



# Okehampton College

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## Admissions Policy 2022-2023

- 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](#)
- [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 do not 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.



**Dartmoor**  
MULTI ACADEMY TRUST

Devon  
School  
Admissions  
Service

**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)
Policy consultation period	1 <sup>st</sup> November 2020 – 8 <sup>th</sup> January 2021
Policy determined on	4 <sup>th</sup> February 2020
Policy contact name and position	Miss Karen Moore (Assistant Principal)
Amendments after determination	
Does the college have a catchment area?	<a href="#">Yes</a>
Department for Education school number	878 - 4183
Age range of children in this school	11-18
What kind of school is this?	Secondary Academy with Post-16 Provision <sup>1</sup>
Who is the <a href="#">Admissions Authority</a> ?	The Dartmoor Multi-Academy Trust
Normal Round Intake	Year 07 and Year 12
Priority for children to another setting	No
Priority for children from another setting	<a href="#">List of linked schools</a>
Designated religious character	Not Applicable
Do we ask children to wear a uniform?	Yes (See <a href="#">Appendix A</a> )
How can parents apply for admission to Year 07?	online – <a href="http://devon.cc/admissionsonline">devon.cc/admissionsonline</a> paper forms – from <a href="#">Devon School Admissions</a> (03451 551019) or by contacting the college
Is there a <a href="#">Supplementary Information Form (SIF)</a> for additional priority?	Yes – <a href="#">See page 14 of this document</a>
<b>Key Dates – Normal round for Year 07</b>	
When to Apply	1 <sup>st</sup> September 2021 – 31 <sup>st</sup> October 2021
When will a decision be made?	1 <sup>st</sup> of March 2022 (National Offer Date)
When can an appeal be made?	From 31 <sup>st</sup> of March 2022 or 20 days after refusal, whichever is later
<b>Key Dates – In-Year Admissions</b>	
When to Apply	From 1 <sup>st</sup> June 2022 for Year Groups 08-11 From 1 <sup>st</sup> September 2022 for Year 07
When will a decision be made?	Within 10 school days of an application
When can an appeal be made?	From 20 school days after a refusal
<b>Contacts for further information</b>	
<p><b>Dartmoor Multi-Academy Trust</b> – <a href="http://www.dartmoormat.org.uk">www.dartmoormat.org.uk</a> (01837 650910)</p> <p><b>Devon School Admissions Service</b> – <a href="mailto:admissions@devon.gov.uk">admissions@devon.gov.uk</a> (My Devon on 03451 551019)</p> <p><b>Devon County Council policies, information, and admissions application forms</b> – <a href="http://devon.cc/admissionarrangements">devon.cc/admissionarrangements</a> <a href="http://devon.cc/admissions">devon.cc/admissions</a></p> <p><b>Clerk to the Independent Schools Admissions Appeals</b> – <a href="http://devon.cc/appeals">devon.cc/appeals</a> (03451 551019)</p> <p><b>Devon Education Transport Team</b> – <a href="http://devon.cc/schooltransport">devon.cc/schooltransport</a> (03451 551019)</p> <p><b>Children’s Education Advisory Service (advice for service families)</b> – <a href="mailto:DCYP-CEAS-enquiries@mod.gov.uk">DCYP-CEAS-enquiries@mod.gov.uk</a> (01980 618244)</p> <p><b>Department for Education (DfE)</b> – <a href="http://www.education.gov.uk">www.education.gov.uk</a> (08700 002288)</p> <p><b>The Education &amp; Skills Funding Agency (ESFA)</b> - <a href="#">ESFA Website</a> (03700 002288)</p> <p><b>Office of the Schools Adjudicator</b> – <a href="#">Schools Adjudicator website</a> (01325 735303)</p>	

<sup>1</sup> See *Okehampton College Post-16 Admissions Policy 2022-2023* for more information.

