



**Great Torrington School**

# **Admissions Policy**

## **Effective for the Academic Year 2015/16**

Approving Body – **Full Governors Board**

Approval date – **24 February 2014**

Reference to the item within the relevant Committee minutes – **2013-14/GOV/34**

Staff Sponsor - **ABL**

Date of the next review of the Policy Document - **September 2015 [for 2016-17]**



## GREAT TORRINGTON SCHOOL

**Dream Believe Achieve**

### **Admissions Policy 2015-16**

Great Torrington School is a member of the Great Torrington School Academy Trust. As an academy, the Trust is the admission authority and has responsibility for setting these admission arrangements and for making decisions regarding admissions applications.

This policy details the admission arrangements for our school and should be read in conjunction with the Primary and In-Year Co-ordinated Admissions Schemes and other agreed policies of Devon County Council, the Local Authority (LA). All policies and procedures seek to comply with the requirements of the School Admissions Code 2012, the School Admissions Appeals Code 2012 and other relevant legislation.

Some admissions functions will be delivered by the School Admissions Team of Devon County Council or other agent under a traded service agreement.

Published Admission Number (PAN) for Year 7 in <u>2015-16</u>	160
We believe that the DCC School Admissions Team will enable us to maintain and also improve the induction of pupils into Great Torrington School.	
For other Year Groups, the agreed admission limit will be the PAN that was determined for that cohort as it entered the school in Year 7 unless varied in response to a change in circumstances. For further information, please contact the school or the School Admissions Team of Devon LA.	
Supplementary Information Form	Yes, available from the school or LA. To be completed only where a parent is seeking admissions priority for the child of a member of staff.
Home-School Agreement	Yes
School uniform	Yes
Extended school facilities	Please visit our website for details of the facilities available at the beginning and end of the school day:
School Travel Plan	Please visit our website for details:

### **Admissions to the School**

Most of the children attending Great Torrington School join at secondary transfer, the beginning of Year 7. This is what is called the “normal point of entry” to a secondary school.

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

### **The need to apply**

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

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

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

### **Visiting Great Torrington School**

We welcome visits from parents and children who are considering applying for a place here. This is an opportunity for you to see what we have to offer. Visits are not a compulsory part of the admissions process and will not affect decisions on whether a place can be offered at our school. If you would like to visit the School, you should contact us to make an appointment. We hold an open evening for prospective new Year 7 children in the autumn term when they are in Year 6. If you are considering an in-year application, you are welcome to contact us and make an appointment to visit at any time.

### **How To Apply For A Place At The Normal Round – Year 7**

[Diagrams at the end of this document show the application process.](#)

The normal round of admissions is when children can join our school for the first time. So that all parents who wish to apply for a place in Year 7 can do so each LA across the country is required by law to co-ordinate applications for the schools and academies in its area. This means parents will receive **one** offer of a school place at the same time as other parents. For us, Devon is the LA that co-ordinates applications that have been made either direct to Devon or passed on by other LAs.

Every parent who wishes to apply or “express a preference” for a Year 7 place must use a Common Application Form from the home LA where the child lives. For Devon residents, this is the D-CAF3, which is available at [www.devon.gov.uk/admissionsonline](http://www.devon.gov.uk/admissionsonline) or within the Next Step secondary admissions booklet. You can request a copy of this by calling *My Devon*. A reference copy will be available here from **1 September 2014**. If your child lives in another LA you must apply by contacting that LA even though you are requesting a place here.

The national closing date for applications for secondary transfer is: **31 October**. You can apply after this date but your application may not be considered until a decision has been made on all of the applications that were made on time. If you could not apply before 31 October because, for instance, you moved to this area after that date, you should make sure that you inform the LA. If the reason for applying after the closing date is accepted, your application will be considered at the same time as everyone who did apply on time if this were still possible.

If you know that you are going to move into the area during your child's Year 6, you can apply from where you are and provide evidence of your new address. You do not need to wait until you have actually moved if this is after the offer of places on **2 March 2015**.

