



All Saints'  
Academy  
Cheltenham

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## **Admissions Policy for 2025**

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## All Saints' Academy Admissions Policy

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## 1. Introduction

All Saints' Academy (the '**Academy**') welcomes applications from all. It is a Church of England Academy, sponsored by the Diocese of Gloucester, which serves its local and the wider community, those holding a Christian faith, another faith or none.

The policies of the Academy are underpinned by the Sponsor's vision, Christian ethos and values; these are embedded in the day-to-day and long-term running of the Academy and evidence the commitment of the Sponsor to developing Body, Mind and Spirit and realising the full potential of each student.

The Board of Trustees, acting in accordance with the Schools Admissions Code 2014 (the '**Code**') and in consultation with the Diocese of Gloucester, is the 'Admission Authority' for the Academy and is therefore responsible for the admission of students.

The aim of this policy is to ensure a fair process for admissions.

## 2. Published Admission Number (PAN) for Year 7

The published admission number (PAN) for Year 7 is one hundred and eighty (180) students.

## 3. Application for admission to Year 7 at age 11:

Applications should be made using the Local Authority Common Application Form by the application deadline of 31 October 2024. Further information can be found on the Local Authority's website:

<https://www.gloucestershire.gov.uk/education-and-learning/school-admissions/apply-for-a-secondary-school/>

### 3.1 Late applications

All applications received by the Local Authority after the deadline will be considered to be late applications. Late applications will be considered after those received on time.

If, following consideration of all applicants, the Academy is oversubscribed, parents refused a place for their child may request that their child is placed on the Academy's waiting list.

### 3.2 Admission of children outside their normal age group

Parents may request that their child is admitted outside their normal age group. When such a request is made, the Board of Trustees will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned. This will include taking account of 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; and anything else they consider to be relevant. They will also take into account the views of the Principal. See Paragraph 2.17 of the School Admissions Code 2014 which can be found at this link:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/389388/School\\_Admissions\\_Code\\_2014\\_-\\_19\\_Dec.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/389388/School_Admissions_Code_2014_-_19_Dec.pdf)

A request for admission outside normal age group is not an application for admission, which must be made in the usual way. For this reason, requests for admission outside normal age group should be made as early as possible, so that the subsequent application for admission can be made on an informed basis (i.e. after the Board of Trustees has decided whether or not to agree the request in principle) and on or before the application deadline. The subsequent application for admission will be processed with all other applications received, with the oversubscription criteria being applied as appropriate. This means that, even if the Board of

Trustees agree a request for admission outside normal age group in principle, this does not mean that a place will be allocated in that year group.

Requests for admission outside normal age group must be made by writing to the Clerk to the Board of Trustees at [clerk@asachelt.org](mailto:clerk@asachelt.org) or All Saints' Academy, Blaisdon Way, Cheltenham, GL51 0WH and be accompanied by supporting evidence where appropriate.

#### **4. Oversubscription criteria for Year 7**

Where the number of applications received exceeds the published admission number (PAN), places will be allocated according to the following order of priority (Sections 4.1 to 5):

##### **4.1 Looked After or Previously Looked After Children:**

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 (residency order) (3) or special guardianship order (4) 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 (5).

- (1) 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. In Gloucestershire, such children are referred to as Children in Care.*
- (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's Act 2002 (see section 46 adoption orders).*
- (3) Under the provisions of s.12 of the Children and Families Act 2014.*
- (4) 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).*
- (5) A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.*

##### **4.2 Children who will have a sibling in Years 8 to 11 at the Academy at the time of their admission:**

A 'sibling' is defined as a full, half, adopted, step or foster brother or sister, or the child of their parent's cohabiting partner, where they are living at the same residential address as the applicant child on a permanent basis and being brought up as part of the same core family unit.

For the avoidance of doubt, the children of friends or extended family members (e.g. cousins), will not meet the definition of a 'sibling' for the purpose of this policy. Children will also not be considered siblings where the older child is attending the Academy as a Year 12 or 13 student in the year of entry.

Applications in this category will need to be supported by a completed and signed Supplementary Information Form (which can be found at the end of this document on page 9&10).

##### **4.3 Children who are able to demonstrate a connection with the Church of England:**

Children falling into any of the four sub-categories below will be treated equally, with the stated tie-breaker applying where there are more overall applicants in Category 4.3 than places available.

- 4.3.1 Children who are baptised members of the Church of England.
- 4.3.2 Children with a parent/carer who is on the Electoral Roll of a Church of England Church.
- 4.3.3 Children with a parent/carer who is a baptised member of the Church of England.

