# Ladysmith Infant and Nursery School

**Ladysmith Road, Exeter, Devon, EX1 2PS**
01392 271596
www.ladysmithinfant.devon.sch.uk
infant.admin@ladysmithfederation.net

## Admissions Policy 2019-20

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

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

### Policy version

Determined by the admissions authority on 9 February 2018 following a public consultation between 1 November 2017 and 5 January 2018. It will be reviewed and determined annually. Once this policy is determined, it will be published on our website and at www.devon.gov.uk/admissionarrangements.

**Key information** – for definitions and notes see Appendix A

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| Published Admission Number (PAN) for Reception | 90 |
| Do we have a catchment area? | Yes |
| Department for Education school number | 878 - 2026 |
| Age range of children in this school? | 4-7 (3-7 – including children in our nursery) |
| What kind of school is this? | Community |
| Who is the Admissions authority? | Devon County Council |
| Do we belong to a federation or chain of schools? | Ladysmith Federation |
| When will children in the normal age group for Reception have been born? see notes below | 1 September 2014 to 31 August 2015 |
| When can parents apply for admission to Reception? | 15 November 2018 to 15 January 2019 |
| How can parents apply for admission to Reception? | devon.cc/admissionsonline. Paper forms at devon.cc/admissions or from the school office |
| Is there a Supplementary Information Form (SIF) for additional priority? | No |
| When will places be offered for Reception? | 16 April 2019 |
| When should appeals for admissions to Reception be submitted? | 15 May 2019 |
| When can applications for In-year admission be made? | Applications can be made for in-year admission at any time after the start of the Reception year up to the final half term in Year 2. |

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

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

1. **Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order.**
2. **Priority will next be given to children based on their exceptional medical or social needs or those of a parent with evidence from a medical specialist or social worker of the child's or parent's need and why they must attend this school rather than any other, based on those needs.**
3. **Priority will next be given to children living within the catchment area set out in the map below, who are siblings of pupils on roll at this school or at Ladysmith Junior School.**
4. **Priority will next be given to other children living within the catchment area.**
5. **Priority will next be given to children living outside the catchment area, who are siblings of pupils on roll at this school or at Ladysmith Junior School.**
6. **Priority will next be given to children of members of staff who have been employed at this school for more than two years or recruited within the past two years to fill a vacancy for which there was a skills shortage.**
7. **Other children.**

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

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

## Our Ethos

**Ambition**

- To develop self-motivated, ambitious, independent, caring and happy children
- To provide a rich and exciting curriculum which engages and motivates
- Everyone has the ambition to be as good as they can be in all aspects of their learning
- To promote an active and healthy lifestyle with good mental wellbeing and an understanding of how to stay safe

**Adventure**

- Provide enrichment opportunities for all which challenge, capture curiosity and develop imagination
- Provide opportunities for children to discover and develop their unique interests and talents
- We help children to understand our rapidly changing world
- We embrace and value diversity within our own community and beyond

**Achievement**

- We recognise and celebrate achievement in all its forms
- We have high expectations in everything we do
- We do everything we can to ensure that every child is successful
- We provide a secure supportive environment in which children can achieve their full potential

