



Okehampton College

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Admissions Policy 2018-2019

- ~ All schools must have an admissions policy – [The Admissions Policy](#)
- ~ Admissions policies must make it clear that all parents **must** apply for admission
 - [How to apply for a place at the normal round](#)
 - [How to apply for a place at other times](#)
- ~ Admissions policies must make it clear [when to apply for a place](#)
- ~ Admissions policies must make it clear what happens after an application
 - [What happens after a normal round application is made?](#)
 - [What happens after an in-year application is made?](#)
 - [Key Information](#)
 - [Our oversubscription criteria](#)
 - [Our catchment area](#)
- Admissions policies must make it clear what happens when an application is successful
 - [Outcomes of the application process](#)
- Our policy outlines how we consult and set it each year
 - [Policy Version](#)
- ~ [Appendix A](#) contains detailed information and definitions of the terms that we use

Text that is [underlined in blue](#) indicates a link to further information within the document or online. If you don't have access to the internet or have any questions about this policy, or admissions in general, please ask for advice from the school or local authority admissions team.



Key Information – For definitions and notes see [Appendix A](#)

Published Admission Number (PAN) for Year 07	250
Published Admission Number (PAN) for Year 12	30 (external candidates only)
Does the college have a catchment area?	Yes
Department for Education school number	878 - 4183
Age range of children in this school	11-18
What kind of school is this?	Foundation School
Who is the Admissions Authority ?	The governing body
Does the college belong to federation/chain of schools?	Dartmoor Federation
When will children in the normal age group for Year 07 2018-2019 have been born?	1 st September 2006 to 31 st August 2007
When can parents apply for admission to Year 07?	1 st September to 31 st October 2017
How can parents apply for admission to Year 07?	online – devon.cc/admissionsonline paper forms – from Devon School Admissions or by contacting the college
When can parents apply for admission to Year 12?	1 st January 2018
Is there a Supplementary Information Form (SIF) for additional priority?	No
When will places be offered for Year 07?	1 st March 2018
When should appeals for admission to Year 07 be submitted?	31 st March 2018
When can applications for in-year admission be made?	Applications for in-year admission can be made at any time after the start of Year 07
Education, Health, and Care Plan	Any child whose Education, Health, and Care Plan names the college will be admitted

[Oversubscription Criteria](#) – *to be used only if we have more applications than places*

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. Children who live in our designated area, with a sibling on-roll at this school when the application is made
4. Children who live in our designated area, attending a linked primary school when the application is made
5. Children who live outside our designated area, attending a linked primary school when the application is made
6. Other children who live in our designated area
7. Children who live outside our designated area, with a sibling on-roll at this school when the application is made
8. Children of staff in either or both of the following circumstances:
 - ~ where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made
 - ~ where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage
9. Other children

Tiebreaker – to prioritise applications in the same oversubscription criteria we will use

- a) Straight-line distance from home to school
- b) Where distances are equal (within 1 metre) we will use a random ballot

Our Ethos – The college bases its values around the word **RESPECT**

R – Recognise that learning is the highest priority of the college

E – Everyone matters – We aspire to be a ‘bully free’ site where everyone should be treated with respect and allowed to fulfil their potential in a safe, orderly learning environment

S – Self-study – Home learning supports and compliments the work within college and should be regarded as a compulsory aspect of college life, aimed at helping students fulfil their potential

P – Pride, personal performance, and appearance

E – Expectations – The college expects all of its members to behave in a mature and responsible manner at all times

