



6th Form Admissions Policy 2019-20

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

Policy Change Control

Policy Owner	DHT Student Support
Approved By	Curriculum Committee
Date of Last Approval	06/02/2018
Next Revision Due	Feb 2019

Date	Version	Person	Change / Action
15/10/2017	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

Admissions Policy 2019-20

- All schools must have an admissions policy, [see The Admissions Policy](#)
- Admissions policies must make it clear that all parents **must** apply for admission, and how to apply for admission, see [How to apply for a place at the normal round](#) and [How to apply for a place at other times](#)
- When to apply, see [When to apply for a place](#)
- What happens after application, see [What happens after an application is made](#) and [Key information](#) and [Our oversubscription criteria](#) and [Our catchment map](#)
- What happens when an application is successful, see [Outcomes of the application process](#)
- What happens when an application is **not** successful, see [Outcomes of the application process](#) and [Admission Appeals](#).
- Our policy says how we consult and set it each year, see [Policy version](#)
- [Appendix A](#) contains detailed information and definitions of the terms 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 the Local Authority Admissions Team.

Key information – for definitions and notes see Appendix A

Published Admission Number (PAN) for Year 12	30 for external students
Do we have a catchment area?	Yes
Department for Education school number	878 - 4005
Age range of children and young people?	11-18
What kind of school is this?	Academy
Who is the Admissions authority?	The academy trust
Do we belong to a federation or chain of schools?	The King's School, Ottery St Mary Trust
When will young people in the normal age group for Year 12 have been born? see notes below	1 September 2002 to 31 August 2003
When can applications for admission to Year 12 be made?	From 15 January for September start 2019
How can applications for admission to Year 12 be made?	Paper forms at devon.cc/admissions or from the sixth form office
Is there a Supplementary Information Form (SIF) for additional priority?	Yes. We ask all young people who wish to study in the sixth form to complete a subject Options Form.
When will places be offered for Year 12?	After 19 March for September start
When should appeals for admissions to Year 12 be submitted?	30 school days after 16 th April
When can applications for in-year admission be made?	Applications can be made for in-year admission at any time after the start of the Year 12 year up to the final half term in Year 13.
Published Admission Number (PAN) for Year 12	30 for external students
Do we have a catchment area?	Yes
Oversubscription criteria (to be used only if we need to prioritise applications - see notes below):	
<ol style="list-style-type: none"> 1. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order. 2. Priority will next be given to young people living within the catchment area set out in the map below, who are siblings of pupils on roll at this school. 3. Priority will next be given to young people of members of staff who have been employed at this school 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 young people living within the catchment area. 5. Priority will next be given to young people living outside the catchment area, who are siblings of pupils on roll at this school. 6. Other young people. 	
Tie breaker – to prioritise applications in the same oversubscription criterion, we will use:	
<ol style="list-style-type: none"> a) straight-line distance from home to school and, b) where distances are equal (within a metre) we will use a Random Ballot. 	

