



In-Year Co-ordinated Admissions Scheme 2017-18

**for admissions to State-funded schools made after 1 June 2017, for admission into school
between 1 September 2017 to July 2018,
Reception to Year 11**

- 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](#)
- 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.

In-Year Co-ordinated Admissions Scheme 2017-18

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General Information and Contacts

Date	10 February 2017
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 Funding Agency (EFA) - Bristol 0370 000 2288 www.education.gov.uk/b00199952/educationfundingagency 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 any time after the normal round of admissions. It also provides for children to be offered a single school place where one is available.
- 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 within the administrative area of Devon County Council. It does not apply to admission to special schools¹ or for boarding places in schools.² Throughout this Scheme, references to school will be limited to state-funded schools: those maintained by the LA and academies.

Where Devon's [Normal Round Co-ordinated Admissions Scheme](#) manages applications for any state-funded schools in the country, this In-Year Scheme manages applications for schools within Devon only and provides for children whether they live in Devon or not.

- 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

¹ Information about admissions to special schools is available from the Devon 0-25 Special Education Team.

² This Scheme will not apply where boarding accommodation is provided for pupils at state-funded schools. In Devon, this applies to Queen Elizabeth's.

under the School Admissions Code. This includes individual school admissions policy documents for community and VC schools.³ 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 Devon⁴, 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 parents⁵ 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 a [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)⁶;
- Operate this In-Year Scheme to co-ordinate admissions to school at other times during Year Groups Reception to 11;
- 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 limit⁷;
- Assist maintained schools to rank applications according to their [oversubscription criteria](#) as required;
- Manage school waiting lists as required;
- Support maintained 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;
- Offer a traded service to academy schools to support them in the delivery of their responsibilities.

2.6 This Scheme also applies to [parents](#) who wish their children to be admitted to school In-Year. Parents are required by law to make a formal, written application for admission to school.

2.7 Parents can apply for a school place either direct to a school which is its own admission authority or via the LA. While it is not mandatory for parents to apply via the LA where the child lives, this Scheme recognises the merits of a co-ordinated system which allows parents to apply via Devon LA for places at Devon schools:

Consistency and transparency in school admissions is fundamental to confidence that all parents have the same opportunity for a child to be admitted to a school and that decisions on admission will be taken in a timely, fair and reasonable manner.

³ 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.

⁴ This excludes the areas covered by Plymouth City Council and Torbay Council.

⁵ Any reference to parents will also include carers and guardians unless otherwise specified.

⁶ See the Devon Normal Round Co-ordinated Admissions Scheme at

www.devon.gov.uk/admissionarrangements

⁷ See the Devon Fair Access Protocol at www.devon.gov.uk/admissionarrangements

By co-ordinating applications, the LA is better able to meet its statutory responsibility to give advice on vacancies and the options open to parents where schools are unable to admit. Children are less liable to miss education where there are difficulties in securing admission to a local school. Where children are not in school there is a heightened risk to their welfare.

While all schools in Devon are encouraged to participate in this Scheme, the LA recognises that some may opt to manage applications directly. The School Admissions Service of the LA operates this Scheme and can advise on those schools which have consulted on and determined arrangements making provision for direct applications to the school. The decision on whether or not a place can be made available at any school will be made according to the same criteria regardless of the route for the application.

All state-funded schools are required to participate in Devon's Fair Access Protocol.

3 How do Parents make an In-Year 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 are made either to Devon LA (see section 3.10),
OR in school in certain circumstances (see section 3.11),
OR direct to the school if it has consulted on and determined arrangements that require parents to apply direct to the school (see section 3.12).

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

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

Applications can be made at any time but will not be considered further in advance than 8 school weeks⁸ before the place is required (this is extended to 16 school weeks for children of UK service personnel families).

All applications will receive an offer or a refusal.

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.

3.2 Parents seeking an In-Year admission to school for the 2017-18 academic year can apply from around the summer half-term of 2017, during the previous academic year. In all cases, offers that are made will be for full-time admission either as soon as possible from September 2017 or, where the child already has an appropriate local school education, at the beginning of the next term or half term.

3.3 It is not necessary for a child to be resident in the Devon County Council administrative area to apply for and attend a Devon school. Co-ordination of applications is conducted by

⁸ This period is to allow time for the child to move home where necessary. It would also be sufficient time in most cases to enable an appeal to be heard where a request has been refused. Applications for admission further in advance will not be considered as it will not be possible to confirm whether a vacancy would be available as requested.

the LA with schools located in the county and not across county borders.