Those in the above three sub-categories need their applications to be supported by a completed and signed Supplementary Information Form and a copy of their Baptismal Certificate, or written confirmation that one of their parents/carers is on a C of E Church electoral roll, or a copy of one of their parents/carer's Baptismal Certificate. The Supplementary Form can be found at the end of this document on page 9&10.

4.3.4 Children who do not meet the criteria in the three sub-categories above, but who are on roll as at the application deadline of 31 October 2024 at one of the following eight C of E Primary/Junior Schools in Cheltenham, as follows:

- 1) Christ Church C of E Primary School, Cheltenham
- 2) St Mark's C of E Junior School, Cheltenham
- 3) Leckhampton C of E Primary School, Cheltenham
- 4) St James' C of E Primary School, Cheltenham
- 5) St John's C of E Primary School, Cheltenham
- 6) Holy Trinity C of E Primary School, Cheltenham
- 7) Holy Apostles' C of E Primary School, Cheltenham
- 8) Prestbury St Mary's C of E Junior School, Cheltenham

Applications in the above sub-category will need to be supported by a completed and signed Supplementary Information Form (which can be found at the end of this document on page 9&10).

#### **4.4 Those able to demonstrate a connection with the Catholic Church:**

Children falling into any of the three sub-categories below will be treated equally, with the stated tie-breaker applying where there are more overall applicants in Category 4.4 than places available.

4.4.1 Children who are baptised Catholic

4.4.2 Children with a parent/carer who is a baptised Catholic

Those in the above two sub-categories need their application to be supported by a completed and signed Supplementary Information Form and a Catholic Baptismal Certificate or a written statement from a Priest or Deacon confirming that the child or parent has (or in their opinion has) been baptised or received into the Roman Catholic church, or a church that is in full communion with Rome.

4.4.3 Children who do not meet the criteria in 4.4.1 above, but who are on roll as at the application deadline at one of the following Primary Schools in Cheltenham:

- 1) St Thomas More Catholic Primary School, Cheltenham
- 2) The Catholic School of St Gregory the Great, Cheltenham

Applications in the above sub-category will need to be supported by a completed and signed Supplementary Information Form (which can be found at the end of this document on page 9&10).

**4.5 Those who are able to demonstrate a connection to another Christian church listed by Churches Together in England:** <https://www.cte.org.uk/> or in the list of Churches in Churches Together in Britain and Ireland <https://ctbi.org.uk/member-churches/>

Children falling into any of the sub-categories below will be treated equally, with the stated tie-breaker applying where there are more overall applicants in Category 4.5 than places available.

4.5.1 Children who are baptised members of that church.

4.5.2 Children with a parent/carer who is a baptised member of that church. Those in the above two subcategories need their application to be supported by a completed and signed Supplementary Information Form and a Baptismal Certificate.

4.5.3 Children whose commitment\* to such a church is confirmed in writing by their church leader.

4.5.4 Children with a parent/carer whose commitment\* to such a church is confirmed in writing by their church leader. Applications in the above sub-categories will need to be supported by a completed and signed Supplementary Information Form.

*\*Commitment – meaning of ‘committed’ eg attendance no less than 12 times a year, 12 months prior to the closing date.*

#### **4.6 All other children:**

All remaining children not falling into any of the categories above will be allocated within this category

#### **5. Tie-breaker**

Within each of the categories above, the order in which places will be allocated will be determined by reference to the distance between the child's home address and the Academy, as measured in a straight-line distance between the relevant Ordnance Survey points for each (i.e. not the gates), using the Gloucestershire Local Authority's designated software, with priority being given to those measured as being nearest to the school.

Where two or more applications cannot be separated because the distances between the children's home addresses and the Academy are equal, the order in which places will be allocated will be determined by random allocation supervised independently.

In the case of twins, triplets and higher multiple births, and children born separately but in the same school year, if one child achieves a place in the usual way applying the oversubscription criteria set out above, all will be offered a place, even where this means exceeding the published admission number (PAN).

#### **6. The child's home address**

The child's home address will be their parent/carer's residential address at which the child lives and sleeps for more than 50% of their time from Sunday to Thursday night during term time. It will usually be the address at which Child Benefit is paid (where eligible) and where the child is registered with their GP, dentist and/or optician.

Where an issue arises in relation to the child's home address, the Board of Trustees reserves the right to ask for documentary evidence to determine this.