### **What happens next?**

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

You will be able to make a preference for one, two or three schools. If you do name more than one school, it is important that you name them in the order that you would like a place. The LA co-ordinates admissions for all secondary schools. A parent could be in a position to be offered a place at more than one school. If that happens, a place will only be offered at the school that the parent placed first on the Common Application Form. The home LA will write (or email if the application was online) on **2 March 2015** to advise which school place has been allocated.

Shortly afterwards, we will also contact successful parents to welcome them to the school and to make arrangements for their child's admission. Every parent who makes an application for

admission will be offered a school place by the LA – either at a school they have named or at an alternative.

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

It is important that all applications are completed fully and honestly. This is because when we offer a place to some and refuse others we do so in a fair and consistent manner. When we have reason to believe that information is not accurate and has been provided knowingly we may withdraw the offer of a place. This is particularly relevant when an address that is given is not the one from which a child will actually attend school as this may disadvantage another child. If necessary, we will ask for evidence of a child's home address before admission.

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

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

This is the number of places we intend to make available for our normal intake. Once we set this number, we will not refuse admission for applications below the PAN. If there is unexpectedly high demand and we believe we could admit more children, we inform Devon LA and either some children will be admitted above the PAN or we will increase the PAN.

The Year 7 PAN for [the entire academic year 2015-16](#) is **160**.

For other Year Groups, the agreed admission limit will be the PAN that was determined for that cohort as it entered the School in Year 7 unless varied in response to a change in circumstances at the School. For further information, please contact the School or the School Admissions Team.

### **GREAT TORRINGTON SCHOOL OVERSUBSCRIPTION CRITERIA [2015-16](#)**

#### **if there are more applications than places at the normal round of admissions to Year 7**

Any child whose Statement of Special Educational Needs names Great Torrington School will be admitted.

Where the number of applications exceeds the number of places available in Year 7 (the PAN) the Trust will use the following oversubscription criteria to prioritise applications:

- 1. Children in Care or who were in Care but ceased to be in Care because they were adopted [after 31 December 2005 or](#) made the subject of a residence order or a special guardianship order.**
- 2. Children for whom an exceptional medical or social need is demonstrated.**
- 3. Children who live in the school's designated area, with a sibling on roll at application.**
- 4. Other children who live in the school's designated area, attending a linked primary school.**
- 5. Other children who live in the school's designated area.**
- 6. Children of members of staff employed for more than two years by the school or recruited within the past two years to fill a vacancy for which there was a skills shortage.**
- 7. Children who live outside the school's designated area, with a sibling on roll at application.**
- 8. Children who live outside the designated area, attending a linked primary school.**
- 9. Other children.**

### **GREAT TORRINGTON SCHOOL OVERSUBSCRIPTION CRITERIA [2015-16](#)**

#### **if there are more applications than places for in-year admissions to Year 7, 8, 9, 10 or 11**

Any child whose Statement of Special Educational Needs names Great Torrington School will be admitted.

Where the number of applications exceeds the number of places available (the agreed admission limit) the Academy Trust will use the following oversubscription criteria to prioritise applications:

1. **Children in Care or who were in Care but ceased to be in Care because they were adopted after 31 December 2005 or made the subject of a residence order or a special guardianship order.**
2. **Children for whom an exceptional medical or social need is demonstrated.**
3. **Children who live in the school's designated area, with a sibling on roll at application.**
4. **Other children who live in the school's designated area.**
5. **Children of members of staff employed for more than two years by the school or recruited within the past two years to fill a vacancy for which there was a skills shortage.**
6. **Children who live outside the school's designated area, with a sibling on roll at application.**
7. **Other children.**

