

## **IN-YEAR CO-ORDINATED ADMISSIONS SCHEME**

**for admissions from September 2011**

This applies to:

All Devon County Council maintained schools at primary and secondary phase except for Special Schools.

All parents and carers seeking admission to school for a child in their care. Children over statutory school age seeking admission to a sixth form.

Policy updated:	September 2011
Review date:	November 2010 for 2012-13 and then annually unless a need to review earlier is identified

### **Description of Policy**

This policy describes how admission to schools is administered once a year group in school has already begun. It also details admission arrangements for vulnerable children who may exhibit challenging behaviour.

### **Linked Policies**

The Primary Co-ordinated Scheme, The Secondary Co-ordinated Scheme, Admissions policy for children with a Statement of Special Educational Needs

# IN-YEAR CO-ORDINATED ADMISSIONS SCHEME

for admissions from September 2011

Section	Contents	Page
	<b>Description of Policy</b>	1
	<b>General Information and Contacts</b>	4
	<b>Policy</b>	
1	Equality Statement	6
2	Safeguarding Statement	6
3	Introduction	6
4	Interpretation	7
	<b>Procedure</b>	
5	The Scheme	9
6	General Principles	11
7	Home Local Authority Co-ordination	13
8	New Communities within Devon	13
9	Applications	13
10	Closing dates for returning D-CAFs and SIFs	15
11	Duplicate and Disputed D-CAFs	15
12	Determining Offers in response to the D-CAF	16
13	Parents' Responses to Offers	18
14	Selection Testing	18
15	Appeals	18
16	Waiting Lists	19
17	Admission out of a Child's Chronological Year Group	20
18	Where Age is Disputed	21
19	Home Address	21
20	Applications from outside the UK	22
21	Admission to Year 12 (Sixth Forms)	23
22	Late Applications	23
23	Where no Application is Received	23
24	Other Arrangements	23
24.1	UK Service personnel families	23
24.2	Gypsy, Roma or Traveller families	23
24.3	Conferring parental responsibility	24
24.4	School uniforms	24
24.5	Home-School Agreements	24
24.6	Flexi-schooling	24
24.7	School charges	25
24.8	Objections	25
24.9	Choice Advice	25
24.10	Education Transport	25

25	Applying the Policy	25
26	Standard Admissions	26
26.5	Exception – Children in Care	27
26.6	Exception – Moving between schools	27
26.7	Exception – Statements of SEN	27

### **Fair Access Protocol**

27	Background	28
28	Principles	29
29	Scope	30
30	Procedure for Identification as a Fair Access Allocation	31
31	Fair Access Admissions	32
32	Reintegration Admissions	35
32.16	Managed moves	38
32.29	Children who have been permanently excluded	41
33	Children not placed under Fair Access admission procedures	41
34	Year 11 children requesting admission after 31 December	42
35	Funding	42
36	Other Arrangements	42
36.1	School Admissions Appeal Panels	42

### **Employee Guidance**

37	Guidance for Employees	43
----	------------------------	----

### **Footnotes**

44

### **Policy History**

45

**Appendix 1** - Equality Impact Needs Assessment is located at

<http://www.devon.gov.uk/index/learningschools/schools/admissions/admissionarrangements/admissions-determined2011.htm>

**Appendix 2** – Glossary 48

**Appendix 3** – Common Application Form (CAF) is located at

<http://www.devon.gov.uk/index/learningschools/schools/admissions/admissionarrangements/admissions-determined2011.htm>

**Appendix 4** – Common Application Referral Form (CARF) is located at

<http://www.devon.gov.uk/index/learningschools/schools/admissions/admissionarrangements/admissions-determined2011.htm>

**Appendix 5** – Fair Access Protocol – How decisions will be reached 55

**Appendix 6** – The Year Groups for ranges of dates of birth for 2011-12 59

**Appendix 7** – Oversubscription criteria for Devon LA primary schools 60

**Appendix 8** – Oversubscription criteria for Devon LA junior schools 62

**Appendix 9** – Oversubscription criteria for Devon LA secondary schools 64

**Appendix 10** – Managed Move form is located at

<http://www.devon.gov.uk/index/learningschools/schools/admissions/admissionarrangements/admissions-determined2011.htm>

## General Information and Contacts

Date	September 2011
Review date	Annual
Approval	by Cabinet Members of Devon County Council
Key partners	Learning and Development Partnership Education Welfare Service Devon Association of Secondary Headteachers Devon Association of Primary Headteachers Devon Association of Governors Church of England Diocese of Exeter Roman Catholic Diocese of Plymouth School Admissions Team
Author	Andrew Brent, Strategic Support and Policy Officer 01392 381214 <a href="mailto:andrew.brent@devon.gov.uk">andrew.brent@devon.gov.uk</a>
Sponsors	Dr Phil Norrey, Chief Executive Jennie Stephens, Strategic Director, People
Other contacts	Lisa Boon, Access Services Manager 01392 383841 <a href="mailto:lisa.boon@devon.gov.uk">lisa.boon@devon.gov.uk</a>  David Archer, Lead Professional for Exclusions & Reintegration 01392 388559 <a href="mailto:david.archer@devon.gov.uk">david.archer@devon.gov.uk</a>  School Admissions Team 0845 155 1019 – contact through My Devon call centre <a href="mailto:admissions@devon.gov.uk">admissions@devon.gov.uk</a>  Education Transport Team 0845 155 1019 – contact through My Devon call centre  Clerk to the Independent Devon Schools Appeals Panel 01392 382486  Children's Education Advisory Service – Ministry of Defence 01980 618244 <a href="mailto:enquiries@ceas.detsa.co.uk">enquiries@ceas.detsa.co.uk</a>
Useful links	<a href="#">Department for Education</a> <a href="#">Office of the Schools Adjudicator</a> <a href="#">School Admissions Code</a>

# POLICY

## 1 Equality Statement

- 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.
- 1.2 This policy will be subject to an Equality Impact and Needs Assessment. This assessment will be integral to all future policy and guidance reviews.

## 2 Safeguarding Statement

- 2.1 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.
- 2.2 Devon County Council acts as a Corporate Parent for Children in Care. This means that the local authority has a legal and moral duty to provide the kind of support that any good parents would provide their own children. This policy has been written to comply with this principle.

## 3 Introduction

- 3.1 The 2009 School Admissions Code of Practice requires that Local Authorities administer all in-year or casual admissions from September 2010. Accordingly, Devon will operate this In-Year Co-ordinated Admissions Scheme.
- 3.2 This scheme is made by Devon County Council, the Local Authority (which will be referred to as the LA or Devon LA) for the County of Devon, acting under the provisions of the Education (Co-ordination of Admission Arrangements) (Primary Schools) (England) Regulations 2002, and in accordance with the School Admissions Code of Practice 2010 (Department for Children, Schools and Families).

This scheme applies to all community and voluntary controlled schools maintained by Devon LA and the governing bodies of all voluntary aided, foundation and trust schools within the LA area.

- 3.3 All schools maintained by the LA (except for special schools) and Reintegration and Intervention Panels set up under the Fair Access Protocol below at section 27, will operate within this In-Year Co-ordinated Admissions Scheme and the Fair Access Protocol which forms part of it.
- 3.4 Where any part of this policy is identified at any time as not being compliant with the Code, it will be amended without delay to ensure that it does meet the requirements of the Code. Such changes will be recorded in the Policy History below.
- 3.5 This policy will be administered for Devon LA by the School Admissions Team, part of Schools Access Services within the Children and Young People's Services Directorate.

## **4 Interpretation**

### **4.1 In this scheme:**

"the LA" means Devon County Council acting in their capacity as Local Authority;

"the LA area" means the area in respect of which the LA are the Local Authority;

"primary education" has the same meaning as in section 2(1) of the Education Act 1996;

"secondary education" has the same meaning as in section 2(2) of the Education Act 1996;

"primary school" has the same meaning as in section 5(1) of the Education Act 1996;

"secondary school" has the same meaning as in section 5(2) of the Education Act 1996;

"school" means a community, Foundation, Trust, Voluntary Aided (VA) or Voluntary Controlled (VC) school (but not a special school) which is maintained by the LA;

"Foundation schools" means such of the schools as are Foundation schools;

"Academy" means a school which is state funded managed by sponsors from education, commerce or otherwise. They are not maintained by the LA;

"VA schools" means such of the schools as are Voluntary Aided schools;

"Trust schools" means such of the schools as are Trust schools;

"admission authority" in relation to a Community or VC school means the LA and, in relation to an Academy, VA, Foundation or Trust School means the Governing Body of that school;

references to Voluntary Aided, Foundation or Trust Schools should be read as also referring to an Academy;

"the specified year" means the school year commencing at or about the beginning of September 2011;

"admission arrangements" means the arrangements for a particular school

or schools which govern the procedures and decision making for the purposes of admitting pupils to the school;

“casual admission” means any application for a place in the initial intake year for the school that is received after Wednesday 31 August 2011 or any application for a place in other than the initial intake year

“parent” means that person with parental responsibility or officer of a LA exercising parental responsibility for a Child in its Care; and

“eligible for a place” means that a child has been placed on a school’s ranked list at such point which falls within the school’s Planned Admission Number (PAN).

Determined

## PROCEDURE

### 5 The Scheme

- 5.1 The scheme shall be determined and processed in accordance with the provisions and timetable set out here, and the common application and referral forms in Appendices 3 and 4.
- 5.2 Subject to paragraph 5.3, the scheme shall apply to every school in the LA area (except special schools) and shall take effect for admissions to take place from September 2011.
- 5.3 Where boarding accommodation is provided for children at schools maintained by the LA, the scheme shall not apply to those places intended to admit children to the school as boarders, as determined under section 89A(2)(a) of the School Standards and Framework Act 1998.
- 5.4 The scheme shall be based on the equal preference system, as defined in the School Admissions Code of Practice 2010.
- 5.5 There will be a standard form known as the Devon Common Application Form (D-CAF). This will be available to parents in hard copy and electronic format.
- 5.6 The D-CAF must be used as a means of expressing one, two or three preferences for the purposes of section 86 of the School Standards and Framework Act 1998 by parents resident in the LA area wishing to express a preference for their child:
- a. to be admitted in-year to a school within the LA area (including Voluntary Aided (VA), Foundation and Trust schools)
  - b. to be admitted in-year to a school located in another LA's area (including VA, Foundation and Trust schools).
- 5.7 The D-CAF will:
- a. invite the parent to express up to three preferences, in rank order, by completing the form, including, where relevant, any schools outside the LA's area, in ranked order of preference.
  - b. invite parents to give their reasons for each preference;
  - c. 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 nominated school for which they are eligible for a place and if a place cannot be offered at a nominated school, a place will be offered at an alternative school;
  - d. specify the closing date and where it must be returned, in accordance with paragraph 7.1 below.

- 5.8 The LA will make appropriate arrangements to ensure:
- a. that the D-CAF and any relevant Supplementary Information Form (SIF) is available from the LA online and on request through the My Devon Call Centre.
  - b. that the D-CAF is accompanied by a written explanation of the co-ordinated admissions scheme including details of neighbouring authorities.
  - c. that an electronic version of the D-CAF will be available for parents to complete at [www.devon.gov.uk/admissionsonline](http://www.devon.gov.uk/admissionsonline) instead of completing a hard copy D-CAF.
  - d. that the electronic version of the D-CAF will be accompanied by an e-version explanation of the co-ordinated admissions scheme including details of neighbouring authorities.
  - e. SIFs will be available in hard copy form from the relevant school.
- 5.9 The LA will take all reasonable steps to ensure that every parent resident in the LA area is notified how to access a copy of the D-CAF 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.
- 5.10 All preferences expressed on the D-CAF are valid applications. The Governing Body of an Academy, VA, Foundation or Trust School can require parents who wish to nominate or have nominated their school on the D-CAF to provide additional information on a Supplementary Information Form (SIF) only where the additional information is required for the Governing Body to apply their oversubscription criteria to the application.  
Where a SIF is required it must be returned to the relevant school. SIFs are available from the school and from the LA and should be returned direct to the school. Where they are received by the LA in error they will be passed onto the school(s).
- 5.11 Where a school receives a SIF it will not be regarded as a valid application unless the parent has also completed a D-CAF and the school is nominated on it. Where SIFs are received directly by Academies, VA, Foundation or Trust schools, the school must inform the LA immediately so it can verify whether a D-CAF has been received from the parent, and, if not, contact the parent and request that they complete one.
- 5.12 Every application for a school place to be made to the home LA. No applications can be made direct to a school, even where that school is its own admission authority.
- 5.13 This policy, in conjunction with the Primary Co-ordinated Admissions Scheme and the Secondary Co-ordinated Admissions Scheme, is intended to ensure that all parents feel they have the same opportunities to apply for the school they want for their child.

