Holywell Church of England Primary School

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Admissions Policy 2020-21

- All schools must have an admissions policy, see The Admissions Policy
- Admissions policies must make it clear that all parents **must** apply for admission, and
- How to apply for admission, see How to apply for a place at the normal round and
  How to apply for a place at other times
- When to apply, see When to apply for a place
- What happens after application, see What happens after an application is made and
  Key information and
  Our oversubscription criteria and
  Our catchment map and
  Exceptional Need Supplementary Information Form at Appendix B
- What happens when an application is successful, see Outcomes of the application process
- What happens when an application is **not** successful, see Outcomes of the application process and
  Admission Appeals.
- Our policy says how we consult and set it each year, see Policy version
- Appendix A contains detailed information and definitions of the terms we use.

Text that is underlined in blue indicates a link to further information within the document or online. If you don't have access to the internet or have any questions about this policy or admissions in general, please ask for advice from the school or the Local Authority Admissions Team.

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.

At Holywell School, our aim is to provide our children with a loving and happy school where Christian values guide moral and spiritual development for the future, and to provide extensive opportunities to enable each student's light to shine and to foster the light in those around them and those who need support.

Key information – for definitions and notes see Appendix A

Department for Education school number	878 - 3064
What kind of school is this?	Academy
Does this school have a religious character?	Church of England, Diocese of Exeter
Who is the Admissions authority?	The Ventrus Multi-Academy Trust
Age range of children in this school:	4-11
Published Admission Number (PAN):	**Reception intake 14**
Catchment area?	Yes
School Supplementary Information Form (SIF)?	Yes – if seeking priority for exceptional need
Usual birthdate range for Reception children:	1 September 2015 to 31 August 2016
Our children have priority for admission for:	The Park Community School[1]
Do we ask children to wear a uniform?	Yes
Applications	
When can parents apply for admission to Reception?	15 November 2019 to 15 January 2020 [2]
How can parents apply for admission to Reception?	online at devon.cc/admissionsonline or using a paper form at devon.cc/admissions or from the school office
When will places be offered for Reception?	16 April 2020
When should appeals for admissions to Reception be submitted?	15 May 2020
When can applications for In-year admission be made?	from 1 September 2020 for Reception; from 1 June 2020 for Years 1 to Year 6.
Policy version	
Consultation period	1 November 2018 and 4 January 2019
Policy was determined on	28 February 2019
Contact for the admissions authority	Kay Bishop, Senior Executive Assistant
Amendments	Reference in the glossary to limitations on considering applications from outside England was deleted in December 2020 to reflect Department for Education Guidance.

Oversubscription criteria

Any child whose Education, Health and Care Plan (EHCP) names this school will be admitted.

Oversubscription criteria (to be used only if we need to prioritise applications - see notes below):

1. **Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order.**
2. **Priority will next be given to children based on their exceptional medical or social needs or those of their parents.[3]**
3. **Priority will next be given to children living within the catchment area set out in the map below,[4] who are siblings of pupils on roll at this school.**
4. **Priority will next be given to other children living within the catchment area.**
5. **Priority will next be given to children living outside the catchment area, who are siblings of pupils on roll at this school.**
6. **Priority will next be given to children of members of staff 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.**
7. **Other children.**

Tie breaker – to prioritise applications in the same oversubscription criterion, we will use:

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

[1] Under current policy. Schools' polices can change from one year to the next.

[2] Information is for parents of children who live in Devon (not Plymouth City Council or Torbay Council areas). For application dates and where to access application forms elsewhere, please contact your local council's admissions service.

