

Admissions Policy (Sep 2026)

Thomas Keble School



This is a statutory policy and was agreed upon by the Full Trust Board on (and supersedes all previous policies relating to this area):	9 th July 2025
Signed by The Chair of Trustees Mr Julian Wintle:	
Implemented:	July 2025
Review date:	July 2026
Author:	S P Shaw



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1. Scope

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.
- Set out what happens following the offer and acceptance of a place.
- 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](#)

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, using the common application form provided by Gloucestershire County Council.

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. How to apply

For applications in the normal admissions round you should use the application form provided by your home local authority (regardless of which local authority the schools are in). You can use this form to express your preference for a minimum of 3 state-funded schools, in rank order.

You will receive an offer for a school place directly from your local authority.

5. Requests for admission outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group.



Requests must be made in writing to the Headteacher.

Decisions on requests for admission outside the normal age group **are at the discretion of the Headteacher** and will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' views
- Information about the child's academic, social and emotional development
- Where relevant, their medical history and the views of a medical professional
- Whether they have previously been educated out of their normal age group
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The headteacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

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.

6. Allocation of places

The school has an agreed admission number of **142 pupils** for entry into each year group.

The Admission Authority for the school is the **Trust Board**. The Trust Board will act in accordance with the principle that all pupils are to be educated in accordance with the wishes of their parents so far as that would be compatible with the provision of efficient education and training, and the avoidance of unreasonable public expenditure.

The following act as reasons, which might cause denial of parental preference:

- Where to admit the child would prejudice the provision of efficient education and cause unreasonable public expenditure (normally because the year group is already oversubscribed);
- Where the child has been permanently excluded from two or more schools.



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The Trust Board promotes ‘community cohesion’ and will not refuse to admit a child unless the number of applicants exceeds the school’s Published Admission Number (PAN).

Any decision to refuse admission will be made by the Headteacher and Chair of Trustees, after consultation with senior staff, in full accordance with the published criteria and School Admissions Code.

The School will work closely with the L.A., which has the duty to formulate coordinated admissions for pupils.

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 precedence over any child on the waiting list.

6.1 Catchment Area

The school catchment area is as follows:

Bisley with Lypiatt, Chalford, Edgeworth, Minchinhampton, Rodborough – Part only Rodborough Lane, Butterow Hill, Bagpath, Bownham Park, Swellshill and areas East, Thrupp, Stroud U.D. – part only the areas south of and not including Bowbridge Lane, Highfield Road and Bisley Road. Includes the villages of Amberley, Bussage, Brimscombe, France Lynch, Whiteway, Eastcombe, Oakridge, Burleigh, The Camp.

A map is available in the school to inform parents of the catchment boundary.

6.2 Oversubscription criteria

If the school is not oversubscribed, all applicants will be offered a place, unless this would prejudice the provision of efficient education and cause unreasonable public expenditure.

Children whose Education and Health Care Plan (EHCP) names the school, and who can be admitted without this being incompatible with the provision of efficient education for others, will be admitted, even if the school is fully subscribed. Likewise, children nominated by the Local Authority under the “VPAP” scheme will be admitted, unless this jeopardises the efficient education of others (Schedule 27 of the Education Act, 1996).

In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order until all places are filled. If the school is oversubscribed then all parents will be informed by the L.A. and invited to join a waiting list, ranked according to the published criteria. The published oversubscription criteria are:

1. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order. In addition,



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children who appear [to the admission authority of the school] to have been in state care outside of England and ceased to be in state care as a result of being adopted.

2. Children living in the priority catchment area normally served by the school who will have siblings¹ attending the school when the younger child is admitted and in every case, the child must be living in the same family unit at the same address.
3. Children who have an authenticated medical reason² for attending that particular school.
4. Children living in the priority catchment area normally served by the school with the strongest geographical claim, measured in a direct line.
5. Children who live outside the priority catchment area normally served by the school who will have siblings attending the school when the younger child is admitted.
6. Children who live outside the priority catchment area normally served by the school with the strongest geographical claim, measured in a direct line (please see note c) below).

6.3 Waiting list information

Once GCC have completed their allocation of places, a waiting list is 'handed over' to the school.

At this time, preparations will be made by the school to manage any subsequent admission appeals. Parents who have not been allocated a place are invited to appeal and be given full notice of hearings. Any request for an appeal should be in writing and addressed to the Headteacher at the school.

All appeals will be heard by an Independent Appeal Panel (IAP). Members of the panel will be selected from volunteers, according to the legal guidance. No member of the I.A.P. will have a 'conflict of interest' relating to an individual case. The I.A.P.'s decision is binding.

All waiting lists are managed by the school.

At the end of every academic year parents need to confirm whether they wish to remain on the waiting list.

Parents are entitled to one appeal in each academic year.

¹ Siblings – This refers to a child who has a sibling attending the school at the time the applicant child is admitted. This must be a child living in the same family unit, at the same address. A sibling is a brother or sister, half-brother or sister, step-sibling, foster sibling, adopted sibling or other child living permanently at the same address.

² Medical Reasons – this must be a medical need which can only be met by Thomas Keble School, due to their 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 specific connection between the medical need and the facilities or resources of this school.



All parents on a waiting list in September will be invited to make that appeal.

6.4 Tie break

In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, the school will use the distance between the school and a child's home as a tie breaker to decide between applicants. Priority will be given to children who live closest to the school. Distance – This will be measured as a straight line between the centre of the child's home address (including flats) to the central point of the school's reception area, using the Local Authority's computerised measuring system, with those living closer to the school receiving higher priority. In the event of there needing to be a "tie-break" between two applications with identical distance, then this will be done by random allocation. 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.

6.5 Challenging behaviour

We will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry. We may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged.

6.6 Fair Access Protocol

We participate in Gloucestershire County Council 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.

6.7 Withdrawal of an offered place

An offer of a place will only be withdrawn in limited cases, e.g:

- False claim to residence in the catchment area.
- Parents not responding to an offer of a place, within a reasonable time of 20 days.

6.8 Transport

Students living in the catchment area and more than 3 miles from the school may apply for assistance with transport to the school. Further information can be obtained from the Access to Education Team, Shire Hall,



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Gloucester GL1 2TP. Parents or Carers of those Students accepting a place at the school and who are outside of catchment are responsible for their own travel arrangements to and from the school.

7. In-year admissions

Parents can apply for a place for their child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHC plans name the school will be admitted unless to do so would prejudice the provision of efficient education and cause unreasonable public expenditure. In year admissions for those children with EHC plans should first be made to the local authority so that a consultation can be carried out to establish if need can be met.

If there are spaces available in the year group you are applying for, your child will be offered a place.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available, it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria listed in this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Applications for in-year admissions should be sent to the following address:

admissions@thomaskeble.gloucs.sch.uk

Parents will be notified of the outcome of an in-year application in writing within 15 school days.

Decisions on in-year admissions have been delegated to the Headteacher by the Trust board.

8. Appeals

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the grounds for your appeal in writing and send it to the following address:

admissions@thomaskeble.gloucs.sch.uk

You can find details of the school's appeals timetable on the following webpage:

[Admissions | Thomas Keble School](#)

9. Monitoring arrangements

This policy will be reviewed and approved by the Trustees every year.



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Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the trustees will publicly consult on these changes. If nothing changes, it will publicly consult on the school's admission arrangements at least once every 7 years.