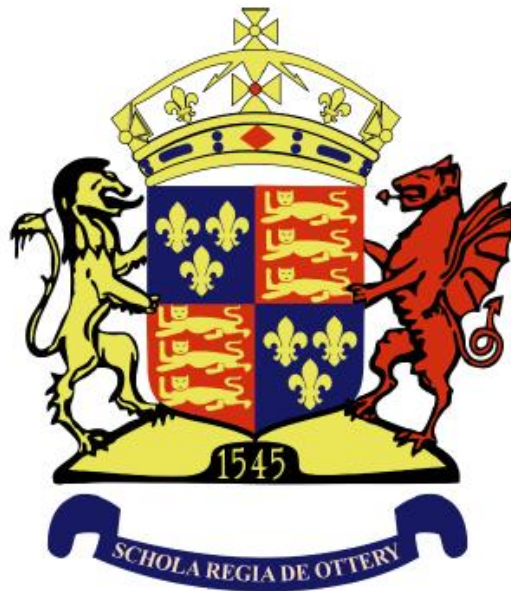




Sixth Form Admissions Policy 2026-27

The King's School
Cadhay Lane
Ottery-St-Mary
Devon
EX11 1RA

Policy Change Control

Policy Owner	AHT Head of Sixth Form
Approved By	Board of Trustees
Date of Last Approval	Feb 2025
Next Revision Due	Feb 2026

Date	Version	Person	Change / Action
10/2017	1.0	Governors	Revised policy received from County, checked by RJG. Previously this was a combined policy but now is separated from the overall admissions policy.
06/02/2018	1.0	Governors	Presented to Governors for Approval
06/02/2018	1.1	Governors	Removal of reference to uniform
14/02/2019	1.2	RJG	Updated dates for next academic year. Removed reference to catchment area for post 16 admissions in order to slim line the policy. Catchment area still remains but the details are in main admissions policy. Changes made to application form references and included when entry requirements are published. All references to DCC form and Devon admissions process removed. Transport section added. Admission process re-written to reflect current procedures within King's.
12/09/2019	1.3	RJG	Changes to dates for 2021-22
17/10/2019	1.3	Trustees	Review prior to consultation
05/02/2020	1.3	Trustees	Policy Approval
15/10/20	1.4	RJG	Changes to dates for 2022-23, Criteria for oversubscription section 1 amended, appeals procedure and emergency arrangements added in line with Devon Admissions policy
23/10/2020	1.5	Trustees	Review prior to consultation
28/1/2021	1.6	RJG	Change to wording of criterion 1, addition in appendix of external student application form
4/3/2021	1.7	RJG	Change to External Application form in light of DCC guidance.
14/10/2021	1.8	RJG	Change of dates for 2023-24 entry and updated oversubscription criteria to reflect changes made to 11-16 Admission Policy
20/10/2021	1.8	Trustees	Trustee Review Prior to consultation
26/01/2022	1.8	Trustees	Approval
14/03/2023	1.9	RJG	Addition of Academic entry criteria, key application dates and appeal dates. Oversubscription criteria also changed with removal of 4 and 7 from previous policy.
18/09/2023	2.0	RJG	Changes to dates and wording from draft DCC Admission Policy
19/09/2024	2.1	RJG	Changes to dates and wording from draft DCC Admission Policy. Includes list of Relevant Policies and Legislation, Admission when School is Full and Delayed Admission in Reception impact on Post-16 Education sections. Change from 30 to 50 on numbers of external students looking to join King's in Y12.

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

Our inclusive philosophy of "Achievement for All" encapsulates our belief that every person who enters The King's School has unique skills and potential which we have the creativity and ability to unlock. At The King's School we endeavour to serve the local community and our families by developing a learning environment based on high academic and personal expectations, shared goals, and strong partnerships.

Text in blue that is underlined [like this](#) is a link to further information, within this document or elsewhere.

Key Information - for explanatory notes, see [Appendix A](#)

Policy consultation period	1 November 2024 to 10 January 2025
Policy determined on	February 2025
Policy published on school website	15 March 2025
Policy contact name and position	Richard Gerry – Head of Sixth Form
Amendments after determination	-
Department for Education school number	878-4005
Age range	11 to 18
Type of school	Academy secondary school with sixth form for post-16 provision ¹
Admissions authority	The King's School, Ottery St Mary Trust
Normal round intake	Year 7 and Year 12
Published Admission Number 2024-25	180 in Year 7 50 in Year 12²
Priority for children to another setting	No
Priority for children from another setting	No
Designated religious character	No
Priority according to faith	No
Admissions catchment area	Yes – see below
Entitlement to free transport from Devon County Council ³	Yes – if the LA accepts that there are no other means to enable attendance and engagement in further education.
Uniform	Yes
Application Form	On a paper form available from the school office or online at http://www.thekings.devon.sch.uk/page/?title=How+to+Apply&pid=51
Supplementary Information Form	Not for Post-16 education. All candidates – internal and external – will be required to complete an Options Form to indicate the courses they wish to study. This is not an application form and does not affect the decision whether a place can be offered to an external candidate.
Academic criteria for access to courses	All A level students must have achieved the entrance criteria. These are published on The King's School website: https://www.thekings.devon.sch.uk/site/data/files/users/6/files/E04DC7747A9DEAD0464A6C68C6271994.pdf?pid=9 Requirements will be waived where equivalency can be demonstrated.

Key Dates Normal round to Year 12

When to apply	1 September to 31 January 2026 – late applications accepted
Decision	17 March 2026 – conditional on exam results
When to appeal	from 20 school days after the refusal, whichever is later ⁴
Deadline to submit appeal	21 April 2026
Deadline to hear appeal	14 June 2026 ⁵

¹ See the separate admissions policy for admissions for years 7 to 11.

