

# In-Year School Admissions

GUIDANCE BOOKLET 2018/2019

**Transferring a child to a school outside of the normal admissions round**

# WELCOME

This booklet will help guide you through the process of applying for an in-year school place in Gloucestershire.

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## Moving your child to another school

Moving your child to another school can affect them in many ways and the decision should not be taken without careful thought. The local authority firmly believes that continuity and stability in a child's education is very important and that a change of school should only be made if it is deemed to be in your child's best interests. Many things that worry parents and children can be sorted out without the need to move school.

Often moving school will not resolve your concerns and it can adversely affect your child's education. There are many difficulties that can arise within a school. Your child may be feeling unhappy or is not getting on with friends or teachers at that moment.

Maybe your child is struggling with their work or has been in trouble and you feel that it cannot be sorted out. All of the above issues can occur to any pupil at any stage in their school life and can be resolved without changing your child's school.

Before you make a definite decision to request a transfer to another school you should think very carefully and talk through your problems with the current school with a view to resolving the issues.

If you are not happy about the way in which the school is working with your child you should speak to the Head teacher first. If your concerns are not dealt with to your satisfaction you may decide to write to the Chair of Governors.

You should consider the following before deciding to change your child's school:

1. Teaching and school organisation

For children of any age, every school has its own way of doing things e.g. another school may teach the National Curriculum in different ways and at different times. You should think about the following:

- Will your child cope with learning new rules?
- Will your child cope with doing things in different ways?
- Have they done the work before or have they missed important earlier work?
- Will they find the work new or strange?
- If your child is due to take exams, will the same subjects be available in a new school and would the courses or exam boards be different?
- Will your child will be comfortable taking new subjects or exam courses?

2. Relationships

Children need to feel happy at school and relationships with friends, and with teachers, are an important part of this. You should consider whether your child will be able to settle in and get to know new people quickly, so that their learning does not suffer.

**If you require any further information please contact In-Year Admissions with your enquiry.**

Email: [inyear.admissions@gloucestershire.gov.uk](mailto:inyear.admissions@gloucestershire.gov.uk)

Telephone: 01452 426015

## Other factors to consider

Please be aware that having a child admitted into a particular school does not guarantee a place for their sibling(s).

- Every child's application is considered as an individual application. Therefore, any applications for siblings will be considered separately.
- Every application will be considered in line with a school's published admission criteria and published admission number.
- All schools have to follow their published admission criteria and cannot exceed admission numbers to place all children at the same school.
- If you are unsuccessful at gaining a place at your preferred school, you have a legal right of appeal. An independent appeal panel will consider your child's circumstances and the effect an extra child would have on children already attending a particular school. However, this does not guarantee that an appeal will be successful. Please see page 6.
- Once your child has been offered a place, it is your responsibility to ensure that they attend school. Please refer to our website for further information.

## Do your homework to help you decide which schools you wish to apply to

- <https://www.gov.uk/school-performance-tables> can help you find local schools. Alternatively, the [https://gis.gloucestershire.gov.uk/LocalViewPub/Sites/Find\\_a\\_school/](https://gis.gloucestershire.gov.uk/LocalViewPub/Sites/Find_a_school/) will help you locate a school in a straight line distance from your Gloucestershire address.
- You can read the latest OFSTED report for the school if you wish. This report will point out all the strengths and weaknesses of the school and is usually available on the school's website or by asking the school for a copy.
- Look at the school website - this will give you more information about the school's facilities etc.
- If you are considering a grammar school remember your child will need to take an Entrance Test. For further information please contact the grammar schools directly.
- If your child has an Education Health and Care Plan please go to page 7.
- Include your child in making the decision and to discuss the options available but remember a place at your preferred school cannot be guaranteed; make sure your child understands this.

## Applying for a school place

To make an application for a school place, you must be the child's parent or legal guardian. Schools can only accept one application per child therefore applications should only be made to the school once both parents agree with the preferred schools. If parents can't agree please see page 10.