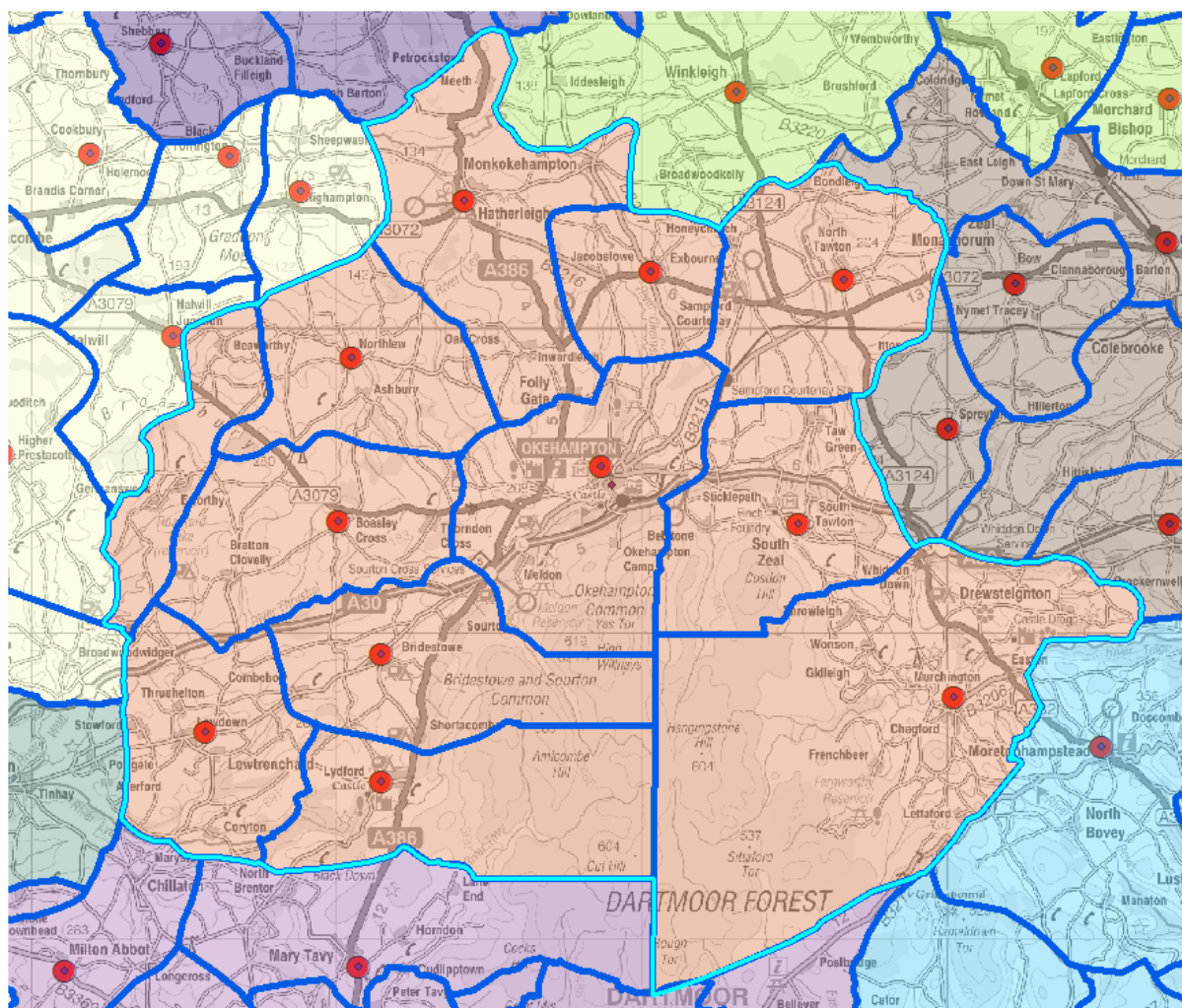
C – Cooperation – In order for such a large organisation to function successfully, it requires everyone to cooperate and conform to expectations, procedures, and protocol

T – Timekeeping – We should all be on time for registration, lessons, and assemblies

We ask all 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.

Designated or Catchment Area

Our catchment area is in the middle of the map below, bordered by a light blue line. Dark blue lines represent the boundaries of primary school areas. You can view this map in more detail on the [Devon County Council website](#). This will confirm whether addresses close to the boundary are inside or outside of our area. We welcome admissions applications for children living inside and outside of our designated area.