² The PAN for Year 12 is for external applicants only. It is in addition to students moving on from Year 11 at this school.

³ Applications made after the closing date will be considered after all on-time applications (unless the LA accepts that the application could not have been made earlier) and may be disadvantaged.

⁴ Appeals can be submitted sooner than this.

⁵ Where possible, normal round appeals that are submitted after the deadline will be heard by 15 June. If that is not possible, they will be heard within 30 school days of the appeal form being submitted.

Key Dates In-Year admission

When to apply	from 1 June 2026 for Year Group 13 from 1 September 2026 for Year 12
Decision	within 15 school days of an application
When to submit appeal	from 20 school days after refusal
Deadline to hear appeal	within 30 school days of the form being submitted

Contacts for further information

Devon School Admissions Service	0345 155 1019 admissions@devon.gov.uk
Devon policies, information, and application forms	devon.cc/admissionarrangements and devon.cc/admissions
Devon Education Transport Team	0345 155 1019 devon.cc/schooltransport
Devon Virtual School	01392 384789 educate.virtualschool-mailbox@devon.gov.uk
Clerk to the Admissions Appeals Panel	0345 155 1019 devon.cc/appeals
Children's Education Advisory Service	RC-DCS-HQ-CEAS@mod.gov.uk
Department for Education (DfE)	www.education.gov.uk
Office of the Schools Adjudicator	www.education.gov.uk/schoolsadjudicator
Education & Skills Funding Agency (ESFA)	www.gov.uk/government/organisations/education-and-skills-funding-agency

Relevant Policies and Legislation

School Admissions Code 2021

School Admissions Appeals Code 2022

School Standards and Framework Act

The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012

The School Admissions (Infant Class Sizes) (England) Regulations 2012

The School Admissions (Appeal Arrangements) (England) Regulations 2012

The School Information (England) Regulations 2008

Devon's Step by Step and In-Year Guides to Admissions

Devon's Normal Round and In-Year Co-ordinated Admissions Schemes

Devon's In-Year Fair Access Protocol

Devon's Education Transport Policy

Devon's advice on applications from overseas <https://www.devon.gov.uk/educationandfamilies/school-information/apply-for-a-school-place/admission-advice-international-arrivals>

Oversubscription Criteria

To be used only when there are more applications for places than there are places available.

A child whose Education, Health and Care Plan names the school will be admitted without regard for these criteria.

1. **Looked after children¹ and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order² including those who appear to the admission authority to have been in state care outside England and ceased to be in state care as a result of being adopted.**
2. **Priority will next be given to children living within the catchment area set out in the map below,³ who are siblings⁴ of pupils on roll at this school.**
3. **Priority will next be given to children of members of staff⁵ who have been employed at this school⁶ for more than two years or recruited within the past two years to fill a vacancy for which there was a skills shortage.**
4. **Priority will next be given to other children living within the catchment area.**
5. **Priority will next be given to children living outside the catchment area, who are siblings of pupils on roll at this school.**
6. **Priority will next be given to other children.**

Tiebreaker – to prioritise applications in the same oversubscription criterion:

- a) straight-line distance from home to school and then,
- b) where distances are equal (within 2 metres) an electronic list randomiser will be used.

¹ These children are Looked After by or provided with accommodation in the exercise of its functions (see the Children Act 1989 section 22(1)) by a local authority.

² An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

³ Children whose home lies on the boundary line will be considered to be in the catchment.

⁴ 'Sibling' means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a stepbrother or sister or other child living in the same household as part of a single-family unit at the date of their application for a place. Siblings are those on roll in Years 7 to 11 or in sixth form or with a formal offer of admission to those year groups.

⁵ A child will be eligible if the member of staff is a) the natural or adoptive parent or other person with parental responsibility living at a different address or b) the natural or adoptive parent or other person with parental responsibility or another person living in the same household and acting as the child's parent.