- 5.14 Children without a school place are at greater risk of harm and of not achieving their potential. By enabling them to access education or be reintegrated into education, this policy seeks to safeguard the children of Devon.

## 6 General Principles

- 6.1 The majority of admissions to school will be at the normal round of admissions, as covered by the Primary Co-ordinated Admissions Scheme and the Secondary Co-ordinated Admissions Scheme. This is at the beginning of:

- the Reception year for primary and infant schools
- Year 3 for junior schools
- Year 7 for secondary schools
- Year 12 for sixth forms<sup>1</sup>

- 6.2 There will a number of children who require admission to a school at other times than the normal round of admissions, once the Reception Year, Year 3, 7 or 12 has begun or during any other Year. These are in-year admissions, sometimes called *casual admissions*.

- 6.3 Children seeking places at school in-year may have personal circumstances which combine to make them more vulnerable to missing education. This may in turn have an impact on the child's welfare, health and safety, happiness and educational opportunity.

- 6.4 Children seeking places at school in-year may have personal circumstances which combine to make them more challenging in their behaviour. These children have been referred to as *hard to place*.

- 6.5 The Code<sup>2</sup> requires all LAs to operate a Fair Access Protocol to assist children who would otherwise be disadvantaged in seeking appropriate education to be admitted to school. The Protocol for Devon forms part of this policy, at section 27. The Fair Access Protocol will apply as a safety net where a child is unable to access an appropriate school setting locally.

- 6.6 A parent may request a place in-year at any time and for a variety of reasons, for example, where:

- the family has moved home, either into Devon or from another part of Devon;
- a child has moved to live with another member of the family
- a child has been taken into the Care of a local authority
- there is a preference to change schools;
- there is a preference to move from home-based to school education;
- there is a preference to move from a fee-paying school to a state

maintained school;

- the child has been permanently excluded from a school;
- he or she agrees with the current school that a move elsewhere would be in the child's best educational or social interest, for example, through what is called a *managed move*.

6.7 As far as possible the LA, as admission authority, will have regard to:

- a duty to promote social inclusion;
- meeting parental preference, where this is not judged to compromise its duties either to use resources efficiently or to ensure high standards of achievement for all pupils;
- the use of similar criteria to those which are used when schools are oversubscribed at the normal admission round, especially with regard to children living in the designated area of a school.

6.8 The LA will also promote the same aims with regard to those schools for which it is not the admission authority.

6.9 The LA recognises that a place must be provided for a child at the school named in his or her Statement of SEN. This function will be carried out by the County Special Educational Needs Team (CSET).

6.10 All parents seeking a place at school will be invited to express their preference for school, having been advised of their eligibility to education transport.

6.11 The responsibility of the LA is to ensure that there are sufficient places to accommodate the expected level of demand in an area and to administer arrangements for admission and for education transport.

6.12 It is the responsibility of parents to ensure that their children receive suitable and appropriate full-time education, either by attendance at a state maintained school or otherwise, such as by home-based education or attendance at a fee-paying school.

6.13 Children below 5 are not required to receive full-time education although they may seek a school place as a *Rising 5*.

Children above 16 are not required to receive full-time education although they may seek a school place in a sixth form or further education college.

6.14 Allocations will be based on an equal preference system:

Parents may express preferences for up to three schools in the order they would most like a place. The order of preference will not affect the decision of an admission authority. Where a school is its own admission authority, it will not be informed of the order of preference.

If more than one preferred school could admit the child, it will be the role of

the home LA to offer a place at the school ranked highest by the parent. If none of the parent's preferences can be met, it will be for the home LA to offer a place at the nearest school, within its area, to the home address with a vacancy and to advise the parent of his or her options. This offer may be the child's current school. Please see section 9 below for information regarding how applications are to be made.

## **7 Home LA Co-ordination**

- 7.1 All requests for admission, including requests for places at schools which are their own admission authorities, will be made to the LA local for the child's home address. The Code requires that applications are not made direct to a school nor to the LA where the school is located.
- 7.2 The Code intends that parents need contact only one body to request a school place. The process will not require parents to apply to different bodies if, for example, they have preferences for schools in different areas.
- 7.3 Parents should have confidence that their requests for admission will be considered objectively and without fear that their appearance or any other circumstance not relevant to admission may be taken into account.
- 7.4 For children who move to an area where the designated school appropriate to the child's educational need is within another LA area, the nearest Devon LA school to the home address will be considered as the designated school in application of this policy.

## **8 New Communities within Devon**

- 8.1 Exceptional arrangements apply to those children moving into proposed new housing in Cranbrook and Sherford:
- children moving into Cranbrook will have Clyst Vale Community College as their designated secondary school;
  - children moving into Sherford will have Ivybridge Community College as their designated secondary school until a new school at Sherford is established.

## **9 Applications**

- 9.1 There are a number of types of admission within the scope of the in-year co-ordinated admissions scheme:
1. New arrival to the county or area within the county
  2. A transfer from another school or setting in the area
  3. A managed move from one school to another in an area
  4. A move back into an education setting following a permanent

exclusion.

The first two types of admission may require no particular support where the child is considered not to be vulnerable to difficulties in successfully accessing education. These children will be admitted under **Standard** admission procedures as detailed at section 26.

In other cases, children may face challenges, including his or her own behaviour, which require additional consideration and support. These children will be admitted under **Fair Access** admission procedures as detailed at section 31.

For managed moves and children permanently excluded from another school, there will be a need for further consideration and support. These children will be admitted under **Reintegration** admission procedures as detailed at section 32.

In very exceptional circumstances where a place has not been agreed under **Standard** or **Fair Access** admission procedures and at the discretion of the Admissions Manager, a child's admission may be the subject of discussion under **Reintegration** admission procedures.

9.2 It is not necessary for a child to be resident in Devon to attend a Devon school.

9.3 It will be the role of the home LA to ensure that only one offer of a school place or education setting is made to a parent.

This will be at the school ranked highest by the parent where more than one school could provide a place; or, where parental preference cannot be met, at an alternative setting.

9.4 An alternative setting may be at the child's current school if this is within a reasonable distance of the home address or at another setting considered appropriate by the LA.

9.5 In all cases, decisions whether a place can be offered will be made by the admission authority for the school solely according to the published oversubscription criteria for the school. For community and voluntary controlled schools in Devon, these are at Appendices 8, 9 and 10.<sup>3</sup>

9.6 Where a child has a Statement of SEN, an application will be forwarded to the CSET of the home LA. The application will be considered by that Team and parents will be informed of the outcome by that Team.

9.7 Applications will be considered for admission within a maximum of the ensuing eight school weeks. 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 a Devon schools admissions appeal to be heard where a request has

been refused. Requests 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.

An exception applies for children of UK service personnel and other Crown servants, as detailed at paragraph 24.1.

- 9.8 The offer of a school place will lapse if not taken up within eight school weeks. Parents may resubmit applications if the offer has lapsed.
- 9.9 The Choice Adviser service role has been limited to its statutory role of providing support and advice for parents during the transfer from primary to secondary school. It is no longer available for in-year admissions.
- 9.10 All requests for admission will receive a response from the LA.
- 9.11 A place will be normally allocated prior to actual residence only on receipt of a solicitor's letter or rental agreement confirming intention and date of moving. 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 Schools School Admissions Team.

An exception applies for children of UK service personnel and other Crown servants, as detailed at paragraph 24.1.

## **10 Closing dates for returning D-CAFs and SIFs**

- 10.1 Parents should return completed application and information forms as soon as possible when seeking admission to school within the next eight school weeks. 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 20 school days.

An exception applies for children of UK service personnel and other Crown servants, as detailed at paragraph 24.1.

- 10.2 The aim of the LA, in co-operation with schools which are their own admission authority and other LAs, will be to provide the offer of a school place within the period of 20 days.
- 10.3 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.

## **11 Duplicate and Disputed Common Application Forms**

- 11.1 Where conflicting preferences are received from more than one parent in

relation to a child, the School Admissions Team 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.

In the event that no agreement is reached and an offer is made to each parent, no offer will be held open once the child has been physically admitted to another school.

11.2 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.

11.3 The LA will not accept more than one address as the home address for a child. The terms of a residency order may clarify the home address.

In the absence of a residency order, the LA will consider the home address to be with the parent with day to day care and control of the child, normally evidenced by receipt of Child Benefit allowance for the child at that address. Where a child lives for equal periods with either parent (for example one week at each in turn), the home address will be that to which Child Benefit is paid.

## **12 Determining Offers in response to the D-CAF**

12.1 For Devon residents, The LA will act as a clearing house for the allocation of places by the relevant admission authorities in response to the D-CAFs. The LA will only make any decision with respect to the offer or refusal of a place in response to any preference expressed on the D-CAF 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 nominated.

The LA will allocate places in accordance with the provisions set out in paragraph 12.4 below.

12.2 Within 5 school days of receipt of the application, The LA will notify the schools which are their own admission authority of any preferences made for their school, sending them all details from the D-CAF required by the school to apply their admission oversubscription criteria. As all schools must use equal preference, they will not be notified of the ranking made by parents on the D-CAF. Where a parent has expressed a preference for a school outside Devon, the LA will also inform the relevant LA within 5 days.

12.3 The admission authority for each school will consider all new preferences for its school. Within 5 school days it will confirm to the LA whether a school

place can be offered based solely on the number of children on roll or other agreed limit in the relevant year Group and the school's own oversubscription criteria. The LA may request confirmation of the number of children on roll and any known impending changes. Where there are more applications than places available, the school will provide the LA with a list of those preferences ranked along with those children on any existing waiting list according to the school's oversubscription criteria. Where a place can be offered by an admission authority on faith grounds, the LA will be informed. This information will be provided whether or not the school is over-subscribed and may be used to determine eligibility for Education Transport assistance.

12.4 The LA will match this ranked list against the ranked lists of the other schools nominated and:

- where the child is eligible for a place at only one of the preferred schools, that school will be allocated to the child;
- where the child is eligible for a place at two or more of the preferred schools, the child will be allocated a place at whichever of these is the highest ranked preference;
- where the child is not eligible for a place at any of the preferred schools, the child will be allocated a place at the nearest appropriate school with places available within the LA. This may be the child's current school.

12.5 Within 20 school days Devon residents will be notified that they are being offered a place at the allocated school. This letter will be sent by second class post or by email and will give the following information:

- the name of the school at which a place is offered;
- give a date on which the child is to be taken on roll;
- the reasons why the child is not being offered a place at each of any other schools preferred on the D-CAF (if appropriate);
- advise of the right of appeal if parental preference has not been met;
- contact details for the school and the LA (and, if appropriate, those schools which are their own admission authority where parents were not offered a place, so that they can lodge an appeal with the governing body. See paragraph 15 below);
- advise that the child will be placed on a waiting list if a higher preference has been refused;
- give information regarding Education Transport;

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

12.6 Information in the letter will be forwarded to the school which has been offered other than information which would serve to inform the school of the order of preferences. Where the offer of a place is for the child's current establishment, the school will be informed that a request has been refused unless the parent has requested that this does not happen. The Admissions

Manager may decide to override this request if this is seen to be in the child's best interests.

- 12.7 Residents of other LA areas will be informed of the outcome of their application by that LA, even in relation to Devon schools.

### **13 Parents' Responses to Offers**

- 13.1 Parents must inform the LA in writing as soon as possible if they do not wish to take up the offered place. If they do not respond the LA will assume that they have accepted the place.

