

Post-16 Admissions Policy 2022-23 Proposed Version



Coombeshead Academy

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<https://coombesheadacademy.org.uk>

Our Ethos - we ask parents to respect our ethos and its importance to the school community. This does not affect the right of all parents to apply and be considered for a place here:

Coombeshead Academy where we cater for the individual. Our aspirations for all those in our care are the highest.

Our aim is to prepare our students for the demands of a complex, technologically advanced world. We help them to be active citizens who care about the society to which they belong and to become involved in community and charity projects on a local, national and international level.

The Academy is about enabling young people to flourish and learn through their mistakes in a safe and secure yet healthily competitive environment, working as a community to ensure success and real choices for all.

Text [like this](#) is a link to further information, within this document or elsewhere.

For explanatory notes, see Appendix A to the policy



Key Information

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| Policy consultation period | 1 November 2020 to 8 January 2021 |
| Policy determined on | XX February 2021 (date when the admissions authority will meet) |
| Policy contact name and position | |
| Amendments after determination | |
| Department for Education school number | 878-4112 |
| Age range | 11-18 |
| Type of school | Secondary academy with post-16 provision ¹ |
| Admissions authority | Education South West |
| Normal round intake | Year 7 and Year 12 |
| Published Admission Number 2022-23 | 210 for Year 7 and 30 external candidates for Year 12 |
| Priority for children to another setting | No |
| Priority for children from another setting | No |
| Designated religious character | No |
| Admissions catchment area | Yes – see Page 4 |
| School uniform | Yes |
| Application Form | D-CAF5 form at devon.cc/applicationforms or by calling 0345 155 1019 or from the school office |
| Supplementary Information Form | Not for Post-16 education. All candidates – internal and external – will be required to complete an Options Form to indicate the courses they wish to study. This is not an application form. |

Key Dates Normal round for Year 12

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| When to apply | 1 September 2021 to XXXX |
| Decision | XXXX |
| When to appeal | from 20 days after the refusal |

Key Dates In-Year admission

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| When to apply | from 1 June 2022 for Year 13 from 1 September 2022 for Year 12 |
| Decision | Within 20 -10 school days of an application |
| When to appeal | From 20 school days after refusal |

Contacts for further information

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| Education South West www.educationsouthwest.org.uk |
| Devon School Admissions Service 0345 155 1019 admissions@devon.gov.uk |
| Devon County Council policies, information and admissions application forms devon.cc/admissionarrangements and devon.cc/admissions |
| Clerk to the Independent School Admissions Appeals 0345 155 1019 devon.cc/appeals |
| Devon Education Transport Team 0345 155 1019 devon.cc/schooltransport |
| Children's Education Advisory Service – advice for service families 01980 618244 DCYP-CEAS-Enquiries@mod.gov.uk |
| The Department for Education (DfE) 0870 000 2288 www.education.gov.uk |
| Office of the Schools Adjudicator 01325 735303 www.education.gov.uk/schoolsadjudicator |
| The Education & Skills Funding Agency (ESFA) 0370 000 2288 www.gov.uk/government/organisations/education-and-skills-funding-agency |

¹ See the separate admissions policy for Years 7 to 11.

Oversubscription Criteria

To be used only when there are more applications for places than there are places available.

A child whose Education, Health and Care Plan names the school will be admitted without regard for these criteria.

1. **Looked after children² and children who were previously looked after³ but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order and children who appear to the admission authority to have been in state care outside of England and ceased to be in care as a result of being adopted.⁴**
2. **Priority will next be given to students living within the catchment area set out in our map,⁵ who are siblings⁶ of pupils on roll at this school.**
3. **Priority will next be given to other children living within the catchment area.**
4. **Priority will next be given to children living outside the catchment area, who are siblings of pupils on roll at this school.**
5. **Priority will next be given to children of members of staff⁷ who have been employed at this school for more than two years or recruited within the past two years to fill a vacancy for which there was a skills shortage.**
6. **Priority will next be given to other children.**

Tiebreaker – to prioritise applications in the same oversubscription criterion:

- a) straight-line distance from home to school and then,
- b) where distances are equal (within a metre) an electronic list randomiser will be used.

² These children are Looked After by or provided with accommodation in the exercise of its functions (see the Children Act 1989 section 22(1)) by a local authority.

³ These children were Looked After until they were adopted (see the Adoption and Children Act 2002 section 46) or made the subject of a child arrangements order or a special guardianship order (Children Act section 14A). Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014.

⁴ This change will be introduced only as a mandatory requirement under a revised School Admissions Code 2021. We anticipate that the Code will be revised in spring 2021. If the revision comes into force before this policy is determined, it will be included. If the revision comes into force after determination, it will be absent from the policy and will be added when we are required to do so.

