

Normal Round Co-ordinated Admissions Scheme for Primary and Secondary Schools 2020-21

State-funded schools

- All Local Authorities (LAs) must co-ordinate applications at the normal round of admissions to state-funded schools in their areas, [see What is the purpose of this Scheme?](#)
- 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](#) and [Devon Exceptional Need Supplementary Form at Appendix 10](#)
- When to apply, see [When to apply for a place](#)
- What happens after application, see [What happens after an application is made](#)
- 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 Scheme 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 Scheme or admissions in general, please ask for advice from the school or the LA School Admissions Team.



Normal Round Co-ordinated Admissions Scheme

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General Information and Contacts

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Review date	Annual
Approval	by Cabinet Members of Devon County Council
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Other links	Department for Education 0870 000 2288 www.education.gov.uk Office of the Schools Adjudicator www.education.gov.uk/schoolsadjudicator Children's Education Advisory Service – Ministry of Defence 01980 618244 enquiries@ceas.detsa.co.uk The Education & Skills Funding Agency (ESFA) 0370 000 2288 www.gov.uk/government/organisations/education-and-skills-funding-agency School Admissions Code www.gov.uk/government/publications/school-admissions-code--2 School Admissions Appeals Code www.gov.uk/government/publications/school-admissions-appeals-code

1 Equality and Safeguarding Statements

- 1.1 Devon County Council will only commit to policies and practices which will eradicate discrimination and promote equality for all, regardless of age, gender, disability, religion and belief, race and ethnicity and sexual orientation. This Scheme will be subject to an Impact Assessment which will be integral to all reviews.
- 1.2 Devon County Council and its partners recognise that safeguarding is everybody's responsibility. Whether their interest is in all young people 'staying safe' in all aspects of our services, or whether they are working in specific areas of vulnerability, all staff will have appropriate training and induction so that they understand their roles and responsibilities and are confident in carrying them out. Settings, schools, children, young people and their parents or carers, or any member of the community should feel secure that they could raise any issues or concerns about the safety or welfare of children and know that they will be listened to and taken seriously. This will be achieved by maintaining an ethos of commitment to safeguarding and promoting the welfare of children and young people. This is supported by a clear child protection policy, appropriate induction and training, briefings on and discussion of relevant factors and refreshed learning in line with current legislation and guidelines.
- 1.3 Devon County Council acts as a Corporate Parent for Children in Care. This means that the LA has a legal and moral duty to provide the kind of support that any good parents would provide their own children. This Scheme has been written to comply with this principle.

2 What is the Purpose of this Scheme?

- 2.1 This Scheme will make provision for parents to make applications for children to join schools at the normal round of admissions, generally the first opportunity to join a school. It also provides for children to be offered a single school place on the **national offer date**.¹
- 2.2 This Scheme is made by Devon County Council, acting in accordance with The School Admission (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012, and the School Admissions Code 2014 (Department for Education). It is mindful of good practice presented in the 2010 and 2012 School Admissions Codes where it remains compliant with the 2014 Code.
- Where any part of this Scheme is identified at any time as not being compliant with the School Admissions Code 2014, it will be amended without delay to meet the requirements of the Code. Amendments will be recorded in the Policy History below.
- 2.3 This Scheme applies to all [types of state-funded school](#) at [primary and at secondary phase](#), including all [admissions authorities](#) for those schools. It does not apply to admission to special schools² or for boarding places in schools.³ Throughout this Scheme, references to school will be limited to state-funded schools: those maintained by the LA and academies.
- 2.4 This Scheme will be put to public consultation before being considered and determined by the Cabinet of Devon County Council, according to the statutory timetable for doing so under the School Admissions Code. This includes individual school admissions policy documents

¹ A place will be offered for every child seeking a place at the normal round for a primary, infant or secondary school. Children seeking to move from an infant school to a junior school who are refused admission will be required to apply for a primary school as an in-year admission. Children seeking a move from a secondary school to a studio school or UTC who are refused admission will not be offered an alternative school.

² Information about admissions to special schools is available from the Devon 0-25 Special Education Team.

³ This Scheme will not apply where boarding accommodation is provided for pupils at state-funded schools. In Devon, this applies to Queen Elizabeth's.

for community and VC schools.⁴ The admissions policy documents for own [admissions authority](#) schools will also be the subjects of consultation where changes are proposed or where they have not been consulted on for 7 years.

2.5 The Devon Schools Admissions Service will operate to meet the statutory responsibilities of Devon County Council, the LA for the County of Devon⁵, with regard to admissions to school and to support schools in delivering their responsibilities. The School Admissions Service will:

- Act as admissions champion for children and families;
- Offer advice to parents⁶ and schools;
- Monitor and challenge the admission arrangements and practices of schools within the Devon County Council area and those others affecting the residents of Devon;
- Operate this Normal Round Scheme to co-ordinate applications by parents and allocate places on behalf of schools for the first admission to a primary, infant, junior, secondary, studio school and university technical college (UTC);
- Operate an [In-Year Scheme](#) to co-ordinate admissions to school at other times during Year Groups Reception to 11⁷;
- Operate a [Fair Access Protocol](#) to ensure children at risk of missing education In-Year are allocated a school place quickly, even where local schools have reached an admissions limit⁸;
- Act as the admissions authority for community and voluntary controlled schools;
- Assist other schools in delivering their admissions responsibilities including ranking applications, operating their [oversubscription criteria](#) and managing waiting lists as required;
- Support schools in the preparation and presentation of school admissions appeals;
- Liaise with other teams within the LA and beyond where this assists in the planning of school places across the county;
- Report no less than annually on school admissions within Devon as required to the Office of the Schools' Adjudicator and partner organisations across the county.

2.6 This Scheme also applies to [parents](#) who wish their children to be admitted to school at the normal round of admissions. Parents are required by law to make a formal, written application for admission to school.

⁴ Admissions policies for individual schools determined by the Cabinet of Devon County Council will remain the arrangements should a school convert to foundation or academy status. Necessary amendments will be made only with regard to changes of name and to confirm that admissions authority responsibilities will be taken on by the governing body or trust of the school.

⁵ This excludes the areas covered by Plymouth City Council and Torbay Council.

⁶ Any reference to parents will also include carers and guardians unless otherwise specified.

⁷ See the Devon In-Year Co-ordinated Admissions Scheme at www.devon.gov.uk/admissionarrangements

⁸ See the Devon Fair Access Protocol at www.devon.gov.uk/admissionarrangements

3 How do Parents make a Normal Round Admissions Application?

3.1 Key points:

All parents must apply for a school place – no places are guaranteed for siblings or for children living close to school or where members of the family have attended the school for many years.

Applications must be made to the LA where the child lives unless the school has opted out of LA co-ordination.⁹

Applications are made using a LA [common application form](#), online or on a paper version of the form (see Appendix 7).

The LA provides a [Supplementary Information Form](#), to be completed by parents who would like additional priority on the grounds that they have an Exceptional Social or Medical Need to attend a particular school (see Appendix 10).

Some schools require a [Supplementary Information Form](#) to be completed by parents who would like additional priority on certain grounds.

The Department for Education may require that new free schools do not participate in LA normal round co-ordination in the first year of admission. Applications in these circumstances will be made direct to the school. Parents wishing to make an application will be signposted to this process as necessary.¹⁰

There is an application period when applications must be made to be certain they will be considered as being on time (see Appendix 8-9 for the timetables).

All applications will receive an offer or a refusal at set dates (see Appendix 8-9 for the timetables).

There is a [right of appeal](#) to an independent panel if an application is refused.

There is a right to a place on [a waiting list](#) if an application is refused which will be open until the end of the first term in the entry year for the school as a minimum.

3.2 Parents seeking a normal round admission to school for the 2020-21 academic year apply during the previous academic year. In all cases, offers that are made will be for full-time admission at the beginning of the September 2020 term.¹¹

3.3 Applications under this Scheme are managed using an equal preference system, as required under the School Admissions Code 2014:

- Parents can apply or express a preference for¹² one, two or three schools anywhere in England.
- Parents must rank those schools in the order they would most like to be offered a place.
- Schools will not be advised of the order of preference expressed by the parent.

⁹ This may be the case for free schools in the first year after opening or for studio schools and UTCs who may use a school application form. Applications for the normal round of a sixth form are outside of co-ordination and must be made direct to the sixth form.

¹⁰ For further information on new schools in Devon, see <https://new.devon.gov.uk/educationandfamilies/school-information/apply-for-a-school-place/new-schools-in-devon>

¹¹ Parents may then decide to defer or delay admission to a Reception class where the child is below statutory school age.

¹² To “apply for a place” or to “express a preference” or to “name a school on an application” have the same meaning.

- Each preference will be considered alongside all others for that school, and a ranked or prioritised list produced using the school's [oversubscription criteria](#) only if there are more applications than places available at the school. If there are no more applications than places available, no application will be refused.
- From these ranked preference lists, the LA will identify which children could be offered a place at more than one school. The LA will then offer a place at the school **ranked highest** for which a successful application has been made. Other lower ranked offers will be discarded, allowing further offers to be made to children who are next on the schools' lists.
- Parents will have the right of appeal for any school at which an application has been refused. Children's names will be added to waiting lists automatically for schools within the Devon LA area. Schools must operate a waiting list at least until the end of the autumn term of the first year of admission.
- Where no preference can be met, the LA will offer a place either at the school that is designated¹³ for the child's home address¹⁴ if one remains available or at the closest school to the home address with a vacancy after all preferences that have been made have been considered with the exception of:
 - Applications for transfer from infant to junior school. Where no place is available at a junior school, the parent will be required to apply for a primary school place as an in-year admission; and
 - Applications for transfer for KS4 from a secondary school to a studio school or UTC. Where the application is refused, the LA will not make an alternative offer; and
 - Applications for admission to Year 12 at a sixth form. Where the application is refused, the LA will not make an alternative offer.

3.4 Parents are encouraged to choose which school they would like their children to attend. As this will mean that there is more demand than there are places at some schools, it is necessary to manage the choices of parents and the availability of places. This is done by enabling parents to apply for school places and reaching decisions in a clear, fair and consistent manner when a school is oversubscribed.