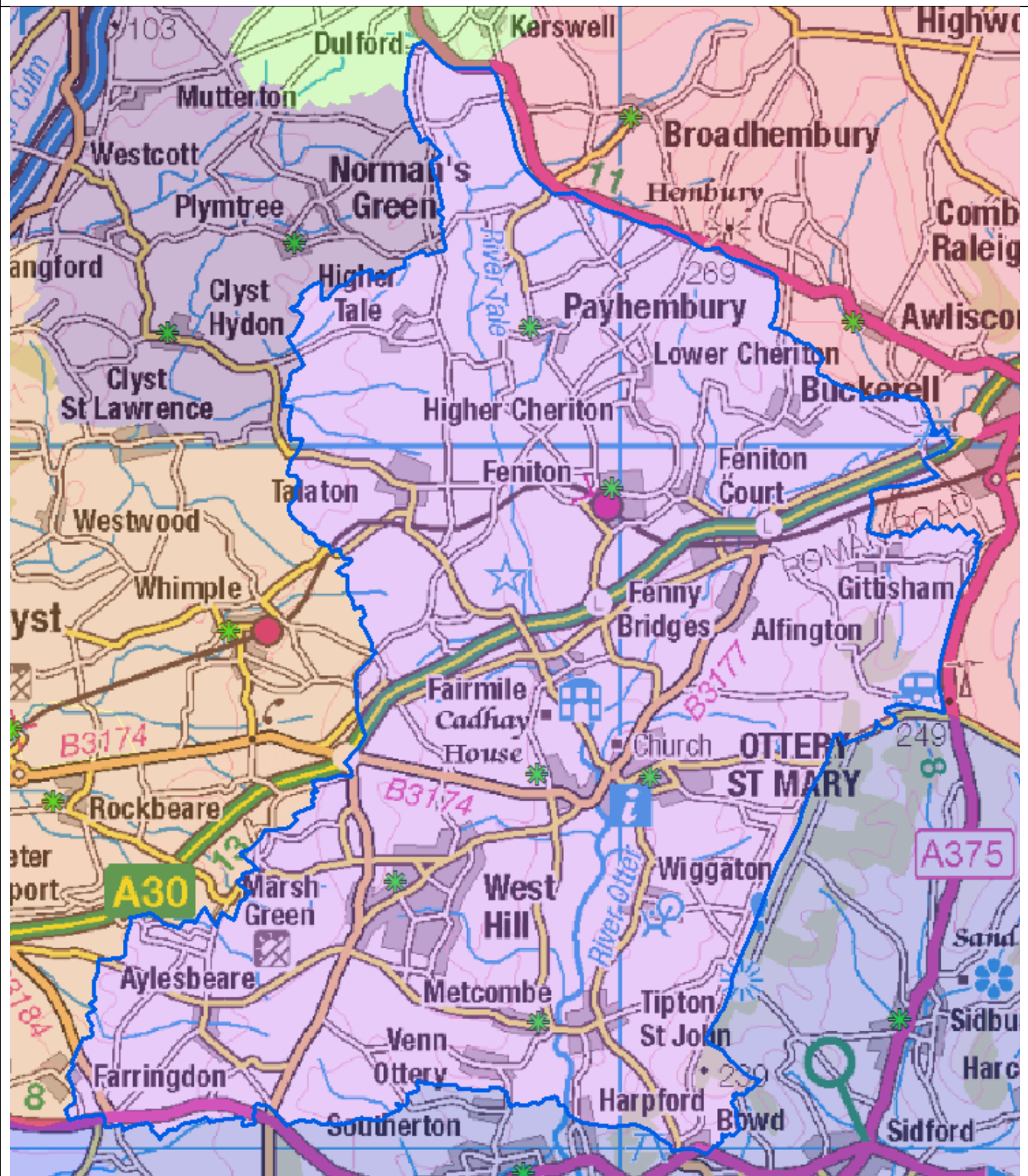
⁶ This will be any salaried person employed at this school when the application is made. Where the duties of a member of staff are undertaken at different schools in a federation or chain of schools, there will be admissions priority only at one school. This will be at the member of staff's base school. Where that can't be identified, priority will be at the school where he or she expects to work for most of the time in the current academic year.

Catchment area

The catchment area can be viewed in more detail at devon.cc/schoolareamaps.

The boundary is marked by blue lines.

For admissions purposes, distances are measured in a straight-line from the green star marker for the school. Distances for school transport purposes are measured by the shortest available route.



School Admissions Policies

Every school must set a separate admissions policy for each academic year. The policy will tell parents how to secure a place at the school and tell the school and its leaders and staff what they must do to meet their legal duties. Policies have to be fair, clear, and objective so that they comply with the legal requirements of the Admissions Codes and all other relevant legislation. The policy will explain:

- parents have to make a formal application, and
- how and when they can do that;
- how many places are available for the first intake – called the normal round - into this school
- the normal round intake into this school is at the start of **Year 12**
- how decisions are made when there are more applications than places,
- what happens when an application is refused, and
- the school's commitment to a fair, consistent, and transparent process.

Our policy should be read along with Devon County Council's admission information and its policies to support access to education, including admissions, inclusion and transport. Parents of children who live in a different LA area should read the equivalent information and policies published there.

Once our policy is determined, it can't be amended except where it is permitted or required under the terms of the Admissions Code. Any amendments we make will be detailed in the Key Information section above.

We will consult on our policy every year. It is possible that we will propose changes to policy. Although we have not often made changes to parts of the policy such as the oversubscription criteria, the Published Admission or the catchment area, parents should not assume that the policy will be unchanged from one year to the next.

How to apply for admission- at the normal round for Year 12 admission

Applications for places in our sixth form are not co-ordinated by a LA. Young people who are not in Year 11 at the school (external candidates) or their parents must make a formal application for admission direct to the school. Places aren't allocated automatically to external candidates and no young person has a guarantee for admission. This includes those with siblings at the school.

We ask all external students to complete the D-CAF5, Devon Key Stage 5 Common Application Form and to send it in to the Post-16 office. Applications submitted after our closing date will be late, considered after those received on time. The form is available from the school office or at <http://devon.cc/applicationforms>.

Young people who are in Year 11 (internal candidates) and wish to stay on into Year 12 do not need to make a formal application for a place in sixth form. They should tell us that a place is required AND then meet the academic requirements for the courses they wish to study.

All students (internal and external candidates) are required to complete a subject Options Form.

We welcome visits from parents and young people who are considering applying for a place here. This is an opportunity to see what we have to offer and we strongly recommend visits. They aren't a compulsory part of the admissions process and won't affect decisions on whether a place can be offered here. Visits can be arranged by contacting the school office.

Post-16 settings and sixth forms can't hold places in reserve in case any parents or students forget to apply or in case a family moves to the area later – there are very limited circumstances when an application can be refused. The responsibility for making applications and for providing information or evidence in support of an application lies with parents or the student.

Places will be offered for admission at the beginning of the autumn term in September 2026.

How to apply for admission - in-year admission to Year 12 or 13

Applications for admission made after the normal round, are called In-Year admissions. They can also be made using the D-CAF5. All applications received by 6pm on the same day will be considered together, before later applications.

Applications can be made at any time after the Year Group has started but will not be processed sooner than 8 school weeks before the place is required.

We offer advice and guidance including about potential in-year admissions into Year 12 and in Year 13 where transfers should be avoided wherever possible.

The responsibility for decisions lies with the admissions authority for the school which may meet virtually (for example by conference call). Decision-making cannot be made by a single individual.