## Key Information continued...

**Oversubscription criteria** – to be used when there are more applications for places than there are places available

Please note, any child whose Education, Health, and Care Plan names the college will be admitted without regard for these criteria

1. Looked after children<sup>2</sup> or previously looked after children<sup>3</sup> who were immediately adopted or made the subject of a child arrangements order or a special guardianship order 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. Children for whom an exceptional medical or social need to attend this school is demonstrated<sup>4</sup> or children of a parent<sup>5</sup> for whom the same criteria are demonstrated.
3. Children who live in our [designated area](#)<sup>6</sup>, with a sibling<sup>7</sup> 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.<sup>8</sup>
5. Other children who live in our designated area.
6. Children who live outside our designated area, with a sibling on-roll at this school when the application is made.
7. Children who live outside our designated area, attending a linked primary school when the application is made.
8. Children of staff<sup>9</sup> 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 an electronic list randomiser

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<sup>2</sup> These children are looked after by and 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> To request this priority the application must be accompanied by a completed [Supplementary Information Form](#) for exceptional need which will include evidence, from a medical specialist or social worker, of the need and why the child must attend this school rather than any other, based on the needs of either the child or the parent or both. If evidence is not submitted with the application exceptional need will not be considered.

<sup>5</sup> A parent is any person who has parental responsibility or care of the child. When we use parent we also mean carer or guardian. Applications do require both parents to agree on the preference for a school.

<sup>6</sup> A copy of the catchment area is included [in this document](#) and can be seen, in greater detail, on the [Devon Admissions Website](#)

<sup>7</sup> By sibling we mean a natural brother or sister, a half-brother or half-sister, a legally adopted brother, sister, half-brother, or half-sister, a step-brother or step-sister, or another child living in the household as part of a single family unit.

<sup>8</sup> Linked school priority applies only to normal round applications for Year 07. It does not apply to in-year applications.

<sup>9</sup> This will be any salaried person employed at this school. Where the duties of a member of staff are undertaken at different schools there will be admissions priority only at one school. This will be the member of staff's base school (where they undertake their duties for the majority of the time. Where a base school cannot 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. All members of staff are an important part of the college community, this includes members of staff employed by a third-party whose duties are solely at the school.

## Our Ethos

We ask parents to respect our ethos and its importance to the college 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 that 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 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 extra-curricular 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 to 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 to be respected for it.

### Equity

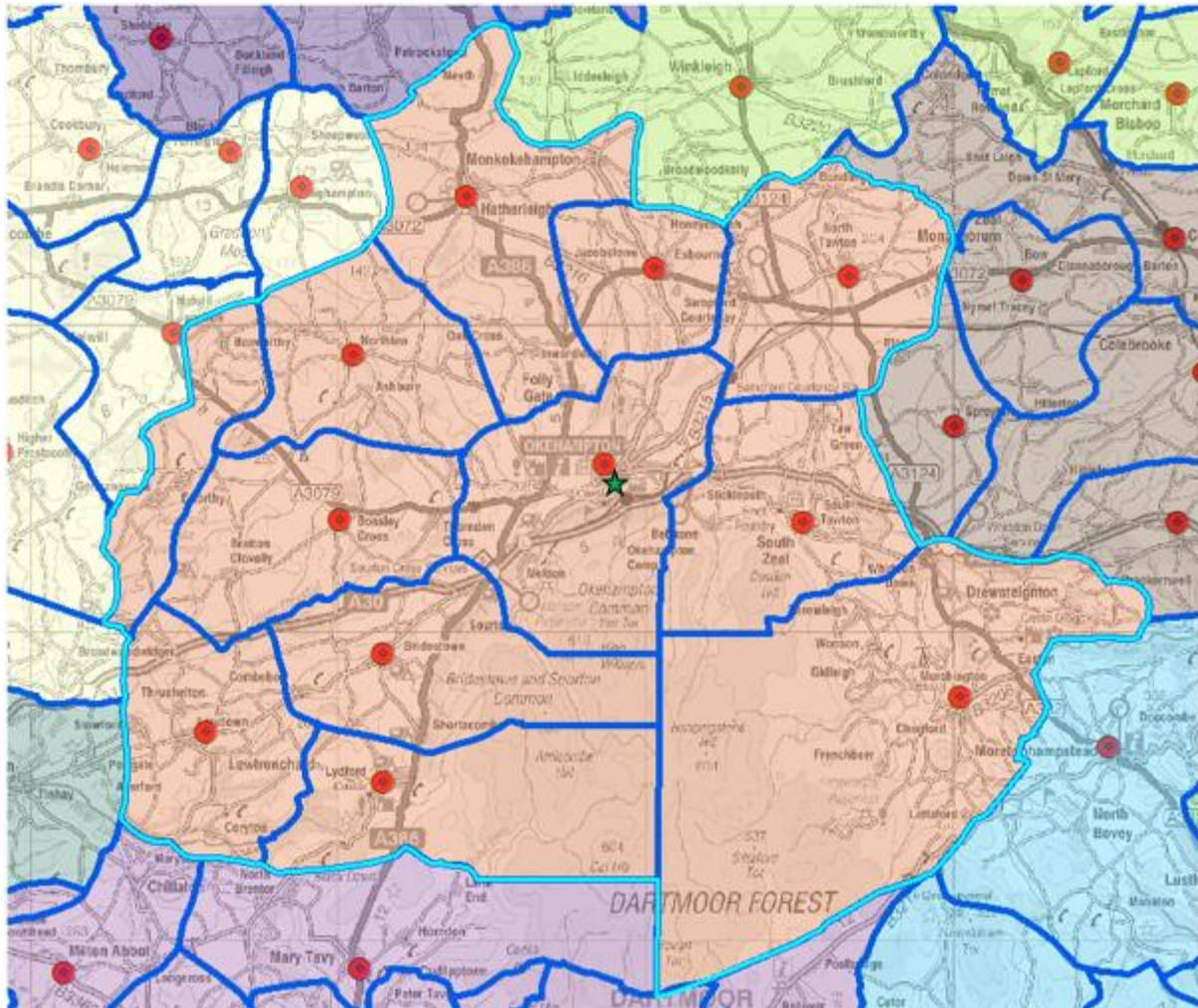
At Okehampton College we strive for equity. We believe that everyone has the right to succeed, regardless of background, and that nobody should be left behind. We believe it is the College's role to inspire all members of our community to believe that they can fulfil their ambitions and to provide them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