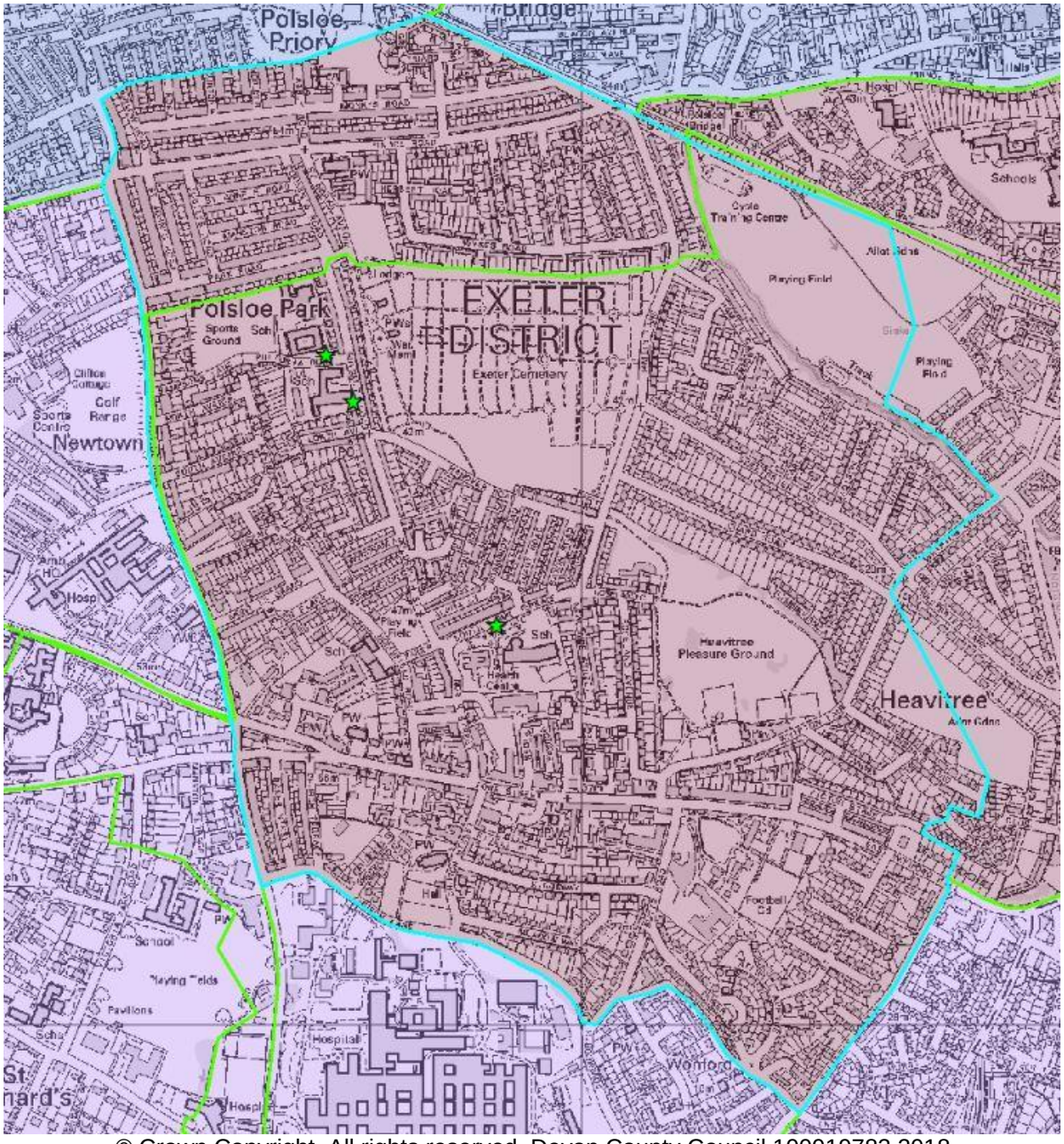
We ask parents to respect our ethos and its importance to the school community. This does not affect the right of all parents to apply and be considered for a place here.

## Catchment Area

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

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

We share the same catchment as Ladysmith Junior School.




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## The Admissions Policy

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

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

It should be read along with Devon County Council's Step by Step Guide to admissions, its Co-ordinated Admissions Schemes, Fair Access Protocol and Education Transport Policy.

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

## How the Admissions Process works – all Parents have to apply

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

Schools can't hold places in reserve in case a local parent forgets to apply or in case a family moves to the area later – there are very limited circumstances when an application can be refused. The responsibility for making applications and for providing information or evidence in support of an application lies with parents.

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

The normal round is the first opportunity for children to join a school. For all primary and infant schools, that's at the beginning of the Reception Year. Parents apply using a Common Application Form from the LA where the child lives. In Devon that can be done at www.devon.gov.uk/admissionsonline or by completing the **D-CAF1** form. If an application is made outside Devon, it will be passed to Devon County Council which co-ordinates all applications for this school. Through this process, every parent who applies will receive a single offer on the National Offer Day.

