



# Northlew and Ashbury Parochial Church of England Primary School

Northlew, Okehampton, Devon, EX20 3PB

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## Admissions Policy 2019-2020

- All schools must have an admissions policy – [The Admissions Policy](#)
- Admissions policies must make it clear that all parents **must** apply for admission
  - [How to apply for a place at the normal round](#)
  - [How to apply for a place at other times](#)
- Admissions policies must make it clear [when to apply for a place](#)
- Admissions policies must make it clear what happens after an application
  - [What happens after a normal round application is made?](#)
  - [What happens after an in-year application is made?](#)
  - [Key Information](#)
  - [Our oversubscription criteria](#)
  - [Our catchment area](#)
- Admissions policies must make it clear what happens when an application is either successful or unsuccessful
  - [Outcomes of the application process](#)
- Our policy outlines how we consult and set it each year
  - [Policy Version](#)
- [Appendix A](#) contains detailed information and definitions of the terms that we use

Text that is [underlined in blue](#) indicates a link to further information within the document or online. If you don't have access to the internet or have any questions about this policy, or admissions in general, please ask for advice from the school or local authority admissions team.

## Policy Version

This policy was determined by the admissions authority on the 28<sup>th</sup> of February 2018 following a public consultation between the 1<sup>st</sup> of November 2017 and the 5<sup>th</sup> of January 2018. It will be reviewed and determined annually. Once this policy is determined it is published on our website and at [www.devon.gov.uk/admissionarrangements](http://www.devon.gov.uk/admissionarrangements). The policy was put forward for consultation as a foundation school and determined by the academy trust after conversion to academy status on the 1<sup>st</sup> of January 2018.

Signed by

Philip Whittle – Primary Executive Head Teacher



**Dartmoor**  
MULTI ACADEMY TRUST



Devon  
School  
Admissions  
Service

**Key Information – For definitions and notes see [Appendix A](#)**

Published Admission Number (PAN) for Reception	7
Does the school have a catchment area?	Yes
Department for Education school number	878 - 3157
Age range of children in this school	4-11
What kind of school is this?	Academy, Church of England Diocese of Exeter
Who is the <a href="#">Admissions Authority</a> ?	The Academy Trust
Does the school belong to federation/chain of schools?	Dartmoor Multi Academy Trust
When will children in the normal age group for Reception in 2019-2020 have been born?	1 <sup>st</sup> September 2014 to 31 <sup>st</sup> August 2015
When can parents apply for admission to Reception?	15 <sup>th</sup> November 2018 to 15 <sup>th</sup> January 2019
How can parents apply for admission to Reception?	online – <a href="http://devon.cc/admissionsonline">devon.cc/admissionsonline</a> paper forms – from <a href="#">Devon School Admissions</a> or by contacting the school
Is there a Supplementary Information Form (SIF) for additional priority?	No
When will places be offered for Reception?	16 <sup>th</sup> April 2019
When should <a href="#">appeals</a> for admission to Reception be submitted?	15 <sup>th</sup> May 2019
When can applications for <a href="#">in-year</a> admission be made?	Applications for in-year admission can be made at any time between the start of the child's Reception year and the last half-term in Year 06
Education, Health, and Care Plan	Any child whose Education, Health, and Care Plan names the school will be admitted

**[Oversubscription Criteria](#) – to be used only if we have more applications than places**

1. Looked After Children or previously Looked After Children who were immediately adopted or made the subject of a child arrangements order or a special guardianship order
2. Children for whom an exceptional medical or social need to attend this school is demonstrated, or children of a parent for whom the same criteria are demonstrated, with evidence from a medical specialist or social worker and evidence of why they must attend this school rather than any other school based on those needs
3. Children who live in our designated area, with a sibling on-roll at this school when the application is made
4. Other children who live in our designated area
5. Children who live outside our designated area, with a sibling on-roll at this school when the application is made
6. Children of staff in either or both of the following circumstances:
  - ~ where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made
  - ~ where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage
7. Other children

Tiebreaker – to prioritise applications in the same oversubscription criteria we will use

- a) Straight-line distance from home to school
- b) Where distances are equal (within 1 metre) we will use a random ballot