Parents can **choose the schools they apply for** but **cannot choose the school their children will attend**. In the large majority of cases in Devon, applications are not refused. At the normal round into a school, this only happens where a school has more applications than there are places available and all available places are offered to children with a higher priority for admission to that school OR where the child is not of an age to be admitted to that school.

4 The Common Application Form

4.1 There will be a standard form for all schools known as the Common Application Form. This is available to parents in hard copy and electronic format where possible.¹⁵ It enables parents **to apply for**, or **to name** or **to express a preference for** schools.

Devon forms may only be used for children who are ordinarily resident in Devon.

Applications should use a common application form to be valid and avoid misinformation and misunderstandings.

¹³ Most addresses in the Devon LA area lie within a school catchment or designated area for at least one primary and one secondary school. This gives a priority for admissions purposes and often an entitlement to free education transport (subject to other criteria). A map showing the designated areas for Devon and school locations is available at www.devon.gov.uk/schoolareamaps

¹⁴ If there is more than one designated school, the closer school will be considered first.

¹⁵ See Appendix 7 for the different application forms in Devon

Common application forms must be returned to the LA (either online or in paper copy) by **the national closing date** (see the Timetables in Appendix 8 and 9.)

- 4.2 The common application form will:
- invite the parent to express up to three preferences in ranked order of preference;
 - invite parents to give their reasons for each preference;
 - explain that the parent will receive no more than one offer of a school place and that a place will be offered at the highest ranking school for which they are eligible for a place and if a place cannot be offered at a nominated school, a place will be offered at an alternative school;
 - specify the closing date and where it must be returned.

4.3 The common application form will be available from the LA online and on request through the My Devon Call Centre.

- the common application form will be accompanied by a written explanation of the co-ordinated admissions scheme including details of neighbouring authorities.
- an electronic version of the common application form will be available for parents to complete at www.devon.gov.uk/admissionsonline instead of completing a hard copy.¹⁶

4.4 The LA will take reasonable steps to ensure that parents of children known to live in Devon and who are eligible for normal round admission in **2020-21** are notified how to access a copy of the common application form together with written guidance or an e-version of the guidance.

The LA will advertise the normal round admissions process at Early Years settings and schools. The onus will remain on parents to make applications notwithstanding the efforts undertaken by the LA, schools or others to alert them to the process.

- 4.5 Parents can apply by completing:
- the online form at www.devon.gov.uk/admissionsonline; or
 - a paper application form, returned to the LA; or
 - a paper application form, returned to the child's current school; or
 - a paper application form, returned to the school ranked highest.

All forms returned to schools will be forwarded to the LA. Schools may take a copy of each application form before forwarding it to the LA. They should keep a record of forms forwarded to the LA for processing.

Applications for sixth forms and atypical admission schools that have opted out of co-ordination can only be made on forms that are returned to the sixth form or school.

4.6 **Key Stage 1 normal round transfer**
Early Years settings are encouraged to remind parents of the need to apply for a school reception place if they want their child to be admitted. No places are allocated without a formal application.

Key Stage 2 normal round transfer to junior school
Infant schools should remind parents of children in Year 2 that they must either apply for normal round transfer to a junior school, apply for in-year admission to a primary school or make other arrangements for education from the beginning of the following September.

Key Stage 3 normal round transfer to secondary school

¹⁶ The LA recognises that the large majority of applications at the normal round are submitted online.

Junior and primary schools should remind parents of children in Year 6 that they must either apply for normal round transfer to a secondary school or make other arrangements for education from the beginning of the following September.¹⁷

Key Stage 4 normal round transfer to a studio school or UTC

Secondary schools are required to give careers advice to children by the end of Key Stage 3. This should include information on the Options available within that school, at other secondary schools and at studio schools and UTCs. The responsibility for making an application to any other school will lie with the parent.¹⁸

Key Stage 5 normal round transfer to sixth forms and FE Colleges

Secondary schools (including studio schools and UTCs) are required to give careers advice to children by the end of Key Stage 4. This should include information on the Options available within that school if it has a sixth form and at other school sixth forms and at FE Colleges. The responsibility for making an application to any other school will lie with the parent or the young person.¹⁹

Other normal round transfers

The responsibility for making an application to a Middle or High School outside this LA will lie with the parent. There are no Middle or High Schools in the Devon LA area.²⁰

All-through schools

The responsibility for making an application for normal round admission to another school will lie with the parent of a child in an all-through school at the end of Year 2 and Year 6.

- 4.7 The role of the LA is to inform parents where they **must** apply for transfer because the child has reached the end of the school's age range and will not be held back for any reason.

The LA may write to inform parents of known Devon-resident children who may wish to apply for normal round admission to a Key Stage 4 school – studio schools or UTCs. It will be the responsibility of parents to make an application. They may be prompted by general advice given by secondary schools or third party careers agencies about Options for Key Stage 4.

Similarly, it will be the responsibility of parents who wish their Devon-resident child to apply for normal round admission to a Middle or High School outside of Devon to request a D-CAF3. The normal intake for high schools varies and may be at Year 8 or Year 9. Devon does not hold copies of SIFs for high schools or copies of their admission arrangements.

It will be the responsibility of parents or young people themselves to apply for a transfer to a new education establishment at the normal round for a school sixth form. Young people who wish to remain at the same establishment from Year 11 into Year 12 do not have to make a formal admissions application as they are considered to remain on roll. They will be asked by a sixth form to indicate their preference for subjects and courses but this does not amount to an admissions application that could be refused. All students must attain the required academic standard for their chosen courses at sixth form unless the admissions authority

¹⁷ Where the child attends an all-through school, there is no requirement to apply for a place in Year 7 in the same school. Parents are encouraged to complete an application in any case or write to the LA to confirm the child will remain at the school. The parent may equally apply for a Year 7 place at another school.

¹⁸ The Atrium Studio School and South Devon UTC opted out of co-ordination for **2019-20** and applications should be made direct to the establishments. Devon will provide an application form should parents of Devon resident children wish to apply for a studio school or UTC outside Devon.

¹⁹ Young people may submit their own applications for admission and pursue admissions appeals with regard to admission after the age of 16.

²⁰ Tiverton High School is a secondary school.

for the college decides to accept a student who has not reached the required standard due to exceptional circumstances.²¹

5 Supplementary Information Forms (SIFs)

- 5.1 Some schools ask parents to complete a SIF where additional information is required by the school to apply its oversubscription criteria. This may be the case at faith schools for example. Parents should check whether a school they are interested in issues a SIF.

SIFs must be returned to the school by the **national closing date** unless otherwise advised. Where they are received by the LA in error they will be passed onto the school.

- 5.2 SIFs for Devon schools will be available from the LA online and on request through the My Devon Call Centre. The LA does not hold copies of SIFs for schools in other LA areas. Devon will forward applications that are received to the relevant LA.

- 5.3 SIFs are not application forms; parents must also complete a common application form and name the school on it for an application to be valid. Where SIFs are received directly by schools, the school should inform the LA without delay so it can verify whether an application form has been received from the parent, and, if not, contact the parent and request that they complete one.

- 5.4 Devon provides a common SIF for parents to use where they are seeking priority on the grounds that there is an Exceptional Medical or Social Need to attend a particular school and no other. This must be completed, and the parent must provide independent professional evidence of the need.

It will be the responsibility of the parent to complete this form and to provide supporting evidence as part of the admissions application.

6 Duplicate and Disputed Application Forms

- 6.1 Where conflicting preferences are received from more than one parent, the LA will contact both parents and request that they reach agreement on the preferences for school for the child. In doing so, the LA is concerned that more than one set of preferences from parents and more than one offer of a school place can be unsettling and upsetting for the child.

Applications by parents are subject to Data Protection legislation. Information contained on an application form will not be shared with another party including another person with parental responsibility for the child without the agreement of the person who completed the form unless there is a legal requirement to do so. The LA **will** inform another parent that an application has been made and the schools named as preferences if requested to do so because both parents are entitled to an involvement in decisions about their children.²²

In the event that no agreement is reached and an offer is made to each parent, an offer will not be held open once the child has been physically admitted to another school.

- 6.2 Where the outcome of preferences for more than one parent would result in duplicate offers being made for the same school, only one place will be offered with regard to the child.

²¹ This may be waived by the admissions authority where it is satisfied with the applicant's explanation why the required academic standard was not reached.

²² No information will be shared if a parent provides evidence of legal grounds such as a court order that prevents access by the other parent.

7

Changes of Parental Preference

- 7.1 Changes of parental preference will not be accepted verbally. A change in preference submitted by a different person will be considered as a disputed application.
- 7.2 A change in preference can be made up to the **national closing date**, replacing the former preference.
- 7.3 A change in preference after the **national closing date** and before the **Devon processing date** will be accepted and considered for offers at **the national offer date**. This will not be at the expense of any timely applications. No places will be held in reserve at any school to accommodate a late change of preference. The priority in determining offers will be:
1. Timely applications
 2. Late applications and changes of preference
- 7.4 Once places have been offered on **the national offer date**, the children who are on waiting lists will be reconsidered along with new applications and changed preferences. Once an offer has been made, a parent can submit new preferences by making a fresh application. The offer that has been made will not be withdrawn unless or until another offer can be made.
- 7.5 Where a parent makes a change in writing to the order of preferences, they will be considered as follows:

Original preferences for School A followed by School B
Amended preferences for School B followed by School A.

8

When do parents make an Admissions Application?

- 8.1 The Devon opening date is **15 November 2019** for normal round applications to primary phase schools and **1 September 2019** for secondary phase schools. Applications may open at other times in different LA areas.
- 8.2 The closing date for online applications will be 23.59 on **the national closing date**.
- The closing date for paper applications and SIFs will be submission on or before the national closing date. Parents should submit their completed forms by the national closing date. Parents who post an application form or SIF as the closing date approaches are advised to secure proof of posting in the event that the form is received after the closing date. If the proof of posting confirms that the form was submitted by the closing date, it will be considered as being on time even if received after the closing date, where this remains possible. The burden of proof will fall to the parent.
- 8.3 Studio schools and UTCs and, in their first year after opening, free schools, may opt out of normal round co-ordination. They must be clear in their admission arrangements how applications are to be made and what timetable is to be followed.
- Normal round applications for sixth forms are made direct to the sixth form in Devon
- 8.4 Applications can be made after **the national closing date**. However, they may be considered late and at a disadvantage to those made on time – see paragraph 9.

