



Admissions

Welcome to our Admissions Information page. As a Community School, the admission authority for this school is Gloucestershire County Council (GCC). GCC is responsible for setting and publishing the school's admission arrangements. The school administers in-year applications on behalf of the Local Authority.

Admission Policies

Gloucestershire County Council publishes the admission arrangements for all Community and Voluntary Controlled schools.

You can view the current and upcoming policies on the GCC website:

- Admission Policy 2025–2026: <https://www.gloucestershire.gov.uk/education-and-learning/school-admissions-scheme-criteria-and-protocol/determined-admission-criteria-and-scheme-for-2025/>

- Admission Policy 2026–2027: <https://www.gloucestershire.gov.uk/education-and-learning/school-admissions-scheme-criteria-and-protocol/determined-admission-criteria-and-scheme-for-2026/>

- Admission Policy 2027–2028: <https://www.gloucestershire.gov.uk/education-and-learning/school-admissions-scheme-criteria-and-protocol/determined-admission-criteria-and-scheme-for-2027/>

If you require a paper copy of any policy, please contact the Gloucestershire In Year Team at inyear.admissions@gloucestershire.gov.uk

In-Year Admissions

If you wish to apply for a place during the school year, this is known as an In-Year Admission. Although GCC is the admission authority, in-year applications must be made directly to the school.

How to Apply

Parents and carers should complete the Gloucestershire County Council In-Year Application Form: Apply for an In-Year School Place: <https://www.gloucestershire.gov.uk/schooladmissions/applying-for-a-school-place-during-the-school-year/>

Completed forms should be emailed directly to the school:

Email for In-Year Applications: admin@ellwood.gloucs.sch.uk

We aim to respond to all In-Year applications within 10 school days.

If You Are Offered a Place

If your application is successful, you will receive a written offer from the school. The letter will include:

- confirmation of the place offered
- the date by which you must accept or decline the offer
- any next steps required (such as completing admission forms or arranging a start date).

Please ensure you respond within the stated timeframe so that the place can be secured. If we do not hear from you, the offer may be withdrawn in line with the School Admissions Code.

If Your Application Is Unsuccessful

If we are unable to offer a place, you will receive a written refusal explaining the reason(s) why.

Your Right to Appeal

If your child is refused a place, you have the legal right to appeal the decision to an Independent Appeals Panel.

For Community Schools, Gloucestershire County Council manages the appeals process.

The school will:

- notify you of the refusal,
- provide information on how to lodge an appeal.

GCC will:

- arrange the Independent Appeals Panel,
- provide the timetable and process for hearings.

Appeals are completely independent of the school and the Governing Body.

School Admissions Code

All admission authorities must comply with the statutory School Admissions Code (2021).

School Admissions Code – GOV.UK: <https://www.gov.uk/government/publications/school-admissions-code>