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The Admissions Policy

Our admissions policy is written to comply with the requirements of the Schools 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 Coordinated Admissions Schemes, Fair Access Protocol, and Education Transport Policy.

Once our policy is determined it cannot be changed unless an amendment is required:

- To correct a typographical error
- To ensure that the policy complies with the codes where it is identified as being non-compliant
- In response to a determination of the Office of the School's Adjudicator
- Where approval has been received to a request for an In-Year Variation

Any changes that are made will be detailed in the [Policy Version](#) section of this document.

How the Admissions Process works – all parents have to apply

Most children join schools 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. Without exception all parents have to make a formal application for admission to a state-funded school. Places are not allocated automatically and no child has a guarantee of admission.

We must fill vacancies if a parent applies for a place here. That means that we cannot hold places back in case a local parent forgets to apply or in case a family moves to the area and wants to come here. We will share information with the Local Authority (LA) and help to publicise the need to apply, but the responsibility for making applications lies with the parents.

We welcome visits from parents – and their children – who are considering applying for a place here. This is an opportunity to see the college and what we have to offer. A visit is not a compulsory part of the admissions process and will not affect decisions on whether a place can be offered here. Parents can make appointments by contacting the school office.

How to apply for a place at Normal Round – Year 07

The normal round is the first opportunity for children to join a school. For us, and all secondary schools, that is at the beginning of Year 07. Parents apply using the 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 coordinates all applications for the school. Through this process every parent who applies will receive a single offer on the same day, the National Offer Day.

There is an annual national closing date for applications – the 31st of October. Applications after this date will be late unless the parent can demonstrate that he/she was unable to apply by the deadline. This may be because of an illness that prevented an application being made or because of a change of address involving a move into the area. Otherwise, late applications will be considered after those received before the deadline. Devon Admissions will send us a list of all the students whose parents have applied for a place at Okehampton College. All normal round applications are considered in line with Devon's Secondary Co-ordinated Admissions Scheme.

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

We also admit children to Year 12 as a normal round of admission. The Year 12 intake includes both internal candidates (moving from Year 11 at this school) and external candidates (moving from Year 11 at another school). The Published Admission Number (PAN) in Year 12 is for external candidates only. There is no limiting number for internal candidates and all internal applications with qualifications appropriate to their chosen courses will be admitted.

We publish a prospectus giving details of all the courses that we plan to offer, and the entry requirements for those courses, which is available in the [Post-16 section on our website](#).

Applications by external candidates can be made by using the LA's D-CAF5 common application form or by completing our Application for Sixth Form Admission to Okehampton College (online and printable copies are available from the [Applying to Post-16](#) section of the college website). Both internal and external candidates should complete and return an Options form by the Year 12 deadline (please contact the college for the latest version of the form).

When to apply for a place

Year 07 Normal Round – Parents in Devon should apply between the 1st of September 2017 and the 31st of October 2017 (the opening date may differ in other Local Authority areas).

Year 12 Normal Round – We invite applications from the 1st of January 2018, applications will be considered up until the 30th of September 2018.

In-year admissions applications can be made at any time after the start of Year 07. In-year applications will not be considered, however, further in advance than 8 school weeks/40 days (or 16 weeks/80 days for children from UK service personnel families).

What happens after an application is made?

If there are fewer applications than places available, then no application is refused at the normal round. If we are oversubscribed (where there are more applications than there are spaces) we will prioritise applications according to our [oversubscription criteria](#). When we do this we send back our list of applications ranked in priority order to Devon Admissions. The council will co-ordinate applications for us, and all schools, as part of its Co-ordinated Admissions Scheme and make offers and refuse applications on our behalf. The scheme is an equally ranked preference scheme.

Shortly after local authorities make offers to parents we will contact those parents who have been offered a place with us to welcome them to the school and make arrangements for admission itself.

Outcomes of the application process

If a place can be offered the parent will receive a letter from Devon Admissions confirming the offer of a place and we will look forward to the child starting with us. This is the same process for normal round and in-year admissions.