9

Late Applications

- 9.1 All applications will be considered on an individual basis. Where large numbers of applications are delayed due to industrial action, widespread illness or other exceptional

cause this will be taken into consideration in determining whether an application is accepted by the LA as timely or late. In such circumstances, any requirement to provide evidence why an application could not be submitted by the closing date may be waived.

9.2 Applications for Children in Care

Applications received for a Child in Care or a Child who was in Care but ceased to be so because he or she was adopted, made the subject of a child arrangements order or a special guardianship order will be considered as timely where it remains possible to do so.

Where a late application is received with regard to a Child in Care or a Child who was in Care but ceased to be so because he or she was adopted or made the subject of a child arrangements order or special guardianship order a place will be allocated even where the school has reached or exceeded its PAN.²³

9.3 Applications received after the national closing date but before the Devon processing date

All applications received by the **Devon processing date** will be offered a school place at **the national offer date**²⁴.

They will be considered as timely, alongside all other timely applications where the parent can satisfy the LA that he or she was prevented from making the application on time – for example, the hospitalisation of the parent, a close family bereavement or other exceptional circumstance - or where the child's home circumstances changed after **the national closing date** – for example, a house move to a new area - or where a new school is to be opened or extended and information about that school affects the parent's preferences.²⁵ In considering whether it is appropriate to accept an application received after the closing date as being on time, supporting evidence may be requested from a relevant doctor, health visitor or social worker. The decision whether to accept the application as timely will be taken by the LA. In reaching a decision, the LA will seek the views of the school.

9.4 Otherwise, late applications will be considered after all timely applications have been considered.

Late applications submitted after **the national closing date** will not be considered at the expense of timely applications. No places will be held in reserve at any school to accommodate late applications.

9.5 The provision to accept and process applications up to the **Devon processing date** is subject to the admissions authority for the school being able to re-rank them. If that is not possible, it will still be processed but an offer will not be made at the expense of a timely application. Where there is more than one application in this position and the school is oversubscribed, those applications will be set aside until the admissions authority is able to rank them for the second round of offers.

²³ The School Admissions Code paragraph 3.12 requires that a Child in Care or previously in Care must be admitted outside the normal admissions round. The normal admissions round ends on **the national offer date**. This means that such a child will be treated differently from then until the beginning of the September term and may be admitted to a school even where it has reached its PAN. Other children will be allocated a place at the designated school for the address or, if that is full, the closest school with a remaining vacancy.

²⁴ Please see the exceptions where no offer will be made at paragraph 3.3.

²⁵ Details such as the school location, headteacher and size may not be available during the application process. Where new information is released after the closing date, this may influence a parent in favour or against the new school. A change in preference under these circumstances will be accepted up to the **LA processing date**. Where a parent had made no application by the closing date, the new school will not be accepted as a reason for the application being late as parents would have been expected to have made an application for another school.

9.6 **Applications received between the Devon processing date and the start of the autumn term**

Applications that are received between **the Devon processing date** and the start of the autumn term²⁶ are considered to be Late Applications.²⁷ They are applications that do not result in an offer on **the national offer date**. They will continue to be allocated as if they had been submitted during the scheme in that places will be allocated to a preferred school where possible. If not, a place will be offered at the (closest) designated school if a vacancy remains or at the nearest alternative school with a remaining vacancy. Further allocations will be made as new applications are made and as vacancies arise. Final allocations will be made on August 31.

A second offer date will be made in Devon, according to the scheme timetable (see Appendix 8-9).

9.7 Late applicants' details will be added to waiting lists after **the national offer date**, together with the names of children who have already been refused places at the school. Waiting lists will be kept in order of the school's oversubscription criteria and not according to length of time a child's name has been on the list. If a place becomes available it will be allocated to the child at the top of the waiting list at that time.

9.8 **Applications received after the start of the autumn term**

While the first day of school attendance for children may vary from year to year and between schools, the first day of term will be considered to be 1 September annually. Applications received from this date will be considered under the Devon [In-Year Co-ordinated Admissions Scheme](#).

10 **Where no Application is Received**

10.1 **New Reception New Year 3 at a Junior school New Year 7 at a Secondary school New Year 9 or 10 at a Studio School or UTC**

No place will be allocated without an application.

The LA will assume that the parent has made other arrangements for education in a school or at home. For atypical age-range schools, the LA will assume that the child will remain on roll at the current secondary school. If the child is allocated to a school further from home and not the catchment school as a consequence of a late application, this may mean there is no eligibility to free Education Transport from the LA.

10.2 **New Year 12 at a Sixth Form**

The LA is not involved in the application process for sixth forms. Applications for Devon sixth forms should be made direct to the establishments and not through this co-ordination scheme. It is assumed a similar arrangement is in place in other LA areas. The LA will forward application forms for sixth forms it receives to the appropriate establishment.

10.3 It is the responsibility of a parent to submit an application form and SIF where appropriate. No places will be held back to accommodate potential late applications or children for whom no application was made. Parents are strongly advised to apply on time and to consider expressing a preference for the catchment school.

²⁶ For this purpose, the start of the autumn term is 1 September each year.

²⁷ As defined in the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012 Part 1 section 2 (5).

Children who are residents of other LAs will only be allocated a place in a Devon LA school if a preference for one has been expressed.

11 What Happens after an Application is Made?

11.1 The admissions authority for schools will decide on the priority each application will have and this will have an impact on the offers that the LA will make on behalf of schools. The LA will act as a clearing house for the allocation of normal round places in schools on behalf of admission authorities. The LA will make a decision where:

- it is acting in its separate capacity as an admission authority, or
- an applicant is eligible for a place at more than one school, or
- an applicant is not eligible for a place at any school that the parent has named.

11.2 Step 1

The LA will collate all applications it receives and compile a list of applications for each school.

Step 2

The LA will send own admissions authority schools within Devon a list of all of the applications naming their school by **the Devon notification date**, irrespective of ranking, sending them all details from the application form that would be required by the admissions authority to reach a decision on ranking apply their oversubscription criteria²⁸.

The LA will send other LAs a list of all of the applications naming schools in their areas by the **Devon notification date**, sending them all details from the application form that would be required by the admissions authority to reach a decision on ranking apply their oversubscription criteria. Those LAs will forward the applications to schools within their area. Schools in other LA areas will not be informed by that LA of the order of ranking by the parent.

Step 3

The admission authority for each school will rank its list of applications using the school's published oversubscription criteria and information from SIFs as appropriate. This ranked list will be returned to the LA by **the school ranking date**²⁹.

Step 4

By the **Devon processing date** the LA will process the ranked lists of all schools and where the child is:

- eligible for a place at only one of the nominated schools, that school will be allocated to the child;
- eligible for a place at two or more of the nominated schools, the child will be allocated a place at whichever of these is the highest ranked preference.
- not eligible for a place at any of the nominated schools, the child will be allocated a place at the designated school³⁰ if it still has a place available or, if the designated school or schools are full, the nearest school that does have a place available.

²⁸ As all schools must use equal preference, they will not be notified of the ranking made by parents on application form.

²⁹ Where a place can be offered by an admission authority on faith grounds, the LA may use this information to determine eligibility for Education Transport assistance. It should be provided whether or not the school is over-subscribed.

³⁰ Where the home address has more than one designated school for admissions purposes, the closest designated school will be considered first.

Step 5

The LA will share information with other LAs of places in Devon schools to be offered to their residents. This may initiate a short process during which information is shared by LAs that frees places, impacting on the offers available to other children.

Step 6

The LA will inform schools within the LA area by **the school allocation date** of the children to be offered places on their behalf. This information will not be made available to parents before **the national offer date**.

Step 7

The LA where the child lives will notify parents on **the national offer date** which school is being offered. For children who are resident in Devon, this will be sent by email if the parent applied online³¹ or by second class post. It will give the following information:

- the name of the school at which a place is offered;
- if appropriate, the reasons why the child is not being offered a place at any other school named on the application form;
- if appropriate, information about the statutory right of appeal against the decisions to refuse places at the other named schools;
- contact details for the school and the LA (and, if appropriate, those own admission authority schools where parents were refused admission, so that they can lodge an appeal with the admission authority for the school, see paragraph 13 below);
- the date by which parents should notify the LA in writing if they do not wish to take up the place that has been offered;

11.3 The LA will not inform parents of places still available at other schools.

11.4 Schools should not contact parents before the **national offer date** as this may be seen as putting pressure on a parent to amend preference ranking. The school should request that the LA contact the applicant for any missing information that is required so that applications can be prioritised using the school's oversubscription criteria.

12 When will Parents be told the Outcome of the Admissions Application?

12.1 The outcomes of an application will be:

- **Offer.** An offer will be made at a school named by the parent; or
- **Refusal with an alternative offer.** Application will be refused. Parent has the right of [appeal](#) and to a place on a waiting list; or
- **Application not accepted.** This may be where a parent is seeking admission for a child not of an appropriate age to attend the school. As an example, a parent may seek admission for a 3 year old child to a primary phase school. It would be for the school admissions authority to decide whether that would be appropriate. If not, the parent would not have the right of appeal for admission. The school complaints procedure could be followed.

12.2 Parents are not required to inform this LA that they will accept their offer.

Schools will contact parents following the formal offer of a place by the LA to welcome the child to the school and make arrangements for admission itself. Where a parent fails to respond to the school within 10 school days of that contact, the school or LA will contact the parent and advise that the place may be withdrawn if no response is received within a further 5 school days.

³¹ Devon will not send letters by post unless it considers it expedient to do so or if requested by a parent.

If a parent believes he or she will not be able to respond to an offer within this timescale, for example due to a prolonged period of absence from home, the parent is advised to inform the LA in advance with alternative contact details so that the offer is not at risk of being withdrawn.

13

The Right of Appeal

- 13.1 Parents who have been refused a preference and are dissatisfied with the school that has been allocated have the right of appeal to a Panel, independent of the admissions authority for the school. This includes parents who have been offered a second or third preference who wish to appeal for a place at a school that has been refused.

School admissions appeals are **for admission** to a school that has been refused and not **against admission** to a school that has been allocated.

- 13.2 For most Devon schools, parents should contact the Devon Admissions Service to request appeal forms. They will then be sent the relevant appeal forms by the Admissions Service, either electronically or in hard copy. Requests for forms should be received by **the appeal form request date**. Parents who request an appeal form after this date will still be entitled to an appeal but it may not be possible to be heard with other appeals.