There is an annual national closing date for applications - **15 January**. Applications submitted after this will be late unless the parent can demonstrate that he or she was unable to apply by the deadline. This may be because of illness that prevented an application being made or because of a house move to the area. Otherwise, late applications will be considered after those received on time. Devon will send a list of all of the children whose parents have applied to come here to us. All normal round applications are considered in line with Devon's Normal Round Co-ordinated Admissions Scheme.

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

Applications for admission into any Year Group made after **31 August 2019,** after the normal round, are called In-Year admissions. Parents can apply at www.devon.gov.uk/admissionsonline or by requesting a copy of the Devon Common Application Form, the **D-CAF**, from the Education helpline on 0345 155 1019. All applications received by the LA Admissions Team, either direct or via the school, by 2pm on the same day will be considered together, before later applications. All In-Year admissions will be made in line with Devon's In-Year Coordinated Admissions Scheme.

## When to apply for a place

Parents should apply between **15 November 2018,** the opening date of the normal round application process and the national closing date of **15 January 2019**. The opening date may vary in other LA areas.

In-year admissions applications can be made at any time after the start of the Reception intake until the end of a child's primary education in Year 6. Applications will not be considered, however, further in advance than 8 school weeks, ie 40 school days, (or 16 school weeks for children from UK service personnel families posted to a new area).

## What happens after an application is made?

If there are fewer applications than places then no application is refused at the normal round. If there are more applications than there are places available, applications will be prioritised according to our oversubscription criteria above. Devon will make offers and refuse applications as the admissions authority for this school. The Scheme is an equally ranked preference scheme which means we won't know the order parents name their preferred schools. Shortly after local authorities make offers to parents, we will contact those parents who have been offered a place here to welcome them to the school and to make arrangements for admission itself.

For In-Year admissions, we will reach a view in response to applications and inform the LA Admissions Team within 5 school days of notification of the application. We will give reasons where we ask the LA to refuse the application in writing promptly so that it can operate its Fair Access Protocol and, where the refusal is not on the grounds that the school is full, take a view whether the refusal would be lawful.

## Outcomes of the application process

If a place can be offered, the parent will receive a letter confirming the offer of a place and we will look forward to the child starting with us either in the next Reception intake or as an in-year admission.
For unsuccessful applications, parents will receive a refusal letter and can appeal to an Independent Appeals Panel. The child's name will be added to a waiting list for vacancies.

## Options for admission into Reception

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

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

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

## Admission of children outside their normal age group

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

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

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

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

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

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

## Exceptional need for admission to our school

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

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

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

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

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

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

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

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

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

## Admission Appeals

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

## 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 2019 | January 2020 |
| 1 January – 31 March 2020 | January 2020<br>OR April 2020 |
| 1 April – 31 August 2020 | January 2020<br>OR April 2020<br>OR September 2020 by making a fresh application for a Year 1 place (June 2020) or making a fresh normal round application for Reception in 2020-21 |

## Contacts for Further Information

**Devon School Admissions Service**
primaryschooladmissions@devon.gov.uk or admissions@devon.gov.uk
Telephone contact through *My Devon* on 0345 155 1019 admissions@devon.gov.uk

**Devon County Council policies, information and admissions application forms**
devon.cc/admissionarrangements
devon.cc/admissions

**Independent School Admissions Appeals**
Telephone contact through *My Devon* on 0345 155 1019 devon.cc/appeals
Clerk to the Independent Appeals Panel, County Hall, Exeter, EX2 4QG