⁵ A copy of the catchment area is included in this document at [Page 4](#) and can be seen, in greater detail, at www.devon.gov.uk/achoolareamaps. There is one catchment area for primary and another, larger, area for secondary education.

⁶ By sibling we mean a natural brother or sister, a half-brother or sister, a legally adopted brother or sister or half-brother or sister, a stepbrother or sister or other child living in the same household as part of a single-family unit.

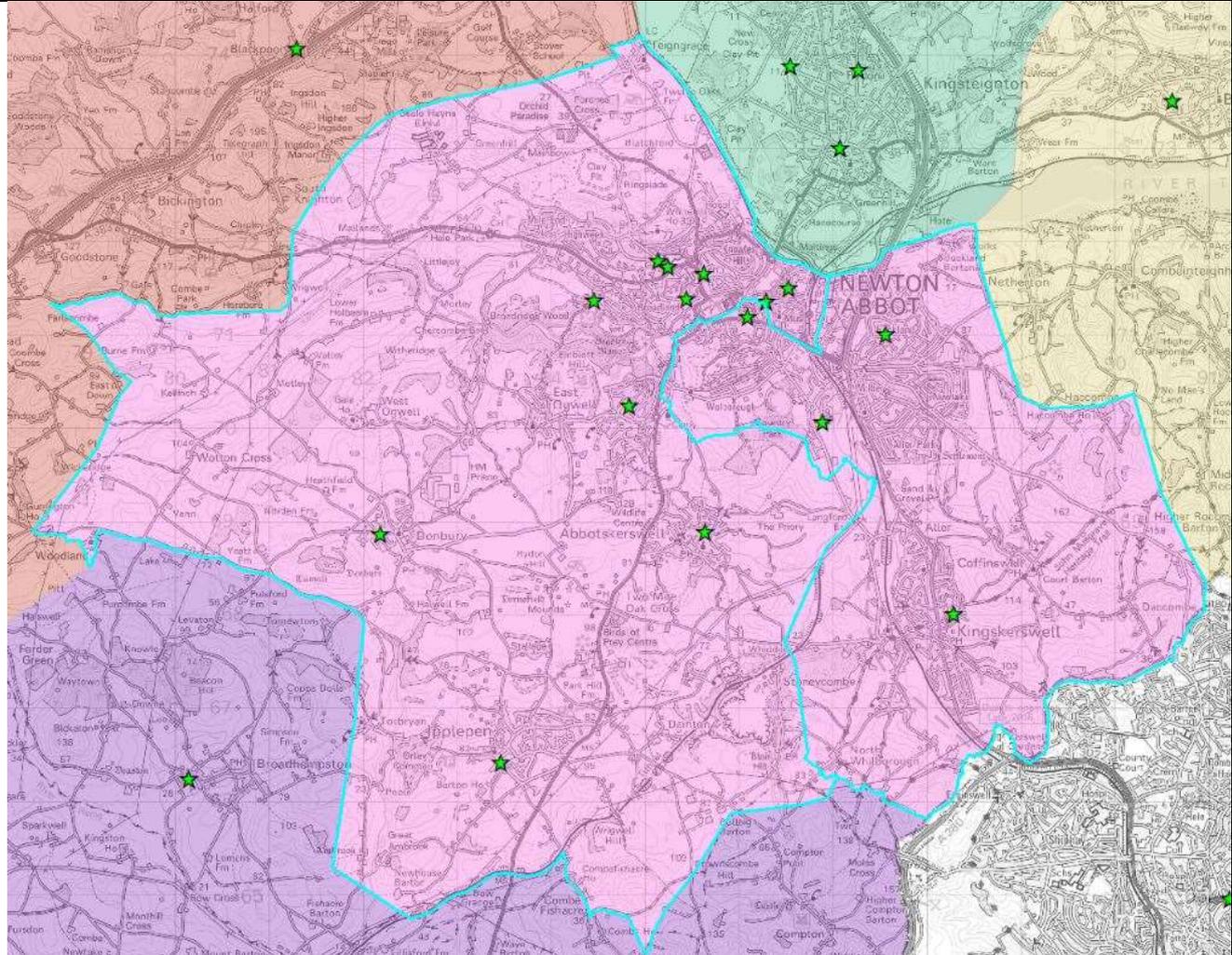
⁷ This will be any salaried person employed at this school. Where the duties of a member of staff are undertaken at different schools, there will be admissions priority only at one school. This will be at the member of staff's base school, where he or she undertakes duties for the majority of the time. Where that cannot be identified, priority will be at the school where he or she expects to work for most of the time in the current academic year. All members of staff are an important part of the school community. This includes members of staff employed by a third party, whose duties are solely at the school.