The school will notify the LA of numbers on roll in the school within 2 school days when requested to do so. This enables the LA to advise parents

Responsibility for decision-making

The admissions authority is responsible for all decisions. The LA may assist with tasks such as ranking applications against the oversubscription criteria and will provide advice and support.

Decision-making cannot be made solely by email or by a single individual.

The admission authority may meet virtually (for example by video or conference call). The admission authority will be a local governing board or admissions sub-committee with at least 3 members. It will meet within 5 school days of receiving an in-year application and record its decisions and the reasons for them. This is to ensure that a decision can be communicated to the parent within 15 school days.

The school will notify the LA of numbers on roll in the school within 2 school days when requested to do so. This enables the LA to advise parents.

Academic Criteria

Students are required to meet the academic criteria we set to access his or her preferred courses. They are published above in the key information. This applies to all students, both internal and external candidates. Any offer for admission at the start of Year 12 will be conditional on examination results.

The admission authority will waive this requirement where it accepts that the student is able to benefit from further education at this sixth form.

The right of Appeal when an application is refused

Young people and their parents have the right of appeal against a decision to refuse admission to a Panel that is independent of the admission authority and the LA. Information about the right of appeal and how to appeal will be provided with any refusal.

A timetable for appeals is included in the glossary below.

Admission when the school is full

We will refuse admission when we believe the year group or class is full and that admitting another child would prejudice efficient education or the efficient use of resources.

We will also refuse admission where a child has not provided evidence that he or she is able to benefit from the level of study on offer in sixth form. This applies to looked after children and previously looked after children.

The LA's Fair Access arrangements do not apply to sixth form admissions.

A child who is successful at appeal must be admitted to the school.

Admission of children outside their normal age group

Young people (or their parents) can request that they are taught outside their normal or chronological age group. If this occurs after admission, the sixth form will discuss the options and reach a decision on the appropriate year group in the student's best interests. Applicants can request that admission to the school is outside the normal year group. This could be because:

- a child is learning at greater depth, sometimes referred to as being gifted and talented, and requires an older year group or
- a child has experienced problems such as ill health and parent wants a younger year group or
- of parental preference for a summer-born child to start school in Reception in a younger year group.

With any request for admission outside a child's normal age group, the admission authority has two decisions to make:

1. which year group would be in the child's best interest.
2. whether there is a place that can be offered in that year group.

Applicants should contact the school as soon as possible to discuss any admission outside the student's age group.

For normal round admission to a younger year group, applicants are encouraged to apply for admission to the normal year group and to request agreement that a place would be made available in the younger year group, vacancies permitting. This enables admission authorities to reach a decision on year group before offers are made.

Applicants are encouraged to explain why they are requesting admission out of the normal year group and to provide as much supporting evidence as they wish to. The admission authority will decide, based on the circumstances of the case, and in the best interests of the young person concerned, considering:

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

If the request to be taught out of the normal age group is agreed, the application can be withdrawn before a place is offered. The applicant will then make a fresh application for the younger year group in the next admissions round. If the request is refused, the student or parent decides whether to continue with an application for the normal year group. It may be that another school agrees to admission to the younger year group there.

Young people and their parents should consider the implications of a student being taught out of the normal age group. A school to which the student transfers is not obliged to teach outside the normal age group though it must take into consideration that the student has been taught outside of the normal age group.

Delayed Admission to Reception: transfer to Sixth Form

Children can start in school from the start of the September term after the **fourth** birthday but don't have to start then. Parents can put off admission until the beginning of the term after the **fifth** birthday, when the child reaches CSA – compulsory school age. It is the parent's decision whether to start after the fourth or fifth birthday.

A child whose admission to Reception was delayed is likely to request that transfer to a secondary school or to sixth form be delayed. We would encourage a parent to contact the school before making an application for a place in the normal round intake into Year 12 to discuss their child's education. The admission authority is mindful of the guidance given to schools regarding continuity for the child's education.

Emergency arrangements

If a local, regional, or national public health lockdown is imposed, school admission and appeals arrangements may operate to amended timescales or under emergency regulations. Wherever possible, admission applications will continue to be processed under the terms of the co-ordinated admissions schemes so that parents are not disadvantaged. Places will be held open until it is practical and safe for children to attend on site. Remote learning will be made available as for existing pupils although we recognise that in some circumstances, a parent may feel it is expedient to take up remote learning from the current school on a temporary basis.

Provision may be available for vulnerable and key worker children on site or at an alternative setting, according to circumstances at that time.