**Devon Education Transport Team**
Telephone contact through *My Devon* on 0345 155 1019 devon.cc/schooltransport

**Children's Education Advisory Service** – advice for service families
01980 618244 enquiries@ceas.detsa.co.uk

**The Department for Education (DfE)**
0870 000 2288 www.education.gov.uk

**Office of the Schools Adjudicator**
01325 735303 www.education.gov.uk/schoolsadjudicator

## Appendix A – Definitions and explanatory notes

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| Admissions authority | This is the body responsible for proposing, consulting on and determining the admissions policy and also for reaching decisions about offering or refusing places. For community schools, the admissions authority is the Local Authority, Devon County Council. |
| Admission Number or AN | This is the equivalent of the Published Admission Number for Years 1 to 2. It is the number of places available in the Year Group. It will often be the same as the PAN originally determined for that Year Group when it was Reception. It may be increased or decreased where the amount of accommodation has changed or because of reorganisation in the school. We will discuss with the LA before setting an Admissions Number that is different to the original PAN for the Year Group. |
| Appeals | If the LA has to refuse admission, the refusal will be because it is believed it would "prejudice the provision of efficient education or the efficient use of resources". This is the principal justification under the School Standards and Framework Act 1998 for refusing admission. A refusal will be in writing, there will be the right of appeal to an Independent Appeals Panel and to a place on a waiting list. If an application for admission is unsuccessful, parents have a statutory right of appeal to a panel which is independent of the school. Appeal papers will either be sent with the refusal letter or can be requested from the LA. Parents have at least 20 school days to return the papers, together with any supporting evidence. (Papers can be submitted earlier than 20 days if a parent chooses to).<br><br>An appeal for a place in Reception, Year 1 or Year 2 may be subject to Key Stage 1 or Infant Class Size Legislation. This is a more limited process which reviews the original decision to refuse admission rather than an appeal against the refusal with additional circumstances to be considered. The Panel will decide whether an additional child would breach the legal maximum of 30 children in a Key Stage 1 class with one teacher, whether our policy and those of the LA are lawful and have been applied correctly and whether it was a reasonable decision to refuse the application in the circumstances we knew about at that time the original decision to refuse was made. There are very limited exceptions which would allow a school to exceed 30 children in a Key Stage 1 class.<br><br>The Clerk to the Independent Appeals Panel will give at least 10 days' notice of the appeal date. Parents will also be told when to submit any further information to be considered. Parents will receive evidence from us before the appeal hearing. After appeals are heard, decision letters should be sent within five school days; notice of the decision is available by telephone before then.<br><br>Appeals at the normal round of admissions to Reception will be heard within 40 school days of the deadline for lodging appeals. Where the application was not made in time for a decision to be made on the national offer date, they will be heard within that 40 day period or, if that is not possible, within 30 days of the appeal being lodged. In-year admission appeals must be heard within 30 school days of the appeal being lodged. |
| Application | For normal round admissions, applications are made on the national closing date of **15 January 2019** or the date when the application was submitted or amended with new information if later. In-year applications area made on the date they are received, together with evidence of a new address if that is required.<br><br>It is a parent's responsibility to make sure that the school or LA is informed about changes to circumstances and eligibility for priority if, for instance, a sibling is taken onto our roll after the closing date or the home address changes. |
| Catchment Area | The catchment is the geographical area that this school is primarily intended to serve. There is a higher admissions priority for children who live in it. Children living in a residential property on the boundary line will be considered to be living within the catchment area. |
| 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. |

