

Co-ordinated Admissions Scheme For Primary, including Infant and Junior Schools for admissions from September 2011

This applies to:

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

All parents and carers seeking admission to school for a child in their care.

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 parents can request school places at the normal round for admission to primary, infant and junior schools.

Linked Policies

The In-Year Co-ordinated Scheme, Admission to children with exceptional medical or social justification, Deferring or delaying entry to primary and infant school reception classes, Resolving disputed ages, Admission of UK service personnel and Crown servants, Admission of children from the Gypsy, Roma and Traveller communities, Early admission to primary education, Early transfer to junior school, Delayed transfer to junior school, Early transfer to secondary education, Delayed transfer to secondary education. Admissions policy for children with a Statement of Special Educational Needs

Co-ordinated Admissions Scheme For Primary, including Infant and Junior Schools

for admissions from September 2011

Section	Contents	Page
Description of Policy		1
General Information and Contacts		4
Policy		
1	Equality Statement	6
2	Safeguarding Statement	6
3	Introduction	6
4	Interpretation	7
Procedure		
5	The Scheme	8
6	Closing dates for returning D-CAFs and SIFs	10
7	Duplicate and Disputed D-CAFs	10
8	Determining Offers in response to the D-CAF	11
9	Parents' Responses to Offers	12
10	Appeals	13
11	Waiting Lists	13
12	Admission out of a Child's Chronological Cohort	14
13	Where Age is Disputed	15
14	Home Address	15
15	Applications from outside the United Kingdom	16
16	Deferred Admission	17
17	Late Applications	17
17.2	Applications received after the closing date	18
17.6	Applications received after the allocation date	18
17.10	Applications received after the end of the Scheme	19
18	Where no Application is Received	19
19	In-Year or Casual Admissions	19
20	Waiting Lists	20
21	UK service personnel and Crown servants	20
22	Notes of Interest	20
Employee Guidance		
23	Guidance for Employees	21
Policy History		22

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	24
Appendix 3 – The Common Application Form is located at http://www.devon.gov.uk/index/learningschools/schools/admissions/admissionarrangements/admissions-determined2011.htm	
Appendix 4 – Oversubscription criteria for Primary and Infant Schools	28
Appendix 5 – Oversubscription criteria for Junior Schools	30
Appendix 6 – Year Groups for ranges of dates of birth 2011-12	32
Appendix 7 – Timetable for the Co-ordinated Primary Admissions Scheme	33
Appendix 8 – Note of Interest form is located at http://www.devon.gov.uk/index/learningschools/schools/admissions/admissionarrangements/admissions-determined2011.htm	

Determined

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 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 andrew.brent@devon.gov.uk
Sponsors	Dr Phil Norrey, Chief Executive Jennie Stephens, Strategic Director, People
Other contacts	Lisa Boon, Access Services Manager 01392 383841 lisa.boon@devon.gov.uk David Archer, Lead Professional for Exclusions & Reintegration 01392 388559 david.archer@devon.gov.uk School Admissions Team 0845 155 1019 – contact through My Devon call centre admissions@devon.gov.uk 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 enquiries@ceas.detsa.co.uk
Useful links	Department for Education Office of the Schools Adjudicator School Admissions Code

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. Schools, settings, 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 2010 School Admissions Code of Practice requires that Local Authorities administer In-Year or casual admissions from September 2010. Devon will operate an [In-Year Co-ordinated Admissions Scheme](#).
- 3.2 This scheme is made by Devon County Council, the Local Authority (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 (VC) schools maintained by Devon LA and the Governing Bodies of the 57 Voluntary Aided (VA) and 2 Academy primary, infant and junior schools in Devon.

4 Interpretation

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;

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

“school” means a community, Foundation, Trust, VA or 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 first year of primary education that is received after Wednesday 31 August 2011;

“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).