Appendix A – Explanatory notes for Devon state-funded schools, both for primary and secondary-phase schools unless explicitly varied in a school policy. The oversubscription criteria for this school are detailed. Further information can be found at www.devon.gov.uk/admissions and in the Step by Step and the In-Year Admissions Guides at http://devon.cc/prospectus	
Admission authority	This is the body with legal responsibility for the admissions policy and decisions in response to applications for admission. This includes proposing, consulting on, determining and publishing the policy. The admission authorities for different types of school are: Academy: the academy trust or multi-academy trust Community school: the LA Foundation school: the school's governing board Free school: the academy trust or multi-academy trust Studio school: the academy trust or multi-academy trust University Technical College (UTC): academy trust or multi-academy trust Voluntary Aided school (VA): the school's governing board Voluntary Controlled school (VC): the LA
Admission Number (AN)	The AN is the equivalent of the PAN after the intake year but should be seen as a guide rather than as a minimum. It is the number of places a school expects to be able to provide in the Year Group. It will often be the same as the PAN that was originally determined for that group of children when it first entered the school. It may be increased or decreased in response to changes in demand or in the school's accommodation or organisation. See also PAN
Appeal	When an application is refused, this is because the school believes it would “prejudice the provision of efficient education or the efficient use of resources”. (see the School Standards and Framework Act 1998). Any refusal will be in writing and inform the applicant of the: • reason for refusal • right to an appeal to be heard by an independent panel • right to a place on a waiting list for vacancies An appeals service is available for all Devon state-funded schools before the Devon Independent School Admissions Appeals Panel. Further information about the process is available from the Appeals Clerk. Appeal papers will either be sent with the refusal letter or can be requested from the LA.
Appeals Timetable	The deadline for submitting appeals allows appellants at least 20 school days to prepare and submit a written appeal. The appeal must then be heard within 40 school days for the normal round and within 30 days for in-year admissions. Normal round intake: Allocation date for Reception or junior school Year 3: 16 April 2026 Deadline for appeal forms to be submitted: 31 May 2026 Appeals will be heard within 40 school days, by: 24 July 2026 Where possible, appeals that are submitted after 31 May will be heard by 24 July. If that is not possible, they will be heard within 30 school days of the appeal form being submitted. Allocation date for Year 7 intake or studio school / UTC Year 10: 3 March 2026 Deadline for appeal forms to be submitted: 20 April 2026 Appeals will be heard within 40 school days, by: 23 June 2026 Where possible, appeals that are submitted after 20 April will be heard by 23 June. If that is not possible, they will be heard within 30 school days of the appeal form being submitted. The allocation and appeal dates for the Year 12 intake are set by each sixth form.

	At The King's School: Allocation date for Year 12: by 28 February 2026 Deadline for appeal forms to be submitted: 31 March 2026 Appeals will be heard within 40 school days, by: 15 June 2025 Where possible, appeals that are submitted after 31 March will be heard by 15 June. If that is not possible, they will be heard within 30 school days of the appeal form being submitted. Sixth form appeals in response to a candidate not meeting academic criteria when the external exam results are published in August, within 30 school days: by 16 October 2026.
Application	For normal round admissions to the sixth form, applications are considered to have been made on the closing date or the date when the application was submitted or amended if later. In-year applications are considered to have been made on the date they are received or updated, including any supporting evidence that is required – for example, a new address or evidence of a Child's in Care status or a Supplementary Information Form will amend the date on which the application is considered to have been made. It is an applicant's responsibility to make sure that the admissions authority or LA is informed about changes to circumstances and eligibility for priority if, for instance, a sibling is taken onto our roll or the home address changes.
Catchment Area	Many schools operate an admissions catchment area. This is the geographical area that the school is primarily intended to serve. There is a higher admissions priority for children who live in it. Living outside a catchment or priority area does not prevent a child from being admitted to the school where there are vacancies. Children living in a residential property split by a catchment boundary line will be considered to be living within the catchment area. The boundary line will then be reviewed for future applicants. Eligibility for catchment priority where this is part of a school's arrangements is not a guarantee of admission. Oversubscription criteria for this school are detailed above
Children adopted from state care outside England	These children must have the same admissions priority as Children in Care. Evidence of having been in state care and then having been adopted will be required. Guidance on what constitutes as state care in any country will be available from the Devon Virtual School.
Children formerly in Care (Looked After)	These children were looked after until they were adopted (see the Adoption and Children Act 2002 section 46) or made the subject of a child arrangements order or a special guardianship order (Children Act section 14A). Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. All admissions policies must give priority to Looked After and Previously Looked After Children and those adopted from state care outside of England. Eligibility for looked after or formerly looked after priority is not a guarantee of admission although there is a presumption in favour of admission in most circumstances. Oversubscription criteria for this school are detailed above.
Chronological Year Group	This is the group of children usually taught together according to their date of birth. Children born between 1 September and 31 August have the same chronological Year Group. This is sometimes called the normal age group.
Common Application Form	This is the name for the application form provided by the LA and must be used for any normal round admissions application. The form provided by the LA where the child lives must be used, regardless of where the school is.

	Children who live outside England when the application is made should apply to the LA where the school is located. Most applications in Devon are submitted online at devon.cc/admissionsonline. There are also paper versions of Devon's common application forms: • D-CAF in-year admissions after the normal round, from Key Stage 1 to 4 at any Devon state-funded school. • D-CAF1 normal round applications to Key Stage 1. • D-CAF2 normal round applications to Key Stage 2. • D-CAF3 normal round applications to Key Stage 3. • D-CAF4 normal round applications to Key Stage 4. • D-CAF5 normal round or in-year applications to Key Stage 5. • D-CAF6 in-year admissions from Key Stage 1 to 4 The D-CAF and D-CAFs1 to 4 allow up to three preferences. To be and returned to the LA. D-CAF5 allows a single preference. To be returned direct to the sixth form.
Compulsory School Age (CSA)	Children reach compulsory school age and must be in full-time education on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March. Education can be in school or in Elective Home Education. Children are no longer of CSA when they reach the School Leaving Age (SLA); the last Friday in the June of the academic year during which a child has their 16th birthday.
Deferred admission	Parents can choose to defer their child's admission to a Reception class from the September after the fourth birthday to the start of the term after the fifth birthday. This will be the spring or summer term within the same academic year. Deferred admission children remain in their normal year group. The offer for a place will be held open for the child where a parent has informed the school. The place will not be offered to another child
Delayed admission	Parents of summer-born children can request that their child's admission to Reception class is delayed from the September after the fourth birthday to the September after the fifth birthday. This is the point at which they are required to be in suitable education. As delayed admission children are then out of their normal year group, parents should contact schools in good time before transfers to make a similar request to be admitted to the next school out of the normal year group. This will be for in-year transfers or normal round admission to junior schools, secondary school, sixth form or otherwise. The admission authorities for other schools must take into account the child's school history but are not bound by the decision to agree delayed admission previously taken. Guidance on delayed admission is available from the LA at www.devon.gov.uk/admissions.
Distance measurement	Measurements for school admissions purposes are straight-line from the main entrance to a child's home (the residential building) to the star marker for the school on Devon's Geographical Information System, an electronic mapping system which can be viewed at www.devon.gov.uk/schoolareamaps.