Places will not be offered unless the child will be able to attend school on a daily basis from the home address. A place will normally be allocated prior to actual residence within a reasonable travelling distance of home only on receipt of a solicitor's letter or rental agreement confirming the intention and date of moving to a named property. However, it is recognised that not all parents will be in a position to provide this information. Parents unable to provide these forms of evidence should contact the LA.

- 3.4 Where a child has a Statement of SEN or Education, Health and Care Plan, any application will be forwarded to Devon's 0-25 SEN Team for consideration and consultation with schools.
- 3.5 The offer of a school place by the LA will lapse if not taken up within 10 school days of a start date. Parents may resubmit applications if the offer has lapsed.
- 3.6 All applications for admission must receive a response from the LA or, for applications direct to a school, from the school.
- 3.7 **In-Year Application Timescale**

There is no closing date for In-year applications. Applications will be considered at the earliest opportunity with an expectation that a decision on which education setting is to be offered within a maximum of 15 school days. Applications received by the LA by 2pm on the same day will be considered together, ahead of any applications received thereafter.

- For applications using the D-CAF, the LA will inform the school within 5 school days.
- For community and VC schools, the school will inform the LA within a further 5 school days of any reasons why it believes the LA should refuse admission OR
- For other schools, the admission authority⁹ will meet, reach a decision and inform the LA whether a place can be made available within a further 5 school days.
- The LA will collate the responses from schools and operate its Fair Access Protocol where necessary and, within a further 5 school days, send a formal decision letter to the parent, offering or refusing admission as appropriate.

Where a school does not respond within a reasonable time,¹⁰ the LA may assume that the school is unable to offer a place. In these circumstances, the LA will send a formal refusal letter on behalf of the school, advising the parent of the right of appeal and to a place on the waiting list. The LA will also be obliged to consider a refusal appears to be lawful.

There may be occasions when this timescale cannot be met, where, for instance, the decision of another admission authority is delayed. In the case of applications for a place at a selective school, it may be necessary for the child's ability to be assessed through an entrance test or report. The LA will inform the parent of delays in the allocation process. It may seek to offer a place at a lower ranked preference or otherwise where there is a prolonged delay in confirming whether a place can be offered at a school. The higher ranked preference will still be required to reach a decision on whether a place is available.

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

⁹ This will be the Governing Body or the academy trust.

¹⁰ This will be up to 15 school days, except where the school has a good reason why this timescale cannot be met.

- Parents can apply or express a preference for¹¹ 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.
- Each preference will be considered alongside all others for the same Year Group at the school that are received by 2pm on the same day, 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, applications will not be refused on the grounds that the school is over-subscribed.
- 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 any 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 where they are maintained. Schools must operate a waiting list until the end of the autumn term of the first year of admission.
- Where no preference can be met:
 - where the child is new to the area so does not already have appropriate education provision locally, the LA will make an alternative offer which may be done through its Fair Access Protocol;
 - where the child already has education provision locally, no alternative offer will be made. The current provision will remain in place. Parents will be able to make further preferences.

3.9 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. For In-Year admissions, a number of schools will have been filled at the normal round. It is not lawful to keep back empty places in case, for instance, children move into a school's catchment and would like to be admitted.

3.10 Applications via the School Admissions Service: the D-CAF

The D-CAF is a common application form with space for up to three preferences.

Parents apply by completing the D-CAF and handing, posting or emailing it¹² to the School Admissions Service at County Hall in Exeter which acts for the LA. The LA will contact the schools named on the form to advise them of the preference.¹³ Schools which are their own admissions authority will inform the LA whether a place can be offered. The LA will take the views of community and VC schools into account.

¹¹ To "apply for a place" or to "express a preference" or to "name a school on an application" have the same meaning.

¹² This may be in addition to a school Supplementary Information Form (SIF) where this is provided by the school to either arrange a selection test or aptitude assessment or to operate particular oversubscription criteria.

¹³ This will include schools that require applications to be made direct to the school.

- Where a place could be offered at more than one school, the LA will offer a place at the school ranked highest by the parent and inform all schools involved of the outcome.
- Where a place could be offered at only one school, the LA will offer a place and inform all schools involved of the outcome.
- Where no place could be offered at a preferred school, the LA will consider whether the child should be allocated a place under the Fair Access Protocol OR send a formal refusal letter to the parent with the reason for refusal, information regarding the right of appeal and any waiting list. The LA will inform all schools of the outcome.