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 Devon Common Application Form (D-CAF) at Appendix 3.
- 5.2 The scheme shall apply to every primary, infant and junior school in the LA area (except special schools) and shall take effect with the admissions round for September 2011.
- 5.3 The scheme shall be based on the equal preference system, as defined in the School Admissions Code of Practice 2010.
- 5.4 There will be a standard form known as the Common Application Form (D-CAF). This will be available to parents in hard copy and electronic format.
- 5.5 The D-CAF will be used for the purpose of admitting pupils into the first year of primary education in the specified year (Reception), and for admitting pupils to Year 3 in Devon junior schools.
- 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 to a school within the LA area (including Academy, Voluntary Aided (VA), Foundation and Trust schools)
 - b. to be admitted to a school located in another LA's area (including Academy, 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 6.1 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, for admissions to Reception classes in primary and infant schools but not Year 3 classes in junior schools, an electronic version of the D-CAF will be available for parents at 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 from the relevant school.
- 5.9 The LA will take all reasonable steps to ensure that every parent resident in the LA area who has a child due to start primary education during 2011-12, or who has a child due to transfer from an infant to a junior school in 2011-12 is notified how to access a copy of the D-CAF together with written guidance or an e-version of the guidance. This will include writing to parents of all known children who are due to reach 5 years of age between 1 September 2011 and 31 August 2012 or, where the child attends an infant school and is due to reach 8 years of age between 1 September 2011 and 31 August 2012 to advise them of the application process. The LA will also advertise the process at Early Years settings, primary, infant and junior schools and in Devon libraries and elsewhere. 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 a VA 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 from a parent 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 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.

6 Closing dates for returning D-CAFs and SIFs

6.1 The closing date for parents to submit their applications to schools is Saturday 15 January 2011. Completed D-CAFs may be returned to the LA via the highest ranked primary, infant or junior schools. Schools should remind parents already known to them that they must complete a D-CAF. This will also enable the LA to identify parents who have not completed a D-CAF.

All completed D-CAFs returned to schools will be forwarded to the LA. Academy, VA, Foundation and Trust schools may a copy of each D-CAF before forwarding it to the LA. All schools should also keep a record of forms forwarded to the LA for processing.

Parents may alternatively submit their completed D-CAF direct to the LA by Saturday 15 January 2011.

6.2 The closing date for online applications will be 23.59 on Saturday 15 January 2011.

6.3 SIFs should be submitted by parents to the relevant school by Saturday 15 January 2011 and should be retained by that school.

6.4 In all cases, parents must submit their completed forms by the closing date. Where a parent posts a D-CAF or SIF as the closing date approaches, he or she is advised to secure proof of posting in the event that the form is received after the closing date. If the proof of posting confirms that the form was submitted by the parent no later than the closing date, it will be considered as having been submitted on time even in the event that it is received after the closing date. It will not be for the LA or the school to prove that the form was submitted on time, the burden of proof will fall to the parent.

7 Duplicate and Disputed D-CAFs

7.1 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.

7.2 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.

- 7.3 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.

8 Determining Offers in response to the D-CAF

- 8.1 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:
- a. it is acting in its separate capacity as an admission authority, or
 - b. an applicant is eligible for a place at more than one school, or
 - c. 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 8.7 below.

- 8.2 By Friday 11 February 2011 where parents have nominated a Devon school but live outside the Devon LA area, Devon LA will notify the relevant authority or authorities.
- 8.3 By Friday 11 February 2011 the LA will notify the admission authority of Academy, VA, Foundation and Trust schools of each nomination that has been made for their school, irrespective of ranking, sending them all details from the D-CAF required by the school to apply their admission criteria. As all Academy, VA, Foundation and Trust schools must use equal preference, they will not be notified of the ranking made by parents on the D-CAF.
- 8.4 By Friday 4 March 2011 the admission authority for each school will consider all applications for its school, apply the school's oversubscription criteria (if appropriate) and provide the LA with a list of those applicants ranked according to the school's oversubscription criteria. This list will be returned where necessary to the LA for allocation under the agreed scheme.
- Where a place can be offered by an admission authority on faith grounds, the LA will be informed. This information may be used to determine eligibility for Education Transport assistance and will be provided whether or not the school is over-subscribed.

