BROOKVALE GROBY LEARNING CAMPUS
Valuing Everyone, Achieving Excellence
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ADMISSIONS POLICY AND PROCEDURES 2026-27

Applicable for all Secondary and Mid-Term Transfers in 2026 – 2027

All admissions to the Brookvale Groby Learning Campus
for Key Stage 3 and 4 are processed by the
Schools Admission Service at Leicestershire County Council

The Trust prides itself on upholding the values of 'Valuing Everyone, Achieving Excellence'. To this end the school and the trust fully endorse the principles of comprehensive education and equal, fair access in terms of admission. The trust therefore will always uphold the principles of the admissions policy as laid out by Leicestershire Local Authority.

Within this document "BGLC" relates to Brookvale Groby Learning Campus,
"LCC" refers to Leicestershire County Council.

Scope of the Policy

1.0 This policy sets out the admission arrangements that will apply to any applications for admission to BGLC. LCC processes all applications on behalf of BGLC.

1.1 For the purposes of this policy, parents and carers are collectively referred to as parents, which includes but is not limited to natural parents, those who have day-to-day care of a child and/or parental responsibility.

1.2 Where one parent objects to a school application made by the other parent, and to prevent the application from being processed BGLC will require a court order, which should be submitted to LCC.

In such circumstances, the application will be paused for seven days (following a letter from a solicitor confirming a court order request has been submitted) to allow the objecting parent time to obtain the court order.

1.3 LCC will endeavour:

- ~ where possible to give priority for a place in the catchment area school (dependent on the parent applying at the appropriate time);
- ~ to give entitlement to a place at BGLC if there is room;
- ~ to give entitlement to be considered according to the same priority criteria as other children where the preferred school is oversubscribed. The application will be determined in accordance with the priority criteria where oversubscribed.

Legal Position & Other Requirements: Summary

2.0 BGLC is its own admission authority, but is supported by LCC to process all applications. Admission arrangements are confirmed by 28th February each year as prescribed in the National School Admissions Code.

2.1 In preparing its admission arrangements, BGLC adheres in full to the requirements and arrangements surrounding consultation and determination detailed within the School Admissions Code. Where any changes to admission arrangements are proposed, BGLC will undertake a minimum 6–week consultation period between 1st October and 31st January. Parents, schools and local groups with an interest in the local area must be consulted. Consultation is only required to take place every seven years if the admission arrangements have not materially changed since the previous consultation.

2.2 For the co-ordinated scheme for applications, please refer to LCC's website. (Co-ordination includes applications for secondary transfer at the normal year of entry for that school and mid-term (in-year) applications)

2.3 LCC has a duty to provide school places for all pupils' resident in its area who apply by the closing date for the autumn entry.

2.4 Parents have a right to express a preference for a school place, including where the child has an Education, Health & Care Plan. Parents must ensure their children receive suitable full-time education by attendance at school or otherwise once the child has reached compulsory school age.

2.5 BGLC has an Admission Number (AN).

2.6 BGLC will only admit children up to the admission number except in certain limited circumstances and will ordinarily consider that anything over and above that number would be prejudicial to the efficient education and/or efficient use of resources and in some instances negate the school's ability to comply with Health & Safety legislation.

2.7 BGLC will allocate any places according to objective and transparent criteria. Where the admission number has not been reached, BGLC will allocate a place except where paragraphs 15.10 regarding twice excluded pupils and 15.11 regarding fair access protocol apply.

2.8 Parents who have their application to BGLC refused have a right to appeal to an Independent Appeal Panel. The decision of an Independent Appeal Panel is binding on parents, LCC and BGLC.

2.9 LCC has a statutory power to direct the admission of a Looked After Child (LAC) and Previously Looked After Children (PLAC) to BGLC, if required.

2.10 The law requires that Children with an Education Health and Care Plan (EHCP), and BGLC is the school in their plan, a place is allocated at BGLC and is not subject to conditions set out within this policy.

Admission of children outside their normal age group to BGLC

3.0 At the point of first time admission to secondary school, parents may seek a place for their child outside of their normal age group, for example if the child is gifted and talented or has experienced problems such as ill health.