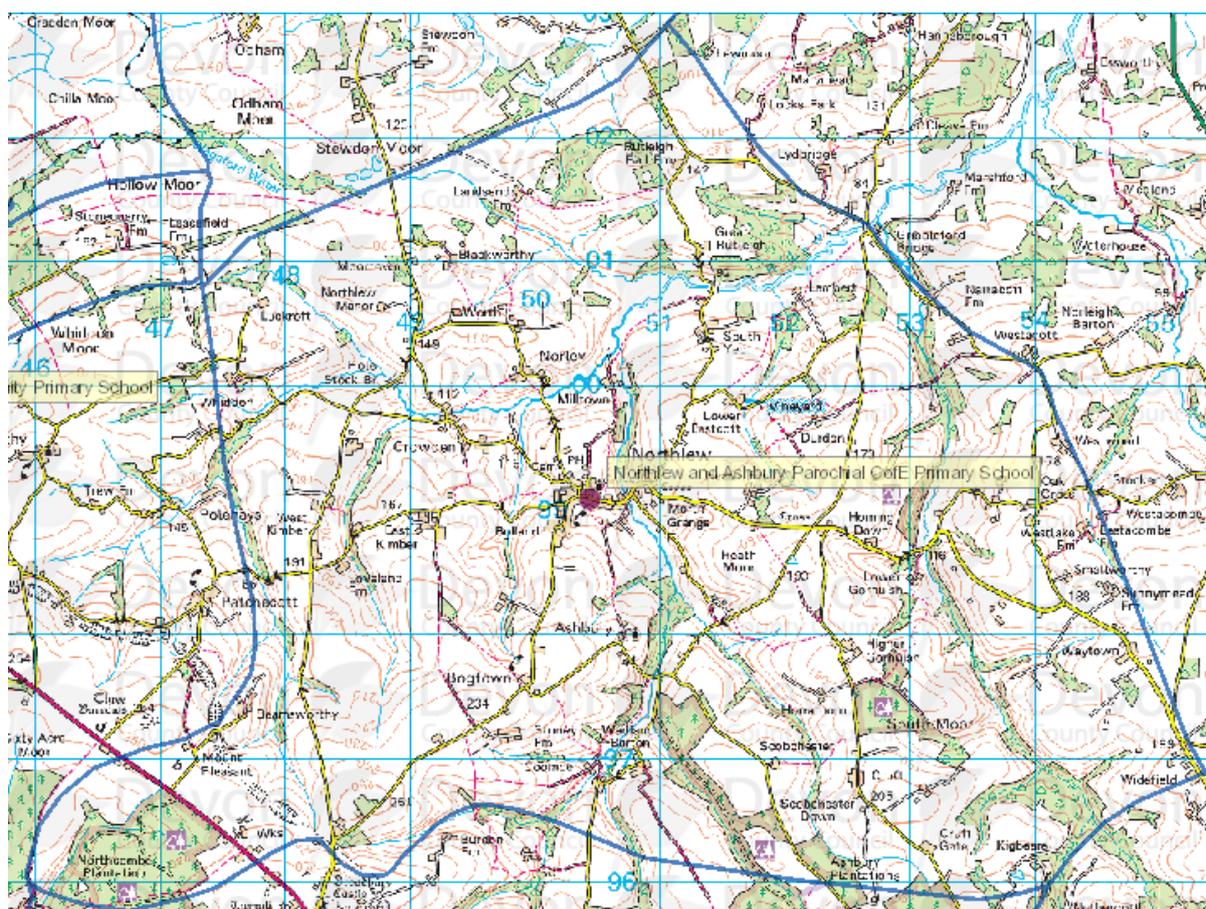
## Our Ethos

Recognising its foundation, the school will preserve and develop its religious character in accordance with the principles and practice of the Church of England and in partnership with the Church in the parish and diocese. The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages and understanding of the meaning and significance of faith, and promotes Christian values through the experiences it offers its pupils. The school community has decided that Forgiveness, Peace, Trust, Friendship, and Endurance are the school's core values. We will work to ensure that these core values are embedded within the school curriculum and activities.

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

## Designated or Catchment Area

Our catchment area is in the middle of the map below, bordered by the blue line. You can view this map in more detail on the [Devon County Council website](#). This will confirm whether addresses close to the boundary are inside or outside of our area. We welcome admissions applications for children living inside and outside of our designated area.



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## The Admissions Policy

Our admissions policy is written to comply with the requirements of the Schools Admissions Code, School Admissions Appeals Code, and other relevant legislation:

- So that parents will know how to apply for a school place, when to apply, and what happens when an application is made
- So that our governors, head teacher, and members of staff understand what to do
- To set out our commitment to fair, clear, and consistent admissions procedures

It should be read along with Devon County Council's [Step by Step](#) guide to admissions, its Coordinated Admissions Schemes, Fair Access Protocol, and Education Transport Policy.

Once our policy is determined it cannot be changed unless an amendment is required:

- To correct a typographical error
- To ensure that the policy complies with the codes where it is identified as being non-compliant
- In response to a determination of the Office of the School's Adjudicator
- Where approval has been received to a request for an In-Year Variation

Any changes that are made will be detailed in the [Policy Version](#) section of this document.

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

All parents, without exception, must make a formal application for admission to a state-funded school. Places are not allocated automatically and no child is guaranteed admission. This includes children with siblings already at a school or in a Nursery or other Early Years setting.

We welcome visits from parents – and their children – who are considering applying for a place at this school, giving them an opportunity to see what the school has to offer. Visits are not a compulsory part of the admissions process and will not affect the decision to offer or refuse a place at the school.

Parents can arrange visits by contacting the school office.

This school participates in the LA's Normal Round and In-Year co-ordinated admissions schemes.

Schools cannot hold places in reserve in case a local parent forgets to apply or in case a family moves into the area later

There are very limited circumstances when an application can be refused.

The responsibility for making applications and for providing information or evidence in support of an application lies with the parents.

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

The normal round is the first opportunity for children to join a school. For us, and all Primary and infant schools, that is at the beginning of the Reception Year. Parents apply using the Common Application Form from the Local Authority where the child lives. If the LA is Devon then that can be done by visiting the [Devon School Admissions Website](#) or by completing the [D-CAF1](#) form. If that's outside Devon the application will be passed to Devon County Council, which coordinates all applications for the school. Through this process every parent who applies will receive a single offer on the same day, the National Offer Day.

There is an annual national closing date for applications – the **15<sup>th</sup> of January**. Applications after this date will be late unless the parent can demonstrate that he/she was unable to apply by the deadline. This may be because of an illness that prevented an application being made or because of a change of address involving a move into the area. Otherwise, late applications will be considered after those received before the deadline. Devon Admissions will send us a list of all the students whose parents have applied for a place at Northlew & Ashbury Primary School. All normal round applications are considered in line with Devon's Secondary Co-ordinated Admissions Scheme.