Schools may contact the parents of children following the formal offer of a place under the in-year co-ordinated scheme. Where a parent does not respond to the school within 14 days to confirm acceptance of the place offered, the admission authority for the school must remind the parent of the need to respond within a further seven days and point out that the place may be withdrawn. If they do not, the LA will remind the parent of the need to respond and advise that the place may be withdrawn if no response is received within a further 7 calendar days.

If a parent believes he or she will not be able to respond to an offer within this timescale, for example, due to a prolonged period of absence from home, he or she should advise the LA with an alternative contact point so that the offer is not withdrawn.

### **14 Selection Testing**

- 14.1 It is the responsibility of the parent to make arrangements with the school to arrange to attend the selective testing.
- 14.2 Where a selection 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 lodged with the LA for that school before their child is tested. Schools will not allow a child to undertake any selection test which is required as part of that school's admission arrangements unless that school is nominated on the D-CAF. The school must inform the LA of all requests to sit a selection test in order to ensure that a D-CAF has been completed with respect to each child.
- 14.3 Parents will not be notified by the LA of the result of any selection test.
- 14.4 Parents may be notified direct by Colyton Grammar School or selective schools in other LA areas according to each school's policy at that time.

### **15 Appeals**

- 15.1 In all cases except where a child has been excluded twice, parents will be

informed of the right of appeal to the Independent Devon Schools Admissions Panel where they have been refused a place at a preferred school. For children with a Statement of SEN this will be to SENDISP<sup>4</sup>. Only in limited circumstances does the governing body of a school have the right to appeal against a placement.

- 15.2 Parents will be required to contact the School Admissions Team to advise of their wish to appeal for any Devon LA school. They will then be sent the relevant appeal forms by the School Admissions Team, either electronically or in hard copy.

Appeals for places at schools within another LA must be directed to the relevant LA. Contact details will appear on the offer letter.

- 15.3 Completed Devon appeal forms should be returned to the Clerk to the Independent Appeals Panel as soon as possible.

- 15.4 Parents may appeal for any school for which an offer cannot be made.

## **16 Waiting Lists**

- 16.1 Where an expression of parental preference for a Devon school has been refused, the child will be placed on a waiting list. This will be kept in order of oversubscription criteria. Copies may be available at the school.

- 16.2 Waiting lists for schools in other LA areas may also be kept. Parents should contact the school or relevant LA for further information.

- 16.3 Only children refused a place as a result of an application to the LA will be added to waiting lists.

- 16.4 Waiting lists for Year 3 in junior schools will be recalculated at the beginning of September, the end of the primary co-ordinated admissions scheme. This will remove the criterion which recognises a priority for children attending a linked infant school, applicable only during the infant to junior transfer scheme until Wednesday 31 August 2011.

- 16.5 Waiting lists for Year 7 in secondary schools will be recalculated at the beginning of September, the end of the secondary co-ordinated admissions scheme. This will remove the criterion which recognises a priority for children attending a linked primary or junior school, applicable only during the primary to secondary transfer scheme until Wednesday 31 August 2011.

- 16.6 Periodically, the School Admissions Team will contact the parents of children on waiting lists to seek confirmation that a place is still required. A negative response or no response will lead to the child's name being removed from the waiting list. Children will only be removed from the waiting list once they are offered a place at the school or when a parent advises the School Admissions Team that a place is no longer required.

- 16.7 Where a class has children from more than one Year Group, both or all of which are below its Planned Admission Number or other agreed limit, and parental preference has been refused on the grounds that admission would be contrary to the efficient provision of education or the efficient use of resources, the waiting lists for those Years Groups will be combined where there are no set numbers of children in each Year Group. The next vacancy in that class will be offered to the child at the top of the waiting list according to the oversubscription criteria, regardless of the child's Year Group.

Periodically, the School Admissions Team will contact the parents of children on waiting lists to seek confirmation that a place is still required. A negative response or no response will lead to the child's name being removed from the waiting list. Children will only be removed from the waiting list once they are offered a place at the school or when a parent advises the School Admissions Team that a place is no longer required.

- 16.8 Where there are set numbers of children in each Year Group, a vacancy arising in any given Year group in the class will be filled from the waiting list for the same Year Group. This provision will not affect children in the Reception Year of a primary or infant school or in Year 3 of a junior school or in Year 7 of a secondary school as no child in the normal round of admission may be refused where the Year Group is below its Planned Admission Number, subject to the limitations placed on permanently excluded children.

## **17 Admission out of a Child's Chronological Year Group**

- 17.1 Places will normally be offered in the Year Group according to the child's date of birth. For admissions in the academic year 2011-12, the Year Groups appropriate to dates of birth are detailed at Appendix 6.
- 17.2 Where a parent believes a different Year Group setting would be more appropriate for his or her child's circumstances, this may be discussed with the school after admission. The school will decide on the most appropriate Year Group setting for the child on a case by case basis.
- 17.3 Where a child has previously been educated in a different Year Group at another state maintained school in England and Wales, a place may be offered accordingly. This will be a matter for the Admissions Manager in discussion with the schools concerned. The headteacher of the allocated school must be in agreement with a request for admission other than to a child's chronological Year Group.
- 17.4 A parent will have the right of appeal for the preferred Year Group unless a place has been offered at the preferred school in the chronological Year Group.
- 17.5 Where twins or other multiple birth siblings have birthdays on either side of midnight on 31 August, the siblings will have been born in different academic

years. Where the children have not been on roll at a school in this country and in anticipation that parents will want the children to be admitted to school together, when applying for admission in-year, a parent may specify that both 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. The expectation will then be that the children will continue to be taught with that cohort as their school career progresses.

## **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. This will be in accordance with the [Protocol for Resolving Disputed Ages](#).

## **19 Home Address**

19.1 Parents are requested to provide accurate and up to date information on their D-CAF. Failure to provide accurate and complete information may result in an offer of a school place being withdrawn.

In order to enable all parents to have greater confidence that places are taken according to the published oversubscription criteria and to minimise the risk of children gaining admission through the provision of fraudulent or misleading information, the admission authority for each school may investigate addresses. Where a child changes his or her home address after the offer of a place 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 on the date when the offer was made for the parent to believe that the child would attend school from the address given;
- whether a move was required at short notice due to unavoidable personal circumstances;
- whether the address given provides suitable and appropriate accommodation;
- whether a move into the designated area for a school or closer to the school is followed by a further move back to the original address or other address outside the designated area for the school or further away from the school;

- the address record of any other children in the family.
- 19.2 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.
- 19.3 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.
- 19.4 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 for the school will take into account the length of time the child has been attending.

## **20 Applications from outside the United Kingdom**

- 20.1 Where applications are received from outside the United Kingdom, they will not be considered unless they meet the terms of paragraph 24.1 below or the applicant can provide evidence of right of entry to the United Kingdom. This may be in the form of a copy of the child's passport or visa establishing that he or she may enter the United Kingdom. No offer of a school place will be made which may influence the decision of the United Kingdom Border and Immigration Agency.
- 20.2 Where a child is not currently resident in the United Kingdom, an application will be accepted on the provision of a photocopy of his or her passport confirming nationality of a country in the European Economic Area or Switzerland. An address in Devon will also be required.
- 20.3 Where a child is not currently resident in the United Kingdom, an application will not be accepted from children whose nationality is of a country other than those in the European Economic Area or Switzerland. No offer will be made by the LA to a child which may influence a decision by the Border and Immigration Agency to admit or refuse entry to the United Kingdom.
- 20.4 Where a child whose nationality is of a country other than those in the European Economic Area or Switzerland, an application will be accepted on production of his or her passport. This will establish that the child has been admitted to the United Kingdom and make any visa restrictions available for inspection. An address in Devon will also be required.
- 20.5 The countries which constitute the European Economic Area are:
- Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia,

Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, United Kingdom.

- 20.6 Where a child is resident in Devon or its environs and is living with a host family, the LA may contact the birth family – the family abroad with whom the child is normally resident. 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.

## **21 Admission to Year 12 (Sixth Forms)**

- 21.1 Admission arrangements for community and voluntary controlled sixth forms in the Devon LA area have been delegated to individual establishments. Parents or children seeking a place at any sixth form should contact establishments directly for admission.

## **22 Late Applications**

- 22.1 Applications will be considered along with all other applications received by the LA on that day.

## **23 Where no Application is Received**

- 23.1 The LA will not consider a child for admission unless it receives:

Common Application Form (CAF); or  
Common Application Referral Form (CARF).

- 23.2 The CARF enables a body such as the Education Welfare Service, a social care team or other agency to alert the LA to a child requiring a school place. This may be the case where the child is from an unsupportive family background and a school place has not otherwise been requested.

## **24 Other Arrangements**

### **24.1 UK service personnel and other Crown servants**

Where preferences are expressed by families of UK service personnel and other Crown servants, those preferences will be considered alongside other preferences expressed and under the terms of the Code<sup>5</sup>. This is detailed in the [Protocol for the Admission of UK Service Personnel and Crown servants](#).

### **24.2 Gypsy, Roma or Traveller families**

Where preferences are expressed with regard to children from Gypsy, Roma

or Traveller families, those preferences will be considered alongside other preferences expressed and under the terms of Code. This is detailed in the [Protocol for the Admission of Children from the Gypsy, Roma and Traveller Communities](#).

### 24.3 **Conferring Parental Responsibility**

Where a child is not resident with his or her parent, parental responsibility must be conferred by the parent directly on the person with whom the child is to reside and not on a third party or a commercial or charitable organisation. Where this involves a person who is not a close relative of the child, it is the responsibility of that person to refer the arrangement to social care as a private fostering arrangement.

### 24.4 **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 means those parents entitled to the maximum level of working tax credit or where the child is eligible for free school meals. Governing bodies of 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 for remission of cost. These schemes should be widely publicised and clearly explained in admissions or other literature provided by the school.

### 24.5 **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.

### 24.6 **Flexi-schooling**

Parents may request for their child to be part educated at home or otherwise. Requests will be considered on an individual basis after the offer of a school place and will be determined by the Headteacher. There will be consideration of the benefits and disadvantages expected for the child as well as the impact on the school with regard, for example, to organisation and discipline. Flexi-schooling in Devon is covered by a county policy, available at [Protocol for Flexi-schooling](#).

## 24.7 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 is available on request from the school and can be viewed on school websites.

## 24.8 Objections

For information on how to object to the terms of this or any other admissions policy or procedure, advice is available at [www.schoolsadjudicator.gov.uk](http://www.schoolsadjudicator.gov.uk). This should be by 31 July 2010.

## 24.9 Choice Advice

Devon provides advice and support from Choice Advisers to parents unsure how to apply and express preferences for schools when a child is to transfer from primary to secondary school at the normal round of admissions.

## 24.10 Education Transport

Parents should consider arrangements for transport to the school their child is to attend for the whole time he or she attends. Transport may be provided at no cost to the parent where the child is attending the designated 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, transport will not be provided to a school further away from home.

Parents should review the [Education Transport Policy](#) for further information regarding transport to and from school, particularly in relation to low-income families and children attending the nearest school to home on the grounds of belief.

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.

## 25 Applying the Policy

25.1 There are formal legal requirements which involve schools for which the LA is the admission authority being 'instructed' to admit when their PAN or other agreed limit has been reached. Schools which are their own admission authority can be 'directed' to admit in some limited circumstances<sup>6</sup>. Letters to this effect will be signed by the Executive Director of Children and Young

People's Services or delegated officer, and schools should then make arrangements to place the child on roll within five working days.

