



# ST PETER'S CHURCH OF ENGLAND PRIMARY SCHOOL

## Admission Arrangements for 2014/15

St Peter's Church of England Primary School is a voluntary aided school. This is a Church of England School in the Diocese of Exeter. The governing body of a voluntary aided school is the admission authority and has responsibility for admission policy.

This policy details the admission arrangements for our school and should be read in conjunction with the Primary and In-Year Co-ordinated Admissions Schemes and other agreed policies of Devon County Council, the Local Authority (LA). All policies and procedures seek to comply with the requirements of the School Admissions Code 2012, the School Admissions Appeals Code 2012 and other relevant legislation including Infant Class Size Legislation limiting Key Stage One classes to 30 pupils with each qualified teacher.

### Our Ethos

St. Peter's Church of England primary school provides within the Anglican ethos and based on gospel principles a safe, challenging and stimulating environment, where children can grow personally, socially and academically. We offer an innovative curriculum underpinned by dedicated and imaginative teaching that develops a sense of purpose and curiosity in learning that will be lifelong. We ask all parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the right of parents who are not of the faith of this school to apply for and be considered for a place here.

We ask all parents applying for a place here to respect our ethos and its importance to the school community. This does not affect the right of parents who are not of the faith of this school to apply for and be considered for a place here.

Published Admission Number (PAN) for Reception in 2014-15		40
For other Year Groups, the agreed admission limit will be the PAN which was determined for that cohort as it entered the school in Reception unless varied in response to a change in circumstances. For further information, please contact the school or the School Admissions Service of Devon LA.		
Home-School Agreement		Yes
School uniform		Yes
Supplementary Information Form used to provide evidence of religious grounds	Yes, if applying under criteria 5 or 6. Other applicants do not need to complete a Supplementary Information Form.	
Extended school facilities	Please visit our website or contact the school office for details of the facilities available at the beginning and end of the school day.	
School Travel Plan	Please visit our website or contact the school office for details.	
Points of entry to school	All children who are allocated a place at the school have the option to be admitted in the September following their fourth birthday. Please see the note below regarding a parent's right to defer entry to school.	

## **Admissions to the School**

Most of the children attending St Peter's join at the Reception intake. This is what is called the "normal point of entry" to a primary school.

Other children join us "in-year" at other times, once a year group has already started. This may be because they are new to the area and need a school place or simply would like to transfer from another school.

### **The need to apply**

All parents must make an application for their child to be admitted to a state-funded school. To apply for a place here you should use a Common Application Form provided by a local authority. Places are not allocated to a child automatically, even where:

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

No places will be held in reserve for a child who applies late; the School cannot 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 will be with you as the parent.

### **Visiting St Peter's**

We welcome visits from parents and children who are considering applying for a place here. This is an opportunity for you to see what we have to offer. Visits are not a compulsory part of the admissions process and will not affect decisions on whether a place can be offered at our school. If you would like to visit St Peter's, you should contact the school to make an appointment.

### **How To Apply For A Place At The Normal Round – Reception**

The normal round of admissions is when children can join our school for the first time. So that all parents who wish to apply for a place in Reception can do so each LA across the country is required by law to co-ordinate applications for the schools in its area. This means parents will receive **one** offer of a school place at the same time as other parents. For us, Devon is the LA which co-ordinates applications which have been made either direct to Devon or passed on by other LAs.

Every parent who wishes to apply or "express a preference" for a Reception place must use a Common Application Form from the home LA where the child lives. For Devon residents, this is the D-CAF1, which is available at [www.devon.gov.uk/admissionsonline](http://www.devon.gov.uk/admissionsonline) or within the First Step primary admissions booklet. You can request a copy of this by calling *My Devon*. A reference copy will be available here from **14 November 2013**. If your child lives in another LA you must apply by contacting that LA even though you are requesting a place here.

The national closing date for applications for the Reception intake is:

**15 January 2014**. You can apply after this date but your application may not be considered until after all of the applications that were on time. If you couldn't apply before because, for instance, you moved to this area after January, you should make sure that you inform the LA. If the reason for applying after the closing date is accepted, your application will be considered at the same time as everyone who did apply on time if this is still possible.