Catchment area

The catchment area can be viewed in more detail at devon.cc/schoolareamaps. For admissions purposes, distances are measured in a straight-line from the green star marker for the school.

Where a residential property lies on the catchment boundary, residents there will be considered to be in the catchment area, marked by a blue line.

We welcome admission applications for children living inside and outside of the school catchment area.



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School Admissions Policies

Every school must have an admissions policy for each academic year. The admission authority must ensure that the practices and criteria used to decide on the allocation of school places are fair, clear and objective.

This policy is written to comply with the mandatory requirements of the [School Admissions Code](#), the [School Admissions Appeals Code](#) and all other relevant legislation so that:

- Parents know they must apply for a place and how and when to apply
- Parents know what will happen after they apply
- It is clear to all, including our school community, how many places are available
- Our school community understands our admission procedures
- We are committed to a fair, consistent and transparent admissions process

It should be read along with Devon County Council's [Step by Step and In-Year Guides to Admissions](#), its [Normal Round and In-Year Co-ordinated Admissions Schemes](#), its [Fair Access Protocol](#) and its [Education Transport Policy](#).

Once an admissions policy is determined, it can't be amended except where it is permitted or required under the terms of the Admissions Code. Any amendments will be detailed in the [Key Information](#) section above.

How to apply for admission – at the normal round to Year 12

Without exception, young people who wish to transfer here must have a formal application for admission. This can be submitted by the young person or by his or her parent. Places aren't allocated automatically to external candidates and no young person has a guarantee for admission. This includes those with siblings at the school.

Internal candidates – those who are in Year 11 at this school - do not have to make a formal application but must tell us a place is required AND meet the academic requirements for the courses they wish to study.

All students are required to complete a subject Options Form.

We welcome visits from parents and young people who are considering applying for a place here. This is an opportunity to see what we have to offer and we strongly recommend visits. They aren't a compulsory part of the admissions process and won't affect decisions on whether a place can be offered here. Visits can be arranged by contacting the school office.

Post-16 settings and sixth forms can't hold places in reserve in case any parents or students forget to apply or in case a family moves to the area later – there are very limited circumstances when an application can be refused. The responsibility for making applications and for providing information or evidence in support of an application lies with parents or the student.

We ask all external students to complete the **D-CAF5**, Devon Key Stage 5 Common Application Form and to send it in to the Post-16 office. Applications submitted after our closing date will be late, considered after those received on time. The form is available from the school office or at <http://devon.cc/applicationforms>.

Post-16 applications are not co-ordinated by the LA.

How to apply for admission – in-year to any Year Group

Applications for admission made after 31 August 2022, after the normal round, are called In-Year admissions. They can be also be made using the D-CAF5. All applications received by 6pm on the same day will be considered together, before later applications.

Applications can be made at any time after the Year Group has started⁸ but will not be processed sooner than 8 school weeks before the place is required.⁹

We offer advice and guidance including about potential in-year admissions into Year 12 and in Year 13 where transfers should be avoided wherever possible.

The responsibility for decisions lies with the admissions authority for the school which may meet virtually (for example by conference call). Decision-making cannot be made by a single individual.

⁸ This means after 1 September of the intake year.

⁹ This will be 16 school weeks in advance for children of UK service personnel.

Appeals against a refusal to admit a young person

Parents will have the right of appeal against a decision to refuse admission to a Panel that is independent of the school admission authority and the LA.¹⁰ Young persons may appeal in their own name.

Appeals Timetable

The deadline for submitting appeals allows appellants at least 20 school days to prepare and submit a written appeal. The appeal must then be heard within 40 school days for the normal round (unless the offer of a place would have been conditional on examination results in which case appeals must be heard within 30 school days) and within 30 days for in-year admissions.

Allocation date for the normal round Year 12 intake: xxxx

Deadline for appeal forms to be submitted: zzzz

Appeals will be heard within 40 school days, by: xxxx or within 30 school days if the offer of a place would have been conditional on examination results, by 14 October 2022.

Where possible, appeals that are submitted after zzzz will be heard by xxxx. If that is not possible, they will be heard within 30 school days of the appeal form being submitted.

Admission of students outside their normal age group

Applicants may request a place outside the young person's normal age group. They should include a request with their application, specifying why admission out of normal year group is being requested. We will decide based on the circumstances of the case and in the best interests of the child concerned. We will ask parents to provide as much supporting evidence as they wish to say why they are requesting admission outside the normal age group for a child. We will consider:

- the parent's views;
- the views of the school's head teacher;
- information about the child's academic, social and emotional development submitted by the parent;
- information about the child's medical history and the views of a relevant medical professional submitted by the parent;
- whether the child has previously been educated out of their normal age group;
- guidance from the Department for Education on the admission of summer-born children to Reception;
- whether the child may have fallen into a lower age group if it were not for being born prematurely.