## 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.

Measurements for admissions purposes are made from the green star representing Okehampton College (the image below is illustrative, visit the website for the exact location).

We welcome admissions applications for children living inside and outside of our designated area.



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## The Admissions Policy

Every school must have an admissions policy for each academic year. The admission authority must ensure that the practices and criteria used to decide on the allocation of school places are fair, clear, and objective.

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
- ~ to set out clearly for the college community how many places are available at the normal intake for the college
- ~ so that our college community understands our admission procedures
- ~ 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, [Coordinated Admissions Schemes \(Normal Round and In-Year\)](#), [Fair Access Protocol](#), and [Education Transport Policy](#).

Once our policy is determined it cannot 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 of this document.

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

Parents apply using the Common Application Form from the Local Authority where the child lives. If that's outside Devon<sup>10</sup> the application will be passed to Devon County Council, which coordinates all applications for this school. Through this process every parent who applies will receive a single offer on the same day, the National Offer Day, and this will be sent to them by the Council where the child lives.

There is an annual national closing date for applications – the 31<sup>st</sup> of October. Applications after this date will be considered as late applications unless the parent can demonstrate that he/she was unable to apply by the deadline.

All normal round applications are considered in line with Devon's Secondary Co-ordinated Admissions Scheme.

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

Okehampton College will participate in Devon County Council's In-Year Co-ordinated Admissions Scheme for 2022-2023.

Parents can apply for admission after the normal round via the [Devon Citizen's Portal](#) using the [Devon Common Application Form](#): the D-CAF. Parents can also request a paper copy of the form by telephoning the Local Authority.

In-year applications can be made at any time after the year group has started<sup>11</sup> but will not be processed sooner than 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).

The responsibility for decisions lies with the admissions authority, which may meet virtually (i.e. by conference call). Decisions cannot be made by a single individual. Parents will receive decisions via the Devon Admissions Service.

The school will notify the LA of numbers on roll in the school within 2 school days when requested to do so. This enables the LA to be able to advise parents. When notified of an application, a local Governing Board or admissions sub-committee will give the view of the school on whether a place should be offered within 5 school days. The responsibility for decisions lies with the admissions authority for the school. Decision-making cannot be made solely by email or by a single individual. This is to ensure that a decision can be communicated to the parent within 15 school days.<sup>12</sup> If the decision is to refuse admission, the LA may then consider under its [Hard to Place](#) provision or under its In-Year Fair Access Protocol.

