School Admissions Policy 2022-23

Woodbury Salterton Church of England Primary School

Stony Lane, Woodbury Salterton, Exeter, Devon EX5 1PP
01395 232649
www.woodbury-salterton.devon.sch.uk
admin@woodbury-salterton.devon.sch.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.

Every Child Matters as a child of God.

Within a Christian environment we aim to educate and encourage every child to live happily with others and to develop and make the best of his or her ability. Everybody is special, and we believe in you not only as you are but also in what you can become.

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

Policy consultation period	1 November 2020 to 8 January 2021
Policy determined on	26 February 2021
Policy contact name and position	Katie Gray, Executive Headteacher
Amendments after determination	-
Department for Education school number	878-3322
Age range	4 to 11; there is also Early Years provision from 2
Type of school	Voluntary Aided primary school
Admissions authority	The Governing Board
Normal round intake	Reception
Published Admission Number 2022-23	15
Priority for children to another setting	Exmouth Community College[1]
Priority for children from another setting	No
Designated religious character	Yes – Church of England, Diocese of Exeter
Admissions catchment area	Yes – see Page 4
School uniform	Yes
Application Form	devon.cc/admissionsonline or with a paper form available by calling 0345 155 1019 or at devon.cc/admissions or from the school office
Supplementary Information Form	Yes To be used if seeking priority for an exceptional need to attend this school. Included below at Page 5

Key Dates Normal round

When to apply	15 November 2021 to the National Closing Date which is 15 January 2022
Decision	National Offer Date which is 19 April 2022
When to appeal	From 15 May 2022 or from 20 days after the refusal, whichever is later[2]

Key Dates In-Year admission

When to apply	from 1 June 2022 for Year Groups 1 to 6 from 1 September 2022 for Reception
Decision	Within 10 school days of an application
When to appeal	From 20 school days after refusal

Contacts for further information

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

[1] Under the policy for 2022-23. It is for the linked secondary school to decide whether to give priority in its admissions policy. That can change from one year to the next, following public consultation.
[2] Appeals can be submitted sooner than this but appellants must be allowed 20 school days to prepare a written case if they wish.

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 children[3] and children who were previously looked after[4] 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[5] or those of their parents.[6]**
3. **Priority will next be given to children living within the catchment area set out in our map,[7] who are siblings[8] 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[9] 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. **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.

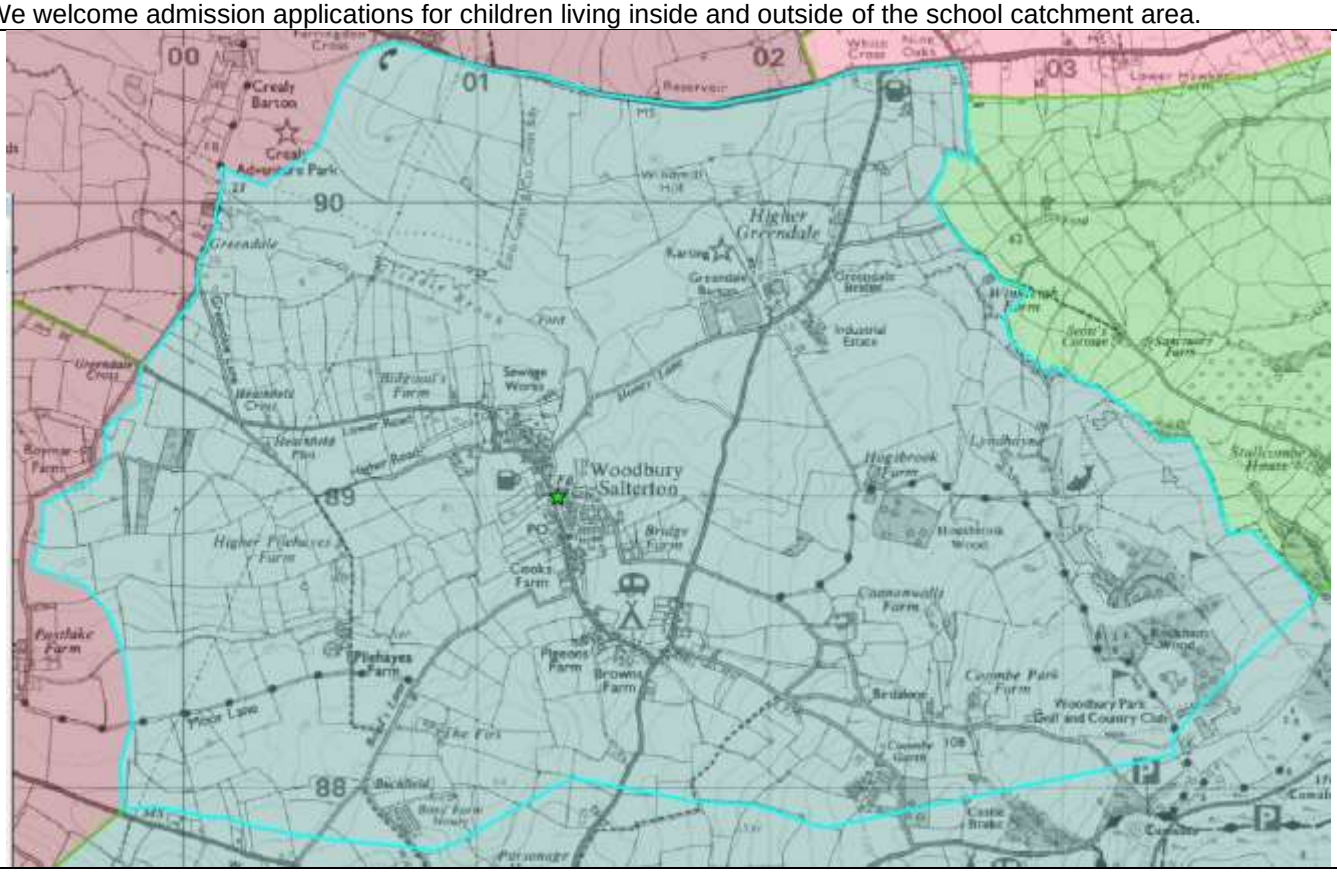
[3] These children are Looked After by or provided with accommodation in the exercise of its functions (see the Children Act 1989 section 22(1)) by a local authority.
[4] These children were Looked After until they were adopted (see the Adoption and Children Act 2002 section 46) or made the subject of 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.
[5] To request this priority, the application must be accompanied by a completed Supplementary Information Form for Exceptional Need which will include evidence, from a medical specialist or social worker of the need and why the child must attend this school rather than any other, based on the needs or either the child or parent or of both. If evidence is not submitted to the with the application, exceptional need will not be considered.
[6] A parent is any person who has parental responsibility or care of the child. When we say parent, we also mean carer or guardian. Applications do not require both parents to agree on the preference for school.
[7] 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.
[8] 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.
[9] 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. The boundary is marked by blue lines.

