathematics will retake this subject in Year 12, with a further retake in Year 13, if they do not achieve grade 4 in their Year 12 exams.

Whilst the above are the preferred admission criteria, students with lower grades may also be considered in extenuating circumstances.

6.0 LATE APPLICATIONS

6.1 Applications over the Admission Number will continue to be considered after the deadline, if within the overall capacity of the year group and the Sixth Form, and will be done so in date received order. However, option blocks and scheduling of classes will be arranged on the basis of information contained in applications received up to the closing date. Hence the choice of courses and combinations may be restricted for applications received after 16th December 2025.

6.2 The school shall hold a list of those applicants still seeking a place at the school, until 30th September 2026. All applications will be ranked in line with the oversubscription criteria and allocations will be made in accordance with it. Each added child to the list will require the list to be ranked again in line with the above published oversubscription criteria. In the instance of late applications, priority will be given based on the date an application was added to the list.

6.3 Applicants may keep in contact with the school to ascertain when and if any vacancies arise during the school year.

7.0 CASUAL APPLICATIONS

7.1 Applications received at other times of the year for immediate entry to the Sixth Form will be considered, as long as the Sixth Form is not in a situation of oversubscription. If this limit has not been reached, and places are available in a suitable combination of courses, applications from students who meet the academic entry criteria would normally be accepted. However, this will be dependant on applicants having previously studied the same or transferable courses at their school or college.

7.2 Applications may be made at any time, even after the start of the academic year, up until the 30th September 2026. Such applications will be accepted if there are spaces within the Sixth Form and on the chosen course, but such applicants should be aware that they would be expected to catch up with work already covered on the course.

8.0 REFUSAL OF A PLACE

8.1 If a student is not successful in receiving a place, reasons will be given in writing for the application not being successful. Students and parents have the mandatory right to appeal to an independent panel and will be informed how to lodge an appeal.

8.2 For students in Clevedon School Year 11 who fail to meet the entry criteria for courses in Clevedon School Sixth Form, the school will work to identify possible alternative provisions for the student. Ongoing guidance will be provided by the Careers team, even after students have left school, if needed.

9.0 WITHDRAWAL OF PLACES

9.1 A place may be withdrawn if it transpires that the application was fraudulent or intentionally misleading.

9.2 If the student is already at the school, the length of time already spent there will be taken into account.

9.3 As in most Sixth Form institutions, a minimum number of students will be required, and suitably qualified staff will need to be available for each course to run. On the rare occasion that a course does not run, suitable alternative options will be offered. However, courses may be withdrawn prior to commencement of starting in September.

10.0 TIMETABLE

1. From the November (in 2025-26 school year) guidance will be available online on the website under Clevedon School - Sixth Form Course Guide

2. The closing date for receipt of applications to be considered in the first round of allocations is the 16th December 2025.

3. Applications should be submitted electronically via the link on the school website Clevedon School - Sixth Form Course Guide

4. The School will inform those to be offered a place at their school by the end of Term 5.

5. The School will contact those applicants refused a place at the school as soon as a decision has been made.

ADDITIONAL INFORMATION

(a) Places are not reserved for those who, for whatever reason, apply late.

(b) Applications will be accepted for children who meet one of the following:

- are resident in the UK
- hold full British Citizen Passports
- are from countries whose passports have been endorsed to show that they have the right to abode in this country
- are from the European Economic Area (EEA).

Applications for children who do not meet one of the above will not be accepted until the child is in this country.

(c) For the first round of allocations, on time applications will (apart from when paragraph (b) applies) be considered based on the applicant's situation that exists as at the closing date and/or when the form was received. Where on time applicants change address, the application will be considered from the new address in the first round of allocations, providing independent confirmation of the new address is received before the offer of places is determined. Other changes in family circumstances, changes in applications, received after the closing date will be treated as a late application and so will not be considered in the first round of allocations unless the school consider there is an extenuating reason for allowing them to be treated as if the latest information had been received by the closing time and date. This will only apply to late applications or changes received before the offer of places is determined.

(d) In relation to paragraph (c) above, examples of extenuating circumstances include (but are not limited to) the following:

i) If an applicant is moving and the school is the nearest to the new home measured by the shortest route on the Local Council's computerised system(s). Proof of the property move (for example, if it is a family move evidence of the exchange of contracts with a completion date or if it is just the child moving, a change to the child benefit letter) needs to be sent to the school at the earliest opportunity.

ii) The child is from a family of a Crown Servant or of UK Service Personnel, and the MOD, FCO or GCHQ have provided a letter declaring a return date and residency area.

iii) There has been a change in the family's circumstances and the reasons are accepted by the school as being extenuating. For example, a parent bereavement that would affect the child's ability to attend a previously applied for school.

(e) Proof of posting cannot be considered as confirmation of receipt of an application unless accompanied by official evidence to prove delivery.