### How to apply for a place at Normal Round – When to apply for a place

Parents should apply between the 15<sup>th</sup> of November 2018, the opening date of the normal round application process in Devon, and the national closing date of the 15<sup>th</sup> of January 2019. The opening date may vary in other LAs.

## What happens after a Normal Round application is made?

If there are fewer applications than places available, then no application is refused at the normal round. If we are oversubscribed (where there are more applications than there are spaces) we will prioritise applications according to our [oversubscription criteria](#). Devon will make offers and refuse applications on behalf of the admissions authority for this school. The Scheme is an equally ranked preference scheme which means we won't know the order parents name their preferred schools.

Shortly after local authorities make offers to parents we will contact those parents who have been offered a place with us to welcome them to the school and make arrangements for admission itself.

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

Parents can apply for admission outside of the normal round – after the 31<sup>st</sup> of August 2018 – using the [Devon Common Application Form](#) from the admissions website or by requesting a hard copy of the D-CAF from the Education Helpline on 0345 155 1019. All applications received by the Admissions Team, either directly or via the school, by 2pm on the same day will be considered together, before later applications. All In-Year admissions will be made in line with Devon's In-Year Co-ordinated Admissions Scheme.

In-year applications can be made at any time up to 8 school weeks/40 school days in advance of a place being required (or up to 16 school weeks/80 school days for children of UK service personnel).

## How to apply for a place at other times – When to apply for a place

In-year admissions applications can be made at any time after the start of Reception. In-year applications will not be considered, however, further in advance than 8 school weeks/40 school days (or 16 weeks/80 days for children from UK service personnel families).

## What happens after an in-year application is made?

All applications received by 2pm on the same day will be considered together.

We aim to reach a decision in response to applications, and to inform Devon Admissions of that decision, within one school week (5 school days) of receipt of the application. However, on some occasions a decision may be delayed until the next meeting of our Admissions Authority (the Academy Trust).

We will give reasons for any refusal in writing to the LA so that it can operate its Fair Protocol and, where the refusal is not on the grounds that the school is full, take a view as to whether the refusal is lawful.

## Outcomes of the application process

If a place can be offered the parent will receive a letter from Devon Admissions confirming the offer of a place and we will look forward to the child starting with us. This is the same process for normal round and in-year admissions.

For unsuccessful applications the parent will receive a refusal letter and can then appeal to an Independent Appeals Panel. The child's name will be added to the waiting list for places in that year group

## Options for admission to Reception

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

- Take up the full-time offer
- Take up the place part-time until the child is of compulsory school age
- Defer admission until the child is of compulsory school age within the same academic year
- Decline the offer and make other arrangements

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

## **Admission of children outside of their normal age group**

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

When such a request is made we make a decision based on the circumstances of each individual case and the best interests of that child, taking into account the views of the head teacher and any supporting evidence provided by the parent. We will take into account:

- The parent's views
- The views of the head teacher
- Information about the child's academic, social, and emotional development that has been submitted by the parent
- Information about the child's medical history and the views of relevant medical professionals that has been submitted by the parent
- Whether the child has previously been educated outside of their normal age group
- Guidance from the Department for Education on the admission of summer-born children to Reception
- Whether the child may have been a different chronological year group had they not been born prematurely

We will advise parents who make a request that they should consider the implications of being taught out of the normal age group as any school that the child later moves on to will not be obliged to continue to educate the child out of their normal age group.

The admissions authority will reach a decision on which year group it believes is appropriate for the child. It will then reach a decision on whether a place can be offered as it would be for any application in that year group.

Where it doesn't agree to an early admission to Reception – where the child would not have reached the age of four by the beginning of the September – it will be its view that this is not a suitable school for the child at that age. Under these circumstances we will not accept an application for admission. There is no right of independent appeal against this decision.

## **Exceptional need for admission to our school**

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

Exceptional needs could include:

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

These examples are not exhaustive or exclusive. Neither should it be assumed that a similar set of circumstances would impact all children or families in the same way.

If there are medical reasons that make it essential for a child to attend this school then the parent must provide supporting information from a doctor, together with any other relevant information. This must make a compelling case as to why the child or parent's needs can only be met at this school: a medical condition in itself will not automatically result in the offer of a place here. It isn't essential that the doctor name our school and we would not expect a doctor to have sufficient specific knowledge of the school, but the evidence should explain exactly what the child's needs are and what specialist support and/or facilities are required.

For social or educational reasons parents must provide independent evidence from a relevant professional which supports the family's case. This supporting evidence must set out the particular reasons why this school is the most suitable and the difficulties that would be caused if the child had to attend another school. It isn't essential for the professional supporting the family to have an in-depth knowledge of our school but the evidence must explain exactly what the needs are and what specialist support and/or facilities the child requires.

Exceptional need for admission to Northlew & Ashbury Primary School will not be accepted on the grounds that:

- A child may be separated from a friendship group
- Parents wish to avoid a child from the current or previous school
- Child-care arrangements before or after school would have to be changed
- Transport arrangements would have to be changed
- There is a medical condition, such as asthma, which does not require specialised treatment
- The child has a particular interest or ability in a subject or activity

Evidence from a relevant professional, independent of the family, will be required in every case and should be made available in time for us to rank the application using the school's [oversubscription criteria](#). This should provide a reasoned and unequivocal opinion establishing why the child would suffer significant detriment by not being admitted to this school. Evidence should be from a GP, consultant or other healthcare worker, or social care officer who is working with the child.