## Admission Appeals

Parents have the right to appeal against a decision to refuse admission. The panel that hears the appeal must be independent of the admission authority and the Local Authority.<sup>13</sup>

## Appeals Timetable

The deadline for submitting appeals allows appellants at least 20 school days to prepare and submit a written appeal. The appeal must then be heard within 40 school days for the normal round and within 30 days for in-year admissions.

- Allocation date for the normal round Year 07 intake – Tuesday 1<sup>st</sup> March 2022
- Deadline for appeal forms to be submitted – Thursday 31<sup>st</sup> March 2022
- Appeals will be heard within 40 school days – By Friday 17<sup>th</sup> June 2022
- Where possible appeals submitted after 31<sup>st</sup> of March 2022 will be heard by 17<sup>th</sup> June 2022. If this is not possible they will be heard within 30 school days of the appeal form being submitted.

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<sup>10</sup> Both Plymouth and Torbay, as unitary authorities, are considered outside of Devon for admissions purposes.

<sup>11</sup> After the 1<sup>st</sup> of September of the intake year.

<sup>12</sup> School Admissions Code 2021 paragraph 2.28

<sup>13</sup> Where a child has been permanently excluded from two or more schools there is no need for an admission authority to comply with parental preference for a period of two years from the last exclusion.

## **Admission of children outside 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<sup>14</sup> 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 head teacher
- 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 to Reception
- 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.

We will reach a decision on which year group is appropriate for the child. We will then reach a decision as to whether a place can be offered as it would be for any application to that year group. Where we do not agree to an early admission it will be our view that this is not a suitable school for the child at that age.

## **Emergency Arrangements**

In the event that a local, regional, or national public health lockdown is imposed school admission and appeals arrangements may operate to amended timescales or emergency regulations. Wherever possible admissions applications will continue to be processed under the terms of the In-year Co-ordinated Admissions Scheme so that parents are not disadvantaged. Places will be held open until it is practical and safe for children to attend on-site. Remote learning will be made available as it is for existing pupils, although we recognise that in some circumstances a parent may feel that it is expedient to take up remote learning from their current school on a temporary basis.

Provision may be available for vulnerable children and children of key workers on-site or at an alternative setting according to circumstances at that time.

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<sup>14</sup> The admissions authority at Okehampton College is the Academy Trust. Some functions may be delegated to a committee or to officers within the Local Authority.

## Appendix A – Definitions and explanatory notes

The over-subscription criteria for this school are outlined [earlier in this document](#). Further information can be found at [www.devon.gov.uk/admissions](http://www.devon.gov.uk/admissions) and in the Step-by-Step and Admissions guides available from the [Devon County Council website](#)

Admissions Authority	<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.</p> <p><b>The admission authority for different types of school are:</b></p> <p><b>Academies</b> - The academy trust or multi-academy trust</p> <p><b>Community schools</b> - The Local Authority</p> <p><b>Foundation schools</b> - The school's governing board</p> <p><b>Free schools</b> - The academy trust or multi-academy trust</p> <p><b>University Technical Colleges (UTC)</b> - The academy trust or multi-academy trust</p> <p><b>Voluntary Aided schools (VA)</b> - The school's governing board</p>
Admission Number (AN)	<p>This is the equivalent of Year 07s <a href="#">Published Admission Number</a> (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.</p>
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'. See the <i>School Standards and Framework Act 1998</i>.</p> <p>Any refusal of a place will be in writing and inform the applicant of:</p> <ul style="list-style-type: none"> <li>• The reason for refusal</li> <li>• The right to an appeal, to be heard by an independent panel</li> <li>• The right to a place on the waiting list for vacancies</li> </ul> <p>An appeals service is available for all Devon state-funded schools 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>
Application	<p>For normal round admissions schools consider applications to have been made on the national closing date of <b>31<sup>st</sup> of October</b> or the date when the application was submitted or amended with new information, if later. In-year applications are considered to have been made on the date that they are received, this must include any supporting evidence that is required – for example a new address or evidence of a child's In Care status or a Supplementary Information Form.</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	<p>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.</p> <p>Children living in a residential property split by the boundary line will be considered to be living within our catchment area. The boundary will then be reviewed for future applicants.</p> <p>Okehampton College operates a catchment area.</p> <p>Eligibility for catchment priority, where this is part of a school's arrangements, is not a guarantee of admission.</p>
Children formerly Looked After	<p>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 &amp; Families Act 2014</i>.</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 under most circumstances.</p>
Chronological Year Group	<p>This is the group of children usually taught together according to their date of birth. Children born between the 1<sup>st</sup> of September and the 31<sup>st</sup> of August the following year have the same chronological year group.</p>
Common Application Form	<p>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.</p> <p>For Devon, and the normal round into Year 07, the application form is the D-CAF. Most parents in Devon apply <a href="#">online</a>.</p> <p>There are also paper versions of the forms:</p>



