Our Lady's Catholic Primary School

Chanters Hill, Barnstaple EX32 8DN

Admissions Policy 2017-18
Our admissions policy is written to comply with the requirements of the School Admissions Code, School Admissions Appeals Code and other relevant legislation:

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

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

Our Ethos
The Catholic Faith and the principles of the Gospel are central to the daily life of Our Lady School. Our Mission Statement is:

To educate and care for our children in a way
that brings the message of Jesus Christ
to the centre of the community.

At Our Lady's we aim to provide a Christian, caring, secure family environment where each child is valued as an unique individual who is able to benefit from and contribute to the life of the school.
We value the trust placed in us by parents of the children in our care and we strive to ensure that all our children prosper and thrive. The environment we create is one where the children feel confident, secure, valued and able to express their views and opinions whilst understanding the importance of listening to others.

Our Lady's is the only Catholic primary school in North Devon and welcomes children from families who live close to the school as well as those who travel a fair distance. Our Lady's School welcomes applications from parents of children of all denominations and faiths and those of no particular faith background. The School is happy to assist parents making online applications. There are close links between the school and Barn-a-b's Christian Pre-School which is located on the school site. All parents must make an application for admission into Reception.

Our Lady's Catholic Primary School is an academy, part of the Plymouth Catholic and Anglican Schools Trust (Plymouth CAST). This is a Catholic School in the Diocese of Plymouth. The Trust is the admission authority and has responsibility for admission policy and decisions about admissions applications. We welcome applications from parents of children of all denominations and faiths and those of no particular faith background.

We ask parents to respect this 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.

Published Admission Number (PAN) for Reception in 2017-18	30
Designated or catchment area?	No
Department for Education school number	878 - 3452
Age range of children here	4-11 (2-11 including our Early Years setting)
What kind of school is this?	Academy Catholic, Diocese of Plymouth
Admissions authority	The Academy Trust
Do we belong to a federation or chain of schools?	Plymouth Catholic and Anglican Schools Trust
When will children in the normal age group for Reception 2017-18 have been born? see notes below	1 September 2012 to 31 August 2013
When can parents apply for admission to Reception?	15 November 2016 to 15 January 2017
How can parents apply for admission to Reception?	online at devon.cc/admissionsonline paper forms at devon.cc/admissions or from the school office
Do we ask parents to complete a Supplementary Information Form (SIF) for additional priority?	Yes
When is the National Offer Date, when places are offered for Reception?	18 April 2017
When is the deadline for appeals for admissions to Reception?	15 May 2017
When can parents apply for admission after the start of Reception?	In-year applications can be made at any time up to the summer half term in Year 6.
Education, Health and Care Plan	Any child whose Education, Health and Care Plan names this school will be admitted.

Oversubscription criteria 2017-18; to be used only if we have more applications than places - see notes below	**1. Looked After Children or previously Looked After Children who were immediately adopted or made the subject of a child arrangements order or a special guardianship order.** **2. Children for whom an exceptional medical or social need to attend this school is demonstrated.** **3. Baptised Catholic children with a sibling on roll at the point of application.** **4. Other Baptised Catholic children.** **5. Children with at least one parent who is a Baptised Catholic.** **6. Baptised children of another Christian Church and with a sibling on roll at the point of application.** **7. Other Baptised children of another Christian Church.** **8. Children with at least one Baptised parent of another Christian Church.** **9. Other children with a sibling on roll at the point of application.** **10. Other children.**
Tie breaker if necessary	a. Straight-line distance from home to school b. Random ballot
Waiting lists	Will be kept for each Year Group so long as there is at least one child who would like to be admitted.
Points of admission - see notes below	Places for the Reception intake are offered for the beginning of the September term which will be immediately following a child's fourth birthday. Places can be deferred or delayed until the child reaches the compulsory school age. This may require a fresh application.
Contact details	01271 345164 admin@olcs.uk www.ourladys.devon.sch.uk

Our Lady's Catholic Primary School

Faith Supplementary Information Form 2017-18

To be completed only where a parent is seeking admissions priority on faith criteria.
Where there are more applications than there are places, we will prioritise applications where a faith criterion has been met. Please complete and return this form to the school by **15 January 2017** or as soon as possible thereafter for admissions at the start of the Reception year.
You must also complete a Local Authority Common Application Form.
Please complete and return this form to the school as soon as possible for in-year admissions.
You must also complete a Devon Common Application Form (D-CAF)**.**
Please read the admissions policy, including definitions, before completing this form.