Without satisfactory supporting evidence we will not prioritise an application as demonstrating exceptional need. We may seek our own advice as to whether we are the only school that could meet a child's needs.

Parents can indicate on Devon's common application forms that they believe there is an exceptional need for admission to Northlew & Ashbury Primary School. It is not expected that a parent would seek this priority at a school that was not named as the first preference. The onus is on parents to submit their supporting evidence and to provide further evidence if requested to do so.

Parents who apply using a common application form from another LA, and which does not have a tick-box for exceptional need, should add a note in the reasons for their preference that they are requesting exceptional need priority and will be providing the supporting evidence.

If we accept that exceptional need has been demonstrated the application will be prioritised under our oversubscription criteria 2. This does not guarantee that a place will be available.

Where we don't agree that the need is exceptional the application will be prioritised according to the other oversubscription criteria.

### Admission Appeals

We will refuse admission when a Year Group is full and we believe we would be unable to meet the child's needs without causing prejudice to efficient education or the efficient use of resources. Whenever an application is refused there will be a formal decision letter which will give the reason for refusal and advice about the parent's right of appeal to an appeals panel that is independent of the school.

### Deferring admission into Reception

Child's fifth birthday	Parent can defer admission or child can attend part-time until the start of term in...
1 <sup>st</sup> September – 31 <sup>st</sup> December 2019	January 2020
1 <sup>st</sup> January – 31 <sup>st</sup> March 2020	January 2020 <u>or</u> April 2020
1 <sup>st</sup> April – 31 <sup>st</sup> August 2020	January 2020 <u>or</u> April 2020 <u>or</u> September 2020 – this requires a new application for a Year 01 place (June 2020) or a new normal round application for Reception in 2020-2021

## Contacts for further information

### **Devon School Admissions Service –**

[admissions@devon.gov.uk](mailto:admissions@devon.gov.uk)

Telephone contact through *My Devon* on 03451 551019

### **Devon County Council policies, information, and admissions application forms**

[devon.cc/admissionarrangements](http://devon.cc/admissionarrangements)

[devon.cc/admissions](http://devon.cc/admissions)

### **Independent Schools Admissions Appeals –**

[devon.cc/appeals](http://devon.cc/appeals)

Telephone contact through *My Devon* on 03451 551019

Postal address: Clerk to the Independent Appeals Panel, County Hall, Exeter, EX2 4QG

### **Devon Education Transport Team –**

[devon.cc/schooltransport](http://devon.cc/schooltransport)

Telephone contact through *My Devon* on 03451 551019

### **Children’s Education Advisory Service (advice for service families) –**

Telephone – 01980 618244

[enquiries@ceas.detsa.co.uk](mailto:enquiries@ceas.detsa.co.uk)

### **Department for Education (DfE) –**

[www.education.gov.uk](http://www.education.gov.uk)

Telephone – 08700 002288

### **The Education & Skills Funding Agency (ESFA) –**

[ESFA Website](http://ESFA Website)

Telephone – 0370 000 2288

### **Office of the Schools Adjudicator –**

[www.education.gov.uk/schoolsadjudicator](http://www.education.gov.uk/schoolsadjudicator)

Telephone – 01325 735303

## Appendix A – Definitions and explanatory notes

Admissions Authority	This is the body responsible for proposing, consulting on, and determining the admissions policy. It is also responsible for reaching decisions about offering or refusing applications. For Academies the admissions authority is the Academy Trust.
Admission Number (AN)	This is the equivalent of the <a href="#">Published Admission Number</a> (PAN) but for Years 01 to 06. It is the number of places considered to be available in each year group. The Admission Number will often be the same number as the PAN originally determined for that year group when it was Reception. It may be increased or decreased where the amount of accommodation has changed or where class sizes have changed because of reorganisation within the school. Schools will consult with their LA before setting an AN that is different to the original PAN for a given year group.
Appeals	<p>If the school has to refuse admission the refusal will be because they believe it would cause 'prejudice to efficient education or the efficient use of resources'. This is the principal justification under the School Standards and Framework Act 1998 for refusing admission. If admission is refused, it will be in writing. There will be the right of appeal to an Independent Appeals Panel and to a place on the waiting list. If an application for admission is unsuccessful parents have a statutory right of appeal to a panel which is independent of the school. Appeal papers will either be sent with the refusal letter or can be requested from the LA. Parents have at least 20 school days to return the papers, together with any supporting evidence. (Papers can be submitted earlier if the parent chooses).</p> <p>An appeal for a place in Reception, Year 01, or Year 02 may be subject to Key Stage 1 (KS1) or Infant class size legislation. This is a more limited process which reviews the original decision to refuse admission (rather than an appeal against the refusal with additional circumstances to be considered). The panel will decide whether an additional child would breach the maximum of 30 children in a KS1 class with one teacher, whether our policy and those of the LA are lawful and have been applied correctly, and whether it was a reasonable decision to refuse the application in the circumstances that we knew about at the time that the original decision was made. There are very limited exceptions which would allow a school to exceed 30 children in a KS1 class.</p> <p>The Clerk to the Independent Appeals Panel will give at least 10 days' notice of the appeal date. Parents will also be told when to submit any further information to be considered. Parents will receive evidence from the school before the appeal hearing. After appeals are heard decision letters should be sent within five school days; notice of the decision is available by telephone before that time.</p> <p>Appeals for sixth form admission will be heard within 30 days of confirmation of exam results where the offer of a place was conditional on those exam results. Otherwise, they will be heard within 30 school days of the appeal being lodged. For in-year admissions to any academic year appeals must be heard within 40 school days of the deadline for lodging appeals.</p>
Application	<p>For normal round admissions schools consider applications to have been made on the national closing date of <b>15<sup>th</sup> January 2019</b> or the date when the application was submitted or amended with new information, if later.</p> <p>It is a parent's responsibility to make sure that schools are informed about changes to circumstances and eligibility for priority if, for instance, a sibling is taken onto that school's roll after the closing date or if there is a change of home address.</p>
Catchment or Designated Area	For many schools this is the geographical area that the school is primarily intended to serve. Young people who live in the catchment area have a higher priority for admission. Young people living in a residential property on the boundary line will be considered to be living within the catchment area.
Children formerly Looked After	These are children who were looked after until they were adopted (See <i>Adoption and Children Act 2002</i> , Section 46), or made the subject of a child arrangements order, or a special guardianship order ( <i>Children Act</i> , Section 14A). Child arrangements orders are defined in Section 8 of the <i>Children Act 1989</i> , as amended by Section 12 of the <i>Children &amp; Families Act 2014</i> .
Chronological Year Group (or Normal Age Group)	This is the group of children usually taught together according to their date of birth. Children born between the 1 <sup>st</sup> of September and the 31 <sup>st</sup> of August the following year have the same chronological year group.
Common Application Form	This is the name for the application form provided by a local authority. They must be used for any application for admission to a school at the normal point of admission. For Northlew & Ashbury Primary School that means the beginning of Reception. The form provided by the local authority where the child is resident must be used regardless of where the school is. For Devon, and the normal round into Reception, the application form is the D-CAF. Most parents in Devon apply <a href="#">online</a> .

