

## Co-ordinated Admissions Scheme For Secondary Schools for admissions from September 2011

This applies to:

All Devon County Council maintained schools at secondary 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 secondary schools.

### Linked Policies

The In-Year Co-ordinated Scheme, Admission to children with exceptional medical or social justification, Resolving disputed ages, Admission of UK service personnel and Crown servants, Admission of children from the Gypsy, Roma and Traveller communities, Early transfer to secondary education, Delayed transfer to secondary education, Queen Elizabeth's Community College Admissions Policy for Boarding Places. Admissions policy for children with a Statement of Special Educational Needs

# Co-ordinated Admissions Scheme For Secondary Schools

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	Closing dates for returning CAFs and SIFs	11
7	Duplicate and Disputed CAFs	11
8	Determining Offers in response to the CAF	12
9	Parents' Responses to Offers	14
10	Selection Testing	14
11	Appeals	14
12	Waiting Lists	15
13	Admission out of a Child's Chronological Cohort	15
14	Where Age is Disputed	16
15	Home Address	16
16	Applications from outside the UK	17
17	Admission to Year 12 (Sixth Forms)	18
18	Late Applications	18
18.2	Applications received after the closing date	19
18.6	Applications received after the allocation date	19
18.10	Applications received after the end of the Scheme	20
19	Where no Application is Received	20
20	In-Year or Casual Admissions	20
21	Waiting Lists	20
22	UK service personnel and Crown servants	21
	<b>Employee Guidance</b>	
23	Guidance for Employees	22
	<b>Policy History</b>	23
	<b>Appendix 1</b> – Equality Impact Needs Assessment is located at <a href="http://www.devon.gov.uk/index/learningschools/schools/admissions/admissionarrangements/admissions-determined2011.htm">http://www.devon.gov.uk/index/learningschools/schools/admissions/admissionarrangements/admissions-determined2011.htm</a>	
	<b>Appendix 2</b> – Glossary	25
	<b>Appendix 3</b> – The Common Application Form is located at	

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

<b>Appendix 4</b> – Oversubscription criteria for Secondary Schools	29
<b>Appendix 5</b> – Year Groups for ranges of dates of birth 2011-12	31
<b>Appendix 6</b> – Timetable for the Scheme	32

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 Secondary 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>

Determined

# 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 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) (Secondary 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 Academy, Community and VC schools maintained by Devon LA and the governing bodies of Colyton Grammar School, Coombeshead College, Great Torrington Community School, Kingsbridge Community College, Newton Abbot College, South Dartmoor Community College, St Peter's Church of England Aided School, Teign School, Uffculme School.

- 3.3 St James' School will attain Trust status on 19 April 2010. The governing body will be the admission authority. The arrangements determined for community and voluntary controlled schools will apply to St James School as if determined by the governing body.
- 3.4 Dartmouth Academy, Ivybridge Community College and Uffculme School became Academies during the 2010-11 academic year. Other schools may be granted Academy status and new schools may be established as Academies during the academic year.

## **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 first year of secondary 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).

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 Form (CAF) at Appendix 3.
- 5.2 Subject to paragraph 5.3, the scheme shall apply to every secondary school in the LA area (except special schools) and shall take effect with the admissions round for September 2011.
- 5.3 Where boarding accommodation is provided for pupils at schools maintained by the LA, the scheme shall not apply to those places intended to admit pupils 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 Common Application Form (CAF). This will be available to parents in hard copy and electronic format.
- 5.6 The CAF will be used for the purpose of admitting pupils into the first year of secondary education in the specified year (Year 7).
- 5.7 The 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).
- 5.8 The 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.

5.9 The LA will make appropriate arrangements to ensure:

a. that the 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 CAF is accompanied by a written explanation of the co-ordinated admissions scheme including details of neighbouring authorities.

c. that, for admissions to Year 7, an electronic version of the 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 CAF.

d. that the electronic version of the 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.

5.10 The LA will take all reasonable steps to ensure that every parent resident in the LA area who has a child in his or her last year of primary education (normally Year 6) is notified how to access a copy of the 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 11 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 primary 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.

5.11 All preferences expressed on the 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 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).

St Peter's Church of England Aided School, Exeter will require the completion of a SIF for consideration under faith criteria. Colyton Grammar

School will require the completion of a SIF with regard to arrangements to sit a selection test.

- 5.12 Where a school receives a SIF from a Devon resident parent it will not be regarded as a valid application unless the parent has also completed a CAF and the school is nominated on it. Where SIFs are received directly by Academy, VA, Foundation or Trust schools, the school must inform the LA immediately so it can verify whether a CAF has been received from the parent, and, if not, contact the parent and request that they complete one.