Parents should consider the implications of a child being taught out of the normal age group. Any school the child later moves on to will not be obliged to continue to educate their child out of the normal age group.

We will reach a decision on which Year Group is appropriate for the child. We will then reach a decision whether a place can be offered as it would for any application in that Year Group. Where we don't agree to early admission it will be our view that this is not a suitable school for the child at that age.

How to apply for a place in Years 7 to 11

Applications for admission to Key Stage 3 and 4 must be made through Devon's co-ordinated admissions schemes. Information is available in our separate admissions policy for the main school.

Emergency arrangements

In the event that a local, regional or national public health lockdown is imposed, school admission and appeals arrangements may operate to amended timescales or under emergency regulations. Wherever possible, admission applications will continue to be processed under the terms of this policy so that applicants are not disadvantaged. Places will be held open until it is practical and safe for students to attend on site. Remote learning will be made available as for existing students although we recognise that in some circumstances, a parent may feel it is expedient to take up remote learning from the current school on a temporary basis.

Provision may be available for vulnerable and key worker children on site or at an alternative setting, according to circumstances at that time.

¹⁰ Where a child has been permanently excluded from two or more schools there is no need for an admission authority to comply with parental preference for a period of two years from the last exclusion.

Appendix A – Admissions Explanatory notes for Devon state-funded schools. The oversubscription criteria for this school are detailed above. Further information can be found at www.devon.gov.uk/admissions and in the Step by Step and In-Year Admissions Guides at <http://devon.cc/prospectus>

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| <p>Admission authority</p> | <p>This is the body with legal responsibility for the admissions policy and decisions in response to applications for admission. This includes proposing, consulting on, determining and publishing the policy. The admission authority for different types of school are:</p> <p>Academies: the academy trust or multi-academy trust Community schools: the Local Authority Foundation schools: the school’s governing board Free schools: the academy trust or multi-academy trust University Technical Colleges (UTC): academy trust or multi-academy trust Voluntary Aided schools (VA): the school’s governing board Voluntary Controlled schools (VC): the Local Authority</p> |
| <p>Admission Number (AN) or Published Admission Number (PAN)</p> | <p>The PAN is the minimum number of places that will be made available at the normal round intake into the school. The PAN may be increased at any time. In exceptional circumstances, a child may be admitted above the PAN where the admission authority considers this to be necessary and appropriate.</p> <p>The AN is the equivalent of the PAN after the intake year. It is the number of places we expect to be able to provide in the Year Group. It will often be the same as the PAN that was originally determined for that group of children when it first entered the school. It may be increased or decreased in response to changes in demand or in the school’s accommodation or organisation.</p> |
| <p>Appeal</p> | <p>When an application is refused, this is very often because we believe it would “prejudice the provision of efficient education or the efficient use of resources”. (see the School Standards and Framework Act 1998).</p> <p>Any refusal will be in writing and inform the applicant of the</p> <ul style="list-style-type: none"> • reason for refusal • right to an appeal to be heard by an independent panel • right to a place on a waiting list for vacancies <p>An appeals service is available for all Devon state-funded schools before the Devon Independent School Admissions Appeals Panel. Further information about the process is available from the Appeals Clerk. Appeal papers will either be sent with the refusal letter or can be requested from the LA.</p> |
| <p>Application</p> | <p>For normal round admissions, applications are considered to have been made on the National Closing Date or the date when the application was submitted or amended if later.</p> <p>In-year applications are considered to have been made on the date they are received, including any supporting evidence that is required – for example, a new address or evidence of a Child’s in Care status or a Supplementary Information Form.</p> <p>It is a parent’s responsibility to make sure that the admissions authority or LA is informed about changes to circumstances and eligibility for priority if, for instance, a sibling is taken onto our roll or the home address changes.</p> |
| <p>Catchment Area</p> | <p>Many schools operate an admissions catchment area. This is the geographical area that the school is primarily intended to serve. There is a higher admissions priority for children who live in it. Children living in a residential property split by the boundary line will be considered to be living within the catchment area. The boundary line will then be reviewed for future applicants.</p> |