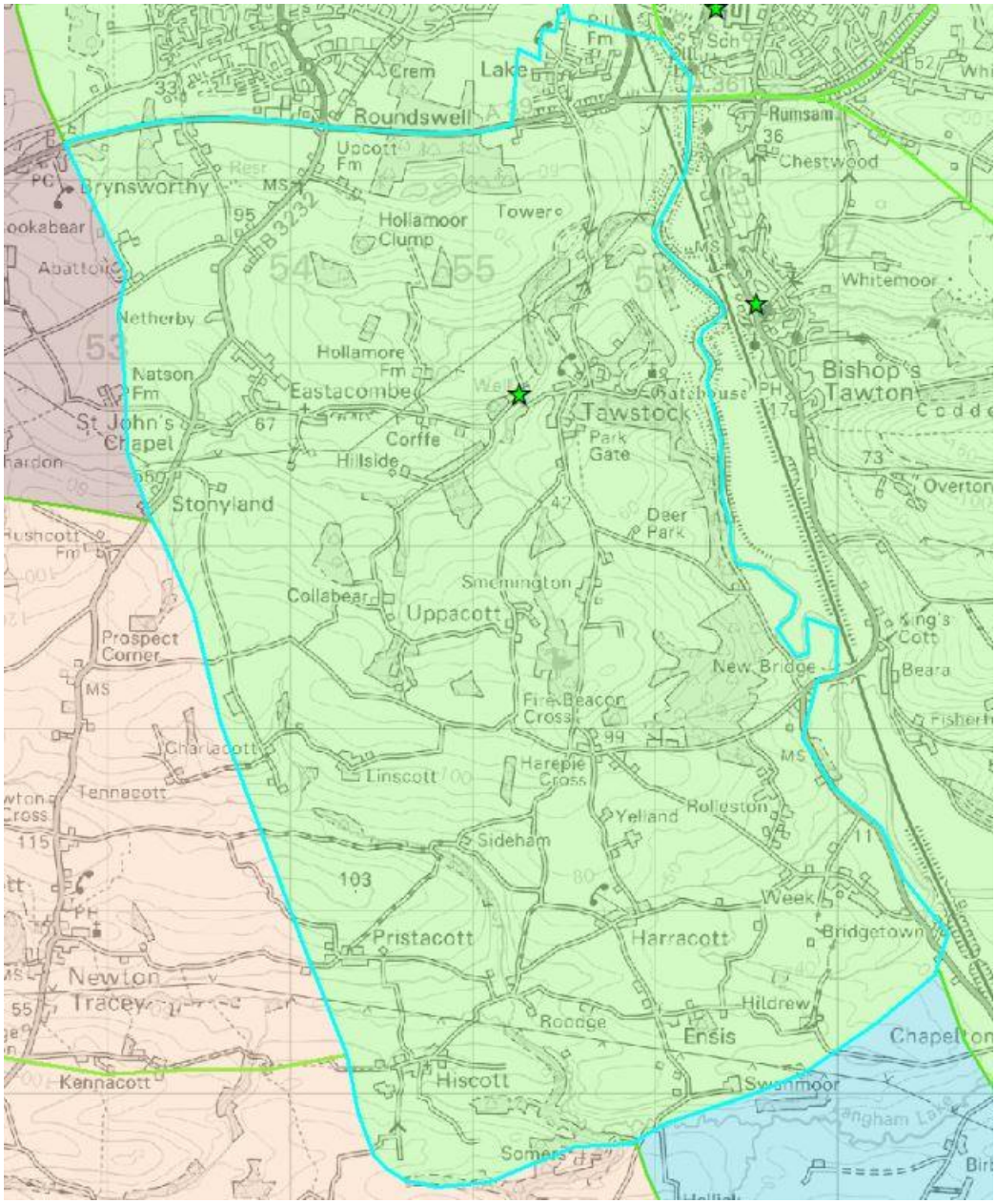
[3] Each application must be accompanied by a completed Devon Supplementary Information Form for Exceptional Need which will include evidence, from a medical specialist or social worker of the child's/parent's need and why they must attend this school rather than any other, based on those needs. If evidence is not submitted to the [school or the Local Authority] with the application, a child's or parent's medical or social needs cannot be considered.

[4] Children whose home lies on the boundary line will be considered to be in the catchment.

Catchment Area

Our catchment area is in the middle of the map, bordered by the blue line. It can be viewed in more detail at devon.cc/schoolareamaps to confirm whether addresses close to the boundary are inside or outside our area. We make measurements for admissions purposes to and from the green star for this school.

We welcome admissions applications for children living inside and outside our catchment area.



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The Admissions Policy

This policy is written to comply with the requirements of the School Admissions Code, the School Admissions Appeals Code and other relevant legislation so that:

- parents will know how to apply for a school place, when to apply and what happens when an application is made;
- how many places are available at the normal intake into the school;
- our governors, head teacher and members of staff understand what to do;
- we are committed to fair, clear and consistent admissions procedures.

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, Fair Access Protocol and Education Transport Policy. We take part in both of Devon's co-ordinated admissions schemes.

Once our policy is determined, it can't be changed unless an amendment is required to correct a typographical error, to ensure that the policy complies with the Codes, in response to a determination of the Office of the School's Adjudicator or where approval has been received to a request for an In-Year Variation. Any amendments that are made will be detailed in the Policy Version section above.

How the Admissions Process works – all Parents have to apply

Without exception, all parents have to make a formal application for admission to a state-funded school. Places aren't allocated automatically and no child has a guarantee of admission. This includes children with siblings at a school or those at a particular school or nursery. We welcome visits from parents - and their children - who are considering applying for a place here. This is an opportunity to see what we have to offer. Visits aren't a compulsory part of the admissions process and won't affect decisions on whether a place can be offered here. Parents can arrange visits by contacting the school office.

Schools can't hold places in reserve in case a local parent forgets 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.

How to apply for a place at the Normal Round – Reception

Parents apply using the Common Application Form from the LA (Local Authority) where the child lives. For Devon children, this is available at www.devon.gov.uk/admissionsonline or by completing the **D-CAF1** paper form. Applications made outside Devon will be passed to Devon's Admissions Team. They will co-ordinate all applications for this school. Through co-ordination, every parent who applies will receive an offer on the National Offer Day.

