



## St James School

Summer Lane, Exeter, Devon, EX4 8NN

01392 209922

[www.stjamesexeter.co.uk](http://www.stjamesexeter.co.uk)

[contact@stjamesexeter.co.uk](mailto:contact@stjamesexeter.co.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.

At St James School students benefit from highly qualified and exceptionally committed staff who recognise the importance of creative and exciting teaching that builds strong relationships. Challenging lessons are taught in all areas and students have access to a high-quality core curriculum that will prepare students for ambitious courses post-16. We have a strong system of support which helps students manage their learning, builds confidence and helps them to exceed aspirational targets. We are very proud of the students at St James who continue to outperform all expectations. We believe passionately that school life must be a really memorable experience that will ensure our students have rewarding and successful lives.

#### **The Ted Wragg Multi-Academy Trust: An Ambitious Learning Culture.**

The Ted Wragg Trust was established in 2010 with the aim of creating an outstanding educational experience for all of Exeter's children no matter what their background or aptitudes. The Trust has since grown from a one school Trust to an 11 school Multi-Academy Trust and is responsible for the education of over 7000 children aged between 2-16.

Our academies are driven by an absolute determination to improve life chances for every child and they are identified by values driven inspirational leadership and rich and inclusive learning experiences.

Since joining the Trust all of our schools have identified significant improvements in terms of Ofsted, progress, attainment and attendance. More and more of our students are achieving their very best and making aspirational life choices, which is allowing them to flourish in a whole range of contexts.

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



**Key information** – for definitions and notes see [Appendix A](#)

|   |   |            |
|---|---|------------|
| Department for Education school number  | 878-4016  |            |
| This school's age range of children   | 11-16   |            |
| Type of school  | Secondary, academy  |            |
| Admissions authority  | Ted Wragg Multi-Academy Trust   |            |
| Normal round <a href="#">Published Admission Number</a>   | <b>Year 7 intake, 2021-22</b>   | <b>196</b> |
| <a href="#">Linked school</a> whose children have priority when transferring to this school                           | St David's Church of England Primary School<br>St Sidwells Church of England Primary School<br>Stoke Hill Junior School<br>Willowbrook Primary School |            |
| Children from Year 6 at a linked primary school member of the Ted Wragg Multi-Academy Trust have additional priority: | Exwick Heights Primary School<br><a href="#">Whipton Barton Junior School</a>   |            |
| <a href="#">Designated religious character</a>  | No  |            |
| <a href="#">Admissions catchment area</a>   | Yes   |            |
| <a href="#">Supplementary Information Form</a>  | Yes – if seeking priority for an exceptional need to attend this school; <a href="#">Appendix B</a>   |            |

| <b>Applications</b>            | <b>Normal round into Year 7</b>   | <b>In-Year</b>  |
|--------------------------------|---|---|
| Where to apply                 | <a href="http://devon.cc/admissionsonline">devon.cc/admissionsonline</a> or with a paper form at <a href="http://devon.cc/admissions">devon.cc/admissions</a> or from the school office | <a href="http://devon.cc/admissionsonline">devon.cc/admissionsonline</a> or with a paper form at <a href="http://devon.cc/admissions">devon.cc/admissions</a> or from the school office |
| When to apply                  | 1 September 2020 to 31 October 2020 <sup>1</sup>  | from 1 June 2021 for Years 8 to 11<br>from 1 September 2021 for Year 7  |
| When places are offered        | on 1 March 2021   | In response to each application   |
| When to appeal against refusal | from 31 March 2021  | After refusal   |

|                                      |  |
|--------------------------------------|--|
| <b>Policy</b> determined on          | <b>Must be formally determined by 29 February 2020</b> |
| Consultation period                  | 1 November 2019 to 3 January 2020                      |
| Contact for the admissions authority | <b>Tracey Waddeley-Jones</b>                           |
| 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.<sup>2</sup>**
3. **Priority will next be given to children on roll at a linked primary school member of the academy trust named above.\***
4. **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.**
- 4-5. **Priority will next be given to children living within the catchment area set out in the map below,<sup>3</sup> who are siblings of pupils on roll at this school.**
- 5-6. **Priority will next be given to children living within the catchment area, on roll at a linked school, named above.\***

<sup>1</sup> 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.