PART A – to be completed by the parent	
Full name of child	
Date of Birth	

Please tick box if it describes your child's circumstances.

	Criterion 3 Baptismal certificate attached? **Yes / No**	**Baptised Catholic[1] children with a sibling on roll at the point of application.** – if No, please ask a priest or minister to complete PART B.
	Criterion 4 Baptismal certificate attached? **Yes / No**	**Other Baptised Catholic children.** – if No, please ask a priest or minister to complete PART B.
	Criterion 5 Baptismal certificate attached? **Yes / No**	**Children with at least one parent who is a Baptised Catholic.** – if No, please ask a priest or minister to complete PART B.
	Criterion 6 Baptismal certificate attached? **Yes / No**	**Baptised children of another Christian Church[2] and with a sibling on roll at the point of application.** – if No, please ask a priest or minister to complete PART B.
	Criterion 7 Baptismal certificate attached? **Yes / No**	**Other Baptised children of another Christian Church.** – if No, please ask a priest or minister to complete PART B.
	Criterion 8 Baptismal certificate attached? **Yes / No**	**Children with at least one Baptised parent of another Christian Church.** – if No, please ask a priest or minister to complete PART B.

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 http://devon.cc/admisisonsGDPR 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 115 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			

[1] Catholic children are children who have been baptised or formally received into any of the Rites of the Catholic Church, catechumens preparing to be baptised, or candidates preparing to be received into Full Communion with the Catholic Church. The family will be expected to provide evidence of baptism, preparation of baptism or Reception into Full Communion from their Catholic Priest or church.
[2] A church which is affiliated to Churches Together in England.

Once you have completed Part A, please pass the form to your priest, minister, faith leader or church official who should complete Part B (not necessary if you can provide the baptism certificate) and return it to the school. Only where both parts are completed and the form is returned can your application prioritised accordingly. If you don't return this form, your application will be considered under the "non-faith" criteria.

PART B – to be completed by a Church Priest or Minister	
Full name of child	
Church	
Priest or minister	
Address	
Telephone	

From your knowledge, please tick box if it describes the child's circumstances:

	Criterion 3	**Baptised Catholic[3] children with a sibling on roll at the point of application.**
	Criterion 4	**Other Baptised Catholic children.**
	Criterion 5	**Children with at least one parent who is a Baptised Catholic.**
	Criterion 6	**Baptised children of another Christian Church[4] and with a sibling on roll at the point of application.**
	Criterion 7	**Other Baptised children of another Christian Church.**
	Criterion 8	**Children with at least one Baptised parent of another Christian Church.**

I confirm that the information provided above is accurate.

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 http://devon.cc/admisisonsGDPR 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 115 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.

Please sign here		Date	

Thank you for your assistance in completing this Supplementary Information Form. Please note that if a family is refused a place at the school and appeals against the decision, this form may be used as evidence at the appeal.

Please return this form to:

Our Lady's Catholic Primary School, Chanters Hill, Barnstaple EX32 8DN

[3] Catholic children are children who have been baptised or formally received into any of the Rites of the Catholic Church, catechumens preparing to be baptised, or candidates preparing to be received into Full Communion with the Catholic Church. The family will be expected to provide evidence of baptism, preparation of baptism or Reception into Full Communion from their Catholic Priest or church.

[4] A church which is affiliated to Churches Together in England.

How the Admissions Process works
There are no selection tests or fees to be paid for admission to this state-funded school.

Most children join a school at the normal point of admission; others will join at different times where they are new to an area or simply want to transfer from one school to another. Places are not allocated to a child automatically and there are no guarantees for admission, even where:

- there is an older sibling already at the school;
- the child attends a particular pre-school or nursery;
- the parent is a former pupil;
- the parent has expressed an interest in the school at any time; or
- the child has always lived close to the school.

No places will be held in reserve for a child who applies late; we can't hold places empty if another child applies for admission. We will share information with the LA and will publicise the need to apply but the responsibility for making an application lies with the parent.

We welcome visits from parents - and their children - who are considering applying for a place here. This is an opportunity to see what we have to offer. Visits aren't a compulsory part of the admissions process and won't affect decisions on whether a place can be offered here. Appointments can be made by contacting the school. There is further information in our prospectus which is available on our website.

How to apply for a place at the normal round – Reception
The normal round is the first opportunity for children to join a school. For us, that's at Reception. Parents must make a formal application for admission to a state-funded school using a Common Application Form from the Local Authority where the child lives. If that's outside Devon, the application will be passed to Devon County Council which co-ordinates all applications for this school. Through this process, all parents will receive a single offer of a school place on the same day, the National Offer Date.