3.1 To request delayed entry parents should make an application for their child's admission to their normal age group at the usual time, in accordance with this policy. Within that application parents should also submit a request to BGLC via LCC for admission outside of the normal age group. Further information about the process will then be provided to parents upon their request for admission outside of the normal age group or by contacting the School Admissions Service.

3.2 Decisions will be made by a panel of LCC professionals based on the circumstances of each case and considering the best interests of the child concerned, including the headteacher's view. This will take into account:

- parents' views;
- information about the child's academic, social and emotional development;
- where relevant their medical history;
- any views of medical and other professionals;
- whether they have previously been educated outside of their normal age group;
- whether they may have fallen in to a lower age group if the child was not born prematurely; and
- the views of the Headteacher of the school concerned.

3.3 Decisions made will be clearly set out in a letter. The letter will contain a full explanation to the parent of how the decision was arrived at, as well as what recourse is available if the request is refused.

3.4 Where LCC and BGLC agrees to the parent's request for their child to be admitted to a year out of their normal age group, it will be necessary for the parent(s) to apply again for a place at secondary transfer at the appropriate time a year later as part of the co-ordinated admission process. If that application is successful, the child will be admitted into Year 7. However, parents must be aware that any such consent will not guarantee them a place at BGLC.

3.5 LCC will process any such application, on BGLC's behalf, as part of the main admissions round, and

alongside other applications for that age group, on the basis of determined admission arrangements only including the priority criteria when this applies. All late applications received after the closing date will be considered after those that have been received on time.

3.6 Any agreement by LCC and BGLC to delay entry or be admitted in advance of their chronological age group will only apply in relation to the school identified by the parents.

3.7 At the point of transfer to secondary school it will be a matter for BGLC, in conjunction with LCC to determine whether to approve any request for a child to be admitted outside of their chronological age group.

3.8 Parents' statutory right to appeal against the refusal of a place at BGLC does not apply if they are offered a place at the school but it is not their preferred age group.

Admissions to BGLC for Secondary School Transfer

4.0 Parents will need to submit an application for admission to BGLC in accordance with the closing date for applications, which is set out within LCC's co-ordinated admission arrangements.

4.1 For those parents that live in Leicestershire, LCC will confirm decisions for applications from the national offer date 1st March (or on the next available working day if the 1st March falls on a weekend/bank holiday).

4.2 For those parents that do not live in Leicestershire, LCC will confirm decisions to the relevant home local authority who will in turn inform the parents of the decision (typically Leicester City Council).

4.3 Places will be allocated at BGLC up to the Admission Number (AN) of 255.

4.4 All applications received by the relevant closing date of 31 October will be considered first. Where there are more applications than places, these will be ordered in accordance with the approved priority criteria. All late applications received after the closing date will receive the lowest priority and will be considered after those that have been received on-time. In exceptional circumstances, late applications may be considered as on time where the parent is able to evidence the reason for lateness was beyond their control i.e. children in care, forced re-location etc. However, late applicant families who are already resident within the catchment area and have moved to another address within catchment will not be excepted children and will not be offered a place at the catchment school in those circumstances, if it is full.

4.5 LCC's decision will either be to offer a place at BGLC or refuse the place because the school is full. A refusal letter will also explain to the parent their right to appeal – for further information see section 11.

In-Year (mid-term) Transfers (all year groups) whether in-catchment or not

5.0 Mid-term transfer requests (in-catchment or otherwise) will be co-ordinated through the LCC's School Admissions Service. The best way to apply is through the LCC Admission's portal (before applying parents are encouraged to arrange to contact BGLC to make an initial enquiry).

5.1 LCC will aim to notify the parents of the outcome of their application in writing within 10 school days and must notify in writing within 15 school days (5 days if child is indicated as in care or previously in care). Delays may occur where further evidence or proof is required (i.e. proof of looked after status or previous looked after status, house purchase, tenancy agreement, fair access information for complex or out of authority applications etc) or during busy periods (such as during the normal admissions round or due to when schools are closed i.e. during school holidays).

5.2 Where there are multiple in-year admissions and BGLC does not have sufficient places for every child who has applied for one, places will be allocated on the basis of the oversubscription criteria in the determined admission arrangements only.

5.3 Where the mid-term application is made through LCC, the decision will be to either offer the place or refuse the place because the school is full. A refusal letter will also explain to the parent their right to appeal, and how they should do this.