<sup>2</sup> To request this priority, the 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 need and why the child must attend this school rather than any other, based on those needs. If evidence is not submitted to the with the application, exceptional need cannot be considered.

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

- 6-7. Priority will next be given to other children living within the catchment area.
- 7-8. Priority will next be given to children living outside the catchment area, who are siblings of pupils on roll at this school.
- 8-9. Priority will next be given to children living outside the catchment area, on roll at a linked school, named above.\*
- 9. ~~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.~~
- 10. Other children.

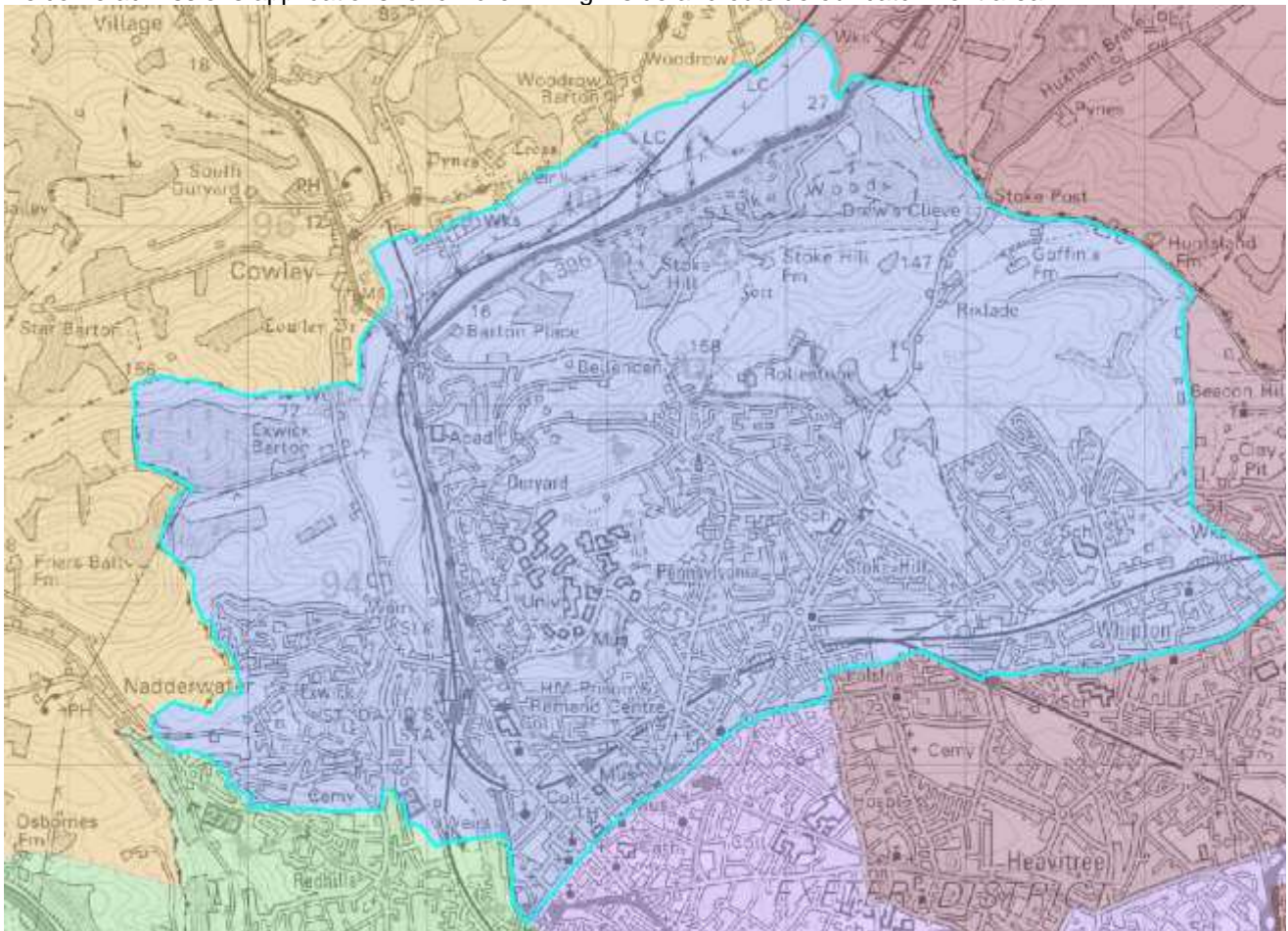
\*Priority for children at a linked school only applies at the normal round, not for In-Year admissions.

