



The High School  
Leckhampton

## Admissions Policy (including Year 7 Admission Arrangements for 2027-28)

**Reviewing Member of Staff:** Mrs Helen Wood  
**Date updated:** Autumn Term 2025  
**Review Date:** Autumn Term 2026

## 1. Aims

This policy aims to:

- Explain how to apply for a place at the school
- Set out the school's arrangements for allocating places to the pupils who apply
- Explain how to appeal against a decision not to offer your child a place

## 2. Legislation and Statutory Requirements

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code 2021](#)
- [School Admission Appeals Code](#)

The school is required to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

This policy complies with our funding agreement and articles of association.

## 3. Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry (Year 7), using the common application form provided by their home local authority.

**Looked-after children** are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

**Previously looked-after children** are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

## 4. Admission Arrangements for Year 7 (2027-28)

### • Admission number

The school has an admission number of 180 for Year 7 in September 2027.

The school will accordingly admit this number of pupils if there are sufficient applications. Where fewer applicants than the published admission number(s) for Year 7 are received, the school will offer places to all those who have applied.

### • Application process

The school will operate within co-ordinated admissions run by Gloucestershire County Council. This means that parents will need to complete a LA common application form for all their choices of school including The High School Leckhampton.

The closing date for applications is 31 October 2026.

Offers will be made by Gloucestershire County Council on 1 March 2027.

### • Oversubscription criteria

When the school is over-subscribed, after the admission of pupils with an Education, Health and Care plan naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. Looked after children **(i)** or children who were previously looked after but immediately after being looked after became subject to an adoption **(ii)** child arrangement order **(iii)** or a special guardianship order **(iv)**. In addition, looked after children and all previously looked after children, including those children 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. **(v)**
2. Children who have a sibling attending the school where the sibling will continue to be on the school roll when the applicant's child is admitted.
3. Children of full or part-time salaried members of staff who have been recruited to fill a vacant post for which there is a demonstrable skill shortage.
4. Children living in the area of priority, served by the school. If there are more children in the area of priority than places available, those with the strongest geographical claim, measured in a straight line from the ordnance survey address point of the child's home address (including flats) to the ordnance survey address point of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority.
5. Other children with the strongest geographical claim, measured in a straight line from the ordnance survey address point of the child's home address (including flats) to the ordnance survey address point of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority.

## **Notes**

### **Note 1**

- (i)** 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 the school. In Gloucestershire, such children are referred to as Children in Care.
- (ii)** 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).
- (iii)** Under the provisions of section 12 of the Children and Families Act 2014, which amend section 8 of the Children Act 1989, residence orders have now been replaced by child arrangements orders.
- (iv)** 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).
- (v)** A child is regarded as having been in a state of 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.

### **Note 2**

A sibling is a brother or sister, half-brother or sister, adopted brother or sister, step-brother or sister, or the child of the parent's/carer's partner, and in every case, the child must be living in the same family unit at the same address.

### **Note 3**

Full or part-time salaried members of staff does not include staff employed on an ad-hoc or casual basis, e.g. examination invigilators, supply staff etc.

### **Note 4**

Criteria 4 and 5 refer to the child's home address. A child's home address will be considered to be where he/she is resident for the majority of nights in a normal school week. If a child lives with both parents on a 50:50 (equal) basis, both parents must agree.

### **Note 5**

Where any particular category at points 1-5 is oversubscribed, the strongest geographical claim based on straight line distance will be used to determine which child will be offered a place.

## **• Tie Break**

In the event of the oversubscription of any of the criteria 2-5, where there are two or more children living the same distance from the school, random allocation will be used to decide between them. This process will be independently verified.

- **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 school is oversubscribed, parents may request that their child is placed on the school's waiting list.

- **Admission of children outside their chronological age group**

The school's default position is that pupils are placed in their normal age group. Parents may request that their child is admitted outside their chronological age group. To do so parents should include a request with their application, specifying why admission out of their chronological age group is being requested.

When such a request is made, the school will make a decision on the basis of the School Admissions Code, the circumstances of the case and in the best interests of the child concerned, taking into account the views of the Headteacher and any supporting evidence provided by the parent.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school, but it is not in their preferred age group.

- **Waiting lists**

Where the school receives more applications for places than there are places available, a waiting list will operate until at least the end of the first term after the beginning of the school year. This will be maintained by the school, and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant, they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be re-ordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

## **5. Fair Access Protocol**

We participate in Gloucestershire County Council's Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible.

## 6. 'In-Year' Admissions

All **In-Year** applications must be completed using the In-Year application form that is available on the Gloucestershire County Council website. Applications can only be accepted if all sections of the form are fully and accurately completed. If any section is found to be deliberately completed incorrectly, this will render the application invalid and may count against the applicant in future appeal hearings.

All applications will require proof of address and proof of date of birth. Applicants are advised to read the Gloucestershire County Council website advice on In-Year applications – "In-Year Admissions Guidance Booklet", before completing the application form.

If there is a suspicion by the school that the application (or parts of the application) might be fraudulent, the school can insist on additional documents being provided, before the application is processed.

Applications for places 'In-Year' or outside the normal round of admissions will be dealt with in line with the oversubscription criteria outlined in our Admission Arrangements. If the relevant year group(s) is oversubscribed, the school will write to parents, notifying them of the decision not to offer a place. Where it is not possible to offer a place, parents will be notified of the right to an appeal.

If the application and/or appeal is unsuccessful the applicant can write to the school and request to be added to the waiting list (except when the unsuccessful application is for a year group that doesn't match their chronological age). All names will remain on the waiting list for a maximum of **six weeks**, and then name will be removed.

If a place does become available in a particular year group, the school will refer to the waiting list of applicants. If the waiting list still has "live applications" then places will be offered according to the entry criteria set out in our Admission Arrangements. (Earlier applicants will not be given priority over later applications). On August 31st, all waiting lists will be wiped clear, and a new waiting list will be started in the new academic year.

## 7. Appeals

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Appellants should contact the school for information about how to appeal.

***Proposed** Admissions Policy including Year 7 Admission Arrangements for Y7 for 2027-28 - approved by The LGB of The High School Leckhampton – September 17<sup>th</sup>, 2025*