- 25.2 Schools which are in Special Measures or Serious Weaknesses (or have been within the previous two years) or subject to a national priority improvement programme will not be asked to admit over the PAN or other agreed limit, or to accept permanently excluded children, except by agreement with the governing body.
- 25.3 Children being placed under these in-year arrangements take priority over children on any waiting list<sup>7</sup>.
- 25.4 It is necessary that the information available to the LA regarding the numbers of children on roll in any Year Group at any school is accurate and up to date. It is also important in order to assist in a process of safeguarding children that every child's education arrangements are known.
- 25.5 To these ends, each school will alert the School Admissions Team to leavers without delay so that:
- vacancies can be identified;
  - the leaver's whereabouts tracked.
- 25.6 Further, each school will alert the School Admissions Team without delay where a child who has been offered a place does not present at the school for admission within five school days of the offer date.
- 25.7 Schools which are their own admission authority will need to consider requests for places promptly. Meetings of their governing body or the admissions committee of the governing body may need to be convened at short notice in order to limit the amount of time a parent waits for a decision. No single person at a school may make a decision on an admission. This includes the Headteacher.
- 25.8 Some schools may wish to delegate decisions to the School Admissions Team under pre-agreed circumstances. Such decisions would be made on behalf of the school. Any agreement would confirm that contentious admission decisions would not be made without reference to the school.

## 26 Standard Admissions

- 26.1 Where a child can be offered a place at a school according to parental preference and under the PAN or other agreed limit for the relevant Year Group, the child will be admitted as a **Standard** admission, taking into account:
- parental preference; and
  - the numbers on roll and vacancies at the preferred school or schools.

26.2 Where a school has reached its PAN or other agreed limit in a Year Group, a child will not be admitted as a **Standard** admission until a vacancy arises and the number on roll in the Year Group has fallen below the PAN or other agreed limit.

26.3 In all circumstances parents retain their right of appeal and to express an additional preference for another school.

26.4 Where a child is unable to be admitted to a school as a **Standard** admission, he or she will be considered under the Fair Access Protocol, below at section 27.

26.5 Exception to **Standard** admission procedures – **Children in Care**

A Child in Care will be admitted to the designated school even where it is at or above the PAN or other agreed limit. The School Admissions Team will contact the LA Social Care Manager if parental responsibility appears unclear. If the placement is likely to be of short duration, it may be best to leave the child at his or her current school place.

26.6 Exception to **Standard** admission procedures – **Moving between schools**

Where there is no significant change of circumstances, such as a change of home address, but the parent expresses a wish to change schools, the LA will offer a place on behalf of the school's admission authority to be taken up

- at the beginning of the next term or
- at the beginning of the next half-term so long as that is not less than 10 school days in advance.

The School Admissions Team may inform the Education Welfare Service and the school of any approach so that perceived difficulties can be addressed. Unnecessary transfers should be avoided if possible.

While the presumption will be that children in these circumstances will not move before the next term or half-term, a child may transfer sooner. This will be where both schools exceptionally agree that it would be in the best interests of the child to do so.

26.7 Exception to **Standard** admission procedures – **Children with a Statement of SEN**

Where a child has a Statement of SEN, he or she will be admitted to the school named on the Statement, whatever the number on roll.

## FAIR ACCESS PROTOCOL

### 27 Background

- 27.1 The Devon In-Year Fair Access Protocol seeks to ensure that access to education is secured quickly for children who have no school place, and that all schools in Devon admit a fair share of children with challenging behaviour, whether or not the school is oversubscribed. This Protocol will operate as a safety net for those children not placed in a school place as a **Standard** admission.
- 27.2 Since September 2007 the Government has expected all LAs to have a Protocol in place that all schools in its area participate in. The Government has recently reviewed the requirements of the Protocol and has included new categories of pupils that must now be incorporated into existing Protocols in the Code which came into force on 10 February 2009.
- 27.3 The Devon Admission Forum will monitor the effectiveness of the Protocol and consider how well existing and proposed admission arrangements serve the interests of children and parents within Devon.
- 27.4 All LAs are required to operate a Fair Access Protocol to assist children who would otherwise be disadvantaged in seeking appropriate education.
- 27.5 All schools must participate in their LA Fair Access Protocol. This requirement includes schools which are their own admission authority.
- 27.6 The Protocol will operate to ensure that all schools in an area admit a fair share of children with challenging behaviour.
- 27.7 The Protocol is intended to:
- make arrangements to devolve funding and make alternative education provision with regard to permanently excluded children and those at risk of permanent exclusion;
  - ensure that undersubscribed schools do not admit a greater proportion of children with a recent history of challenging behaviour than other schools;
  - encourage schools to work in partnership with each other and the LA to improve behaviour and tackle persistent absence from school.
- 27.8 Therefore, the aims of the Protocol are to:
- ensure that the best interests and needs of the child should be the focus of any discussions surrounding his or her admission to school;
  - ensure the needs of vulnerable children out of school are dealt with

- quickly and sympathetically;
- minimise the time hard to place children are out of school;
- ensure that all schools admit a fair share of children with challenging behaviour;
- be fair, consistent and transparent.

## **28 Principles**

- 28.1 The best interests and needs of the child will be the focus of any discussions surrounding his or her admission to school.
- 28.2 The best interests of the child may be met by admission to a school, to a Short Stay School (formerly known as a Pupil Referral Unit or PRU) or otherwise or by being educated at home.
- 28.3 Parents retain the right to express preferences for schools and the right of appeal should their preference be refused.
- 28.4 The LA will take account of concerns expressed by a school regarding behaviour, for example, a previous serious breakdown in the relationship between the school and the family, or a strong aversion by the family to the religious ethos of the school.
- 28.5 Should this Protocol identify that admission to a particular school be appropriate, refusal at a School Admissions Appeal will not be grounds for a school to refuse admission.
- 28.6 There will be a guiding principle that emphasis will be given to providing education for children at their local school wherever possible.
- 28.7 Schools will not be required to admit children on a turn-taking basis or to take a disproportionate number of children under this Protocol.
- 28.8 Children allocated under this Protocol will have priority for admission over children on existing waiting lists or those awaiting appeal.
- 28.9 Where a place is identified under this Protocol and a place offered by the School Admissions Team, schools or other educational settings must respond immediately to the request in order that admission for a vulnerable child is not unnecessarily delayed.
- 28.10 Consideration will be given to allocating a child with a religious affiliation to a suitable school wherever possible.
- 28.11 This Protocol will not be used to disadvantage a child. It will not be used by a school to avoid admission. Parental preference will be refused only where another school is identified as being better placed to meet his or her needs or in the interests of the efficient use of resources.

## 29 Scope

- 29.1 This Protocol is intended to be a safety net for the minority of children normally resident or who will be normally resident within the Devon LA area who have not been placed in a school under the **Standard** in-year admission procedure and where difficulty in accessing education would render the child vulnerable.
- 29.2 Where a place can be offered under-PAN or other agreed limit and according to parental preference, a child will be admitted as a **Standard** in-year admission, detailed at section 26 of the In-Year Co-Ordinated Admissions Scheme.

Where a place cannot be offered under-PAN or other agreed limit and according to parental preference and where the criteria detailed at paragraph 29.3 below apply, a child will be admitted as a **Fair Access** in-year admission, detailed at section 31. This recognises the child's vulnerability.

Where the criteria detailed at paragraph 29.4 below apply, a child will be admitted as a **Reintegration** in-year admission, detailed at section 32. This recognises additional vulnerability.

- 29.3 The following criteria will be used as indicators that a Devon resident child of statutory school age should be allocated a place as a **Fair Access** admission:
1. Children attending Short Stay Schools who need to be reintegrated back into mainstream education;
  2. Children who have been out of education for longer than one school term;
  3. Children whose parents have been unable to find them a place after moving to the area, because of a shortage of places;
  4. Children withdrawn from schools by their family, following fixed term exclusions and unable to find another place;
  5. Children of refugees and asylum seekers;
  6. Homeless children;
  7. Children with unsupportive family backgrounds, where a place has not been sought;
  8. Children known to the police or other agencies;
  9. Children without a school place and with a history of serious attendance problems;
  10. Traveller children;
  11. Children who are carers;
  12. Children with special educational needs (but without a Statement);
  13. Children with disabilities or medical conditions;
  14. Children returning from the criminal justice system; and
  15. Children of UK service personnel and other Crown Servants.

29.4 Children meeting the following criteria will be allocated as a **Reintegration** admission:

1. a child permanently excluded from other schools. Children who have been permanently excluded from school will be considered by the Inclusion, Reintegration, Education Other Than At School (IREOTAS) service or by a local Reintegration and Intervention Panel. If a child has been twice permanently excluded, the parent can express a preference but the requirement upon the LA to comply with that preference is removed.
2. a child identified as requiring a managed move from one school to another in order to prevent a permanent exclusion. In order to avoid exclusion as the last resort and where it is in the best interest of the child, a managed move to another school may be appropriate. The pupil remains on roll at the original school throughout the period of the managed move until confirmed as being on roll at the receiving school. The child will be on the roll of a school at all times.
3. a Child in Care identified as requiring a Managed Transfer to another establishment<sup>8</sup>

29.5 While it is recognised that the criteria at paragraph 29.3 above indicate that a child may be vulnerable, not all children meeting a particular criterion will necessarily be vulnerable and require assistance to access education. For instance, a child from a UK service family, known to the police or with special educational needs but without a Statement may have no difficulty in accessing an appropriate and preferred school. Consideration will be made to the child's circumstances – whether a place is readily available for the child from a UK service family, whether the nature and date of the police knowledge makes it relevant to school admissions or whether the child's educational needs have any bearing on access to education. For instance, a child meeting one or more of the criteria at paragraph 29.3 may already be accessing an appropriate education setting locally. He or she may exhibit vulnerability but not be vulnerable in being unable to access an appropriate school place. He or she will not be placed by the LA as a **Fair Access** admission. Parental preference may therefore be refused.

29.6 Children with Statements of SEN are not included in this Protocol as their needs will be considered separately by CSET.

## **30 Procedure for Identification as a Fair Access Allocation**

30.1 Devon residents are required to submit an application for a school place to Devon LA rather than to a school direct. Where the school requested is in another LA, the preference will be communicated to that LA<sup>9</sup>.

30.2 In most cases, a child will be considered following the submission of a preference for school admission from the parent. In other cases, such as

under criterion 7 at paragraph 29.3 above, the child will be considered following a referral from an agency such as social care, education welfare or elective home education.

- 30.3 The Devon Common Application Form (D-CAF) at Appendix 3 will enable a parent to comment and provide information on the child's circumstances with regard to admission procedures under this Protocol.
- 30.4 The Devon Common Application Referral Form (CARF) at Appendix 4 will enable a person referring a child under criterion 7 at paragraph 29.3 above to comment and provide information on the child's circumstances with regard to admission procedures under this Protocol.
- 30.5 On receipt by the LA of a D-CAF or CARF, an Admissions Officer will review the information provided and determine whether the information is sufficiently complete and accurate to seek to offer a school place. Knowledge of the numbers of children on roll at the schools nominated will indicate to the LA whether the child is likely to be offered a place according to parental preference. Any queries raised by the application form or referral will be investigated and further information sought from the child's current or most recent education setting. This may involve contact with a school or other LA. It may require contact with other officers of Devon LA.

An assessment will be made whether the child should be allocated a school place under the **Standard** or the **Fair Access** admissions procedures. This assessment will be by the Admissions Officer with a presumption that any case which is not clearly appropriate for the **Standard** admissions procedure will be discussed with a Senior Admissions Officer and considered with regard to the **Fair Access** admissions procedure.

- 30.6 Where the Admissions Officer and Senior Admissions Officer do not consider the child should be allocated a place under **Fair Access** admissions procedures, he or she will be allocated a place under the **Standard** admissions procedure. This will be the case where a place can be offered according to parental preference within the PAN or other agreed limit

## **31 Fair Access admission procedures**

- 31.1 Where the Senior Admissions Officer considers the child meets criteria at paragraph 29.3 above, a place will be allocated as a **Fair Access** admission, taking into account the following:

- parental preference;
- whether he or she is ready for mainstream school;
- the numbers on roll and vacancies at the preferred school or schools;
- transport arrangements;
- how many children have been placed at local schools as **Fair Access** admissions;
- which school is best able to meet the child's needs;

- whether the schools considered are either in special measures or nationally challenged;
- whether the school has a clear and identifiable reason why it cannot meet the child's needs;
- the opinion of the Admissions Manager regarding the efficient provision of education and the efficient use of resources;
- whether the school is an Academy established within two years under arrangements before outstanding schools achieved Academy status

31.2 For applications for a place at a secondary school, parental preference will be met unless it has reached its PAN or other agreed limit for the relevant age group. Where parental preference for a secondary school cannot be met, a place will normally be offered as a **Fair Access** admission:

- a) at the designated school as long as the relevant Year Group is not operating at more than 3%<sup>10</sup> above its PAN or other agreed limit<sup>11</sup>;
- b) if that is not possible, a place will be offered at the nearest non-designated school to the home address, measured in a straight line, as long as that school has not reached or exceeded its own 3% limit in the relevant Year Group;
- c) if that is not possible, a place will be offered at the next nearest non-designated schools successively to the home address, measured in a straight line, as long as that school has not reached or exceeded its own 3% limit in the relevant Year Group **OR** the child would thereby be required to travel an unreasonable distance. This is more than 75 minutes, as specified in the [Education Transport Policy](#).
- d) if that is not possible a place may be offered at the designated school.