Where a school manages its own admissions and appeals arrangements, the parent will be directed to contact the school. Appeals for places at schools within another LA area must be directed to that LA. Contact details will appear on the allocation letter issued on **the national offer date**.

- 13.3 Completed Devon appeal forms should be returned to the Clerk to the Independent Appeals Panel by **the appeal form return date** to ensure an appeal can be heard with the main body of appeals. Parents who submit an appeal form after this date will still be entitled to an appeal but it may not be possible to be heard with other appeals.
- 13.4 Late applicants will be given two weeks to return an appeal form from the date of the letter informing them of the allocated school.
- 13.5 Parents may appeal for any school for which their application for admission has been refused. They may not appeal for a place to a school which was not offered because a higher preference was offered.
- 13.6 An appeals timetable will be published online each year by **28 February** on the Devon admissions appeals website. Those dates are as published in this document at Appendix 8 and 9.

14

Waiting Lists

- 14.1 For Devon schools, where an application has been refused, the child will be placed on a waiting list for vacancies. The list will be kept in oversubscription criteria order by the LA unless, after the beginning of the **autumn term 2020**, it is passed to the school by mutual agreement. Waiting lists will be kept for the entire academic year so long as at least one name is on them unless a school that is its own admission authority has determined admission arrangements not to do so. The LA believes that it is good practice for waiting lists to be maintained so long as there is at least one name on them. This ensures that parents are not required to be in very frequent contact with a school to check whether a vacancy has arisen. However, parents must confirm they wish their child to remain on a waiting list at the end of each academic year.

Only children refused admission following a formal application will be added to waiting lists.

- 14.2 At the point when the In-Year Co-ordinated Scheme begins on **1 September** each year, waiting lists for secondary and junior schools will be recalculated by admission authorities using the published oversubscription criteria as at that point children will no longer be attending linked or feeder schools.
- 14.3 Parents of children on a waiting list may be contacted from time to time to check they still want the child to remain on the list and will be contacted at the end of each academic year to reapply.

15 Admission out of a Child's Chronological Cohort

- 15.1 Places will usually be offered in the Year Group according to the child's date of birth³² but a parent may submit an application for a Year Group other than the child's usual or chronological Year Group. A request solely on parental preference grounds is a valid request though it can be helpful when supporting evidence, including the views of independent professional(s) working with the child is also submitted. The admissions authority for the school will decide on the most appropriate Year Group setting for the child on a case by case basis. It will give reasons in writing for any refusal to accommodate a parent's preference for admission out of the child's chronological Year Group. Where a place is refused in a different Year Group but a place is offered in the school, there will be no right of appeal. Parents may then follow the school's complaints procedure.

Where the admissions authority decides that a child is not of an appropriate age to be admitted to the school - for instance a parent seeking admission to school for a 3 year old child – it may refuse to accept the application.

Approval for admission out of a child's chronological Year Group does not establish a priority within oversubscription criteria for the child. A decision at one school does not bind another school.

- 15.2 Parents should not assume that, for example, delayed admission into Reception will be followed by a similar decision at junior or secondary transfer. The head teacher of a secondary school may consider that the needs of a child whose admission to Reception was delayed can best be met at secondary transfer with his or her chronological Year Group. Similarly, a child whose primary education has been accelerated may be refused admission a year early to a secondary school.
- 15.3 Where twins or other multiple birth siblings have birthdays recorded on their birth certificates on either side of midnight on **31 August**, the siblings will have been born in different academic years. In anticipation that parents will want the children to be admitted to school together, a parent may specify that both of the twins (or all triplets etc) be admitted to the same academic year. This will mean that one or more of the children is admitted out of his or her chronological cohort. Subject to paragraph 14.2, the expectation will then be that the children will continue to be taught with that cohort as their school career progresses.

16 Parents' options for Normal Round Admission into a Primary or Infant School

- 16.1 The normal round offer for most schools is for admission at the beginning of the following September term. Parents have other options for the Reception normal round as the offer is for admission before the child has reached the compulsory school age.

16.2 Single Offer Point into Reception

There is a legal requirement that all children begin full-time education by the beginning of the term following their **fifth** birthday. This is when [compulsory school age begins](#). All places

³² For admissions in **2018-19**, the Year Groups appropriate to dates of birth are detailed at Appendix **6**.

offered in Reception at the normal round are for full-time admission in the September following the **fourth** birthday. This is a legal requirement on schools but not on parents who can choose to defer admission.

16.3 **Deferred Admission into Reception in the same academic year**

September is the earliest point for admission to the Reception class of a Primary or Infant school but is not a compulsory start date. All parents can defer admission within the Reception year until the beginning of the term following their child's fifth birthday.³³ This is a decision for the parent to make, taking all factors into account including the advice of educational professionals. Parents are encouraged to discuss deferment with the school, the Early Years setting and any other agencies working with the child in order to reach an informed decision regarding the child's best interests.

Those parents who decide that their child will defer must inform the headteacher of the school where the place has formally been allocated. The place will be held open until the beginning of the term following the fifth birthday within that Reception year and will not be offered to another child. Where a parent does not inform the headteacher that admission is to be deferred and does not admit the child in September, the place will be withdrawn and may be offered to another child.

- Children born between 1 September and 31 December may defer until the start of the spring term.
- Children born between 1 January and 31 March may defer until the start of the spring term or the start of the summer term.
- Children born between 1 April and 31 August may defer until the start of the spring term or the start of the summer term. They cannot automatically defer admission to Reception into the following September but can reapply for a place in Year 1. This would be an in-year application for the **2021-22** academic year, no earlier than the half term in **June 2021**. Summer-born children may also request a delayed admission to the following academic year.

Applications for admission to Reception will not be affected by a parent considering a deferral until later in the Reception year.

16.4 **Delayed admission into Reception in the following academic year**

This provision is available for summer-born children only.³⁴

Summer-born children can delay admission into a Reception class until the start of the September term after the **fifth** birthday rather than the September after the **fourth** birthday. This means admission would be out of the usual or chronological age group. Where a parent wants their child to be admitted out of their usual age group, there are two separate decisions for an admissions authority to make:

1. which the age group the child should be admitted to, then
2. whether a place can be offered in that age group.

It will not always be easy for an admissions authority to make a decision about a child more than a year before the point at which they may be admitted, particularly as it is difficult to know what progress they may make in the intervening period. However, parents should know the outcome of their request for admission out of the normal age group in time to make an

³³ For this purpose, there are three academic terms, starting on or after 1 September, 1 January and 1 April.

³⁴ A summer-born child is one whose birthday is between 1 April and 31 August.

informed decision about whether their child will start school in the September following the fourth birthday.³⁵

To enable this in Devon, parents should make an application for their child's normal age group at the usual time and submit a request for admission out of the normal age group at the same time. When this is done, the parent will receive the response to their request before **the national offer day**. If the request is agreed, the application for the normal age group can be withdrawn before a place is offered. If the request is refused, the parent must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in-year application for admission to Year 1 for the September following the child's fifth birthday. Where a parent's request is agreed, they must make a new application as part of the normal admissions round the following year.

There is no additional priority or reduced priority where a child delays admission. A child who delays admission cannot opt for a part-time attendance in Reception after he or she has reached the compulsory school age.

The provision to seek delayed admission is for a child's first admission to school. There will be circumstances where a parent decides shortly after the child has started in a Reception class that he or she is not ready for and wishes to withdraw the child and seek delayed admission for the following September. This will be permitted where the parent withdraws the child by the autumn half term so that a fresh application can be submitted in the following normal round (for the academic year **2021-22**). Parents would need to discuss delayed admission with any schools they would consider for the following year. The child would be taken off roll and would not have a place guaranteed for **2021-22**.

16.5 **Deferred Admission into Year 1 in the following academic year**

This provision is available for summer-born children only.

Summer-born children can defer admission until the start of the September term after the **fifth** birthday rather than the September after the **fourth** birthday. Whereas a place must be held open during what would be the Reception year, it cannot be held open into the following academic year. A parent who wishes to defer admission to the following September term must make a fresh application for admission to the school in-year. The earliest point this can be made in most cases is 8 school weeks before the end of the summer term.³⁶

16.6 **Part-time attendance in Reception**

A parent will have these options in response to the offer of a place for admission at the beginning of the September term following the child's fourth birthday:

1. full-time in the Reception class at the school
2. part-time in the Reception class
3. defer admission to Reception and take up a funded part-time place at an Early Years setting.
4. Decline the offer and make other arrangements, including remaining at home.

The child may not take up a part-time place in Reception and a funded part-time place at an Early Years setting. This does not prevent the parent paying for hours at an Early Years

³⁵ The LA, when it acts as an admissions authority, will agree to requests for delayed admission for summer-born children.

³⁶ The longer period for children from UK service personnel Crown Servant families will not apply as the child would already have been offered a school place for it to be deferred.

setting in addition to the part-time Reception place. Visits to the school as part of an induction process immediately before admission may take place.

- 16.7 There is no requirement on a school to offer **flexible** part-time hours in Reception prior to the child attending full-time. It will be for the school to detail the part-time offer to parents. It is recommended that part-time provision will be no less than 15 funded hours per week available at Early Years settings. Schools may feel it is appropriate for children to attend for whole morning or afternoon sessions.
- 16.8 Free transport will not be available during the school day under Devon's Education Travel Policy. Transport is provided at the beginning and end of the official school day.
- 16.9 Free school meals, where there is otherwise an entitlement, are not provided unless the child attends before and after the lunchtime.

17 Selection and Aptitude Testing – Secondary schools only

- 17.1 Some secondary schools are designated as selective or grammar schools. Children are admitted provided they have been successful at an entrance test. Other schools have up to 10% of places available to children who meet the school's criteria and can demonstrate and aptitude in named subjects.

Where a selection or aptitude test is part of the school's admission arrangements, the admission authority for the school will make it clear to a parent that they must express a preference on the application form provided by the child's home LA. The school should inform the LA of all requests to sit a selection or aptitude test in order to ensure that a common application form is completed with respect to each child.

- 17.2 It is the responsibility of the parent to make arrangements with the school to arrange to attend the selective testing. Parents must complete a registration form and return it to the school in order to arrange for the child to sit the selection test. While parents may express a preference for selective schools in another LA, they must make arrangements directly with the school.