- Download the in-year application form available from our website [www.gloucestershire.gov.uk/schooladmissions](http://www.gloucestershire.gov.uk/schooladmissions) - click on the "applying for a school place during the school year (in-year applications)", from the school direct or contact the In-Year team to send a hard copy in the post.
- You will need to complete an application for each school you wish to be considered for and send these direct to the school.
- Use your child's permanent address and provide proof of this to the school. Please see pages 10 & 11.
- Adoption and Children in Care. Please read the definition on page 14. You will need to provide documentary evidence of this.
- If you feel that your child has a medical need that can only be met by a specific school you will need to supply the school with documentation from a medical professional to support your application, if it is relevant in the school's admissions criteria.
- Check if the schools you are choosing require supplementary forms to be completed.
- **By signing the declaration on the in-year form you are confirming all details are correct and accurate at the time of the application. A school place can be withdrawn if the application is found to be fraudulent.**
- **We strongly advise parents not to remove children from their current school until a place has been secured at the new school of your choice, in case the new school is unable to offer your child a place.**

## Notification of application

The School will contact you direct advising you, in writing, whether or not you can be offered a place. A verbal offer or refusal is not a formal decision.

If you have been **refused** a place then the school **must** advise you in their letter the reasons why a place has been refused and notify you of your right to appeal and the procedure for this.

If you have been **offered** a place at a school contact the school to confirm acceptance. Please note if you have submitted multiple applications and have received refusals yet wish to be placed on that schools waiting list you must have already indicated this on the in-year application form. Please advise us:

- If you no longer wish to remain on any other schools' waiting lists, this may be done either by email or telephone. It is important to note that all waiting lists will be 'cleared down' at the end of each academic year and should you still require a place at any other school you will need to make a new in-year application at the start of the next academic year.
- If you have been offered more than one school place, please let us know which one you will be accepting.

The processing of an application should not take longer than five school days and if a place is offered it must be taken up within a reasonable time. Best practice for a school place is 15 school days however it is, ultimately, at the schools discretion. (Applications for a September start can be accepted at the start of Term 6 in June).

Parents may only hold one offer of a school place at a time, if you do not wish to take up the offer made to you, please advise the school as quickly as possible so that they may offer it to another child.

## Request an Appeal

If you are unsuccessful in gaining a place at your preferred school you have a legal right to appeal if you think you have exceptional circumstances supporting why your child should have a place at your preferred school. The refusal letter will notify you of your right to appeal and the procedure for this. Unless there are significant material changes in circumstances, only one appeal application may be made for each academic year for each school.

The local authority administrates appeals for some schools (Community and Voluntary Controlled) and will provide guidance notes when the appeal paperwork is requested.

Due to the restrictions regarding the infant class sizes in key stage one, an Appeal Panel can only override this decision under the 'School Admission Appeal Code' (2012) where they are satisfied that:

- a place was refused in error, i.e. that a place would have been offered if the admission arrangements had been properly implemented, or;
- the decision to refuse admission was 'unreasonable', i.e. that the decision was not one which a reasonable admission authority would make in the circumstances of the case.

## Children with Special Educational Needs and Disabilities

If you think that your child needs to go to a special school, you are advised to talk to your child's current school in the first instance.

It is important to remember that no places can be guaranteed at schools suggested or recommended as being suitable for your child by staff at your child's current school or by other advisers.

If your child has an Education Health and Care Plan (EHCP) or a Statement of Special Educational Needs there is a different process for securing a school place.

Applications do not need to be submitted for children with an EHCP as places are automatically allocated in the school that has been named in the child's EHCP. If an in-year application is made then this will be discarded. If you wish a different school for your child other than the one currently named in your child's EHCP you will need to contact our SEND Casework Team on 01452 427815.

Children who have additional learning needs or a disability but **do not** have an EHCP or a Statement of Special Educational Needs, will need to apply for an in-year place at school following the same admissions procedures as all other children.

If you have concerns about the process or the choice of a suitable school, you may find it helpful to discuss this with your child's current school or other professionals involved with your child's education and welfare. In-Year Admissions will be available to answer any queries that you may have.

## Children of UK Service personnel and other Crown Servants (including Diplomats)

Admission Authorities in Gloucestershire welcome applications from all families eligible for school places in the County. The County and its partner Admission Authorities recognise the particular needs of Service parents and others serving the Crown, many of whom have to manage frequent moves of home both inside and outside the UK.

In the light of the guidance and requirements set out in the School Admissions Code (December 2014), Admission Authorities in Gloucestershire are keen to ensure that those managing applications for school places in the County and any appeals arising from them have regard to the Code and the needs of the Mobile Service Community. The academic year is split into six academic terms and you can apply two terms in advance of the date the school place is required. See page 12 for term dates. Please be aware that your preferred school may not always be able to offer your child a place. Schools can use the address to which the family is being posted for allocation purposes before the family has arrived there, provided the application is accompanied by an official government letter e.g.