- 8.5 The LA will match this ranked list against the ranked lists of the other schools nominated and:
- a. where the child is eligible for a place at only one of the nominated schools, that school will be allocated to the child.
 - b. where the child is eligible for a place at two or more of the nominated schools, the child will be allocated a place at whichever of these is the highest ranked preference.
 - c. where the child is not eligible for a place at any of the nominated schools, the child will be allocated a place at the nearest appropriate school with places available. These children will be allocated in accordance with the criteria.
- 8.6 By Thursday 31 March 2011 the LA will inform other LAs of places in Devon schools to be offered to their residents and on Friday 8 April 2011 the LA will inform its primary, infant and junior schools of the pupils to be offered places at their schools.
- 8.7 On Friday 15 April 2011 parents 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 if the parents applied online and will give the following information:
- a. the name of the school at which a place is offered;
 - b. the reasons why the child is not being offered a place at each of the other schools nominated on the D-CAF (if appropriate);
 - c. information about parents' statutory right of appeal against the decisions to refuse places at the other nominated schools (if appropriate);
 - d. contact details for the school and the LA (and, if appropriate, those nominated Academy, VA, Foundation and Trust schools where parents were not offered a place, so that they can lodge an appeal with the Governing Body, see paragraph 10.1 below);
 - e. the date by which parents must notify the LA in writing if they do not wish to take up the place that has been offered;
 - f. the letter will not inform parents of places still available at other schools.

9 Parents' Responses to Offers

- 9.1 Parents must inform the LA in writing if they do not wish to take up the

offered place by Friday 29 April 2011. If they do not respond by this date 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 co-ordinated scheme. Where a parent does not respond to the school within 21 calendar days of that contact, the LA will contact 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 in advance with an alternative contact point so that the offer is not withdrawn.

10 Appeals

10.1 Parents who are dissatisfied with the school allocated will have the right to appeal to an independent appeals panel.

10.2 Parents will be required to contact the 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 Admissions Team, either electronically or in hard copy. All requests for appeals forms should be received by Friday 29 April 2011.

Appeals for places at schools within an LA other than Devon must be directed to the relevant LA. Contact details will appear on the allocation letter issued on Friday 15 April 2011.

10.3 Completed Devon appeal forms should be returned to the Clerk to the Independent Appeals Panel by Monday 9 May 2011. Parents who submit an appeal form after this date will still be entitled to an appeal but it may not be possible to be included with other appeals previously submitted.

10.4 New applicants will be given two weeks to return an appeal form from the date of the letter informing them of the allocated school.

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

11 Waiting Lists

11.1 Where an expression of parental preference for a Devon school has been refused, the child will be placed on a waiting list for vacancies. The waiting list will be kept in oversubscription criteria order by the LA unless, after the beginning of the autumn term 2011, it is passed to the relevant school by mutual agreement. Waiting lists will be kept for a minimum of one term.

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

11.3 The LA may pass waiting lists to each relevant school for their administration after the end of the first full week of the autumn term in 2011.