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| | <u>Eligibility for catchment priority where this is part of a school's arrangements is not a guarantee of admission.</u> |
| Children formerly in Care (Looked After) | <p>These children were looked after until they were adopted (see the Adoption and Children Act 2002 section 46) or made the subject of a child arrangements order or a special guardianship order (Children Act section 14A). Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014.</p> <p><u>Eligibility for looked after or formerly looked after priority is not a guarantee of admission although there is a presumption in favour of admission in most circumstances.</u></p> |
| Chronological Year Group | This is the group of children usually taught together according to their date of birth. Children born between 1 September and 31 August have the same chronological Year Group. This is sometimes called the normal age group. |
| Common Application Form | <p>This is the name for the application form provided by the LA and must be used for any normal round admissions application. The form provided by the LA where the child lives must be used, regardless of where the school is.</p> <p>The large majority of applications in Devon are submitted online at devon.cc/admissiononline. There are also paper versions of the forms:</p> <p>The D-CAF is Devon's common application form for In-Year admissions to any schools after the normal round, from Key Stage One to Four at any Devon state-funded school.</p> <p>The D-CAF1 is Devon's common application form for normal round applications to Key Stage One at primary and infant schools.</p> <p>The D-CAF2 is Devon's common application form for normal round applications to Key Stage Two at junior schools.</p> <p>The D-CAF3 is Devon's common application form for normal round applications to Key Stage Three at secondary schools.</p> <p>The D-CAF4 is Devon's common application form for normal round applications to Key Stage Four at studio schools and University Technical Colleges.</p> <p>The D-CAF5 is Devon's common application form for normal round applications to Key Stage Five at school sixth forms or post-16 provision.</p> <p>The D-CAF5 allows for a single preference to be made and returned direct to the sixth form. D-CAF and D-CAFs1 to 4 allow for up to three preferences to be made and returned to the LA.</p> <p>The D-CAF6 is Devon's common application form for In-Year admissions, available only in school and provided to a parent where the school is able to confirm a place with a parent in certain circumstances. Where a parent visits the school, we may invite the parent to complete a D-CAF6 instead of a D-CAF in cases where:</p> <ul style="list-style-type: none"> • a child moves into the area <i>and</i> • the parent only intends to apply for a place here and at no other school, <i>and</i> • the child does not have an EHCP, <i>and</i> • the child has not been Permanently Excluded from a school, <i>and</i> • the parent is not in dispute with another person with parental responsibility over residence or school admissions, <i>and</i> • we have a confirmed vacancy in the relevant Year Group, |

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| | <p>This serves as a school application form and allows for children to start here as soon as possible when they are new to the area. If the child already has a school place locally, the application must be made on the D-CAF and admission would normally be at the beginning of the next term. A formal decision letter will follow from the Devon Admissions Team.</p> <p><u>The D-CAF7 is Devon's common application form for normal round applications to Middle and High schools or others taking one-off intakes into other year groups.</u></p> |
| Compulsory School Age | <p>Children reach compulsory school age and must be in full-time education on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.</p> |
| <u>Delayed admission</u> | <p><u>Parents of summer-born children can request that their child's admission to Reception class is delayed from the September after the fourth birthday to the September after the fifth birthday which is the point at which they are required to be in suitable education. The decision rests with the admissions authority for a school and must be made in the best interests of the child. Where it is agreed, the parent must then make an application for admission in the appropriate normal round alongside all other applicants.</u></p> <p><u>As delayed admission children are then out of their chronological year group, parents should make contact with schools in good time before transfers to make a similar request to be admitted to that school out of the chronological year group: for in-year moves or normal round admission to junior schools, secondary school or otherwise. The admission authorities for other schools must take into account the child's school history but are not bound by the decision to agree delayed admission previously taken.</u></p> <p><u>Delayed admission should not be confused with deferred admission which involves putting off admission to the Reception class within the same academic year. Deferred admission children remain in their chronological year group.</u></p> <p><u>Guidance on delayed admission is available from Devon County Council at www.devon.gov.uk/admissions.</u></p> |
| Distance measurement | <p>Measurements for school admissions purposes are straight-line from the main entrance to a child's home (the residential building) to the star marker for the school on Devon's Geographical Information System, an electronic mapping system which can be viewed at www.devon.gov.uk/schoolareamaps.</p> |
| Documentary evidence | <p>Once a place has been offered to a child, we may ask for evidence of identity – usually a short birth certificate. This may not be necessary where the child has been on roll at another school in England which can confirm that evidence has been seen at that school.</p> <p>We may also request evidence that a child's address is genuine or that the person who made an application for admission was legally permitted to do so.</p> |
| Education, Health and Care Plans | <p>An Education, Health and Care Plan is a formal document issued by the LA describing a child's additional needs and how they will be provided for in a school. Any child whose EHCP names this school will be admitted. This will reduce the number of places available to other children accordingly. For In-Year admissions, the child will be admitted whether or not we have reached the PAN or other AN for the Year Group.</p> <p>Before a Plan is issued or amended the LA will consult with schools and ask whether it considers it could meet the child's needs, as set out in the Plan.</p> |
| Education Transport | <p>Parents should consider how their child will get to school for the whole of their time on roll. Parents are advised not to rely on lifts, car shares or public service vehicles always</p> |