If you know that you are going to move into the area during the year before Reception, you can apply from where you are and provide evidence of the new address. You do not need to wait until you have actually moved if this is after the offer of places on **16 April 2014**.

### **Information provided in an application**

We would like all applications to be fully and honestly completed. It is important that where we offer places to some and refuse others we do so fairly and consistently. Where we have reason to believe that information is false and has been provided knowingly we may withdraw the offer of a

place. This is particularly relevant where an address is given which is not the one from which a child will actually attend school and this disadvantages another child. If necessary, we will ask for evidence of a child's home address before admission.

If you know or believe that your child's address will change before admission, you must inform the LA or the School as this may affect your application.

### **What happens next?**

If there are fewer applications than places then no application will be refused. Only if there are more applications than there are places available will the School prioritise applications according to the oversubscription criteria below. We may delegate this process to the LA or other agent but they will use our oversubscription criteria and we will remain responsible.

You will be able to make a preference for one, two or three schools. If you do name more than one school, it is important that you name them in the order you would like a place. The LA co-ordinates admissions for all primary schools. A parent could be in a position to be offered a place at more than one school. If that happens, a place will only be offered at the school which the parent preferred the most on the Common Application Form. The home LA will write (or email if the application was online) on **16 April 2014** to advise which school place has been allocated.

Shortly afterwards, we will also contact successful parents to welcome them to the school and to make arrangements for admission itself. Every parent who makes an application for admission will be offered a school place by the LA – either at a school they have named or at an alternative.

### **Points of Admission**

There is a legal requirement that all children begin full time education by the beginning of the term following their **fifth** birthday. All places offered in Reception at the normal round are for full-time admission in the September following the **fourth** birthday. This is a legal requirement on schools but not on parents who retain a right to defer admission.

### **Deferred Admission**

September is the earliest point for admission to the Reception class at this school but is not a compulsory start date. All parents can defer admission within the Reception year until the beginning of the term following their child's fifth birthday. This is a decision for the parent to make, taking all factors into account including the advice of educational professionals.

Those parents who decide that their child should defer must inform the Headteacher. The place offered for their child will be held open until the beginning of the term following the fifth birthday and will not be offered to another child. Where a parent does not inform the Headteacher that admission is to be deferred and does not admit the child in September, the place will be withdrawn and may be offered to another child.

Children born between 1 April and 31 August cannot automatically defer admission to Reception into the following September but can apply for a place in Year 1. This would be an in-year application, no earlier than the half term in June 2015.

### **Delayed Admission**

This is where a child starts an academic year later than normal but still enters at the Reception stage. Such an arrangement must be supported with any combination of medical, social and educational evidence from independent professionals. A place cannot be guaranteed a year in advance. For discussion and advice, a parent should contact the School Admissions Service. It is advisable to submit an application on time in any event whilst a request for delayed admission is considered by all parties including the School.

### **Published Admission Number - PAN**

This is the number of places we intend to make available for our normal intake. Once we set this number, we will not refuse admission for applications below the PAN. If there is unexpectedly high

demand and we believe we could admit more children, we will inform Devon LA and either some children will be admitted above the PAN or we will increase the PAN.

The Reception PAN for 2014-15 is **40**.

For other Year Groups, the agreed admission limit will be the PAN which was determined for that cohort as it entered the School in Reception unless varied in response to a change in circumstances at the School. For further information, please contact us or the School Admissions Service.

**ST PETER'S CHURCH OF ENGLAND PRIMARY SCHOOL  
OVERSUBSCRIPTION CRITERIA 2014/15  
if there are more applications than places for any admission**

Any child whose Education, Health and Care Plan or Statement of Special Educational Needs names St Peter's will be admitted.