The following schools operate selection testing or aptitude assessments as part of their admission arrangements. All require an additional registration form to be completed in order to arrange for a child to sit a selection or aptitude test. For further information about closing and test dates, please see the secondary timetable at Appendix 9.

Parents are advised to confirm dates for registration and testing directly:

Colyton Grammar School
St Luke's Science and Sports College
The Woodroffe School
selective schools in Torbay and in Plymouth and elsewhere in the country

- 17.3 Parents who request that their child sits the selection or aptitude test will be informed of the outcome of the test or assessment before they are required to express preferences for school places. This may not be a test score but an indication whether the child is considered to be of the ability to benefit from a selective education.

Parents who submit a late request or where children are unable to take the test or assessment on these dates will have an opportunity at a later date. This may not be before the closing date for preferences or in time for the **national offer date**.

- 17.4 Parents will be notified direct by selective schools according to each school's timetable. The LA will not enter into any correspondence with parents regarding the outcome of testing

except where a parent has concerns that a school's admission arrangements have not been followed.

- 17.5 The LA and individual schools will take reasonable steps to inform parents likely to seek a test for their child of the timescale. This may involve publicising those arrangements which have been communicated to the LA during Year 5 in advance of preferences being made in Year 6.

18 Home Address

- 18.1 The LA in its role as an admission authority will not accept more than one address as the child's home address. Own admission authority schools are likely to take adopt the same policy. The terms of a child arrangements or other court order may clarify the home address.

Where necessary to determine which address to recognise and in the absence of a court order, the LA will consider the home address to be with the parent with primary day to day care and control of the child on school days. In reaching this decision, evidence may be requested to show the address to which any Child Benefit³⁷ is paid and from which the child is registered with a medical GP. Any other evidence provided by parents will also be considered by the LA or school in reaching a decision on the home address for admissions purposes. This may be necessary for instance where parents do not 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 LA will determine the home address.

Where the LA asks for evidence of the address from which a child would attend school, this would often be written confirmation of a house purchase or a formal tenancy agreement. Some families may be unable to provide this - for example, where a house move is at very short notice or where a family is escaping domestic violence. Applicants who cannot provide this evidence should contact the LA or school. There is no intention to penalise families where there is a genuine reason why the usual evidence cannot be provided.

- 18.2 Parents are requested to provide accurate and up-to-date information on their application form.

In order to enable all parents to have confidence that applications are prioritised according to published oversubscription criteria and to minimise the risk of children gaining admission through the provision of fraudulent or misleading information, the admissions authority for each school may investigate addresses. Where a child's home address changes after the allocation of places that change must be notified to the LA immediately. A decision will then be made by the admission authority in accordance with the oversubscription criteria as to whether he or she is still eligible for a school place. If not, the place may be withdrawn. The following will be taken into consideration:

- whether it was reasonable for the parent to believe on the date the offer was made that the child would attend school from the first address;
- whether a move was required at short notice due to unavoidable personal circumstances;
- whether the new address provides appropriate accommodation;
- whether a move into the catchment area or closer to the school is followed by a further move back to the original address or other address outside the catchment area or further away from the school;
- the address record of any other children in the family.

³⁷ Child Benefit will not be an automatic determining factor. This benefit is not universal and does not necessarily reflect a child's main residence. Payment of the Benefit can take some time to follow the child after a change in living arrangements.

Any investigation into fraudulent addresses will be limited to the address at which the parent declared that the child would be attending school from when the decision to offer or refuse admission was made. A subsequent, newly declared address will not be taken into consideration.

- 18.3 Where concerns are expressed that an address has been given which is fraudulent or misleading, further information may be requested from the parent and an Education Welfare Officer may visit the address to establish whether residence is genuine.
- 18.4 While the purpose of investigations into a child's home address is to reduce the use of fraudulent addresses which gain an advantage over other children, parents should be assured that there will be no automatic withdrawal of the offer of a school place. No place will be withdrawn where the family circumstances are vulnerable and no parent should feel that unorthodox circumstances will be penalised.
- 18.5 A place may be withdrawn after admission where a fraudulent or misleading address has been used to gain advantage over other applicants. In considering whether this is appropriate, the admission authority will take into account the length of time the child has been attending. The School Admissions Code indicates that a place should not be withdrawn after a child has been on roll for more than a term.

19 Where Age is Disputed

- 19.1 A parent may be required to provide evidence of the child's date of birth if he or she has not been previously admitted to a school in the United Kingdom. Where it is required, a short birth certificate is acceptable, as is a passport.
- 19.2 Where the child is in the Care of a LA and his or her age is unclear or in dispute, the child's age will be determined before the offer of a school place or as soon as is reasonably possible following the emergence of a dispute over age. Where necessary, the child will be referred to a social care officer for assessment.

20 Applications from outside the United Kingdom

- 20.1 Where applications are received from outside the United Kingdom, they will not be considered unless they meet the terms of paragraph 20.2 or the applicant can provide evidence of right of entry to the United Kingdom. No offer of a school place will be made which may influence the decision of the United Kingdom Border and Immigration Agency.
- 20.2 Where a child is not currently in the United Kingdom, an application will be accepted:
- with a photocopy or scan of his or her passport confirming a right of abode in this country; or
 - with a photocopy or scan of his or her passport including a valid visa or other document allowing for entry into the United Kingdom.
- 20.3 Where a child is resident in Devon or its environs and is living with a host family, the LA will contact the home family – the family abroad with whom the child is normally resident. All applications will be from the home family unless a reason why this is not possible is accepted by the admissions authority for the school. This will be to ensure that the birth family is aware of the address at which the child is residing, gives authority to a member of the host family to seek a school place and is aware that no fees are payable for the application, allocation or provision of a school place where a child is of statutory school age.
- 20.4 Where a child who is not a UK citizen has been resident in the UK before or after an application is submitted and then leaves the country, evidence of right of return will be required. It will not be assumed that a child will be in position to return to the country or to a previous address.

- 20.5 Children who are taken out of the area on prolonged visits or holidays are liable to be removed from the roll of a Devon school on the grounds that they are not “ordinarily resident” in the area and are therefore unable to attend the school. After 20 school days unauthorised absence or 10 school days unauthorised absence following authorised absence for a family holiday of up to 10 school days, where the child is not residing at the address from which he or she was attending school, an Education Welfare Officer may confirm to the school that the child is no longer ordinarily resident at that address and may be removed from the school roll. In these cases, the parent must reapply for admission and will be subject to paragraphs 20.1-20.4.

21 UK service personnel and other Crown servants

- 21.1 Families of UK Service personnel and other Crown servants are subject to frequent movement at short notice. This can mean that children of such families are disadvantaged educationally. Admission authorities must allocate places in advance where the family is relocated by the Ministry of Defence, Foreign and Commonwealth Office or Government Communications HQ. The offer of places at the normal round is in advance of the place being required and cannot be brought forward.
- 21.2 Decisions on whether a place can be made available will be based on a Unit address in advance of a home address being confirmed. Where it is necessary to measure the distance to school for the purposes of deciding priority in relation to other applicants, the main entrance of the Unit will be used.
- 21.3 The child shall have a parent who is a serving member of the UK Services with a confirmed posting to the area or other Crown servant returning from overseas to live in the area. This does not include a member of the reserve forces moving from one part of the county to another without there being a posting. No additional places are created to meet demand created by postings to an area.
- 21.4 The School Admissions Code does not permit higher priority to be given to children of UK service personnel when admissions authorities set over-subscription criteria. Neither does it provide for the consideration of family background when deciding whether a place should be made available.

22 Gypsy, Roma or Traveller families

- 22.1 Families from Gypsy, Roma and Traveller communities are subject to frequent movement at short notice. This can mean that children of such families are disadvantaged educationally and have additional challenges when accessing education. Children from Gypsy, Roma and Traveller communities have a higher risk of underachievement or exclusion from school.
- 22.2 The School Admissions Code does not permit higher priority to be given to children of Gypsy, Roma and Traveller communities when admissions authorities set over-subscription criteria. Neither does it provide for the consideration of family background when deciding whether a place should be made available.
- 22.3 The term Gypsy, Roma and Traveller means:
- Gypsies, including Romanies, Romanichals, Welsh Gypsies/Kaale, Scottish Gypsies/Travellers; or
 - Irish Travellers, Minceir; or
 - Roma from Eastern and Central Europe; or
 - Showmen (Fairground people); or
 - Circus people; or
 - Boat Travellers / Bargees; or
 - New Travellers or New Age Travellers; or

- (in addition to any above criterion) the parent is engaged in a trade or business of such nature that requires them to travel from place to place.

Some Gypsy, Roma and Traveller families live in houses or on permanent sites for at least part of the year. The nature of the parents' work may mean that they travel at other times of the year. The term 'travelling' means travelling as part of the parents' trade or business. It does not mean travelling as part of a holiday or extended holiday.

22.4 Schools should make provision to support children from Gypsy, Roma and Traveller families in enrolling, with particular reference to issues such as school uniform in order that their actions and requirements are not discriminatory. Parents will be asked to give as much notice as possible of dates when they will be travelling away in order to better plan on-going education and accurately record absence and attendance data.

25 **School Uniforms**

Individual schools will ensure that other policies do not undermine the principles of fair access. This includes a requirement for expensive school uniform, sportswear or school visits or other activities, unless arrangements are put in place to ensure that parents on low incomes can afford them. Here, low income should mean those parents entitled to the maximum level of working tax credit or where the child is eligible for free school meals. Schools where there is a uniform should:

- ensure it is widely available, not from an expensive sole supplier;
- not operate as sole suppliers in order to raise additional school funds;
- have arrangements so that no family feels unable to apply for admission on account of high uniform or specialist equipment costs;
- operate discreet schemes to reduce cost, widely publicised and clearly explained in admissions or other literature provided by the school.

26 **Home-School Agreements**

The LA recognises the benefits of clear understanding and agreement of expectations between schools, parents and children. Schools will not ask parents to sign, or express a willingness to sign, Home-School Agreements before they have been offered a place at the school. The offer of a school place will not be conditional on signing an Agreement.