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| | <p>being available. Supported transport is provided by the LA for Devon-resident children attending schools that are the catchment school for the home address or the closest available when the parent could apply or, for Children in Care, the closest available Good or Outstanding school, as rated by Ofsted. The home address must be further than a minimum walking distance according to the child's age: 2 miles for children at a primary, infant or junior school and 3 miles for children at a secondary school. See Devon's Education Transport policy for exceptions to catchment school eligibility.</p> <p>Applications for transport must be made direct to the LA where a child lives.</p> <p>Our admissions straight-line measurement policy does not apply to Devon's school transport decisions. It is possible that this is the closest available school for admissions purposes, using straight-line measurement but not the closest school for the purposes of entitlement to free school transport from the LA.</p> <p>Parents who rely on free transport are strongly advised to check whether there is an entitlement with the Education Transport Team before accepting the offer of a school place.</p> |
| Equally ranked preference scheme | <p>When making an application, parents can express a preference for one, two or three schools. They should be named in the order the parent would most like a place to be provided. It might be possible for each school to offer a place. If that happens, a place will only be offered at whichever of the schools that could offer a place the parent ranked highest. So, if places are available at School 1 and School 3, a place will be offered at School 1 only. Equally ranked preference schemes are a legal requirement which enable parents to apply for the school they prefer without risking admission to the closest school or a catchment school.</p> <p>Schools are not informed by the LA whether an application is a first, second or third preference.</p> |
| Extended schooling | <p>Further information on services beyond the normal school day is available from the school office or website.</p> |
| Fair Access Protocol | <p>All LAs are legally required to operate a Fair Access Protocol across their area and all state-funded schools must take part in the Protocol. This ensures that children who are vulnerable and unable to access an appropriate school place under the standard In-Year admission arrangements for the area have an admissions safety net. This may mean that a child is admitted here even though the school is full and other children have been refused admission.</p> <p>It is possible for a child to be refused admission here but allocated a place under the Fair Access Protocol, including when there are children on a waiting list.</p> |
| Faith oversubscription criteria | <p>Schools designated with a designated religious character may give additional priority for admission where faith criteria are met by an applicant.</p> <p><u>Eligibility for faith priority where this forms part of a school's arrangements is not a guarantee of admission.</u></p> |
| Fees and charges | <p>There is no charge for applying for a place here, for admission itself or for the provision of education. We will not request donations before or during the admissions process and any donations made to the school following admission are entirely voluntary. No activities such as school visits are compulsory. A policy on charging for activities is available on request from the school office.</p> |
| General Data Protection Regulation | <p>Information about an admissions application will be shared with relevant LAs <u>and with another school when a place has been offered.</u></p> |

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| | <p>Where one parent seeks information about an application or to locate a child, the priority will be to safeguard the child and immediate family. Unless it is established that the other parent may not lawfully receive information about the child, the following information will be shared: the preferences expressed, the date of the application, name of the applicant and the outcomes of those preferences. Details about the reasons for an application will not be shared with the other parent.</p> |
| Home Address | <p>Places are offered here based on where the child will attend school, not necessarily where they live when the application is made. If we have vacancies, then it doesn't matter whether the home address is in our catchment or relatively close to the school.</p> <p>The home address is where a child normally lives. Where a child lives with parents with shared parental responsibility, each for part of a week or for one week in turn, the home address is determined by a joint declaration from the parents which may set out the pattern of residence. The address used will be the address from which the child attends school on most mornings in a normal school week.</p> <p>If no declaration is received and there is no relevant Court Order, the home address will be the address at which the child is registered with a GP. If this is not possible or is in dispute, any other evidence provided by parents will also be considered in reaching a decision on the home address for admissions purposes. This may be necessary where parents don't agree on the child's home address. Parents are urged to reach agreement or seek a Specific Issues Order from a court to decide which parent should or should not pursue an application. Where they do not, the admissions authority will determine the home address.</p> <p>Where we ask for evidence of a new address from which a child would attend school, this would often be written confirmation of a house purchase or a formal tenancy agreement. We recognise that some families may be unable to provide this. Parents who can't provide this evidence should contact us or the LA. There is no intention to disadvantage families where there is a genuine reason why evidence cannot be provided.</p> |
| Home-School Agreement | <p>Admission to school is not conditional on signing a home-school agreement. However, some schools ask parents to sign a Home-School Agreement after children have been offered a place as a positive way of promoting greater involvement in a child's education.</p> |
| In-Year admissions | <p>This is where a child joins the school at any time after the normal round, the first opportunity for admission to the school.</p> |
| Linked School | <p>A school which works with another to develop curriculum links and to ease transition for pupils from primary school to secondary school. Sometimes called a feeder school.</p> <p>Eligibility for linked or feeder school priority where this is part of a school's arrangements is not a guarantee of admission.</p> |
| Looked After Children | <p>These children are Looked After by or provided with accommodation in the exercise of its functions (see the Children Act 1989 section 22(1)) by a local authority.</p> |
| Member of staff | <p>Many schools in Devon give admissions priority to the children of members of staff. This will be any salaried person employed at the school when the application is made. Where the duties of a member of staff are undertaken at different schools in a federation or chain of schools, there will be admissions priority only at one school. This will be at the member of staff's base school. Where that can't be identified, priority will be at the school where he or she expects to work for most of the time in the current academic year.</p> |