Each year there is a national closing date for applications - **15 January** - and all applications submitted by then will be considered at the same time. Any applications submitted after this will be considered after those received on time unless the parent can demonstrate that he or she was unable to apply by the deadline. Examples of this include illness that prevented an application being made and a house move to the area. Devon will send a list of all of the children whose parents have applied to come here to us.

How to apply for a place at other times – In-Year Admissions

Parents apply using a Common Application Form from Devon, regardless of where the child lives. For all children, this is available at www.devon.gov.uk/admissionsonline or by completing the **D-CAF** paper form. All applications received by the LA Admissions Team, either direct or via the school, by 2pm on the same day will be considered together, before later applications.

When to apply for a place

Parents should apply between **15 November 2019,** the Devon opening date of the normal round application process and the national closing date of **15 January 2020**. The opening date may vary in other LA areas.

In-Year applications will not be considered further in advance than 8 school weeks (40 school days) of the place being required with the exception of children from UK service personnel families posted to a new area whose applications will be considered up to 16 school weeks in advance. Applications received outside this timescale will be returned to the applicant or put aside until 8 / 16 school weeks before admission is required.

What happens after an application is made?

If there are fewer applications than places then no application will be refused at the normal round. If there are more applications than there are places available, they will be prioritised according to our oversubscription criteria above. Devon will make offers and refuse applications on behalf of school admission authorities. The co-ordinated schemes are "equally ranked preference schemes". This means that decisions cannot be influenced by the order in which parents

list the schools they are applying for. Shortly after LAs make offers to parents, we will contact those parents who have been offered a place here to welcome them to the school and to make arrangements for admission itself.

For In-Year admissions, we will reach a decision in response to applications and inform the Devon Admissions Team within 5 school days of receipt of the application. We will give reasons for any refusal in writing to the LA promptly so that it can take a view whether the refusal is lawful and operate its Fair Access Protocol if necessary.

Outcomes of the application process

The LA Admissions Team will write or email the parent with a formal outcome of the application, either offering a place or refusing the application – with information about the right of an appeal to an Independent Appeals Panel. We will add the child's name to a waiting list for vacancies.

Options for admission into Reception

When a place is offered in the normal round of admission, it is for full-time attendance at the beginning of the September term after the fourth birthday. Parents can then choose to:

- take up that full-time offer;
- take up the place part-time until the child is of compulsory school age;
- **defer** admission until the child is of compulsory school age within the same academic year; or
- decline the offer and make other arrangements.

A parent of a summer-born child can request agreement to **delay** admission to Reception in the next normal round of admission and then make a fresh application for admission. Alternatively, where summer-born children **defer** admission until they are of compulsory school age, deferral to the following September requires a fresh in-year application for a Year 1 place.

Admission of children outside their normal age group

Parents may request that their child is admitted outside their normal age group. To do so parents should include a request with their application, specifying why admission out of normal year group is being requested.

When such a request is made, we will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the head teacher and any supporting evidence provided by the parent.

We will ask parents to say in writing with as much supporting evidence as they wish to provide why they are requesting admission outside the normal age group for a child. The admissions authority will consider this evidence and reach a decision in the child's best interests. It will take into account:

- the parent's views;
- the views of the Headteacher of this school;
- 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 who make a request 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.

The admissions authority will reach a decision on which Year Group it believes is appropriate for the child. It will then reach a decision on whether a place can be offered as it would for any application in that Year Group. Where it doesn't agree to early admission to Reception – where the child would not have reached the age of 4 by the beginning of September – it will be its view that this is not a suitable school for the child at that age. Under these circumstances, we will not accept an application for admission. There is no right of independent appeal against this decision.

Exceptional need for admission to our school

We give higher priority for children where there is an exceptional need to attend this school and not another school. The need must be specific to this school: a child may have very challenging circumstances that require additional support but if that support could also be provided at another school, there would be no exceptional need to attend **this** school.

In order to seek priority on this basis, parents **must** complete Devon County Council's Supplementary Information Form for Exceptional Need. This is available from the LA's website at http://devon.cc/schoolsifs. All applicants must use a common application form from their home LA.

The exceptional need could be due to the parent's circumstances. Exceptional need could include:

- A serious medical condition, which can be supported by medical evidence;
- Significant caring responsibilities, which can be supported by a social worker;
- Where one or both parents or the child has a disability that may make travel to another school more difficult, which can be supported by medical evidence.

These examples aren't meant to be exhaustive or exclusive. Neither should it be assumed that similar circumstances would impact on different children and families in the same way.

