Admissions Policy 28/29

DENE MAGNA SCHOOL

Policy name	Admissions Policy 28/29
Version date	October 2026
Owner	DMo
Approval date	6th October 2026
Approver	Local Governing Body
Review frequency	Annually
Review date	October 2027

Introduction

This policy outlines the processes and criteria relating to the admission of students to Dene Magna School, either on transfer from Primary School or as an in-year admission. This policy has been drawn up with regard to the School Admissions Code dated September 2021. Dene Magna School is its own admissions authority, but we delegate this to Gloucestershire County Council. The local authority admissions code and process applies to all admissions to Dene Magna for years 7 – 11.

Oversubscription Criteria

School's Published Admission No: 175

Students will normally be admitted at age eleven without reference to ability or aptitude. Where applications for admission exceed the number of places available, the following criteria will be applied, in the order set out below, to decide which children to admit.

1. A 'looked after child' (1) or a child who was previously looked after but immediately after being looked after became subject to an adoption 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* (2) child arrangements order (residency order) (3) or special guardianship order (4).

    a. 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.
    b. 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's Act 2002 (see section 46 adoption orders).
    c. Under the provisions of section 12 of the Children and Families Act 2014, which amend section 8 of the Children Act 1989, residence orders have now been replaced by child arrangements orders.
    d. 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).

2. Any student residing within the priority (catchment) area of the school, provided that the parents/carers have submitted an application (see note). Whilst our priority area comprises the parishes of Blaisdon, Drybrook, Longhope (south-west of Yartleton Lane & Sterrys Lane), Mitcheldean, Ruardean and Westbury-on-Severn. We would also encourage parents / carers from outside these catchments to apply for places, as population figures in the Forest vary year on year. In the event of oversubscription on this criterion, places would be allocated on the basis of proximity as described in criterion 6.
3. Any student who will have a sibling attending Dene Magna School at the start of the next academic year. A sibling is defined as a brother or sister, half brother or sister, adopted brother or sister, stepbrother or sister or the child of the parent/carer's partner, as well as children brought together by a same sex civil partnership. In every case, the child must be living in the same family unit at the same address. In the event of oversubscription on this criterion, places would be allocated on the basis of proximity as described in criterion 6.

4. Children who are attending Drybrook School (part of the Forest of Dean Trust) in both Y5 and Y6 who are on roll at the time of application (before the October half term).
5. Any student whose parent is a member of staff where:
    a. the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
    b. the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
6. Any remaining places would be allocated on the basis of proximity of the child's home to Dene Magna School, with those living nearer being accorded the highest priority. The distance will be measured by direct or straight line using the Local Authority's computerised measuring system on behalf of Dene Magna School (Admissions' Authority). This distance will be measured from the Ordnance Survey Point of the child's home (including flats) to the Ordnance Survey Point of the school, using the Local Authority's computerised measuring system.

Notes

- Any application received after the closing date, as published by the Local Authority, will be considered after all the other on-time applications received.
- A child with an Educational Health Care Plan, who names Dene Magna School in the statement, is required to be admitted to the school.
- In the event of the oversubscription of any of the criterion (2,3,4,5,6), where there are two or more children living the same distance from the school, then a 'names in a hat' process will be undertaken by the Admissions' Authority, with the first name drawn being successful.
- A map showing the catchment area is available and can be viewed at the school by request.

Applications for Places

As an Academy, Dene Magna is the Admissions Authority for the school. The school will submit its admission Criteria to be part of the admissions process bought in from the Local Authority. Applications for places can only be made through this process.

Parents/carers should make any applications for in-year places directly to Dene Magna School.

Admission Appeals

In the event of a child being denied admission, the parents/carers have the right of appeal in accordance with the School Admission Appeals Code of Practice. Appellants wishing to appeal should submit their written appeal to the admissions authority (Academy Trust). Appeals for places on transfer for on-time applications must be heard by 6 July or the next working day if the 6 July falls on a weekend. Late application appeals should be heard at the same time, if feasible, but must be heard within thirty school days of the appeal being lodged. Appellants must be allowed at least ten school days from the date of notification that their application was unsuccessful, to prepare and submit their written appeal. In-year appeals must be held within thirty school days of the appeal being lodged. Appellants must be given written notice of the date of the appeal at least ten school days in advance of the hearing. All appeals will be heard by an Independent Appeal Panel with an independent clerk.