## **6 Closing dates for returning CAFs and SIFs**

- 6.1 The closing date for parents to submit their applications to schools is Sunday 31 October 2010. Completed CAFs may be returned to the LA via the child's current primary or junior school. Schools should remind parents of children of Year 6 age that they must complete a CAF. This will also enable the LA to identify parents who have not completed a CAF. All completed CAFs returned to schools will be forwarded to the LA. Academy, VA, Foundation or Trust Schools may take a copy of each CAF before forwarding it to the LA. All schools should keep a record of forms forwarded to the LA for processing. Parents may alternatively submit their completed CAF direct to the LA by Sunday 31 October 2010.
- 6.2 The closing date for online applications will be 23.59 on Sunday 31 October 2010.
- 6.3 SIFs should be submitted by parents to the relevant school by Sunday 31 October 2010 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 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 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 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 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 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 26 November 2010 where parents have nominated a school outside the LA area, the LA will notify the relevant authority or authorities.
- 8.3 By Friday 26 November 2010 the LA will notify the admission authority of Academy, VA, Foundation or Trust schools of each nomination that has been made for their school, irrespective of ranking, sending them all details from the CAF required by the school to apply their admission criteria. As all Academy, VA, Foundation or Trust schools use equal preference, they will not be notified of the ranking made by parents on the CAF.
- 8.4 By Friday 7 January 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 Friday 5 February 2010 the LA will inform other LAs of places in Devon schools to be offered to their residents and on Friday 25 February 2011 the LA will inform its secondary schools of the pupils to be offered places at their schools.

8.7 On Tuesday 1 March 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 parent 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 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 or Trust schools where parents were not offered a place, so that they can lodge an appeal with the Governing Body, see paragraph 11.1 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 Monday 14 March 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 Selection Testing**

- 10.1 It is the responsibility of the parent to make arrangements with the school to arrange to attend the selective testing.
- 10.2 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 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 CAF. The school must inform the LA of all requests to sit a selection test in order to ensure that a CAF has been completed with respect to each child.
- 10.3 Parents will be notified direct by Colyton Grammar School of the result of any selection test in late January 2011.
- 10.4 Parents may be notified direct by selective schools in other LA areas according to each school's timetable.
- 10.5 Where a selective school within Devon or within another LA adjacent to Devon offers testing before preferences are expressed, the LA will take reasonable steps to inform parents likely to seek a test for their child of the timescale. This may involve publicising those arrangements which have been communicated to the LA during Year 5 in advance of preferences being made in Year 6.

## **11 Appeals**

- 11.1 Parents who are dissatisfied with the school allocated will have the right to

appeal to an independent appeals panel.

- 11.2 Parents will be required to contact the Schools 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. All requests for appeal forms should be received by Friday 18 March 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 Tuesday 1 March 2011.
- 11.3 Completed Devon appeal forms should be returned to the Clerk to the Independent Appeals Panel by Friday 1 April 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.
- 11.4 New applicants will be given two weeks to return an appeal form from the date of the letter informing them of the allocated school.
- 11.5 Parents may appeal for any school for which an offer cannot be made.

## **12 Waiting Lists**

- 12.1 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.
- 12.2 Waiting lists for schools in other LA areas may also be kept by the school or the relevant LA. Parents should the relevant LA for further information.
- 12.3 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.

## **13 Admission out of a Child's Chronological Cohort**

- 13.1 a. where a parent wishes a Devon resident child to transfer to secondary school before he or she is of Year 7 age, the CAF (and any relevant SIF) should be completed along with the provision of supporting evidence according to the [Protocol for Early Transfer to Secondary Education](#). 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 secondary education, any preference(s) expressed for Devon establishments will be considered alongside other preferences expressed.

- c. approval for early transfer does not establish a priority within oversubscription criteria.
- 13.2 a. where a parent wishes a Devon resident child to be held back from transfer to secondary school and not to transfer at Year 7 age, the CAF (and any relevant supplementary form) should be completed along with the provision of supporting evidence according to the [Protocol for Delayed Transfer to Secondary Education](#). If the grounds for delayed transfer are approved, there will be an expectation that a CAF (and any relevant SIF) will be completed for the following year's secondary 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 secondary education, there will be an expectation that a CAF (and any relevant SIF) will be completed for the following year's secondary transfer process.
- c. approval for delayed transfer to secondary school does not establish a priority within oversubscription criteria for any application in the following year.
- 13.3 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 to Year 7, 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.

## **14 Where Age is Disputed**

- 14.1 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.
- 14.2 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 Age](#).

## **15 Home Address**

- 15.1 Parents are requested to provide accurate and up-to-date information on their 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 Tuesday 1 March 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.

15.2 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.

15.3 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.

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

16.1 Where applications are received from outside the United Kingdom, they will not be considered unless they meet the terms of paragraph 22.1 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.

- 16.2 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.
- 16.3 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.
- 16.4 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.
- 16.5 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.
- 16.6 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.

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

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

## **18 Late Applications**

- 18.1 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.