#### **Notes to Oversubscription Criteria**

- a) A School Supplementary Information Form (SIF) will be available to applicants seeking priority for children of staff. This should be returned to the Governing Body by **31 October 2014**. Applications without a SIF will be considered without reference to priority for children of staff.
- b) If it is necessary to differentiate between children in categories 3 or 7 for normal round admissions, those children attending a linked primary school will have priority over other children within that category.
- c) If it is necessary to distinguish between children in a particular category [or between pupils in a sub-category of category 3 or 7 for normal round admissions – see note (a) above], priority will be determined on the basis of distance between home and the School measured as a direct line from the entrance of the residential dwelling, to the School as plotted on Geographical Information System (GIS) [ie the shorter the distance, the higher the priority]. (Parents should note that the direct line measurement policy does not apply to Devon LA's school transport decisions).
- d) If the tie-breaker at c) is not sufficient to distinguish between applicants in a particular category, there will be a random ballot. This will be undertaken by the LA Admissions Manager on behalf of the School by the operation of an electronic random number generator. This may be in the presence of another School representative.
- e) Where applications are received from families with multiple birth siblings (twins, triplets, etc.) places will be allocated together at the School wherever possible, including offering place(s) above the PAN.
- f) Where applications are made at the same time for two children not falling within multiple birth siblings, (sometimes referred to as contemporaneous admissions) the application will not be considered under the 'sibling' criteria.
- g) Waiting lists are kept where there are more applications than places available. They are held in order of oversubscription criteria until the point at which Devon's co-ordinated secondary admissions scheme ends (**31 August 2015**) at which point lists will be recalculated on the basis that children will no longer be attending linked primary schools. A waiting list will be kept so long as there is at least one name on it.
- h) Where two or more children reside within a block of flats, they will be deemed to live at an equal distance from the School.
- i) For normal round admissions, the term "at application" means at the closing date for applications or any time between then and the LA processing date for applications on **9 February 2015**. It will be a parental responsibility to inform the LA that a place has been offered at Great Torrington School for a child who would then qualify as a sibling for this purpose.

- j) For children of UK service personnel and other Crown Servants the School will consider a family posted to the area as meeting residence criteria for the designated area even if a residential address has not been identified. This would require confirmation in the form of a letter from the relevant government department (for example, the Ministry of Defence, the Foreign and Commonwealth Office or Government Communications Headquarters.)
- k) Evidence of exceptional medical or social need will be demonstrated according to the Protocol below.

### **Waiting Lists**

Following allocation of Year 7 places the LA will retain a waiting list until the end of the first full week of the autumn term **2015** as per the secondary co-ordinated admissions scheme. Following that the School will retain the waiting list in partnership with the School Admissions Team. Waiting lists will be kept in order of the oversubscription criteria above. Places on lists will not be prioritised according to how long a child's name has been on that list. It is possible that a child's name could go down on a list as well as up.

During the summer of **2015**, there will be a second allocation of places on **6 April 2015**. After that, places in the secondary transfer intake will be offered to new applicants and to the waiting list as vacancies arise.

### **Late Applications for admission at the normal round to Year 7**

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

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

You can make a request for admission after the normal round of admissions – after **31 August 2015** – using the Devon Common Application Form: the D-CAF. When a child moves into the area and you as the parent have a single preference for a place here; your child is not the subject of a Statement of Special Educational Need; has not been Permanently Excluded from a school; there is no parental dispute regarding admissions and where there is a confirmed vacancy in the relevant year group, we may ask you to complete a D-CAF6 instead of a D-CAF. This allows for your child to start at Great Torrington School as soon as possible. A formal offer letter will then follow from the School Admissions Team. All In-Year admissions to the School will be made in line with Devon's In-Year Co-ordinated Admissions Scheme **2015-16**.

Copies of the D-CAF and also our Supplementary Information Form are available at [www.devon.gov.uk/admissions](http://www.devon.gov.uk/admissions) or by calling 0845 155 1019.

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

### **Fair Access Protocol**

All LAs are legally required to operate a Fair Access Protocol across their area – all schools and academies are required to co-operate with that protocol. This ensures that children who are vulnerable or unable to access an appropriate school place under the standard 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 his or her address, even where it has reached its PAN or other agreed admission limit up to 3% over that limit. This does not provide additional spaces for children who already have a local school place.