The School Admissions Team will have regard to the numbers of children previously admitted to the Year Group under **Fair Access** admission procedures and the efficient use of resources in determining a place.

31.3 St Peter's Church of England Aided School does not operate a designated area as an oversubscription criterion. Children meeting the school's eligibility criteria will be considered under this Protocol in the same manner as if it were the designated school.

The School will admit children under this Protocol as detailed at section 31.2 (b) and (c) up to 3% above the agreed number for each of the School's categories of admission - Foundation (115), Other Christian Church (55), Other Faith (15), and Open (60). For admission under a faith category, the child must also meet the eligibility criteria for the category.

31.4 Colyton Grammar School does not operate a designated area as an oversubscription criterion. Children meeting the school's selection criteria will be considered under this Protocol in the same manner as if it were the designated school.

31.4a Where an address lies within the designated area of two schools, the nearer

of the two schools will be considered as the designated school for the purposes of this Protocol. The further school will be considered as the designated school in advance of other non-designated schools on a nearest school basis. Measurements will be in a straight-line from the home, using the LA's GIS mapping system.

31.5 For applications for a place at a primary, infant or junior school, parental preference will be met unless a primary school has reached its PAN or other agreed limit for the relevant Year Group, or where Key Stage One class size legislation would be breached. Where parental preference for a primary school cannot be met, a place will normally be offered as a **Fair Access** admission:

- at the designated school as long as the relevant Year Group is not operating above its PAN or other agreed limit;
- if that is not possible, a place will be offered at the next nearest non-designated schools successively to the home address, measured in a straight line. This process will continue with all other schools at successively greater distances within the statutory walking distance;
- if that is not possible, a place will be offered at the next nearest non-designated schools successively to the home address, measured in a straight line as long as that school has not reached or exceeded its own PAN or other agreed limit in the relevant Year Group **OR** the child would thereby be required to travel an unreasonable distance. This is more than 45 minutes, as specified in the [Education Transport Policy](#).
- if that is not possible a place may be offered at the designated school.

The School Admissions Team will have regard to the numbers of children previously admitted to the Year Group under **Fair Access** admission procedures and the efficient use of resources in determining a place.

31.6 A number of voluntary aided primary schools do not operate a designated area as an oversubscription criterion. Children meeting the school's faith criteria will be considered under this Protocol in the same manner as if it were the designated school.

31.7 A school will not be asked to admit a child above its Planned Admission Number or other agreed limit to meet the preference of a parent for a child:

- who already has a school place within a reasonable distance of home;
- has voluntarily given up a school place in order to seek a place under this Protocol;
- is moving from a fee-paying school;
- is moving from elective home education.

Children in these circumstances may be offered a school place at the nearest Devon school with a vacancy. Parents should consider the likelihood

of subsequently securing a place at their preferred school in any arrangement to either remove their child from school or to not seek a place at a school at, for example, the normal round of admissions. No places will be held back at a school to accommodate children of parents who choose to apply later. This may affect entitlement to supported education transport.

31.8 Once a school place has been identified by the Senior Admissions Officer, the Admissions Officer for the area will write to the parent with the offer of a school place. This letter will be sent by second class post or by email and will give the following information:

- the name of the school at which a place is offered;
- give a date on which the child is to be taken on roll;
- the reasons why the child is not being offered a place at each of any other schools preferred on the D-CAF;
- advise of the right of appeal if parental preference has not been met;
- contact details for the school and the LA (and, if appropriate, those schools which are their own admission authority where parents were not offered a place, so that they can lodge an appeal with the governing body);
- advise that the child will be placed on a waiting list if a higher preference has been refused;
- give information regarding Education Transport.

31.9 Information in the letter will be forwarded to the school which has been offered other than information which would serve to inform the school of the order of preferences. Where the offer of a place is for the child's current establishment, the school will be informed that a request has been refused unless the parent has requested that this does not happen. The admissions Manager may decide to override this request if this is seen to be in the child's best interests.

31.10 The allocated school will be expected to admit the child on the date specified in the offer letter from the School Admissions Team unless, exceptionally, in the intervening period the child is assessed by the school to require additional support which cannot be put in place. Where additional support is required, the school will inform the School Admissions Team and will make arrangements for admission. The child will be required to be on roll within a further 10 days.

31.10 In the event of a school refusing to accept an admission the LA will direct the school (or instruct the school where it is its own admission authority) to admit. The governing bodies of schools which are their own admission authority may refer a direction to the Office of the Schools Adjudicator who will determine which school is to admit the child. In the case of a refusal by an Academy or the governing body of a school for which the LA is the admission authority, the LA may refer the case to the Secretary of State.

## **32 Reintegration Admission procedures**

- 32.1 Permanently excluded children of a chronological age to be taught in the Year Groups from Reception to Year 6 will be reintegrated to learning through the IREOTAS Team.
- 32.2 Permanently excluded children of a chronological age to be taught in the Year Groups from Year 7 to Year 10 will be reintegrated to learning through the local Reintegration and Intervention Panel under **Reintegration** admission procedures up to the end of Year 10. Thereafter reintegration will be on an exceptional basis and at the discretion of the Panel. Otherwise, the child will be offered alternative education provision.
- 32.3 All Devon secondary schools belong to a local Behaviour and Attendance Partnership. The focus for this Partnership will be the local Reintegration and Intervention Panel. Primary-phase schools may be invited to attend their local Panel where they have been identified as a potential location for a child under **Reintegration** admission procedures.
- 32.4 **Reintegration** admission procedures will operate for four groups of children:
1. Those children for whom a managed move from one school to another is considered appropriate, see paragraph 32.15;
  2. Those children permanently excluded from a school (and not reinstated there at appeal), see paragraph 32.29;
  3. Exceptionally, those children for whom an education setting has not been agreed and where the School Admissions Team has not directed or instructed a school to admit, see paragraph 32.34.
  4. a Child in Care identified as requiring a Managed Transfer to another establishment.
- 32.5 Children in Care will be provided with education under the Protocol for Eliminating Exclusions for Children in Care (CYPS) September 2009.
- 32.6 All Devon secondary schools will be required to admit one permanently excluded child for reintegration for every 300 children on roll in Years 7 to 11 in each academic year as necessary. This does not preclude schools voluntarily exceeding this limit where they feel they can best meet the needs of the child, particularly for a school place within a reasonable distance from the home address.
- 32.7 The following will be included in the number of children reintegrated:
- permanently excluded children including those with a Statement of SEN placed in mainstream schools;
  - managed moved children once on roll of the receiving school, including those with a Statement of SEN (see paragraph 32.16 below).
  - a Child in Care identified as requiring a Managed Transfer to another establishment.

32.8 Schools will not be expected to reintegrate more than one child into any single Year Group in any one term within the limits of paragraph 32.6 above. This does not preclude schools voluntarily exceeding this limit where they feel they can best meet the needs of the child.

32.9 A child meeting the criteria at paragraph 29.4 above will be considered by the IREOTAS team: a school place will be proposed as a **Reintegration** admission, taking into account the following:

- parental preference;
- whether the child is ready for mainstream school on the recommendation of the head of the Short Stay School where appropriate;
- the numbers on roll and vacancies at the preferred school or schools;
- options for transport arrangements for any potential placements;
- how many children have been placed at local schools under this Protocol;
- which school is best able to meet the child's needs;
- whether the schools considered are either in special measures or nationally challenged;
- the school's advice where it feels there is a clear and identifiable reason why it cannot meet the child's needs;
- the next nearest appropriate school will be considered before other schools;
- which school or schools have permanently excluded the child.

32.10 The proposal by the IREOTAS team will be submitted to the next local Reintegration and Intervention Panel in the event that the Panel does not reach an agreement on a more suitable school for the child. It will:

- name the school to which the child would be admitted
- specify a date on which the child is to be taken on roll;
- give information regarding Education Transport to that establishment and to other local schools for the Panel to consider.

32.11 The Reintegration Panel will consider each child before them. The child will be allocated a place according to the proposal of the IREOTAS team unless agreement is reached at that meeting that an alternative school can better meet the child's needs.

An outcome letter will be sent by the IREOTAS team to the parent with the offer of a school place on the next working day after the Panel, with a copy being sent to the School Admissions Team. This will:

- name the school at which a place is offered;
- give a date on which the child is to be taken on roll;
- give the reasons why the child is not being offered a place at any other schools preferred on the D-CAF;

- advise of the right of appeal if parental preference has not been met;
  - give contact details for the school and the LA (and, if appropriate, those schools which are their own admission authority where parents were not offered a place, so that they can lodge an appeal with the governing body);
  - advise that the child will be placed on a waiting list if a higher preference has been refused;
  - give information regarding Education Transport.
- 32.12 The allocated setting will be expected to admit the child by the date specified on the outcome letter unless, exceptionally, in the intervening period the child is assessed by the school to require additional support. Where additional support is required, the school will inform the IREOTAS and School Admissions Teams and will make arrangements for admission within a further 10 days. The IREOTAS Team will inform the School Admissions Team of the delay in admission.
- 32.13 In the event of a school refusing to accept an admission the LA will direct or instruct the school to admit. The governing bodies of schools which are their own admission authority may refer a direction to the Office of the School Adjudicator who will determine which school is to admit the child. In the case of a refusal by a governing body of a school for which the LA is the admission authority, the LA may refer the case to the Secretary of State.
- 32.14 The provision of appropriate transport will be a presumption for all **Reintegration** pupils, both those permanently excluded and those managed-moved to prevent permanent exclusion. The child must meet the ordinary criteria for free transport except that the establishment which is allocated by the Panel will be considered to be the nearest appropriate establishment. The IREOTAS team and the Panel will have considered the transport implications with regard to any placement.
- 32.15 Where a parent expresses a preference for a particular school and a place is not allocated there, the parent will have the right of appeal.<sup>12</sup> The child's name will also be added to a waiting list for vacancies at the school.

### **Managed Moves**

- 32.16 Where a child presents challenging behaviour which places him or her at risk of being permanently excluded from school, a managed move may enable the child to move from one school to another on a temporary basis to seek a fresh start.

If the challenges posed by the child's behaviour at the home school are considered to be being successfully addressed at the receiving school, the move can be made permanent.

If the challenges posed by the child's behaviour at the home school are considered not to be being successfully addressed at the receiving school, the child will return to the home school.

32.17 There are occasions when a managed move to another school will benefit both the child concerned and his or her school. A managed move would be an appropriate strategy to promote the reduction in numbers of children being excluded from mainstream schools. This should be seen as a piece of preventative work to support children at risk of exclusion.

It may lead at best to the avoidance of continuing disciplinary action against a child and their successful transfer to the receiving school.

At worst, it may result in no change and an immediate return to the home school. Staff and management in the home school would already have tried a range of additional support strategies for the child, such as involvement with an Educational Psychologist or writing a Pastoral Support Programme.

32.18 A managed move:

- must be proposed through the completion of a managed move form as at Appendix 10
- may be proposed by the parent or by the home school;
- must be agreed in advance by the schools concerned, the child and the parent;
- is for a fixed period, generally of one term;
- enables education to be provided at the receiving school while the child remains on roll at the home school;
- may be terminated at any stage by the headteacher of the receiving school in circumstances where the behaviour of the child gives rise to significant cause for concern. The child would then return to the home school immediately;
- will take into account the implications for Education Transport provision.