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 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 Year 7**

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-CAF3** available at [www.devon.gov.uk/admissionsonline](http://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 **31 October**. 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 Year 7 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 **1 March 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](http://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<sup>4</sup> but will not be processed sooner than 8 school weeks before the place is required.<sup>5</sup> 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.<sup>6</sup>

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<sup>4</sup> This means after 1 September of Year 7.

<sup>5</sup> 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.

<sup>6</sup> 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<sup>7</sup> 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 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;
- there is a medical condition such as asthma that doesn't require specialised treatment;

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<sup>7</sup> Where some admissions functions are delegated to the school itself or to the LA, the responsibility remains with the admissions authority.

- 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.

### **Contacts for Further Information**

#### **The Ted Wragg Multi-Academy Trust**

[www.tedwraggtust.co.uk](http://www.tedwraggtust.co.uk) [.org.uk](http://www.tedwraggtust.org.uk)

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

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

Telephone contact through *My Devon* on 0345 155 1019 [admissions@devon.gov.uk](mailto:admissions@devon.gov.uk)

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

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

#### **Clerk to the Independent School Admissions Appeals**

0345 155 1019 [devon.cc/appeals](http://devon.cc/appeals)

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

Telephone contact through *My Devon* on 0345 155 1019 [devon.cc/schooltransport](http://devon.cc/schooltransport)

#### **Children's Education Advisory Service – advice for service families**

01980 618244 [enquiries@ceas.detsa.co.uk](mailto:enquiries@ceas.detsa.co.uk)

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

0870 000 2288 [www.education.gov.uk](http://www.education.gov.uk)

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

01325 735303 [www.education.gov.uk/schoolsadjudicator](http://www.education.gov.uk/schoolsadjudicator)

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

0370 000 2288 [www.gov.uk/government/organisations/education-and-skills-funding-agency](http://www.gov.uk/government/organisations/education-and-skills-funding-agency)

| <b>Appendix A – Definitions and explanatory notes</b> |  |
|---|--|
| 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 <u>minimum</u> 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   | <p>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).</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 5 school days; notice of the decision is available by telephone to the Appeals Clerk before then.</p> <p>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.</p> |
| Application   | <p>For normal round admissions, applications are considered to have been made on the national closing date of <b>31 October</b> 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.</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 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.  |

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|----------------------------------|--|
| 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 <b>D-CAF</b> or the <b>D-CAF6</b> (see <a href="#">below</a> ).   |
| 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-CAF3 and D-CAF6         | <p>The D-CAF is Devon’s common application form for In-Year admissions, enabling a parent to name up to 3 schools.</p> <p>The D-CAF3 is Devon’s common application form for normal round applications for secondary schools, enabling a parent to name up to 3 schools.</p> <p>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 <b>D-CAF6</b> instead of a <b>D-CAF</b> in cases where:</p> <ul style="list-style-type: none"> <li>• a child moves into the area <i>and</i></li> <li>• the parent only intends to apply for a place here and at no other school, <i>and</i></li> <li>• the child does not have an EHCP, <i>and</i></li> <li>• the child has not been Permanently Excluded from a school, <i>and</i></li> <li>• the parent is not in dispute with another person with parental responsibility over residence or school admissions, <i>and</i></li> <li>• we have a confirmed vacancy in the relevant Year Group,</li> </ul> <p>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.</p> |
| 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.   |