Where the number of applications exceeds the number of places available in the Year Group (the PAN or other agreed admission limit) we will use the following oversubscription criteria to prioritise applications:

- 1. Children in Care or those who were in Care but ceased to be so because they were adopted, made the subject of a child arrangements order or made the subject of a special guardianship order.**
- 2. Children for whom an exceptional medical or social need is demonstrated.**
- 3. Children who live in our designated area, with a sibling on roll at the school at application.**
- 4. Other children who live in our designated area.**
- 5. Children who live outside our designated area, whose parents are regular attenders of St Peter's Church, Budleigh Salterton.**
- 6. Children who live outside our designated area, whose parents are regular attenders of a Christian Church.**
- 7. Children who live outside of our designated area, with a sibling on roll at the school at application.**
- 8. Other children.**

**Notes to Oversubscription Criteria**

- a) A School Supplementary Information Form will be available to applicants to provide evidence of faith for criteria 5 or 6. This should be returned to the Governing Body by **15 January 2014**. Applications without a SIF will be considered without reference to priority on faith grounds.
- b) If it is necessary to distinguish between children in a particular category, priority will be determined on the basis of distance between home and the School measured as a direct line from the entrance of the residential dwelling, to the School as plotted on Geographical Information System (GIS) [ie the shorter the distance, the higher the priority]. (Parents should note that the direct line measurement policy does not apply to Devon LA's school transport decisions).
- c) If the tie-breaker at b) is not sufficient to distinguish between applicants in a particular category, there will be a random ballot. This will be undertaken by the LA Admissions Manager on behalf of the School by the operation of an electronic random number generator. This may be in the presence of another School representative.
- d) Where applications are received from families with multiple birth siblings (twins, triplets, etc.), every effort will be made to allocate places here, including offering place(s) above the Published admission Number 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 places at an alternative school with sufficient vacancies to accommodate both or all of the multiple birth siblings. Multiple birth siblings admitted where one would be the 30th child in

- a Key Stage 1 class will be considered to be exceptions to Key Stage 1 class size legislation.
- e) Waiting lists are kept where there are more applications than places available. Waiting lists will be kept so long as there is at least one name on it.
  - f) Where two or more children reside within a block of flats, they will be deemed to live at an equal distance from the School.
  - g) For normal round admissions, the term “at application” means at the closing date for applications or any time between then and the LA processing date for applications on **24 March 2014**. It will be a parental responsibility to inform the LA that a place has been offered at the School for a child who would then qualify as a sibling for this purpose.
  - h) For children of UK service personnel and other Crown Servants the School will consider a family posted to the area as meeting residence criteria for the designated area even if a residential address has not been identified. This would require confirmation in the form of a letter from the relevant government department (for example, the Ministry of Defence, the Foreign and Commonwealth Office or Government Communications Headquarters.) Children of service families admitted in-year to a Key Stage 1 class will be considered to be exceptions to Key Stage 1 class size legislation
  - i) Evidence of exceptional medical or social need will be demonstrated according to the Protocol below.

### **Waiting Lists**

Following allocation of Reception places the LA will retain a waiting list until the end of the first full week of the autumn term 2014 as per the primary co-ordinated admissions scheme. Following that the School will retain the waiting list in partnership with the School Admissions Service. Waiting lists will be kept in order of the oversubscription criteria above. Places on lists will not be prioritised according to how long a child’s name has been on that list. It is possible that a child’s name could go down on a list as well as up.

During the summer of 2014, there will be a second allocation of places on **12 May 2014**. After that, places in the Reception intake will be offered to new applicants and to the waiting list as vacancies arise

### **Late Applications for admission at the normal round to Reception**

Any late application will be considered in line with Devon LA’s primary co-ordinated admissions scheme. Applications submitted after the closing date will be considered after applications submitted by the closing date unless there are sufficient reasons for the late application. Examples which may be accepted include where the parent or guardian has been in hospital and unable to apply in time. Evidence in support of the circumstances will be required.