32.19 A managed move would not be appropriate when the child:

- has been permanently excluded from school;
- a persistent non-attender;
- is seeking a straightforward transfer to a new school;
- isn't on a school roll;
- the receiving school could not admit the child if the placement is successful;
- would not return to the home school if the placement is unsuccessful.

32.20 Once a managed move is proposed, the home school must contact the IREOTAS team which will contact the Transport Manager (Appeals and Policy). This is critical in ensuring that transport and the availability of a school place are planned appropriately. There must be clear and agreed arrangements for transport and for the payment of any associated costs of provision must be made for the duration of the managed move and also planned in anticipation of a successful placement. The LA would expect

education transport considerations to influence the school identified for the managed move.

- 32.21 If a child has a Statement of SEN, close liaison between parents, the home and receiving schools, Exclusion and Reintegration Officer, Educational Psychologist and CSET is crucial in the initial discussion and prior to a placement being established. Prior to admission, a planning meeting should be held in the receiving school for all placements and could include Educational Psychologists, Connexions personal advisers or others working with the child. This meeting will identify appropriate support (and, if relevant, additional funding).
- 32.22 The headteachers of the two schools will liaise. The headteacher of the home school has a responsibility to make the receiving school fully aware of the child's needs and all the child's records should be made available.
- 32.23 Where an agreement has not been reached with a receiving school, a proposed managed move for the child will be discussed at the next Reintegration Panel. Where an agreement is not reached at the Panel, there will not be a managed move.
- 32.24 The headteacher of the receiving school must set out the arrangements in a letter to the child's parents and a copy must be sent to:
- the headteacher of the home school;
  - Exclusion and Reintegration Officer;
  - the School Admissions Team;
  - the receiving school's Education Welfare Officer;
  - the Educational Psychologist, if appropriate;
  - the Statementing Manager, if appropriate;
  - any other officer of the LA working with the child.
- 32.25 The arrangements for a managed move will include:
- the proposed start date of the move;
  - review dates at three weeks, half term and at the end of the term;
  - expectations of the child with regard to attendance and behaviour.
- 32.26 The receiving school will keep a record of the child's attendance, behaviour and achievements during the managed move. The attendance record should be reported weekly to the home school. During a managed move, the child will remain on the roll of the home school and will be included in numbers expected on roll at the receiving school. He or she will have a similar status to that of a child offered a place at the receiving school but yet to attend.
- 32.27 The final review of the managed move should normally take place at the receiving school. The child's parent together with both schools and other interested parties must be invited to such a meeting – for example, an Education Welfare Officer, Exclusion and Reintegration Officer, Educational

Psychologist. A decision will be taken as to the success or otherwise of the placement.

- If it is decided by the headteacher of the receiving school that the managed move has been successful, the child will be formally admitted. The child will be removed from the roll of the home school and placed on the roll of the new school. All parties will be informed.
- If it is decided by the headteacher of the receiving school that the managed move has not been successful arrangements will be made immediately for the child to return to the home school. Any transport arrangements with regard to the receiving school will cease. All parties will be informed.

32.28 Monitoring and Review. The Head of IREOTAS will hold the data for the numbers and effectiveness of managed moves. This data will be shared with the Schools Admissions Team and reported annually to the LAF at its summer term meeting.

### **Children who have been Permanently Excluded**

32.29 Permanent exclusion is a final sanction of a school in response to a child's inappropriate behaviour. A child permanently excluded from a school will not be readmitted to that school unless reinstated by an appeal against the exclusion.

32.30 When a child is permanently excluded from a school, the school will inform the IREOTAS team in writing within one working day. All permanently excluded children will be offered alternative provision from the sixth school day following the headteacher's decision to exclude.

32.31 A child arriving in Devon from another LA area who has been permanently excluded or was educated in a Short Stay School prior to his or her move will be placed in alternative provision until he or she can be considered for a school place at the next Panel.

32.32 It is expected that all permanently excluded children from Years R to 10 will be reintegrated into school or into alternative provision within a maximum of two terms of exclusion.

32.33 Children in Year 11 will not normally be reintegrated into a school following a permanent exclusion.

### **33 Children not placed under Fair Access admission procedures**

33.1 In exceptional cases, it may not have been possible for a place to be agreed between the School Admissions Team and a school. The School Admissions Manager may:

- instruct a school to admit (where the LA is the admission authority);

- direct a school to admit (where the school is the admission authority);
- refer the child to the Reintegration and Intervention Panel.

33.2 Where the Panel does not reach agreement on a setting for the child, he or she will be referred back to the Admissions Manager who will then either instruct or direct a school to admit.

## **34 Year 11 children requesting admission after 31 December**

34.1 Children of Year 11 age will be allocated a place at school as for other Year Groups until the end of the autumn term, 31 December. After admission, the school may discuss whether it may be more appropriate to educate the child below his or her chronological age in Year 10.

34.2 After December 31 of Year 11, children will be referred by the School Admissions Team to the Head of IREOTAS for initial placement in a Learning Centre.

34.3 The Learning Centre will consider the child's educational level obtained. It will consult with the child, family members and schools to agree the most suitable placement for the rest of the academic year. This may include the option of moving back an academic year at the discretion of the school.

34.4 Where a school placement is appropriate the Head of IREOTAS will invite the Admissions Manager to confirm the allocation of a school.

34.5 Where it is not considered that a school placement is appropriate the Learning Centre will provide support as deemed appropriate within the resources that are available.

## **35 Funding**

35.1 Once a school has admitted a child under **Fair Access** admission procedures additional funding may be provided to provide identified extra support such as a Learning Support Assistant required to assist in the child's integration to the school. This support is at the discretion of the Head of IREOTAS.

35.2 Once a school has admitted a child under **Reintegration** admission procedures at (1) or (2) of paragraph 32.4, additional funding may be provided by the Head of IREOTAS.

## **36 Other Arrangements**

### **36.1 School Admission Appeals Panels**

School Admission Appeals Panels will be advised that the Fair Access

Protocol is a requirement on LAs and schools and that it takes precedence over other admissions policies and arrangements.  
Panels will also be advised that the admission of a child under Fair Access admission procedures must not be taken as an indication that other admissions can be made without causing prejudice to the efficient provision of education or resources.

Determined

## EMPLOYEE GUIDANCE

### 37 Guidance for Employees

- 37.1 The Co-ordinated Scheme is operated by officers of the Schools Admissions Team in co-operation with management and staff in schools. It is the responsibility of the governing bodies of Voluntary Aided, Foundation and Trust schools to determine the priority ranking of those children expressing a preference for the school and to ensure that the requirements of selective testing procedures are carried out. Additionally, staff in all schools are requested to support the efficient operation of the Scheme by encouraging parents to apply on time, referring families to the School Admissions Team where support may be beneficial.
- 37.2 No advice should be given by school staff or management which a parent may interpret as an indication that a place will or will not be made available at a school. Neither shall a parent be advised regarding the school which has been allocated before allocation notifications are sent to parents by the LA.
- 37.3 School staff and management should discuss with the School Admissions Team any request from a parent to support in writing an admissions appeal for a school place.
- 37.4 Any queries regarding the operation of the Scheme should be referred to the School Admissions Team for advice and support.

## Footnotes

---

1 There are no high schools in this LA where the normal round of admissions is at the beginning of Year 8.

2 Code: paragraph 3.44

3 For Devon schools which are their own admission authority, these are available at [www.devon.gov.uk/admissions\\_determined2011](http://www.devon.gov.uk/admissions_determined2011). For schools in other areas, parents should seek advice from the School Admissions Team.

4 SENDISP: Special Educational Needs & Disability Panel

5 Code: paragraphs 3.22 to 3.24

6 Code: paragraphs 3.15, 3.20, 3.21

7 Code: paragraph 3.28

8 This differs from a Managed Move insofar as the Child in Care is not expected to return to the sending school.

9 For admissions before September 2010, Devon residents may approach schools directly. Where the child cannot be admitted as a Standard admission, the school will refer the child to the School Admissions Team of the LA.

10 Numbers will be rounded up to the nearest whole child.

11 The 3% will be applied to the number of children admitted at the beginning of the academic year unless a prejudice level is set by the Independent Appeals Panel upon which the 3% will be calculated.

12 Unless twice permanently excluded with the most recent exclusion being within the last 2 years or permanently excluded from the preferred school.

## Policy History

Date	Summary of change	Contact	Implementation date	Review date
11/2009	Policy formulated taking into account the requirements of the School Admissions Code of Practice.	Policy Unit	9/2011	11/2010
3/2010	Former section 16.4 (waiting lists at the commencement of the Scheme in September 2010) removed as no longer relevant.	Policy Unit		
4/2010	Policy determined by Cabinet Members for 2011/12	Policy Unit	9/2011	11/2010
10/2010	<p>Policy amended:</p> <ul style="list-style-type: none"> <li>to reflect change of title for the Department for Education</li> <li>to rename the Common Application Form as the Devon Common Application Form</li> <li>to include Academies in references to Voluntary Aided, Foundation and Trust schools in recognition of the establishment of Academies within the Devon LA area from September 2010</li> <li>at 9.9 section amended from: Where a parent is unable to complete an application, for example, through disability or language difficulty, he or she may seek the assistance of a Choice Adviser.</li> <li>At 16.4 and 16.5, the term contributory infant, primary or junior schools have been replaced by linked infant, primary or junior schools</li> <li>At 24.9 section amended from: Devon provides advice and support to parents unsure how to apply and express preferences for schools. In addition to the Schools Admission Team, there is independent support from Devon's team of Choice Advisors</li> <li>At 31.1 the tenth point was added</li> <li>Section 31.4a added</li> <li>At 31.10 the words "an Academy or the" were added to the final</li> </ul>	Policy Unit	9/2011	11/2010

	<p>sentence</p> <p>At 37.1 the following was deleted from the final sentence: <i>or to the Devon Choice Advice Service</i></p>			
9/2011	<p>Policy amended with name of the Strategic Director</p> <p>EINA relocated onto Admission Arrangements website</p>	<p>Strategic Support and Policy officer</p>	9/2011	<p>2012 policy already in place</p>

Determining

## Glossary

Child has the meaning of either child or young person.

Headteacher has the meaning of either Headteacher or Principal.

Parent has the meaning of either parent or carer.

School has the meaning of either school or college.

Admission Arrangements	The overall procedure, practices and oversubscription criteria used in deciding the allocation of school places including any means used to determine whether a school place is to be offered.
Admission Authority	The body responsible for setting and applying a school's admission arrangements. For community or voluntary controlled schools, the LA is the admission authority; for foundation, trust or voluntary aided schools, the governing body of the school is the admission authority.
Admission Forum	A statutory local body charged with monitoring and advising on the effectiveness and equity of local admission arrangements with a statutory right of objection to these. Consists of representatives of schools, religious bodies representing faith schools, parents and community groups.
Admissions Criteria	See oversubscription criteria.
CAF	Common Application Form used to enable a parent or carer to express preferences for school places for a child.
CARF	Common Application Referral Form used to enable a member of an agency such as the education Welfare Service, social care or elective home education to identify an admission need for a child where a parent has not submitted an application.
Catchment area	See designated area.
Children in Care	An independent service commissioned by local authorities to support the families who most need help during the admissions round to make the best and most realistic choice of secondary school for their children. Choice Advisers assist parents through the decision making process but must not take the decision for them. Children who are in the care of local authorities as defined by section 22 of the Children Act 1989. In relation to school admissions legislation a 'looked after child' is only considered as such if the local authority confirms he or she will be in public care when he or she is admitted to a school.
Code of Practice	The School Admissions Code of Practice imposes mandatory requirements which admissions authorities must comply with. This means that admission arrangements being consulted upon on these pages must satisfy the requirements of the Code.

