

## Okehampton College

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### Sixth Form 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.

Nil Satis Nisi Optimum - 'nothing but the best is good enough'.

#### Our Values

At Okehampton College we strive to provide an environment where mutual respect, equity, a sense of community and tremendous opportunity leads to success for all our members.

#### Community

At Okehampton College a sense of community is very important to us. We strive to ensure that the college community is supportive of everyone and everyone feels proud to be part of it. We believe that students should thrive in an environment in which they can flourish and where they can pursue their interests. We believe that the college community should celebrate both that which we have in common and that which makes us different.

#### Opportunity

Okehampton College is a place of opportunity. We have high expectations of our students and our staff. High quality teaching and a broad, balanced and challenging curriculum coupled with an extensive extracurricular programme, allows our students to develop and excel in their areas of interest both inside and beyond the classroom. We believe that everyone should take advantage of the opportunities put before them and that everyone has the right to succeed and to celebrate their successes.

#### Respect

At Okehampton College mutual respect and strong relationships are the foundations on which we build our community. Everyone has the right to feel valued, to be treated courteously and receive or deliver high quality learning in an interruption free environment. Everyone has the right to strive to be the best that they can be and be respected for it.

#### Equity

At Okehampton College we strive for equity. We believe that everyone has the right to succeed, regardless of background and that nobody should be left behind. We believe that it is the College's role to inspire all members of our community to believe that they can fulfil their ambitions and to provide them with the knowledge and skills with which to do so.

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	878-4183	
This school's age range of children	11-18	
Type of school	Secondary with sixth form, academy	
Admissions authority	Dartmoor Multi-Academy Trust	
Normal round <a href="#">Published Admission Number</a>	<b>Year 7 intake, 2021-22</b>	<b>250</b>
	<b>Year 12 intake</b>	<b>30</b> <b>external candidates</b>
<a href="#">Linked school</a> whose children have priority when transferring to this school	There are no linked schools for sixth form admissions	
<a href="#">Designated religious character</a>	No	
<a href="#">Admissions catchment area</a>	Yes	
<a href="#">Supplementary Information Form</a>	No	

<b>Applications</b>	<b>Normal round into Year 12</b>	<b>In-Year</b>
Where to apply	the school's D-CAF5 application form at <a href="https://devon.cc/schoolpolicy">devon.cc/schoolpolicy</a> or from the school office <sup>1</sup>	
When to apply	1 September 2020 to 15 November 2020	from 1 June 2021 for Year 13 from 1 September 2021 for Year 12
When places are offered	January 2021	In response to each application
When to appeal against refusal	from 20 school days after refusal	After refusal

<b>Policy</b> determined on	27 February 2020
Consultation period	1 November 2019 to 3 January 2020
Contact for the admissions authority	Derek Brett, Principal
Amendments	<p>Reference in the glossary to limitations on considering applications from outside England was deleted in December 2020 to reflect Department for Education Guidance.</p> <p>The following amendments were made in August 2021 to comply with the revised School Admissions Code 2021: priority for children adopted from state care outside England was added to oversubscription criterion 1; wording added to reflect that decisions on in-year admissions must be sent to a parent within 15 school days; advice added regarding applications for overseas children.</p>

<sup>1</sup> Only external candidates need to complete this form. Both internal and external candidates must also complete an Options Form which is not a part of the application process.

**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<sup>2</sup> 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<sup>3</sup> including those who appear to the admission authority to have been in state care outside England and ceased to be in state care as a result of being adopted.**
2. **Priority will next be given to children living within the catchment area set out in the map below,<sup>4</sup> who are siblings<sup>5</sup> of pupils on roll at this school.**
3. **Priority will next be given to other children living within the catchment area.**
4. **Priority will next be given to children living outside the catchment area, who are siblings of pupils on roll at this school.**
5. **Priority will next be given to children of members of staff<sup>6</sup> 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.**
6. **Other children.**

**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.

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<sup>2</sup> 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.