27 **School Charges**

There is no charge to parents for applying for a place at any school, for admission or for the provision of education. No activities such as school visits are compulsory. A policy on charging for activities must be available on request from the school and can be viewed on school websites.

28 **Education Travel**

Parents should consider how their child would travel to and from school for the whole time he or she attends. Transport may be provided at no cost to the parent where the child is attending the catchment school or the closest school available. Where a parent does not make an application for a school, this will be considered to be a deliberate decision with regard to school places. If a place would have been made available at a school closer to home had the parent applied when they could have applied, there will be no automatic entitlement to Education Transport support to a school further away from home.

Parents should review the [Education Travel Policy](#) for further information regarding transport to and from school, particularly in relation to low-income families, children attending the

nearest school to home on the grounds of belief and exceptions to eligibility on the designated school grounds.

Parents should not rely on other arrangements continuing for the time their child is at a particular school. This includes the provision of particular public service routes and lift-share arrangements.

Parents are encouraged to use sustainable transport methods to get their child to and from school.

29 Published Admission Numbers (PANs)

- 29.1 Each school will operate with a Published Admission Number for its intake year(s). This will be determined by the admission authority for the school as part of the admission arrangements. Once determined, this will be the minimum number of children to be admitted throughout that intake Year should there be sufficient demand.
- 29.2 At any time after determination, the admission authority may increase the PAN where it identifies that it has additional demand for places and those additional admissions would not prejudice efficient education or the efficient use of resources. Where the LA is not the admissions authority for the school, it must be informed in good time to adjust the offers of places in line with the increased PAN.
- 29.3 A PAN cannot be reduced after determination without a variation being approved by the Office of the School's Adjudicator or from the Education and Skills Funding Agency. This would follow a request by the admission authority, successfully demonstrating that there had been a significant and unforeseen change in circumstances at the school.
- 29.4 An admission authority may also admit above the PAN without raising the PAN where it feels that the needs of an individual child (or children) outweigh any prejudice to efficient education or the efficient use of resources.
- 29.5 While in most cases, the PAN for the cohort will become the Admission Number (AN) at the end of the intake year, it may be amended to reflect a change in circumstances at the school.
- 29.6 A list of the determined PANs and any amendments to those PANs for all state-funded schools in Devon can be found on the Schools List at devon.cc/schoollist

30 Admissions to Sixth Forms

- 30.1 Admission arrangements for sixth forms have been delegated to individual establishments.³⁸ Parents or young people seeking a place at a sixth form should contact the College directly for admission.³⁹

Applications for admission may still be made using the common application form provided by the home LA. In Devon, this is the D-CAF5. All completed forms will be forwarded by the LA to the school. The LA will not process applications or make offers as part of a co-ordinated scheme for sixth form admission.

- 30.2 Young people seeking to progress from Year 11 to Year 12 at the same secondary school need not make a formal application for a place. Their intention to do so subject to achieving any necessary examination qualifications for specific courses will be made by the completion of an Options Form provided by the school.

³⁸ Sidmouth College is the remaining community sixth form in Devon.

³⁹ Young people over the age of 16 when admission is sought can apply for admission in their own right. They can also appeal against a decision to refuse admission. Parents may still act on their behalf.

30.3 Children seeking to transfer to Year 12 at a school must complete an application form. This will be the D-CAF5 or a form provided by the school. They must also complete an Options Form.

30.4 Each sixth form will produce a prospectus which will detail **minimum entry requirements**, a timetable for application and option forms to be submitted contact information and details of the courses available for students.

31 Exceptional Need for Admission to a School

31.1 Devon's admission arrangements for community and VC schools allow for higher priority for children where there is an exceptional need for a child to attend a specific school and not another. The need must be specific to that 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 a specific school.

It is not expected that a parent will seek priority on exceptional needs grounds to more than one school. This will be limited to the first preference.

Devon provides a common SIF for parents to use where they seek admissions priority on the grounds of Exceptional Medical or Social Need to attend a particular school (Appendix 10).

31.2 Most own admission authority schools in Devon operate with this oversubscription criterion.

32 Children and Young People who are Transgender

Children and young people who are transgender should feel able to apply to a school without any restrictions. Where a school or college is co-educational, the gender a person associates with has no bearing on an admissions application. Devon's application forms ask for the child's gender in order to assist with identification. All schools and colleges will be supportive of their pupils and students individual circumstances.

There are no single sex schools in the Devon County Council area. Devon manages normal round applications for children and young people who are resident in the county for admission to schools outside of the county and would refer any applications to the appropriate admissions authority or co-ordinated scheme should an application for a school in another LA area be received, be they single sex or co-educational.

33 Objections

For information on how to object to the terms of this or any other admissions policy or procedure, advice is available at www.schoolsadjudicator.gov.uk. A formal objection must be made by **15 May 2019**.

Policy version:

This policy was considered for determination by the Cabinet of Devon County Council on xx February 2018 following a consultation hosted at www.devon.gov.uk/admissionarrangements between November 2017 and January 2018. It will be reviewed and determined annually. The next consultation period will be for normal round admissions in September 2020 and will be between November 2018 and January 2019.

Policy History				
Date	Summary of change	Contact	Implementation date	Review date
10/2016	2017-18 Primary Scheme rolled forward and combined with the Secondary Scheme to formulate the 2018-19 Normal Round Scheme	Policy and Strategy Officer (Education)		
11/2016	2018-19 Normal Round Co-ordinated Admissions Scheme consultation	As above		
10 Feb 2017	Scheme determined by the Cabinet of Devon County Council	As above	9/2017	10/2017
10/2017	2018-19 Scheme rolled forward to formulate the 2019-20 Normal Round Scheme	As above	9/2018	10/2018
11/2017	2019-20 Normal Round Co-ordinated Admissions Scheme consultation	As above		
9 Feb 2018	Scheme determined by the Cabinet of Devon County Council	As above	9/2018	10/2018
10/2018	2019-20 Scheme rolled forward to formulate the 2020-21 Normal Round Scheme	As above	9/2019	10/2019
15 Feb 2019	Scheme determined by the Cabinet of Devon County Council	As above	9/2019	10/2019

Admissions Glossary and Definitions

Admissions authority	<p>This is the body responsible for proposing, consulting on and determining the admissions policy and also for reaching decisions about offering or refusing applications.</p> <p>Where the LA is the admissions authority (for community and voluntary controlled (VC) schools), it will seek the views of the head teacher or governing body.</p>
Admission Number or AN	<p>For In-Year admissions only, this is the equivalent of the Published Admission Number for the normal round of admissions. It is the number of places available in each Year Group after the intake year. It will often be the same as the PAN that was originally determined for that Year Group. It may be increased or decreased where the amount of accommodation has changed or where class sizes change because of reorganisation in the school.</p>
Appeals	<p>If a school's admissions authority refuses admission at the normal round, the refusal will be because it believes it would "prejudice the provision of efficient education or the efficient use of resources". For the normal round this will not be below the PAN. 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 LA and 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 do so).</p> <p>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. 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 the school's 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 known to the admissions authority at the 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.</p> <p>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 on from us before the appeal hearing. After appeals are heard, decision letters should be sent within five school days; notice of the decision is available by telephone before then.</p> <p>Appeals at the normal round of admissions will be heard within 40 school days of the deadline for lodging appeals. Where the application was not</p>

	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.
Application	<p>For normal round admissions, the LA considers applications to have been made on the national closing date or the date when the application was submitted or amended with new information if later.</p> <p>There is no closing date for in-year admissions. Applications can be made at any time though will not be processed further in advance than 8 school weeks (or 16 school weeks for children of UK service personnel and Crown Servants).</p> <p>It is a parent's responsibility to make sure that the LA is informed about changes to circumstances and eligibility for priority if, for instance, a sibling is taken onto a school's roll after the closing date or the home address changes.</p>
Catchment or Designated Area	<p>The catchment is the geographical area that a school is primarily intended to serve. There is a higher admissions priority for children who live in it. Children living in a residential property on the boundary line will be considered to be living within the catchment area.</p> <p>The large majority of schools in Devon operate a catchment area. Maps can be viewed at www.devon.gov.uk/schoolareamaps.</p>
Children formerly 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.
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. Parents can request admission to a different Year group where they believe the child is particularly advanced or has missed a significant part of the curriculum through illness or other reason. Parents of summer-born children can request delayed admission to Reception, to be admitted out of the chronological Year Group.
Common Application Form	<p>This is the name for the application form provided by a local authority. They must be used for any application for admission to a school at the normal point of admission. The form provided by the local authority where the child lives must be used, regardless of where the school is. Most parents apply online through Devon. The Devon common application forms for normal round admission are: D-CAF1 for Key Stage 1, D-CAF2 for Key Stage 2, D-CAF3 for Key Stage 3, D-CAF4 for Key stage 4 and D-CAF5 for Key Stage 5.</p> <p>The Devon common application form for in year admissions are the D-CAF and the D-CAF6. They may only be used for state-funded schools located in Devon (not Torbay or Plymouth).</p>

Compulsory School Age	<p>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.</p> <p>They are no longer of compulsory school age on the last Friday in June of the academic year during which they reach the 16th birthday. This is the School Leaving Age.</p> <p>The Raising of the Participation Age (RPA) means that up to their 18th birthday, young people must be in full time education, in an Apprenticeship or in part-time education or training if they are employed, self-employed or volunteering for 20 hours or more a week.</p>
D-CAF and D-CAF6	<p>Devon's Common Application Forms for In-Year admissions, enabling a parent to name up to 3 schools. This is available from the LA and at devon.cc/applicationforms.</p> <p>The D-CAF6 is an application form available 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:</p> <ul style="list-style-type: none"> • a child moves into the area <i>and</i> • the parent only intends to apply for a place here and at no other school, <i>and</i> • the child does not have an EHCP, <i>and</i> • the child has not been Permanently Excluded from a school, <i>and</i> • the parent is not in dispute with another person with parental responsibility over residence or school admissions, <i>and</i> • we have a confirmed vacancy in the relevant Year Group, <p>This serves as a school application form rather than a Common 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.</p>
Deferred Admission	<p>This is where the parent of a child below compulsory school age puts off admission into a Reception class within the same academic year or to Year 1 in the following academic year, no later than the beginning of the term after the child's fifth birthday.</p> <p>Please see the table below for the points to which children can defer admission.</p>
Delayed Admission	<p>This is where the parent of a summer-born child puts off admission into a Reception class until the start of the September after the fifth birthday and not the September after the fourth birthday.</p>
Distance measurement	<p>The LA uses its own Geographical Information System, an electronic mapping system, to measure distances for school admissions and Education Transport purposes. The majority of own admissions authority schools also use this system through arrangements with the Devon School Admissions Service.</p>