### **Admissions at other times – In Year Admissions**

You can make a request for admission after the normal round of admissions – after **31 August 2014** – using the Devon Common Application Form: the D-CAF. Where a child moves into the area and you as the parent have a single preference for a place here, where your child is not the subject of an Education, Health or Care Plan or a Statement of Special Educational Need, has not been Permanently Excluded from a school, where there is no parental dispute regarding admissions and where there is a confirmed vacancy in the relevant year group, we may ask you to complete a D-CAF6 instead of a D-CAF. This allows for your child to start at St Peter’s as soon as possible. A formal offer letter will then follow from the School Admissions Service. All In-Year admissions to the School will be made in line with Devon’s In-Year Co-ordinated Admissions Scheme 2014-15.

Copies of the D-CAF are available at [www.devon.gov.uk/admissions](http://www.devon.gov.uk/admissions) or by calling 0345 155 1019.

If you are seeking an in-year place because your child has just moved to the area and doesn’t already have a school place, admission would be as soon as possible. If your child already has a school place locally, admission will normally be at the beginning of a term or half-term.

### **Fair Access Protocol**

All LAs are legally required to operate a Fair Access Protocol across their area – all schools are required to co-operate with that protocol. This ensures that children who are vulnerable, unable to access an appropriate school place under the standard admission arrangements for the area have an admissions safety net.

For primary schools in Devon, a child meeting the criteria of the Fair Access Protocol will be admitted to the primary school designated for his or her address even where it has reached its PAN or other agreed admission limit where possible. This does not provide additional spaces for children who already have a local school place.

### **Admission Appeals**

If your application for admission is unsuccessful, you have a statutory right of appeal to an Appeals Panel which is independent of the school. If you have not been sent appeal papers with the decision letter refusing your application for admission, you can request a form from the School Admissions Service. You then have no less than 20 school days to return the papers, together with any supporting evidence you wish to include. You do not have to wait for this period of time before submission.

Any appeal for a place here may be subject to Key Stage One or Infant Class Size Legislation; a more limited form of appeal. This is the legal maximum number of children allowed in a Key Stage One class with one qualified teacher. There are very limited exceptions which would allow a school to exceed 30 children in a Key Stage One class.

The Clerk to the Independent Appeals Panel will give you at least 10 days' notice of the date when your appeal will be heard. You will also be told when you should submit any further information you would like to be considered. You will receive evidence on behalf of the school before the appeal hearing. After appeals are heard, decision letters should be sent within five school days; you will be able to find out the outcome by telephone before then.

For appeals at the normal round of admissions to Reception appeals will be heard within 40 school days of the deadline for lodging appeals. For the 2014-15 intake, this is **19 May 2014**. Where the application was not made in time for a decision to be made on **16 April 2014**, appeals will be heard within that 40 day period or, if that is not possible, within 30 days of the appeal being lodged.

For in-year admissions in any academic year, appeals must be heard within 30 school days of the appeal being lodged. For further information on the appeals process, parents can contact the school office or the Clerk to the Appeals Panel.

### **Transport**

All 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 for those children attending this school if it is either the designated school for the home address or the closest school which was available when the parent could apply. The home address must be further than a walking distance of two miles.

Where a parent could have applied on time but didn't do so, there will be no entitlement to assistance from the LA with education transport to the alternative school as suitable arrangements had been made by the LA to enable parents to become a registered pupil at a closer school.

All parents are encouraged to use sustainable travel wherever possible. The school's Travel Plan sets out further local information and is available from the school office and website.

### **Extended Schooling**

Further information on extended schooling beyond the normal school day is available from the school and our website.

## Home-School Agreement

Admission to any school is not conditional on signing a home-school agreement. However, we will offer this to all parents after children have been admitted as we consider agreements to be a positive way of promoting greater involvement between parents in their child's education.

## Uniform Policy

Children attending St Peter's 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.

## Documentary Evidence

Once a place has been offered to a child, evidence of the child's identity may be requested – usually a short birth certificate. This may not be necessary where the child has been on roll at another school in England which can confirm that evidence has been seen at that school.

The school 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.

## School 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 and can be viewed on our website.

## Objections to this Policy

For information on how to object to the terms of this or any other admissions policy or procedure, advice is available the Office of the Schools Adjudicator. Formal objections to admission arrangements must be made by the **30 June 2013**.