## Appendix A – Definitions and explanatory notes

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| Chronological Year Group | This is the group of children usually taught together according to their date of birth. Children born between 1 September and 31 August have the same chronological Year Group. |
| Common Application Form | This is the name for the application form provided by a local authority. They must be used for any application for admission to a school at the normal point of admission. For this school that means at the beginning of Reception. The form provided by the local authority where the child lives must be used, regardless of where the school is. For the normal round, parents of Devon-resident children can apply online at www.devon.gov.uk/admisisonsonline. For In-Year applications to Devon schools, parents of children can also apply at www.devon.gov.uk/admissionsonline wherever the child lives. Parents who are unable to apply online can request hard copies of the forms: the **D-CAF1** and the **D-CAF** respectively. |
| Compulsory School Age | Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March. |
| Data Protection | Where one parent seeks information about an application for admission or to locate a child, we will seek a view from the LA about what information should be made available. The priority will be to safeguard the child and immediate family. The LA will seek confirmation and evidence from the parent living with the child that there is no lawful reason why information should be withheld from the non-resident parent |
| D-CAF (and D-CAF6) | Devon's Common Application Form for In-Year admissions, enabling a parent to name up to 3 schools. This is available from the LA and online.<br><br>The D-CAF6 is an application form available in school and provided to a parent where the school is able to confirm a place direct with a parent in certain circumstances. Where a parent visits the school, we may invite the parent to complete a **D-CAF6** instead of a **D-CAF** in cases where:<br>• a child moves into the area *and*<br>• the parent only intends to apply for a place here and at no other school, *and*<br>• the child does not have an EHCP, *and*<br>• the child has not been Permanently Excluded from a school, *and*<br>• the parent is not in dispute with another person with parental responsibility over residence or school admissions, *and*<br>• we have a confirmed vacancy in the relevant Year Group,<br>This serves as a school application form rather than a Common Application Form and allows for children to start here as soon as possible when they are new to the area. If the child already has a school place locally, the application must be made on the D-CAF and admission would normally be at the beginning of the next term. A formal decision letter will follow from the Devon Admissions Team in all cases. |
| Deferred Admission | Places are offered for full-time admission at the beginning of the September term after the fourth birthday. That is before children reach compulsory school age. All parents have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age.<br><br>Provided a parent informs us that the place is to be deferred to the beginning of the spring or summer term, it will be held open until then. Places can be deferred beyond the start of the spring term or the summer term, depending on the child's birthdate. Please see the table below.<br><br>We encourage parents to discuss deferred or part-time admission with us and any other education, social or health care professionals working with them. |
| Delayed Admission | Delayed admission is where a summer-born child delays admission into a Reception class until the start of the September after the **fifth** birthday and not the September after the **fourth** birthday. This means admission would be out of the normal or chronological age group. A summer-born child is one whose birthday is between 1 April and 31 August. |

## Appendix A – Definitions and explanatory notes

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| | Parents of summer-born children can request that admission to Reception is delayed to the following academic year - the start of the next September term will be when the child reaches compulsory school age. We invite parents to visit the school so that we can explain the provision that is on offer to children in our Reception class, how it is tailored to meet the needs of the youngest children and how their needs will be met as they move through the school. This is an opportunity to discuss any concerns parents have about the child's readiness for school. Children in Reception and in an Early Years setting all receive the Early Years Foundation Stage curriculum which is largely play-based learning.<br><br>As with any request for admission outside a child's normal age group, the LA will have two decisions to make:<br><br>1. it must first decide on the age group the child should be admitted to<br>2. it then decides whether a place can be offered in that age group.<br><br>It can be difficult to reach a decision about the appropriate age group for a child more than a year in advance of admission as it will not be easy to assess how the child will develop in that time. Therefore, it will be helpful for parents to provide as much information on the child as possible, particularly with any relevant professional social or medical evidence.<br><br>The process for this school within the Devon County Council area is that the parent will make an application for the child's normal age group at the usual time and also make a request for delayed admission at the same time. This will enable the LA to reach a decision on age group before the national offer day. If the request is agreed, the application can be withdrawn by the parent before a place is offered and the parent will then make a fresh application in the next normal admissions round. If the request is refused, it is for the parent to decide whether to continue with an application for the normal age group OR to withdraw from that process and make an in year application for admission to Year One for the following September. It may be that the admissions authority for another school agrees to delayed admission there, in which case the parent may pursue that option.<br><br>In reaching a decision, the LA will consider the circumstances of the case as it would with any request for admission outside the normal age group. Its decision will be made in the best interests of the child and will be set out in writing for the parent. We recognise, along with the Department for Education, that requests for delayed admission to Reception differ from other requests for admission outside the normal age group as it is only in these circumstances that a child is being admitted to school for the first time. Delayed admission is not an opportunity for a child to retake the Reception year or an additional opportunity to seek admission here.[1]<br><br>There is no right of appeal to an independent admission appeal panel if a parent is offered a place but it is not in the year group they would like. They may make a complaint through the school's complaints procedure if they are unhappy with a decision. |
| Distance measurement | We will receive additional admissions support from the Devon Schools Admissions Team for the academic year 2019-20, including distance measurement. This will be based on Devon LA's Geographical Information System, an electronic mapping system. Should this arrangement not be renewed, alternative provision will be made to measure using an equivalent system. |
| Documentary evidence | Once a place has been offered to a child, we may ask for evidence of identity – usually a short birth certificate. This may not be necessary where the child has been on roll at another school in England which can confirm that evidence has been seen at that school. The LA may also request evidence that a child's address is genuine or that the person who made an application for admission was legally permitted to do so. |

[1] Requests for delayed admission will not be considered where a child has attended in any school Reception class for more a half-term or more. This allows for parents who are unsure about a child's readiness for Reception to try attendance without prejudicing the option for delayed admission should the child be removed from school by the parent because he or she was not ready.