- Posting Orders **or**
- Confirmation in writing from the Unit Clerk **or**
- Confirmation in writing from the Commanding Officer that the parent is Service personnel.

## Travel Assistance

It is very important that you think about transport when you consider the school you would like your child to attend. If you are not choosing to attend the nearest school (for whatever reason) or the school is within walking distance assistance is very unlikely to be granted. The majority of children are not eligible for free transport. Therefore, you will usually have to organise and pay for transport. However, many schools have their own travel plans, with special routes to make walking or cycling safer and have special facilities such as cycle shelters. Please check the website of the schools for details.

You can apply for assistance with transport if your child lives in Gloucestershire and one of the following statements also applies:

- Your child attends their nearest school with spaces **and** it is over two miles or more walking distance away **and** your child is aged under 8 years or
- Your child attends their nearest school with spaces **and** it is over three miles or more walking distance away **and** your child is aged 8 years or over.

For a ‘**straight line**’ calculation on the distance from your postcode to the school you are interested in please use the following link: [www.gloucestershire.gov.uk/schooladmissions](http://www.gloucestershire.gov.uk/schooladmissions) and click on the ‘Find a School’ tab – please note this should only be used for a general guideline and does not match the criteria for how the transportation distance assessment is calculated. Travel assistance is measured by “**walking**” distance using the nearest available pedestrian route.

Transport assistance is not provided to those children who:

- Attend an independent school.
- Study away from their normal school.
- Live outside the County and attend a Gloucestershire school.

If transport is likely to be an issue for you, we would advise you to contact the Travel Assistance and Free School Meals Team to see if we can help with transport before choosing your preferred schools.

The County Council remains committed to ensuring that all children are able to access education and will continue to meet all of its statutory duties. It further commits to considering best practice as outlined in the Education Act 1996, Education and Inspections Act 2006, the Home to School Travel and Transport Guidance and Home to School Travel for Pupils Requiring Special Arrangements Guidance.

**Please check the website for our current transport policy:**

[www.gloucestershire.gov.uk/schooltransport](http://www.gloucestershire.gov.uk/schooltransport)



## In-Year Fair Access Protocols

Gloucestershire County Council has protocols in place to ensure that admissions and transfer is secured quickly for children who are unable to find a school place and that all schools take their fair share of vulnerable children or those who are hard to place.

These protocols are used to place children in-year and are not part of the main admission round during the normal year of entry to the school. All schools in Gloucestershire have signed up to the fair access protocols. Should a vulnerable child within these protocols require a place at the school, they can be admitted even if the school has no places and they will also take precedence over any child already on the waiting list.

The protocols cover a range of children that are considered to be more vulnerable in securing school places and will be followed when parents/carers have been unable to find a school place for their child through the normal methods. If this is the case, the local authority will become responsible for finding a school place for your child; however we cannot guarantee that it will be at a school of your choice.

Parents still have the right to appeal for a place at their preferred school regardless of their circumstances and parents will be encouraged to exhaust normal methods of in-year admission before being referred through this protocol.

The Protocols only apply for the following groups of children:

- Children attending Alternative Provision Schools who need to be reintegrated back into mainstream education;
- Children who have been out of education for longer than one school term;
- Children whose parents have been unable to find them a place after moving to the area, because of a shortage of places;
- Children of Gypsies, Roma, Travellers, refugees and asylum seekers;
- Children who are homeless;
- Children with unsupportive family backgrounds, for whom a place has not been sought;
- Children known to the police or other agencies;
- Children without a school place and with a history of serious attendance problems;
- Children who are carers;
- Children with special educational needs, disabilities or medical conditions (but without a statement or EHC Plan);
- Children returning from the criminal justice system;
- Children of UK Service personnel and other Crown Servants;
- Children who have been permanently excluded (after the process has been ratified by the Governing Body);
- Children who have no school place and have been refused admission by a school on the basis of their challenging behaviour.

If your child's circumstances meet the in-year fair access protocols, the professionals who are dealing with your child will refer them to In-Year Admissions. Alternatively, you can contact In-Year Admissions directly to discuss your situation or for further advice. The full fair access protocol is available from the local authority website: [www.gloucestershire.gov.uk/extra/article/101132/School-admission-protocols](http://www.gloucestershire.gov.uk/extra/article/101132/School-admission-protocols)

## **Frequently Asked Questions**

### **Who has parental responsibility for a child?**

Both a child's natural parents have parental responsibility if they are, or ever have been, married to each other. If parents have never married, the mother has parental responsibility automatically. Unmarried fathers acquire parental responsibility for their children in different ways, depending on when their children are born.