Common Application Form	The form parents complete and submit to local authorities listing their preferred choices of schools when applying for a school place for their child as part of the local co-ordination scheme during the normal admissions round. Parents must be allowed to express a preference for a minimum of three schools on the relevant common application form as determined by their local authority. Local authorities may allow parents to express a higher number of preferences if they wish. Often called a D-CAF.
Community School	State schools in England and Wales which are wholly owned and maintained by the Local Authority. The LA is the admissions authority – it has main responsibility for deciding arrangements for admitting pupils.
Co-ordinated Scheme	Co-ordinated schemes must be consulted upon across all relevant admission authorities and determined in the year prior to which they are to apply. All local authorities are required to coordinate in-year, primary and secondary admissions for all schools in their area.
CSET	County Special Educational Needs Team with responsibility for children with statements of Special Educational Need.
DASH	Devon Association of Secondary Headteachers
DCC	Devon County Council
DCSF	The government's Department for Children, Schools and Families
Designated area	Otherwise known as catchment area. A geographical area, from which children may be afforded priority for admission to a school. A catchment area is part of a school's admission arrangements and must therefore be consulted upon, determined and published in the same way as other admission arrangements.
Eligible for a place	This means that a child has been placed on a school's ranked list at such point which falls within the school's Planned Admission Number (PAN). A place could be offered to this child.
IREOTAS	Inclusion, Reintegration, Education Other Than At School
GB	Governing Body. State schools in England and Wales have a governing body whose main purpose is to help the school raise standards of achievement. The body selects the head teacher, ensures that the National Curriculum is taught and that the school follows national education policy. The governing body is accountable to parents and the authorities. There are different types of governors, representing different interested parties. The admissions authority for Voluntary Aided, Foundation and Trust schools.
GIS	Geographical Information System. Also known as Mapscape. Measurement will be based on GIS. This is an electronic mapping system which makes measurements using computer software.

Governing Bodies	School governing bodies are bodies corporate responsible for conducting schools with a view to promoting high standards of educational achievement. Governing bodies have three key roles: setting strategic direction, ensuring accountability, and monitoring and evaluation.
Grammar School	These are the 164 schools designated under section 104(5) of the SSFA 1998 as grammar schools. A 'grammar school' is defined by section 104(2) of that Act as a school which selects all (or substantially all) of its pupils on the basis of general (i.e. academic) ability.
Home Address	This is defined as the address where the child is normally resident. Where a child lives under shared residency, the address will be with the parent who receives Child Benefit.
Home Local Authority	A child's home local authority is the local authority in whose area they live.
Home-School Agreements	A statement explaining: the school's aims and values; the school's responsibilities towards its pupils who are of compulsory school age; the responsibilities of the pupil's parents; and what the school expects of its pupils.
IAN	Indicated Admission Number
Infant Class Size Limit	Section 1 of the SSFA 1998 limits the size of an infant class (i.e. a class in which the majority of children will reach the age of 5, 6, and 7 during the school year) to 30 pupils per school teacher.
In-year admissions	A term to describe the process of enrolling a child at a school other than at the earliest point of admission for the school.
Key Stage One class size legislation	The legal limit of 30 pupils in a class predominantly or wholly of pupils of Reception, Year 1 or Year 2 age where there is one qualified teacher.
LA	In this policy, this means Devon County Council acting in their capacity as Local Authority
LA area	In this policy, this means the geographical area in which Devon County Council is the Local Authority. This is the county of Devon except for Torbay and the city of Plymouth.
LAF	Local Admissions Forum; a statutory body which facilitates discussion between all admission authorities (VA, Foundation, Trust and LA Community and VC schools) on how best to organise admissions in the local area in order to meet as many parents' preferences as possible, and to reach agreement about difficult

	issues, such as providing school places and sharing pupils with challenging behaviour.
Link Education	Where education is provided by the Local Authority away from a school setting.
Local Government Ombudsman	An independent, impartial and free service that investigates complaints about maladministration of certain public bodies.
Looked After Children	See children in care.
Mapscape	See GIS
My Devon Call Centre	Helpline for information on services in Devon: 0845 155 1019 and <a href="mailto:mydevon@devon.gov.uk">mydevon@devon.gov.uk</a>
Net Capacity	The capacity of a school is the number of pupil places available. The net capacity is intended to provide a single, robust and consistent method of assessing the capacity of schools. For further guidance, see <a href="http://www.dcsf.gov.uk/netcapacity">www.dcsf.gov.uk/netcapacity</a>
Normal admission round	This is when the majority of children are admitted to a school – into Reception for primary and infant schools; the beginning of Year 3 for junior schools, Year 7 at secondary schools and Year 12 for sixth forms.
Outside of the normal round	Any other time for admission than the beginning of the normal years of intake, see the normal admission round
Oversubscription Criteria	The list of criteria an admission authority must adopt for its school(s) which are used only when the school is oversubscribed to assess which children will be offered a place. Once determined, admissions criteria, including the admission number, must be published by the school and in the local authority composite prospectus by 12 September in the offer year.
Oversubscription	Where a school has a higher number of applicants than the school's published admission number.
PAN	Planned Admission Number – the maximum number of children to be admitted to a school in the normal admission round.
Parent	This should be read as parent, carer or guardian and means that person with parental responsibility or officer of a LA exercising parental responsibility for a Child in its Care.

Parents/family members	A parent is any person who has parental responsibility or care of the child. Where admission arrangements refer to 'parent's attendance at church' it is sufficient for just one parent to attend. 'Family members' include only parents and siblings. While applications and expressions of preference may come signed by two parents, only one parental signature is required.
Planned Admission Number	The number of school places that the admission authority must offer in each relevant age group of a school for which it is admission authority. Admission numbers are part of a school's admission arrangements, and must be consulted upon with the rest of a school's admission arrangements and be published with those arrangements in the local authority composite prospectus.
Preferred school	In this policy, this means a school for which a parent has made an application, otherwise called expressing a preference for a school.
Qualifying Measures	The actions taken by an admission authority to ensure that the statutory obligation that requires infant classes of 5, 6, and 7 year olds to contain no more than 30 pupils per school teacher, such as the reorganisation of the class or employment of another teacher must be taken to bring the class within the class size limit for the next academic year.
Reception Class	Defined by section 142 of the SSFA 1998. An entry class to primary schools for children who are aged 5 during the school year and for children who are younger than 5 who it is expedient to educate with them.
Relevant Age Group	The age group to which children are normally admitted. Each relevant age group must have admission arrangements, including an admission number attached. Some schools (for example schools with sixth forms which admit children into the sixth form) have more than one relevant age group.
School	In this policy, this means a state maintained school providing education to children of statutory school age, other than a special school.
Schools Adjudicator	A statutory officer who is appointed by the Secretary of State for Children, Schools and Families but is independent of him. The Adjudicator decides on objections to published admission arrangements and variations of determined admission arrangements. The Schools Adjudicator comes under the supervision of the Administrative Justice and Tribunals Council.
SEN	Special Educational Needs

SENDISP	Special Educational Needs Disability Panel. This Panel is responsible for resolving appeals for school places where a child has a Statement of Special Educational Need.
Sibling	This will be a full, adopted half or step brother or sister and will include a full, adopted half or step brother or sister living at a different address. Foster children will count as a brother or sister to those living within the foster household or where appropriate, the natural parental home address.
SIF	Supplementary Information Form. An form in addition to the Common Application Form which may be completed by applicants wishing to be considered under the faith criteria of faith schools, for boarding school and for selective schools. No question should be asked on a Supplementary Information Form which has already been asked on the Common Application Form or which does not directly relate to the oversubscription criteria for the school.
SLD	Severe Learning Difficulties
Statement of Special Educational Need (SEN)	A legal document issued by the local authority specifying the particular needs, resources and provision required to support the child, and can include a named school that is suitable for providing education for that child.
Supplementary Information form	A form provided by schools which are their own admission authority to collect information which is not available from the Common Application Form and which is necessary for that school in applying its oversubscription criteria.
Supported Placement Panel	A Panel including the Headteachers and Principals of local secondary schools to assist in identifying the most suitable school for a pupil's reintegration to school following, for example, a permanent exclusion.
Twice Excluded Pupils	A child who has been permanently excluded from two or more maintained schools.
VA	Voluntary Aided School. These schools have a religious ethos in keeping with the Roman Catholic Church or the Church of England. These schools may serve a defined area based on parish boundaries and the Governing Body is responsible for admission and appeal arrangements. These schools usually give priority to children from their faith. These schools are maintained by the LA.
VC	Voluntary Controlled School. Schools in England and Wales which are maintained by the Local Authority, with a foundation (generally religious) which appoints some – but not most – of the Governing Body. The LA is the admissions authority.

Waiting Lists

A list of children held and maintained by the admission authority when the school has allocated all its places, on which children are ranked in priority order against the school's published oversubscription criteria.

Determined

### Fair Access Protocol – How decisions will be reached

It is not possible to detail the decisions which would be taken in every circumstance. No two requests for admission will be entirely the same – the circumstances for the child, the family and the schools involved will vary. However, the following examples are intended to aid parents and schools to better understand the approach of Devon in responding to requests for a school place in year. They should be read in conjunction with the Scheme as a whole.

#### Example 1

Year 8	Number on roll	Planned Admission Number
Anytown CC	355	360
Beetown School	179	180
Ceetown School	181	180

Ahmed and his parents move to Anytown. He is in Year 8 and they request a place at Anytown Community College. It is not full and there is a vacancy in Year 8. Ahmed's Mum is a member of the Army and he has had serious problems with his attendance at his previous school.

Ahmed will be offered a place at Anytown Community College as a Standard admission. Although coming from a UK service personnel family and also having serious attendance issues mean he is a vulnerable child, he is not at risk of being unable to access appropriate education as there is a vacancy at his parents' preferred school.

#### Example 2

Year 9	Number on roll	Planned Admission Number
Anytown CC	362	360
Beetown School	180	180
Ceetown School	180	180

Boris and his family move to Anytown. He is in Year 9 and a place is requested at Anytown Community College or at Beetown School or Ceetown School. His is a from a Roma family.

All three schools are full in Year 9. The Admissions Team will look at Boris as a vulnerable child under the Fair Access Protocol. Anytown Community College has admitted two more children than its Planned Admission Number of 360. It will be at 3% over-PAN if it admits 11 above 360. Neither of Beetown School and Ceetown School has admitted a Fair Access child in the past 6 months.

Boris will be offered a place at Anytown as a Fair Access admission. Although the school is full, Boris is a vulnerable child because he is from a Gypsy, Roma or Traveller family and he is unable to be offered a vacancy on arrival to the area. Anytown has not admitted a disproportionately large number of Fair Access children in Year 9 and has not reached its 3% limit. The local authority will monitor future admissions and may offer

a different school next time. Otherwise Anytown would have taken 4 Fair Access children while Beetown School and Ceetown School have taken none recently.

#### Example 3

Year 9	Number on roll	Planned Admission Number
Anytown CC	363	360
Beetown School	179	180
Ceetown School	181	180

Carmen is a child with some medical problems and has been in trouble with the police. Her attendance is poor because of her medical problems but her behaviour in school has been good. Her Mum is requesting a transfer from Beetown School to Anytown Community College. The family is not moving house and there are no other changes in circumstances. Anytown is full in Carmen's Year 9.

Carmen will be refused a place at Anytown as a Standard admission request. While her medical issues and being known to the police do indicate she may be vulnerable, she does have a school place locally and is not therefore vulnerable to being unable to access appropriate education. Anytown will not be expected to admit over-PAN into Year 9. Carmen's Mum will be offered a place on a waiting list for vacancies and will be advised of her right to appeal for a place there.

#### Example 4

Year 8	Number on roll	Planned Admission Number
Anytown CC	355	360
Beetown School	170	180
Ceetown School	181	180

Carmen's brother David has also been in trouble with the police and his behaviour has given Beetown School cause for concern. He is on the Special Educational Needs register, at School Action level. He has not been permanently excluded. He is in Year 8. There are vacancies at Anytown.

A place will be offered at Anytown for David as a Standard admission but to start in 6 weeks time at the beginning of term. Although David has indications of vulnerability, there is a vacancy which can be offered according to his Mum's parental preference. Anytown is not in Special Measures and there is no justification for this preference to be refused. The two schools may share information to support David after his transfer. The transfer will be delayed to the beginning of term in order to minimise disruption to David and to the two schools.