For unsuccessful applications the parent will receive a refusal letter and can then appeal to an Independent Appeals Panel. The child's name will be added to the waiting list for places in that year group.

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

Parents can apply for admission after the normal round – after the 31st of August 2018 – using the [Devon Common Application Form](#): the D-CAF. In-year applications can be made at any time up to 8 school weeks/40 school days in advance of a place being required (or up to 16 school weeks/80 school days for children of UK service personnel).

What happens after an in-year application is made?

All applications received by 2pm on the same day will be considered together.

We aim to reach a decision in response to applications, and to inform Devon Admissions of that decision, within one school week (5 school days) of receipt of the application. However, on some occasions a decision may be delayed until the next meeting of our Admissions Authority (the College's Governing Body).

All in-year applications will be made in line with Devon's In-Year Co-ordinated Admissions Scheme.

Admission of children outside of their normal age group

Parents can request that their child is admitted outside of their normal age group. We ask parents to tell us in writing, with as much supporting evidence as they wish, why they are requesting admission outside of the normal age group for a child. We will consider this 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 that has been submitted by the parent
- Information about the child's medical history and the views of relevant medical professionals that has been submitted by the parent
- Whether the child has previously been educated outside of their normal age group
- Guidance from the Department for Education on the admission of summer-born children
- Whether the child may have been a different chronological year group had they not been 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 that the child later moves on to will not be obliged to continue to educate the child out of their normal age group.

Where we do not agree to early admission to Year 07 – where the child would not have reached the age of 13 by the beginning of September – it will be our view that this is not a suitable school for the child at this age. Under these circumstances we will not accept an application for admission. There is no right of appeal against this decision.

Exceptional need for admission to our school

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

Exceptional needs 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 more difficult, which can be supported by medical evidence

These examples are not exhaustive or exclusive. Neither should it be assumed that a similar set of circumstances would impact all children or families in the same way.

If there are medical reasons that make it essential for a child to attend this school then the parent must provide supporting information from a doctor, together with any other relevant information. This must make a compelling case as to why the child's needs can only be met at this school: a medical condition in itself will not automatically result in the offer of a place here. It isn't essential that the doctor name our school, but the evidence should explain exactly what the child's needs are and what specialist support is required.

For social or educational reasons parents must provide independent evidence from a relevant professional which supports the family's case. This 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 isn't essential for the professional supporting the family to have an in-depth knowledge of our school but the evidence must explain exactly what the needs are and what specialist support and/or facilities the child requires.

Exceptional need for admission to Okehampton College 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 asthma, which does not require specialised treatment

- The child has a particular interest or ability in a subject or activity

Evidence from a relevant professional, independent of the family, will be required in every case and should be made available in time for us to rank the application using the school's [oversubscription criteria](#). This should provide a reasoned and unequivocal opinion establishing why the child would suffer significant detriment by not being admitted to this school. Evidence should be from a GP, consultant or other healthcare worker, or social care officer who is working with the child.

Without satisfactory supporting evidence we will not prioritise an application as demonstrating exceptional need. We may seek our own advice as to whether we are the only school that could meet a child's needs.

Parents can indicate on Devon's common application forms that they believe there is an exceptional need for admission to Okehampton College. It is not expected that a parent seek this priority at a school that was not named as the first preference. The onus is on parents to submit their supporting evidence and to provide further evidence if requested to do so.

Parents who apply using a common application form from another LA, and which does not have a tick-box for exceptional need, should add a note in the reasons for their preference that they are requesting exceptional need priority and will be providing the supporting evidence.

If we accept that exceptional need has been demonstrated the application will be prioritised under our oversubscription criteria 2. This does not guarantee that a place will be available.

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

Admission Appeals

We will refuse admission when a Year Group is full and we believe we would be unable to meet the child'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 the reason for refusal and advice about the parent's right of appeal to an appeals panel that is independent of the school.