Parental responsibility for children born before 1st December 2003 is obtained by:

- Marriage to the natural mother of their child or by obtaining a Parental Responsibility Order from the court.
- Registering a Parental Responsibility Agreement with the court or by an application to court.

Parental responsibility for children born after 1st December 2003 is obtained by:

- Registering the child's birth jointly with the mother at the time of birth.
- Re-registration of the birth by the natural father.
- Marriage to the natural mother of their child or by obtaining a Parental Responsibility Order from the court.
- Registering a Parental Responsibility Agreement with the court or by an application to court.

### **What if parents cannot agree on a change of school?**

The County Council and Schools cannot become involved in disputes between parents.

If parents cannot agree, and a court has not been approached to decide which parent has the right to submit their preferred school, then a school **will not** accept your application.

### **What address do I use to apply?**

You must only apply using the permanent home address where you currently live. If you are moving to a new address then proof of this, showing both new address and date of move, should be sent with the application.

A child's permanent home address is defined as 'a child's ordinary place of residence', which is deemed to be the residential property at which the child normally and habitually resides with their parent or legal guardian. Addresses of a business, relative, friend or child-minder will not be considered as the permanent home address even when the child stays there for all or part of the week.

## What is sufficient proof?

A school is responsible for verifying a child's address and date of birth. As some schools have specific requirements as to what proof they will accept the information below is provided as a guide only. Please check with each school you are applying for to find out what documents they will accept as proof of address and date of birth.

Copies of your child's passport or short birth certificate are usually accepted as proof of date of birth.

If your move involves the purchase of a property you will need to send a solicitor's letter confirming the exchange of contracts and the actual completion date. A letter confirming your intention to purchase will not be accepted.

If your move involves the renting of a property you will need to send a copy of your signed tenancy agreement or written evidence from the letting agency or solicitor confirming the lease start and end date.

If your move involves you returning to live in a property you already own you will need to send written evidence of the date that you will move back into the property. If you have rented your property to someone else you will also need to send evidence that you have given your tenants notice to leave.

## Overseas

You can apply from overseas but you must submit your application using the address where your child is permanently living (please see the definition above) at the time of application. If you are applying from your Gloucestershire address you will need to provide proof that you have permanently moved here. Please note that if you own a property in the UK this address cannot be used for allocation purposes unless your child has permanently moved into this address.

## What do I do if I want my child to attend a school outside Gloucestershire?

As Gloucestershire do not coordinate for in-year admissions you will need to contact the Authority where you wish your child to attend School. If this is an "in-year admissions co-ordinating authority" and they advise you to contact us direct then you should inform them that Gloucestershire do not co-ordinate in-year admissions and therefore you are requesting them to administer your application.

If you are refused a preferred school outside of Gloucestershire, you must contact the authority in the area that the school is situated for advice, to request a place on the waiting list and to obtain an appeal form. The completed form must be returned to the issuing authority and **not Gloucestershire**.

## I live outside Gloucestershire. How do I apply for a place at a Gloucestershire school?

If you do not live in Gloucestershire then you apply using the same process as those that live in Gloucestershire.

Please note that Gloucestershire County Council will not be able to provide transport to the school if your child does not live within the County. Your home Local Authority will have their own arrangements, and you should contact them for further advice.

## What if I want to send my child to an independent school?

If you would like your child to attend an independent school, this is entirely a matter for you and you must make your own arrangements. The Local Authority cannot pay for, or contribute to, the fees or costs for children attending an independent school.

You must contact [inyear.admissions@gloucestershire.gov.uk](mailto:inyear.admissions@gloucestershire.gov.uk) to let us know your child will be attending an independent school and will not or no longer require a place at a Local Authority school.

## What if I want to Home Educate my child?

A small number of parents will want to teach their own children. Under Section 7 of the Education Act 1996 you are legally entitled to educate your child at home. If you decide to do so, you become solely responsible for ensuring that your child receives 'full-time education suitable to their age, ability and aptitude and to any special educational needs they may have'.

The Local Authority will have to be satisfied that your arrangements are satisfactory, but we are not responsible for helping you plan the programme. This means that you accept responsibility for content, planning, teaching and cost.