(f) Where the school is named in a child's Statement of Special Educational Needs or Education, Health and Care Plan, the Admission Authority is legally required to admit the child to the school. Where Clevedon School is named in the Statement or Plan, such children will therefore be allocated places before the above criteria are applied.

(g) **Home Address** - for school admission purposes the school will normally consider the child's home address to be the place where the child permanently and ordinarily resides for the majority of the time. This would normally be the same address as the person who has parental responsibility for the child as their main carer. It will not include the address of a child that is different from his/her parents/carers where the move to this address is expressly linked to obtaining a school place. Where parents do not live together and the child spends equal amounts of time with both parents/carers, the school will consider the home of the parent/carer who made the application to be the child's home. The school may undertake rigorous residency checks and reserves the right to request independent confirmation of the child's place of residence. Parents may be asked to supply such documentation to support their application as deemed appropriate by the school, for example a Child Benefit Book may be required. If the Child Benefit is shared between parents, the address to be used will be determined by drawing lots.

(h) For those moving house they will be considered from their proposed address in the first round of allocations if they are able to confirm independently by the closing date that they will be moving to an address before the start of the school year. Examples of independent confirmation are a solicitor's letter confirming the exchanges of contracts with a completion date, or a tenancy agreement signed by both parties. Applicants may also be required to provide proof that they have left the previous property, for example by supplying a final account utility bill. Proof of residency received after the allocation of places is determined will normally only be taken into account in any subsequent rounds of school place allocations.

(i) The school will withdraw an offer in limited circumstances. An example may be where it can be shown that offer was obtained on the basis of a fraudulent or an intentionally misleading application such as a false claim to residence at a particular address, which effectively denied a place to a student with a stronger claim. Where before offers are made, an application is deemed to be fraudulent or intentionally misleading the application will be considered on the basis of the correct information. Where applicants who do not respond to an offer of a place within 21 days, the offer may be withdrawn and the place offered to another applicant.

(j) If students do not commence attendance at school at the start of Term 1 and the school is not given a satisfactory reason for the absence the place may be withdrawn and if applicable will be offered to other applicants.

(k) Applicants can appeal against the decision not to offer a place at the school. Anyone refused a school place will be advised of the processes relating to their right of appeal and will be told who to contact to make their appeal.

(l) Where the school receives an application form that has not been fully completed with all of the information necessary to enable the application to be considered, the school will contact the

applicant to request the outstanding information. For on time applications, if the outstanding information is supplied within a date specified by the school to the applicant but after the closing date, it will be accepted as an on-time application. If it is not received within the requested timescales it may not be counted as on time unless an explanation that is considered to be satisfactory by the school is provided.

(m) **First Geographical Area** - The school's first Geographical area is shown on the attached map. Living in this area does not guarantee a place at the school. However, applicants living in the area normally have a higher priority for places than those who live outside the area, (except for Children in Care and Children with a Statement of Special Educational Needs or Education, Health and Care Plan that names the school).

(n) Applications may be made by pupils or by their parent(s).

(o) **Brothers and Sisters** - To be considered as a brother or sister a child must be living at the same address for the majority of the time* as a full, half, step or adoptive brother or sister. Full and adoptive brothers/sisters are defined as children who have the same either biological or adoptive parents. Half-brothers/sisters are defined as children who share only one either biological or adoptive parent. Stepbrothers/sisters are defined as children who are not necessarily related biologically (including Foster children) but are living in the same household for the majority of the time* at the address considered to be the address of the child for whom the application is made.

*A child must be living at an address for at least 50% of the time to be considered as living there for the majority of the time.

Except for a brother or sister within the same year group, a brother or sister must be attending (or is expected by the school to be attending) the school at the time of admission.

(p) Parent: This includes all of those people, including carers, who have parental responsibility for a child as set out in the Children Act 1989.

(q) For Children previously in Care:

- 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)

- child arrangements orders are defined in s.8 if the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replaced residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order- in accordance with Section 14A of the Children Act 1989, a Special Guardianship Order is defined as an order appointing one or more individuals to be a child's special guardian (or special guardians).

(r) **Admissions of Students Outside Their Normal Age Group**

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 reasons for the request must be fully explained in writing and included with the school place application form (or submitted separately where applying via an online service).

Decisions will be made on the basis of the circumstances of each case and in the best interests of the child, taking into account, as appropriate, the following:

The views of the parent, information about the social, emotional and academic development of the child as often supported by education and other professionals, the views of the Head Teacher, where relevant the child's medical history and the views of a medical professional, whether they have previously been educated out of their normal age group and whether they may naturally have fallen into a lower age group if they were not born prematurely.