Processing Parental Preferences

6.0 Application forms for school places allow parents to express up to three preferences for school places. Parents should rank their preferences in order with 1 being highest and 3 being lowest. Where a place can be offered at more than one preference, only the highest preference will be offered. Applications will be prioritised according to the admissions criteria.

6.1 Applications received after the closing date for submission shall only be considered after all other applications which were received on time, unless there is a significant reason for lateness. In exceptional circumstances, late applications may be considered as on time where the parent is able to evidence the reason for lateness was beyond their control i.e. children in care, forced re-location etc. However, late applicant families who are already resident within the catchment area and have moved to another address within catchment will not be accepted children and will not be offered a place at the catchment school in those circumstances, if it is full.

Applications received beyond 4 weeks post-closing date in the normal round cannot be considered under exceptional grounds, as it is too late to add them to the process.

(For mid-term (in-year) application closing dates please see LCC's mid-term co-ordinated scheme).

6.2 Parents may vary the order of the schools for which they have expressed a preference by logging into their account before the closing date. If on the rare occasion they need to change preference order after the closing date, they must contact the School Admissions Service for further advice.

However, post the closing date if a new school is added, then that school preference will be considered as a late preference.

Priority Criteria for Autumn 2025 Admissions into Year 7 and Mid-term Applications during 2025/2026 Academic Year for any Year Group

7.0 Priority will be given to children whose parents applied on time and ranked in accordance with the priority criteria set out below. Where there are more applications than places, or applications are tied, the next relevant criteria will be used to determine which application should be offered the place, if they still have identical ranking then lots will be drawn (see section 7.1 below):

THE ADMISSION NUMBER FOR BGLC INTO YEAR 7 IS 255

1st	Children who are looked after and those children who were previously looked after children *(See note i.)*
2nd	Pupils who live in the catchment area. *(See note ii.)*
3rd	Pupils who will have a sibling attending the same school at the same time at the point that they are attending. *(See notes iii.)*
4th	Pupils who have a serious medical condition or exceptional social or domestic needs that make it essential they attend the school requested. (Professional documentation confirming the situation must be submitted with the application.) *(See note iv.)*
5th	Pupils who are attending a feeder school at the point of application. *(See note v.)* *Our feeder schools are:* *Elizabeth Woodville* *Lady Jane Grey* *Martinshaw* *Ratby* *Newtown Linford* *Kirby Muxloe*
6th	Pupils living nearest to the school measured in a straight-line distance (home to school front gate). *(See note vi.)*

Notes:

i.

The School Admissions Code 2021 states that all admission authorities must give highest priority to this group of children and provides the following definitions:

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.

'Previously looked after children' are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangement order or special guardianship order). Further references to previously looked after children means such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.

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.

Children who were adopted under the Adoption Act 1976 and children who were adopted under section 46 of the Adoption and Children Act 2002. 24
Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. 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).

ii. For the purpose of processing a school application a single home address must be used. The child's place of residence is taken to be the parental home at which they normally reside. Where parents claim equal or dual residency they must prioritise one address over the other, or risk the application not being processed. For children of UK service personnel (UK Armed Forces) and crown servants a unit postal address or quartering area address that has been formally declared by an official letter will be used as the home address. However, Service families do not need to supply an address for a place to be allocated. A place will not be refused if the family does not have an intended address.

iii The term sibling relates to:

- brothers and/or sisters who share the same parent(s)
- a half-brother, half-sister or legally adopted child living at the same address
- a child looked after by a local authority placed in a foster family with other school age children
- a stepchild or children who are not related but live as a family unit, where parents both live at the same address as the child.

iv. If criterion 4 is used, professional supporting documentation from the Lead Professional must be supplied and must be submitted with the application. A Lead Professional would be considered to be a Health Professional, Social Worker, Teacher, Support Worker or other such appropriate person. The following list are the areas that are considered exceptional: -

- Children with a serious medical condition - showing that the needs of the child can only be met at the specific school and why other schools would not be able to meet this need, or a child has an exceptional illness or disability (for example, limited mobility) which means that, the child can only reasonably attend one school.
- Children subject to Child Protection Plans and Child in Need Plans and the child can only reasonably attend one school.
- Parents suffering domestic violence (This is dependent on documentary evidence by a lead professional for example a health professional, social worker, teacher/early years professional or support worker or such other appropriate person)

The Academy will make the decision during the processing period in consideration with relevant professional documentation

v. For criterion 5 above, the child must be on roll at the feeder school at the point of application.

vi. For criterion 6 above, measurement of distance of up to three decimal places will be in a straight line from the centre point of the property to the school's main designated front gate, using a computerised mapping system. Where there is equal distance then lots will be drawn, supervised by an independent officer.