**Definitions** will be those of the LA admission arrangements unless detailed in this policy.

Children formerly in Care	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. They replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. This priority applies to all children who were formerly in care, regardless of the date they were adopted.
Children in Care	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 Devon Local Authority or any other local authority which has informed Devon of its wish to place a child.
Christian Church	A church recognised by Churches Together in England.
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 child starts school a year later than usual but in a Reception class. It must be supported by independent professional evidence to establish that the child would experience a significant detriment by not delaying admission.
Designated Area	The geographical area served by the School. It is sometimes called the

	'catchment' area. You should note that living within the designated area <b>does not</b> guarantee a place. The School's designated area can be found at <a href="http://www.devon.gov.uk/schoolareamaps">www.devon.gov.uk/schoolareamaps</a> .
Fair Access Protocol	A policy operated by Devon County Council to assist children unable to access an appropriate school place through standard admission arrangements once a Year Group has begun.
GIS	Measurement will be based on Devon LA's Geographical Information System. This is an electronic mapping system which makes measurements using computer software and can be viewed at <a href="http://www.devon.gov.uk/schoolareamaps">www.devon.gov.uk/schoolareamaps</a> .
Home Address	We will not accept more than one address as the child's home address. The terms of a child arrangements order may clarify the home address. Where necessary to determine which address to recognise and 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 by us in reaching a decision on the home address for admissions purposes. This may be necessary for instance where parents do not 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.
Linked Primary School	A school which works with another to develop curriculum links and to ease transition for pupils from primary school to secondary school. Exmouth Community College gives admissions priority for children attending this school. That <b>does not</b> constitute a guarantee for a place.
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.
Published Admission Number	This is the minimum number of places available at the school. In limited circumstances, more will be admitted according to the Primary Co-ordinated Admissions Scheme. 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.
Regular attender	Attends church on at least a monthly basis for at least six months.
Sibling	This will be a full, adopted half or step brother or sister and will include a full, adopted half or step brother or sister living at a different address. Foster children will count as a brother or sister to those living within the foster household or where appropriate, the natural parental home address.
Supplementary Information Form	A form in addition to the common application form from the local authority. It is used to collect information which is necessary only to apply the school's oversubscription criteria. Not all parents will need to complete this form.

## **Contacts and Further Information**

Headteacher  
St Peter's Church of England Primary School  
Moor Lane  
Budleigh Salterton  
EX9 6QF

01395 443167

[www.st-peters-school.org.uk](http://www.st-peters-school.org.uk)  
[admin@stpeters-budleigh.devon.sch.uk](mailto:admin@stpeters-budleigh.devon.sch.uk)

## **The Diocese of Exeter**

Diocesan Board of Education, The Old Deanery, The Cloisters, Exeter EX1 1HS  
01392 294939

## **School Admissions Service**

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

## **Devon County Council policies**

Available at [www.devon.gov.uk/admissionarrangements](http://www.devon.gov.uk/admissionarrangements)

## **School Appeals**

Telephone contact through *My Devon* on 0345 155 1019  
Clerk to the Independent Appeals Panel, County Hall, Exeter, EX2 4QG  
[www.devon.gov.uk/admissionappeals](http://www.devon.gov.uk/admissionappeals)

## **Education Welfare Service**

Telephone contact through *My Devon* on 0345 155 1019  
[www.devon.gov.uk/education\\_welfare](http://www.devon.gov.uk/education_welfare)

## **Education Transport Team**

Telephone contact through *My Devon* on 0345 155 1019  
[www.devon.gov.uk/school\\_transport](http://www.devon.gov.uk/school_transport)

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

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

## **Office of the Schools Adjudicator**

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

## **Churches Together in England**

020 7529 8131  
[www.churches-together.net](http://www.churches-together.net)

## **Children's Education Advisory Service**

Telephone 01980 618244  
Trenchard Lines, Upavon, Pewsey, Wiltshire SN9 6BE  
[enquiries@ceas.detsa.co.uk](mailto:enquiries@ceas.detsa.co.uk)

**Policy version**

This policy was determined by the School on 25 March 2013.