	<p>The <b>D-CAF</b> is Devon’s common application form for In-Year admissions to any schools after the normal round, from Key Stage One to Four at any Devon state-funded school.</p> <p>The <b>D-CAF1</b> is Devon’s common application form for normal round applications to Key Stage One at primary and infant schools.</p> <p>The <b>D-CAF2</b> is Devon’s common application form for normal round applications to Key Stage Two at junior schools.</p> <p>The <b>D-CAF3</b> is Devon’s common application form for normal round applications to Key Stage Three at secondary schools.</p> <p>The <b>D-CAF4</b> is Devon’s common application form for normal round applications to Key Stage Four at studio schools and University Technical Colleges.</p> <p>The <b>D-CAF5</b> is Devon’s common application form for normal round applications to Key Stage Five at school sixth forms or post-16 provision.</p> <p>The <b>D-CAF5</b> allows for a single preference to be made and returned direct to the sixth form. D-CAF and D-CAFs1 to 4 allow for up to three preferences to be made and returned to the LA.</p> <p>The <b>D-CAF6</b> is Devon’s common application form for In-Year admissions, available only in school and provided to a parent where the school is able to confirm a place with a parent in certain circumstances. Where a parent visits the school, we may invite the parent to complete a D-CAF6 instead of a D-CAF in cases where:</p> <ul style="list-style-type: none"> <li>• a child moves into the area and</li> <li>• the parent only intends to apply for a place here and at no other school, and</li> <li>• the child does not have an EHCP, and</li> <li>• the child has not been Permanently Excluded from a school, and</li> <li>• the parent is not in dispute with another person with parental responsibility over residence or school admissions, and</li> <li>• we have a confirmed vacancy in the relevant Year Group</li> </ul> <p>This serves as a school application form and allows for children to start here as soon as possible when they are new to the area. If the child already has a school place locally, the application must be made on the D-CAF and admission would normally be at the beginning of the next term. A formal decision letter will follow from the Devon Admissions Team.</p> <p>The D-CAF7 is Devon’s common application form for normal round applications to Middle and High schools or others taking one-off intakes into other year groups.</p>
Compulsory School Age	Children reach compulsory school age on the prescribed day following their 5 <sup>th</sup> birthday (or on that birthday if it falls on the prescribed day). The prescribed days are the 31 <sup>st</sup> of August, 31 <sup>st</sup> of December, and the 31 <sup>st</sup> of March.
Delayed Admission	<p>Parents of summer-born children can request that their child’s admission to Reception class is delayed from the September after the fourth birthday to the September after the fifth birthday which is the point at which they are required to be in suitable education. The decision rests with the admissions authority for a school and must be made in the best interests of the child. Where it is agreed, the parent must then make an application for admission in the appropriate normal round alongside all other applicants.</p> <p>As delayed admission children are then out of their chronological year group, parents should make contact with schools in good time before transfers to make a similar request to be admitted to that school out of the chronological year group: for in-year moves or normal round admission to junior schools, secondary school or otherwise. The admission authorities for other schools must take into account the child’s school history but are not bound by the decision to agree delayed admission previously taken.</p> <p>Delayed admission should not be confused with deferred admission which involves putting off admission to the Reception class within the same academic year. Deferred admission children remain in their chronological year group.</p> <p>Guidance on delayed admission is available from <a href="#">Devon County Council</a>.</p>
Distance Measurement	Measurements for school admissions purposes are straight-line from the main entrance to a child’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 <a href="#">Devon County Council’s website</a> .
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	<p>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.</p> <p>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. Before a plan is issued or amended the LA will consult with schools and ask whether it considers it could meet the child’s needs as set out in the plan.</p>