- if there are medical reasons that make it essential for a child to attend this school, the parent must provide supporting information from a doctor, together with any other relevant information. This must make a compelling case as to why the child's needs or the parent's can only be met here; a medical condition in itself will not automatically result in a place here. It isn't essential for the doctor to name our school and we wouldn't expect a doctor to have sufficient, specific knowledge of the school but the evidence should explain exactly what the child's needs are and what specialist support and facilities are required.
- for social reasons, parents must provide independent evidence from a relevant professional supporting the family. The supporting evidence must set out the particular reasons why this school is the most suitable and the difficulties that would be caused if the child had to attend another school. It isn't essential for the professional supporting the family to have in-depth knowledge of our school but the evidence must explain exactly what the needs are and what specialist support and facilities are required.

Exceptional need for admission here will **not** be accepted on the grounds that:

- a child may be separated from a friendship group;
- parents wish to avoid a child from the current or previous setting;
- child-care arrangements before or after school would have to be changed;
- transport arrangements would have to be changed;
- there is a medical condition such as asthma that doesn't require specialised treatment;
- the child has a particular interest or ability in a subject or activity.

Evidence from a relevant professional, independent of the family will be required in every case and should be made available in time for us to rank the application using the school's oversubscription criteria. This should provide a reasoned and unequivocal opinion establishing why the child would suffer a significant detriment by not being admitted to this school. Evidence should be from a GP, consultant or other health care worker or social care officer working with the child. Without satisfactory supporting evidence, we will not prioritise an application as demonstrating exceptional need. We may seek our own advice to establish whether we are the only school that could meet a child's needs.

Parents can indicate on a common application form that they believe there is an exceptional need for admission here. It isn't expected that a parent will seek this priority at a school that was not named as the first preference. The onus is on parents to submit their supporting evidence and to provide further evidence if requested to do so. Parents who apply using a common application form from another LA without a tick box for exceptional need should put a note in the reasons for their preference that they are requesting exceptional need priority and provide the required supporting evidence.

If we accept that exceptional need has been demonstrated, the application will be prioritised under oversubscription criterion 2. This does not guarantee that a place will be available. Where we don't agree that the need is exceptional, the application will be prioritised according to other oversubscription criteria.

Admission Appeals

We will refuse admission when we believe that the Year Group is full and we are unable to meet the child's needs without causing prejudice to efficient education or the efficient use of resources. Whenever an application is refused, there will be a formal decision letter which will give a reason for refusal and advice about the parent's right of appeal to an Appeals Panel that is independent of this school.

Deferring Admission into Reception

Child's fifth birthday	Parent can defer admission or child can attend part-time until the start of term in
1 September – 31 December 2020	January 2021
1 January – 31 March 2021	January 2021 OR April 2021
1 April – 31 August 2021	January 2021 OR April 2021 OR September 2021 by making a fresh application for a Year 1 place (June 2021) or making a fresh normal round application for Reception in 2021-22

Contacts for Further Information

The Ventrus Multi-Academy Trust
www.ventrus.org.uk
Diocesan Board of Education
01392 272686 schooladmissions@exeter.anglican.org
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

Appendix A – Definitions and explanatory notes

Admissions authority	This is the body responsible for proposing, consulting on and determining the admissions policy and also for reaching decisions about offering or refusing applications.
Admission Number or AN	This is the equivalent of the Published Admission Number for Years 1 to 6. It indicates the number of places available in the Year Group. It will often be the same as the PAN originally determined for that Year Group when it was Reception. It may be increased or decreased where the amount of accommodation has changed or because of reorganisation in the school.
Appeals	Where we have to refuse admission, most refusals will be because we believe it would "prejudice the provision of efficient education or the efficient use of resources". This is the principal justification under the School Standards and Framework Act 1998 for refusing admission. If we refuse admission, it will be in writing, there will be the right of appeal to an Independent Appeals Panel and to a place on a waiting list. If an application for admission is unsuccessful, parents have a statutory right of appeal to a panel which is independent of the school. Appeal papers will either be sent with the refusal letter or can be requested from the LA. Parents have at least 20 school days to return the papers, together with any supporting evidence. (Papers can be submitted earlier than 20 days if a parent chooses to). An appeal for a place in Reception, Year 1 or Year 2 may be subject to Key Stage 1 or Infant Class Size Legislation. This is a more limited process which reviews the original decision to refuse admission rather than an appeal against the refusal in the light of additional circumstances. The Panel will decide whether an additional child would breach the legal maximum of 30 children in a Key Stage 1 class with one teacher, whether our policy and those of the LA are lawful and have been applied correctly and whether it was a reasonable decision to refuse the application in the circumstances we knew about at that time the original decision to refuse was made. There are very limited exceptions which would allow a school to exceed 30 children in a Key Stage 1 class. The Clerk to the Independent Appeals Panel will give at least 10 days' notice of the appeal date. Parents will also be told when to submit any further information to be considered. Parents will receive evidence from us before the appeal hearing. After appeals are heard, decision letters should be sent within 5 school days; notice of the decision is available by telephone to the Appeals Clerk before then. Appeals at the normal round of admissions to Reception will be heard within 40 school days of the deadline for lodging appeals. Where the application was not made in time for a decision to be made on the national offer date, they will be heard within that 40 day period or, if that is not possible, within 30 days of the appeal being lodged. In-year admission appeals must be heard within 30 school days of the appeal being lodged.
Application	For normal round admissions, applications are considered to have been made on the national closing date of **15 January** or the date when the application was submitted or amended with new information if later. In-year applications are considered to have been made on the date they are received. This must include any supporting evidence that is required – for example a new address or evidence of a child's in Care status. 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 after the closing date or the home address changes.
Catchment Area	Many schools operate a catchment area. This is the geographical area that this 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
Children formerly in Care (Looked After)	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