It will be reviewed annually following a consultation hosted by Devon County Council at [www.devon.gov.uk/admissionarrangements](http://www.devon.gov.uk/admissionarrangements)

Wording was added in June 2014 to make provision for the phasing out of Statements of SEN, to be replaced by Education, Health and Care Plans under the Children and Families Act 2014.

Wording was changed in February 2015 in response to an amendment to the School Admissions Code – replacement of residence orders by child arrangement orders as this affects the definition of children formerly in Care.



# ST PETER'S CHURCH OF ENGLAND PRIMARY SCHOOL

## Supplementary Information Form 2014/15

**To be completed only where a parent is seeking admissions priority on faith criteria.**

Please read the admissions policy before completing this form.

Where there are more applications than there are places at the normal round of admissions into Reception, the Governing Body will prioritise applications where evidence can be provided that a faith criterion has been met. If you wish your application to be prioritised, please complete Part A and Part B and return this form to the School by the closing date of **15 January 2014** or as soon as possible thereafter.

**You must also complete a Local Authority Common Application Form** (for Devon residents the D-CAF1).

Where there are more applications than there are places for in-year applications, the Governing Body will prioritise applications where evidence can be provided that a faith criterion has been met. If you wish your application to be prioritised, please complete Part A and Part B and return this form to the School as soon as possible.

**You should also complete a Devon Common Application Form** (D-CAF or D-CAF6).

<b>PART A – to be completed by the parent</b>			
Full name of child or children			
Date of Birth			
Please place a tick in a box if it describes your child's circumstances.			
Criterion 5 <input type="checkbox"/>	Children whose parents are regular attenders of St Peter's Church, Budleigh Salterton.		
Criterion 6 <input type="checkbox"/>	Children whose parents are regular attenders of a Christian Church.		
I confirm that I have submitted a Common Application Form.			
Parent's name			
Please sign here		Date	

Once you have completed Part A, please pass the form to your priest, minister, faith leader or church official who should complete Part B on the back of this form and return it to the School. Only where both parts are completed and the form is returned by **15 January 2014** can this information can be considered as on time by the governing body and your application prioritised accordingly. For in-year applications, the form should be returned as soon as possible. Failure to return this form will mean your application will be considered under the "non faith" criteria.

<b>Part B - to be completed by a Church Priest or Minister</b>	
Church	
Priest or minister	
Address	
Telephone	

Please place a tick in a box if it describes the child's circumstances.

Criterion 5 <input type="checkbox"/>	Children whose parents are regular attenders of St Peter's Church, Budleigh Salterton.
Criterion 6 <input type="checkbox"/>	Children whose parents are regular attenders of a Christian Church.

I confirm that the information provided above is accurate.

Please sign here		Date	
------------------	--	------	--

Thank you for your assistance in completing this Supplementary Information Form.

NB: If a family is refused a place at the school and appeals against the governors' decision, this form may be used as evidence at the appeal.

For the purposes of assessing eligibility to education transport on faith grounds, information on this form may be used to confirm that your application for a place at the school was on religious grounds.

#### **Data Protection**

The information collected on this form will be processed and may be stored electronically by the School in compliance with the Data Protection Act. The data may be shared with Devon County Council or other agent of the School, but only for administrative or other service provision purposes and with Government Departments where there is a legal requirement to do so. In accordance with the School Admissions Code, should information given be found to be fraudulent then the offer of a school place can be withdrawn. If you would like further information about Data Protection, please contact the School. By signing or submitting this form. You acknowledge that you have read, understood and agreed to this data processing.



# ST PETER'S CHURCH OF ENGLAND PRIMARY SCHOOL

## Protocol for Admission of children with Exceptional Medical or Social Need 2014/15

### 1. Background

1.1 As part of the Co-ordinated Schemes of Admission operated by Devon County Council, parents of primary age children will be invited to express preference for the school they would like their child to attend, together with reasons for preference on the Common Application Form (for Devon residents, D-CAF1).

