The High School Leckhampton Admissions Policy

Year 7 Admission Arrangements can be viewed on our website

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'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 in-valid 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. For proof of date of birth, applicants will be required to submit a good quality photocopy of their child's - birth certificate or passport, and a recent Utility Bill for proof of address. If the photo-document is not sufficient, applicants will be required to bring into school the original document. For applicants moving into the area, please read the "In-Year Admissions Guidance Booklet" for details of required supporting documentation.

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.

October 2025