Education Transport	<p>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 or, for children in care, the closest Good or Outstanding school as rated by Ofsted. The home address must be further than a walking distance of 3 miles from the school for children in secondary education.</p> <p>See Devon's <a href="#">Education Transport Policies</a> for exceptions to catchment school eligibility. 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. It is possible that a school is the closest available school for admissions purposes, using straight line measurement, but not the closest school for the entitlement to free school transport from the LA.</p> <p><b>Parents who rely on free transport are strongly advised to check whether there is an entitlement with the Education Transport Team before accepting a school place.</b></p>
Equally Ranked Preference Scheme	<p>Parents can express a preference for one, two, or three schools. They should be named in the order 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.</p> <p>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. Schools are not informed by the Local Authority whether an application is first, second, or third preference.</p>
Extended Schooling	<p>Further information about services beyond the normal school day is available from the Curriculum Support Office or the Okehampton College <a href="#">website</a>.</p>
Fair Access Protocol	<p>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.</p> <p>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). It is possible that a school could refuse an application but then be required to admit the child under this protocol. This does not provide additional places for children who already have a local school place.</p>
Faith Oversubscription Criteria	<p>Schools designated with a religious character may give additional priority for admission where faith criteria are met by an applicant. <u>This does not apply to Okehampton College.</u> Eligibility for faith priority, where this forms part of the school's admissions arrangements, is not a guarantee of admission.</p>
Fees and Charges	<p>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.</p> <p>A policy on charging for activities is available from the Okehampton College <a href="#">website</a> or upon request from the College Reception.</p>
General Data Protection Regulation	<p>Information about an admissions application will be shared with relevant LAs and with another school when a place has been offered.</p> <p>Where one parent seeks information about an application or to locate a child, the priority will be to safeguard the child and immediate family. Unless it is established that the other parent may not lawfully receive information about the child, the following information will be shared: the preferences expressed, the date of the application, name of the applicant and the outcomes of those preferences. Details about the reasons for an application will not be shared with the other parent.</p>
Hard to Place	<p>A child who has been refused in year admission to a school and who does not otherwise have access to suitable education close to home. The LA may seek a place at a school on behalf of a Hard to Place child when the school would otherwise be full.</p>
Home Address	<p>Places are offered here on the basis of where the child 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 or relatively close to the school.</p> <p>The home address is where a child normally lives. Where a child lives with parents with shared parental responsibility, each for part of a week or for one week in turn, the 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 child attends school 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 child 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 child's home address. Parents are urged to reach agreement or seek a Specific Issues Order from a court to decide which parent should or should not pursue an application. Where they do not, the admissions authority will determine the home address.</p> <p>Where 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. Parents who cannot produce this evidence should contact the school or Local Authority directly, there is no intention to penalise families where there is a genuine reason why evidence cannot be provided.</p>
Home-School Agreement	Admission to school is <b>not</b> 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.
In-Year Admissions	This is where a child joins the school at any time after the normal round, the first opportunity for admission to Year 07.
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:  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  St James Church of England Primary School</p> <p>Priority for children at a linked school only applies at the normal round, not for in-year admissions.</p> <p>Eligibility for linked or feeder school priority, where this is part of a school's admissions arrangements, is not a guarantee of admission.</p>
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	<p>Many schools in Devon give admissions priority to the children of members of staff. This will be any salaried person employed at Okehampton College when the application is made, 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.</p> <p>All members of staff are considered to be an important part of the school community, whether they are teaching or non-teaching staff. This also includes staff who are employed by a third party and whose duties are solely at Okehampton College.</p>
Multiple Birth Siblings	<p>Random allocation will not be applied to multiple birth siblings (twins, triplets, etc.) from the same family if tied for the final place.</p> <p>Where one applicant can be admitted within the PAN or AN, Devon schools will admit all siblings and exceed the PAN/AN if necessary.</p>
Nodal points	<p>A Nodal Point is a geographical location, used when a school is oversubscribed, to measure distance to an applicant's home. This can ensure the school serves pupils 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	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 16 <sup>th</sup> of May 2021.
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> Schools will contact parents after the Local Authority has made the offer to make admission arrangements. If a parent does not confirm that the place is required within 10 school days of the offer the school or LA will try to contact the parent again. If there is no response within 5 school days of that contact the offer may be withdrawn. It is important that when schools offer places to some and refuse others they do so fairly and consistently. Where a school or LA 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 <a href="#">Home Address</a>.</p> <p>Places will only be withdrawn if offered in error, if the parent has not responded to an offer within a reasonable time, or if the offer was obtained through a fraudulent or intentionally misleading application which secured the offer of a place when the response would otherwise have been a refusal.</p>
Overseas Children	<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 right of abode or that the conditions of their immigration status otherwise permit them to access a state-funded school.<sup>15</sup></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 <a href="#">earlier in this document</a>.</p> <p>Eligibility for priority under any oversubscription criterion is not a guarantee of admission.</p>
Parent (includes Carer or Guardian)	<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>
Prejudice to efficient education	It is lawful to refuse admission where taking another child would cause prejudice to "efficient education or the efficient use of resources" at the school, this is the point where we would say that a year group or class is full. In most cases prejudice would only occur when the Admission Number for the year group has been reached.
Published Admission Number or PAN (see also <a href="#">Admission Number</a> )	<p>This is the minimum number of places available at a school for the normal round intake into Year 07. The PAN may be increased at any time.</p> <p>In exceptional circumstances a child may be admitted above the PAN where the admissions authority considers it to be necessary or appropriate.</p> <p>The PAN is calculated considering the physical capacity of the school, the level of demand expected from local children living in a school's catchment area 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 school believes it could admit more children, the PAN can be increased. A school may admit children above-PAN where their circumstances suggest their need to be admitted outweighs prejudice to efficient education at the school.</p>
Pupil Premium	<p>Some schools give admissions priority where a child is eligible for Pupil Premium funding, where it is included in their oversubscription criteria.</p> <p>Eligibility for Pupil Premium priority, where it is a part of the schools admissions arrangements, is not a guarantee of admission.</p>
Service Families	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. 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