For further details about Home Education please go to [www.gloucestershire.gov.uk/ehe](http://www.gloucestershire.gov.uk/ehe) or contact the Gloucestershire Elective Home Education Service by email: [ehe@gloucestershire.gov.uk](mailto:ehe@gloucestershire.gov.uk) or telephone: 01452 426015.

## How many terms are there in an academic year?

There are six terms in an academic year. The term dates for the academic year starting in September 2018 are:

- Term 1: Mon 3<sup>rd</sup> Sept - Fri 19<sup>th</sup> Oct 2018
- Term 2: Mon 29<sup>th</sup> Oct - Fri 21<sup>st</sup> Dec 2018
- Term 3: Mon 7<sup>th</sup> Jan - Fri 15<sup>th</sup> Feb 2019
- Term 4: Mon 25<sup>th</sup> Feb – Fri 5<sup>th</sup> April 2019
- Term 5: Tues 23<sup>rd</sup> Apr - Fri 24<sup>th</sup> May 2019
- Term 6: Mon 3<sup>rd</sup> June - Tues 23<sup>rd</sup> Jul 2019

## **My child is due to start reception class in September 2019, do I make an in-year application?**

This is not an in-year application because Gloucestershire County Council is responsible for co-ordinating the allocation of school places for children due to start reception in September. Therefore, if your child's date of birth falls between 1 September 2014 and 31 August 2015 you will need to make a co-ordinated admissions application. For details of how to do this, please go to the website: [www.gloucestershire.gov.uk/schooladmissions](http://www.gloucestershire.gov.uk/schooladmissions) or contact Co-ordinated Admissions by email [school.admissions@gloucestershire.gov.uk](mailto:school.admissions@gloucestershire.gov.uk) or telephone 01452 425407

## **My child is due to start year 7 in September 2019, do I make an in-year application?**

This is not an in-year application because Gloucestershire County Council is responsible for co-ordinating the allocation of school places for children due to start year 7 in September. Therefore, if your child's date of birth falls between 1 September 2007 and 31 August 2008 you will need to make a co-ordinated admissions application. For details of how to do this, please go to the website: [www.gloucestershire.gov.uk/schooladmissions](http://www.gloucestershire.gov.uk/schooladmissions) or contact Co-ordinated Admissions by email [school.admissions@gloucestershire.gov.uk](mailto:school.admissions@gloucestershire.gov.uk) or telephone 01452 425407

## **There are lots of different types of schools, what is the difference between them?**

In this booklet 'school' refers to all the different types of schools. The most common state schools are:

- community schools, which are controlled by the local council and not influenced by business or religious groups
- foundation schools, which have more freedom to change the way they do things than community schools
- academies, which are run by a governing body, independent from the local council - they can follow a different curriculum
- grammar schools, which are run by the council, a foundation body or a trust - they select all or most of their pupils based on academic ability and there is often an exam to get in
- faith schools, which can be different kinds of schools, e.g. voluntary aided schools, voluntary controlled schools, free schools, academies etc. but are associated with a particular religion
- free schools, which are funded by the government but aren't run by the local council. They have more control over how they do things
- trust schools, which are foundation schools supported by a charitable trust and maintained by the local authority.

Special Schools specialise in teaching children with special educational needs and/or disabilities.

Private schools (also known as 'independent schools') charge fees to attend instead of being funded by the government.

## Glossary

### **Additional/Supplementary Form**

A number of selective schools, including faith schools, use supplementary information forms to gather additional information in support of an application, particularly in relation to faith. These forms are in addition to the in-year application form.

### **Admission Criteria**

Rules used to decide the order in which children are offered places at schools.

### **Admission Number**

The number of new pupils each school's Admission Authority can admit.

### **In-Year Application Form**

The form you must fill in and email or post direct to the schools you would prefer your child to attend.

### **Distance measurement (Admissions)**

Distance will be measured in a straight line from the Ordnance Survey point of the child's home to an Ordnance Survey point of the school using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority.

### **Distance measurement and Shortest Available Pedestrian Route (Transport)**

Distances are measured from the child's home entrance to the nearest school gate along the shortest pedestrian route (which would include walking along maintained walkways that are able to be used in any weather). Once the nearest school has been established we assess the 'statutory walking distance'. The measurement of the statutory walking distance is not necessarily the shortest distance by road. It is measured by the shortest route along which a child, accompanied as necessary, may walk with reasonable safety.

