Otterton C. of E. Primary School

Otterton Church of England Primary School

Otterton, Budleigh Salterton, Devon EX9 7HU
01395 568326
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www.otterton-primary.devon.sch.uk

DRAFT POLICY FOR CONSULTATION
School Admissions Policy 2021-22

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.

As a Multi Academy Trust we want to be known to be nationally recognised for putting our pupils first by:

- Delivering educational excellence underpinned by strong moral values
- Each learner exceeding their aspirations in a quality learning environment
- Highly motivated, research-led, passionate teaching
- Schools being at the heart of and an integral part of their community
- Being a partner of choice

Our mission is to deliver the best for our children, families and communities through:

- Innovative approaches to learning
- The development of partnership and collaborative working to create a cutting-edge approach
- An uncompromising approach to health, safety, nurturing and inclusion

We will achieve this by investment in:

- High quality provision for staff and their pathways to success
- School environments that provide stimulating learning spaces
- Strong business planning to maximise the Trust's geographical range and collective expertise

Every Academy within our Trust has considered exactly what they offer their pupils and this has been summarised as:

Small Schools, Big Opportunities-

- Unforgettable experiences- setting the foundations for life
- No ceiling, the highest possible achievement for all
- Individuality valued, collaboration not competition
- People matter, every interaction, every moment

Text like this is a link to further information, within this document or elsewhere.

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Link Academy Trust Stronger Together

Devon School Admissions Service

The Church Schools within the Link Academy Trust aim to provide an education with four key elements which are at the heart of all that we are, enriched by our Christian traditions; Wisdom, Hope, Community and Dignity.

Our learners will be given opportunities to become independent, collaborative, creative learners who have the confidence to seek wisdom and nurture a love of learning.

Our small schools provide big opportunities to broaden learners' horizons and prepare them for the fullness of life, through hope, aspiration and our core Christian values.

We focus on relationships and learning to live well in a wider community that can flourish together.

Central to children's learning is respecting the worth, dignity and preciousness of each person in a safe and inclusive environment within the sight and love of God.

Key information – for definitions and notes see Appendix A

Department for Education school number	878-3316	
This school's age range of children	4-11	
Type of school	Primary, academy	
Admissions authority	Link Academy Trust	
Normal round Published Admission Number	**Reception 2021-22**	**12**
Linked school which gives admissions priority to children transferring from this school	Exmouth Community College[1]	
Linked early years setting whose children have priority when transferring to this school	None	
Designated religious character	Yes - there is no admissions priority according to faith.	
Admissions catchment area	Yes	
Supplementary Information Form	Yes – if seeking priority for an exceptional need to attend this school; Appendix B ~~Yes – if seeking priority on faith grounds; Appendix C~~	

Applications	***Normal round into Reception***	***In-Year***
Where to apply	devon.cc/admissionsonline or with a paper form at devon.cc/admissions or from the school office	devon.cc/admissionsonline or with a paper form at devon.cc/admissions or from the school office
When to apply	15 November 2020 to 15 January 2021[2]	from 1 June 2021 for Years 1 to 6 from 1 September 2021 for Reception
When places are offered	on 16 April 2021	In response to each application
When to appeal against refusal	from 14 May 2021	After refusal

Policy determined on	Must be formally determined by 29 February 2020
Consultation period	1 November 2019 to 3 January 2020
Contact for the admissions authority	Nicky Dunford, Chief Executive Officer
Amendments	

Oversubscription criteria: Any child whose Education, Health and Care Plan (EHCP) names this school will be admitted. Oversubscription criteria (to be used only if we need to prioritise applications - see notes below):

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 children based on their exceptional medical or social needs or those of their parents.[3]**
3. **Priority will next be given to children living within the catchment area set out in the map below,[4] who are siblings of pupils on roll at this school.**
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 children 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.**
7. **Other children.**