<sup>3</sup> An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

<sup>4</sup> Children whose home lies on the boundary line will be considered to be in the catchment.

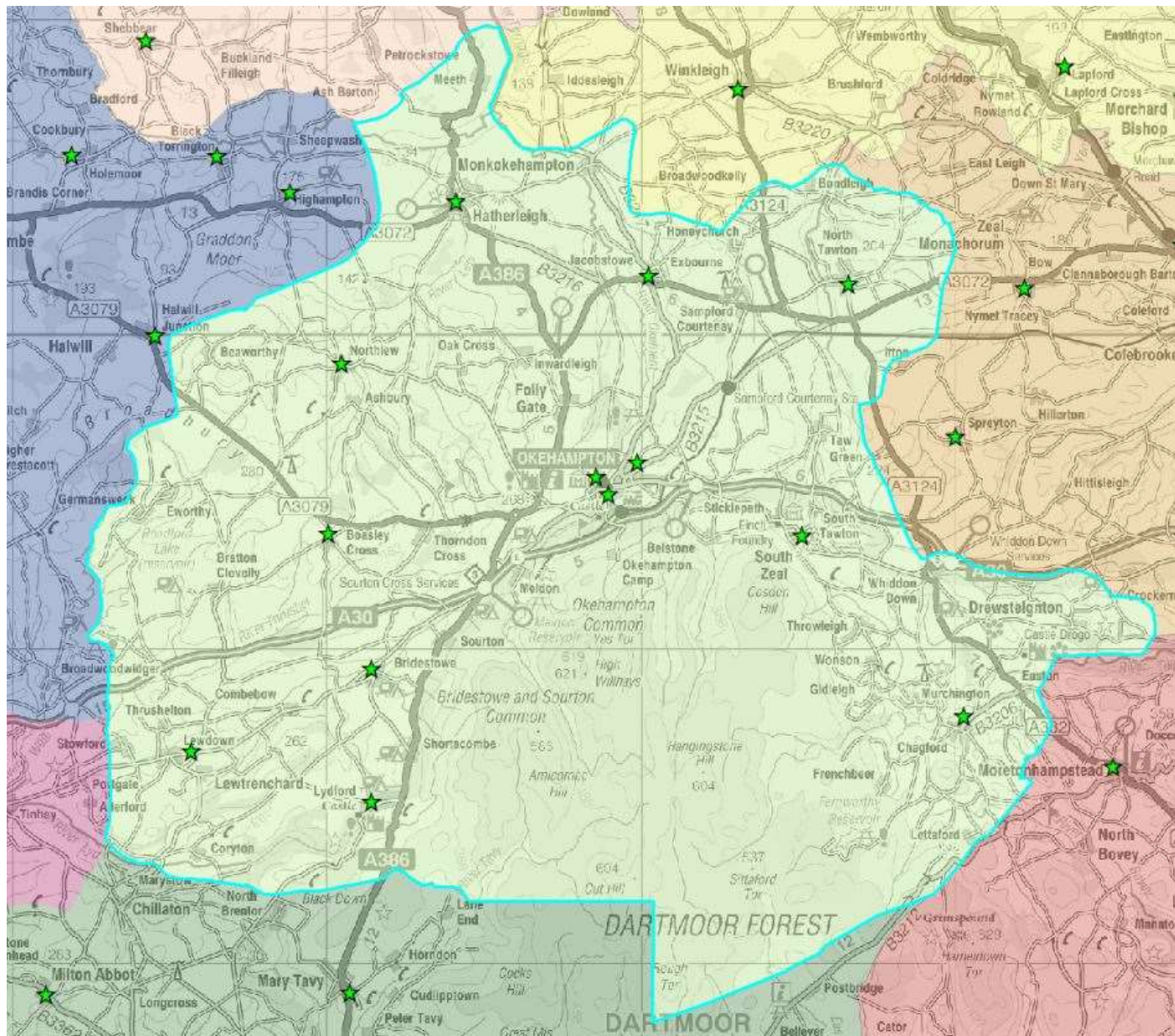
<sup>5</sup> 'Sibling' means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a step brother or sister or other child living in the same household as part of a single-family unit at the date of their application for a place. Siblings are those on roll in Years 7 to 11 or sixth form or with a formal offer of admission to those year groups.