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



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Exceptional Social or Medical Need for Admission Supplementary Information Form 2022-23

To be completed only where an applicant is seeking priority on the grounds of exceptional need.

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

For normal round entry.	For In-Year admission into any Year Group.
An application may be considered as late if evidence is submitted after the National Closing Date. **Applicants must also complete a LA Common Application Form** For Devon residents, this can be found at www.devon.gov.uk/admissionsonline or by calling 0345 155 1019 for a paper version	There is no closing date; evidence should be submitted with the application. **Applicants must also complete the Devon Common Application Form** This is for all applicants and can be found at www.devon.gov.uk/admissionsonline or by calling 0345 155 1019 for a paper version, D-CAF

Please read the school admissions policy, including definitions, before completing this form. This is published on the school website and at http://devon.cc/schoolpolicy.

PART A – to be completed by the applicant	
Full name of child	
Date of Birth	
School you are applying for	**Woodbury Salterton Church of England Primary School**
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[10] or those of their parents.[11]**

Exceptional social or medical need:
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.

All applicants must complete an application form.[12] In order to seek priority on this basis, applicants must also complete this Supplementary Information Form for Exceptional Need to request admissions priority.

The exceptional need could be due to the child's or to the parent's circumstances. It could include:

[10] To request this priority, the application must be accompanied by a completed Supplementary Information Form for Exceptional Need which will include evidence, from a medical specialist or social worker of the need and why the child must attend this school rather than any other, based on those needs. If evidence is not submitted to the with the application, exceptional need cannot be considered.
[11] A parent is any person who has parental responsibility or care of the child. When we say parent, we also mean carer or guardian. Applications do not require both parents to agree on the preference for school.
[12] 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 using this Supplementary Information Form.

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

These examples are not 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. The responsibility lies with applicants to submit supporting evidence and to provide further evidence if requested to do so.

- applicants must provide supporting evidence from a doctor or other relevant professional, together with any other relevant information;
- evidence must make a compelling case why the need that has been identified can only be met here and the anticipated difficulties that would arise if the child had to attend another school;
- having a particular medical condition or social vulnerability will not automatically result in a place here;
- it is not essential for the person providing the evidence to name our school or to have detailed and 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;
- evidence should be submitted in reasonable time for it to be considered before reaching a decision and for the application to be ranked against our oversubscription criteria as necessary.

