



# Twyning School

## Admissions Policy

**Date Created:** October 2020

**Last reviewed on:** February 2024

**Next review due by:** February 2025

**Reviewed by:** School Business Manager

**Governor Committee:** Standards and Communications

This policy should be read in conjunction with the *Guide for Parents and Carers*, issued by the local authority (LA). The LA encourage online application at [www.gloucestershire.gov.uk/schooladmissions](http://www.gloucestershire.gov.uk/schooladmissions)

The Access to Education (0-16) Team at Shire Hall, Gloucester, GL1 2TP can be contacted for further details. Our policy will be published on Gloucestershire County Council's website and the school's website.

The admission number for the school is set at 20. Where applications for admission exceed the places available, the following criteria will be applied:

1. Looked After Children, children in public care
2. Where the child has a sibling currently attending the school and who will continue to do so at the time of their admission.  
Note: Siblings are defined 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, and in every case, the child must be living in the same family unit at the same address
3. Children with the strongest geographical claim, measured in a straight line from the centre of the child's home address (including flats) to the central point of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving higher priority'.

Note: This refers to the permanent home of the child at 31<sup>st</sup> January in the year in which the child is due to start school

**SEN.** 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.

### **Tie-break**

Should any level of oversubscription criteria have too many applicants for places (i.e. siblings, medical reasons etc.) a definitive result will be achieved by using distance criteria as a tie-break (the distance criteria will be the same as above i.e. safe route). Should there be two or more children living the same distance away they will be prioritised against each other through a further tie-break of random allocation.

The school will agree any changes to its admissions arrangements with the Secretary of State for Education. It will establish arrangements for appeals arrangements, which will be published each year.

## **Admission Appeals**

Parents have the right of appeal to an independent Admissions Appeals Committee over a decision by the Governor's Admission Committee to refuse a place at the School and will be informed of this. Details of the Appeals Procedure are available on request from the school. The deadline for receipt of the written appeal must be at least 10 school days from the date of written notification that the application was unsuccessful. For admissions in September the closing date for parents to request an appeal will be 1st May.

## **Waiting Lists**

If the school is oversubscribed, school will signpost the parents to the Admissions Team at Shire Hall.

## **In Year Admissions**

Since September 2012, parents should contact the school of their choice directly to request a place. To do this, parents need to complete an in-year application form for each child; these can be downloaded from the GCC website. Once completed, parents should send the form to the school, so that they can process the application. The school will let parents know directly if they can offer a child a place and will arrange a start date accordingly. If the school cannot offer a child a place, they must confirm the decision to parents in writing giving clear reasons as to why, and advise how to appeal. Every parent has the legal right of appeal if the school of their choice is full. If parents wish to appeal for a place, they should contact the In-Year Admissions team at Shire Hall; and they will advise on the appeals process.

## **Transport**

No transport is available from the school.