Where it is clear to the LA that the parent will be offered a place at the first preference, the schools named as second or third preference will not be informed of the application. The LA will forward the information on the D-CAF that a school would need to make a decision whether a school place can be offered but will not forward the D-CAF itself as this could tell the school which preference it was.

3.11 Applications via the School Admissions Service: the D-CAF6

The D-CAF6 is a common application form with space for one preference only. It will be available to parents to complete instead of a D-CAF under the following circumstances:

- the child is new to an area and does not have a school place locally; **and**
- the parent has only one preference for school; **and**
- the child does not have an Education, Health and Care Plan or a Statement of SEN; **and**
- the child has not been permanently excluded from his or her last school; **and**
- there is no person or body with a legal objection to the application; **and**
- the parent is advised by the school, in contact with the School Admissions Service, that there is a vacancy which is not also the subject of another application; **and**
- the school has not raised any concerns that further information may affect the outcome of the application.

In these circumstances, a parent may complete a D-CAF6 during a visit to the school. This will allow the child to be admitted at the earliest opportunity. In completing the D-CAF6, the parent will voluntarily forego additional preferences and will be offered a place on the basis of the information provided on the form. It is not expected that a D-CAF6 will be issued to a parent by a school unless it is able to make a place available.

It will not be appropriate for a parent to complete a D-CAF6 where:

- the child is on roll at another local school; **or**
- the preferred school does not have a vacancy; **or**
- the preferred school has outstanding applications for admission which would make it oversubscribed; **or**
- the parent has other preferences for schools; **or**
- the child has an Education, Health and Care Plan or a Statement of Special Educational Needs; **or**
- the child has been permanently excluded from his or her most recent school or comes from a Pupil Referral Unit or similar provision; **or**
- another person or body may have a legal objection to the application; **or**
- the school has concerns that further information may affect the outcome of an application.

In any of these circumstances, a D-CAF should be completed rather than a D-CAF6.

When a school forwards a completed D-CAF6 and there is no other competing application,

the LA will amend its records accordingly and send a formal offer letter to the parent.

Where a D-CAF6 is sent direct to the LA by a parent, the LA will check with the school that it issued the form. If it did not, the LA will provide the parent with a D-CAF for completion.

3.12 Applications direct to a School

Unless the admissions authority for a school has consulted on and determined admission arrangements that require applications to be made direct to the school, all applications for In-Year admission to a Devon state-funded school must be made via the LA. For the 2017-18 academic year, the following schools require direct applications:

- Brayford Primary Academy
- Pilton Bluecoat Church of England Academy
- Sparkwell All Saints Primary school
- Steiner Academy Exeter.
- Umberleigh Academy

For these schools, parents should complete the school admissions application form. There are no SIFs for these schools.

The school must offer or refuse admission according to the number on roll and its own oversubscription criteria. The expectation is that the application will be successful except where the school can establish that there would be a prejudice to efficient education or the efficient use of resources should the child be admitted or where admission would breach Infant Class Size Legislation which limits a class with a single qualified teacher to 30 children where all or the majority are of Reception, Year 1 or Year 2 age.¹⁴

- Where the application is successful, the school must make a formal offer letter to the parent.
- Where the application is unsuccessful, the school must send a formal refusal letter to the parent, with the reason for refusal, information regarding the right of appeal and any waiting list and refer the parent to the LA for advice.

For all applications, the school must inform the LA on receipt of the application and also inform the LA of the outcome without delay.

As these applications are not co-ordinated by the LA, it is possible that parents may wish to also apply to other schools. This should be done at the same time to minimise the risk of the child being out of school unnecessarily.

4 The Common Application Form

- 4.1 There will be a standard form for 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 In-Year forms may only be used for Devon schools. Where a school outside of the Devon County Council administrative area is named on an application, the LA will advise the applicant to contact the school or relevant LA.

Applications must use a common application form to be valid.

Common application forms must be returned to the LA (either online or in paper copy) as

¹⁴ For Children in Care, the expectation is that there would be a **significant** prejudice to efficient education.

¹⁵ See Appendix 7 for the different application forms in Devon.

soon as possible but no earlier than 8 school weeks in advance of the place being required.¹⁶

The D-CAF will be used for admitting pupils into the first year of education at any school **after** the Year Group has begun or into any other Year Group at the school.