### **Looked After Children (Children in Care)**

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).

- (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 Adoption Act, Section 12, Adoption Orders) and children who were adopted under the Adoption and Children's Act 2002 (see Adoption and Children's Act, Section 46, Adoption Orders).*
- (3) *Under the provisions of Section 12 of the Children and Families Act 2014, which amends Section 8 of the Children Act 1989, Residence Orders have now been replaced by Child Arrangements Orders.*
- (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).*

## **Parents/family members**

A parent is any person who has parental responsibility or care of the child. Where admission arrangements refer to 'parent's attendance at church' it is sufficient for just one parent to attend. Only parents and siblings are classed as 'Family members'.

## **Sibling**

Sibling refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister or the child of the parent/carer's partner as well as children brought together as a family by a same sex civil partnership. In every case, the child must be living full-time in the same family unit at the same address, at the time of application.

## **Specific Medical Condition**

A diagnosed medical condition that means a child has needs that can be met only at one, specific school.

## **Useful Contacts**

**In-Year Admissions** provides advice on applying for a school place during the school year. They can be contacted using any of the details below.

**Gloucestershire County Council**  
**Shire Hall**  
**Gloucester**  
**GL1 2TP**

**E-mail:** [inyear.admissions@gloucestershire.gov.uk](mailto:inyear.admissions@gloucestershire.gov.uk)  
**Website:** [www.gloucestershire.gov.uk/schooladmissions](http://www.gloucestershire.gov.uk/schooladmissions)  
**Telephone:** 01452 426015 (Monday to Friday 8.30am to 5.00pm)

**Travel Assistance and Free School Meals Team (Gloucestershire County Council)** is responsible for giving advice and guidance on your child's eligibility to access school transport and free school meals.

**E-mail:** [edsupport@gloucestershire.gov.uk](mailto:edsupport@gloucestershire.gov.uk)  
**Telephone:** 01452 425390

**Democratic Services (Gloucestershire County Council)** provides advice on appealing for a place at your choice of school.

If you are appealing for a Community School/Voluntary Controlled school, the Democratic Services departments will co-ordinate your appeal hearing. They will inform you of the date, time and location of your appeal and the names of the panel members and clerk.

**E-mail:** [democratic.services@gloucestershire.gov.uk](mailto:democratic.services@gloucestershire.gov.uk)  
**Telephone:** 01452 324205

**Co-ordinated Admissions (Gloucestershire County Council)** is responsible for admitting children to the normal years of entry to primary (reception), junior (year 3) and secondary schools (year 7)

**E-mail:** [school.admissions@gloucestershire.gov.uk](mailto:school.admissions@gloucestershire.gov.uk)  
**Telephone:** 01452 425407

**Integrated Transport Unit (ITU) (Gloucestershire County Council)** is responsible for the Council's passenger transport services, including the operation and procurement of mainstream home to school transport services. The ITU is able to respond to customer enquiries regarding local bus services for students who are not entitled to free transport and are happy to receive enquiries from you regarding public transport solutions for the journeys to and from school.

**E-mail:** [mainstream@gloucestershire.gov.uk](mailto:mainstream@gloucestershire.gov.uk)  
**Telephone:** 01452 425387



**Department of Education** provides the rules for admissions and appeals that all Local Authorities have to follow.

**Website:** [www.gov.uk/government/organisations/department-for-education](http://www.gov.uk/government/organisations/department-for-education)

**Telephone:** 0370 000 2288

**Ofsted (Office for Standards in Education, Children’s Services and Skills)** the official government body for inspecting schools.

You can access copies of the reports on your local school/academies from their website or from your local library

**Website:** [www.reports.ofsted.gov.uk](http://www.reports.ofsted.gov.uk)

**The Ombudsman** looks into complaints about injustice of the administration of school allocation.

The Ombudsman will consider complaints where a parent feels that a school place was refused because of some unfairness or mistake by the Local Authority in their role of co-ordinating admissions in Gloucestershire and/or a school admissions appeal that was handled incorrectly.

**Website:** [www.gov.uk/schools-admissions/appealing-a-schools-decision](http://www.gov.uk/schools-admissions/appealing-a-schools-decision)

**Telephone:** 0845 602 1983

**Schools Adjudicator** reviews admission criteria for schools/academies and investigates any concerns that parents may have about this.