<sup>6</sup> 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.

## Catchment Area

The catchment area can be viewed in more detail at [devon.cc/schoolareamaps](http://devon.cc/schoolareamaps). 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.

We welcome admissions applications for students living inside and outside our catchment area.



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## The Admissions Policy

This policy is written to comply with the requirements of the [School Admissions Code](#), the [School Admissions Appeals Code](#) and other relevant legislation so that:

- parents or students themselves will know how to apply for a school place, when to apply and what happens when an application is made;
- how many places are available at the normal intake into the school;
- our governors, principal and members of staff understand what to do;
- we are committed to fair, clear and consistent admissions procedures.

It should be read along with Devon County Council's [Step by Step](#) and [In-Year Guides](#) to admissions, and [Education Post 16 Transport Policy](#).

For sixth form admissions, we do not take part in Local Authority co-ordinated admissions schemes.

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 the Admissions Process works – who needs to apply

Without exception, young people who wish to transfer to this sixth form must have a formal application for admission. This can be submitted by the young person or by his or her parent. Places aren't allocated automatically and no young person has a guarantee for admission. This includes those with siblings at the school.

Internal students – those who are in Year 11 at this school - do not have to make a formal application but must tell us a place is required AND meet the academic requirements for the courses they wish to study.

All students are required to complete a subject Options Form.

We welcome visits from parents and young people who are considering applying for a place here. This is an opportunity to see what this sixth form has to offer and we strongly recommend visits. They aren't a compulsory part of the admissions process and won't affect decisions on whether a place can be offered here. Visits can be arranged by contacting the school office.

Schools can't hold places in reserve in case a local parents or students forget to apply or in case a family moves to the area later – there are very limited circumstances when an application can be refused. The responsibility for making applications and for providing information or evidence in support of an application lies with parents or the student

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

We ask all external students to complete the **D-CAF5**, Devon Key Stage 5 Common Application Form and to send it in to the sixth form office. Applications submitted after our closing date will be late, considered after those received on time. The form is available from the school office or at <http://devon.cc/applicationforms>.

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

Applications for admission made after **31 August 2021**, after the normal round, are called In-Year admissions. They can be also be made using the **D-CAF5**. All applications received by 2pm on the same day will be considered together, before later applications.

### When to apply for a place

Applications for the start of Year 12 should be made between **1 September 2020**, the opening date of the normal round application process, and our closing date.

In-year admissions applications can be made at any time after the start of the Year 12 intake. Applications will not be considered, however, further in advance than 8 school weeks, ie 40 school days, (or 16 school weeks for students from UK service personnel families posted to a new area).

We offer advice and guidance including about potential admissions later into Year 12 and in Year 13 where transfers should be avoided wherever possible.

### What happens after an application is made?

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

For In-Year admissions, we will reach a decision in response to applications within 5 school days of receipt of the application. We will give reasons for any refusal in writing to the LA promptly so that it can take a view whether the

refusal is lawful where the refusal is not on the grounds that the sixth form is full.

### **Outcomes of the application process**

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

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

### **Admission of students outside their normal age group**

Parents (or students in their own right) may request admission outside their normal age group. To do so parents should include a request with their application, specifying why admission out of normal year group is being requested.

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 student concerned, taking into account the views of the principal and any supporting evidence provided by the parent.