Documentary evidence	Once a place has been offered to a child, schools 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. Admissions authorities 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	Any child whose Education, Health and Care Plan names a school will be admitted to that school. This will reduce the number of places available to other children accordingly. 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 school.
Education transport	<p>Parents should consider how their child will get to school for the whole of their time on roll. Parents are advised not to rely on lifts, car shares or public service vehicles always being available. Supported transport will be provided by the LA for Devon-resident children attending a school if it is the catchment school for the child's home address (recognised by the LA for transport purposes) or the closest school 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 direct line measurement policy does not apply to Devon's school transport decisions.</p> <p>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.</p>
Equally ranked preference scheme	<p>Parents can express a preference for one, two or three schools. They should be named in the order the parent most would like a place to be provided. This is called the ranking. 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.</p> <p>Equally ranked preference schemes are a legal requirement which enable parents to apply for the school they prefer without risking admission to the closest school or a catchment school.</p> <p>Parents do not have to name more than one school on an application but are encouraged to do so, particularly where they have a preference that is not the closest or catchment school.</p>
Exceptional social or medical need	Children for whom an exceptional social or medical need to attend a school and only that school is demonstrated will have a higher priority for admission. This does not guarantee a place or create a vacancy. In all cases, satisfactory supporting evidence from a relevant professional, independent of the family will be required and parents must complete a Devon Supplementary Information Form (Appendix 10).

	Priority according to exceptional need cannot be agreed except for the school that is a parent's first or only preference.
Extended schooling	Information on services beyond the normal school day should be available from the school office and the school website.
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, 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 In-Year even though the school is full and other children have been refused admission.
Faith oversubscription criteria	A number of own admissions authority schools give additional priority for admission where faith criteria are met by an applicant. Examples of faith criteria are: <ul style="list-style-type: none"> • To regularly attend, either the parent or child attends church services on at least a monthly basis, and for a minimum period of one year immediately prior to the application being made. • A Christian church is one which subscribes to the doctrine of the Holy Trinity or a church recognised by Churches Together in England.
Fees and charges	There is no charge for applying for a place in a state-funded school, for admission or for the provision of education. Schools must 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 should be available on request from a school office.
Home Address	Places are offered on the basis of where the child will attend school, not necessarily where they live when the application is made. If a school has vacancies then it doesn't matter whether the home address is in the school's catchment or not – though the LA would only offer places to a child who will be living close enough to the school to attend on a daily basis.
Home-School Agreement	Admission to school is not conditional on signing a home-school agreement. However, many schools will ask parents to agree with their Home-School Agreement after children have been offered a place, believing 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 first opportunity for admission at the normal round for that school.
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. Admissions priority because a child attends a linked school is not a guarantee of admission and only applies at the normal round of admissions. It does not apply for In Year admissions.
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	<p>For community and voluntary controlled schools, this will be any salaried person employed at the school. 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 be identified. Where it can't be identified, we will expect that priority will be at the school where the member of staff is expecting to work for the majority of the time in the current academic year.</p> <p>Similar terms will apply to own admission authority schools where there is priority for children of staff.</p>
Multiple birth siblings	<p>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.</p> <p>Where a school doesn't have sufficient space to admit all of the multiple birth siblings and one or more is refused admission, the LA does not consider that the school 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 without sufficient room.</p> <p>Random allocation will not be applied to multiple birth siblings (twins and triplets etc.) from the same family tied for the final place. Schools will admit them all, as permitted by the infant class size rules for primary and infant schools) and exceed the PAN.</p>
National Offer Date	<p>Normal round places are offered by the LA on the national offer date. For secondary schools, this is 1 March or the next working day if that falls on a weekend or Bank Holiday. The national offer date for primary schools is 16 April or the next working day if that falls on a weekend or Bank Holiday.</p> <p>There is no national offer date for in-year admissions.</p>
Normal Round Admissions	<p>This is where a child joins a school at the first opportunity for admission or at another point within an all-through school where the school routinely admits a large number of children. In Devon, the normal round is at the beginning of the following academic years:</p> <p>Reception – Primary and Infant schools Year 3 – Junior school</p>

	<p>Year 7 – Secondary school, including in all-through schools</p> <p>Year 9 – the Atrium Studio School</p> <p>Year 10 – the South Devon UTC</p> <p>Year 12 – all schools with a sixth form</p>
Nurseries and pre-schools	<p>Very few schools in Devon give priority for admission to children at a school nursery or pre-school. Parents of all children must apply for admission to all schools. The LA invites applications for children regardless of where their Early Years provision has been.</p>
Objections to admissions policy	<p>Advice is available from the Office of the Schools Adjudicator on how to object to the terms of this or any other admissions policy. Objections must be made by 15 May 2019.</p>
Oversubscription criteria	<p>Where the number of applications exceeds the number of places available in the Year Group admissions authorities use published criteria to decide which children have priority for admission. They are not used when a school has sufficient places for the children who have applied for admission.</p>
Parent	<p>When we say parent, we also mean carer or guardian.</p> <p>A parent is any person who has parental responsibility or care of the child. 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.</p> <p>A LA may act as the corporate parent for a Child in Care.</p>
Part-time attendance in Reception	<p>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 here and it is for the parent to decide whether to accept that part-time offer or for attendance to be full-time.</p>
Phase	<p>Schools are primary or secondary phase. The primary phase is Key Stages 1 and 2 and includes infant, junior and primary schools. It also includes First and some Middle schools which may be found in other LA areas.</p> <p>The secondary phase is Key Stages 3, 4 and 5 and includes secondary and studio schools and UTCs. It also includes High and some Middle schools which may be found in other LA areas.</p> <p>Key Stage 5 comprises further education, at sixth form or Further Education College.</p>
Published Admission Number or PAN See also Admission Number	<p>This is the minimum number of places available at the school at the normal round and during the intake year. 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 school organisation. Once a PAN has been determined, the school may not refuse admission below the PAN. If there is unexpectedly high demand and the school believes it could admit more children, it will inform the LA and either increase the PAN or admit children above-PAN.</p>

School day, school week	<p>A school day is simply a day on which children are expected to attend, one of the 190 school days that are required for maintained schools. These will not be the same days for each school as schools are at liberty to set their own academic terms through the year and to set non-pupil days as they see fit.</p> <p>A school week comprises 5 school days for that establishment. This need not be 5 days from Monday to Friday.</p>
Service families	<p>For children of UK service personnel and other Crown Servants schools must 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. This requires written confirmation from the relevant government department: the Ministry of Defence, the Foreign and Commonwealth Office or Government Communications Headquarters.</p> <p>There is no additional admissions priority for children of service families. However, service family children 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.</p>
Sibling	<p>‘Sibling’ means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a step brother or sister or other child living in the same household as part of the same family who, in any of these cases, will be living at the same address at the date of their application for a place.</p> <p>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.</p> <p>Where a school doesn’t have sufficient space to admit a sibling of a child already attending here, and one or more child is refused admission, the LA doesn’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.</p>
Supplementary Information Form or SIF	<p>This is 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. It should be submitted by the closing date for normal round admissions or as soon as possible.</p> <p>The LA provides a common SIF for those parents seeking admissions priority on the grounds of an Exceptional Social or Medical Need to attend a particular school (Appendix 10).</p> <p>All SIFs including the common SIF are available at http://devon.cc/schoolsifs</p>
Tie breaker	<p>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 gate on 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</p>

	<p>reside within a block of flats, they will be deemed to live at an equal distance from the school.</p> <p>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.</p> <p>Random allocation will not be applied to multiple birth siblings (twins and triplets etc.) from the same family tied for the final place.</p>
Types of state-funded school	<ul style="list-style-type: none"> • Community • Voluntary Controlled (VC) <ul style="list-style-type: none"> - both maintained by the LA and with the LA as the admissions authority • Foundation school • Voluntary Aided (VA) <ul style="list-style-type: none"> - both maintained by the LA but with the school governing body as the admissions authority • Academy • Free school • Studio school • University Technical College (UTC) <ul style="list-style-type: none"> - all independent of the LA, with the academy trust being the admissions authority.
Uniform	<p>Children attending many schools are expected to wear a uniform. Some of the items required can be purchased from schools themselves and the rest from most retail outlets. Parents unable to purchase items of uniform or equipment should not be penalised. Many schools operate a scheme to assist families in need.</p>
Waiting Lists	<p>All schools will operate a waiting list for each year group until the end of the academic year. This will be maintained by the school or the LA. Waiting lists will only contain the names of children who have formally applied and been refused admission.</p> <p>Waiting lists for secondary and junior schools will be recalculated at the end of August 2019 at which point normal round priority on the grounds that the child attended a linked school no longer applies.</p> <p>Children's positions on the waiting list will be determined solely in accordance with the oversubscription criteria for the school. 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 at the end of the academic year in July otherwise the child's name will be removed from the list.</p>

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

**Oversubscription Criteria – Community and Voluntary Controlled
Infant and Primary Schools 2020-21**

if there are more applications than places for normal round admissions

Any child whose Education, Health and Care Plan names a school will be admitted to that school. Where the number of applications exceeds the number of places available in Reception at community and voluntary controlled infant and primary schools (the PAN) the following oversubscription criteria will be used to prioritise applicants:

- 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.⁴⁰**
- 3 Priority will next be given to children living within the catchment area set out in the map,⁴¹ 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.**

Notes and definitions to these criteria are included with the policy document for each school and with the LA Glossary.

⁴⁰ 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.

⁴¹ Children whose home lies on the boundary line will be considered to be in the catchment.