**Website:** [www.gov.uk/government/organisations/office-of-the-schools-adjudicator](http://www.gov.uk/government/organisations/office-of-the-schools-adjudicator)

**Telephone:** 01325 340402

## **Neighbouring Local Authorities**

### **Herefordshire Council**

School Admissions Team  
Plough Lane Offices  
Plough Lane  
Hereford, HR4 0LE

**Email:** [schooladmissions@herefordshire.gov.uk](mailto:schooladmissions@herefordshire.gov.uk)

**Website:** [www.herefordshire.gov.uk/education-and-learning/schools/schools-admissions](http://www.herefordshire.gov.uk/education-and-learning/schools/schools-admissions)

**Telephone:** 01432 260925

### **Monmouthshire County Council**

School and Student Access Unit  
Directorate for Children and Young People  
Innovation House  
Wales 1

Magor NP26 3DG

**Email:** [schoolandstudentaccessunit@monmouthshire.gov.uk](mailto:schoolandstudentaccessunit@monmouthshire.gov.uk)

**Website:** [www.monmouthshire.gov.uk/applying-for-a-school-place](http://www.monmouthshire.gov.uk/applying-for-a-school-place)

**Telephone:** 01633 644508

### **Oxfordshire County Council**

School Admissions Team  
County Hall  
New Road  
Oxford, OX1 1ND

**Email:** [admissions.schools@oxfordshire.gov.uk](mailto:admissions.schools@oxfordshire.gov.uk)

**Website:** [www.oxfordshire.gov.uk/cms/public-site/starting-school](http://www.oxfordshire.gov.uk/cms/public-site/starting-school)

### **South Gloucestershire Council**

Admissions & Transport Team  
South Gloucestershire Council  
Department for Children,  
Adults and Health  
PO Box 298  
Civic Centre

High Street, Kingswood  
Bristol, BS15 0DQ

**Email:** [cis@southglos.gov.uk](mailto:cis@southglos.gov.uk)

**Website:** [www.southglos.gov.uk/admissions](http://www.southglos.gov.uk/admissions)

**Telephone:** 01454 868008

### **Swindon Borough Council**

School Admissions Team  
Swindon Borough Council  
Wat Tyler House  
Beckhampton Street  
Swindon, SN1 2JH

**Email:** [schooladmissions@swindon.gov.uk](mailto:schooladmissions@swindon.gov.uk)

**Website:** [www.swindon.gov.uk/secondaryschoolplaces](http://www.swindon.gov.uk/secondaryschoolplaces)

**Telephone:** 01793 445500

**Warwickshire County Council**

School Admissions Service  
Saltisford Office Park  
Ansell Way  
Warwick, CV34 4UL

**Email:** [admissions@warwickshire.gov.uk](mailto:admissions@warwickshire.gov.uk)

**Website:** [www.warwickshire.gov.uk/admissions](http://www.warwickshire.gov.uk/admissions)

**Telephone: 01926 414143**

**Wiltshire Council**

School Admissions  
Wiltshire Council  
County Hall  
Bythesea Road  
Trowbridge, BA14 8JN

**Email:** [customerservices@wiltshire.gov.uk](mailto:customerservices@wiltshire.gov.uk)

**Website:** [www.wiltshire.gov.uk/schoolseducationandlearning/schoolsandcolleges](http://www.wiltshire.gov.uk/schoolseducationandlearning/schoolsandcolleges)

**Telephone: 01225 713010**

## Academic Year Chart 2018/2019

PRIMARY	YEAR GROUP	ADMISSION YEAR
01/09/2016 - 31/08/2017	-3	09/2021
01/09/2015 - 31/08/2016	-2	09/2020
01/09/2014 - 31/08/2015	-1	09/2019
01/09/2013 - 31/08/2014	0	09/2018
01/09/2012 - 31/08/2013	1	09/2017
01/09/2011 - 31/08/2012	2	09/2016
01/09/2010 - 31/08/2011	3	09/2015
01/09/2009 - 31/08/2010	4	09/2014
01/09/2008 - 31/08/2009	5	09/2013
01/09/2007 - 31/08/2008	6	09/2012

SECONDARY	YEAR GROUP	ADMISSION YEAR
01/09/2006 - 31/08/2007	7	09/2018
01/09/2005 - 31/08/2006	8	09/2017
01/09/2004 - 31/08/2005	9	09/2016
01/09/2003 - 31/08/2004	10	09/2015
01/09/2002 - 31/08/2003	11	09/2014