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|                                     | <p>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.</p> <p><b>Parents who rely on free transport are strongly advised to check whether there is an entitlement with the Education Transport Team before accepting <u>the offer of a school place.</u></b></p>  |
| Equally ranked preference scheme    | <p>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 apply for the school they prefer without risking admission to the closest school or a catchment school.</p> <p><u>Schools are not informed by the LA whether an application is a first, second or third preference.</u></p> |
| Extended schooling                  | <p>Further information on services beyond the normal school day is available from the school office.</p>   |
| Fair Access Protocol                | <p>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.</p> <p>It is possible for a child to be refused admission here but allocated a place under the Fair Access Protocol.</p>   |
| Faith oversubscription criteria     | <p>Schools designated with a designated religious character may give additional priority for admission where faith criteria are met by an applicant.</p> <p>This school does not have a designated religious character.</p>  |
| Fees and charges                    | <p>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.</p>  |
| General Data Protection Regulations | <p>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.</p>  |
| Home Address                        | <p>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.</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 or for one week in turn, the</p>   |

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|-------------------------|---|
|                         | <p>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.</p> <p>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 <u>or is in dispute</u>, 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.</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 disadvantage 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           | 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         | <p>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.</p> <p><u>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.</u></p>  |
| Multiple birth siblings | <p><del>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.</del></p> <p><del>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.</del></p> <p>Random allocation will not be applied to multiple birth siblings (twins and triplets etc.) <del>from the same family</del> tied for the final place. We will admit them all and exceed our PAN.</p>  |

|                                  |  |
|----------------------------------|--|
| 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 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 <b>15 May 2020</b> .  |
| 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 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.</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 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.</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 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 <a href="#">above</a> . They are not relevant where there are vacancies.   |
| Parent (or carer or guardian)    | <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 admission, we will consider 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 consider whether either parent has a lawful objection to the wish 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 the Year Group has been reached but it may also be when a class of mixed Year Groups is full.   |

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| <p>Published Admission Number or PAN<br/>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 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 <u>where their circumstances suggest their need to be admitted outweigh prejudice to efficient education.</u></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. <del>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.</del> 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 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.</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 a single-family unit at the date of their application for a place.</p> <p>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.</p> <p><u>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.</u></p> <p><del>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.</del></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.</p> <p>We ask parents to complete the <b>Exceptional Need SIF</b> where they are seeking priority on the grounds of an exceptional need to attend this school. A copy can be found at the <a href="#">end</a> of this policy document.</p>  |
| <p>Tie breaker</p>   | <p>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 using 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 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.</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 and exceed our PAN.</p>  |
| Uniform       | <p>Children attending our school are expected to wear a uniform. <del>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.</del> <u>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.</u></p>   |
| Waiting Lists | <p>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.</p> <p>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.</p> <p>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.</p> |

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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](http://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](http://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.**

| <b>PART A – to be completed by the parent</b>   |  |
|---|--|
| Full name of child  |  |
| Date of Birth   |  |
| School you are applying for   | <b>St James School</b>   |
| 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.   |  |
| <input type="checkbox"/>  | Criterion 2<br>Priority will next be given to children based on their exceptional medical or social needs or those of their parents. |
| <p><b>Extract from the school's admissions arrangements:</b></p> <p><b>Exceptional social or medical need:</b><br/>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.</p> <p>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 <a href="http://devon.cc/schoolsifs">http://devon.cc/schoolsifs</a>. All applicants must complete an application form.</p> <p>The exceptional need could be due to the parent's circumstances. Exceptional need could include:</p> |  |

## Admissions Policy – Appendix B

- 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  |  |          |  |
| <p>I confirm that I have submitted a Local Authority Common Application Form.</p> <p><b>Privacy and Data Protection:</b></p> <p>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 <a href="https://new.devon.gov.uk/privacy/privacy-notices/">https://new.devon.gov.uk/privacy/privacy-notices/</a> 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 <a href="mailto:admissions@devon.gov.uk">admissions@devon.gov.uk</a> 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 <a href="mailto:accesstoinformationsecure@devon.gcsx.gov.uk">accesstoinformationsecure@devon.gcsx.gov.uk</a>. For more information about Data Protection, please contact the School or visit <a href="https://new.devon.gov.uk/accesstoinformation/data-protection">https://new.devon.gov.uk/accesstoinformation/data-protection</a>.</p> |  |          |  |
| Parent’s name   |  | Date     |  |
| Please sign here  |  |          |  |

Please return this form to:

**The school 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](mailto:admissions@devon.gov.uk)