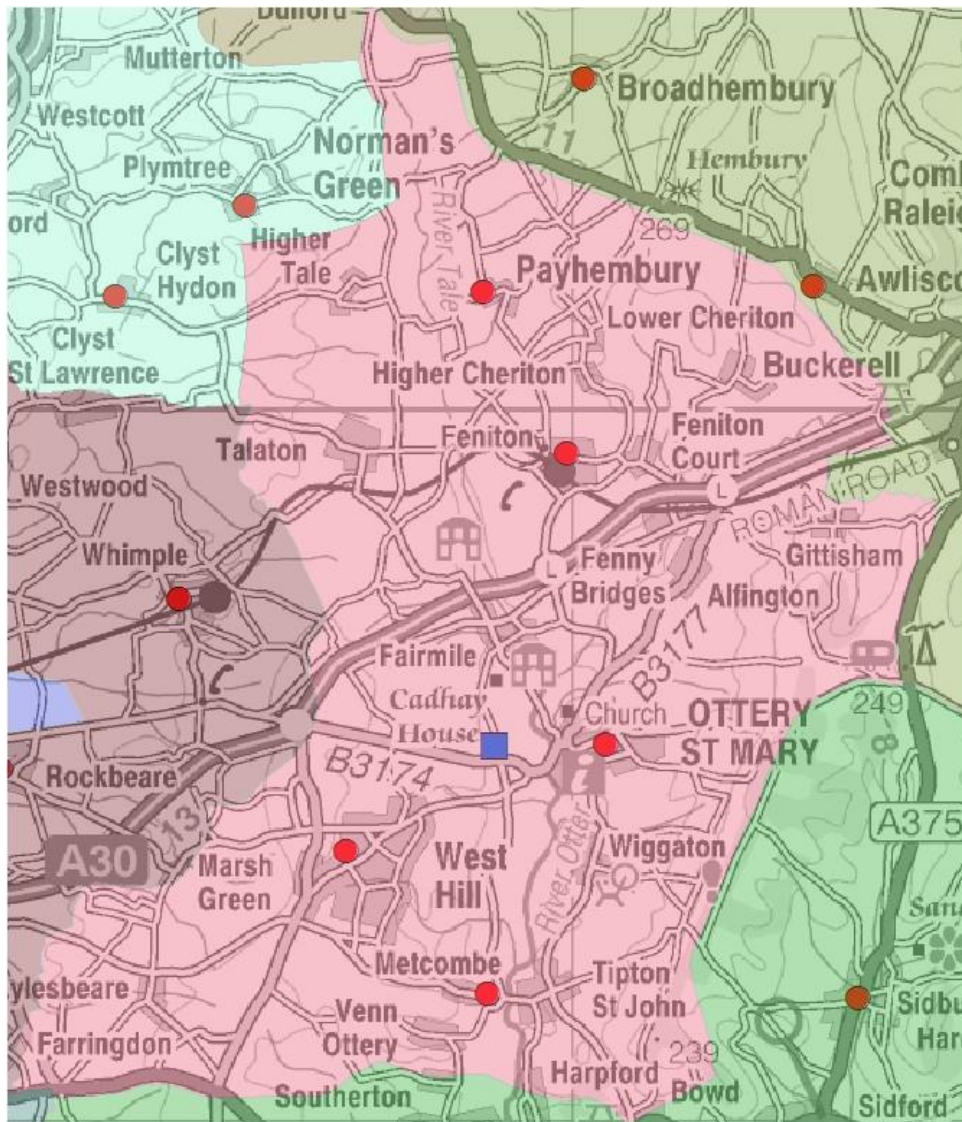
Our Ethos

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.

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.

Designated or Catchment Area

Our catchment area is in the middle of the map, in pink. You can view it in more detail at devon.cc/schoolareamaps. This will confirm whether addresses close to the boundary are inside or outside our area. We welcome admissions applications for children living inside and outside our designated area.



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The Admissions Policy

Our admissions policy is written to comply with the requirements of the School 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;
- our governors, head teacher and members of staff understand what to do;
- we are committed to fair, clear and consistent admissions procedures.

It should be read along with Devon County Council's Step by Step Guide to admissions, its Co-ordinated 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 to be non-compliant, in response to a determination of the Office of the school's Adjudicator or where approval has been received to a request for an In-Year Variation. Any amendments that are made will be detailed in the [Policy Version](#) section below.

How the Admissions Process works – all Parents have to apply

Without exception, young people who wish to attend this sixth form must make a formal application for admission. This can be submitted by the young person or by his or her parent. Places aren't allocated automatically and no young person has a guarantee for admission. This includes those with siblings at the school. Internal students – those who are in Year 11 at this school - do not have to make a formal application but must meet the academic requirements for the courses they wish to study. All students are expected to complete an 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 this sixth form has 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. Applications for sixth form are not co-ordinated by the Local Authority. All applications must be made direct to the sixth form. They can be submitted by parents or by young people for themselves.

Schools can't hold places in reserve in case a local parent forgets 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 and young people themselves.

How to apply for a place at the Normal Round – Year 12

We ask external students to complete a Common Application Form from the LA where the young person lives. In Devon that can be done by completing the D-CAF5 form and sending it in to the sixth form office. If an application is made outside Devon, it will be passed to Devon County Council and on to the sixth form office. Applications submitted after our closing date will be late, considered after those received on time.

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

Applications for admission into Year 12 or 13 made after **31 August 2019**, after the normal round, are called In-Year admissions. They can be made using a paper copy of the Devon Common Application Form, the **D-CAF5**, available at devon.cc/admissions or from the sixth form office. All applications received by 2pm on the same day will be considered together, before later applications.

When to apply for a place

Applications for the start of Year 12 should be made between **1 September 2018**, the opening date of the normal round application process, and our closing date of 30 September 2019.

In-year admissions applications can be made at any time after the start of the Year 12 intake. Applications will not be considered, however, further in advance than 8 school weeks¹ (or 16 school weeks for children from UK service personnel families posted to a new area).