The D-CAF6 will be used for admitting pupils into the first year of education at any school **after** the Year Group has begun or into any other Year Group at the school under certain circumstances (see section 3.11).

Parents of young people seeking places in post-16 education may complete a D-CAF.¹⁷ However, applications will not be co-ordinated by the LA and parents are advised to contact the school and to use their own application forms. In either case, applications must be made direct to the establishment.

- 4.2 The common application form will:
- invite the parent to express up to three preferences for 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 may be offered at an alternative school;
 - specify 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 at www.devon.gov.uk/admissions instead of completing a hard copy.¹⁸
- 4.4 The LA will take all reasonable steps to ensure that every parent resident in the LA area and beyond has access to a copy of the common application form together with written guidance or an e-version of the guidance. The onus will remain on parents to make applications notwithstanding the efforts undertaken by the LA to alert them to the process.
- 4.5 Parents can apply by completing:
- the online form at www.devon.gov.uk/admissionsonline;¹⁹ or
 - a paper D-CAF, returned to the LA; or
 - a paper D-CAF, returned to the child's current school; or
 - a paper D-CAF, returned to the school ranked highest; or
 - (for sixth forms and schools that have opted out of co-ordination) a school application form, returned to the school.

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.

¹⁶ Or 16 school weeks for children of UK service personnel.

¹⁷ A young person aged 16 or who will be 16 on admission, may submit an application in their own name.

¹⁸ The LA recognises that the large majority of applications at the normal round are submitted online.

¹⁹ When this facility is made available.

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 address on the form as soon as possible but no earlier than 8 school weeks in advance of the place being required²⁰ 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.
- 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.

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.

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. Where an application is submitted for a child to transfer to another school against the wishes of the parent with whom the child normally resides, that application will not be considered unless a court order requires the LA or admission authority for the school to do so. This may be the case, for instance, where a new Child Arrangements Order is made or a Specific Issues Order confirms that the preference of one parent should be considered over that of another.²¹

Should court proceedings delay the take up of a place by either parent, applications must be renewed and will be considered according to whether the schools can accommodate at that time. An application for admission by one child will not be affected by a delay in court proceedings or a house move for another.

- 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.

²⁰ Or 16 school weeks for children of UK service personnel.

²¹ Nevertheless, where a child is removed from one part of the county or country to another and is unable to attend the school where he or she is on roll, the LA will be mindful of education and safeguarding considerations. It may make arrangements for the child to receive education pending the outcome of any legal proceedings.

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 (see paragraph 7).
- 7.2 A parent can change his or her preference at any time, replacing the former preference.

8 When do parents make an In-Year Admissions Application?

- 8.1 Applications for In-Year admission for 2017-18 can be made to the LA from **5 June 2017** (from **20 March 2017** for children from UK service personnel families.) They can be submitted shortly before these dates but will only be processed by the LA from these dates.

Applications direct to schools should be made according to any timetable published by the schools in their admissions policies.

- 8.2 Applications for In-Year admission for 2017-18 can be made up to the end of term in July 2017 for immediate admission. Places may not be made available for admission for less than 2 school weeks.²²
- 8.3 In-Year applications made to the LA will be considered together in daily batches. Those received by 2pm on the same day will be considered together before those applications received by 2pm on the next day.
- 8.3 Children who do not already have a local education provision will be offered a place in a state-school, for admission as soon as possible. Children who already have appropriate education provision locally but who wish to transfer will be offered a place where a vacancy is available. Transfers will be offered for admission at the beginning of the next term or half term. This approach seeks to minimise the number of cases where a child transfers because of minor or short-term issues in school or with peer groups. It enables parents and schools to work together to resolve problems and by doing so, avoid the disruption that In-Year transfers impose on children's progress.

Where the head teacher of the new school agrees that there is a need for the child to be admitted sooner, this will be arranged between the school and parent.

9 Late Applications

- 9.1 There are no late applications for In-Year admission. They are submitted when the parent wishes to do so and considered no sooner than 8 school weeks before the place is required.²³

10 Where no Application is Received

- 10.1 No place will be allocated for In-Year without an application. However, where a child who is resident in Devon is identified as Missing Education, the LA will work with the person or body with parental responsibility to ensure that appropriate education is put in place as soon as possible.