Tiebreaker

7.1 If, two or more applications have identical ranking following applying all the above criteria in priority order, lots will be drawn. The drawing of lots will be undertaken by a senior officer in the Children and Families Department, supervised by an officer of LCC from another department that is independent of the School Admissions Service.

Children Who Move Out of or Into the Catchment Area including Late and or Mid-Term Applications

8.0 A child who is already attending BGLC and whose place of residence changes to an out-of-catchment address is entitled to continue attending BGLC. However, any subsequent application, as a mid-term or at the point of transfer to secondary school, must be made using the new address.

8.1 Where a family have made an application they must notify LCC of any change in their address as soon as possible after the move.

8.2 Where a family have applied for or been offered a place at BGLC and move home during the course of the admissions process (i.e. after the closing date for transfers but before they start) they must notify LCC immediately.

8.3 During the normal round the latest date a proof of change of address can be accepted for the purposes of an application that has already been submitted is the third Friday in March for first time admissions and junior transfers and the third Friday in December for secondary transfers. Home moves will not be accepted without proof. Where proof is received beyond the above respective 'Fridays', the applications will be considered as late.

Withdrawal of places

9.0 Once a place has been offered at BGLC, LCC may withdraw that place prior to starting school where it has been established that:
the place was offered in error;
or
it is established that the place was obtained through a fraudulent/intentionally misleading application;
or
where the parent has not responded within a reasonable time.

Mid-term Applications

10.0 For applications made outside of the normal round of admissions i.e. seeking to move school part way through an academic year, where a place exists at BGLC it will be offered.

10.1 Where an application is made to BGLC, if it is oversubscribed, a place **may** still be offered subject to the following:

(i) BGLC is the catchment school for the new address; and
(ii) Documentary evidence of the house move is provided; and

(iii) There is no alternative school within a reasonable distance which has available places in the relevant year group. Reasonable distance for these purposes is 3 miles from BGLC, measured as the shortest safest walking route from a geocoded point at the centre of the home address to BGLC's front gate using an electronic mapping tool and

(iv) The application is made within 90 calendar days of the family first moving into the property and the application requests a start date of no later than half a school term from the point the application was received; or

(v) That the, child has/will have a sibling attending BGLC at the same time.

10.2 LCC will aim to notify parents of the outcome of their application in writing within 10 school days and must notify in writing within 15 school days, although there may be delays during the main round for applications and appeals. LCC will confirm that the application has been accepted or setting out the reason it has been refused.

Appeals

11.0 All parents will have a right of appeal if an application for a school place at BGLC is refused and this will be detailed in the refusal letter. Appeals that are to be heard as part of the normal round will be heard in accordance with the appeals timetable published on the LA's website.

11.1 Parents may contact the School Admissions Service if they require clarification of the procedure that will be followed in respect of an appeal.

Second Applications (Further Appeals)

12.0 Ordinarily parents may only make one application for any particular school per academic year. In exceptional circumstances, and at its sole discretion, LCC may allow a further application to be made where there has been a significant and material change in the circumstances of the parent, the child or the school.

12.1 The following is a non-exhaustive list of what may be considered to be exceptional:

- change of address i.e. where the change of address is into the catchment of the school;
- new significant and material evidence has come to light in your personal circumstances;
- a significant change in medical circumstances (apart from medical attention for distress or anxiety as a result of unsuccessful applications / appeals);
- there has been a significant and or material change in the circumstances of the school i.e. significant extensions / new build, an increase in their AN, increase in the number of teaching staff.

12.2 In such instance's parents must provide LCC with written details of the significant and material change together with any evidence of that change. Where the significant and material change is accepted by LCC a second application will be permitted and must be made in the usual way and will be processed in the normal manner and, where necessary, in accordance with the priority criteria.