What happens after an application is made?

If there are fewer applications than places then no application is refused at the normal round. If there are more applications than there are places available, applications will be prioritised according to our oversubscription criteria [above](#). Offers will be conditional on the student meeting the academic requirements for the courses they wish to study

For In-Year admissions, we will reach a decision in response to applications within 5 school days of receipt of the application. We will give reasons for any refusal in writing to the LA promptly so that it can take a view whether the refusal is lawful where the refusal is not on the grounds that the sixth form is full.

1 That is 40 school days.

Outcomes of the application process

If a place can be offered, the applicant will receive a letter confirming the offer of a place and we will look forward to the student starting with us either in the next Year 12 intake or as an in-year admission.

Unsuccessful applicants will receive a refusal letter and can appeal to an Independent Appeals Panel. We will add the student's name to a waiting list for vacancies.

Admission Appeals

We will refuse admission when we believe that the Year Group is full and we are unable to meet the young person'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 a reason for refusal and advice about the right of appeal to an Appeals Panel that is independent of this school.

Contacts for Further Information

The King's School

Cadhay Lane, Ottery St Mary. EX11 1RA office@thekings.devon.sch.uk 01404 812982

Devon School Admissions Service

primaryschooladmissions@devon.gov.uk or admissions@devon.gov.uk

Telephone contact through *My Devon* on 0345 155 1019 admissions@devon.gov.uk

Devon County Council policies, information and admissions application forms

devon.cc/admissionarrangements

devon.cc/admissions

Independent School Admissions Appeals

Telephone contact through *My Devon* on 0345 155 1019 devon.cc/appeals

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

Devon Education Transport Team

Telephone contact through *My Devon* on 0345 155 1019 devon.cc/schooltransport

Children's Education Advisory Service – advice for service families

01980 618244 enquiries@ceas.detsa.co.uk

The Department for Education (DfE)

0870 000 2288 www.education.gov.uk

The Education Funding Agency (EFA) - Bristol

0370 000 2288 www.education.gov.uk/b00199952/educationfundingagency

Office of the Schools Adjudicator

01325 735303 www.education.gov.uk/schoolsadjudicator

Appendix A – Definitions and explanatory notes

Admissions authority	This is the body responsible for proposing, consulting on and determining the admissions policy and also for reaching decisions about offering or refusing applications. For academy schools, the academy trust is the admissions authority.
Admission Number or AN	This is the equivalent of the Published Admission Number for Years 8 to 11. It is the number of places available in the Year Group. It will often be the same as the PAN originally determined for that Year Group when it was Year 7. It may be increased or decreased where the amount of accommodation has changed or because of reorganisation in the school. We will discuss with the LA before setting an Admissions Number that is different to the original PAN for the Year Group.
Appeals	<p>If we have to refuse admission, the refusal will be because we believe it would “prejudice the provision of 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 we refuse admission, it will be in writing, there will be the right of appeal to an Independent Appeals Panel and to a place on a 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 than 20 days if a parent chooses to).</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 us 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 then.</p> <p>Appeals at the normal round of admissions to Year 7 will be heard within 40 school days of the deadline for lodging appeals. Where the application was not made in time for a decision to be made on the national offer date, they will be heard within that 40 day period or, if that is not possible, within 30 days of the appeal being lodged. In-year admission appeals must be heard within 30 school days of the appeal being lodged.</p>
Application	<p>For normal round admissions, applications are made on the national closing date of 31 October 2018 or the date when the application was submitted or amended with new information if later. In-year applications are made on the date they are received, together with evidence of a new address if that is required.</p> <p>It is a parent’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 after the closing date or the home address changes.</p>
Catchment or Designated Area	The catchment is the geographical area that this school is primarily intended to serve. There is a higher admissions priority for children who live in it. Children living in a residential property on the boundary line will be considered to be living within the catchment area.
Children formerly 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.
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.
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 this school that means at the beginning of Year 7. The form provided by the local authority where the child lives must be used,