Documentary evidence	The admission authority – or the LA on its behalf – may request evidence of a child's identity or address or that the person who made an application for admission was legally permitted to do so. Once a place has been offered to a child, a school may ask for evidence of identity – usually a short birth certificate. This may not be necessary where the child has been on roll at another school in England which can confirm that evidence has been seen at that school.
Education, Health and Care Plans	An Education, Health and Care Plan is a formal document issued by the LA describing a child's additional needs and how they will be provided for in a school. Any child whose EHCP names this school will be admitted. This will reduce the number of places available to other children accordingly. For in-year admissions, the child will be admitted whether the school has reached its PAN or other AN for the Year Group. Before a Plan is issued or amended the LA will consult with schools and ask whether it considers it could meet the child's needs, as set out in the Plan.
Education Transport	Parents should consider how their child will get to school for the whole of their time on roll. Parents are advised not to rely on lifts, car shares or public service vehicles always being available. Supported transport is provided by Devon County Council for Devon-resident children who: • attend the catchment school recognised by the LA for transport purposes; • attend the closest school available; • (Children in Care only) the closest available Good or Outstanding school, as rated by Ofsted. The home address must be further than a minimum walking distance according to the child's age: 2 miles for children at a primary, infant, or junior school and 3 miles for children at a secondary school. See Devon's Education Transport Policy for exceptions to catchment school eligibility. • (low-income households) one of the three closest secondary schools if between 2 and 6 miles from home; • (low-income households) the closest faith secondary school if between 2 and 15 miles from home. Children who do not live in Devon should apply to their LA for transport support. A school's admissions straight-line measurement policy does not apply to LA school transport decisions. It is possible that a school is the closest available for admissions purposes, using straight-line measurement, but not the closest school for the purposes of entitlement to free school transport from the LA. Parents who rely on free transport are strongly advised to check whether there is an entitlement with the Education Transport Team before accepting the offer of a place at any school. Transport support from the LA for Devon-resident post-16 students at sixth forms is provided as a safety net, where parents and students themselves are unable to make their own arrangements.
Equally ranked preference scheme	When making an application, parents can express a preference for one, two or three schools. There may be more applications available in other LA areas. Preferences should be named in the order the parent would most like a place to be provided. It might be possible for each school to offer a place. If that happens, a place will only be offered at whichever of the schools that could offer a place the parent ranked highest. So, if places are available at School 1 and School 3, a place will be offered at School 1 only. Equally ranked preference schemes are a legal requirement which enable parents to apply for the school they prefer without risking admission to the

	closest school or a catchment school. Schools are not informed by the LA whether an application is a first, second or third preference. Applications for sixth forms are made directly to each setting and not within an equally ranked preference scheme.
Exceptional Need to attend this school	A school can prioritise admission for a child where there is an exceptional need to attend that school and not another school. Priority can only be agreed where it is the first preference school. Eligibility for this priority where it forms part of a school's arrangements is not a guarantee of admission. Oversubscription criteria for this school are detailed above. Sixth forms in Devon do not prioritise according to exceptional need.
Extended schooling	Further information on services beyond the normal school day is available from the school office or website.
Fair Access Protocol or In-Year Fair Access Protocol	All LAs are legally required to operate an In-Year Fair Access Protocol across their area and all state-funded schools must take part in an agreed Protocol. This ensures that children who are vulnerable and unable to access an appropriate school place under the standard In-Year admission arrangements for the area have an admissions safety net. This may mean that a child is admitted to a school even though it is full and other children have been refused admission. It is possible for a child to be refused admission but be allocated a place under the InYear Fair Access Protocol, including when there are children on a waiting list. Fair Access arrangements do not apply to Sixth Form admissions.
Faith oversubscription criteria	Schools designated with a designated religious character may give additional priority for admission where faith criteria are met by an applicant. Eligibility for faith priority (if this forms part of a school's arrangements) is not a guarantee of admission. Oversubscription criteria for this school are detailed above.
Fees and charges	There is no charge for applying for admission, for admission itself or for the provision of education. Schools will not request donations before or during the admissions process and any donations made to the school following admission are entirely voluntary. No activities such as school visits are compulsory. A policy on charging for activities is available on request from the school office.
General Data Protection Regulation	Information about an admissions application will be shared with relevant LAs and with another school when a place has been offered. Where one parent seeks information about an application or to locate a child, the priority will be to safeguard the child and immediate family. Unless it is established that the other parent may not lawfully receive information about the child, the following information will be shared: the preferences expressed, the date of the application, name of the applicant and the outcomes of those preferences. Details about the reasons for an application will not be shared with the other parent without the agreement of the applicant or where there is a lawful reason to share the information.
Hard to Place	A child who has been refused in year admission to a school and who does not otherwise have access to suitable education close to home. The LA may seek a place