	For In-year applications parents can also apply <a href="#">online</a> , regardless of where they live. Any parent who is unable to apply online can request hard copies of the D-CAF and D-CAF3 from Devon Admissions.
Compulsory School Age	Children reach compulsory school age on the prescribed day following their 5 <sup>th</sup> birthday (or on that birthday if it falls on the prescribed day). The prescribed days are the 31 <sup>st</sup> of August, 31 <sup>st</sup> of December, and the 31 <sup>st</sup> of March.
Data Protection	Where one parent seeks information about an application for admission or seeks to locate a child we will seek a view from the LA about what information should be made available. The priority will always be to safeguard the young person and their immediate family. The school and the LA will seek confirmation and evidence from the parent living with the young person that there is no lawful reason why information should be held from a non-resident parent.
D-CAF and D-CAF6	<p>Devon's Common Application Form for in-year admissions, enabling a parent to name up to 3 schools, is available from the Local Authority and online.</p> <p>The D-CAF6 is an application form available in school and provided to a parent where the school is able to confirm a place direct to that parent, under certain circumstances. Where a parent visits the school we may invite the parent to complete a D-CAF6 instead of a D-CAF in cases where:</p> <ul style="list-style-type: none"> <li>• A child moves into the area <a href="#">and</a></li> <li>• The parent intends to apply for a place at the school and no other school <a href="#">and</a></li> <li>• The child does not have an EHCP <a href="#">and</a></li> <li>• The child has not been permanently excluded from another school <a href="#">and</a></li> <li>• The parent is not in dispute with another person with parental responsibility over residence or school admissions <a href="#">and</a></li> <li>• The school have a confirmed vacancy in the relevant year group</li> </ul> <p>This serves as a school application form rather than the Common Application Form and allows for children to start here as soon as possible when they are new to the area. If the child already has a school place locally then the application must be made on the D_CAF and admission would normally be at the beginning of the next term. A formal decision letter will follow from the Devon admissions team in all cases.</p>
Deferred Admission	<p>Places are offered for full-time admission at the beginning of the September term after the fourth birthday. That is before children reach the compulsory school age. All parents have the right to defer the date that their child is admitted, or to take up the place part-time, until the child reaches compulsory school age.</p> <p>Provided a parent informs the school that the place is to be deferred to the beginning of spring or summer term it will be held open until then. Places can be deferred beyond the start of the spring term or the summer term, depending on the child's birthdate. Please see <a href="#">Deferring admission into Reception</a> earlier in this document.</p> <p>We encourage parents to discuss deferred or part-time admissions with us and any other education, social, or health professionals that are working with them.</p>
Delayed Admission	<p>Delayed admission is where a summer-born child's admission to a Reception class is delayed until the September after their fifth birthday, rather than the September after their fourth birthday. This means admission would be outside of the child's normal or <a href="#">chronological year group</a>. A summer born child is a child with a birthdate between 1<sup>st</sup> April and 31<sup>st</sup> August.</p> <p>Parents of summer-born children can request that admission to Reception is delayed to the following academic year – the start of the September term when the child reaches compulsory school age. We invite parents to visit the school so that we can explain the provision that is on offer to children in our Reception class, how it is tailored to meet the needs of the youngest children, and how their needs will be met as they move through the school. The visit is an opportunity to discuss any concerns that parents may have about the child's readiness for school. Children in Reception and Early Years settings receive the Early Years Foundation Stage curriculum, which is largely play-based learning.</p> <p>As with any request for admission outside a child's normal age group, the admissions authority will have two decisions to make:</p> <ul style="list-style-type: none"> <li>• It must first decide on the age group that the child should be admitted to</li> <li>• It must then decide whether a place can be offered in the age group</li> </ul> <p>It can be difficult to reach a decision about the appropriate age group for a child more than a year in advance of admission, as it will not be easy to assess how the child will develop in that time. Therefore, it will be helpful for parents to provide as much information about the child as possible, particularly any relevant professional or social evidence.</p> <p>The process for Northlew &amp; Ashbury Primary School, and other schools within the Devon County Council Area, is that the parent will <a href="#">simultaneously</a> make an application for the child's normal age group, at the usual time of admission for that age group, and a request for delayed admission. This will enable the admissions authority to reach a decision on an age group before the National Offer Day. If the request is agreed the application can be withdrawn by the parent before the place is offered and the parent will then make a new application in the next</p>