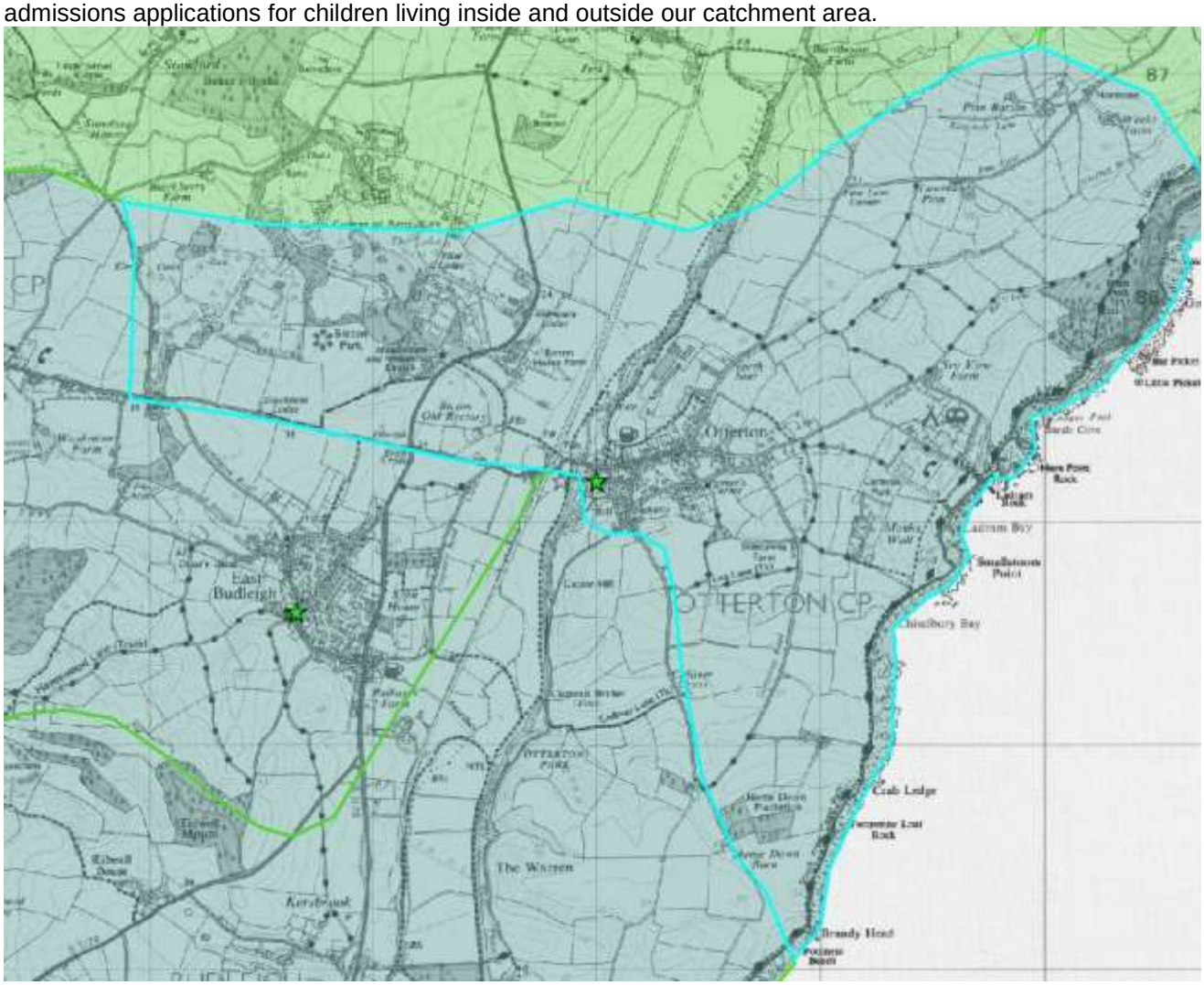
[1] Under current policy. Schools' polices can change from one year to the next.
[2] Information is for parents of children who live in Devon (not Plymouth City Council or Torbay Council areas). For application dates and where to access application forms elsewhere, please contact your local council's admissions service.
[3] Each application must be accompanied by a completed Devon Supplementary Information Form for Exceptional Need which will include evidence, from a medical specialist or social worker of the child's/parent's need and why they must attend this school rather than any other, based on those needs. If evidence is not submitted to the [school or the Local Authority] with the application, a child's or parent's medical or social needs cannot be considered.
[4] Children whose home lies on the boundary line will be considered to be in the catchment.