	<p>regardless of where the school is. For the normal round, parents of Devon- resident children can apply online at www.devon.gov.uk/admissionsonline. For In-Year applications to Devon schools, parents of children can also apply at www.devon.gov.uk/admissionsonline wherever the child lives. Parents who are unable to apply online can request hard copies of the forms: the D-CAF3 and the D-CAF respectively.</p>
Compulsory School Age	<p>Children reach compulsory school age 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.</p> <p>They are no longer of compulsory school age on the last Friday in June of the academic year during which they reach the 16th birthday. This is the School Leaving Age.</p> <p>The Raising of the Participation Age (RPA) means that up to their 18th birthday, young people must be in full time education, in an Apprenticeship or in part-time education or training if they are employed, self-employed or volunteering for 20 hours or more a week.</p>
Data Protection	<p>Where one parent seeks information about an application for admission or to locate a child, we will seek a view from the LA about what information should be made available. The priority will be to safeguard the child and immediate family. The school and the LA will seek confirmation and evidence from the parent living with the child that there is no lawful reason why information should be withheld from the non-resident parent.</p>
D-CAF and D-CAF6	<p>Devon's Common Application Form for In-Year admissions, enabling a parent to name up to 3 schools. This 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 with a parent in 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"> • a child moves into the area <i>and</i> • the parent only intends to apply for a place here and at no other school, <i>and</i> • the child does not have an EHCP, <i>and</i> • the child has not been Permanently Excluded from a school, <i>and</i> • the parent is not in dispute with another person with parental responsibility over residence or school admissions, <i>and</i> • we have a confirmed vacancy in the relevant Year Group, <p>This serves as a school application form rather than a 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, 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>
Delayed Admission	<p>This is where a summer-born child starts school a year later than usual but in a Reception class of an infant or primary school. A child is summer born with a date of birth between 1 April and 31 August. These children are likely to remain out of their chronological Year Group, seeking transfer to Year 7 when they would be of Year 8 age.</p>
Distance measurement	<p>We will receive additional admissions support from the Devon Schools Admissions Team for the academic year 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, alternative provision will be made to measure using an equivalent system.</p>
Documentary evidence	<p>Once a place has been offered to a child, we 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. The LA may also request evidence that a child's address is genuine or that the person who made an application for admission was legally permitted to do so.</p>

Education, Health and Care Plans	Any child whose Education, Health and Care Plan 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 or not we have reached the PAN or 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.
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 this 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 available Good or Outstanding school, as rated by Ofsted. The home address must be further than a walking distance of two miles. Applications for transport should be made direct to the Local Authority where a child lives. Our admissions direct line measurement policy does not apply to Devon's school transport decisions.</p> <p>It is possible that this is the closest available school 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 a school place.</p>
Equally ranked preference scheme	Parents can express a preference for one, two or three schools. They should be named in the order the parent would most like a place to be provided. This is called the ranking. 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.
Exceptional social or medical need	Further information on services beyond the normal school day is available from the school office.
Extended schooling	All LAs are legally 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, 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 here even though the school is full and other children have been refused admission. It is possible that we would have refused the application for admission but then be required to admit the child under this protocol.
Fair Access Protocol	This school does not have a religious character. There is no additional or lesser priority for admission for children from any faith or of no faith.
Fees and charges	There is no charge for applying for a place here, for admission or for the provision of education. We 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.
Home Address	<p>Places are offered here on the basis of where the child will attend school, not necessarily where they live when the application is made. If we have vacancies then it doesn't matter whether the home address is in our catchment or not – though the admissions authority would only offer places to a child who will be living close enough to the school 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 address where the child lives 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 residential address</p>

	<p>should be used for the purpose of admission to school. If no joint declaration is received where the residence is split equally by the closing date for applications, the home address will be taken as the address where the child is registered with the doctor. Any other evidence provided by parents will also be considered in reaching a decision on the home address for admissions purposes. This may be necessary, for instance, 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. If the 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 we ask 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. Parents who can't provide this evidence should contact us 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	Admission to school is not conditional on signing a home-school agreement. However, we will ask parents to agree with our Home-School Agreement after children have been offered a place as we believe this is a positive way of promoting greater involvement in a child's education.
In-Year admissions	This is where a child joins the school at any time after the normal round, the first opportunity for admission to Year 7.
Linked School	<p>A school which works with another to develop curriculum links and to ease transition for pupils from primary school to secondary school. Sometimes called a feeder school.</p> <p>We give admissions priority for children attending our linked schools. You should note that attending a linked primary school does not guarantee a place.</p> <p>Our linked schools are:</p> <ul style="list-style-type: none"> • Feniton Church of England Primary School • Ottery St Mary Primary School • Payhembury Church of England Primary School • Tipton St John Church of England Primary School • West Hill Primary School
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 local authority.
Member of staff	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 be identified. Where it can't be identified, priority will be at the school where the member of staff is expecting to work for the majority of the time in the current academic year.
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 here, 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 seek admission to an alternative school with sufficient vacancies to accommodate both or all of the multiple birth siblings.</p> <p>Where we don't have sufficient space to admit all of the multiple birth siblings and one or more is refused admission, we don't consider that we would be obliging the children to attend different schools. It is the parent's responsibility to decide not to place the children in another school that does have sufficient room.</p>