12 Admission out of a Child's Chronological Cohort

- 12.1 While children reach statutory school age at the beginning of the term following the **fifth** birthday, Devon offers admission to the Reception class of a primary or infant school at the beginning of the September term following the child's **fourth** birthday, in accordance with the School Admissions Code of Practice. Admission will not be considered before this point – ie when the child is **three**.
- 12.2
- a. where a parent wishes a Devon resident child to transfer to junior school before he or she is of Year 3 age, the D-CAF (and any relevant SIF) should be completed along with the provision of supporting evidence according to the [Protocol for Early Transfer to Junior School](#). If the grounds for early transfer are approved, the child's preference(s) will be considered along with all other preferences expressed.
 - b. where another LA advises DCC that a child resident in that area has been considered appropriate for early transfer to junior school, any preference(s) expressed for Devon establishments will be considered alongside other preferences expressed.
 - c. approval for early admission does not establish a priority within oversubscription criteria.
- 12.3
- a. where a parent wishes a Devon resident child to be held back from transfer to a junior school and not to transfer at Year 3 age, the D-CAF (and any relevant SIF) should be completed along with the provision of supporting evidence according to the [Protocol for Delayed Transfer to Junior Schools](#). If the grounds for delayed transfer are approved, there will be an expectation that a D-CAF (and any relevant SIF) will be completed for the following year's infant to junior school transfer process.
 - b. where another LA advises DCC that a child resident in that area has been considered appropriate to be held back from transfer to junior school, there will be an expectation that a D-CAF (and any relevant SIF) will be completed for the following year's infant to junior school transfer process.
 - c. approval for delayed transfer to junior school does not establish a priority within oversubscription criteria for any application in the following year.
- 12.4 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. In anticipation that parents will want the children to be admitted to school together, when applying for admission to Reception, 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.

13 Where Age is Disputed

13.1 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.

13.2 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](#).

14 Home Address

14.1 Parents are requested to provide accurate and up to date information on their D-CAF.

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 admitting authority for each school may investigate addresses between the opening date for applications and 31 August 2011. Where a child changes his or her home address after the allocation of places that change must be notified to the LA immediately. A decision will then be made by the admission authority in accordance with the oversubscription criteria as to whether he or she is still eligible for a school place. If not, the place may be withdrawn. The following will be taken into consideration:

a. whether it was reasonable for the parent to believe on Friday 15 April 2011 that the child would be attending school at the time of admission from the address given

b. whether a move was required at short notice due to unavoidable personal circumstances

c. whether the address given provides suitable and appropriate accommodation

d. whether a move into the designated area for a school/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/further away from the school

e. the address record of any other children in the family.

14.2 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.

- 14.3 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.

15 Applications from outside the United Kingdom

- 15.1 Where applications are received from outside the United Kingdom, they will not be considered unless they meet the terms of paragraph 21.1 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.
- 15.2 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.
- 15.3 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.
- 15.4 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.
- 15.5 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.
- 15.6 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.

16 Deferred Admission

16.1 Further to paragraph 12.1, where a place is offered for a child to enter a Reception class the school must accommodate a parental wish to defer entry to the start of the term immediately after the child's fifth birthday and within the same academic year. The place offered will be retained for the child and will not be available for another child up to the start of the term immediately after the child's fifth birthday. There is no automatic right to defer entry to the start of the following September term within the Reception year. Parents are encouraged to discuss deferment with the school, early years setting and any other agencies in order to reach an informed decision regarding the child's best interests.

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

1. full-time in the Reception class at the school
2. part-time in the Reception class
3. defer admission to Reception as at section 16.1 and take up a funded part-time place at an early years setting

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

16.3 There is no requirement on a school to offer flexible part-time hours in Reception prior to the child attending full-time. It will be for the school to detail the part-time arrangements available to parents. It is recommended that part-time provision will be equivalent to the 15 funded hours per week available at early years settings. Schools may feel it is appropriate for children to attend for whole morning or afternoon sessions.

16.4 Parents should take into account that free transport will not normally be available during the school day under the Education Transport Policy. Transport is available where there is an entitlement, at the beginning and end of the official school day.

16.5 Parents should take into account that free school meals, where there is otherwise an entitlement, are not provided unless the child attends for that entire school day.

17 Late Applications

17.1 All applications will be considered on an individual basis. Where large

numbers of applications are delayed due to industrial action, widespread illness or other cause this will be taken into consideration in determining whether an application is accepted by the Admissions Manager as timely or late. In such circumstances, any requirement to provide evidence why an application could not be submitted by the closing date may be waived.

17.2 Applications received after the closing date but before the processing date

17.3 The closing date for applications in the normal admissions round is Saturday 15 January 2011. Late applications received after the closing date but before allocations are processed from Friday 8 April 2011 by the Local Authority (LA) will be considered for the initial round of allocations.