	at a school on behalf of a Hard to Place child when the school would otherwise be full. Devon's Hard to Place arrangements do not apply to Sixth Form admissions
Home Address	Places are offered based on where the child will attend school, not necessarily where they live when the application is made. If a school has vacancies, then it doesn't matter whether the home address is in a catchment area or relatively close to the school. 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 or for one week in turn, the home address is determined by a joint declaration from the parents which may set out the pattern of residence. The address used will be the address from which the child attends school on most mornings in a normal school week. If no declaration is received and there is no relevant Court Order, the home address will be the address at which the child is registered with a GP. If this is in dispute or the child is not registered with a GP, any other evidence provided by parents will be considered in reaching a decision on the home address for admissions purposes. This may be necessary where parents don't agree on the child's home address. Parents are urged to reach agreement or seek a Specific Issues Order from a court to decide which parent should or should not pursue an application. Where they do not, the admissions authority will determine the home address for admissions purposes. Where a school asks for evidence of the address from which a child will attend school, this would often be written confirmation of a house purchase or a formal tenancy agreement. Schools and the LA recognise that some families may be unable to provide this. Parents who can't provide this evidence should contact the school or the LA. There is no intention to disadvantage families where there is a genuine reason why evidence cannot be provided.
Home-School Agreement	Admission to sixth form is not conditional on signing a home-school agreement where one is used by a school. Some sixth forms ask young people and parents to sign a Home-School Agreement after they have been offered a place as a positive way of promoting greater involvement in education
In-Year admission	This is where a child joins the sixth form at any time after the normal round, the first opportunity for admission to sixth form.
Linked School	A school which works with another to develop curriculum links and to ease transition for pupils from infant school to junior school and from primary school to secondary school. Sometimes called a feeder school. Eligibility for linked or feeder school priority where it forms part of a school's arrangements is not a guarantee of admission. Oversubscription criteria for this school are detailed above.
Looked After Children	These children are Looked After by or provided with accommodation in the exercise of its functions (see the Children Act 1989 section 22(1)) by a LA.
Member of staff	Many sixth forms in Devon give admissions priority to the children of members of staff. This will be any salaried person employed at the school when the application is made. Where the duties of a member of staff are undertaken at different schools in a federation or chain of schools, there will be admissions priority only at one school. This will be at the member of staff's base school. Where that can't be identified, priority will be at the school where he or she expects to work for most of the time in the current academic year. Where a parent is no longer a member of staff, priority on that basis will cease

	All members of staff are considered to be an important part of the school community: teaching and non-teaching. This includes members of staff employed by a third party, whose duties are solely at the school. Eligibility for children of staff priority (if this is part of a school's arrangements) is not a guarantee of admission. Oversubscription criteria for this school are detailed above.
Multiple birth siblings	Random allocation will not be applied to multiple birth siblings (twins and triplets etc.) tied for the final place. Where one or more can be admitted within the PAN or AN, Devon schools will admit them all and exceed the PAN if necessary.
Nodal points	A nodal point is a geographical location, used when a school is oversubscribed, to measure distance to an applicant's home. This can ensure the school serves pupils closest to it but also those living in other areas, for example areas that have more limited access to school places or where a straight-line measurement does not fairly represent proximity to the school. Nodal points are sometimes known as Admissions Points or Centroid Points. The term nodal point may also describe a specific location on school premises for distance measurement purposes.
Normal Round Admissions	This is where a child joins a school or sixth form at the first opportunity for admission to the Year Group - even if the start is deferred until later in the school year at a primary or infant school.
Objections to admissions policy	Advice is available from the Office of the Schools Adjudicator on how to object to this policy. Objections must be made by 15 May 2025 .
Offers	When a place is offered, it is assumed the offer will be accepted unless the applicant advises otherwise. If an applicant doesn't confirm the place is required within 10 school days of the offer, the sixth form will try to contact the applicant again. If there is no response within 5 school days of that contact, the offer may be withdrawn. It is important that when places are offered or refused to external candidates it is done fairly and consistently. Where the sixth form has reason to believe that false or deliberately misleading information has been provided, the decision to offer will be reconsidered using correct information. The offer may then be withdrawn if it would not have been made with the correct information, even if this is after admission. Places are offered based on the address from which the student will attend. Sixth forms make their own offers, not the LA Accurate information is particularly relevant for addresses. A sixth form may ask for evidence of a student's home address as part of the decision-making process. If it is believed that the student's address will change before admission, the sixth form must be informed. The applicant may be required to provide evidence of a new address where this would give a higher priority for admission. Places will only be withdrawn if offered in error, if the applicant has not responded to an offer within a reasonable time or if the offer was obtained through a fraudulent or intentionally misleading application which secured the offer of a place when the response would otherwise have been a refusal. Offers for in-year admission are to be taken up as soon as possible. Places can be held open pending a house move, up to the date when a parent applied for admission (in 8 or 16 school weeks). Where there is no house move, the child must be ready to start within 2 school weeks of the offer date. Sixth forms make their own offers, not the LA.

Overseas children	All applications, including those submitted from outside the country, will be processed without regard for nationality or immigration status. Foreign nationals who wish to apply for a state-funded school place should check that they have a right of abode or that the conditions of their immigration status otherwise permit them to access a state-funded school. Advice for parents of foreign nationals and young people overseas is available from the LA at https://www.devon.gov.uk/educationandfamilies/school-information/apply-for-a-school-place/admission-advice-international-arrivals
Oversubscription criteria	Where the number of applications exceeds the number of places available in the Year Group, the admission authority for a school will use its published oversubscription criteria to prioritise applications. They are detailed in the relevant section of each school's admissions policy. Oversubscription criteria are not used where there are vacancies. Eligibility for priority under any oversubscription criterion used by a school is not a guarantee of admission. Oversubscription criteria for this school are detailed above.
PAN or Published Admission Number	This is the minimum number of places available at the school at the normal round intake. In limited circumstances, more will be admitted. It is calculated considering the physical capacity of the school, the level of demand expected from local children living in a school's catchment area and sensible, lawful school organisation. Applications will not be refused below the PAN at the normal round. If there is unexpectedly high demand and a school believes it could admit more children, the PAN will be increased. A school may admit children above-PAN where their circumstances suggest their need to be admitted outweighs prejudice to efficient education at the school.
Parent (or carer or guardian)	For school admission purposes, a parent is any person who has parental responsibility or care of the child. When we say parent, we also mean carer or guardian. Where admission arrangements refer to parents this can mean one parent or both. A school or the LA 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. Decisions in response to an admissions application will take into account imminent court hearings that may have an impact on parental responsibility and living arrangements. Neither a school nor the LA will become involved in parental disputes.
Prejudice to efficient education	It is lawful to refuse admission where taking another child would cause a prejudice to "efficient education or the efficient use of resources" at this school. This is the point when we would say the Year Group or the class is full. In most cases, prejudice would occur when the AN for the Year Group has been reached but it may also be when a class of mixed Year Groups is full. In a mixed year group class, the PAN or AN for one year group may be reached but if there are vacancies in the class, a place may be offered. In reaching these decisions, the admission authority will consider the impact on class sizes in future years, assuming that all current pupils will still be on roll and that the next intakes will be up to the determined PAN. This is called future prejudice This is called future prejudice (see Admissions Appeals Code 3.10.)
Pupil Premium	Schools can give admissions priority where a child is eligible for Pupil Premium funding if included in the school's oversubscription criteria.