	Random allocation will not be applied to multiple birth siblings (twins and triplets etc.) from the same family tied for the final place. We will admit them all.
Normal Round Admissions	This is where a child joins the school at the first opportunity for admission to the school. For this school, the normal round is at the beginning of Year 7.
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 2018 .
Offers	<p>When a place is offered by the LA on our behalf, we will assume that it is accepted unless we are told otherwise. We will contact parents after this to make admission arrangements - if a parent doesn't confirm the place is required within two weeks of the offer letter, we or the LA will contact the parent again. If there is no response within a week of that contact, the offer may be withdrawn.</p> <p>It is important that when we offer places to some and refuse others we do so fairly and consistently. Where we have reason to believe that false or deliberately misleading information has been provided we will reconsider the offer using correct information. We may withdraw the offer 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 we believe it is necessary, we 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, we must be informed. We will require evidence of a new address where this would give a higher priority for admission.</p> <p>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 which secured the offer of a place when the response would otherwise have been a refusal.</p>
Overseas children	We will treat all applications from children coming from overseas in accordance with European Union law or Home Office rules for non-UK nationals. We will not offer places to children while they are overseas except for citizens of the European Union unless a valid visa permitting entry into the country is provided. We will seek the latest advice on this matter in response to developments and the withdrawal of the United Kingdom from the European Union.
Oversubscription criteria	Where the number of applications exceeds the number of places available in the Year Group we will use our oversubscription criteria to prioritise applications. They are detailed in the key information section above.
Parent	<p>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. We may ask for evidence of parental responsibility where a person is acting as a parent but does not hold formal parental responsibility.</p> <p>Sometimes there is a dispute between parents over which school a child should attend. When we take decisions over admissions we will seek advice from Devon and will take into account imminent court hearings that may have an impact on parental responsibility and living arrangements.</p>
Parental Disputes	Occasionally parents may disagree on where the 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.
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 Admission Number for

	<p>the Year Group has been reached but it may also be when a class of mixed Year Groups is full.</p>
<p>Published Admission Number or PAN See also Admission Number</p>	<p>This is the minimum number of places available at the school in Year 7. In limited circumstances, more will be admitted. It is calculated taking into account the physical capacity of the school, the level of demand expected from local, in-area children and sensible, lawful school organisation. Once we set this number, we won't refuse admission for applications below the PAN. If there is unexpectedly high demand and we believe we could admit more children, we will inform the LA and either increase the PAN or admit children above-PAN.</p>
<p>Service families</p>	<p>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. This requires written confirmation from the relevant government department: the Ministry of Defence, the Foreign and Commonwealth Office or Government Communications Headquarters.</p> <p>We 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.</p> <p>There is no additional admissions priority for children of service families. However, children from families of UK service personnel are recognised by Devon as being a vulnerable group of children within the Fair Access Protocol.</p>
<p>Sibling</p>	<p>'Sibling' means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a step brother or sister or 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 their application for a place.</p> <p>A younger 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.</p> <p>Where we don't have sufficient space to admit a sibling of a child already attending here, and one or more child is refused admission, the LA doesn't consider that it would be obliging the children to attend different schools. It is the parent's responsibility to decide not to place the children in another school that does have sufficient room.</p>
<p>Supplementary Information Form or SIF</p>	<p>A form in addition to the LA common application form. Some schools use SIFs to collect information necessary to apply one or more of their oversubscription criteria. We do not use a SIF as all of the information we require can be provided on the LA common application form.</p>
<p>Tie breaker</p>	<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 main entrance gate on Devon LA's Geographical Information System (GIS). 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.</p> <p>If the tie-breaker above is not sufficient to distinguish between applicants in a particular 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.</p> <p>Random allocation will not be applied to multiple birth siblings (twins and triplets etc.) from the same family tied for the final place. We will admit them all, as permitted by the infant class size rules and exceed our PAN.</p>

Waiting Lists

We will operate a waiting list for each year group until the end of the end of the academic year. This will be maintained by us and shared with the LA. Our waiting lists will only contain the names of children who have formally applied and been refused admission.

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 go up or down on the list. The length of time on a waiting list does not affect a child's position. Parents must confirm 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.