17.4 Where there is a genuine reason for a late application it will be considered alongside applications which were received by the closing date. Such a reason may be the hospitalisation of the parent, a close family bereavement or other exceptional circumstance during the period of the closing date for applications preventing him or her from applying. In considering whether it is appropriate to accept an application received after the closing date as being on time, supporting evidence may be requested from the relevant doctor, health visitor or social worker. The decision whether to accept the application as timely will be taken by the Admissions Manager of the LA. Applications received with regard to a Child in Care will be considered as timely.

17.5 Other late applications will be considered alongside applications which were received by the closing date. But this will not be at the expense of applications received by the closing date. No places will be held in reserve at any school to accommodate any late applications.

17.6 Applications received after the processing date

17.7 Applications received after the processing date on Friday 8 April 2011, but prior to Wednesday 31 August 2011 will continue to be allocated under the co-ordinated scheme. Allocations will be made on Monday 2 May 2011, and afterwards as vacancies arise. Final allocations under the coordinated scheme will be made on Wednesday 31 August 2011.

17.8 Late applicants' details will be added to waiting lists after Friday 15 April 2011, together with the names of children who have already been refused places at the school. Waiting lists will be kept in order of the LA's or Voluntary Aided (VA), Foundation or Trust school's oversubscription criteria. If a place becomes available it will be allocated to the child at the top of the waiting list at that time.

17.9 Where a late application is received with regard to a Child in Care:

a) a place will be allocated if the preferred school is designated school for

the home address even where the school has reached its PAN;

b) the child will be placed on the waiting list for vacancies if the preferred school is not the designated school for the home address.

17.10 Applications received after the end of the Scheme

17.11 Applications received on or after Wednesday 31 August 2011 will be considered under the [In-Year Co-ordinated Admissions Scheme](#).

18 Where no Application is Received

18.1 It is the responsibility of a parent to submit a D-CAF and SIF where appropriate.

18.2 Parents who are Devon residents and have not submitted a D-CAF by the allocation date of Friday 15 April 2011 will be allocated to the nearest school with places available in the Devon LA area. Residents of other LAs will not be allocated a place in a Devon LA school without having expressed a preference for a Devon LA school. No places will be held back to accommodate potential late applications or children for whom no application was made.

18.3 Where the nearest school with an available place to the home address would require the pupil to travel more than 45 minutes (as specified in the Devon County Council [Education Transport Policy](#)), a place will be offered by the Admissions Team after consideration of the efficient use of resources and the provision of efficient education.

18.4 Where the school which is allocated by Devon LA is further away from the child's home than one which could have been allocated had a preference been expressed for it, the parent will be deemed to have chosen not to seek admission for the child at the closer school. This will be an expression of parental preference and, consequently, there will be no entitlement to the provision of school transport by Devon LA.

19 In-Year or Casual Admissions

19.1 Applications made for Reception in primary and infant schools or Year 3 in junior schools received after 31 August, and applications for places in any other Year Group will be treated as In-Year or casual admissions. These applications should be made on the D-CAF (or home Local Authority's application form) and should be forwarded to the LA which will allocate a place according to the [In-Year Co-ordinated Admissions Scheme](#). Parents refused admission have the right of appeal.

20 Waiting Lists

- 20.1 The LA will maintain waiting lists for all oversubscribed Devon schools including Academies, VA, Foundation and Trust schools and will continue to coordinate Reception and Year 3 admissions in junior schools until the end of the first full week of the autumn term 2011.
- 20.2 At the point when the co-ordinated scheme ends (Wednesday 31 August 2011) the LA will recalculate waiting lists for Year 3 at junior schools using the published oversubscription criteria as at that point children will no longer be attending linked infants schools.