<sup>15</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>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 <a href="#">Fair Access Protocol</a>.</p>
Sibling	<p>‘Sibling’ means a natural brother or sister, a half-brother or half-sister, a legally adopted brother/half-brother or sister/half-sister, a step-brother or step-sister, or any other child living in the same household as part of the same family who, in any of these cases, will be living at the same address at the date of application.</p> <p>A 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>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 in the normal round.</p> <p>Eligibility for sibling priority, where this is part of a school’s admission arrangements, is not a guarantee of admission.</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. SIFs need only be completed to provide information related to a specific oversubscription criterion, any applicant not seeking priority according to those criteria will not need to complete a SIF.</p> <p>An application is required in all cases.</p>
Tiebreaker	<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 centre of the gate at the school’s main entrance using the Devon Learning Authority’s Geographical Information System (GIS). Young people who live closer to the 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. However, random allocation will not be applied to multiple birth siblings (twins, triplets, etc.) from the same family if tied for the final place. Under these circumstances schools will admit all siblings.</p>
Uniform	<p>Children attending Okehampton College are expected to wear a uniform. Details of the College’s uniform can be found <a href="#">on the website</a>.</p> <p>Families who may be unable to afford the uniform should contact us by telephone on 01837 650910 or email <a href="mailto:admin@okehamptoncollege.devon.sch.uk">admin@okehamptoncollege.devon.sch.uk</a>.</p>
Waiting Lists	<p>Schools and Local Authorities maintain waiting lists for each year group until the end of the academic year. These lists will only consist of the names of children whose formal 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. Parents must confirm that they wish the child to remain on the waiting list at the end of the academic year in July, otherwise the child’s name will be removed from the list. This is to ensure lists are kept up to date.</p>



**Dartmoor**  
MULTI ACADEMY TRUST

## Okehampton College

### Exceptional Social or Medical need for Admission

#### Supplementary Information Form 2022-2023

To be completed only where a parent is seeking admissions priority on the grounds of exceptional need

Parents who wish an exceptional social or medical need considered with their application (oversubscription criterion 2 in our admissions policy) must submit independent professional evidence which explains clearly why it is essential for the child to attend this school and no other school.

For normal round entry into Year 7 in September 2022 the evidence should be submitted by the closing date for applications of the **31<sup>st</sup> of October 2021**. Evidence submitted after the closing date may mean that the application is considered a late application.