## **18.2 Applications received after the closing date but before the processing date**

18.3 The closing date for applications in the normal admissions round is Sunday 31 October 2010. Late applications received by the LA after the closing date but before allocations are processed from Tuesday 22 February 2011 will be considered for the initial round of allocations.

18.4 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.

18.5 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.

## **18.6 Applications received after the processing date**

18.7 Applications received after the processing date on Tuesday 22 February 2011, but prior to Wednesday 31 August 2011, will continue to be allocated under the coordinated scheme. Allocations will be made on Monday 11 April 2011, and afterwards as vacancies arise. Final allocations under the coordinated scheme will be made on Wednesday 31 August 2011.

18.8 Late applicants' details will be added to waiting lists after Tuesday 1 March 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 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

18.9 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.

## **18.10 Applications received after the end of the Scheme**

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

## **19 Where no Application is Received**

- 19.1 It is the responsibility of a parent to submit a CAF and SIF where appropriate.
- 19.2 Parents who are Devon residents and have not submitted a CAF by the allocation date of Tuesday 1 March 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.
- 19.3 Where the nearest school with an available place to the home address would require the pupil to travel more than 75 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.
- 19.4 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 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.

## **20 In-Year or Casual Admissions**

- 20.1 Applications made for Year 7 received on or 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 CAF (or home LA'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.

## **21 Waiting Lists**

- 21.1 The LA will maintain waiting lists for all oversubscribed Devon schools including VA Schools and will continue to coordinate Year 7 admissions until the end of the first full week of the autumn term 2011.
- 21.2 At the point when the co-ordinated scheme ends (Wednesday 31 August

2011) the LA will recalculate waiting lists for Year 7 using the published oversubscription criteria as at that point children will no longer be attending contributory primary or junior schools.

## **22 UK service personnel and Crown servants**

- 22.1 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 3.22 to 3.24 of the School Admissions Code of Practice. This is detailed in the [Protocol for the Admission of UK Service personnel and Crown servants](#).

Determined

## 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 Academy, VA, Foundation or 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 or to the Devon Choice Advice Service 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 (f) to Appendix 4 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 3.3 (St James' School), section 5.10 (publicity for the Scheme), section 5.11 (SIFs required for named schools), section 7.1-7.3 (duplicate CAFs), section 10.5 (testing before preference), section 13.3 (multiple birth siblings born across midnight on 31 August), sections 16.2-16.6 (applications from outside the UK), sections 16.1-16.5 (deferred admission), section 17.1 (applications to Year 12), sections 18.1, 17.4, 17.9 (late applications), sections 18.2, 18.6 (processing date for applications), sections 23.1-23.4 (employee guidance), Appendix 1 (EINA) and Appendix 2 (Glossary).	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 Dartmouth, Ivybridge and Uffculme.	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.

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.
Contributory 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 contributory primary school <b>does not</b> guarantee a place.
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, now the 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 pupils with 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 <a href="mailto:mydevon@devon.gov.uk">mydevon@devon.gov.uk</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 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. A 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 – Secondary 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) Secondary Schools in 2011, Devon Local Authority (LA) will use the following oversubscription criteria:

### Secondary 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 – no sibling, but attending a contributory primary or junior school
- 4 Other children living in the school's designated area
- 5 Children living outside the designated area, but with a sibling who will be attending the school at the time of admission
- 6 Children living outside the designated area – no sibling, but attending a contributory primary or junior 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 contributory primary school will have priority over other children within that category.

(b) 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.

(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 2.28 – 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.

(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 of Children with Exceptional Medical or Social Justification](#).

(e) 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.

(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 (Wednesday 31 August 2011) at which point lists will be recalculated on the basis that children will no longer be attending contributory primary 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 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.

(j) A list of contributory primary and junior schools for each secondary school is available at each secondary school page.

(k) 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
<b>Sixth forms</b>	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
<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

**Timetable for the Co-ordinated Secondary Admissions Scheme**

31 October 2010	Closing date for CAFs to be submitted to primary or junior schools. Closing date for SIFs to be submitted to the relevant secondary school if appropriate. Online applications will close at 23:59.
by 26 November 2010	Details of applications for schools in other LAs to be sent to those LAs.
by 26 November 2010	Details of applications to be sent to VA, Foundation and Trust schools.
7 January 2011	VA, Foundation and Trust schools to provide the LA with ranked lists of applicants.
between 7 January and 5 February 2011	The LA will match the ranked lists of all the schools and allocate places in accordance with paragraph 7.2.
5 February 2011	By this date the LA will inform neighbouring LAs of offers to be made to applicants resident in their areas.
25 February 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.
1 March 2011	Notifications sent to parents.
14 March 2011	Last date for parents to inform the LA if the allocated place is not required.
18 March 2011	Date by which parents should request appeal forms.
1 April 2011	Date by which appeal forms should be returned by parents for inclusion in the main body of appeals.
11 April 2011	Date when a second round of allocations will be made by the LA.
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.