Oversubscription Criteria – Community and Voluntary Controlled Junior Schools 2020-21

if there are more applications than places for normal round admissions

Any child whose Education, Health and Care Plan names a school will be admitted to that school. Where the number of applications exceeds the number of places available for transfer from an infant school to Year 3 at community and voluntary controlled junior schools (the PAN) Devon will use the following oversubscription criteria to prioritise applicants:

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.⁴²**
3. **Priority will next be given to children living within the catchment area set out in the map,⁴³ who are siblings of pupils on roll at this school or at [named infants school].**
4. **Priority will next be given to children living within the catchment area attending [named infants school].***
5. **Priority will next be given to other children living within the catchment area.**
6. **Priority will next be given to children living outside the catchment area who are siblings of pupils on roll at this school or at [named infants school].**
7. **Priority will next be given to children living outside the catchment area attending [named infants school].**
8. **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.**
9. **Other children.**

*Priority for children at a linked school only applies at the normal round, not for In-Year admissions.

Notes and definitions to these criteria are included with the policy document for each school and with the LA Glossary.

⁴² 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.

⁴³ Children whose home lies on the boundary line will be considered to be in the catchment.

**Oversubscription Criteria –
Community and Voluntary Controlled Secondary Schools 2020-21⁴⁴**
if there are more applications than places for normal round admissions

Any child whose Education, Health and Care Plan names the school will be admitted to that school. Where the number of applications exceeds the number of places available in Year 7 or Year 12 at the school (the PAN) the following oversubscription criteria will be used to prioritise applicants:

- 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.⁴⁵**
- 3) **Priority will next be given to children living within the catchment area set out in the map,⁴⁶ who are siblings of pupils on roll at this school.**
- 4) **Priority will next be given to children living within the catchment area, on roll at a linked school, named above.***
- 5) **Priority will next be given to other children living within the catchment area.**
- 6) **Priority will next be given to children living outside the catchment area, who are siblings of pupils on roll at this school.**
- 7) **Priority will next be given to children living outside the catchment area, on roll at a linked school.**
- 8) **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.**
- 9) **Other children.**

* Priority for children attending a linked school applies solely at the normal round of admissions

Notes and definitions to these criteria are included with the policy document for each school and with the LA Glossary.

⁴⁴ Sidmouth College but not St Luke's Science and Sports College which has its own criteria.

⁴⁵ 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.

⁴⁶ Students whose home lies on the boundary line will be considered to be in the catchment.

**The Year Groups for ranges of Dates of Birth
for the 2020-21 academic year**

	DOB from	DOB to
Sixth forms		
Year 14	01 Sep 2001	31 Aug 2002
Year 13	01 Sep 2002	31 Aug 2003
Year 12	01 Sep 2003	31 Aug 2004
Secondary schools		
Year 11	01 Sep 2004	31 Aug 2005
Year 10	01 Sep 2005	31 Aug 2006
Year 9	01 Sep 2006	31 Aug 2007
Year 8	01 Sep 2007	31 Aug 2008
Year 7	01 Sep 2008	31 Aug 2009
Primary schools		
Year 6	01 Sep 2009	31 Aug 2010
Year 5	01 Sep 2010	31 Aug 2011
Year 4	01 Sep 2011	31 Aug 2012
Year 3	01 Sep 2012	31 Aug 2013
Year 2	01 Sep 2013	31 Aug 2014
Year 1	01 Sep 2014	31 Aug 2015
Reception	01 Sep 2015	31 Aug 2016

Devon Common Application Forms

To avoid confusion with the Common Assessment Framework, the Common Application Forms in Devon will be known as:

D-CAF	In-year admission into any school after the normal intake – the first opportunity for admission for that school (from Reception to Year 11).
D-CAF1	Normal round admission ⁴⁷ into the first year of education at a primary school ⁴⁸ (Key Stage 1, Reception).
D-CAF2	Normal round admission into the first year of education at a junior school only (Key Stage 2, Year 3).
D-CAF3	Normal round admission into the first year of education at a secondary school ⁴⁹ (Key Stage 3, Year 7).
D-CAF4	Normal round admission into the first year of education at a studio school or university technical college (Key Stage 4, Year 9 or 10).
D-CAF5	Normal round admission into the first year of education at a school sixth form where they are new to the school ⁵⁰ (Key Stage 5).
D-CAF6	In-year admission to all schools in certain circumstances where the parent only has a single preference, after the normal intake – the first opportunity for admission for that school (from Reception to Year 11).

Where a school has a normal round of admission into any other Year Group as it changes its age range or a new school opens in a managed process, the relevant common application form for the school's phase will also be used.

The application forms ask the same questions of parents as those for 2019-20.

⁴⁷ Where a school has a one-off normal round intake into any other Year Group up to Year 6, parents should use the D-CAF1. This may be, for example, when a primary school opens and admits children into several Year Groups for the first time.

⁴⁸ This includes first and middle schools (where a child would be admitted into a primary school in Devon) in another LA area, either following a house move for the child out of Devon or where the parent is satisfied that the school is within daily travelling distance from a Devon address.

⁴⁹ This includes middle and high schools (where a child would be admitted into a secondary school in Devon) in another LA area, either following a house move for the child out of Devon or where the parent is satisfied that the school is within daily travelling distance from a Devon address

⁵⁰ While each sixth form may provide its own application form for external candidates, the LA is required to make available a common application form. Students who wish to move on from Year 11 to Year 12 in a school are not required to make a formal application though will indicate their preferred options to the sixth form.

Timetable for the Devon Co-ordinated Primary Admissions 2020-21

15 November 2019	Devon opening date Opening date for all applications for normal round admission to a primary school – online and paper applications.
15 January 2020	National closing date The closing date for on-time application forms to be submitted to highest ranked schools or to the LA or the current junior school. Any SIFs to be returned to the relevant school. Online applications will close at 23.59.
by 3 February	Devon notification date Details of applications for schools in other LA areas to be sent to those LAs. Details of applications to be sent to Devon own admission authority schools.
24 February	Schools ranking date Devon own admission authority schools to provide the LA with ranked lists of applicants.
24 February	Devon processing date Devon's processing date when the LA begins the offer process. No further late preferences will be accepted for inclusion in the first round of allocations. The LA will match the ranked lists of all the schools and provisionally allocate places in response to information received from schools and other LAs, sharing information with schools and other LAs as necessary.
by 13 March	No further changes of address or other information will be accepted for existing preferences.
by 20 March	Devon's processing date when the LA completes the offer process. The LA will inform neighbouring LAs of the provisional offers to be made to applicants resident in their areas.
By 27 March	School allocation date The LA will confirm offers to Devon schools and other LAs which children have been offered places at their schools.
16 April	National offer date Offers sent to parents by email or second class post.
24 April	Appeal form request date Date by which parents should request appeal forms. Devon second processing date – ahead of the second round of applications. No further late preferences will be accepted for inclusion in the first round of allocations.
8 May	Devon second offer date Date when a second round of allocations will be made by the LA. Further allocations made as new applications are submitted and as new vacancies arise.
29 May	Appeal form return date Date by which appeal forms should be returned by parents for inclusion in the main body of appeals.
June and July	Appeals are heard by the Independent Devon Appeals Panel and otherwise for schools in other LA areas and those making their own arrangements.
1 September	Date on or after which requests for school places will be considered under the In-Year Admissions Policy.
September	Autumn term begins and children admitted to school unless parents defer admission to primary, infant and first schools.

Timetable for the Co-ordinated Secondary Admissions Scheme 2020-21

30 August 2019	Closing date for on-time registration forms for candidates for selective schools in Plymouth.
1 September	Devon opening date Opening date for all applications for normal round admission to a secondary school – online applications open where available.
Autumn term	Aptitude assessment for candidates for The Woodroffe School.
6 September	Closing date for on-time registration forms for candidates for Colyton Grammar School and selective schools in Torbay.
14 September	Selection testing for Colyton Grammar School and selective schools in Torbay and in Plymouth.
21 September	Selection testing for selective schools in Plymouth.
26 September	Closing date for on-time registration forms for candidates for St Luke's Science and Sports College.
2 October	Aptitude assessment for candidates for St Luke's Science and Sports College.
4 October	Parents will be notified of outcomes of testing for St Luke's Science and Sports College.
9 October	Parents of boys will be notified of outcomes of testing for selective schools in Plymouth (by post).
10 October	Parents of girls will be notified of outcomes of testing for selective schools in Plymouth (by email/post).
mid-October	Parents will be notified of outcomes of testing for Colyton Grammar School and The Woodroffe School.
15 October	Parents will be notified of outcomes of testing for selective schools in Torbay.
31 October	National closing date The closing date for on-time application forms to be submitted to highest ranked schools or to the LA or the current school. Any SIFs to be returned to the relevant school. Online applications will close at 23.59.
by 15 November	Devon notification date Details of applications for schools in other LA areas to be sent to those LAs. Details of applications to be sent to Devon own admission authority schools.
6 January 2020	Schools ranking date Devon own admission authority schools to provide the LA with ranked lists of applicants.
7 February	Devon processing date Devon's processing date when the LA begins the offer process. No further late preferences will be accepted for inclusion in the first round of allocations. The LA will match the ranked lists of all the schools and provisionally allocate places in response to information received from schools and other LAs, sharing information with schools and other LAs as necessary.
by 14 February	Devon processing date Devon's processing date when the LA completes the offer process. The LA will inform neighbouring LAs of the provisional offers to be made to applicants resident in their areas.

By 21 February	School allocation date The LA will confirm offers to Devon schools and other LAs which children have been offered places at their schools.
2 March	National offer date Offers sent to parents by email or second class post.
16 March	Appeal form request date Date by which parents should request appeal forms. Devon second processing date – ahead of the second round of applications. No further late preferences will be accepted for inclusion in the first round of allocations.
31 March	Appeal form return date Date by which appeal forms should be returned by parents for inclusion in the main body of appeals.
6 April	Devon second offer date Date when a second round of allocations will be made by the LA. Further allocations made as new applications are submitted and as new vacancies arise.
13 April (TBC)	Date by which appeal forms should be returned by parents for inclusion in the main body of appeals for Colyton Grammar School.
May and June	Appeals are heard by the Independent Devon Appeals Panel and otherwise for schools in other LA areas and those making their own arrangements.
20 May (TBC)	Appeals are heard for Colyton Grammar School this week.
1 September	Date on or after which requests for school places will be considered under the In-Year Admissions Policy.
September	Autumn term begins and children admitted to school.

Appendix 10 – Exceptional Need Supplementary Information Form

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.	
<input type="checkbox"/>	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:

Appendix 10 – Exceptional Need 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 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.

Appendix 10 – Exceptional Need Supplementary Information Form

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

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