Appendix A – Definitions and explanatory notes

	Act 1989, as amended by s.12 of the Children and Families Act 2014.
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.
Common Application Form	This is the name for the application form provided by the LA. They 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. For In-Year applications to Devon schools, parents of all children can apply via the Devon Admissions Team (see D-CAF, D-CAF1 AND D-CAF6 below).
Compulsory School Age	Children reach compulsory school age 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.
General Data Protection Regulations	Where one parent seeks information about an application for admission or to locate a child, we will seek a view from the LA about what information should be made available. The priority will be to safeguard the child and immediate family. Unless it is established that the non-resident 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.
D-CAF, D-CAF1 and D-CAF6	The D-CAF is Devon's common application form for In-Year admissions, enabling a parent to name up to 3 schools. The D-CAF1 is Devon's common application form for normal round applications for primary and infant schools, enabling a parent to name up to 3 schools. 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 direct 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: • a child moves into the area *and* • the parent only intends to apply for a place here and at no other school, *and* • the child does not have an EHCP, *and* • the child has not been Permanently Excluded from a school, *and* • the parent is not in dispute with another person with parental responsibility over residence or school admissions, *and* • we have a confirmed vacancy in the relevant Year Group, 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 in all cases.
Deferred Admission	Places for normal round admission here are offered for full-time admission at the beginning of the September term after the fourth birthday. That is before children reach compulsory schooling age. Deferred admission is where a child puts off admission into a Reception class until later in the same academic year until the start of the term after the **fifth** birthday. All parents have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory schooling age. Provided a parent informs us that the place is to be deferred to the beginning of the spring or summer term, it will be held open until then. Places can be deferred beyond the start of the spring term or the summer term, depending on the child's birthdate. Please see the table above.

Appendix A – Definitions and explanatory notes

	We encourage parents to discuss deferred or part-time admission with us and any other professionals working with them.
Delayed Admission	Delayed admission is where a summer-born child delays admission into a Reception class until the start of the September after the **fifth** birthday and not the September after the **fourth** birthday. This means admission would be out of the normal or chronological age group. A summer-born child is one whose birthday is between 1 April and 31 August. Parents of summer-born children can request that admission to Reception is delayed to the following academic year - the start of the next September term will be when the child reaches compulsory schooling age. We invite parents to visit the school so that we can explain the provision that is on offer to children in our Reception class, how it is tailored to meet the needs of the youngest children and how their needs will be met as they move through the school. This is an opportunity to discuss any concerns parents have about the child's readiness for school. Children in Reception and in an Early Years setting all receive the Early Years Foundation Stage curriculum which is largely play-based learning. As with any request for admission outside a child's normal age group, the admissions authority will have two decisions to make: 1. it must first decide on the age group the child should be admitted to 2. it then decides whether a place can be offered in that age group. It can be difficult to reach a decision about the appropriate age group for a child more than a year in advance of admission as it will not be easy to assess how the child will develop in that time. Therefore, it will be helpful for parents to provide as much information on the child as possible, particularly with any relevant professional social or medical evidence. The process for this school within the Devon County Council area is that the parent is encouraged to make an application for the child's normal age group at the usual time and make a request for delayed admission at the same time. This enables school admissions authorities to reach a decision on age group before the national offer day. If the request is agreed, the application can be withdrawn by the parent before a place is offered and the parent will then make a fresh application in the next normal admissions round. If the request is refused, it is for the parent to decide whether to continue with an application for the normal age group OR to withdraw from that process and make an in-year application for admission to Year One for the following September. It may be that the admissions authority for another school agrees to delayed admission there, in which case the parent may pursue that option. In reaching a decision, we will consider the circumstances of the case as it would with any request for admission outside the normal age group. Our decision will be made in the best interests of the child and will be set out in writing for the parent. We recognise, along with the Department for Education, that requests for delayed admission to Reception differ from other requests for admission outside the normal age group as it is only in these circumstances that a child is being admitted to school for the first time. Delayed admission is not an opportunity for a child to retake the Reception year or an additional opportunity to seek admission here.[5] There is no right of appeal if a parent is offered a place but it is not in the year group they would like. They may make a complaint through the school's complaints procedure if they are unhappy with a decision.
Distance measurement	We receive additional admissions support from the Devon Schools Admissions Team including distance measurement. This is based on Devon LA's Geographical Information System, an electronic mapping system. Should this arrangement not be renewed, alternative provision will be made to measure using an equivalent system.