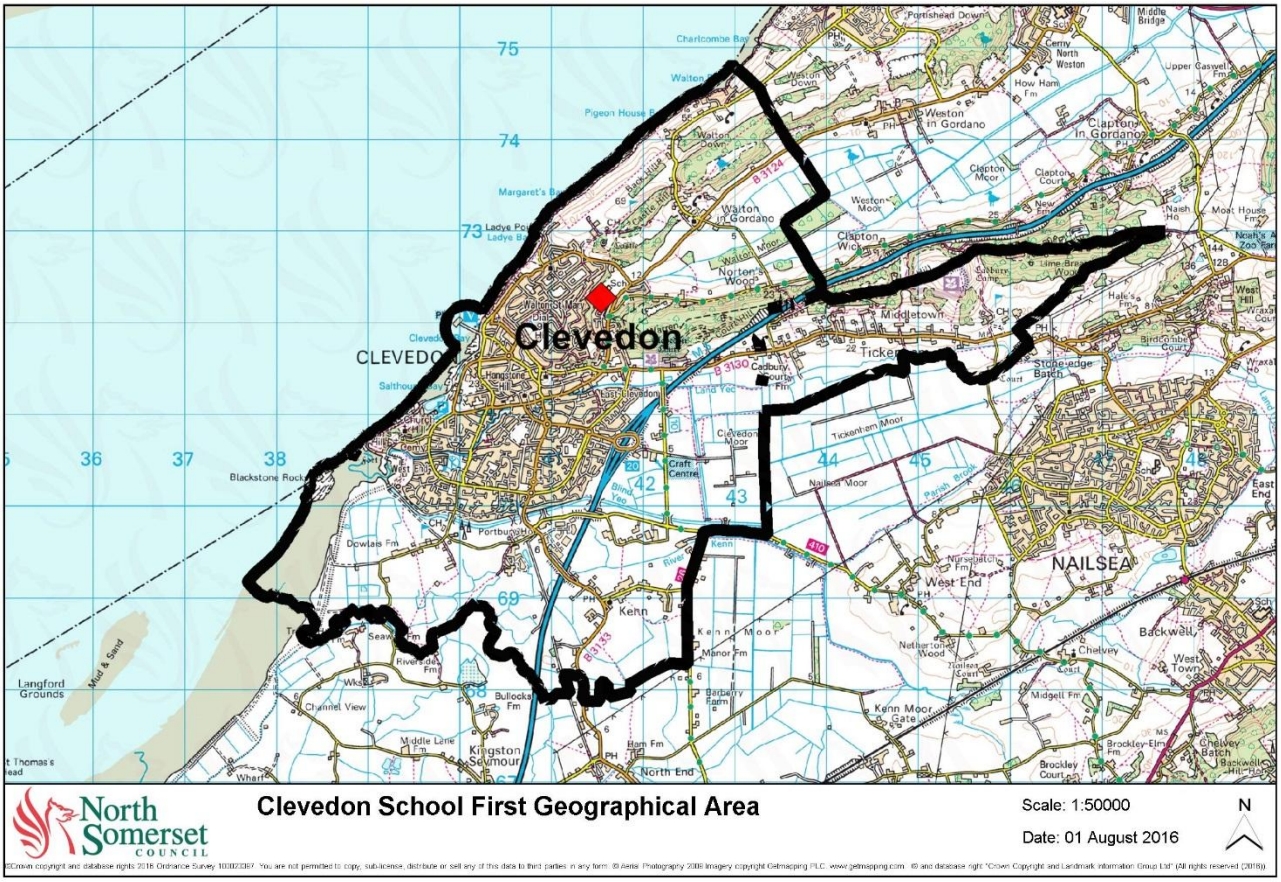
Where a request for a child to be admitted outside their normal age group is agreed, that enables a child to be included as part of the Year 12 allocations, the application will then be

processed in accordance with these arrangements and oversubscription criteria where applicable.

(s) CONTACT THE SCHOOL

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Clevedon
CLEVEDON
Walton in Gordano
Weston in Gordano
Clapton in Gordano
Middletown
Tickenham Moor
Nailsea Moor
NAILSEA
West End
Kenn
Kenn Moor
Backwell
Chelvey
Kingston Seymour
North End
Langford Grounds
Mud & Sand
Blackstone Rock
Portbury
Dowlais Fm
Craft Centre
Cadbury Bourne Fm
Middle Bridge
Portishead Down
Charlcombe Bay
Pigeon House Fm
Margaret's Bay
Ladye Bay
Norton's Wood
Clapton Wick
Moat House Fm
Noah's Ark Zoo Farm
Birdcombe Court
Stone-edge Batch
Clevedon Moor
Parish Brook
Nailsea Court
Netherton Wood
Kenn Moor Gate
Midgell Fm
Brockley Court
Brockley Elm Fm
Chelvey Batch
Backwell Hill
Channel View
Middle Lane Fm
Bullocks Fm
Barberry Farm
Manor Fm
Ham Fm
Riverside Fm
Seawall Fm
Nightcott Fm
Clapton Court
Clapton Moor
Gatcombe Fm
Lime Brook Wood
Hale's Fm
Nash Ho
West Hill
Cadbury Bourne Fm
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Date: 01 August 2016
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North Somerset Council
Clevedon School First Geographical Area
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