Tie breaker – to prioritise applications in the same oversubscription criterion, we will use:

a) straight-line distance from home to school and then,
b) where distances are equal (within a metre) we will use an electronic list randomiser.

Catchment area

The catchment area consists of all areas within the blue lines (some are shared catchment areas with other schools). It can be viewed in more detail at http://map.devon.gov.uk/dccviewer/schoolarea. For admissions purposes, we measure straight-line distances from the green star marker for the school. We welcome admissions applications for children living inside and outside our catchment area.



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An Admissions Policy
This policy is written to comply with the mandatory requirements of the School Admissions Code, the School Admissions Appeals Code and all other relevant legislation so that:

- Parents know they must apply for a place and how and when to apply
- Parents know what will happen after they apply
- It is clear to all, including our school community, how many places are available
- Our school community understands our admission procedures
- We are committed to a fair, consistent and transparent admissions process

It should be read along with Devon County Council's Step by Step and In-Year Guides to Admissions, its Normal Round and In-Year Co-ordinated Admissions Schemes, its Fair Access Protocol and its Education Transport Policy.

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

How to apply for admission – at the normal round into Reception
Parents apply for a place by completing the Common Application Form that is issued by the Local Authority (LA) where the child lives. For residents of Devon, this is the **D-CAF1** available at www.devon.gov.uk/admissionsonline or by calling the LA for a paper copy. For children who are residents of another council area (including Plymouth and Torbay), parents must use the Common Application Form provided locally. This will be forwarded to Devon County Council.

The National Closing date for applications is **15 January**. Applications can be submitted after this but will be considered as late, after all timely applications unless the parent can demonstrate that he or she was unable to apply on time.

Applications for the normal round admission into Reception are managed under Devon's Normal Round Co-ordinated Admissions Scheme. Decisions will be sent to parents by the Council where the child lives. This will be on the National Offer Day of **16 April 2021**.

How to apply for admission – in-year to any Year Group
Parents apply for a place at any other time by completing the Devon Common Application Form, regardless of where the child lives. This is the **D-CAF** available at www.devon.gov.uk/admissionsonline or by calling the LA for a paper copy.

Applications can be made at any time after the Year Group has started[5] but will not be processed sooner than 8 school weeks before the place is required.[6] They will be considered in date order with all those received at the school or by Devon's School Admissions Team by ~~2pm~~ 6pm each day considered together.

The responsibility for decisions lies with the admissions authority for the school. They will be made by the Governing Board or admissions sub-committee. Either may meet virtually (for example by conference call). Decision-making cannot be made solely by email or by a single individual.

Applications for In-Year admission are managed under Devon's In-Year Co-ordinated Admissions Scheme. Decisions will be sent to parents by Devon's School Admissions Team.

Appeals against a refusal to admit a child
Parents will have the right of appeal against a decision to refuse admission to a Panel that is independent of the school admission authority and the LA.[7]

[5] This means after 1 September of the Reception year.
[6] This will be 16 school weeks in advance for children of UK service personnel. A school week is 5 days on which the school is open for children to attend.
[7] Where a child has been permanently excluded from two or more schools there is no need for an admission authority to comply with parental preference for a period of two years from the last exclusion.

Admission of children outside their normal age group
Parents may request that their child is admitted outside their normal age group. They should include a request with their application, specifying why admission out of normal year group is being requested.
We[8] will decide based on the circumstances of the case and in the best interests of the child concerned. We will ask parents to say in writing with as much supporting evidence as they wish to provide why they are requesting admission outside the normal age group for a child. We will consider:

- the parent's views;
- the views of the school's head teacher;
- information about the child's academic, social and emotional development submitted by the parent;
- information about the child's medical history and the views of a relevant medical professional submitted by the parent;
- whether the child 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 child may have fallen into a lower age group if it were not for being born prematurely.

Parents should consider the implications of a child being taught out of the normal age group. Any school the child later moves on to will not be obliged to continue to educate their child out of the normal age group.

We will reach a decision on which Year Group is appropriate for the child. We will then reach a decision whether a place can be offered as it would for any application in that Year Group. Where we don't agree to early admission to Reception – where the child would not have reached the age of 4 by the beginning of September – it will be our view that this is not a suitable school for the child at that age. Under these circumstances, we will not accept an application for admission. There is no right of independent appeal against this decision.