[5] Requests for delayed admission will not be considered where a child has attended in any school Reception class for more than a half-term. This allows time for parents who are unsure about a child's readiness for school to try Reception. After half a term in school, we consider that a parent has taken up the child's offer of admission into school and we would not agree to delayed admission.

Appendix A – Definitions and explanatory notes

Documentary evidence	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. The LA 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.
Education, Health and Care Plans	An Education, Health and Care Plan is a formal document issued by the Local Authority describing a child's additional needs and how they will be provided for in a school. Any child whose Education, Health and Care Plan 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 Admission Number for the Year Group.
Education Transport	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 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 walking distance of two miles. Applications for transport should be made direct to the LA where a child lives. 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. Parents who rely on free transport are strongly advised to check whether there is an entitlement with the Education Transport Team before accepting a school place.
Equally ranked preference scheme	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.
Extended schooling	Further information on services beyond the normal school day is available from the school office.
Fair Access Protocol	All LAs are legally required to operate a Fair Access Protocol across their area and 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. It is possible that we would have refused the application for admission but then be required to admit the child under this Protocol.
Faith oversubscription criteria	Schools designated with a religious character may give additional priority for admission where faith criteria are met by an applicant. We have chosen not to do this.
Fees and charges	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.
Home Address	Places are offered here on the basis of where the child will attend school, not necessarily

Appendix A – Definitions and explanatory notes

	where they live when the application is made. If we have vacancies then it doesn't matter whether or not the home address is in our catchment– though we will only offer places to a child who will be living close enough to the school to attend on a daily basis. 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, the home address is determined using 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 the majority of mornings in a normal school week. If no declaration is received, the home address will be the address at which the child is registered with a GP. If this is not possible, 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. 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 penalise families where there is a genuine reason why evidence cannot be provided.
Home-School Agreement	Admission to school is not conditional on signing a home-school agreement. However, we will ask parents to agree with our Home-School Agreement after children have been offered a place as we believe this is a positive way of promoting greater involvement in a child's education.
In-Year admissions	This is where a child joins the school at any time after the normal round, the first opportunity for admission to Reception.
Key Stage 1 class size legislation	This limits the number of children in a Reception, Year 1 or Year 2 class (or a class where the majority of children are aged 5, 6 or 7 years) to 30 children for each teacher. There are a number of permitted exceptions to this limit. Being an exception to Key Stage 1 class size legislation is not a guarantee of admission as there may still be insufficient space in the classroom to admit another child.
Linked School	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. Feeder or linked school priority is not a guarantee of admission.
Looked After Children	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.
Member of staff	This will be any salaried person employed at this 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 the majority of the time in the current academic year.
Multiple birth siblings	Where applications are received from families with multiple birth siblings (twins, triplets, etc.), every effort will be made to allocate places here, including offering admission above PAN wherever possible. This recognises the exceptional nature of the emotional bonds between multiple birth siblings. Where that is not possible, parents will be invited to decide which of the children should be allocated the available place(s) or seek admission to an alternative school with sufficient vacancies to accommodate both or all of the multiple birth siblings. Where we don't have sufficient space to admit all of the multiple birth siblings and one or more is refused admission, we don't consider that we would be obliging the children to attend