	<p>Normal Round Admissions period. If the request is refused it is for the parent to decide whether to continue with the application for the normal age group OR to withdraw from that process and make an In-Year Application for admission to Year 01 for the following September. It may be that the admissions authority for another school agrees to a delayed admission there, in which case the parent may choose to pursue that option.</p> <p>In reaching a decision the admissions authority will consider the circumstances of the case as it would with any request for admission outside of the normal age group. Its decision will be made in the best interests of the child and will be set out in writing for the parent. We recognise, along with the Department for Education, that requests for delayed admission to Reception differ from other requests for admission outside of the normal age group, as it is only under these circumstances that a child is being admitted to a school for the first time. Delayed admission is not an opportunity for a child to retake the Reception year, nor is it an opportunity to seek admission to this school<sup>1</sup>.</p> <p>There is no right of appeal to an independent admission panel if a parent is offered a place but it is not in the year group that they would like. Parents may make a complaint through the school's complaints procedure if they are unhappy with the decision.</p>
Distance Measurement	<p>Northlew &amp; Ashbury Primary School will receive additional admissions support from the Devon Schools Admissions team in 2019-20, including distance measurement. This will be based on Devon LA's Geographical Information System, an electronic mapping system. Should this arrangement not be renewed an alternative provision will be made using an equivalent system.</p>
Documentary Evidence	<p>Once a place has been offered to a child schools may ask for evidence of identity – usually a short birth certificate. This may not be necessary where the child has been on-roll at another school in England which can confirm that evidence has been seen by that school. The LA may also request evidence that a child's address is genuine or that the person who made the application was legally permitted to do so.</p>
Education, Health and Care Plans	<p>Any child whose Education, Health and Care Plan names Northlew &amp; Ashbury Primary School will be admitted. This will reduce the number of places available to other children accordingly. For in-year admissions the child will be admitted whether or not the school has reached the PAN or any other limit for the year group. An Education, Health and Care Plan is a formal document issued by the Local Authority describing a child's additional needs and how they will be provided for in a school.</p>
Education Transport	<p>Parents should consider how their child will get to school for the whole of their time on-roll. Parents are advised not to rely on lifts, car shares, or public service vehicles always being available. Supported transport will be provided by the LA for Devon-resident children attending a school if it is the catchment school for the child's home address or the closest school available when the parent could apply or, for children in care, the closest Good or Outstanding school as rated by Ofsted. The home address must be further than a walking distance of 2 miles from the school.</p> <p>Applications for transport should be made direct to the Local Authority where a child lives. A school's direct line measurement policy does not apply to Devon's school transport decisions. It is possible that a school is the closest available school for admissions purposes, using straight line measurement, but not the closest school for the entitlement to free school transport from the LA. Parents who rely on free transport are strongly advised to check whether there is an entitlement with the Education Transport Team before accepting a school place.</p>
Equally Ranked Preference Scheme	<p>Parents can express a preference for one, two, or three schools. They should be named in the order that the parent would most like a place provided. This is called the ranking. It might be possible for each school to offer a place and, if this is the case, a place will only be offered at the school ranked highest by the parent on the application. So, for instance, if places were available at School 1 and School 3 a place would only be offered at School 1.</p> <p>Equally ranked preference schemes are a legal requirement which enable parents to apply for the school they prefer without risking non-admission to the closest or catchment school.</p>
Exceptional Social or Medical Need	<p>Children for whom an exceptional social or medical need to attend Northlew &amp; Ashbury Primary School is demonstrated will have higher priority for admission. This does not guarantee a place or make a place available. In all cases satisfactory supporting evidence from a relevant professional, independent of the family, will be required.</p>
Extended Schooling	<p>Further information about services beyond the normal school day is available from the school office or in the 'After School Clubs' section of our <a href="#">website</a>.</p>
Fair Access Protocol	<p>All Local Authorities are required to operate a Fair Access Protocol across their area and schools must take part in the protocol. This ensures that children who are vulnerable or unable to access an appropriate school place under the standard in-year admission arrangements for</p>