21 UK service personnel and Crown servants

- 21.1 Where requests for admission are made by families of UK service personnel and other Crown servants, those requests will be considered alongside other preferences expressed and under the terms of paragraphs 3.27 to 3.29 of the School Admissions Code of Practice. This is detailed in the [Protocol for the Admission of UK Service personnel and Crown servants](#).

22 Notes of Interest

- 22.1 Parents will often approach a school to express an interest in the child attending in the future. This may be very soon after birth or at another time before a formal application can be submitted. While this can assist a school in estimating future demand, it cannot constitute an application for a school place.

A formal application may only be submitted within the terms of this scheme: between 1 November and 15 January before a place will be offered in the following September.

- 22.2 Primary and Infant schools are encouraged to make a Note of Interest form available to parents. This will enable them to express an interest at any one or more schools. This is not a commitment to apply, nor is it an acknowledgement of an application. All parents must complete a D-CAF (and SIF as necessary).
- 22.3 Appendix 8 contains a recommended Note of Interest form which schools may make available to parents.

EMPLOYEE GUIDANCE

23 Guidance for Employees

- 23.1 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.
- 23.2 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 on Tuesday 1 March 2011 by the LA.
- 23.3 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.
- 23.4 Any queries regarding the operation of the Scheme should be referred to the School Admissions Team for advice and support.

Policy History				
Date	Summary of change	Contact	Implementation date	Review date
2005	Policy introduced	Schools Access Services	9/2006	
4/2009	Policy formulated taking into account the requirements of the School Admissions Code of Practice.	Policy Unit	9/2009	12/2009
6/2009	Policy reviewed and formatted into a Directorate Policy shell	Policy Unit	9/2009	12/2009
6/2009	In-Year variation sought to clarify wording within the oversubscription criteria at note (e) to Appendix 2 with regard to multiple birth siblings applying for primary or infant schools.	Policy Unit	9/2009	11/2009
6/2009	In-Year variation sought to clarify wording within the oversubscription criteria at note (f) to Appendix 3 with regard to multiple birth siblings applying for junior schools.	Policy Unit	9/2009	11/2009
11/2009	Policy reviewed and reformulated for admissions to the academic year 2011-12.	Policy Unit	9/2010	11/2010
11/2009	Content providing for in-year admissions removed and a separate In-Year Co-ordinated Admissions Scheme formulated	Policy Unit	9/2010	11/2010

3/2010	Policy amended by the insertion or amendment of section 2.2 (corporate parenting), section 7.1-7.3 (duplicate D-CAFs), section 12.4 (multiple birth siblings born across midnight on 31 August), sections 15.2-15.6 (applications from outside the UK), sections 16.1-16.5 (deferred admission), sections 17.1, 17.4, 17.9 (late applications), section 17.6 (processing date for applications), sections 22.1-22.3 (notes of interest), sections 23.1-23.4 (employee guidance), Appendix 1 (EINA), Appendix 2 (Glossary) and Appendix 8 (Notes of Interest).	Policy Unit		
4/2010	Policy determined by Cabinet Members	Policy Unit	9/2010	11/2010
10/2010	Policy amended: to reflect change of title for the Department for Education to rename the Common Application Form as the Devon Common Application Form 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 at 16.2 remove option 4: <i>Defer admission to Reception as at section 16.1 and take up a funded full-time place at an early years setting</i> following advice from the DfE At 23.1 the following was deleted from the final sentence: <i>or to the Devon Choice Advice Service</i>	Policy Unit	10/2010	11/2010
9/2011	Policy amended with name of the Strategic Director EINA relocated onto Admission Arrangements website	Strategic Support and Policy officer	9/2011	2012 policy already in place

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.