For an in-year admission, into any year group, the evidence should be submitted with the application.

**Parents must also complete a Devon Common Application Form<sup>16</sup>**

Please read the college's admissions policy, including definitions, before completing this form. School policies can be found at <http://devon.cc/schoolpolicy> or on the [college's website](#).

Part A – to be completed by the parent	
Full name of child	
Date of Birth	
School being applied for	Okehampton College
Does the school give priority for social or medical need?	Yes
Please place tick the box below if you believe there is an exceptional social or medical need for your child to attend this school	
<input type="checkbox"/>	Criterion 2 Priority will next be given to children based on their exceptional medical or social needs <sup>17</sup> or those of their parents <sup>18</sup>

#### Exceptional social or medical 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

<sup>16</sup> Parents who apply using a common application from another Local Authority without a tickbox for need should put a note in the reasons for their preference that they are requesting exceptional need priority and provide the required supporting evidence using this Supplementary Information Form. Devon's form is available from [Devon Admissions](#)

<sup>17</sup> To request this priority the application must be accompanied by a completed Supplementary Information Form for Exceptional Need which will include evidence from a medical specialist or social worker of the need and why the child must attend this school rather than any other, based upon those needs. If evidence is not submitted with the application exceptional need cannot be considered

<sup>18</sup> A parent is any person who has parental responsibility or care of a child. When schools say parent they also mean carer or guardian. Applications do not require both parents to agree on the preference for a school.

school there would be no exceptional need to attend this school. The exceptional need could be due to a parent's circumstances.

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. The responsibility lies with applicants to submit supporting evidence and to provide further evidence if requested to do so.

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 or parent'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 and we would not expect a doctor to have sufficient specific knowledge of the school, but the evidence should explain exactly what the child's needs are and what specialist support is required.

All evidence should be submitted in reasonable time for it to be considered before reaching a decision and for the application to be ranked against out oversubscription criteria, as necessary.

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

We may seek our own advice as to whether we are the only school that could meet a child's needs.

If we accept that the child would experience significant detriment by not being able to attend this school we will agree that there is an exceptional need to attend this school. The application will be prioritised. This does not guarantee that a place will be available.

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

Nature of the supporting evidence you are submitting, provided by a relevant professional	
Is the evidence attached?	Yes / No

Name and organisation of the professional/professionals providing supporting evidence	
<p><b>Privacy and Data Protection</b></p> <p>Your personal data is being used by the college and Devon County Council's Admissions Service for the purposes of an application for admission to school. We undertake to ensure that your personal data will only be used in accordance with our privacy notice, available at <a href="https://new.devon.gov.uk/privacy/privacy-notices/">https://new.devon.gov.uk/privacy/privacy-notices/</a>.</p> <p>Please confirm that you consent to the college and the council using your personal data as outlined in our <u>privacy notice by signing below</u>.</p> <p>You have the right to withdraw this consent at any time. Should you wish to withdraw consent please contact the Devon Admissions Team (email <a href="mailto:admissions@devon.gov.uk">admissions@devon.gov.uk</a> or telephone 0345 155 1019). If you wish to exercise any of your rights under the General Data Protection Regulations please contact Devon County Council's data Protection Officer (email <a href="mailto:accesstoinformationsecure@devon.gcsx.gov.uk">accesstoinformationsecure@devon.gcsx.gov.uk</a> or telephone 01392 383000)</p> <p>For more information about data protection please contact the school or visit <a href="https://new.devon.gov.uk/accesstoinformation/data-protection">https://new.devon.gov.uk/accesstoinformation/data-protection</a></p>	
<p><b><u>Declaration</u></b></p> <p>I confirm that I have submitted a local authority common application form</p>	
<b>Parent's Name</b>	
<b>Parent's Signature</b>	
<b>Date</b>	

Please return this form to:

**The School Admissions Team, Room L60, County Hall, Exeter, EX2 4QG** or Okehampton College, Mill Road, Okehampton, Devon, EX20 1PW (a scanned copy can be emailed to [admissions@devon.gov.uk](mailto:admissions@devon.gov.uk) or [admissions@okehamptoncollege.devon.sch.uk](mailto:admissions@okehamptoncollege.devon.sch.uk))