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

	<p>the area have an admissions safety-net. This may mean that a child is admitted even though a school is full and other children have been refused admission.</p> <p>It is possible that a school could refuse an application but then be required to admit the child under this protocol.</p>
Faith Oversubscription Criteria	<p>Schools designated with a religious character may give additional priority for admission where faith criteria are met by an applicant. <u>This does not apply to Northlew &amp; Ashbury Primary School.</u></p>
Fees and Charges	<p>There is no charge for applying for a place at, admission to, or the provision of education at Northlew &amp; Ashbury Primary School. The school will not request donations before or during the admissions process and any donations made after admission are entirely voluntary. No activities, such as school trips or visits, are compulsory.</p> <p>A policy on charging for activities is available, upon request, from the school office.</p>
Home Address	<p>Places are offered here on the basis of where the child will live when they attend the school, not necessarily where they live when the application is made. If a school has vacancies then it does not matter whether the home address is in their catchment area – although schools will only offer a place to a child living close enough to attend on a daily basis.</p> <p>The home address is where a child normally lives. Where a child lives with parents with shared parental responsibility, each for part of a week, the home address is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which address should be used for the purpose of admission to school. If no joint declaration is received, where residence is split equally, by the closing date for applications then the home address will be taken as the address where the child is registered with their doctor.</p> <p>Any other evidence provided by parents will also be considered in reaching a decision on the home address for admission purposes. This may be necessary where, for instance, parents don't agree on the child's home address.</p> <p>Parents are urged to reach agreement or to seek a Specific Issues Order from a court to decide which parent should or should not pursue an application. Where they do not the school will determine the home address. If residence is not split equally between both parents, then the address used will be the address where the child spends the majority of the school week.</p> <p>Where a school asks for evidence of a new address from which a child would attend school this would often be written confirmation of a house purchase or a formal tenancy agreement. We recognise that some families may be unable to provide this. Where parents cannot provide this evidence they should contact the school or the LA, there is no intention to penalise families where there is a genuine reason why evidence cannot be provided.</p>
Home-School Agreement	<p>Admission to school is not conditional on signing a home-school agreement. However, Northlew &amp; Ashbury Primary School will ask parents to agree with its Home-School Agreement after their children have been offered a place as a positive way of promoting greater involvement in a child's education.</p>
In-Year Admissions	<p>This is where a child joins the school at any time after the normal round, the first opportunity for admission to Reception.</p>
Key Stage 1 Class Size Legislation	<p>This limits the number of children in a Reception, Year 01, or Year 02 class (or any class where the majority of children are aged 5, 6, or 7) to 30 children per teacher. There are a number of permitted exceptions to this limit. Being an exception to KS1 class size legislation is not a guarantee of admission as there may still be insufficient space within a classroom to admit another child.</p>
Linked or Feeder School	<p>A school which works with another to develop curriculum links and to ease the transition from primary schools to secondary schools.</p> <p>Children at Northlew &amp; Ashbury Primary School have admissions priority to <b>Okehampton College</b> under its current policy. This priority is not a guarantee of admission.</p>
Looked After Children	<p>These are children who are looked after by, or are provided with accommodation in the exercise of its functions (see <i>Children Act 1989</i> Section 22 (1)) by, a Local Authority.</p>
Member of Staff	<p>This will be any salaried person employed at Northlew &amp; Ashbury Primary School when the application is made, not at any other school. Where the duties of a member of staff are undertaken at different schools (in a federation or chain of schools) there will be admissions priority only at one school. This will be the member of staff's base school, where that can be identified. Where this cannot be identified the priority will be at the school where the member of staff is intending to work for the majority of time in the current academic year.</p>
Multiple Birth Siblings	<p>Where applications are received from families with multiple birth siblings (twins, triplets, etc.) every effort will be made to allocate places in the same school, including offering admission above PAN wherever possible. This recognises the exceptional nature of the emotional bonds between multiple birth siblings. Where that is not possible, parents will be invited to decide which of the children should be allocated the available place(s) or to seek admission to an alternative school with sufficient vacancies to accommodate all of the multiple birth siblings.</p>

	Random allocation will not be applied to multiple birth siblings (twins, triplets, etc.) from the same family if tied for the final place. Schools will admit them all, as permitted by the infant class size rules, and exceed their PAN.
Normal Round Admissions	Where a child joins a school at the first opportunity for admission. At Northlew & Ashbury Primary School that is the beginning of September in Reception (even if the start is deferred until later in the school year).
Nurseries and Pre-Schools	While schools work with local Early Years providers to make the transition into Reception as smooth as possible, Northlew & Ashbury Primary does not give admissions priority for children in any setting. Parents of all children must apply for admission to the school, there is no additional, or lower, priority given to children attending any Early Years setting. Applications are welcomed for any child, regardless of where their Early Years provision has been.
Objections to Admissions Policy	Advice is available from the Office of the Schools Adjudicator on how to object to the terms of this policy. Objections must be made by the 15 <sup>th</sup> of May 2018.
Offers	<u>When a place is offered by the Local Authority on our behalf we will assume that it is accepted unless we are told otherwise.</u> It is important that when schools offer places to some and refuse others they do so fairly and consistently. Where a school has reason to believe that false or deliberately misleading information has been provided they will reconsider the offer using the correct information. An offer may be withdrawn if it would not have been made with the correct information, even if this is after admission. Places are offered on the basis of the address from which the child will attend school, accurate information is particularly relevant for addresses. Where a school believe it is necessary, they will ask for evidence of a child's home address before admission. If a parent believes that the child's address will change before admission the school must be informed. Evidence of a new address will be required where this would give a higher priority for admission. See also <a href="#">Home Address</a> . Places will only be withdrawn if offered in error, if the parent has not responded to an offer within a reasonable time, or if the offer was obtained through a fraudulent or intentionally misleading application <u>which secured the offer of a place when the response would otherwise have been a refusal.</u>
Overseas Children	Northlew & Ashbury Primary School will treat all applications from children coming from overseas in accordance with European Law or Home Office rules for non-EU nationals. Places will not be offered to children while they are overseas, except for citizens of the European Union, unless a valid visa permitting entry into the UK is provided. Further advice on this matter will be sought in response the withdrawal of the United Kingdom from the European Union and any other developments.
Oversubscription Criteria	Where the number of applicants exceeds the number of places in the year group a school will use their oversubscription criteria to prioritise applications. Northlew & Ashbury Primary School's criteria are detailed <a href="#">earlier in this document</a> .
Parent	A parent is any person who has parental responsibility or care of a child. When schools say parent they also mean carer or guardian. Where admission arrangements refer to parents this can mean one parent or both. Schools may ask for evidence of parental responsibility where a person is acting as a parent but does not hold formal parental responsibility. Sometimes there is a dispute between parents over which school a child should attend. When Northlew & Ashbury Primary School make admissions decisions they may seek the advice of the Local Authority and will take into account imminent court hearings that may have an impact on parental responsibility and living arrangements.
Parental Disputes	Occasionally parents may disagree about where a child should be educated. In these cases we will seek a view from the LA on whether either parent has a lawful objection to the wishes of the other parent to transfer schools.
Part-time Attendance in Reception	Parents can choose to accept the offer of admission into Reception for part-time rather than full-time attendance until the child is of compulsory school age. It is for the school to decide what the part-time offer is and it is for the parent to decide whether to accept that part-time offer, whether full-time attendance would be more appropriate, or if the offer of a place at the school is to be declined. Details of our part-time offer can be obtained upon request from the school office.
Prejudice to efficient education	It is lawful to refuse admission where taking another child would cause prejudice to "efficient education or the efficient use of resources" at the school, this is the point where we would say that a year group or class is full. In most cases prejudice would only occur when the Admission Number for the year group has been reached, but it may also be when a class of mixed year groups is full.
Published Admission Number or PAN (see also <a href="#">Admission Number</a> )	This is the minimum number of places available at a school for Reception. In limited circumstances more may be admitted. It is calculated taking into account the physical capacity of the school, the expected level of demand for places from within a school's catchment, and the sensible and lawful organisation of the school. Once this number is set it admission will not be refused until the number of students on-roll for that year group reaches the PAN. If there is