Parents apply on a Common Application Form. There is a national closing date for applications on 15 January. All applications submitted after this will be considered to be late applications unless the parent can demonstrate that he or she was unable to apply by the deadline. This may be because of illness or because of a house move to the area. Late applications will be considered after those received on time. If, following consideration of all applicants the school is oversubscribed, children who are refused admission will be placed on our waiting list.

What happens after an application is made?
If there are fewer applications than places then no application is refused. Only if there are more applications than there are places available will we prioritise applications according to our oversubscription criteria and produce a list of applications in priority rank order. Devon County Council will co-ordinate applications and make offers and refuse applications on behalf of schools using their ranked lists. Shortly afterwards, we will contact successful parents to welcome them to the school and to make arrangements for admission itself.

Accepting an offer
When a place is offered on our behalf, we will assume that it is accepted unless we are told otherwise. If a parent doesn't confirm the place is required within two weeks of an offer being made, we or the LA will contact him or her again. If there is no response within a week of that contact, the offer may be withdrawn.

Withdrawing an offer
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 on the basis of the correct information. We may withdraw the offer if it would not have been made with the correct information, even if this is after admission. Places are offered on the basis of the address from which the child will attend school. Accurate information is particularly relevant for addresses. If necessary, we will ask for evidence of a child's home address before admission. If a parent knows or believes that the child's address will change before admission, he or she must inform us. We will require evidence of a new address where this would give a higher priority for admission.

Child's fifth birthday	Parent can defer admission or child can attend part-time until the start of term in
1 September – 31 December 2017	January 2018
1 January – 31 March 2018	January 2018 OR April 2018
1 April – 31 August 2018	January 2018 OR April 2018 OR September 2018 by making a fresh application for a Year 1 place (June 2018) or making a fresh normal round application for Reception in 2018-19

Deferred admission for infants
Places are offered to children for admission at the beginning of the September term after the fourth birthday. That is before they reach compulsory school age. 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 school age. The place that was offered would be held open for them at the school. We encourage parents to discuss deferred or part time admission with us and any other relevant professionals. Places cannot be deferred and held open beyond the beginning of the final term of the school year for which the offer was made. If you decide that admission will be deferred, you must tell us so that we know to hold the place open. Where a parent doesn't tell us that admission is to be deferred and doesn't admit the child in September, it is possible that the place will be withdrawn and offered to another child.

Admission of summer-born children outside their normal age group[5]
For summer-born children, we recommend that parents who are considering delaying admission to Reception to the following academic year discuss their plans with us and any other relevant professionals. If the decision is to go ahead with delayed admission, parents will then make an application in the next normal round (between September 2017 and 15 January 2018 for admission in September 2018). There is no additional priority for admission based on the child delaying admission. Children who delay admission to Reception to the following academic year will have reached the compulsory school age and do not have the option for part-time attendance.

Admission of children outside their normal age group
Parents may request that their child is admitted outside their normal age group. When such a request is made, we will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the headteacher and any supporting evidence provided by the parent. The process for requesting such an admission is as follows. We ask parents to tell us in writing with as much supporting evidence as they wish why they are requesting admission outside the normal age group for a child. We will consider this when it is made and reach a decision in the child's best interests. We will take into account:

- the parent's views;
- the views of the headteacher;
- information about the child's academic, social and emotional development submitted by the parent;
- the child's medical history and the views of a medical professional, where relevant and if submitted by the parent;
- whether the child has previously been educated out of their normal age group;
- whether the child may have fallen into a lower age group if it were not for being born prematurely.

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

[5] This is subject to the School Admissions Code being revised by the government to establish a parental right to delay admission to Reception for summer born children into the next academic year. The Department for Education has asked all schools to consider requests for delayed admission as if this right had already been established.

Exceptional social or medical need for admission to our school

Our admission arrangements allow for 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. 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 care officer;
- Where one or both parents or the child has a disability that may make travel to another school further away more difficult, which can be supported by medical evidence.