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| | <p>All members of staff are considered to be important part of the school community: teaching and non-teaching. This includes members of staff employed by a third party, whose duties are solely at the school.</p> <p><u>Eligibility for children of staff priority where this is part of a school's arrangements is not a guarantee of admission.</u></p> |
| Multiple birth siblings | <p>Random allocation will not be applied to multiple birth siblings (twins and triplets etc.) tied for the final place. Where one can be admitted within the PAN or AN, Devon schools will admit them all and exceed the PAN if necessary.</p> |
| <u>Nodal points</u> | <p><u>A Nodal Point in is a geographical location, used when a school is oversubscribed, to measure distance to an applicant's home. This can ensure the school serves pupils closest to it but also those living in other areas, for example areas that have more limited access to school places or where a straight-line measurement does not fairly represent proximity to the school. Nodal points are sometimes known as Admissions Points or Centroid Points.</u></p> <p><u>The term nodal point may also describe a specific location on school premises for distance measurement purposes.</u></p> |
| Normal Round Admissions | <p>This is where a child joins the school at the first opportunity for admission to the Year Group - even if the start is deferred until later in the school year at a primary or infant school.</p> |
| Nurseries and pre-schools | <p>Some primary and infant schools give admissions priority for children at a named school-run nursery. They will work with any local Early Years providers to make the transition into Reception as smooth as possible. All parents must apply for admission to Reception, regardless of where their Early Years provision has been.</p> <p><u>Eligibility for nursery priority where this is part of a school's arrangements is not a guarantee of admission.</u></p> |
| Objections to admissions policy | <p>Advice is available from the Office of the Schools Adjudicator on how to object to this policy. Objections must be made by 15 May 2021.</p> |
| Offers | <p>When a place is offered by the LA on behalf of a school, it is assumed the offer will be accepted unless the parent advises otherwise. Schools will contact parents after the LA offer to make admission arrangements - if a parent doesn't confirm the place is required within 10 school days of the offer, the school or the LA will try to contact the parent again. If there is no response within 5 school days of that contact, the offer may be withdrawn.</p> <p>It is important that when places are offered or refused it is done fairly and consistently. Where the LA or a school has reason to believe that false or deliberately misleading information has been provided, the decision to offer will be reconsidered using correct information. The offer may then be withdrawn if it would not have been made with the correct information, even if this is after admission. Places are offered based on the address from which the child will attend school.</p> <p>Accurate information is particularly relevant for addresses. A school or the LA may ask for evidence of a child's home address as part of the decision-making process. If a parent believes that the child's address will change before admission, the school or LA must be informed. The parent may be required to provide evidence of a new address where this would give a higher priority for admission.</p> <p>Places will only be withdrawn if offered in error, if the parent has not responded to an offer within a reasonable time or if the offer was obtained through a fraudulent or</p> |