Policy Version

This policy was determined by the admissions authority in February 2017 following a public consultation between the 1st of November 2016 and the 6th of January 2017. It will be reviewed and determined annually. Once this policy is determined it will be published on our website. Objections can be submitted to the Office of the Schools' Adjudicator until the 15th of May 2017.

Contacts for further information

Devon School Admissions Service – admissions@devon.gov.uk

Telephone contact through *My Devon* on 03451 551019

Devon County Council policies, information, and admissions application forms

devon.cc/admissionarrangements

devon.cc/admissions

Independent Schools Admissions Appeals – devon.cc/appeals

Telephone contact through *My Devon* on 03451 551019

Postal address: Clerk to the Independent Appeals Panel, County Hall, Exeter, EX2 4QG

Devon Education Transport Team – devon.cc/schooltransport

Telephone contact through *My Devon* on 03451 551019

Children's Education Advisory Service (advice for service families) – 01980 618244

enquiries@ceas.detsa.co.uk

Department for Education (DfE) – www.education.gov.uk – 08700 002288

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

Appendix A – Definitions and explanatory notes

Admissions Authority	This is the body responsible for proposing, consulting on, and determining the admissions policy. It is also responsible for reaching decisions about offering or refusing applications. For foundation schools the admissions authority is the governing body.
Admission Number (AN)	This is the equivalent of Year 07's Published Admission Number (PAN) but for Years 08 to 11. It is the number of places considered to be available in each year group. The Admission Number will often be the same number as the PAN originally determined for that year group when it was Year 07. It may be increased or decreased where the amount of accommodation has changed or where class sizes have changed because of reorganisation within the school. Schools will consult with their LA before setting an AN that is different to the original PAN for a given year group.
Appeals	<p>If the school has to refuse admission the refusal will be because they believe it would cause 'prejudice to 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 admission is refused, it will be in writing. There will be the right of appeal to an Independent Appeals Panel and to a place on the waiting list. If an application for admission is unsuccessful parents have a statutory right of appeal to a panel which is independent of the school. Appeal papers will either be sent with the refusal letter or can be requested from the LA. Parents have at least 20 school days to return the papers, together with any supporting evidence. (Papers can be submitted earlier if the parent chooses).</p> <p>The Clerk to the Independent Appeals Panel will give at least 10 days' notice of the appeal date. Parents will also be told when to submit any further information to be considered. Parents will receive evidence from the school 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 that time.</p> <p>Appeals at the normal round of admissions to Year 07 will be heard within 40 school days of the deadline for lodging appeals. Where the application was not made in time for a decision to be made on the national offer date they should still be heard within the 40 day period or, if that is not possible, within 30 days of the appeal being lodged. For in-year admissions to any academic year appeals must be heard within 40 school days of the deadline for lodging appeals.</p> <p>Appeals for sixth form admission will be heard within 30 days of confirmation of exam results where the offer of a place was conditional on those exam results. Otherwise, they will be heard within 30 school days of the appeal being lodged. For in-year admissions to any academic year appeals must be heard within 40 school days of the deadline for lodging appeals.</p>
Application	<p>For normal round admissions schools consider applications to have been made on the national closing date of 31st of October 2017 or the date when the application was submitted or amended with new information, if later.</p> <p>It is a parent's responsibility to make sure that schools are informed about changes to circumstances and eligibility for priority if, for instance, a sibling is taken onto that school's roll after the closing date or if there is a change of home address.</p>
Catchment or Designated Area	For many schools this is the geographical area that the school is primarily intended to serve. Children who live in the catchment area have a higher priority for admission. Okehampton College operates a catchment area.
Children formerly Looked After	These are children who were looked after until they were adopted (See <i>Adoption and Children Act 2002</i> , Section 46), or made the subject of a child arrangements order, or a special guardianship order (<i>Children Act</i> , Section 14A). Child arrangements orders are defined in Section 8 of the <i>Children Act 1989</i> , as amended by Section 12 of the <i>Children & Families Act 2014</i> .
Chronological Year Group	This is the group of children usually taught together according to their date of birth. Children born between the 1 st of September and the 31 st of August the following year have the same chronological year group.
Common Application Form	This is the name for the application form provided by a local authority. They must be used for any application for admission to a school at the normal point of admission. For Okehampton College that means the beginning of Year 07. The form provided by the local authority where the child is resident must be used regardless of where the school is. For Devon, and the normal round into Year 07, the application form is the D-CAF. Most parents in Devon apply online .
Compulsory School Age	Children reach compulsory school age on the prescribed day following their 5 th birthday (or on that birthday if it falls on the prescribed day). They must be in full-time education by the beginning of the term following this date. The prescribed days are the 31 st of August, 31 st of December, and 31 st of March. Children who are of compulsory school age do not have to be in school – they may be home educated.