## Appendix A – Definitions and explanatory notes

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| Education, Health and Care Plans | Any child whose Education, Health and Care Plan names this school will be admitted. This will reduce the number of places available to other children accordingly. For In-Year admissions, the child will be admitted whether or not we have reached the PAN or other limit for the Year Group. An Education, Health and Care Plan is a formal document issued by the Local Authority describing a child's additional needs and how they will be provided for in a school. |
| Education Transport | Parents should consider how their child will get to school for the whole of their time on roll. Parents are advised not to rely on lifts, car shares or public service vehicles always being available. Supported transport will be provided by the LA for Devon-resident children attending this school if it is the catchment school for the child's home address or the closest school available when the parent could apply or, for Children in Care, the closest available Good or Outstanding school, as rated by Ofsted. The home address must be further than a walking distance of two miles. Applications for transport should be made direct to the Local Authority where a child lives. Devon admissions direct line measurement policy does not apply to Devon's school transport decisions.<br><br>It is possible that this is the closest available school for admissions purposes, using straight-line measurement, but not the closest school for the purposes of entitlement to free school transport from the LA. Parents who rely on free transport are strongly advised to check whether there is an entitlement with the Education Transport Team before accepting a school place. |
| Equally ranked preference scheme | Parents can express a preference for one, two or three schools. They should be named in the order the parent would most like a place to be provided. 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. Equally ranked preference schemes are a legal requirement which enable parents to apply for the school they prefer without risking admission to the closest school or a catchment school. |
| Extended schooling | Further information on services beyond the normal school day is available from the school office. |
| Fair Access Protocol | All LAs are legally required to operate a Fair Access Protocol across their area and schools must take part in the Protocol. This ensures that children who are vulnerable, unable to access an appropriate school place under the standard In-Year admission arrangements for the area have an admissions safety net. This may mean that a child is admitted here even though the school is full and other children have been refused admission. It is possible that we would have asked the LA to refuse the application for admission but then be required to admit the child under this protocol. |
| Faith oversubscription criteria | This school does not have a religious character. There is no additional or lesser priority for admission for children from any faith or of no faith. |
| Fees and charges | There is no charge for applying for a place here, for admission or for the provision of education. We will not request donations before or during the admissions process and any donations made to the school following admission are entirely voluntary. No activities such as school visits are compulsory. A policy on charging for activities is available on request from the school office. |
| Home Address | Places are offered here on the basis of where the child will attend school, not necessarily where they live when the application is made. If we have vacancies then it doesn't matter whether the home address is in our catchment or 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.<br><br>The home address is where a child normally lives. Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is |