Appendix A – Definitions and explanatory notes

	different schools. It is the parent's responsibility to decide not to place the children in another school that does have sufficient room. Random allocation will not be applied to multiple birth siblings (twins and triplets etc.) from the same family tied for the final place. We will admit them all, as permitted by the infant class size rules and exceed our AN.
Normal Round Admissions	This is where a child joins the school at the first opportunity for admission to the Year Group. At this school it is at the beginning of September in Reception (even if the start is deferred until later in the school year).
Nurseries and pre-schools	While we work with local Early Years providers to make the transition into Reception as smooth as possible, we do not give admissions priority for children at any setting. Parents of all children must apply for admission to the school. There is no additional or lower priority for children attending any particular setting. We welcome applications for children regardless of where their Early Years provision has been.
Objections to admissions policy	Advice is available from the Office of the Schools Adjudicator on how to object to this policy. Objections must be made by **15 May 2019.**
Offers	When a place is offered by the LA on our behalf, we will assume that it is accepted unless we are told otherwise. We will contact parents after this to make admission arrangements - if a parent doesn't confirm the place is required within two weeks of the offer letter, we or the LA will contact the parent again. If there is no response within a week of that contact, the offer may be withdrawn. It is important that when we offer places to some and refuse others we do so fairly and consistently. Where we have reason to believe that false or deliberately misleading information has been provided we will reconsider the offer using correct information. We may withdraw the offer if it would not have been made with the correct information, even if this is after admission. Places are offered on the basis of the address from which the child will attend school. Accurate information is particularly relevant for addresses. Where we believe it is necessary, we will ask for evidence of a child's home address before admission. If a parent believes that the child's address will change before admission, we must be informed. We will require evidence of a new address where this would give a higher priority for admission. 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 intentionally misleading application which secured the offer of a place when the response would otherwise have been a refusal.
Oversubscription criteria	Where the number of applications exceeds the number of places available in the Year Group we will use our oversubscription criteria to prioritise applications. They are detailed in the key information section above.
Parent	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. We may ask for evidence of parental responsibility where a person is acting as a parent but does not hold formal parental responsibility. Sometimes there is a dispute between parents over which school a child should attend. When we take decisions over admissions we will take into account imminent court hearings that may have an impact on parental responsibility and living arrangements.
Parental disputes	Occasionally parents may disagree on where the child should be educated. In these cases, we will consider whether either parent has a lawful objection to the wish of the other parent to transfer schools.
Part-time attendance in	Parents can choose to accept the offer of admission into Reception for part-time rather than full-time attendance until the child is of compulsory school age. It is for the school to decide

Appendix A – Definitions and explanatory notes

Reception	what the part-time offer is and it is for the parent to decide whether to accept that part-time offer, for attendance to be full-time or for the offer of a place to be declined. Details of our part-time offer are available from the school office.
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 Admission Number 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 in Reception. In limited circumstances, more will be admitted. It is calculated taking into account the physical capacity of the school, the level of demand expected from local, in-area children and sensible, lawful school organisation. Once we set this number, we won't refuse admission for applications below the PAN. If there is unexpectedly high demand and we believe we could admit more children, we will inform the LA and either increase the PAN or admit children above-PAN.
Service families	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 front gate of the unit address. This requires written confirmation from the relevant government department: the Ministry of Defence, the Foreign and Commonwealth Office or Government Communications Headquarters. We 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. There is no additional admissions priority for children of service families. However, children from families of UK service personnel are permitted exceptions to Key Stage 1 class size legislation and are also recognised by Devon as being a vulnerable group of children within the Fair Access Protocol.
Sibling	'Sibling' means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a step brother 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. A younger 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. Where we don't have sufficient space to admit a sibling of a child already attending here, and one or more child is refused admission, we don't consider that it would be obliging the children to attend different schools. It is the parent's responsibility to decide not to place the children in another school that does have sufficient room.
Supplementary Information Form or SIF	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. We ask parents to complete the Exceptional Need SIF where they are seeking priority on the grounds of an exceptional need to attend this school. A copy can be found at the end of this policy document.
Tie breaker	To distinguish between children in a particular oversubscription criterion, priority will be determined on the basis of 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.

Appendix A – Definitions and explanatory notes

	If the tie-breaker above is not sufficient to distinguish between applicants in a particular 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. Random allocation will not be applied to multiple birth siblings (twins and triplets etc.) from the same family tied for the final place. We will admit them all, as permitted by the infant class size rules and exceed our PAN.
Type of school	This school is an academy. Academies don't have to follow the national curriculum and can set their own term times. They still have to follow the same rules on admissions, special educational needs and exclusions as other state schools. Academies get funding direct from the government, not the local council. They're run by an academy trust which employs the staff.
Uniform	Children attending our school are expected to wear a uniform. Some of the items required can be purchased from us and the rest from most retail outlets. Parents unable to purchase items of uniform or equipment will not be penalised. We operate a scheme to assist families in need.
Waiting Lists	We will operate a waiting list for each year group until the end of the academic year. This will be maintained by us and shared with the LA. Our waiting lists will only contain the names of children who have formally applied and been refused admission. Children's positions on the waiting list will be determined solely in accordance with the 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. 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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Appendix B

Exceptional Social or Medical Need for Admission
Supplementary Information Form 2020-21

To be completed only where a parent is seeking admissions priority on the grounds of exceptional need.

Parents who wish to have an Exceptional Social or Medical Need considered with their application (criterion 2) must submit independent professional evidence which explains clearly why it is essential to attend the school and no other school.

- For a normal round entry into Year 7 in September 2020, the evidence should be submitted by the closing date for applications of 31 October 2019.
- For a normal round entry into Reception in September 2020, the evidence should be submitted by the closing date for applications of 15 January 2020.
- For a normal round entry into Year 3 of a Junior School in September 2020, the evidence should be submitted by the closing date for applications of 15 January 2020.

Evidence submitted after the closing date may mean the application is considered as late.

Parents must also complete a Local Authority Common Application Form
(eg at www.devon.gov.uk/admissionsonline)

- For an In-Year admission into any Year Group, the evidence should be submitted with the application.