1.2 In a small number of cases, a preference for St Peter's will be because a parent feels there is 'exceptional medical or social need' for their child to attend the School.

1.3 The 'exceptional' nature of these cases denotes that they will be individual in circumstance, however, exceptional need could include:

- A serious medical condition, which can be supported by medical evidence;
- The death of a parent associated with another school;
- Significant caring responsibilities which can be supported by Social Services;
- Where one or both parents or the child has a disability that may make travel to a school further away more difficult.<sup>1</sup>

1.4 It is intended that this protocol may pre-empt some admission appeals where it is considered that exceptional justification to attend St Peter's can be demonstrated before applications are prioritised and processed.

1.5 It is expected that professional evidence from a social care, medical or education expert, independent of the family would be provided which provided a reasoned and unequivocal opinion that the child would suffer a significant detriment by not being admitted to St Peter's.

### 2. Practice

2.1 Where a parent cites exceptional need, or where St Peter's feels the reasons given by a parent for preferring the School on their application form could be considered as such, the protocol will apply.

2.2 Where a parent feels the nature of the supporting evidence is of particular sensitivity, he or she may submit that evidence direct to St Peter's. The School will advise the LA that evidence has been received but not its content.

### 3. Admissions in the Normal Round

3.1 Common application forms that indicate exceptional need will be discussed with the School by Devon's Admissions Manager. Further information may be sought from the applicant if necessary.

3.2 If the School accepts that exceptional need has been demonstrated, the LA will be advised that the application is considered to meet criterion 2. This is not a guarantee of a place although

---

<sup>1</sup> 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.

we would not expect to be in a position where criterion 2 applicants would be refused admission. The LA will advise the parent without delay.

3.3 Where the School does not agree that the need is exceptional, the application will be prioritised according to the School over-subscription criteria and a place will be offered by the LA as per the Primary Co-ordinated Scheme:

- where a child is eligible for a place at only one of the preferred schools, that school will be allocated to the child
- where the child is eligible for a place at two or more of the preferred schools, they will be allocated a place at whichever of these is the highest ranked preference
- where the child is not eligible for a place at any preferred school, an alternative school may be allocated to the child.

3.4 Where the School does not agree that the need is exceptional and a place at St Peter's is refused on **16 April 2014**, the parent<sup>1</sup> will have the statutory right of appeal to the Independent Appeal Panel.

3.5 Where the School does not agree that need is exceptional, the parent will be able to provide further information for consideration.

#### **4. In Year Admissions - 'Out of Normal Round'**

4.1 In all cases, a Devon D-CAF may be submitted to the LA. If the relevant Year Group has vacancies the application should not be refused. If the relevant Year Group has reached or exceeded the Published Admission Number or other agreed admission limit, the School will consider whether exceptional need is demonstrated.

4.2 D-CAFs for places at the School which indicate exceptional need will be brought to the attention of the School.

4.3 If the School feel that exceptional need has been demonstrated, the LA will be advised that a place can be offered to the child at St Peter's.

4.4 Where the School does not agree that the need is exceptional, the application will be prioritised according to the School over-subscription criteria and a place will be offered by the LA as per the In-Year Co-ordinated Scheme:

- where a child is eligible for a place at only one of the preferred schools, that school will be allocated to the child
- where the child is eligible for a place at two or more of the preferred schools, they will be allocated a place at whichever of these is the highest ranked preference
- where a child is eligible for a place at only one of the preferred schools, that school will be allocated to the child
- where the child is eligible for a place at two or more of the preferred schools, they will be allocated a place at whichever of these is the highest ranked preference.

4.5 Where the School does not agree that the need is exceptional and a place at St Peter's is refused, the parent will have the statutory right of appeal to the Independent Appeal Panel.