These examples are not 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 by the application closing date
- this must make a compelling case as to why the child's needs can only be met here, a medical condition in itself will not automatically result in a place here. It is not essential for the doctor to name our school but the evidence should explain exactly what the child's needs are and what specialist support and facilities the child requires.
- we may seek our own medical advice to establish whether we are the only school that could meet the child's needs. In most cases we would only expect to agree medical need for a school place here if a child has an Education, Health and Care Plan as a result of their medical situation.
- for other exceptional reasons, parents must provide independent evidence from a professional who is supporting the family.
- this evidence must demonstrate that it is essential for the child to attend here and no other school.
- the supporting evidence must set out the particular reasons why this school is the most suitable and the difficulties that would be caused if the child had to attend another school. It is not essential for the professional supporting the family to have in-depth knowledge of our school but the evidence must explain exactly what the child needs are and what specialist support and facilities the child requires.
- we may seek our own advice to establish whether we are the only school that could meet the child's needs.

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 school;
- child-care arrangements before or after school would have to be changed;
- transport arrangements would have to be changed;
- there is a medical condition such as mild asthma that doesn't require specialised treatment;
- the child has a particular interest or ability in a subject or activity.

Where there is exceptional need for admission to this school, the child will be given a higher priority for admission but not a guarantee of a place. If the Year Group is already full, we will still need to reach a decision on whether the disadvantage to the child outweighs the prejudice to efficient education or the efficient use of resources here should another child be admitted. Where we agree that there is an exceptional need for a child to be admitted at the normal round intake, priority under oversubscription criterion 2 will mean it is likely that the application will be successful and a place offered.

Evidence from a relevant professional, independent of the family will be required in every case. It is expected that this will 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, meeting our oversubscription criterion 2.

Parents can indicate on Devon's common application forms that they believe there is an exceptional need for admission here. 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 will be providing the required supporting evidence.

If we accept that exceptional need has been demonstrated, the application will be prioritised under our

oversubscription criterion 2. Where we don't agree that the need is exceptional, the application will be prioritised according to our other oversubscription criteria.

Admissions at other times – In-Year Admissions
Parents can apply for admission after the normal round – after **31 August 2017** – using the Devon Common Application Form: the **D-CAF**. In-Year applications can then be made at any time with all applications received by 2pm on the same day considered together. There is no closing date. We will reach a decision in response to applications within 5 school days of receipt of the application. All In-Year admissions will be made in line with Devon's In-Year Coordinated Admissions Scheme.

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

we will invite the parent to complete a **D-CAF6** instead of a **D-CAF**. The D-CAF6 acts as a school application form rather than a Common Application Form. This 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 or half-term. A formal decision letter will follow from the Devon School Admissions Service in all cases.

Admission Appeals
If we have to refuse admission, the refusal will be because we believe it would "prejudice the provision of efficient education or the efficient use of resources". This is the principal justification under the School Standards and Framework Act 1998 for refusing admission. If we refuse admission, it will be in writing, there will be the right of appeal to an independent appeals panel and to a place on a waiting list.

If an application for admission is unsuccessful, parents have a statutory right of appeal to an Appeals 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 form of appeal which examines 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, whether it was a reasonable decision to refuse the application in the circumstances we knew about at that time. 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 five school days; notice of the decision is available by telephone before then.

Appeals at the normal round of admissions to Reception will be heard within 40 school days of the deadline for lodging appeals on **15 May 2017**. Where the application was not made in time for a decision to be made on **18 April 2017**, 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.

Definitions and Explanatory Notes

Academy schools	State-funded schools in England which are directly funded by the Department for Education and are independent of direct control by the LA. Academies are self-governing and all are constituted as non-profit charitable trusts.
Admissions authority	This is the body responsible for the policy and for reaching decisions in response to admissions applications. For an academy, this is the Academy Trust.