We will ask applicants to say in writing with as much supporting evidence as they wish to provide why they are requesting admission outside the normal age group. The admissions authority will consider this evidence and reach a decision in the student's best interests. It will take into account:

- the parent's views;
- the views of the principal of this school;
- information about the student's academic, social and emotional development submitted by the parent;
- information about the student'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 student may have fallen into a lower age group if it were not for being born prematurely.

Applicants who make a request should consider the implications of a student being taught out of the normal age group. Any school the student later moves on to will not be obliged to continue to educate him or her out of the normal age group.

The admissions authority will reach a decision on which Year Group it believes is appropriate for the student. It will then reach a decision on whether a place can be offered as it would for any application in that Year Group. Where it doesn't agree to early admission to Year 12 – where the child would not have reached the age of 16 by the beginning of September – it will be its view that this is not a suitable setting for the student at that age.

### **Admission Appeals**

We will refuse admission when we believe that the Year Group is full and we are unable to meet the student's needs without causing prejudice to efficient education or the efficient use of resources. Whenever an application is refused, there will be a formal decision letter which will give a reason for refusal and advice about the parent's right of appeal to an Appeals Panel that is independent of this school.

### **How to apply for a place in Years 7 to 11**

Applications for admission to Key Stage 3 and 4 must be made through Devon's co-ordinated admissions schemes. Information is available in our separate admissions policy for the main school.

## Contacts for Further Information

### **Dartmoor Multi-Academy trust**

01837 650910 [www.dartmoormat.org.uk](http://www.dartmoormat.org.uk)

### **Devon School Admissions Service**

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**

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

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

01980 618244 [DCYP-CEAS-Enquiries@mod.gov.uk](mailto:DCYP-CEAS-Enquiries@mod.gov.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)

**Appendix A – Admissions Explanatory notes for Devon state-funded sixth forms. The oversubscription criteria for this sixth form are detailed above. Further information can be found at [www.devon.gov.uk/admissions](http://www.devon.gov.uk/admissions) and in the Step by Step and In-Year Admissions Guides at <http://devon.cc/prospectus>**

<p>Admission authority</p>	<p>This is the body with legal responsibility for the admissions policy and decisions in response to applications for admission. This includes proposing, consulting on, determining and publishing the policy. The admission authority for different types of school are:</p> <p><b>Academies:</b> the academy trust or multi-academy trust  <b>Community schools:</b> the Local Authority  <b>Foundation schools:</b> the school’s governing board  <b>Free schools:</b> the academy trust or multi-academy trust  <b>University Technical Colleges (UTC):</b> academy trust or multi-academy trust  <b>Voluntary Aided schools (VA):</b> the school’s governing board  <b>Voluntary Controlled schools (VC):</b> the Local Authority</p>
<p>Admission Number (AN) or Published Admission Number (PAN)</p>	<p>The PAN is the minimum number of places that will be made available at the normal round intake into the sixth form. The PAN may be increased at any time. In exceptional circumstances, a student may be admitted above the PAN where the admission authority considers this to be necessary and appropriate.</p> <p>The AN is the equivalent of the PAN after the intake year. It is the number of places we expect to be able to provide in the Year Group. It will often be the same as the PAN that was originally determined for that group of students when it first entered the sixth form. It may be increased or decreased in response to changes in demand or in accommodation or organisation.</p> <p>The PAN for Year 12 admission only relates to external candidates.</p>
<p>Appeal</p>	<p>When an application is refused, this is very often because we believe it would “prejudice the provision of efficient education or the efficient use of resources”. (see the School Standards and Framework Act 1998).</p> <p>Any refusal will be in writing and inform the applicant of the</p> <ul style="list-style-type: none"> <li>• reason for refusal</li> <li>• right to an appeal to be heard by an independent panel</li> <li>• right to a place on a waiting list for vacancies</li> </ul> <p>An appeals service is available for all Devon state-funded sixth forms before the Devon Independent School Admissions Appeals Panel. Further information about the process is available from the Appeals Clerk. Appeal papers will either be sent with the refusal letter or can be requested from the LA.</p> <p>Internal candidates can only be refused readmission after Year 11 where they do not meet the required academic criteria. External candidates can be refused on these grounds or because the sixth form is full.</p>
<p>Application</p>	<p>Applications are only required for external candidates.</p> <p>For normal round admissions, applications are considered to have been made on the National Closing Date or the date when the application was submitted or amended if later.</p> <p>In-year applications are considered to have been made on the date they are received, including any supporting evidence that is required – for example, a new address or evidence of a Child’s in Care status or a Supplementary Information Form.</p> <p>It is an applicant’s responsibility to make sure that the sixth form is informed about changes to circumstances and eligibility for priority if, for instance, a sibling is taken onto our roll or the home address changes.</p>