	The raising of the participation age (RPA) means that young people must be in full-time education, an apprenticeship, or part-time education/training (if they are employed, self-employed, or volunteering for at least 20 hours a week) up until their 18 th birthday.
D-CAF and D-CAF6	Devon's Common Application Form for in-year admissions, enabling a parent to name up to 3 schools, is available from the Local Authority and online. The D-CAF6 is an application form available in school and provided to a parent where the school is able to confirm a place direct to that parent, under certain circumstances. Okehampton College requests all applications be made via Devon Admissions.
Delayed Admission	Delayed admission is where a summer-born child starts school a year later than usual but in the Reception class of an Infant or Primary School. A child is summer-born with a date of birth between the 1 st of April and the 31 st of August. These children are likely to remain out of their chronological year group throughout their schooling, seeking transfer to Year 07 when they would be of Year 08 age.
Distance Measurement	At the time of determination schools 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 an alternative provision will be made using an equivalent system.
Documentary Evidence	Once a place has been offered to a child schools 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 by that school. Schools may also request evidence that a child's address is genuine or that the person who made the application was legally permitted to do so.
Education, Health and Care Plans	Any child whose Education, Health and Care Plan names Okehampton College will be admitted. This will reduce the number of places available to other children. For in-year admissions the child will be admitted whether or not the school has reached the PAN or any other limit 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 a school if it is the catchment school for the child's home address or the closest school available when the parent could apply. The home address must be further than a walking distance of 3 miles from the school. There is an additional entitlement for secondary-age children from low income households. Applications for transport should be made direct to the Local Authority where a child lives. A school's 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 order that the parent would most like a place provided. This is called the ranking. It might be possible for each school to offer a place and, if this is the case, a place will only be offered at the school ranked highest by the parent on the application. So, for instance, if places were available at School 1 and School 3 a place would only be offered at School 1. Equally ranked preference schemes are a legal requirement which enable parents to apply for the school they prefer without risking non-admission to the closest or catchment school.
Exceptional Social or Medical Need	Children for whom an exceptional social or medical need to attend Okehampton College is demonstrated will have higher priority for admission. This does not guarantee a place or make a place available. In all cases satisfactory supporting evidence from a relevant professional, independent of the family, will be required.
Extended Schooling	Further information about services beyond the normal school day is available from the Curriculum Support Office or the Okehampton College website .
Fair Access Protocol	All Local Authorities are 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 or unable to access an appropriate school place under the standard in-year admission arrangements for the area have an admissions safety-net. For secondary schools in Devon a child meeting the criteria of the Fair Access Protocol will be admitted to the secondary school designated for their home address even where it has reached its PAN or Admissions Limit (up to 3% over PAN). This does not provide additional places for children who already have a local school place.
Fees and Charges	There is no charge for applying for a place at, admission to, or the provision of education at Okehampton College. The school will not request donations before or during the admissions process and any donations made after admission are entirely voluntary. No activities, such as school trips or visits, are compulsory. A policy on charging for activities is available from the Okehampton College website or upon request from the College Reception.
Foundation School	A state funded school in which the governing body has greater freedom in the running of the school than in a community school. Foundation Schools were set up under the <i>School Standards and Framework Act 1998</i> .