Admission Limit or AL	The equivalent of the Published Admission Number for Years 1 to 6. It is the number of places we consider to be available in each Year Group. It will often be the same as the PAN originally determined for that Year Group when it was Reception. It may be increased or decreased where the amount of accommodation has changed or where class sizes change because of reorganisation in the school. We will consult with the LA before setting an AL that is different to the original PAN for the Year Group.
Baptised Catholic	Catholic children are children who have been baptised or formally received into any of the Rites of the Catholic Church, catechumens preparing to be baptised, or candidates preparing to be received into Full Communion with the Catholic Church. The family will be expected to provide evidence of baptism, preparation of baptism or Reception into Full Communion from their Catholic Priest or church.
Children formerly Looked After	These children were looked after until they were adopted (see the Adoption and Children Act 2002 section 46) or made the subject of a child arrangements order or a special guardianship order (Children Act section 14A). Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014.
Chronological Year Group	This is the group of children usually taught together according to their date of birth. Children born between 1 September and 31 August have the same chronological Year Group.
Christian Church	A church which is affiliated to Churches Together in England.
Compulsory School Age	Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). They must be in full time education by the beginning of the term following this. The prescribed days are 31 August, 31 December and 31 March
D-CAF	Devon's Common Application Form for in-year admissions, enabling a parent to name up to 3 schools.
D-CAF6	An application form available in school and provided to a parent where the school is able to confirm a place direct with a parent in certain circumstances.
Deferred Admission	This is where a child puts off admission until the start of the term after his or her fifth birthday.
Delayed Admission	This is where a summer-born child starts school a year later than usual but in a Reception class. A child is summer born with a date of birth between 1 April and 31 August.
Designated Area	Also known as a catchment, this is the geographical area served by many schools – with children who live in the area having a higher priority for admission. We do not operate a catchment.
Distance measurement	At the time of determination, we receive additional admissions support from the Devon Schools Admissions Service, including distance measurement. This will be based on Devon LA's Geographical Information System, an electronic mapping system. Should this arrangement not be renewed, alternative provision will be made to measure using an equivalent system.
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	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 AL for the Year Group. An Education, Health and Care Plan is a formal document issued by the Local Authority describing a child's additional needs and how they will be provided for in a school.
Education Transport	Parents should consider how their child will get to school for the whole of their time on roll. Parents are advised not to rely on lifts, car shares or public service vehicles always being available. Supported transport will be provided by the LA for Devon-resident children attending this school if it is the closest school available when the parent could apply. The home address must be further than a walking distance of two miles. Our admissions direct line measurement policy does not apply to Devon's school transport decisions.
Equally ranked preference scheme	Parents can express a preference for one, two or three schools. They should be named in the "ranked" order the parent most would 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 area legal requirement which enable parents to apply for the school they prefer without risking admission to the closest school.
Exceptional social or medical need	Children for whom an exceptional social or medical need to attend this school and only this school is demonstrated (with satisfactory supporting evidence from a relevant professional, independent of the family).
Extended schooling	Further information on services beyond the normal school day is available from the school office and our website
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, unable to access an appropriate school place under the standard In-Year admission arrangements for the area have an admissions safety net.
Fees and charges	There is no charge for applying for a place here, for admission or for the provision of education. We will not request donations before or during the admissions process and any donations made to the school following admission are entirely voluntary. No activities such as school visits are compulsory. A policy on charging for activities is available on request from the school office and can be viewed on our website.
Governing Body	School governing bodies are responsible for working with the school to ensure that it delivers a good quality education. Together with the headteacher, who is responsible for day-to-day management, they set the school's aims and policies.
Home Address	Where we ask for evidence of the address from which a child would attend school, this would usually be written confirmation of a house purchase or a formal tenancy agreement. We recognise that some families may be unable to provide this – for example, where a house move is at very short notice or where a family is escaping domestic violence. Parents who can't provide this evidence should contact us. We don't intend to penalise families where there is a genuine reason why the usual

	evidence cannot be provided. We will not accept more than one address as the child's home address. The terms of a child arrangements order may clarify what that is. In the absence of a child arrangements order, we will consider the home address to be with the parent with primary day to day care and control of the child. In reaching this decision, evidence will be requested to show the address to which any Child Benefit is paid and from which the child is registered with a medical GP. Any other evidence provided by parents will also be considered in reaching a decision on the home address for admissions purposes. This may be necessary, for instance, where parents don't agree on the child's home address. Parents are urged to reach agreement or seek a Specific Issues Order from a court to decide which parent should or should not pursue an application. Where they do not, we will determine the home address.
Home-School Agreement	Admission to school is not conditional on signing a home-school agreement. However, we will ask parents to agree with this after children have been admitted as we believe they are a positive way of promoting greater involvement between parents in their child's education.
In-Year admissions	This is where a child joins the school at any time after 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 the majority of children are aged 5, 6 or 7 years) to 30 children for each teacher. There are a number of permitted exceptions to this limit. Being an exception to Key Stage 1 class size legislation is not a guarantee of admission as there may 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. Often called a feeder school link. **The Park Community School** and **Pilton Community College** both give admissions priority for children attending this school under their current policies. That does not constitute a guarantee for a place.
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.
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.
Normal Round Admissions	This is where a child joins the school at the first opportunity for admission to the Year Group, for example, at the beginning of September in Reception (even if the start is deferred until later in the school year).
Objections to admissions policy	Advice is available from the Office of the Schools Adjudicator on how to object to the terms of this policy. Objections must be made by **15 May 2016**.
Overseas children	We will treat all applications from children coming from over**s**eas in accordance with European Union law or Home Office rules for non EU nationals. We will not offer places to children while they are overseas except for citizens of the European Union unless they can provide a valid visa to allow entry into the country.