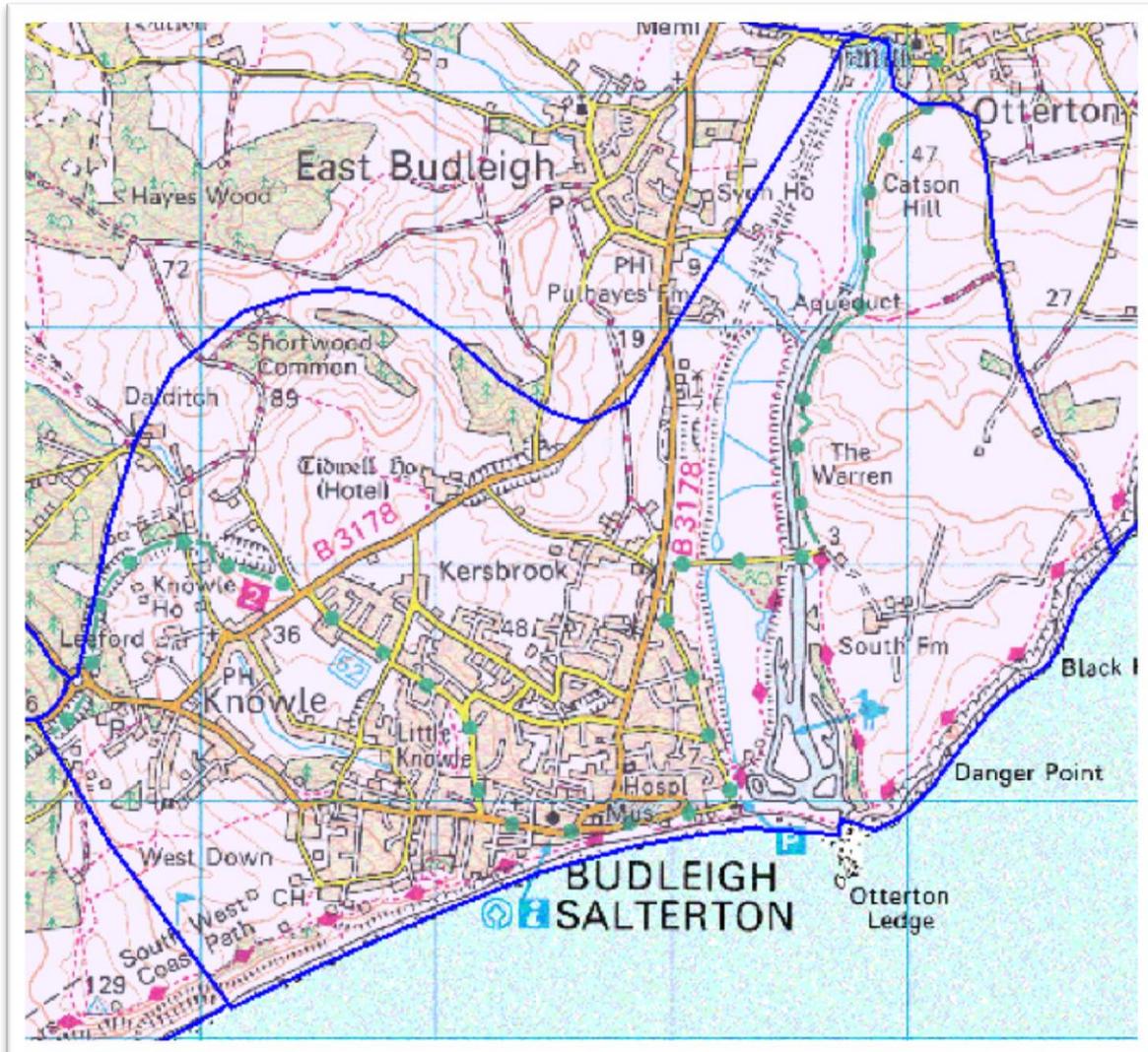
4.6 Where the School does not agree that need is exceptional, the parent will be able to provide further information for consideration.



# ST PETER'S CHURCH OF ENGLAND PRIMARY SCHOOL

## Designated Area Map For 2014/15

Our designated area is in the centre of the map, bounded by a blue line.



© Crown Copyright. All rights reserved. Devon County Council 100019783 2013