Errors

13.0 Where LCC has made an error in the processing of an application for a school place at BGLC, and it is established that had the error **not** occurred it would have resulted in the applicant being offered a school place, LCC will offer a place at the school.

13.1 Applicants are responsible for the accuracy of all and any information which they submit. LCC takes no responsibility for incorrect information submitted (i.e. an incorrect date of birth, failure to mention

sibling(s), failure to provide supporting evidence etc.) or the impact that such information may have on the determination of their application. Where applicants become aware of such errors, they should notify LCC as soon as possible.

Exceeding the Admission Number

14.0 At the point of secondary transfer (i.e. *normal round of applications*), if there are more requests for in-catchment children than the admission number (AN), the AN will not usually be exceeded, except in exceptional circumstances.

14.1 For applications made outside of the normal admissions round (e.g. mid-term applications) where the AN has been reached, applications will be refused.

14.2 In certain exceptional circumstances LCC may determine, or BGLC may request, that the AN be exceeded. Any such request by a school must be made by written request to the School Admissions Service. Where necessary, LCC will publish details of any variation to increase the AN of a particular school on its website.

14.3 For the avoidance of doubt, discretion to exceed the AN shall rest solely with The Admitting Authority (BGLC). In reaching any decision LCC will consider the views of interested parties; the governing body of the school, the impact on the education of children in the school; and the availability of other places within the area.

14.4 Parents will still submit their application in the usual manner. LCC will determine those applications in the following way:

(a) Where the decision to increase the AN is made before the National Offer Date, applications will be processed in the normal way with on-time applications being considered first and with places being offered in accordance with the priority criteria up to the increased AN. If there are any places available after on-time applications, places will be offered to those late applications ranked according to the priority criteria;

(b) Where the decision to increase the AN is made after the National Offer Date, LCC will offer any additional places as per the priority on the waiting list up to the increased AN alongside any further applications received;

(c) Where the decision to increase the AN is made at a time when no waiting list is being held, LCC will offer places on a first come, first served basis, up to the increased AN.

14.5 For the purpose of this section, exceptional circumstances may include but are not limited to:

(a) The admission of children who are subject to Leicestershire's Fair Access Protocol;

(b) The admission of children who would have siblings in the school

Miscellaneous

Catchment Area Definition and How to Find Out the Catchment Area School for Your Home Address

15.0 BGLC has its own catchment area, which is defined as the geographic area from which pupils / students are eligible to be considered under criterion 2 (see section 7). The HOME ADDRESS determines in which catchment area you reside (definition of home address see section 10 note (ii)).

15.1 If you are unclear in which catchment area your home address falls please contact LCC's Customer Service Centre, on (0116) 305 6684 or contact BGLC direct on 0116 287 9921 and speak to Reception.

15.2 Where a family have equal split residency arrangements and the child resides either in the same school catchment or lives in two catchment areas, parents must prioritise one address.

Determining Home Address/Parental Proof of Residence

15.3 In determining an application for a school place, LCC may request evidence of an address or of a move into a catchment area or arriving in the UK.

Such evidence may include but not be limited to:

- Opening Council Tax Bill;
- Signed and dated copy tenancy agreement;
- Copy of a letter of completion of house purchase from a solicitor.

In addition to the above you may also be asked for:

- Copy of child benefit letter;
- Copy of current driving licence;
- Copy of registration at GP practice or hospital consultant.

Where a family has moved in with relatives or friends (including new to UK):

- A declaration from Parents and householder / homeowner / relative / friend confirming the applicant family now reside at the address;
- A copy of most current council Tax bill from occupier;

Where LCC does not consider it has been provided with satisfactory proof of address, the application will not be processed until LCC is satisfied that adequate proof has been obtained.