D-CAF	Common Application Form used to enable a parent or carer to express preferences for school places for a child.
Children in Care	These children are looked after by or provided with accommodation in the exercise of its functions by Devon LA or any other local authority which has informed Devon LA of its wish to place a child.
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.
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.
Linked Primary School	A school which works with a particular secondary school to develop curriculum links and to ease transition for pupils from primary school to secondary school. Attending a linked primary school does not guarantee a place. May also be known as a contributory or feeder school.
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
DfE	The government's Department for Education
Designated Area	The geographical area served by a school – children living in a school's designated area will have a higher priority for a place. Sometimes called the catchment area.
EOTAS	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.
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.
IAN	Indicated Admission Number
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	Local Authority, eg Devon County Council
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 vulnerable children who may exhibit challenging behaviour
Link Education	Where education is provided by the Local Authority away from a school setting.
Mapscape	See GIS
My Devon Call Centre	Helpline for information on services in Devon: 0845 155 1019 and mydevon@devon.gov.uk
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 categories into which each application falls and by which they will be prioritised.
PAN	Planned Admission Number – the maximum number of children to be admitted to a school in the normal admission round.
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.
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
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.
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.

Determined

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 (VC) Primary and Infant Schools in 2011, Devon Local Authority (LA) will use the following oversubscription criteria:

Primary and Infant School 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 2.33 – 2.35. 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 Educational, 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 by the LA and may be passed to the relevant school after the first full week of term in September 2011. Waiting lists will be kept for a minimum of one term.

(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.

Oversubscription Criteria – Junior 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 (VC) Junior Schools in 2011, Devon Local Authority (LA) will use the following oversubscription criteria:

Junior School 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 – no sibling, but attending a linked infants school
- 4 Other children living in the school's designated area
- 5 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
- 6 Other children outside the school's designated area – no sibling, but attending a linked infants school
- 7 Other children living outside the school's designated area

(a) If it is necessary to differentiate between children in category 5, those children attending a linked infants school will have priority over other children within that category.

(b) 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.

(c) If the tie-breaker at (b) 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 2.33 – 2.35. 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.

(d) 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 Educational, Medical or Social Justification](#).

(e) 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.

(f) 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.

(g) 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.

(h) Waiting lists are kept where there are more applications than places available. They are held in order of oversubscription criteria until the point at which the co-ordinated scheme ends (31 August 2011) at which point lists will be recalculated on the basis that children will no longer be attending linked infant schools. Waiting lists will be kept for a minimum of one term.

(i) 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.

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

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

	DOB from	DOB to
Sixth forms	01 Sep 1991	31 Aug 1992
Year 14	01 Sep 1992	31 Aug 1993
Year 13	01 Sep 1993	31 Aug 1994
Year 12	01 Sep 1994	31 Aug 1995
Secondary schools		
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
Primary schools		
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

Timetable for the Co-ordinated Primary Admissions Scheme

15 January 2011	For admission to primary or infants schools, the closing date for D-CAFs to be submitted to highest ranked schools along with SIFs where required. SIFs to be retained by relevant schools. For transfers to junior schools, the closing date for D-CAF to be submitted to current infants school. Alternatively, all D-CAFs may be submitted direct to the LA. Online applications will close at 23.59.
by 11 February 2011	Details of applications from residents in other LA areas and/or for schools in other LAs to be sent to those LAs for information. Details of applications to be sent to VA schools.
4 March 2011	VA schools to provide the LA with ranked lists of applicants.
between 4 and 31 March 2011	The LA will match the ranked lists of all the schools and allocate places in accordance with paragraph 8.1.
31 March 2011	By this date the LA will inform neighbouring LAs of offers to be made to applicants resident in their areas.
8 April 2011	The LA will notify schools which children have been offered places at their schools. No further late preferences will be accepted for inclusion in the first round of allocations.
15 April 2011	Notifications sent to parents.
29 April 2011	Date by which parents must inform the LA if the allocated place is not required. Date by which parents should request appeal forms.
2 May 2011	Date when a second round of allocations will be made by the LA.
9 May 2011	Date by which appeal forms should be returned by parents for inclusion in the main body of appeals.
31 August 2011	Date on which the final allocations will be made by the LA under the scheme.
1 September 2011	Date on or after which requests for school places will be considered under the In-Year Admissions Policy.