Catchment Area	<p>Many sixth forms operate an admissions catchment area. This is the geographical area that it is primarily intended to serve. There is a higher admissions priority for students who live in it. Students 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.</p> <p>Eligibility for catchment priority where this is part of a school's arrangements is not a guarantee of admission.</p>
Children formerly in Care (Looked After)	<p>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.</p> <p>Eligibility for looked after or formerly looked after priority is not a guarantee of admission although there is a presumption in favour of admission in most circumstances.</p>
Chronological Year Group	<p>This is the group of students usually taught together according to their date of birth. Students born between 1 September and 31 August have the same chronological Year Group. This is sometimes called the normal age group.</p>
Common Application Form	<p>This is the name for the application form provided by the LA and 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.</p> <p>The D-CAF5 allows for a single preference to be made and returned direct to the sixth form.</p> <p>Some sixth forms require external candidates to use their own application form.</p>
Compulsory School Age	<p>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.</p>
Distance measurement	<p>Measurements for admissions purposes are straight-line from the main entrance to a student's home (the residential building) to the star marker for the school on Devon's Geographical Information System, an electronic mapping system which can be viewed at <a href="http://www.devon.gov.uk/schoolareamaps">www.devon.gov.uk/schoolareamaps</a>. This applies solely to external candidates.</p>
Documentary evidence	<p>Once a place has been offered to an external candidate, we may ask for evidence of identity – usually a short birth certificate. This may not be necessary where the student has been on roll at another school in England which can confirm that evidence has been seen at that school.</p> <p>We may also request evidence that a student's address is genuine or that the person who made an application for admission was legally permitted to do so.</p>
Education, Health and Care Plans	<p>An Education, Health and Care Plan is a formal document issued by the LA describing a child's additional needs and how they will be provided for. Any student whose EHCP names this sixth form will be admitted.</p> <p>Before a Plan is issued or amended the LA will consult with sixth forms and ask whether it considers it could meet the student's needs, as set out in the Plan.</p>
Education Transport	<p>Parents should consider how their child will get to sixth form 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 students as a last resort, where no other means to support access to education is available. This is set out in the LA's <a href="#">Post-16 Education Transport</a>. Applications for transport must be made direct to the LA where a child lives.</p>

