



STUDENT ADMISSIONS POLICY 2025 – 2026

Originator	Reviewed by	Date of Review	Approved by	Date of Approval	Next Review Date	Website
School	S&C	14/09/2022	Full Board	17/10/2022	Sept 2023	Yes

Contents:

1. General Information
2. General Procedures
3. Admissions Criteria for Year 6
4. Designated Area
5. In-Year Admissions
6. Over-Subscription Criteria
7. Tie Break
8. Service Families
9. Early Transfer
10. Sixth Form Admissions
11. Previously Excluded Students
12. Waiting Lists
13. Appeal Process





“Excellence Every Day”

Our Mission

Our mission is to make sure that all our students, regardless of their circumstances, discover their personal best and thrive academically, individually and socially.

We are relentless in driving high expectations and make no apology for ensuring high standards across the school. We will continually ensure every student achieves excellent results, with high-quality teaching and a first-class curriculum, underpinned by outstanding cultural capital experiences and exceptional pastoral care.

Values

- **Excellence**
- We strive for greatness in everything we set our minds to. We endeavour to do our very best and excel in all aspects of school life.
- **Respect**
- We treat others in our diverse, inclusive community as we wish to be treated. We acknowledge individual differences yet join together in an uncompromising respect for each other.
- **Responsibility**
- We understand that we own our actions. We work hard to understand our emotions and manage them effectively, whilst ensuring we put any mistakes right.
- **Resilience**
- When we encounter challenges, we persevere and bounce back. We see setbacks as stepping stones to success and always give 100%.
- **Ambition**
- Our ambition knows no limits. We will push ourselves to be the best version of ourselves to ensure success.





1. General Information

The “Academy Trust” is the admissions authority for The John of Gaunt School. The Published Admissions Number (PAN) is 265. The Academy Trust must operate in line with its Funding Agreement with the DfE.

2. General Procedures

The Admissions Panel will be formed by Governors of the Academy Trust. They will:

- 2.1 decide on the number of places to allocate
- 2.2 allocate places for in-year transfers, if necessary using the over-subscription criteria
- 2.3 rank all students in Year 6 who have indicated The John of Gaunt School as a preference by reference to the over-subscription criteria

3. Admissions Criteria for Year 6

Students will be admitted to The John of Gaunt School at age 11, without reference to ability, aptitude or culture.

Applications should be made via Wiltshire Council at <http://www.wiltshire.gov.uk/> or by submitting a paper copy to the address below. They should be received by midnight on 31st October 2025.

School Admissions Team
Wiltshire County Council
Bythesea Road
Trowbridge
BA14 8JN
01225 713010

Students with a statement of special educational needs are automatically entitled to a place at The John of Gaunt School, if it is the named school on the statement.

4. Designated Area

The designated area is the geographical zone served by the school. The address that determines a student’s designated area is the place where he/she is permanently resident with his/her parent(s) or legal guardian(s). Evidence may be requested in order to reach a decision regarding home address (including where a student lives with parents with shared responsibility for each part of the week) for



the purpose of admissions e.g. registered address with GP or address to where child benefit is paid.

The designated area can be found at:

<https://www.wiltshire.gov.uk/schools-learning-forms-guides-policies>

In-Year Admissions

5.1 Late applications for Year 6 students or those wishing to join another year group must be made directly with Wiltshire Council. The over-subscription criteria (6.1 to 6.9) will apply in the event of any year group having reached their Published Admissions Number. The school will contact the applicant on receipt of their application from Wiltshire Council.

5.2 Fair Access Protocol All Wiltshire Schools, including The John of Gaunt School will act in accordance with the Fair Access Protocol which has been adopted to give access to educational provisions for hard to place children.

If the Governing Body of any school refuse admission to a child with challenging behaviour (outside the normal intake round) the case must be referred to the LA for consideration under the In-Year Fair Access Protocol. This will normally only be the case where the school has a partially high proportion of children with challenging behaviour or previously excluded children.

This protocol does not apply to a Child in Care (Looked after Child, a previously looked after child) or a child with a Statement of Special Educational Needs or Education Health and Care Plan, as these children must be admitted.

Further information on the In Year Fair Access Protocol including further criterions for referral, and a copy of the protocol can be viewed at www.wiltshire.gov.uk

6. Over-subscription Criteria

Where the number of applications for places in Year 7 exceeds the Published Admissions Number, places will be allocated in order of the ranked criteria below using evidence provided by parents on the school admission application form or through the appeals process if applicable:

6.1 Children in Care (Looked After Children): a 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order.



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 its social services functions at the time of application. A child who was Previously Looked After is a child who, immediately after being looked after, became subject to a child arrangements or residence order, legal adoption or a Special Guardianship Order including those who appear to the governing body to have been in state care outside of England and ceased to be in state care as a result of being adopted. As used in the oversubscription criteria above, the term LAC means both Looked After Children and Previously Looked After Children.

