

# SGS Forest High School

## Admissions Policy

### September 2025



<b>Category of School:</b>	Secondary
<b>Status of School:</b>	Academy
<b>Specification:</b>	Co-ed
<b>Education:</b>	Comprehensive
<b>Age Range</b>	11-16
<b>Admission Number:</b>	90

#### Section 1. Introductory Statement

SGS Forest High School is Cinderford's community secondary school. We are inclusive of, and ambitious for, every student. It is a privilege to serve the town and surrounding area.

#### Section 2. Published Admission Number

SGS Forest High School has an agreed Published Admission Number (PAN) of 90 per year for admission into Year 7 and will admit up to this number each year.

For each year, all applicants will be admitted if fewer applications than the PAN are received.

#### Section 3. Oversubscription Criteria

SGS Forest High School, in the spirit of inclusion and comprehensive education, seeks to serve all children within its close community. Students will be admitted at age 11 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:

Children with an Education, Health and Care Plan (EHCP).

1. Where the child is 'Looked After'. 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 \*.
2. Children who will have siblings attending the school at the time the applicant child is admitted. For this purpose, sibling refers to 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, at the time of application.
3. Children with the strongest geographical claim, measured in a straight line from the ordnance survey address point of the child's home address (including flats) to the ordnance survey address point of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority.

Where any particular category at points 1-2 above is oversubscribed, criterion 3 (strongest geographical claim based on straight line distance) will be used to determine which child is offered a place.

In the event of a tie between two or more children when applying criterion 3 (strongest geographical claim based on straight line distance) where there are not enough places available to offer all children a place at the school, a process of random allocation will be followed by Governors. This will be in

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the form of a manual process which is overseen by an independent person. Where twins or children from multiple births are part of a random allocation process they will be considered as one applicant.

**\* Looked After Children/Previously Looked After Children Definition** - 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. (2) 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). (3) Under the provisions of s.12 of the Children and Families Act 2014. (4) 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). (5) A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society

#### Section 4. Appeals

If your application for a school place is unsuccessful, you will be advised of the appeal process with the outcome of the application.

The School Admissions Appeals Code requires normal admission round appeals to be heard within the following timescales:

- For applications made in the normal admissions round, appeals must be heard within 40 school days of the deadline for lodging appeals
- For late applications, appeals should be heard within 40 school days from the deadline for lodging appeals, or within 30 school days of the appeal being lodged.
- For in year applications, appeals must be heard within 30 days of the appeal being lodged.

Appeals will be heard by an Independent Appeal Panel with an independent clerk.

#### Section 5. Waiting Lists

If the school is oversubscribed, a waiting list will be held for (at least) the first school term (i.e. until December). The waiting list will be prioritised according to the school's oversubscription criteria.

Fair Access Protocols – 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 precedent over any child on the waiting list.

#### Section 6. In-Year Admissions

Any application for a place at SGS Forest High School made outside the normal year of entry to the school should be made directly to the school in the first instance.

#### Contact

We always welcome visitors to the school. To arrange a visit, please contact us as below:

- Email: [info@foresthigh.org.uk](mailto:info@foresthigh.org.uk)
- Tel: 01594 822257

Further information can be found via the school's website <https://academytrust.sgscol.ac.uk/the-forest-high-school>.