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| | determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school. If no joint declaration is received where the residence is split equally by the closing date for applications, the home address will be taken as the address where the child is registered with the doctor. Any other evidence provided by parents will also be considered in reaching a decision on the home address for admissions purposes. This may be necessary, for instance, where parents don't agree on the child's home address. Parents are urged to reach agreement or seek a Specific Issues Order from a court to decide which parent should or should not pursue an application. Where they do not, the LA will determine the home address. If the residence is not split equally between both parents then the address used will be the address where the child spends the majority of the school week.<br><br>Where the LA asks for evidence of a new address from which a child would attend school, this would often be written confirmation of a house purchase or a formal tenancy agreement. We recognise that some families may be unable to provide this. Parents who can't provide this evidence should contact us or the LA. There is no intention to penalise families where there is a genuine reason why evidence cannot be provided. |
| Home-School Agreement | Admission to school is not conditional on signing a home-school agreement. However, we will ask parents to agree with our Home-School Agreement after children have been offered a place as we believe this is a positive way of promoting greater involvement in a child's education. |
| In-Year admissions | This is where a child joins the school at any time after the normal round, the first opportunity for admission to Reception. |
| Key Stage 1 class size legislation | This limits the number of children in a Reception, Year 1 or Year 2 class (or a class where the majority of children are aged 5, 6 or 7 years) to 30 children for each teacher. There are a number of permitted exceptions to this limit. Being an exception to Key Stage 1 class size legislation is not a guarantee of admission as there may still be insufficient space in the classroom to admit another child. |
| Linked School | A school which works with another to develop curriculum links and to ease transition for pupils from primary school to secondary school. Sometimes called a feeder school. Children at this school have admissions priority to **Ladysmith Junior School** under its current policy - children at that school then have priority for admission to **St Luke's Science and Sports College** under its current policy. This priority is not a guarantee of admission. |
| Looked After Children | These children are Looked After by or provided with accommodation in the exercise of its functions (see the Children Act 1989 section 22(1)) by a local authority. |
| Member of staff | This will be any salaried person employed at this school when the application is made. Where the duties of a member of staff are undertaken at different schools in a federation or chain of schools, there will be admissions priority only at one school. This will be at the member of staff's base school where that can be identified. Where it can't be identified, 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. |
| Multiple birth siblings | Where applications are received from families with multiple birth siblings (twins, triplets, etc.), every effort will be made to allocate places here, including offering admission above PAN wherever possible. This recognises the exceptional nature of the emotional bonds between multiple birth siblings. Where that is not possible, parents will be invited to decide which of the children should be allocated the available place(s) or seek admission to an alternative school with sufficient vacancies to accommodate both or all of the multiple birth siblings.<br><br>Where we don'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 it would be obliging the children to attend different schools. It is the parent's responsibility to decide not to place the children in |

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| | another school that does have sufficient room.<br>Random allocation will not be applied to multiple birth siblings (twins and triplets etc.) from the same family tied for the final place. We will admit them all, as permitted by the infant class size rules and exceed our PAN. |
| Normal Round Admissions | This is where a child joins the school at the first opportunity for admission to the Year Group. At this school it is at the beginning of September in Reception (even if the start is deferred until later in the school year). |
| Nurseries and pre-schools | While we work with local Early Years providers to make the transition into Reception as smooth as possible, we do not give admissions priority for children at any setting. Parents of all children must apply for admission to the school. There is no additional or lower priority for children attending any particular setting. We welcome applications for children regardless of where their Early Years provision has been. |
| Objections to admissions policy | Advice is available from the Office of the Schools Adjudicator on how to object to this policy. Objections must be made by **15 May 2018**. |
| Offers | When a place is offered by the LA, it will assume that it is accepted unless told otherwise. We will contact parents after this to make admission arrangements - if a parent doesn't confirm the place is required within two weeks of this, we or the LA will contact him or her again. If there is no response within a week of that contact, the offer may be withdrawn.<br><br>It is important that when the LA offers places to some and refuse others it does so fairly and consistently. Where there is reason to believe that false or deliberately misleading information has been provided the LA will reconsider the offer using correct information. It may withdraw the offer if it would not have been made with the correct information, even if this is after admission. Places are offered on the basis of the address from which the child will attend school. Accurate information is particularly relevant for addresses. Where the LA believes it is necessary, it will ask for evidence of a child's home address before admission. If a parent believes that the child's address will change before admission, the LA must be informed. The LA will require evidence of a new address where this would give a higher priority for admission.<br><br>Places will only be withdrawn if offered in error, if the parent has not responded to an offer within a reasonable time or if the offer was obtained through a fraudulent or intentionally misleading application which secured the offer of a place when the response would otherwise have been a refusal. |
| Overseas children | The LA will treat all applications from children coming from over**s**eas in accordance with European Union law or Home Office rules for non-UK nationals. It will not offer places to children while they are overseas except for citizens of the European Union unless a valid visa permitting entry into the country is provided. The LA will seek the latest advice on this matter in response to developments and the withdrawal of the United Kingdom from the European Union. |
| Oversubscription criteria | Where the number of applications exceeds the number of places available in the Year Group the LA will use our oversubscription criteria to prioritise applications. They are detailed in the key information section above. |
| Parent | A parent is any person who has parental responsibility or care of the child. When we say parent, we also mean carer or guardian. Where admission arrangements refer to parents this can mean one parent or both. The LA may ask for evidence of parental responsibility where a person is acting as a parent but does not hold formal parental responsibility.<br><br>Sometimes there is a dispute between parents over which school a child should attend. When the LA takes decisions over admissions it will seek our view and will take into account imminent court hearings that may have an impact on parental responsibility and living arrangements. |