Each case will be considered on its own merits but exceptional need for admission will not be accepted on the grounds that:

- a child may be separated from a friendship group;
- preference 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 an interest or ability in a subject or activity.

We may seek our own advice to establish whether this is the only school that could meet a child's needs.

If we accept that the child would experience a significant detriment by not being able to attend this school, we will agree that there is an exceptional need to attend this school. The application will be prioritised. This does not guarantee that a place will be available.

Where we do not agree that the need is exceptional, the application will be prioritised according to other oversubscription criteria.

Supporting evidence attached	Yes / No
Nature of the supporting evidence you are submitting:	

Name(s) and organisation(s) of the professional(s) providing supporting evidence
Privacy and Data Protection: Your personal data is being used by the school and Devon County Council 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 Council's 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 Regulation, please contact the Council's Data Protection Officer at 01392 383000 or at accesstoinformationsecure@devon.gcsx.gov.uk. For more information about data protection, visit https://new.devon.gov.uk/accesstoinformation/data-protection or contact the school. I confirm that I have submitted a Local Authority Common Application Form.

Applicant's name		Date	
Please sign here			

Please return this form to:

The school 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

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
Parents apply for a place by completing the Common Application Form that is issued by the Local Authority (LA) where the child lives. For residents of another council area (including Plymouth and Torbay), parents must use the Common Application Form provided locally. This will be forwarded to Devon County Council.

There is a National Closing date for applications. Applications can be submitted after this but will be considered as late, after all timely applications unless the parent can demonstrate that he or she was unable to apply on time.

Applications for normal round admission are managed under Devon's Normal Round Co-ordinated Admissions Scheme. Decisions will be sent to parents on the National Offer Day by the Council where the child lives.

How to apply for admission – in-year to any Year Group
This school will participate in Devon County Council's In-Year Co-ordinated Admissions Scheme for 2022-23.

After the normal round intake, parents apply for a place at this school by completing the Devon Common Application Form, regardless of where the child lives. This is available at www.devon.gov.uk/admissionsonline or by calling the LA for a paper version, the D-CAF.

Applications can be made at any time after the Year Group has started[13] but will not be processed sooner than 8 school weeks before the place is required.[14] They will be considered in date order with all those received at the school or by Devon's School Admissions Team by 6pm each day considered together.

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. Decisions will be sent to parents by Devon's School Admissions Service.

The school will notify the LA of numbers on roll in the school within 2 school days when requested to do so. This enables the LA to be able to advise parents. When notified of an application, we will give the view of the school on whether a place should be offered within 5 school days. This is to ensure that a decision can be communicated to the parent within 10 school days.[15]

Appeals against a refusal to admit a child
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.[16]

An appeal for a place in Reception, Year 1 or Year 2 may be subject to Key Stage One or Infant Class Size Legislation. This limits the number of children in a Reception, Year 1 or Year 2 class (or a class where most

[13] This means after 1 September of the intake year.
[14] This will be 16 school weeks in advance for children of UK service personnel.
[15] School Admissions Code 2021 section 2.28
[16] 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.

children are aged 5, 6 or 7 years) to 30 children for each teacher. Key Stage One appeals are a more limited process which review the original decision to refuse admission rather than an appeal against the refusal in the light of additional circumstances.

The Appeal 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 the admission arrangements for the school and LA were lawful and had been applied correctly and whether it was a reasonable decision to refuse the application in the circumstances that were known at the time the original decision to refuse was made.

There are limited exceptions which would allow a school to exceed 30 children in a Key Stage One class.

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 and within 30 days for in-year admissions.

Allocation date for the normal round Reception intake: Tuesday 19 April 2022
Deadline for appeal forms to be submitted: Tuesday 31 May 2022
Appeals will be heard within 40 school days, by: Friday 29 July 2022
Where possible, appeals that are submitted after 31 May will be heard by 29 July. If that is not possible, they will be heard within 30 school days of the appeal form being submitted.

Admission of children outside their normal age group
Parents may request that their child is admitted outside their normal age group. They should include a request with their application, specifying why admission out of normal year group is being requested. We[17] 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.

Delayed Admission to Reception
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 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 school 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:

[17] This means the admissions authority for the school. Some functions may be delegated to a committee or to officers within the LA.

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 admission 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 we 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.[18]

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.

Deferred Admission in Reception
Places for normal round admission are offered for full-time admission at the beginning of the September term after a child's fourth birthday. That is before children reach compulsory school 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.

Parents are encouraged to discuss deferred or part-time admission with the school and any other professionals working with them.