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| | intentionally misleading application which secured the offer of a place when the response would otherwise have been a refusal. |
| Overseas children | Places will not be offered to children while they are overseas except for those who have a right of abode in this country or where a valid visa permitting entry into the country is provided. |
| Oversubscription criteria | <p>Where the number of applications exceeds the number of places available in the Year Group, the admission authority for a school will use its published oversubscription criteria to prioritise applications. They are detailed in the key information section of each school's admissions policy. They are not relevant where there are vacancies.</p> <p><u>Eligibility for priority under any oversubscription criterion is not a guarantee of admission.</u></p> |
| Parent (or carer or guardian) | <p>A parent is any person who has parental responsibility or care of the child. When we say parent, we also mean carer or guardian. Where admission arrangements refer to parents this can mean one parent or both. A school or the LA may ask for evidence of parental responsibility where a person is acting as a parent but does not hold formal parental responsibility.</p> <p>Sometimes there is a dispute between parents over which school a child should attend. Decisions in response to an admissions application will take into account imminent court hearings that may have an impact on parental responsibility and living arrangements.</p> |
| Prejudice to efficient education | It is lawful to refuse admission where taking another child would cause a prejudice to "efficient education or the efficient use of resources" at this school. This is the point when we would say the Year Group or the class is full. In most cases, prejudice would occur when the AN for the Year Group has been reached but it may also be when a class of mixed Year Groups is full. |
| Published Admission Number or PAN See also Admission Number | This is the minimum number of places available at the school at the normal round intake. In limited circumstances, more will be admitted. It is calculated considering the physical capacity of the school, the level of demand expected from local children living in a school's catchment area and sensible, lawful school organisation. Once set applications will not be refused below the PAN at the normal round. If there is unexpectedly high demand and a school believes it could admit more children, the PAN will be increased the PAN. A school may admit children above-PAN where their circumstances suggest their need to be admitted outweighs prejudice to efficient education at the school. |
| <u>Pupil Premium</u> | <p><u>Schools can give admissions priority where a child is eligible for Pupil Premium funding if included in the school's oversubscription criteria.</u></p> <p><u>Eligibility for Pupil Premium priority where this is part of the school's arrangements is not a guarantee of admission.</u></p> |
| Service families | <p>For children of UK service personnel and other Crown Servants we will consider a family posted to the area as meeting residence criteria even if a home address has not been identified and a unit address is used. Measurements for prioritisation purposes will be from the <u>main entrance to the residential property or the centre of the front gate of the unit address if necessary</u>. This requires written confirmation from the relevant government department: The Ministry of Defence, the Foreign and Commonwealth Office or Government Communications Headquarters.</p> <p>Schools will consider in-year admissions for families of UK service personnel posted to a new area and of crown servants returning to the country up to 16 school weeks in advance.</p> |

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| | <p>There is no additional admissions priority for children of service families. However, children from families of UK service personnel are recognised by Devon as being a vulnerable group of children within the Fair Access Protocol.</p> |
| Sibling | <p>‘Sibling’ means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a stepbrother or sister or other child living in the same household as part of a single-family unit at the date of their application for a place.</p> <p>A sibling who has been offered a place within the normal admissions round will be considered as if he or she were on roll for the purposes of oversubscription priority where a child seeks admission in-year.</p> <p>A sibling who has been offered an in-year place for the beginning of the next term will be considered as if he or she were on roll for the purposes of oversubscription priority where a child seeks admission at the normal round.</p> <p><u>Eligibility for sibling priority where this is part of the school’s arrangements is not a guarantee of admission.</u></p> |
| Supplementary Information Form or SIF | <p>A form in addition to the LA common application form. Some schools use SIFs to collect information necessary to apply one or more of their oversubscription criteria.</p> <p>SIFs need only be completed to provide information related to a specific oversubscription criterion, not by applicants who aren’t seeking priority according to those criteria.</p> <p>An application must be completed in all cases.</p> |
| Tie breaker | <p>To distinguish between children in an oversubscription criterion, priority will be determined based on distance between home and school. This is measured in a straight line from an entrance door of the residential dwelling to the centre of the main entrance to the school site using Devon LA’s Geographical Information System (GIS). Children who live closer to the school have a higher priority for admission. Where two or more children reside within a block of flats, they will be deemed to live at an equal distance from the school.</p> <p>If the tiebreaker above is not enough to distinguish between applicants in an oversubscription criterion, there will be a random ballot. This will be undertaken by a person independent of the school by the operation of an electronic list randomiser.</p> <p>Random allocation will not be applied to multiple birth siblings (twins and triplets etc.) from the same family tied for the final place. Schools will admit them all.</p> |
| Uniform | <p>Children attending many schools school are expected to wear a uniform. Where this is the case, information about where this can be purchased and support for families who may be unable to afford items of uniform will be available from the school office and website.</p> |
| Waiting Lists | <p>Schools will operate a waiting list for each year group until the end of the academic year. This will be maintained by the LA on behalf of the school and shared with the school. Waiting lists will only contain the names of children who have formally applied and been refused admission.</p> <p>Children’s positions on the waiting list will be determined solely in accordance with a school’s oversubscription criteria. Positions will be reordered whenever anyone is added to or leaves the waiting list. Therefore, a child’s name can go up or down on the list. The length of time on a waiting list does not affect a child’s position.</p> |

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| | Parents must confirm they wish the child to remain on the waiting list when requested to do so and must reapply at the end of the academic year. This is to ensure the list is kept up to date. |
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