Children in Care to Devon who are placed in other parts of the country will not Miss Education. The LA will work with other LAs and schools to ensure places are secured in appropriate settings.

²² Exceptions may be made for children from the Gypsy, Roma and Traveller communities or other children where it is necessary for welfare and safeguarding reasons.

²³ Or 16 school weeks for children of UK service personnel.

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 In-Year 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 process all applications it receives on the same day, identifying all those for a Year Group at a school. It will verify that the information that is required to reach a decision has been received. Where, for instance, evidence of an address is necessary, that will be sought from the parent. The application will not be considered to have been received until this has been received.

Step 2

Within 5 school days, the LA will notify schools of applications that have been received for them within 5 school days. Irrespective of the parent's order of preference, it will send own admission authority schools all details from the application form necessary to apply their oversubscription criteria and rank applications.²⁴

Step 3

Within a further 5 school days, own admission authority schools will rank its list of applications using its oversubscription criteria and information from SIFs as appropriate. They will inform the LA whether places can be offered to any of the applicants.²⁵ In most cases there will only be one application and the admissions authority will only say whether a place can or can't be offered.

For community and VC schools, the school will inform the LA of any reasons why the LA should refuse admission to any of the applicants. This should be the view of the Governing Body.

Step 4

Within a further 5 school days the LA will process the information from 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 LA will consider whether to allocate a place under the Fair Access Protocol or refuse the application. For allocations under the Fair Access protocol, it may be necessary to discuss this with the school.

Step 5

The LA will inform schools of the children to be offered places on their behalf and inform the parent of the outcome. This will be by email if the parent where possible or by second class post. It will give the following information:

²⁴ As all schools must use equal preference, they will not be notified of the ranking made by parents on application form.

²⁵ 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.

- 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;
- 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.

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.** Application will be refused. Parent has the right of [appeal](#) and to a place on a waiting list; or
- **Refusal with an alternative offer.** The LA may offer another school under the Fair Access Protocol. 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.

Where a child does not start at the school within 10 school days of the date for which admission was offered, the offer will lapse. Parents can reapply for a place after this if required.

Where parents are aware, for instance, that a child's arrival in a new area will be delayed, they should let the school know. Prolonged delays may lead to the offer being withdrawn, particularly where another child has been refused and is ready to take the place up immediately.

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. It also includes those who have been allocated an alternative school under the Fair Access Protocol.

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. Whenever possible, appeals will be heard alongside other appeals for the same school.

Where a school manages its own admissions and appeals arrangements, the parent will be directed to contact the school.

- 13.3 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.
- 13.4 An appeals timetable will be published online each year by **28 February** on the Devon admissions appeals website.

14 Waiting Lists

- 14.1 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 2017**, it is passed to the school by mutual agreement. Waiting lists will be kept 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.

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 will be contacted from time to time to check they still want the child to remain on the list.

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 birth²⁶ 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 a transfer to another school. The head teacher of another school may consider that the needs of a child whose admission to Reception was delayed can best be met with his or her chronological Year Group.
- 15.3 Where twins or other multiple birth siblings have birthdays recorded on their birth

²⁶ For admissions in **2017-18**, the Year Groups appropriate to dates of birth are detailed at Appendix 6.

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 Selection and Aptitude Testing – Secondary schools only

- 16.1 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 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 D-CAF. 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.

- 16.2 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 Devon 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.

Colyton Grammar School St Luke's Science and Sports College

- 16.3 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.
- 16.4 Parents will be notified direct by selective schools. 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 Home Address

- 17.1 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 Benefit²⁷ is paid and from which the

²⁷ 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.

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.

- 17.2 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.

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.

- 17.3 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.
- 17.4 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.
- 17.5 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.

18**Where Age is Disputed**

- 18.1 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.
- 18.2 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.

19**Applications from outside the United Kingdom**

- 19.1 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.
- 19.2 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 nationality of a country in the European single market, 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.
- 19.3 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 there are reasons why this is not possible. 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.
- 19.4 Where a child who is not a citizen of a European single market country has been resident in the United Kingdom 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.
- 19.5 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.
- 19.6 Countries in the European single market are: Iceland, Liechtenstein, Norway and Switzerland and the European Union (EU) countries: Austria, Belgium, Bulgaria, Croatia, Republic of Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden and the UK.
- 19.7 This policy may be amended in response to developments with the withdrawal of the UK from the European Union.