	Children are eligible for Pupil Premium funding: • who are eligible for free school meals, or have been eligible in the past 6 years (including eligible children of families with no recourse to public funds), • who have been adopted from care or have left care, • who are looked after by the LA, • who have a parent serving in HM Forces, • who have a parent who has retired on a pension from the Ministry of Defence. Eligibility for Pupil Premium priority (if this is part of the school's arrangements) is not a guarantee of admission. Oversubscription criteria for this school are detailed above.
Service families	For children of UK service personnel and other Crown Servants we will consider a family posted to the area as meeting residence criteria even if a home address has not been identified and a unit address is used. Measurements for prioritisation purposes will be from the main entrance to the residential property or the centre of the front gate of the unit address if necessary. This requires written confirmation from the relevant government department: The Ministry of Defence, the Foreign and Commonwealth Office or Government Communications Headquarters. Schools will consider in-year admissions for families of UK service personnel posted to a new area and of crown servants returning to the country up to 16 school weeks in advance. There is no additional admissions priority for children of service families.
Sibling	'Sibling' means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a stepbrother or sister or other child living in the same household as part of a single-family unit at the date of their application for a place. A sibling who has been offered a place within the normal admissions round will be considered as if he or she were on roll for the purposes of oversubscription priority where a child seeks admission in-year. A sibling who has been offered an in-year place will be considered as if he or she were on roll for the purposes of oversubscription priority where a child seeks admission at the normal round. Children must be on roll in year groups Reception to Year 11 or in a school's sixth form or post-16 setting to be eligible as siblings for admissions purposes. Eligibility for sibling priority (if this is part of the school's arrangements) is not a guarantee of admission. Oversubscription criteria for this school are detailed above.
Supplementary Information Form or SIF	A form in addition to the LA common application form. Some sixth forms use SIFs to collect information necessary to apply one or more of their oversubscription criteria. SIFs need only be completed to provide information related to a specific oversubscription criterion, not by applicants who aren't seeking priority according to those criteria. An application form must also be completed in all cases.
Tie breaker	To distinguish between children in an oversubscription criterion, priority will be determined based on distance between home and school. This is measured in a straight line from the address point marker for a child's address to the centre of the main entrance to the school site using Devon LA's Geographical Information System (GIS). Where new-build properties are not yet displayed on the map, an estimate of the

	property location will be made using all available information. Children who live closer to the school have a higher priority for admission. Where two or more children reside within a block of flats, they will be deemed to live at an equal distance from the school. If the tiebreaker above is not enough to distinguish between applicants in an oversubscription criterion, 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. This will be used where it is necessary to distinguish between two or more addresses within 2 metres of each other. Random allocation will not be applied to multiple birth siblings (twins and triplets etc.) from the same family tied for the final place. Schools will admit them all
Uniform	Children attending some sixth forms are expected to wear a uniform. Where this is the case, information about where this can be purchased and support for families who may be unable to afford items of uniform will be available from the school office and website. Where Post 16 students are not expected to wear uniform, they will be expected to wear suitable attire for an educational setting
Waiting Lists	Sixth forms will operate a waiting list for Year 12 until the end of the autumn term only. This will be maintained by the sixth form. Waiting lists will only contain the names of young people who have formally applied and been refused admission. A young person's positions on the waiting list will be determined solely in accordance with a sixth form's oversubscription criteria. Positions will be reordered whenever anyone is added to or leaves the waiting list. Therefore, a young person's name can go up or down on the list. The length of time on a waiting list does not affect position. Parents must confirm they wish the child to remain on the waiting list when requested to do so and must reapply at the end of the academic year. This is to ensure the list is kept up to date. When a place is offered from the waiting list, the offer will not be held open to allow time for the family to visit or revisit the school and decide again whether the place is still required. Offers must be accepted or declined by the end of the next school day following the offer. This is to ensure that other children on a waiting list can be offered quickly if necessary and the vacancy filled promptly.
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External Student Application Form

Student Personal Details

Surname	Gender
Forename(s)	Date of Birth
Home address	
Postcode	Mobile
Email	
Current school	

Parent/Carer Details

Name
Relationship to student
Address
Telephone
Email

Additional Support

Do you have an Educational, Health and Care Plan (EHCP)? ☐ Yes ☐ No

Additional Information

Are you eligible for sibling priority for this school? ☐ Yes ☐ No

If so, please tell us the sibling's name and date of birth. *(please use box below)*

Name:

Date of birth:

Are you selecting this school because you believe you live in the catchment area? ☐ Yes ☐ No

Are you selecting this school because you are a child of a member of staff working here? *(you must provide details of the member of staff in the box below)*

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