Exceptional need for admission to our school
We give higher priority for children where there is an exceptional need to attend this school and not another school. The need must be specific to this school: a child may have very challenging circumstances that require additional support but if that support could also be provided at another school, there would be no exceptional need to attend this school. In order to seek priority on this basis, parents must complete the Supplementary Information Form for Exceptional Need. This is available at the end of this document and at http://devon.cc/schoolsifs. All applicants must complete an application form.

The exceptional need could be due to the parent's circumstances. Exceptional need could include:

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

These examples aren't meant to be exhaustive or exclusive. Neither should it be assumed that similar circumstances would impact on different children and families in the same way.

- if there are medical reasons that make it essential for a child to attend this school, the parent must provide supporting information from a doctor, together with any other relevant information. This must make a compelling case as to why the child's needs or the parent's can only be met here; having a medical condition will not automatically result in a place here. It isn't essential for the doctor to name our school and we wouldn't expect a doctor to have enough, specific knowledge of the school but the evidence should explain exactly what the child's needs are and what specialist support and facilities are required.
- for social reasons, parents must provide independent evidence from a relevant professional supporting the family. The supporting evidence must set out the reasons why this school is the most suitable and the difficulties that would be caused if the child had to attend another school. It isn't essential for the professional supporting the family to have in-depth knowledge of our school but the evidence must explain exactly what the needs are and what specialist support and facilities are required.

Exceptional need for admission here will not be accepted on the grounds that:

- a child may be separated from a friendship group;
- parents wish to avoid a child from the current or previous setting;
- child-care arrangements before or after school would have to be changed;
- transport arrangements would have to be changed;

[8] Where some admissions functions are delegated to the school itself or to the LA, the responsibility remains with the admissions authority.

- there is a medical condition such as asthma that doesn't require specialised treatment;
- the child has an interest or ability in a subject or activity.

Evidence from a relevant professional, independent of the family will be required in every case and should be made available in time for us to rank the application using the school's oversubscription criteria. This should provide a reasoned and unequivocal opinion establishing why the child would suffer a significant detriment by not being admitted to this school. Evidence should be from a GP, consultant or other health care worker or social care officer working with the child. Without satisfactory supporting evidence, we will not prioritise an application as demonstrating exceptional need. We may seek our own advice to establish whether this is the only school that could meet a child's needs.

Parents can indicate on a common application form that they believe there is an exceptional need for admission here. It isn't expected that a parent will seek this priority at a school that was not named as the first preference. The onus is on parents to submit their supporting evidence and to provide further evidence if requested to do so. Parents who apply using a common application form from another LA without a tick box for exceptional need should put a note in the reasons for their preference that they are requesting exceptional need priority and provide the required supporting evidence.

If we accept that exceptional need has been demonstrated, the application will be prioritised. This does not guarantee that a place will be available. Where we don't agree that the need is exceptional, the application will be prioritised according to other oversubscription criteria.

Options for Admission for Reception
Children who are below statutory age are entitled to a school place. This is in Reception from the September term on or after the 4th birthday. At this point, parents have the following options:

- To start full-time at the beginning of the September term.
- To start part-time at the beginning of term up to and no later than the end of the term before the 5th birthday.
- To defer admission within the Reception year to the beginning of term on or after the 5th birthday.
- To delay admission to the start of the September term of the next academic year (for summer-born children only).

Contacts for Further Information

Link Academy Trust
01803 762113 http://thelink.academy
Diocesan Board of Education
The Old Deanery, The Cloisters, Exeter EX1 1HS
01392 272686 schooladmissions@exeter.anglican.org
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 and devon.cc/admissions
Clerk to the Independent School Admissions Appeals
0345 155 1019 devon.cc/appeals
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
Office of the Schools Adjudicator
01325 735303 www.education.gov.uk/schoolsadjudicator
The Education & Skills Funding Agency (ESFA)
0370 000 2288 www.gov.uk/government/organisations/education-and-skills-funding-agency