Parents must also complete a Devon Common Application Form (eg at www.devon.gov.uk/admissionsonline)

Please read the school admissions policy, including definitions, before completing this form. School policies can be found at http://devon.cc/schoolpolicy. Not all Devon schools prioritise applications with exceptional social or medical need.

PART A – to be completed by the parent	
Full name of child	
Date of Birth	
School you are applying for	
Does this school give priority for exceptional social or medical need?	Yes / No
Please tick the box below if you believe there is an exceptional social or medical need for your child to attend this school.	
☐ Criterion 2	Priority will next be given to children based on their exceptional medical or social needs or those of their parents.

Extract from the school's admissions arrangements:

Exceptional social or medical need:

[This school gives] higher priority for children where there is an exceptional need to attend this school and not another school. The need must be specific to this school: a child may have very challenging circumstances that require additional support but if that support could also be provided at another school, there would be no exceptional need to attend **this** school. The exceptional need could be due to the parent's circumstances. Exceptional need could include:

- A serious medical condition, which can be supported by medical evidence;
- Significant caring responsibilities, which can be supported by a social worker;
- Where one or both parents or the child has a disability that may make travel to another school more difficult, which can be supported by medical evidence.

These examples aren't meant to be exhaustive or exclusive. Neither should it be assumed that similar circumstances would impact on different children and families in the same way.

- if there are medical reasons that make it essential for a child to attend this school, the parent must provide supporting information from a doctor, together with any other relevant information. This must make a compelling case as to why the child's needs or the parent's can only be met here; a medical condition in itself will not automatically result in a place here. It isn't essential for the doctor to name our school and we wouldn't expect a doctor to have sufficient, specific knowledge of the school but the evidence should explain exactly what the child's needs are and what specialist support and facilities are required.
- for social reasons, parents must provide independent evidence from a relevant professional supporting the family. The supporting evidence must set out the particular reasons why this school is the most suitable and the difficulties that would be caused if the child had to attend another school. It isn't essential for the professional

Appendix B

supporting the family to have in-depth knowledge of our school but the evidence must explain exactly what the needs are and what specialist support and facilities are required.

Exceptional need for admission here will **not** be accepted on the grounds that:

- a child may be separated from a friendship group;
- parents wish to avoid a child from the current or previous setting;
- child-care arrangements before or after school would have to be changed;
- transport arrangements would have to be changed;
- there is a medical condition such as asthma that doesn't require specialised treatment;
- the child has a particular interest or ability in a subject or activity.

Evidence from a relevant professional, independent of the family will be required in every case and should be made available in time for us to rank the application using the school's oversubscription criteria. This should provide a reasoned and unequivocal opinion establishing why the child would suffer a significant detriment by not being admitted to this school. Evidence should be from a GP, consultant or other health care worker or social care officer working with the child. Without satisfactory supporting evidence, we will not prioritise an application as demonstrating exceptional need. We may seek our own advice to establish whether we are the only school that could meet a child's needs.

Parents can indicate on a common application form that they believe there is an exceptional need for admission here. It isn't expected that a parent will seek this priority at a school that was not named as the first preference. The onus is on parents to submit their supporting evidence and to provide further evidence if requested to do so. Parents who apply using a common application form from another LA without a tick box for exceptional need should put a note in the reasons for their preference that they are requesting exceptional need priority and provide the required supporting evidence.

If we accept that exceptional need has been demonstrated, the application will be prioritised under oversubscription criterion 2. This does not guarantee that a place will be available. Where we don't agree that the need is exceptional, the application will be prioritised according to other oversubscription criteria.

Nature of the supporting evidence you are submitting, provided by a relevant professional
Evidence is attached Yes / No
Name(s) and organisation(s) of the professional(s) providing supporting evidence

Appendix B

I confirm that I have submitted a Local Authority Common Application Form.

Privacy and Data Protection:

Your personal data is being used by The School and Devon County Council's Admissions Service for the purposes of an application for admission to school. We undertake to ensure your personal data will only be used in accordance with our privacy notice which can be accessed at https://new.devon.gov.uk/privacy/privacy-notices/ Please confirm that you give your consent to the School and Council using your personal data as outlined in our privacy notice, by signing below. You have the right to withdraw your consent at any time. Should you wish to withdraw consent, please contact the Admissions Team at admissions@devon.gov.uk or 0345 155 1019. If you wish to exercise any of your rights under the General Data Protection Regulations, please contact the Council's Data Protection Officer at 01392 383000 or at accesstoinformationsecure@devon.gcsx.gov.uk. For more information about Data protection, please contact the School or visit https://new.devon.gov.uk/accesstoinformation/data-protection.

Parent's name		Date	
Please sign here			

Please return this form to:

The school you have named or
The School Admissions Team, Room L60, County Hall, Exeter EX2 4QG
You can scan and email this form and accompanying evidence to admissions@devon.gov.uk