Clarification of home address where the family's current address is deemed temporary or multiple addresses

15.4 For the purposes of this policy the following will be accepted as the home address:

(a) Purchase of a second property by a family, while the first property is retained, where the family moves to the second address and provides proof of residence - as set out in section 15.3; or

(b) Rented accommodation while a previous property is retained. The family must provide satisfactory evidence to LCC that the rented accommodation is their primary residence through proof of residence, and by demonstrating that the old property is not being occupied by them. In that instance, LCC must be provided proof of zero/vacant occupancy (i.e. discounted council tax, see section 15.3); or

(c) Temporary living arrangements whether living with relatives or not i.e. whilst re-furbishing, building or decorating the permanent home address. The home address will be taken as the one where the family can provide proof of residence - see section 15.3; or

(d) Where because of reasons beyond parental control a house move has been imposed on the family or children ((i.e. fleeing domestic violence (refuge address), safe home (witness protection), home repossessions, losing your home through an 'act of god' i.e. home destroyed, etc.)), subject to supporting documentation; or

(e) Where the parent has been hospitalised and the children have been placed with a relative or carer, the temporary address will be accepted for the purposes of a school application on proof of hospitalisation i.e. a letter from a medical professional, and a declaration from the relative or carer of the arrangements.

Oversubscription Lists

15.6 LCC will maintain an oversubscription (waiting) list for transfers from primary to BGLC for Year 7.

15.7 The oversubscription (waiting) list is ranked in the same order as the published oversubscription criteria and not by date of application. The list will be held after national offer date until the 31st December of

that year.

15.8 Applications received after the National Offer Date will be determined as mid-term applications. Any applications that are refused before 31st December will also be automatically placed on the oversubscription (waiting) lists.

15.9 LCC does not hold waiting lists past 31 December for applications to Year 7. At any point while on the oversubscription (waiting) list, the family's circumstances change and LCC has been made aware, the application will be re-assessed and the lists will be re-ranked in accordance with the priority criteria. Where a family has failed to notify LCC of such a change and is subsequently offered a place, that place may be withdrawn in accordance with section 9.

Circumstances in which an application might be refused – children with challenging behaviour* and twice Excluded Pupils

***Definition of Challenging Behaviour is:**

- Being able to evidence significant interference with (own) child's or other child(ren)'s education;
- Jeopardising the right of staff and student(s) to be in a safe and orderly school environment;
- Where it can be evidenced the challenging behaviour is of such intensity, frequency or duration that it is beyond the range that an academy or school can tolerate;
- Where a range of demonstrable interventions to address the challenging behaviour have been ineffective.

BGLC is not able to refuse to admit a child when applying as part of the normal round of admission into Year 7, due to challenging behaviour being identified. There are other categories where BGLC would not refuse admission on grounds of challenging behaviour, in accordance with the Equalities Act 2010.

15.10 Where a child has been permanently excluded from two or more schools, there is no obligation for BGLC to comply with parental preference for a period of two years from the last exclusion. This does not apply where exclusion was before the child was of compulsory school age, for children who have been re-instated following a permanent exclusion or for children with special educational needs statements or Education, Health and Care Plans.

15.11 In addition to this, applications for vulnerable children who have been unable to secure a school place outside of the normal admissions round may be referred for consideration under the Fair Access Protocol. Further details about this can be found on LCC's website. Parents should be aware that where children are considered under the protocol, the protocol has no obligation to comply with school preference rights (although it will be considered) in seeking to secure a school place. However, there is nothing to prevent a parent from applying for a different school at that time – any such application will be considered in accordance with the usual process.

15.12 Where a governing body does not wish to admit a child with challenging behaviour outside the normal admissions round, even though places are available, it must refer the case to LCC for action under the Fair Access Protocol (FAP).

15.13 For those of secondary school age the relevant Area Behaviour Partnership will be responsible to place the student with support as necessary.

15.14 Parents are not precluded from applying for a school place even whilst the FAP is ongoing.

15.15 For those children who have been permanently excluded and are in a transition phase (i.e. transferring from Year 6 to Year 7), all exclusions are expunged and the receiving school must take the child.

Children with Education Health and Care Plans (EHCP) (Special Educational Needs and Assessment (SENA))

15.16 All applications that have an EHCP will be forwarded to SENA for their consideration and processing.

Children from Overseas

15.17 Applications from non-UK nationals will be processed in accordance with this policy.

15.18 If LCC have any concerns as to a child's leave to remain in the UK and/or entitlement to state education, such concerns shall be referred to the Home Office.

Acceptance or Refusal of Offers; Withdrawal of Places or of Offers of Places

15.19 In the normal admissions round (i.e. when offers for secondary transfers are made on national offer date of 1st March), places will be assumed as being accepted unless specifically refused.

