



ADMISSIONS POLICY

Academic Year 2025-2026

Last Review: October 2023
Date Ratified: 24th January 2024

Currently the School's 'Admissions Number' is 125 (the maximum number of pupils the school can accept each year based on the physical limitations of the school buildings).

If applications for admissions exceed the number of places available, the following criteria have been agreed to decide which children should be admitted:

1. The highest priority for admission will be given to 'Looked After Children' (1) or children who were previously looked after but immediately after being looked after became subject to an adoption (2) child arrangements order (residency order) (3) or special guardianship order (4) including those who appear to the admission authority to have been in state care outside of England and ceased to be in state care as a result of being adopted.
 - 1) A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. In Gloucestershire, such children are referred to as Children in Care.
 - 2) This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders).
 - 3) Under the provisions of s.12 of the Children and Families Act 2014.
 - 4) See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).
 - 5) A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.
2. Children living in the priority catchment area served by the school who have a sibling attending the school and who will continue to do so when the younger child is admitted. A sibling is defined as: 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.
3. Children for whom only one particular school is appropriate due to an exceptional medical condition. Applications under this criterion will only be considered if they are supported by a written statement from the child's doctor. This must demonstrate that there is a very specific connection between the medical need and the facilities or resources of the School.
4. Children living in the priority catchment area served by the school with the strongest geographical claim, measured from the ordnance survey point of a child's home and the ordnance survey point of the school, with those living closer to the school receiving higher priority.
5. Children living outside the priority catchment area served by the school who will have siblings attending the school when the younger child is admitted. A sibling is defined as: 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.

6. Children of members of staff who have been employed at the school for two or more years at the time at which the application for admission to the school is made or the member of staff is recruited to fill a vacant post at the school for which there is a demonstrable skill shortage. This priority will include all children of all members of staff who fit this criteria.

7. Children living outside the priority catchment area served by the school with the strongest geographical claim, measured from the ordnance survey point of a child's home and the ordnance survey point of the school, with those living closer to the school receiving higher priority.

The school is required to admit a child with an Education Health Care Plan (EHCP) that names the school, even if the school is full.

Catchment Area

SWR's Catchment Area, as determined by Gloucestershire Local Authority, includes Ashley, Avening, Beverstone, Boxwell-with-Leighterton, Cherington, Didmarton, Kingscote, Long Newnton, Rodmarton, Shipton Moyne, Tetbury, Tetbury Upton, Westonbirt, Horsley, Nailsworth, plus Choice area with Rednock School: Nymphsfield and Choice area with Thomas Keble School: Minchinhampton.

For full details of admissions procedures and terms please refer to the Local Authority's 'School Admissions Guidance Booklet'. This booklet is available from the Co-ordinated Admissions Team on 01452 425407, email school.admissions@gloucestershire.gov.uk or can be downloaded from the GCC website at <http://www.gloucestershire.gov.uk/transfersecondaryschool>

Admission of children outside their normal age group

Requests to admit a child to the school outside of the normal age group should be made by the Parent / Carer to the Admissions Authority. The Admissions Authority is The Athelstan Trust who can be contacted via email: outofyearadmissions@theathelstantrust.org. The Trust will consider the individual circumstances of the child. The Parent / Carer should provide relevant background information including whether or not the child has previously been educated out of their normal age group.

In the case of a summer born child who started primary school in the September after their 5th birthday, the request should be made when the child begins year 5. (Children born from 1st April to 31st August are known as summer born children).

In considering the request, the Trust will review the information supplied and seek the view of the Headteacher of the school concerned. The parent / carer will be informed, in writing, of the decision. If a parent/ carer wishes to query a decision to refuse a request for admission out of the normal age group, they may submit a complaint using the Athelstan Trust Complaints Policy, available from the Trust website.

It should be noted a request for admission out of the normal age group is separate from an application for a school place. An admission request will therefore subsequently need to be made by the parent / carer as per the School Admission Policy. If the school is oversubscribed, priority for admission will be given as per the criteria set out in this Policy.

Waiting Lists

If the school is oversubscribed, a waiting list will be held for (at least) the first two school terms (i.e. until the December holiday). The waiting list will be prioritised according to the school's oversubscription criteria.

Fair Access Protocols

The school has signed up to the In-Year Fair Access Protocols held by the Local Authority. Should a vulnerable child within these protocols require a place at the school, they will take precedent over any child on the waiting list.

In-Year Admissions

In-year applications are all those made outside the normal round of admissions for children of compulsory school age i.e. those applications made during the academic year for a school place in Year 7 through to Year 11. To apply for a place at Sir William Romney's School, parents should contact the school on 01666 502378, email admin@swr.gloucs.sch.uk. The Local Authority is no longer responsible for offering places to children on behalf of all

schools/academies, but it does maintain the statutory duty of being aware of all pupils and vacancies within schools/academies within Gloucestershire.

Transport

More information about school transport is available from the Travel Assistance & Free School Meals Team on the Local Authority webpage at www.gloucestershire.gov.uk/schooltransport or by email mainstream@gloucestershire.gov.uk or telephone 01452 425000.

For students outside the catchment area, information is available from the school on 01666 502378, email admin@swr.gloucs.sch.uk