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| Parental disputes | Occasionally parents may disagree on where the child should be educated. In these cases, the LA will discuss with us whether either parent has a lawful objection to the wishes of the other parent to transfer schools. |
| 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. Details of our part-time offer are available from the school office. |
| Prejudice to efficient education | It is lawful to refuse admission where taking another child would cause a prejudice to "efficient education or the efficient use of resources" at this school. This is the point when the LA would say the Year Group or the class is full. In most cases, prejudice would occur when the Admission Number for the Year Group has been reached but it may also be when a class of mixed Year Groups is full. |
| Published Admission Number or PAN<br>See also Admission Number | This is the minimum number of places available at the school in Reception. In limited circumstances, more will be admitted. It is calculated taking into account the physical capacity of the school, the level of demand expected from local, in-area children and sensible, lawful school organisation. Once the LA sets this number, it won't refuse admission for applications below the PAN. If there is unexpectedly high demand and we believe we could admit more children, we will inform the LA and either the PAN will be increased or we will admit children above-PAN. |
| Service families | For children of UK service personnel and other Crown Servants, the LA will consider a family posted to the area as meeting residence criteria even if a home address has not been identified and a unit address is used. This requires written confirmation from the relevant government department: the Ministry of Defence, the Foreign and Commonwealth Office or Government Communications Headquarters.<br><br>The LA will consider in-year admissions for families of UK service personnel posted to a new area and of crown servants returning to the country up to 16 school weeks in advance.<br><br>There is no additional admissions priority for children of service families. However, children from families of UK service personnel are permitted exceptions to Key Stage 1 class size legislation and are also recognised by Devon as being a vulnerable group of children within the Fair Access Protocol. |
| Sibling | 'Sibling' means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a step brother or sister or other child living in the same household as part of the same family who, in any of these cases, will be living at the same address at the date of their application for a place.<br><br>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.<br><br>Where we don't have sufficient space to admit a sibling of a child already attending here, and one or more child is refused admission, the LA doesn't consider that it would be obliging the children to attend different schools. It is the parent's responsibility to decide not to place the children in another school that does have sufficient room. |
| Supplementary Information Form or SIF | A form in addition to the LA common application form. Some schools use SIFs to collect information necessary to apply one or more of their oversubscription criteria. We do not use a SIF as all of the information we require can be provided on the LA common application form. |
| Tie breaker | To distinguish between children in a particular oversubscription criterion, priority will be determined on the basis of distance between home and school. This is measured in a straight line from an entrance door of the residential dwelling to the centre of the main |

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| | entrance 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.<br><br>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 senior officer of the LA by the operation of an electronic list randomiser.<br><br>Random allocation will not be applied to multiple birth siblings (twins and triplets etc.) from the same family tied for the final place. We will admit them all, as permitted by the infant class size rules and exceed our PAN. |
| Uniform | Children attending our school are expected to wear a uniform. Some of the items required can be purchased from us and the rest from most retail outlets. Parents unable to purchase items of uniform or equipment will not be penalised. We operate a scheme to assist families in need. |
| Waiting Lists | We will operate a waiting list for each year group until the end of the academic year. This will be maintained by the LA and shared with the school. Our waiting lists will only contain the names of children who have formally applied and been refused admission.<br><br>Children's positions on the waiting list will be determined solely in accordance with the oversubscription criteria. Positions will be reordered whenever anyone is added to or leaves the waiting list. Therefore, a child's name can go up or down on the list. The length of time on a waiting list does not affect a child's position. Parents must confirm they wish the child to remain on the waiting list at the end of the academic year in July otherwise the child's name will be removed from the list. |

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