Appendix A – Definitions and explanatory notes	
Admissions authority	This is the body responsible for proposing, consulting on and determining the admissions policy and for reaching decisions about offering or refusing applications.
Admission Number or AN	This is the equivalent of the Published Admission Number for after the school's intake year. It indicates the minimum 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 first entered the school. It may be increased or decreased where the amount of accommodation has changed or because of reorganisation in the school.
Appeals	Where we refuse admission, most refusals 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). An appeal for a place in Reception, Year 1 or Year 2 may be subject to Key Stage 1 or Infant Class Size Legislation. This is a more limited process which reviews the original decision to refuse admission rather than an appeal against the refusal in the light of additional circumstances. The Appeal Panel will decide whether an additional child would breach the legal maximum of 30 children in a Key Stage 1 class with one teacher, whether our policy and those of the LA are lawful and have been applied correctly and whether it was a reasonable decision to refuse the application in the circumstances we knew about at that time the original decision to refuse was made. There are very limited exceptions which would allow a school to exceed 30 children in a Key Stage 1 class. 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 5 school days; notice of the decision is available by telephone to the Appeals Clerk before then. Appeals at the normal round of admissions 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.
Application	For normal round admissions, applications are considered to have been made on the national closing date of **15 January** or the date when the application was submitted or amended with new information if later. In-year applications are considered to have been made on the date they are received. This must include any supporting evidence that is required – for example a new address or evidence of a Child's in Care status. 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.
Catchment Area	Many schools operate a catchment area. This 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 split by the boundary line will be

	considered to be living within the catchment area. The boundary line will then be reviewed for future applicants
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.
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 the LA. They 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. For In-Year applications parents of all children must apply using the Devon common application form: the **D-CAF** or the **D-CAF6** (see below).
Compulsory School Age	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.
D-CAF, D-CAF1 and D-CAF6	The D-CAF is Devon's common application form for In-Year admissions, enabling a parent to name up to 3 schools. The D-CAF1 is Devon's common application form for normal round applications for primary and infant schools, enabling a parent to name up to 3 schools. The D-CAF6 is Devon's common application form for In-Year admissions, available only in school and provided to a parent where the school is able to confirm a place 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: • a child moves into the area *and* • the parent only intends to apply for a place here and at no other school, *and* • the child does not have an EHCP, *and* • the child has not been Permanently Excluded from a school, *and* • the parent is not in dispute with another person with parental responsibility over residence or school admissions, *and* • we have a confirmed vacancy in the relevant Year Group, This serves as a school 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.
Deferred Admission	Places for normal round admission here are offered for full-time admission at the beginning of the September term after the fourth birthday. That is before children reach compulsory schooling age. Deferred admission is where a child puts off admission into a Reception class until later in the same academic year until the start of the term after the **fifth** birthday. All parents have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory schooling age. We encourage parents to discuss deferred or part-time admission with us and any other professionals working with them.

<table>
<tr><td></td><td colspan="2">Provided a parent informs us that the place is to be deferred to the beginning of the spring or summer term, it will be held open until then. Places can be deferred beyond the start of the spring term or the summer term, depending on the child's birthdate. Please see the table below:</td></tr>
<tr><td></td><td>Child's fifth birthday</td><td>Parent can defer admission or child can attend part-time until the start of term in</td></tr>
<tr><td></td><td>1 September – 31 December 2021</td><td>January 2022</td></tr>
<tr><td></td><td>1 January – 31 March 2022</td><td>January 2022
OR April 2022</td></tr>
<tr><td></td><td>1 April – 31 August 2022</td><td>January 2022
OR April 2022
OR September 2021 by making a fresh application for a Year 1 place (June 2022) or making a fresh normal round application for Reception in 2022-23</td></tr>
<tr><td>Delayed Admission</td><td colspan="2">Delayed admission is where a summer-born child delays admission into a Reception class until the start of the September after the 5th birthday and not the September after the 4th birthday. This means admission would be out of the normal or chronological age group. A summer-born child is one whose birthday is between 1 April and 31 August.

Parents of summer-born children can request that admission to Reception is delayed to the following academic year - the start of the next September term will be when the child reaches compulsory schooling age. We invite parents to visit the school so that we can explain the provision that is on offer to children in our Reception class, how it is tailored to meet the needs of the youngest children and how their needs will be met as they move through the school. This is an opportunity to discuss any concerns parents have about the child's readiness for school. Children in Reception and in an Early Years setting all receive the Early Years Foundation Stage curriculum which is largely play-based learning.