## **7. Supplementary information Form**

In addition to completing and submitting a Common Application Form (CAF) to the Local Authority, all applicants applying under categories 4.2 to 4.5 must complete and submit a Supplementary Information Form (which can be found at Appendix A on pages 10-11) to the Board of Trustees at All Saints' Academy, together with any supporting documents by the application deadline of 31 October 2024 to be considered in the first round of allocations.

Where a completed and signed Supplementary Information Form is not submitted by the application deadline, the applicant will be placed into the next category that applies.

## **8. Waiting lists**

Unsuccessful applications for admission to Year 7 will automatically be added to a waiting list. All children included on the waiting list will be ranked by reference to the oversubscription criteria set out in this policy, and not by reference to the date the application was received. This could result in a child's name going down, as well as up, the list as the names of further children are added.

The waiting list will be maintained for the duration of the school year of entry until 31st August.

## **9. Children with an Education Health and Care plan**

Children who have an Education Health and Care plan (EHC plan) are admitted to school via separate statutory 7 procedures set out in the Special Educational Needs & Disability Code of Practice, and not under this policy. Parents of children with an EHC plan should contact their child's casework officer for further information.

Children who have an EHC plan which names the Academy will be allocated a place even where the published admission number (PAN) will be exceeded. Where the application is made in the normal admission round (i.e. to Year 7 or Year 12 in September), this will result in the number of places within the PAN being reduced.

## **10. Fair Access Protocol**

Gloucestershire County Council implements a Fair Access Protocol to ensure that access to education is secured quickly for children who do not have a school place, and that schools admit a fair spread of vulnerable children or those who are hard to place.

Children placed under the Fair Access Protocol will take precedence over children on the waiting list.

## **11. Sixth Form Admission Arrangements**

### **11.1 Published Admission Number (PAN) for Year 12**

The published admission number (PAN) for Year 12 is one hundred and twenty five (125) students.

Current Year 11 students will transfer to Year 12 if they meet the Minimum Academic Entry Criteria and want to do so. Once the number of those transferring to Year 12 is known, it may be possible to admit a higher number of external candidates, where demand exists and facilities and resources allow.

## **11.2 Minimum Academic Entry Criteria for Year 12**

Current students and external candidates must achieve a minimum of five GCSEs at Grade 4 or above, including English Language. In addition, internal students and external candidates must meet individual course requirements, which may be higher than a Grade 4 in specific subjects.

## **11.3 Application procedure for Year 12**

A link for the online Sixth Form Application Form can be found on the Academy's website:

<https://www.asachelt.org/sixthformadmissions/>

## **11.4 Oversubscription Criteria for Year 12**

Where the number of applications from external candidates exceeds the published admission number (PAN), places will be allocated in the following order of priority:

11.4.1 Looked After and Previously Looked After Candidates.

11.4.2 All other candidates

The tie-breaker, the definition of the candidate's home address and the way in which twins, triplets, higher multiple births and same year siblings are dealt with will be the same as for Year 7, as set out above.

## **12. In-year and other year applications**

These applications must be made directly to the Academy on the designated form available from All Saints' Academy, Blaisdon Way, Cheltenham, GL51 0WH.

A waiting list will be administered in the same way as for Year 7 applicants as stated in section 8

### **12a. Children with an Education Health and Care plan**

Students with an Education Health and Care plan that names the school will be admitted as stated in section 9.

## **13. Statutory Right of Appeal**

Parents/carers and students have a statutory right of appeal against the refusal of a place to an independent Admission Appeal Panel (refer to Appendix B on pages 12-13 for the Notice of Appeal form).

## **14. Equality**

The Academy is aware of its responsibilities under the Equality Act 2010, and has had regard to these in the development and implementation of this policy.

## **15. Monitoring and Review**

The Admissions Committee will monitor the working of the policy and will review it in September annually. The Policy will be formally determined by the Board of Trustees by 28 February each year.



Date of formal determination of this policy by the Board of Trustees: 15.12.2023

Signed:

A handwritten signature in dark ink, consisting of a stylized, cursive 'H' followed by a horizontal line extending to the right.

**Henry Watson**  
**Chair of Trustees**

## APPENDICES

### Appendix A - Years 7 to 11 - Supplementary Information Form



### All Saints' Academy, Cheltenham

### Years 7 to 11 - Supplementary Information Form

<b>Child's full (legal) name:</b>	
<b>Child's date of birth:</b>	
<b>Child's home address (as defined in the Admission Policy):</b>	
<b>One parent/carer's full name:</b>	
<b>Email address:</b>	

Please refer to the Academy's **Admissions Policy** for full details of its oversubscription criteria and then tick the relevant box below to indicate your child's highest category. This form, along with the required supporting evidence, must be returned by the application deadline of **31st October 2024** to the following address:

Admissions Officer, All Saints' Academy, Blaisdon Way, Cheltenham, GL51 0WH

**This form is supplementary to, and does not therefore replace, Gloucestershire County Council's Common Application Form.** Its aim is to collect additional information required by the Academy in order to process the application for admission.