6.2 Vulnerable students: children from families registered with the National Asylum Support Service; children or families with a serious medical condition where written evidence is provided at the time of application from a senior clinical medical officer and G.P. showing that it would be detrimental to the child or family not to admit to The John of Gaunt School.

6.3 Designated area multiple births: children who live in the designated area and are twins (or are of other multiple births).

6.4 Designated area siblings: children living within the designated area who have a sibling attending at the application deadline date. Siblings who are in Year 11 or Year 12 at the deadline date should have applied to study for the next academic year at The John of Gaunt School at the admission date. Step, half and foster siblings are included.

6.6 Other children living within the designated area.

6.7 Children of school employees who have been working at the school for at least 6 months and who live outside the designated area

6.8 Non-designated area multiple births: children who live outside the designated area and are twins (or are of other multiple births).

6.9 All other children not covered by these criteria.

7. Tie Break

If the school is over-subscribed within any of the over-subscription criteria the straight-line distance from the student's home address to the school will be used as the determining factor. Distances will be supplied by Wiltshire Council using Ordnance Survey eastings and northings. Those living closer to the school will be given priority. In the event of there being equal distances the priority will be given by casting lots.



8. Service Families

Applications for children of service personnel with a confirmed posting to the county, or crown servants returning from overseas to live in the county, will be considered in advance of the family moving into the county if necessary. Where possible, an application must be included in the normal admission round.

An official letter, such as a posting note or letter of support from the commanding officer should be sent to the local authority as soon as possible. This should include the relocation date and Unit postal address or quartering area address (the address of the closest house in the nearest 'quartering area').

Until a fixed address is available, the Unit postal address or quartering area address will be used and a school place allocated accordingly.

The local authority will not refuse a service child a place because the family does not currently live in the area, and will not reserve blocks of places for these children.

Children will be considered to be siblings if any brother or sister is going to be attending a school. Their position on any waiting list will be set accordingly.

9. Early Transfer

In exceptional circumstances the Academy Trust will consider allowing under age entry into Year 7. The parents must put forward valid educational and social reasons for the application. Early applications will involve consultation with the current school, the Admissions Panel and Wiltshire Council's professional advisors. The application will not be agreed if any of these parties consider the transfer to be inappropriate.

10. Sixth Form Admissions

The student capacity of the Sixth Form is 293. All students wishing to enter the Sixth Form are required to complete the standard application form accessed from the school website.

10.1 Students will be admitted to the Sixth Form based on their achievement of the entry criteria. Entry is may be dependent on a student's previous pattern of behaviour or attendance.

10.2 The entry criteria for specific courses must be the same for internal and external applicants.



10.3 Internal students - applications are welcomed from internal students who will have attended Year 11 of the school during the 2024/25 academic year.

10.4 External students - applications will also be welcomed for entry to the sixth form from external applicants.

10.5 Should applications from suitably qualified external students exceed the number of places available, the following oversubscription criteria will apply in priority order:

10.5.1 Looked After Children

10.5.2 Vulnerable students

10.5.3 Students who have a sibling attending the school at the admission date

10.5.4 Other applicants on the basis of nearness to the school measured by the straight-line distance from the student's home address to the school. Those living closer to the school will be given priority.

10.6 Students should refer to the Sixth Form prospectus and website for the academic entry requirements.

11. Previously Excluded Students

11.1 The Admissions Panel has the right to refuse a place to any student who has been permanently excluded from another school or who have been placed on alternative provision, for a period of two years from the last exclusion. This rule does not apply in the following situations:

11.1.1 the student was reinstated following permanent exclusion.

11.1.2 the student has a statement of special educational needs that names The John of Gaunt School.

11.1.3 the student is a looked after child or previously looked after child.

11.2 The John of Gaunt School must participate in Wiltshire Council's Fair Access Protocol.

12. Waiting Lists

In the event of any year group being over-subscribed, a waiting list will be kept by the Academy Trust. Applicants on the waiting list will be given priority according to the over-subscription criteria, not date of application.



The John of Gaunt School
A Community Academy

13. Appeal Process

Parents have the right to appeal against any decision made by the Admissions Panel. Appeals should be made in writing to the clerk to the governors (via Wingfield Office) within 20 days of receiving an admissions refusal. The appeal will be considered by an Independent Appeals Panel.

 office@jogschool.org  [01225 762637](tel:01225762637)  www.jogschool.org

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The John of Gaunt School is a Limited Company registered in England - Company Number 7990655
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