Home Address	<p>Places are offered here on the basis of where they will live when they attend the school, not necessarily where they live when the application is made. If a school has vacancies then it does not matter whether the home address is in their catchment area – although schools will only offer a place to a child living close enough to attend on a daily basis.</p> <p>Where a school asks for evidence of the address from which a child will attend this would often be written confirmation of a house purchase or a formal tenancy agreement. Schools recognise that some families may not be able to provide this – for example, where a house move is at very short notice or a family is escaping domestic violence. Parents who cannot produce this evidence should contact the school directly, there is no intention to penalise families where there is a genuine reason why evidence cannot be provided.</p> <p>The school will not accept more than one address as a child's home address. The terms of a child arrangements order may clarify the home address but, in the absence of a child arrangements order, the school will consider the home address to be with the parent who has 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 their GP. Any other evidence provided by parents will also be considered in reaching a decision on the home address for admission purposes. This may be necessary where, for instance, parents don't agree on the child's home address.</p> <p>Parents are urged to reach agreement or to seek a Specific Issues Order from a court to decide which parent should or should not pursue an application. Where they do not the school will determine the home address.</p>
Home-School Agreement	Admission to school is not conditional on signing a home-school agreement. However, Okehampton College will ask parents to agree with its Home-School Agreement after their children have been offered a place as a positive way of promoting greater involvement in a child's education.
Linked or Feeder School	<p>A school which works with another to develop curriculum links and to ease the transition from primary schools to secondary schools.</p> <p>Okehampton College gives admissions priority to children attending its feeder schools. However, attending a feeder school <u>does not</u> guarantee that a place will be offered.</p> <p>Okehampton College's linked schools are:</p> <ul style="list-style-type: none"> Boasley Cross Primary School Bridestowe Primary School Chagford Church of England Primary School Exbourne Church of England Primary School Halwill Primary School Hatherleigh Primary School Lew Trenchard Church of England Primary School Lydford Primary School North Tawton Primary School Northlew and Ashbury Church of England Primary School Okehampton Primary School South Tawton Primary School
Looked After Children	These are children who are looked after by, or are provided with accommodation in the exercise of its functions (see <i>Children Act 1989</i> Section 22 (1)) by, a Local Authority.
Member of Staff	This will be any salaried person employed at Okehampton College, not at any other school. 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 the member of staff's base school, where that can be identified. Where this cannot be identified the priority will be at the school where the member of staff is intending to work for the majority of time in the current academic year.
Multiple Birth Siblings	Where applications are received from families with multiple birth siblings (twins, triplets, etc.) every effort will be made to allocate places in the same school, 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 to seek admission to an alternative school with sufficient vacancies to accommodate all of the multiple birth siblings. Where Okehampton College does not have sufficient space to admit all of the multiple birth siblings, and one or more is refused admission, the college does not consider that it would be obliging to the children to attend different schools. It is the parent's responsibility to decide not to place the children in another school which has sufficient space for all multiple birth siblings.
Normal Round Admissions	Where a child joins a school at the first opportunity for admission. For secondary schools this is at the beginning of September in Year 07.
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 the 15 th of May 2017.