15.20 For mid-term applications (outside the normal round), parents must respond to any offer of a school place within 20 days of the date of that letter directly with the offer school to make starting arrangements.

15.21 Where no response has been received within 20 school days of the start of the school term or the date of the offer letter (as may be appropriate), a reminder will be sent explaining that the place may be withdrawn if they do not respond to the offer. Parents will be afforded a further 10 school days to take up the school place. If no further response to the offer (either accepting or refusing it) is received then the offer of a place will be withdrawn.

Children with Split Residence

15.22 Where a child lives for part of the week with one parent and for part of the week with the other parent, the address recognised by LCC and BGLC for the purposes of an application for a school place is the one where the child lives for the majority of the school week – Monday to Friday.

15.23 Where the weekly residence arrangement varies, and a child stays with both parents, on average, for the same amount of time during the school week over a four-week period, and one parent lives in another school catchment, the parents will be required by LCC to choose one address for the purposes of completing a school application. Where parents cannot agree a single address, LCC will require parents to seek a Court Order to determine which address is to be used.

15.24 Where any claimed residence arrangement is found to be false, and the child is yet to start at the allocated school, the place will be withdrawn as it will be considered obtaining the school place on fraudulent and / or misleading grounds. In such circumstances the application will be considered afresh and determined at that time based on the correct information.

Children of UK Services Personnel and other Crown Servants

15.25 Where BGLC has spaces, such children will be allocated a place as part of the normal round of admissions without the requirement of an official government letter declaring a relocation date. The place must be taken-up within 20 school days for the normal round of applications from the start of the academic year or it may be withdrawn.

15.26 Where during the normal round for admissions a school is oversubscribed, LCC will require any application to be supported by an official letter that declares a relocation date. The application will then be ranked and determined against the oversubscription criteria.

15.27 Where a posting is partway through the school year a place will be considered in advance of the family arriving, provided the application is accompanied by an official letter that declares a relocation date. The application will then be processed under the normal priority criteria.

Post Sixteen and Sixth Form Admissions

16.0 BGLC has delegated control (from LCC) of Post 16 admissions. However, this is within the broader context of LCC's policy and role as the admissions authority for BGLC.

- All students on roll in Year 11 at BGLC are entitled to a place in Post 16, Year 12, provided they meet the entry requirements as detailed in section 5.2 below.
- BGLC has an admission number, into year 12, Post 16 of 240. This 240 is comprised of Year 11 students already on roll at BGLC who meet the entry requirements (as per 16.2 below). Any remaining places can be filled by external candidates up to a year 12 group maximum of 240. It is acceptable to exceed this figure, but only if demand for courses can be met.

Criteria for access to A level/BTEC courses

16.1 At Post 16, BGLC is a level 3 centre. We offer a range of A level and BTEC qualifications. Students wanting to study other courses are signposted to local FE Colleges.

- The minimum entry requirement for Post 16 is 6 GCSE qualifications at grade 4 or above (or equivalent) in a variety of subjects, including English and Maths.
- In order to study specific subjects at A level, students need to have gained the minimum entry requirement for Post 16 and also the entry requirement for the subjects they wish to study. Exceptions to this must be approved by the Head of Post 16 following discussions with the relevant Subject Leader.
- Some subjects require a grade 5 or above at GSCE in Mathematics and/or English. Some subjects also require a grade 6 in a related subject – please see the entry requirements for each subject on our website.

Guidelines for Applicants

16.2 All applications, whether from internal or external applicants, will be treated equally as long as they adhere to the deadline date and entrance criteria.

- For all applications for Post 16, the preferred completion date for applications is prior to the Christmas break and is submitted via a PS16 Online Application System. However, late entry requests will be accepted, providing the student meets the entry criteria. In such cases it must be understood that the late entry may result in limitation of access to courses due to numbers.
- Students already at BGLC still have to apply formally for place in Post 16. They must meet the entry criteria and apply by the end of the Autumn Term.
- All applicants will be given an interview and will receive an offer of a place within 4 weeks of their interview conditional on their achievements at GCSE.
- Any applicant refused a place has the right to appeal to an independent appeal panel. Please contact BGLC for more information.