#### Example 5

Year 9	Number on roll	Planned Admission Number
Anytown CC	365	360
Beetown School	182	180

Ceetown School	178	180
----------------	-----	-----

Edward is on the waiting list for a place in Year 9 at Anytown Community College. He has now been given a fixed term exclusion from Ceetown School. His Dad withdraws him from school and repeats his request for a place at Anytown. Year 9 is now 5 over its PAN. Beetown School is also full and has admitted two over its PAN.

Edward will be considered as a Fair Access admission but will be refused a place at Anytown on the grounds that it to offer a place would mean a disproportionate number of Fair Access children would have been admitted. A place will be offered at Beetown School though Edward's dad will have the option of returning to Ceetown School. Edward will not have been removed from its roll until Beetown School has been confirmed. Edward would remain on the waiting list for Anytown and Dad's right to appeal for a place will remain. Only one appeal is possible for each academic year unless there is a significant change in circumstances, typically a house move.

#### Example 6

Year 7	Number on roll	Planned Admission Number
Anytown CC	360	360
Beetown School	186	180
Ceetown School	180	180

Fernando is a Year 7 child who moves into Anytown. His parents request a place at Beetown School which has taken a number of children above-PAN and is at 3% over-PAN. Anytown and Ceetown School are also full in Year 7 but are not at their 3% threshold and have not taken a disproportionate share of Fair Access children. Anytown is the designated school for Fernando's new address.

Fernando will be offered a place at Anytown as a Fair Access admission. He will be offered a place on the waiting list for Beetown School and has the right of appeal. The local authority will have offered a place at Anytown as the local school, taking into account recent Fair Access admissions and the transport arrangements required to any school further away. The nearest school beyond these three would be at 90 minutes journey.

#### Example 7

Year 9	Number on roll	Planned Admission Number
Anytown CC	371	360
Beetown School	182	180
Ceetown School	183	180

Glenn is a Year 9 child who has moved into Anytown. He has requested a place at the Community College which has now reached its 3% over-PAN threshold. Although also having reached their PAN, the surrounding schools have not taken as many Fair Access children.

Glenn will be offered a place at Beetown School as a Fair Access admission. He will be offered a place on the waiting list and has the right of appeal. The local authority will

make this offer because it will have recognised the impact on Anytown of having reached 3% over-PAN in the Year Group. This is a point at which only wholly exceptional admissions would take place. As a reasonable offer is possible at Beetown School, nearer to Glenn's home than Ceetown School, the local authority believes that this is the appropriate offer for him. This meets Glenn's needs and supports Anytown and the children receiving education there already.

Determined

**The Year Groups for ranges of Dates of Birth  
for the 2011-12 academic year**

	DOB from	DOB to
<b>Sixth forms</b>		
Year 14	01 Sep 1992	31 Aug 1993
Year 13	01 Sep 1993	31 Aug 1994
Year 12	01 Sep 1994	31 Aug 1995
<b>Secondary schools</b>		
Year 11	01 Sep 1995	31 Aug 1996
Year 10	01 Sep 1996	31 Aug 1997
Year 9	01 Sep 1997	31 Aug 1998
Year 8	01 Sep 1998	31 Aug 1999
Year 7	01 Sep 1999	31 Aug 2000
<b>Primary schools</b>		
Year 6	01 Sep 2000	31 Aug 2001
Year 5	01 Sep 2001	31 Aug 2002
Year 4	01 Sep 2002	31 Aug 2003
Year 3	01 Sep 2003	31 Aug 2004
Year 2	01 Sep 2004	31 Aug 2005
Year 1	01 Sep 2005	31 Aug 2006
Reception	01 Sep 2006	31 Aug 2007

## In-Year Oversubscription Criteria – Primary and Infant Schools 2011-12

Where admission authorities receive more applications than they have places to offer, they require a means by which to decide which applicants should be offered places. This is done by applying set oversubscription criteria. For admissions to community and voluntary controlled primary and infant schools, the LA will use the following:

### Primary and Infant School In-Year Oversubscription Criteria

A child who has a Statement of Special Educational Needs where the school is named on the Statement will be admitted to that school.

- 1 Children in Care
- 2 Children living in the school's designated area with a sibling who will be attending the school at the time of admission
- 3 Other children living in the school's designated area
- 4 Children living outside the school's designated area, but with a sibling who will be attending the school at the time of admission
- 5 Other children living outside the school's designated area

(a) If it is necessary to distinguish between children in a particular category, priority will be determined on the basis of distance between home and school as a direct line from the entrance of the property (residential dwelling) to the school (yellow establishment marker) as plotted on Mapscape (GIS). The shorter the distance, the higher the priority. Where necessary, measurements will be to the closest metre. Parents should note that the direct line policy does not apply to school transport decisions.

(b) If the tie-breaker at (a) is not sufficient to distinguish between applicants in a particular category, there will be a random ballot as set out in the Code of Practice sections 2.28 – 2.30. This will be undertaken by the LA Admissions Manager in the presence of a County Councillor by the operation of an electronic random number generator.

(c) Priority may be given to the admission of a child for whom an exceptional medical or social justification is demonstrated. Such decisions will be made using the [Protocol for admission to children with Exceptional Medical or Social Justification](#).

(d) Priority may be given to a child who is to be admitted to a designated special educational needs support centre at the school in question.

(e) Where applications are received from families with multiple birth siblings (twins, triplets etc) every effort will be made in accordance with the school's oversubscription criteria to allocate places at the same school, including offering place(s) above the Planned Admission Number (PAN) wherever possible. This recognises the exceptional nature of the emotional bonds between multiple birth siblings. Should this result in more than 30 children in a key stage one class, qualifying measures will be taken by the local authority to ensure that key stage one class size legislation is not breached. Where that is not possible, parents will be invited to decide which of the children

should be offered the available place(s) or seek places at an alternative school with sufficient places to accommodate both or all of the multiple birth siblings.

(f) Where applications are made at the same time for two children not falling within multiple birth siblings, (sometimes referred to as contemporaneous admissions) the application will not be considered under the 'sibling' criteria.

(g) Waiting lists are kept where there are more applications than places available. They are held in order of oversubscription criteria.

(h) A sibling will be considered where he or she will be attending in Reception, Year 1 or 2 (for infant schools) or in Reception, or Years 1 to 6 for primary schools at the time for which admission is sought.

(i) Where two or more children reside within a block of flats, they will be deemed to live at an equal distance from the school.

Determined

## In-Year Oversubscription Criteria – Junior Schools for 2011-12

Where admission authorities receive more applications than they have places to offer, they require a means by which to decide which applicants should be offered places. This is done by applying set oversubscription criteria. For admissions to community and voluntary controlled junior schools, the LA will use the following:

### Junior School In-Year Oversubscription Criteria

A child who has a Statement of Special Educational Needs where the school is named on the Statement will be admitted to that school.

- 1 Children in Care
- 2 Children living in the school's designated area with a sibling who will be attending the school or the linked infants school at the time of admission
- 3 Other children living in the school's designated area
- 4 Children living outside the school's designated area, but with a sibling who will be attending the school or the linked infants school at the time of admission
- 5 Other children living outside the school's designated area

(a) If it is necessary to distinguish between children in a particular category, priority will be determined on the basis of distance between home and school as a direct line from the entrance of the property (residential dwelling) to the school (yellow establishment marker) as plotted on Mapscape (GIS). The shorter the distance, the higher the priority. Where necessary, measurements will be to the closest metre. Parents should note that the direct line policy does not apply to school transport decisions.

(b) If the tie-breaker at (a) is not sufficient to distinguish between applicants in a particular category, there will be a random ballot as set out in the Code of Practice sections 2.28 – 2.30. This will be undertaken by the LA Admissions Manager in the presence of a County Councillor by the operation of an electronic random number generator.

(c) Priority may be given to the admission of a child for whom an exceptional medical or social justification is demonstrated. Such decisions will be made using the [Protocol for admission to children with Exceptional Medical or Social Justification](#).

(d) Priority may be given to a child who is to be admitted to a designated special educational needs support centre at the school in question.

(e) Where applications are received from families with multiple birth siblings (twins, triplets etc) every effort will be made in accordance with the school's oversubscription criteria to allocate places at the same school, including offering place(s) above the Planned Admission Number (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 offered the available place(s) or seek places at an alternative school with sufficient places to accommodate both or all of the multiple birth siblings.

(f) Where applications are made at the same time for two children not falling within multiple birth siblings, (sometimes referred to as contemporaneous admissions) the application will not be considered under the 'sibling' criteria.

(g) Waiting lists are kept where there are more applications than places available. They are held in order of oversubscription criteria.

(h) A sibling will be considered where he or she will be attending in Reception, Year 1 or 2 (for the linked infant school) or in Years 3 to 6 for junior schools at the time for which admission is sought.

(i) Where two or more children reside within a block of flats, they will be deemed to live at an equal distance from the school.

Determined

## In-Year Oversubscription Criteria – Secondary Schools for 2011-12

Where admission authorities receive more applications than they have places to offer, they require a means by which to decide which applicants should be offered places. This is done by applying set oversubscription criteria. For admissions to community and voluntary controlled secondary schools, the LA will use the following:

### Secondary School In-Year Oversubscription Criteria

A child who has a Statement of Special Educational Needs where the school is named on the Statement will be admitted to that school.

- 1 Children in Care
- 2 Children living in the school's designated area with a sibling who will be attending the school at the time of admission
- 3 Other children living in the school's designated area
- 4 Children living outside the designated area, but with a sibling who will be attending the school at the time of admission
- 5 Other children living outside the school's designated area

(a) If it is necessary to distinguish between children in a particular category [or between pupils in a sub-category of category 5 – see note (a) above], priority will be determined on the basis of distance between home and school measured as a direct line from the entrance of the property (residential dwelling) to the school (blue establishment marker) as plotted on Mapscape (GIS). The shorter the distance, the higher the priority. Where necessary, measurements will be to the closest metre. Parents should note that the direct line policy does not apply to school transport decisions.

(b) If the tie-breaker at (a) is not sufficient to distinguish between applicants in a particular category, there will be a random ballot as set out in the Code of Practice sections 2.28 – 2.30. This will be undertaken by the LA Admissions Manager in the presence of a County Councillor by the operation of an electronic random number generator.

(c) Priority may be given to the admission of a child for whom an exceptional medical or social justification is demonstrated. Such decisions will be made using the [Protocol for Admission of Children with Exceptional Medical or Social Justification](#).

(d) Queen Elizabeth's Community College Crediton, has boarding houses. The separate boarding Planned Admission Number (PAN) is published to secure school places for pupils admitted to the boarding houses, including children attending the Severe Learning Difficulties (SLD) Unit who cannot attend the school daily, and children placed at the boarding houses under the LA's boarding assistance scheme.

(e) Where applications are received from families with multiple birth siblings (twins, triplets etc) every effort will be made in accordance with the school's oversubscription criteria to allocate places at the same school, including offering place(s) above the Planned Admission Number (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 offered the available place(s) or seek places at an alternative school with sufficient places to accommodate both or all of the multiple birth siblings.

(f) Where applications are made at the same time for two children not falling within multiple birth siblings, (sometimes referred to as contemporaneous admissions) the application will not be considered under the 'sibling' criteria.

(g) Waiting lists are kept where there are more applications than places available. They are held in order of oversubscription criteria.

(h) A sibling will be considered where he or she will be attending in Years 7 to 11 or in the school's sixth form where relevant at the time for which admission is sought. If the school is over-subscribed, the LA will establish whether there is a genuine expectation that the sibling(s) will be attending where he, she or they will be of sixth form age. This will be done by requesting information from the school regarding the quantitative results of mock examinations completed by the sibling(s). Where there are siblings in different Year Groups, parents are advised to name the sibling most likely to be on roll at the time of admission. This will generally be the younger of the siblings at the school.

(i) Where two or more children reside within a block of flats, they will be deemed to live at an equal distance from the school.