Provided a parent informs a school 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 below:

Child's fifth birthday	**Parent can defer admission or child can attend part-time until the start of term in**
1 September – 31 December 2022	January 2023
1 January – 31 March 2023	January 2023 OR April 2023
1 April – 31 August 2023	January 2023 OR April 2023 OR September 2023 by making a fresh application for a Year 1 place (from June 2023) or making a fresh normal round application for Reception in 2023-24

Options for Admission for Reception
Children who are below statutory age are entitled to a school place. This is in Reception from the September term on or after the 4th birthday. At this point, parents have the following options:

[18] Requests for delayed admission will not be considered where a child has attended in a 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.

- To start full-time at the beginning of the September term.
- To start part-time at the beginning of term up to and no later than the end of the term before the 5th birthday.
- To defer admission within the Reception year to the beginning of term on or after the 5th birthday.
- To delay admission to the start of the September term of the next academic year (for summer-born children only).

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 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 or on the school website.

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 the In-Year Co-ordinated Admissions Scheme so that parents are not disadvantaged. Places will be held open until it is practical and safe for children to attend on site. Remote learning will be made available as for existing pupils 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.

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

Admission authority	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: **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
Admission Number (AN) or Published Admission Number (PAN)	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. 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.
Appeal	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). Any refusal will be in writing and inform the applicant of the • reason for refusal • right to an appeal to be heard by an independent panel • right to a place on a waiting list for vacancies 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.
Application	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. 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. 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.
Catchment Area	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.

	Eligibility for catchment priority where this is part of a school's arrangements is not a guarantee of admission.
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 Act 1989, as amended by s.12 of the Children and Families Act 2014. 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.
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	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. The large majority of applications in Devon are submitted online at devon.cc/admissionsonline. There are also paper versions of the forms: 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. The D-CAF1 is Devon's common application form for normal round applications to Key Stage One at primary and infant schools. The D-CAF2 is Devon's common application form for normal round applications to Key Stage Two at junior schools. The D-CAF3 is Devon's common application form for normal round applications to Key Stage Three at secondary schools. The D-CAF4 is Devon's common application form for normal round applications to Key Stage Four at studio schools and University Technical Colleges. 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. 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. 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: • 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. 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.
Compulsory School Age	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.
Delayed admission	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. 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. 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. Guidance on delayed admission is available from Devon County Council at www.devon.gov.uk/admissions.
Distance measurement	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.
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. 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.
Education, Health and Care Plans	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. 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.
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 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. Applications for transport must 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 the offer of a school place.**
Equally ranked preference scheme	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. Schools are not informed by the LA whether an application is a first, second or third preference.
Extended schooling	Further information on services beyond the normal school day is available from the school office or website.
Fair Access Protocol	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. 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.
Faith oversubscription criteria	Schools designated with a designated religious character may give additional priority for admission where faith criteria are met by an applicant. Eligibility for faith priority where this forms part of a school's arrangements is not a guarantee of admission.
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.
General Data Protection Regulation	Information about an admissions application will be shared with relevant LAs and with another school when a place has been offered.

	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.
Home Address	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. 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. 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. 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.
Home-School Agreement	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.
In-Year admissions	This is where a child joins the school at any time after the normal round, the first opportunity for admission to the school.
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. Eligibility for linked or feeder school priority where this is part of a school's arrangements 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	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.

	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. Eligibility for children of staff priority where this is part of a school's arrangements is not a guarantee of admission.
Multiple birth siblings	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.
Nodal points	A Nodal Point 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. The term nodal point may also describe a specific location on school premises for distance measurement purposes.
Normal Round Admissions	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.
Nurseries and pre-schools	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. Eligibility for nursery priority where this is part of a school's arrangements is not a guarantee of admission.
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 2021.**
Offers	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. 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. 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. 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, 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. Eligibility for priority under any oversubscription criterion is not a guarantee of admission.
Parent (or carer or guardian)	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. 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.
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. A school may admit children above-PAN where their circumstances suggest their need to be admitted outweighs prejudice to efficient education at the school.
Pupil Premium	Schools can give admissions priority where a child is eligible for Pupil Premium funding if included in the school's oversubscription criteria. Eligibility for Pupil Premium priority where this is part of the school's arrangements is not a guarantee of admission.
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 main entrance to the residential property or the centre of the front gate of the unit address if necessary. This requires written confirmation from the relevant government department: The Ministry of Defence, the Foreign and Commonwealth Office or Government Communications Headquarters. 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. 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.

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 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. 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. 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. Eligibility for sibling priority where this is part of the school's arrangements is not a guarantee of admission.
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. 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. An application must be completed in all cases.
Tie breaker	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. 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. 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.
Uniform	Children attending many schools 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.
Waiting Lists	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. 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. 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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