	<p>A discretionary bursary can be applied for by any student facing financial barriers to participation in education, such as the costs of transport, books and equipment. Full details are available on the college website.</p>
Equally ranked preference scheme	<p>Sixth form applications are not co-ordinated by the LA. Applications for admission for external candidates are submitted direct to each sixth form separately. There is therefore no equal ranked admission scheme as there is for children of statutory school age.</p>
Extended schooling	<p>Further information on services beyond the normal school day is available from the school office or website.</p>
Fair Access Protocol	<p>The In-Year Fair Access Protocol does not apply to sixth form admissions.</p>
Faith oversubscription criteria	<p>Sixth forms designated with a designated religious character may give additional priority for admission where faith criteria are met by an external candidate.</p> <p>Eligibility for faith priority where this forms part of arrangements is not a guarantee of admission.</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 Regulation	<p>Information about an admissions application will be shared with relevant LAs and with another sixth form when a place has been offered.</p> <p>Where one parent seeks information about an application or to locate a young person, the priority will be to safeguard the young person and immediate family. Unless it is established that the other parent may not lawfully receive information about the young person, the following information will be shared: the preferences expressed, the date of the application, name of the applicant and the outcomes of those preferences. Details about the reasons for an application will not be shared with the other parent.</p>
Home Address	<p>Places are offered here based on where the external candidate student will attend sixth form, not necessarily where they live when the application is made. If we have vacancies, then it doesn't matter whether the home address is in our catchment or relatively close to the sixth form.</p> <p>The home address is where a student normally lives. Where a child lives with parents with shared parental responsibility, each for part of a week or for one week in turn, the home address is determined by a joint declaration from the parents which may set out the pattern of residence. The address used will be the address from which the student attends on most mornings in a normal school week.</p> <p>If no declaration is received and there is no relevant Court Order, the home address will be the address at which the student is registered with a GP. If this is not possible or is in dispute, any other evidence provided by parents will also be considered in reaching a decision on the home address for admissions purposes. This may be necessary where parents don't agree on the student'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 student 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</p>

	can't provide this evidence should contact us or the LA. There is no intention to disadvantage families where there is a genuine reason why evidence cannot be provided.
Home-School Agreement	Admission to sixth form is not conditional on signing a home-school agreement. However, some will ask applicants to sign a Home-School Agreement after students have been offered a place as a positive way of promoting greater involvement in education.
In-Year admissions	This is where a student joins the sixth form at any time after the normal round, the first opportunity for admission.
Linked School	There is no linked school priority for sixth forms. Students from Year 11 here who reach the required academic criteria are guaranteed a place in Year 12.
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>Many sixth forms in Devon give admissions priority to the children of members of staff. This will be any salaried person employed at the 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>All members of staff are considered to be important part of the school community: teaching and non-teaching. This includes members of staff employed by a third party, whose duties are solely at the school.</p> <p>Eligibility for children of staff priority where this is part of a school's arrangements is not a guarantee of admission.</p>
Multiple birth siblings	Random allocation will not be applied to multiple birth siblings (twins and triplets etc.) tied for the final place. Where an external candidate multiple birth sibling can be admitted within the PAN or AN, Devon sixth forms will admit them all and exceed the PAN if necessary.
Nodal points	<p>A Nodal Point in is a geographical location, used when a sixth form is oversubscribed, to measure distance to an applicant's home. This can ensure the school serves students closest to it but also those living in other areas, for example areas that have more limited access to school places or where a straight-line measurement does not fairly represent proximity to the school. Nodal points are sometimes known as Admissions Points or Centroid Points.</p> <p>The term nodal point may also describe a specific location on school premises for distance measurement purposes.</p>
Normal Round Admissions	This is where a student joins a sixth form at the first opportunity for admission to the Year Group.
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, it is assumed the offer will be accepted unless the applicant advises otherwise. If an applicant doesn't confirm the place is required within 10 school days of the offer, the sixth form will try to contact the applicant 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 places are offered or refused to external candidates it is done fairly and consistently. Where the sixth form has reason to believe that false or deliberately</p>