As with any request for admission outside a child's normal age group, the admissions authority will have two decisions to make:
1. it must first decide on the age group the child should be admitted to
2. it then decides whether a place can be offered in that age group.

It can be difficult to reach a decision about the appropriate age group for a child more than a year in advance of admission as it will not be easy to assess how the child will develop in that time. Therefore, it will be helpful for parents to provide as much information on the child as possible, particularly with any relevant professional social or medical evidence.

The process for this school within the Devon County Council area is that the parent is encouraged to make an application for the child's normal age group at the usual time and make a request for delayed admission at the same time. This enables school admissions authorities to reach a decision on age group before the national offer day. If the request is agreed, the application can be withdrawn by the parent before a place is offered and the parent will then make a fresh application in the next normal admissions round. If the request is refused, it is for the parent to decide whether to continue with an application for the normal age group OR to withdraw from that process and make an in-year application for admission to Year One for the following September. It may be that the admissions authority for another school agrees to delayed admission there, in which case the parent may pursue that option.</td></tr>
</table>

	In reaching a decision, we will consider the circumstances of the case as it would with any request for admission outside the normal age group. Our decision will be made in the best interests of the child and will be set out in writing for the parent. We recognise, along with the Department for Education, that requests for delayed admission to Reception differ from other requests for admission outside the normal age group as it is only in these circumstances that a child is being admitted to school for the first time. Delayed admission is not an opportunity for a child to retake the Reception year or an additional opportunity to seek admission here.[9] There is no right of appeal if a parent is offered a place but it is not in the year group they would like. They may make a complaint through the school's complaints procedure if they are unhappy with a decision.
Distance measurement	Measurements for school admissions purposes are straight-line from home to school. They are based on Devon LA's Geographical Information System, an electronic mapping system.
Documentary evidence	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. We 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.
Education, Health and Care Plans	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. 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 Admission Number for the Year Group.
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 the LA for Devon-resident children attending schools that are the catchment school for the home address or the closest 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 minimum walking distance according to the child's age. Applications for transport must be made direct to the LA where a child lives. Our admissions straight-line measurement policy does not apply to Devon's school transport decisions. 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 the offer of a school place.**
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. 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

[9] Requests for delayed admission will not be considered where a child has attended in any school Reception class for more than a half-term. This allows time for parents who are unsure about a child's readiness for school to try Reception. After half a term in school, we consider that a parent has taken up the child's offer of admission into school and we would not agree to delayed admission.

	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.
Extended schooling	Further information on services beyond the normal school day is available from the school office.
Fair Access Protocol	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 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 here even though the school is full and other children have been refused admission. It is possible for a child to be refused admission here but allocated a place under the Fair Access Protocol.
Faith oversubscription criteria	Schools designated with a designated religious character may give additional priority for admission where faith criteria are met by an applicant. We have chosen not to prioritise according to faith.
Fees and charges	There is no charge for applying for a place here, for admission itself 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.
General Data Protection Regulations	Information about an admissions application will be shared with relevant LAs. 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 non-resident 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.
Home Address	Places are offered here based on 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 – though we will only offer places to a child who will be living close enough to the school to attend daily. 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 using 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, the home address will be the address at which the child is registered with a GP. If this is not possible or is in dispute, 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 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. 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 disadvantage families where there is a genuine reason why evidence cannot be provided.
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 Reception.
Key Stage 1 class size legislation	This limits the number of children in a Reception, Year 1 or Year 2 class (or a class where most children are aged 5, 6 or 7 years) to 30 children for each teacher. There are several permitted exceptions to this limit. Being an exception to Key Stage 1 class size legislation is not a guarantee of admission as there may still be insufficient space in the classroom to admit another child.
Linked School	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. Feeder or linked school priority is not a guarantee of admission.
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'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. We consider all members of staff as part of the school community. This includes members of staff employed by a third party, whose duties are solely at the school.
Multiple birth siblings	~~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.~~ ~~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.~~ 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.
Normal Round Admissions	This is where a child joins the school at the first opportunity for admission to the Year Group. At this school it is at the beginning of September in Reception even if the start is deferred until later in the school year.
Nurseries and pre-schools	While we work with local Early Years providers to make the transition into Reception as smooth as possible, we do not give admissions priority for children at any setting. Parents of all children must apply for admission to the school. There is no additional