Offers	<p><u>When a place is offered by the Local Authority on our behalf we will assume that it is accepted unless we are told otherwise.</u></p> <p>It is important that when schools offer places to some refuse others they do so fairly and consistently. Where a school has reason to believe that false or deliberately misleading information has been provided they will reconsider the offer using the correct information. An offer may be withdrawn 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. Where a school believe it is necessary, they will ask for evidence of a child's home address before admission. If a parent believes that the child's address will change before admission the school must be informed. Evidence of a new address will be required where this would give a higher priority for admission. See also Home Address.</p> <p>Places will only be withdrawn if offered in error, if the parent has not responded to an offer within a reasonable time, or if the offer was obtained through a fraudulent or intentionally misleading application.</p>
Overseas Children	<p>Okehampton College will treat all applications from children coming from overseas in accordance with European Law or Home Office rules for non-EU nationals. Places will not be offered to children while they are overseas, except for citizens of the European Union, unless a valid visa permitting entry into the UK is provided. Further advice on this matter will be sought in response the withdrawal of the United Kingdom from the European Union and any other developments.</p>
Oversubscription Criteria	<p>Where the number of applicants exceeds the number of places in the year group a school will use their oversubscription criteria to prioritise applications. Okehampton College's criteria are detailed earlier in this document.</p>
Parent	<p>A parent is any person who has parental responsibility or care of a child. When schools say parent they also mean carer or guardian. Where admission arrangements refer to parents this can mean one parent or both. Schools may ask for evidence of parental responsibility where a person is acting as a parent but does not hold formal parental responsibility.</p> <p>Sometimes there is a dispute between parents over which school a child should attend. When Okehampton College make admissions decisions they may seek the advice of the Local Authority and will take into account imminent court hearings that may have an impact on parental responsibility and living arrangements.</p>
Published Admission Number or PAN (see also Admission Number)	<p>This is the minimum number of places available at a school for Year 07. In limited circumstances more may be admitted. It is calculated taking into account the physical capacity of the school, the expected level of demand for places from within a school's catchment, and the sensible organisation of the school. Once this number is set it admission will not be refused until the number of students on-roll for that year group reaches the PAN. If there is unexpectedly high demand and a school believes that they could admit more children they will inform the Local Authority and either increase the PAN or admit children above PAN.</p>
Service Families	<p>For children of UK service personnel and other Crown Servants schools will consider a family posted to the area as meeting the 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 or Commonwealth Office, or Government Communications Headquarters.</p> <p>Schools will consider in-year admissions for service families up to 16 weeks in advance. There is no additional admissions priority for children of service families. However, service family children are recognised by Devon as being a vulnerable group of children within the Fair Access Protocol.</p>
Sibling	<p>Siblings are any children on-roll at a school who live in the same household as part of a single family unit. This definition of a sibling also includes a full, adopted, or half brother or sister living at a different address.</p> <p>A younger sibling who has been offered a place within the normal round of admissions will be considered as if he or she were on-roll for the purposes of oversubscription priority where a child seeks in-year admission.</p> <p>Where Okehampton College does not have sufficient space to admit a child's sibling, and one or more child is refused admission, the college does not consider that it would be obliging to the children to attend different schools. It is the parent's responsibility to decide not to place the children in another school which has sufficient space for all siblings.</p>
Supplementary Information Form or SIF	<p>A form in addition to the Local Authority common application form. Some schools use a SIF to collect information necessary to apply one or more of their oversubscription criteria. Okehampton College does not use a SIF as all of the information required to apply the college's oversubscription criteria can be provided on the LA common application form.</p>
Tie Breaker	<p>To distinguish between children in a particular oversubscription criterion, priority 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 establishment marker on Devon Local Authority's Geographical Information System (GIS). Children who live closer to the</p>

	<p>school will have a higher priority for admission. Where two or more children reside in a block of flats they will be deemed to live an equal distance from the school.</p> <p>If this is not sufficient to distinguish between applicants there will be a random ballot. This will be undertaken by a person independent of the school by the operation of an electronic list randomiser.</p>
Uniform	<p>Children attending Okehampton College are expected to wear a uniform. Sweaters with the college logo are available from various outlets and the rest of the uniform can be purchased from most retail outlets. The full uniform policy can be viewed on the college website.</p> <p>Parents unable to purchase items of uniform or equipment will not be penalised. We operate a scheme to assist families in need.</p>
Waiting Lists	<p>Schools and Local Authorities maintain waiting lists for each year group until the end of the academic year. These lists consist of the names of all children whose application for admission has been refused during that year.</p> <p>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 move up or down a list. The date of application and the length of time spent on the list do not affect a child's position on that list.</p>