<b>APPLICANTS WITH SIBLINGS AT THE ACADEMY</b>		
<b>Tick</b>	<b>Criteria</b>	<b>Supporting evidence to submit with this form</b>
<input type="checkbox"/>	Child will have a sibling in Year 8 to Year 11 at the Academy at the date of their admission	<b>Clearly state full name and date of birth of the sibling:</b>

<b>CHURCH OF ENGLAND APPLICANTS</b>		
<b>Tick</b>	<b>Criteria</b>	<b>Supporting Evidence to submit with this form</b>
<input type="checkbox"/>	Child is a baptised member of the Church of England	Copy of child's Baptismal Certificate

	Child has a parent/carer who is on the electoral roll of a Church of England church	Confirmation in writing from Parish administrator that parent/carer is on the church electoral roll, and a photocopy of the parent/carer's ID
	Child has a parent/carer who is a baptised member of the Church of England	Copy of parent/carer's Baptismal Certificate, and a photocopy of parent/carer's ID
	Child does not meet the above criteria, but attends one of the 8 C of E primary/junior schools in Cheltenham named in the Admissions Policy	<b>Clearly state the name of the school:</b>

**CATHOLIC APPLICANTS:**

Tick	Criteria	Supporting Evidence to submit with this form
	Child is a baptised member of the Catholic church	Copy of child's Baptismal Certificate (NB. A Holy Communion Certificate will not be accepted as proof of Baptism)
	Child has a parent/carer who is a baptised member of the Catholic church	Copy of parent/carer's Baptismal Certificate (NB. A Holy Communion Certificate will not be accepted as proof of Baptism), and photocopy of the parent/carer's ID
	Child does not meet the above criteria, but attends one of the 2 Catholic primary schools in Cheltenham named in the Admissions Policy	<b>Clearly state the name of the school:</b>

**OTHER CHRISTIAN CHURCH APPLICANTS:**

Tick	Criteria	Supporting Evidence to submit with this form
	Child is a baptised member of the other Christian church	Copy of Baptismal Certificate
	Child has a parent/carer who is a baptised member of the other Christian church	Copy of parent/carer's Baptismal Certificate
	Child is committed to the other Christian church	Letter of confirmation of commitment from Church Leader
	Child has a parent/carer who is committed to the other Christian church	Letter of confirmation of commitment from Church Leader

**THE INFORMATION PROVIDED IN THIS FORM IS TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF:**

<b>Signed:</b>	
<b>Print name:</b>	
<b>Dated:</b>	

**Appendix B - School Admission – Notice of Appeal (Efficient Use of Resources)**

**ALL SAINTS' ACADEMY**

If you want to appeal, complete this form (block letters please) and return one copy to Clerk to the Trustees, All Saints' Academy, Blaisdon Way, Cheltenham, GL51 0WH or email clerk@asachelt.org. If appealing for more than one child, please complete a separate form for each child.

<b>Parents' names:</b>	<b>Parent 1</b>	<b>Parent 2</b>
<b>(First Name)</b>		
<b>(Title and Family Name)</b>		
<b>Address:</b>		
<b>E-mail</b>		
<b>May we use e-mail as our main method of communication with you?</b>	<b>Yes/No</b>	<b>Yes/No</b>
<b>Telephone Nos.</b>	<b>Home:</b> <b>Mobile:</b>  <b>Work:</b>	<b>Home:</b> <b>Mobile:</b>  <b>Work:</b>
<b>Please give a contact address if either natural parent lives elsewhere (if this is available).</b>		
<b>Child's full name</b>		<b>Date of Birth:</b>
<b>Present school</b>		<b>School Year:</b>
<b>School allocated (for Reception start if relevant)</b>		
<b>Is this your first appeal?</b>		<b>Yes/No</b>
<b>Has your child a statement of special educational needs?</b>		<b>Yes/No</b>

**I wish to appeal against my child's school allocation for the following reasons:-**

*(Please note these should include your reasons for feeling a mistake has been made or that the Authority has acted in an unreasonable manner – continue on a separate sheet if necessary).*

**I will / will not be calling witnesses**

**I wish /do not wish to attend and speak when the appeal is considered**

**I would like to be represented by (name and address):**

**SIGNED:**

**DATE:**