Oversubscription criteria	Where the number of applications exceeds the number of places available in the Year Group we will use our oversubscription criteria to prioritise applications. They are detailed in the key information section above.
Parent	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.
Part-time attendance in Reception	Parents can opt for part-time attendance; it is for the school to decide what the part-time offer is here. We will set out what part-time attendance means on our website; we may revise this before the start of term.
Point of application	For normal round admissions, we consider the point of application to be the national closing date of **15 January 2017** or the date when the application was submitted or amended with new information if later. It is a parent's responsibility to make sure that we are informed about changes to eligibility for priority if, for instance, a sibling is taken onto our roll after the closing date or the home address changes.
Published Admission Number or PAN See also Admission Limit	This is the minimum number of places available at the school in Reception. In limited circumstances, more will be admitted. It is calculated taking into account the physical capacity of the school, the level of demand expected from local, in-area children and sensible 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.
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. This requires written confirmation from the relevant government department: the Ministry of Defence, the Foreign and Commonwealth Office or Government Communications Headquarters.
Sibling	This will be any child living in the same household as part of a single family unit. It will also include a full, adopted or half brother or sister living at a different address. A younger sibling who has been offered a place within the normal admissions round will be considered as if he or she were on roll for the purposes of oversubscription priority where a child seeks admission in-year.
Statement of SEN	A Statement of Special Educational Needs was a formal document describing a child's special educational needs (SEN) and how they would be provided for in a school. Under the Children and Families Act 2014 Statements have been replaced by Education, Health and Care Plans.
Supplementary Information Form or SIF	A form in addition to the common application form from the LA. We use this to collect information necessary to apply our oversubscription criteria. Not all parents will need to complete this form. This should be returned to the school by **15 January 2017**. Applications without a SIF will be considered without reference to priority on faith grounds
Tie breaker	To distinguish between children in a particular oversubscription criterion, priority will firstly be determined according to whether there is a sibling on roll at this school at

	the point of application – those with a sibling having a priority. Where there is more than one child still to be prioritised, the tie breaker will be determined on the basis of distance between home and school. This is measured in a straight line from an entrance door of the residential dwelling to the school's yellow establishment marker 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-breakers above are not sufficient to distinguish between applicants in a particular oversubscription criterion, there will be a random ballot. This will be undertaken by a person independent of the school by the operation of an electronic list randomiser.
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.
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 Local Authority. It will contain the names of all children whose application for admission that year has been refused. Children's positions on the waiting list will be determined solely in accordance with the oversubscription criteria. Positions will be reordered whenever anyone is added to or leaves the waiting list. Therefore, a child's name can go up or down on the list. The length of time on a waiting list does not affect a child's position.

Contacts for Further Information

Plymouth Catholic and Anglican Schools Trust
St Boniface House, Ashburton TQ13 7JL
01364 645450
admin@plymouthcast.org.uk

Diocese of Plymouth
01364 645390 www.plymouth-diocese.org.uk/

Churches Together in England
020 7529 8131 www.cte.org.uk/

Devon School Admissions Service
primaryschooladmissions@devon.gov.uk or admissions@devon.gov.uk
Telephone contact through *My Devon* on 0345 155 1019 admissions@devon.gov.uk

Devon County Council policies, information and admissions application forms
devon.cc/admissionarrangements
devon.cc/admissions

Independent School Admissions Appeals
Telephone contact through *My Devon* on 0345 155 1019 devon.cc/appeals
Clerk to the Independent Appeals Panel, County Hall, Exeter, EX2 4QG

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

Children's Education Advisory Service – advice for service families
01980 618244 enquiries@ceas.detsa.co.uk

The Department for Education (DfE)
0870 000 2288 www.education.gov.uk

The Education &Skills Funding Agency (ESFA)
0370 000 2288 www.gov.uk/government/organisations/education-and-skills-funding-agency

Office of the Schools Adjudicator
01325 735303 www.education.gov.uk/schoolsadjudicator

Policy version
This policy was determined by the admissions authority in February 2016 following a public consultation between 1 December 2015 and 31 January 2016. It will be reviewed and determined annually. The next consultation period will be between 1 November and 2016 and 6 January 2017.

The document was amended in March 2018 to update the Data Protection statement.

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