20

UK service personnel and other Crown servants

- 20.1 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. In-Year applications for children of UK service personnel will be considered up to 16 school weeks in advance.
- 20.2 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.
- 20.3 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.
- 20.4 The School Admissions Code does not require a 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.

21

Gypsy, Roma or Traveller families

- 21.1 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.
- 21.2 The School Admissions Code does not require a 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.
- 21.3 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
 - 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.

- 21.4 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.

22

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.

23

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.

24

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.

25

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.

26 Admission Numbers (ANs)

- 26.1 Each school will operate with a Published Admission Number (PAN) 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.
- 26.2 In most cases, the PAN for a Year Group of children 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 and so increased or decreased. Places will be offered to the AN and may offered above it if it is believed that there would be no prejudice to education or if the disadvantage to the a child is considered to be greater than any prejudice to the school.

27 Admissions to Sixth Forms

- 27.1 Admission arrangements for community and VC sixth forms in the Devon LA area have been delegated to individual establishments. Parents or young people seeking a place at a sixth form should contact establishments directly for admission.²⁸

Applications for In-Year admission may still be made using the D-CAF. 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.

- 27.2 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.

28 Exceptional Need for Admission to a School

- 28.1 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.

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

29 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 does not manage in-year applications 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.

²⁸ 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.

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 2017**.

Policy version:

This policy was determined by the Cabinet of Devon County Council on 10 February 2017 following a consultation hosted at www.devon.gov.uk/admissionarrangements between November 2016 and January 2017. It will be reviewed and determined annually. The next consultation period will be for in-year admissions from September 2018 and will be between 1 November 2017 and 5 January 2018.

Policy History				
Date	Summary of change	Contact	Implementation date	Review date
10/2016	2016-17 In-Year Scheme rolled forward to formulate the 2017-18 In-Year Scheme	Policy and Strategy Officer (Education)	9/2017	10/2017
11/2016	2017-18 In-Year Co-ordinated Admissions Scheme consultation	As above	9/2017	10/2017
10 Feb 2017	Scheme determined by the Cabinet of Devon County Council	As above	6/2017	10/2017

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 made in time for a decision to be made on the national offer date, they will be heard</p>

	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>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	For many schools, this is the geographical area that the school is primarily intended to serve. Children who live in the catchment area often have a higher priority for admission. The large majority of schools in Devon operate a catchment area. Maps can be viewed at www.devon.gov.uk/schoolareamaps .
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	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.
Compulsory School Age	Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). They must be in full time education by the beginning of the term following this. The prescribed days are 31 August, 31 December and 31 March. Children who are of compulsory school age do not have to be in school – they may be Home Educated. It is more accurate to say this is the compulsory schooling age.
D-CAF and D-CAF6	<p>Devon's Common Application Form for In-Year admissions, enabling a parent to name up to 3 schools. This is available from the Local Authority and online.</p> <p>The D-CAF6 is an In-Year 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.</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	<p>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.</p>
Education, Health and Care Plans	<p>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.</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.</p>
Exceptional social or medical need	<p>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.</p>
Extended schooling	<p>Information on services beyond the normal school day should be available from the school office and the school website.</p>

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	<p>A number of schools give additional priority for admission where faith criteria are met by an applicant. Examples of faith criteria are:</p> <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.
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	For community and voluntary controlled schools, this will be any salaried

	<p>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>
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>
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 Year 7 – Secondary school, including in all-through schools Year 9 – the Atrium Studio School Year 10 – the South Devon UTC 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 the school. 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 2017.</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</p>

	children have priority for admission. They are not used when a school has sufficient places for the children who have applied for admission.
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	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.
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	This is the minimum number of places available at the school at the normal round. 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.
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 will not necessarily be 5 days from Monday to Friday.</p>
Service families	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>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>This will be any child who is on the roll of this school who lives in the same household as part of a single family unit. The LA definition of a sibling will also include a full, adopted or half brother or sister living at a different address.</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>
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>
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 school's establishment marker 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 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>
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 must operate a waiting list for the intake year at least until the end of the autumn term. Most in Devon go further than this and operate a list for</p>

	<p>each year group until the end of the end of the academic year. This will be maintained by the school and shared with the LA. It will contain the names of all children whose application for admission that year has been refused. Children's positions on the waiting list will be determined solely in accordance with the oversubscription criteria. Positions will be reordered whenever anyone is added to or leaves the waiting list. Therefore, a child's name can go up or down on the list. The length of time on a waiting list does not affect a child's position.</p>
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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 2018	January 2019
1 January – 31 March 2019	January 2019 OR April 2019
1 April – 31 August 2019	January 2019 OR April 2019 OR September 2019 by making a fresh application for a Year 1 place (June 2019) or making a fresh normal round application for Reception in 2019-20