	or lower priority for children attending any named setting. We welcome applications for children equally, regardless of where their Early Years provision has been.
Objections to admissions policy	Advice is available from the Office of the Schools Adjudicator on how to object to this policy. Objections must be made by **15 May 2020.**
Offers	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 10 school days of the offer, we or the LA will contact the parent again. If there is no response within 5 school days of that contact, the offer may be withdrawn. 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 based on 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. 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.
Overseas children	We will not offer places to children while they are overseas except for children who have a right of abode in this country or a valid visa permitting entry into the country is provided.
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. They are not relevant where there are vacancies.
Parent (or carer or guardian)	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. Sometimes there is a dispute between parents over which school a child should attend. When we take decisions over admission, we will consider imminent court hearings that may have an impact on parental responsibility and living arrangements.
Parental disputes	Occasionally parents may disagree on where the child should be educated. In these cases, we will consider whether either parent has a lawful objection to the wish of the other parent to transfer schools.
Part-time attendance in Reception	Parents can choose to accept the offer of admission into Reception for part-time rather than full-time attendance until the child is of compulsory school age. It is for the school to decide what the part-time offer is and it is for the parent to decide whether to accept that part-time offer, for attendance to be full-time or for the offer of a place to be declined. Details of our part-time offer are available from the school office.
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 the Year Group has been reached but it may also be when a class of mixed Year Groups is full.
Published Admission Number or PAN See also Admission Number	This is the minimum number of places available at the school in Reception. In limited circumstances, more will be admitted. It is calculated considering 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 where their circumstances suggest their need to be admitted outweigh prejudice to efficient education.
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 front gate of the unit address.~~ The distance from home to school will be deemed to be 1 metre. This requires written confirmation from the relevant government department: The Ministry of Defence, the Foreign and Commonwealth Office or Government Communications Headquarters. 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. There is no additional admissions priority for children of service families. However, children from families of UK service personnel are permitted exceptions to Key Stage 1 class size legislation and are also recognised by Devon as being a vulnerable group of children within the Fair Access Protocol.
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 step brother 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 for the beginning of the September term 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. ~~Where we don't have enough space to admit a sibling of a child already attending here and one or more child is refused admission, we don'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 enough room.~~
Supplementary Information Form or SIF	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 ask parents to complete the **Exceptional Need SIF** where they are seeking priority on the grounds of an exceptional need to attend this school. A copy can be found at the end of this policy document.
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 an entrance door of the residential dwelling to the centre of the main entrance to the school site – the green star symbol for the school 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. If the tie-breaker 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. 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.
Uniform	Children attending our school are expected to wear a uniform. ~~Some of the items required can be purchased from us and the rest from most retail outlets. Parents unable to purchase items of uniform or equipment will not be penalised. We operate a scheme to assist families in need.~~Information about where this can be purchased and support for families who may be unable to afford items of uniform is available from the school office and website.
Waiting Lists	We will operate a waiting list for each year group until 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 our 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 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.

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Exceptional Social or Medical Need for Admission Supplementary Information Form 2021-22

To be completed only where a parent is seeking admissions priority on the grounds of exceptional need.

Parents who wish to have an Exceptional Social or Medical Need considered with their application (criterion 2) must submit independent professional evidence which explains clearly why it is essential to attend the school and no other school.

- For a normal round entry into Year 7 in September 2021, the evidence should be submitted by the closing date for applications of 31 October 2020.
- For a normal round entry into Reception in September 2021, the evidence should be submitted by the closing date for applications of 15 January 2021.
- For a normal round entry into Year 3 of a Junior School in September 2021, the evidence should be submitted by the closing date for applications of 15 January 2021.

Evidence submitted after the closing date may mean the application is considered as late.

Parents must also complete a Local Authority Common Application Form
(eg at www.devon.gov.uk/admissionsonline)

- For an In-Year admission into any Year Group, the evidence should be submitted with the application.