	unexpectedly high demand and a school believes that they could admit more children they will inform the Local Authority and either increase the PAN or admit children above PAN.
Service Families	<p>For children of UK service personnel and other Crown Servants schools will consider a family posted to the area as meeting the residence criteria even if a home address has not been identified and a unit address is used. This requires written confirmation from the relevant government department, the Ministry of Defence, the Foreign or Commonwealth Office, or Government Communications Headquarters.</p> <p>Schools will consider in-year admissions for service families up to 16 weeks in advance. There is no additional admissions priority for children of service families. However, service family children are permitted exceptions to Key Stage 1 class size legislation and are recognised by Devon as being a vulnerable group of children within the <a href="#">Fair Access Protocol</a>.</p>
Sibling	<p>‘Sibling’ means a natural brother or sister, a half-brother or half-sister, a legally adopted brother/half-brother or sister/half-sister, a step-brother or step-sister, or any other child living in the same household as part of the same family who, in any of these cases, will be living at the same address at the date of application.</p> <p>A younger sibling who has been offered a place within the normal round of admissions will be considered as if he or she were on-roll for the purposes of oversubscription priority where a child seeks in-year admission.</p> <p>Where Northlew &amp; Ashbury Primary School does not have sufficient space to admit a child’s sibling, and one or more child is refused admission, the school does not consider that it would be obliging to the children to attend different schools. It is the parent’s responsibility to decide not to place the children in another school which has sufficient space for all siblings.</p>
Supplementary Information Form or SIF	A form in addition to the Local Authority common application form. Some schools use a SIF to collect information necessary to apply one or more of their oversubscription criteria. Northlew & Ashbury Primary School does not use a SIF as all of the information required to apply the school’s oversubscription criteria can be provided on the LA common application form.
Tie Breaker	<p>To distinguish between children in a particular oversubscription criterion, priority will be determined on the basis of distance between home and school. This is measured in a straight line from an entrance door of the residential dwelling to the centre of the gate at the school’s main entrance on Devon LA’s Geographical Information System (GIS). Children who live closer to the school will have a higher priority for admission. Where two or more children reside in a block of flats they will be deemed to live an equal distance from the school.</p> <p>If this is not sufficient to distinguish between applicants there will be a random ballot. This will be undertaken by a person independent of the school by the operation of an electronic list randomiser. However, random allocation will not be applied to multiple birth siblings (twins, triplets, etc.) from the same family if tied for the final place. We will admit them all, as permitted by the infant class size rules, and exceed our PAN.</p>
Uniform	<p>Children attending Northlew &amp; Ashbury Primary School are expected to wear a uniform. Sweaters, polo-shirts, and fleeces with the school logo can be purchased online or by contacting the school office, see our <a href="#">website</a> for further details. More information about our uniform policy can be found <a href="#">here</a>.</p> <p>Parents unable to purchase items of uniform or equipment will not be penalised. We operate a scheme to assist families in need.</p>
Waiting Lists	<p>Schools and Local Authorities maintain waiting lists for each year group until the end of the academic year. These lists will only consist of the names of children whose formal application for admission has been refused.</p> <p>Waiting lists will be recalculated at the end of August 2019 at which point normal round priority on the grounds that a child attended a linked primary school no longer applies. Children’s positions on the waiting list will be determined solely in accordance with the oversubscription criteria. Positions will be reordered whenever anyone is added to, or leaves, the waiting list. Therefore, a child’s name can move up or down a list. The date of application and the length of time spent on the list do not affect a child’s position on that list. Parents must confirm that they wish the child to remain on the waiting list at the end of the academic year in July, otherwise the child’s name will be removed from the list.</p>

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