	<p>misleading information has been provided, the decision to offer will be reconsidered using correct information. The offer may then be withdrawn 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 student will attend.</p> <p>Accurate information is particularly relevant for addresses. A sixth form may ask for evidence of a student's home address as part of the decision-making process. If it is believed that the student's address will change before admission, the sixth form must be informed. The applicant may be required to provide 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 applicant 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	<p>Applications submitted from outside the country will be processed without regard for nationality or immigration status.</p> <p>Foreign nationals who wish to apply for a state-funded school place should check that they have a <u>right of abode</u> or that the conditions of their immigration status otherwise permit them to access a state-funded school.<sup>7</sup></p>
Oversubscription criteria	<p>Where the number of applications for external candidates exceeds the number of places available in the Year Group, the admission authority for a sixth form will use its published oversubscription criteria to prioritise applications. They are detailed in the key information section of each admissions policy. They are not relevant where there are vacancies.</p> <p>Eligibility for priority under any oversubscription criterion is not a guarantee of admission.</p>
Parent (or carer or guardian)	<p>A parent is any person who has parental responsibility or care of the student. When we say parent, we also mean carer or guardian. Where admission arrangements refer to parents this can mean one parent or both. A sixth form 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 student should attend. Decisions in response to an admissions application will take into account imminent court hearings that may have an impact on parental responsibility and living arrangements.</p>
Prejudice to efficient education	<p>It is lawful to refuse admission where taking another external candidate 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 AN for the Year Group has been reached.</p>
Published Admission Number or PAN See also Admission Number	<p>This is the minimum number of places available at the sixth form at the normal round intake for external candidates. In limited circumstances, more will be admitted. It is calculated considering the physical capacity of the sixth form, the level of demand expected from internal candidates and sensible, lawful school organisation. Once set applications will not be refused below the PAN at the normal round. If there is unexpectedly high demand and a sixth form believes it could admit more students, the PAN will be increased. A sixth form may admit students above-PAN where their circumstances suggest their need to be admitted outweighs prejudice to efficient education.</p>
Pupil Premium	<p>Sixth forms can give admissions priority where a student is eligible for Pupil Premium funding if included in the oversubscription criteria.</p>

<sup>7</sup> Further advice is available from the LA at <https://www.devon.gov.uk/educationandfamilies/school-information/apply-for-a-school-place/admission-advice-international-arrivals>

	<p>Eligibility for Pupil Premium priority where this is part of the arrangements is not a guarantee of admission.</p>
Service families	<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. Measurements for prioritisation purposes will be from the main entrance to the residential property or the centre of the front gate of the unit address if necessary. This requires written confirmation from the relevant government department: The Ministry of Defence, the Foreign and Commonwealth Office or Government Communications Headquarters.</p> <p>Sixth forms 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.</p>
Sibling	<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 stepbrother 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 student seeks admission in-year.</p> <p>A sibling who has been offered an in-year place for the beginning of the next 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.</p> <p>Eligibility for sibling priority where this is part of the school's arrangements is not a guarantee of admission.</p>
Supplementary Information Form or SIF	<p>A form in addition to the LA common application form or the sixth form application form. Some schools use SIFs to collect information necessary to apply one or more of their oversubscription criteria.</p> <p>SIFs need only be completed to provide information related to a specific oversubscription criterion, not by applicants who aren't seeking priority according to those criteria.</p> <p>An application must be completed in all cases.</p>
Tie breaker	<p>To distinguish between external candidates 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). Students who live closer to the school have a higher priority for admission. Where two or more students reside within a block of flats, they will be deemed to live at an equal distance from the school.</p> <p>If the tiebreaker above is not enough to distinguish between applicants in an oversubscription criterion, there will be a random ballot. This will be undertaken by a person independent of the school by the operation of an electronic list randomiser. Random allocation will not be applied to multiple birth siblings (twins and triplets etc.) from the same family tied for the final place. Sixth forms will admit them all.</p>
Uniform	<p>Students attending some schools are expected to wear a uniform. Where this is the case, information about where this can be purchased and support for families who may be unable to afford items of uniform will be available from the school office and website. Others do</p>

	not have a uniform but will be expected to follow a dress code.
Waiting Lists	<p>Sixth forms will operate a waiting list for Year 12 until the end of the autumn term. This will be maintained by the sixth form. Waiting lists will only contain the names of students who have formally applied and been refused admission.</p> <p>Student's positions on the waiting list will be determined solely in accordance with a school's oversubscription criteria. Positions will be reordered whenever anyone is added to or leaves the waiting list. Therefore, a student's name can go up or down on the list. The length of time on a waiting list does not affect a student's position.</p>

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