Parents must also complete a Devon Common Application Form (eg at www.devon.gov.uk/admissionsonline)

Please read the school admissions policy, including definitions, before completing this form. School policies can be found at http://devon.cc/schoolpolicy. Not all Devon schools prioritise applications with exceptional social or medical need.

PART A – to be completed by the parent	
Full name of child	
Date of Birth	
School you are applying for	**Otterton Church of England Primary School**
Does this school give priority for exceptional social or medical need?	Yes / No
Please tick the box below if you believe there is an exceptional social or medical need for your child to attend this school.	
☐ Criterion 2	Priority will next be given to children based on their exceptional medical or social needs or those of their parents.

Extract from the school's admissions arrangements:

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

In order to seek priority on this basis, parents must complete the Supplementary Information Form for Exceptional Need. This is available at the end of this document and at http://devon.cc/schoolsifs. All applicants must complete an application form.

The exceptional need could be due to the parent's circumstances. Exceptional need could include:

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

These examples aren't meant to be exhaustive or exclusive. Neither should it be assumed that similar circumstances would impact on different children and families in the same way.

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

- for social reasons, parents must provide independent evidence from a relevant professional supporting the family. The supporting evidence must set out the reasons why this school is the most suitable and the difficulties that would be caused if the child had to attend another school. It isn't essential for the professional supporting the family to have in-depth knowledge of our school but the evidence must explain exactly what the needs are and what specialist support and facilities are required.

Exceptional need for admission here will not be accepted on the grounds that:

- a child may be separated from a friendship group;
- parents wish to avoid a child from the current or previous setting;
- child-care arrangements before or after school would have to be changed;
- transport arrangements would have to be changed;
- there is a medical condition such as asthma that doesn't require specialised treatment;
- the child has an interest or ability in a subject or activity.

Evidence from a relevant professional, independent of the family will be required in every case and should be made available in time for us to rank the application using the school's oversubscription criteria. This should provide a reasoned and unequivocal opinion establishing why the child would suffer a significant detriment by not being admitted to this school. Evidence should be from a GP, consultant or other health care worker or social care officer working with the child. Without satisfactory supporting evidence, we will not prioritise an application as demonstrating exceptional need. We may seek our own advice to establish whether this is the only school that could meet a child's needs.

Parents can indicate on a common application form that they believe there is an exceptional need for admission here. It isn't expected that a parent will seek this priority at a school that was not named as the first preference. The onus is on parents to submit their supporting evidence and to provide further evidence if requested to do so. Parents who apply using a common application form from another LA without a tick box for exceptional need should put a note in the reasons for their preference that they are requesting exceptional need priority and provide the required supporting evidence.

If we accept that exceptional need has been demonstrated, the application will be prioritised. This does not guarantee that a place will be available. Where we don't agree that the need is exceptional, the application will be prioritised according to other oversubscription criteria.

Nature of the supporting evidence you are submitting, provided by a relevant professional

Evidence is attached Yes / No	
Name(s) and organisation(s) of the professional(s) providing supporting evidence	

I confirm that I have submitted a Local Authority Common Application Form.

Privacy and Data Protection:

Your personal data is being used by The School and Devon County Council's Admissions Service for the purposes of an application for admission to school. We undertake to ensure your personal data will only be used in accordance with our privacy notice which can be accessed at https://new.devon.gov.uk/privacy/privacy-notices/ Please confirm that you give your consent to the School and Council using your personal data as outlined in our privacy notice, by signing below. You have the right to withdraw your consent at any time. Should you wish to withdraw consent, please contact the Admissions Team at admissions@devon.gov.uk or 0345 155 1019. If you wish to exercise any of your rights under the General Data Protection Regulations, please contact the Council's Data Protection Officer at 01392 383000 or at accesstoinformationsecure@devon.gcsx.gov.uk. For more information about Data protection, please contact the School or visit https://new.devon.gov.uk/accesstoinformation/data-protection.

Parent's name		Date	
Please sign here			

Please return this form to:

The school you have named or

The School Admissions Team, Room L60, County Hall, Exeter EX2 4QG

You can scan and email this form and accompanying evidence to admissions@devon.gov.uk