Twins and Children from Multiple Births

Applications from twins and children from multiple births will be considered as individual applications. However, the admissions authority (Academy Trust) acknowledges the difficulties for families if children cannot attend the same school, for example, if one child can be offered a place, but not the other and therefore will aim to accommodate both/all children at one school where there is capacity to do so.
Waiting Lists

The school operates waiting lists for all year groups. The waiting lists are operated in accordance with the oversubscription criteria. Once placed on a waiting list a parent/carer can enquire as to their position on the waiting list by contacting the school. From time to time, the school will update the waiting list by contacting parents/carers who must confirm their wish to remain on the waiting list. The lists for Year 7, 8, 9 & 10 will continue into the next academic year.
The school has signed up to the In-Year Fair Access Protocols, which is managed 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.

Pupil Admission Number

The PAN for entry to the school is currently 175. This is based upon the capacity assessment for the school. The school reserves the right to change this number in accordance with the School Admissions Code.

Transport

Transport may be available. To check eligibility parents are advised to visit www.gloucestershire.gov.uk/schooltransport

Some transport is arranged for students who live outside the catchment area or within the 3 mile distance from the school. These services are subject to change, therefore exact details of these services and the cost are available directly from the school.

Supplementary Forms

The school does not require any supplementary forms with regard to admissions to the school. It does, however, require applications for in-year admission, in catchment places, to the school to produce documentary evidence of permanent residency.

Applications for Sixth form Entry

Dene Magna School operates a sixth form for a total of 250 students. 125 places overall will be available in Year 12 (the Year 12 'capacity').

While the admission number is 40, this is the number of places available to eligible external applicants. If fewer than 85 of Dene Magna's own Year 11 students transfer into Year 12, additional external students will be admitted until Year 12 meets its capacity of 125. Dene Magna School hopes to welcome students with a genuine passion for learning.

Dene Magna School will admit any students with an Education, Health and Care plan naming the school.

Both internal and external students wishing to enter the sixth form will be expected to have met the same minimum academic entry requirements for the sixth form. These are set out in our entry requirements section.

When the sixth form is undersubscribed all applicants meeting the minimum academic entry requirements will be admitted/permitted to progress.
Over-Subscription

When there are more external applicants that satisfy any academic entry requirements, the same over-subscription criteria will be given as published at the start of this admissions policy (see page 1).

Where there is space within Year 13 (i.e. where there are fewer than 125 students in the year group) Dene Magna School will admit additional students up to this number using the oversubscription criteria above.

Application Process

The school will hold Sixth Form Open Evenings in November and January each year. As well as being published via the school office, the dates are published on the school website and advertised in the local press.

Application forms are available to download on the school website and paper forms may also be obtained from the school office. The deadline for applications is 31st January and offers for places will be made by 31st March. Applicants will be invited to an advisory discussion with the Head of Sixth Form to discuss their choices.

External applicants should confirm their places by providing the school with proof of GCSE results preferably on GCSE results day, but no later than 16:00 the following day. Internal applicant results will be verified by the school.

A letter of confirmation will be sent to successful applicants, confirming subject choices. Applicants who do not provide the necessary information will be contacted by email/letter to request proof. Students with any questions about their results/eligibility should contact the Head of Sixth Form at Dene Magna School on results day to discuss their application and available options.

Entry Requirements

Students must achieve a grade 5 in English (Literature or Language) and Mathematics. Students must achieve at least 2 x grade 6 and 3 x grade 5 in full GCSE courses (please contact the Head of Sixth Form to discuss course eligibility). English and Mathematics do count in these requirements. Some subjects may have additional entry criteria which are set out in the sixth form prospectus.