**Oversubscription Criteria – Community and Voluntary Controlled
Infant and Primary Schools 2018-19**

if there are more applications than places for normal round admissions

Any child whose Education, Health and Care Plan or Statement of Special Educational Needs 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 or previously Looked After Children who were immediately adopted or made the subject of a child arrangements order or a special guardianship order.**
- 2 Children for whom an exceptional medical or social need to attend the school is demonstrated.**
- 3 Children who live in the school's designated area, with a sibling on roll at the school when the application is made.**
- 4 Other children who live in the school's designated area.**
- 5 Children who live outside the school's designated area, with a sibling on roll at the school when the application is made.**
- 6 Children of members of staff employed at the school for more than two years when the application is made 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.

**Oversubscription Criteria – Community and Voluntary Controlled
Junior Schools 2018-19**

if there are more applications than places for normal round admissions

Any child whose Education, Health and Care Plan or Statement of Special Educational Needs 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 or previously Looked After Children who were immediately adopted or made the subject of a child arrangements order or a special guardianship order.**
- 2 Children for whom an exceptional medical or social need to attend the school is demonstrated.**
- 3 Children who live in the school's designated area, with a sibling on roll at the school or the linked infant school when the application is made.**
- 4 Other children who live in the school's designated area – no sibling, but attending the linked infant school.**
- 5 Other children who live in the school's designated area.**
- 6 Children who live outside the school's designated area, with a sibling on roll at the school or the linked infant school when the application is made.**
- 7 Other children who live outside the school's designated area – no sibling, but attending the linked infant school.**
- 8 Children of members of staff employed at the school for more than two years when the application is made or recruited within the past two years to fill a vacancy for which there was a skills shortage.**
- 9 Other children.**

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

**Oversubscription Criteria –
Community and Voluntary Controlled Secondary Schools 2018-19²⁹**
if there are more applications than places for normal round admissions

Any child whose Education, Health and Care Plan or Statement of Special Educational Needs 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 or previously Looked After Children who were immediately adopted or made the subject of a child arrangements order or a special guardianship order.**
- 2 Children for whom an exceptional medical or social need to attend the school is demonstrated.**
- 3 Children who live in the school's designated area with a sibling on roll at the school when the application is made.**
- 4 Other children who live in the school's designated area – no sibling, but attending a linked primary or junior school.**
- 5 Other children who live in the school's designated area.**
- 6 Children who live outside the school's designated area, with a sibling on roll at the school when the application is made.**
- 7 Children who live outside the school's designated area – no sibling, but attending a linked primary or junior school.**
- 8 Children of members of staff employed at the school for more than two years when the application is made or recruited within the past two years to fill a vacancy for which there was a skills shortage.**
- 9 Other children.**

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

²⁹ The Axe Valley Community College and Sidmouth College but not St Luke's Science and Sports College which has its own criteria.

**The Year Groups for ranges of Dates of Birth
for the 2017-18 academic year**

	DOB from	DOB to
Sixth forms		
Year 14	01 Sep 2000	31 Aug 2001
Year 13	01 Sep 2001	31 Aug 2002
Year 12	01 Sep 2002	31 Aug 2003
Secondary schools		
Year 11	01 Sep 2003	31 Aug 2004
Year 10	01 Sep 2004	31 Aug 2005
Year 9	01 Sep 2005	31 Aug 2006
Year 8	01 Sep 2006	31 Aug 2007
Year 7	01 Sep 2007	31 Aug 2008
Primary schools		
Year 6	01 Sep 2008	31 Aug 2009
Year 5	01 Sep 2009	31 Aug 2010
Year 4	01 Sep 2010	31 Aug 2011
Year 3	01 Sep 2011	31 Aug 2012
Year 2	01 Sep 2012	31 Aug 2013
Year 1	01 Sep 2013	31 Aug 2014
Reception	01 Sep 2014	31 Aug 2015

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 ³⁰ into the first year of education at a primary school ³¹ (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 ³² (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 ³³ (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 2017-18.

³⁰ 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.

³¹ 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.

³² 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.

³³ 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.