### **Admissions Outside a Child's Normal Age Group**

Parents can request a place in a different year group if, for example, a child is particularly gifted or talented or has missed a significant period of education through ill health. We will consider each request on its own merits. There is a statutory right of appeal if this is refused unless we offer a place in the child's normal age group.

### **Admission Appeals**

If your application for admission is unsuccessful, you have a statutory right of appeal to an Appeals Panel that is independent of the school. The Panel will review the decision and will decide whether the refusal was justified on the grounds that the school was full. Even if the Appeals Panel agrees that the school was full, it will also consider the effect on the child and family and may still award a place at the school.

If you have not been sent appeal papers with the decision letter refusing your application for admission, you can request a form from the School Admissions Team. You then have no more than 20 school days to return the papers, together with any supporting evidence you wish to include. You do not have to wait for this period of time (*20 days*) before submission.

The Clerk to the Independent Appeals Panel will give you at least 10 days' notice of the date when your appeal will be heard. You will also be told when you should submit any further information you would like to be considered. You will receive evidence on behalf of the school before the appeal hearing.

After an appeal has been heard, a decision letter will be sent within five school days; however, you will be able to find out the outcome by telephone before then.

During the normal round of admissions to Year 7 an appeal will be heard within 40 school days of the deadline for lodging appeals. For the **2015-16** intake, this is **27 March 2015**. Where the application was not made in time for a decision to be made on **2 March 2015**, an appeal will be heard within that 40 day period or, if that is not possible, within 30 days of the appeal being lodged.

For in-year admissions in any academic year, an appeal must be heard within 30 school days of the appeal being lodged. For in-year admissions in any academic year, an appeal must be heard within 30 school days of the appeal being lodged.

For further information on the appeals process, parents can contact the school office or the Clerk to the Appeals Panel.

### **Transport**

All parents should consider how their child will get to school for the whole of their time on roll. Parents are advised not to rely on lifts, car sharing or public service vehicles always being available. Supported transport will be provided for those children attending this school if it is either the designated school for the home address or the closest school that was available when the parent could apply. The home address must be further than a walking distance of three miles from the school. There is additional provision for families on low incomes.

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

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

### **Extended Schooling**

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

### Home-School Agreement

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

### Uniform Policy

Children attending Great Torrington School are expected to wear a uniform. Some of the items required can be purchased from us and the rest from many retail outlets. Parents unable to purchase items of uniform or equipment will not be penalised and assistance can be sought in cases of need.

### Documentary Evidence

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

The school may also request evidence that a child's address is genuine or that the person who made an application for admission was legally permitted to do so.

### School Fees and Charges

There is no charge for applying for a place here, for admission or for the provision of education. We will not request donations before or during the admissions process and any donations made to the school following admission are entirely voluntary. No activities such as school visits are compulsory. A policy on charging for activities is available on request from the school and can be viewed on our website.

### Objections to this Policy

Advice is available from the Office of the Schools Adjudicator for information on how to object to the terms of this or any other admissions policy or procedure. Formal objections to admission arrangements must be made by the **30 June 2014**.

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

Children formerly in Care	These children were looked after until they were adopted (see the Adoption and Children Act 2002 section 46) or made the subject of a residence order (see the Children Act 1989 section 8) or a special guardianship order (Children Act section 14A). <u>Please note that under the Adoption and Children Act, adoptions must have been after 31 December 2005 for this purpose.</u>
Children in Care	These children are looked after by or provided with accommodation in the exercise of its functions (see the Children Act 1989 section 22(1)) by Devon Local Authority or any other local authority which has informed Devon of its wish to place a child.
Designated Area	The geographical area served by the School. It is sometimes called the 'catchment' area. You should note that living within the designated area <b>does not</b> guarantee a place. The School's designated area comprises the designated areas of the ten primary schools within the Great Torrington Learning Community. Details of the designated area can be found at <a href="http://www.devon.gov.uk/schoolareamaps">www.devon.gov.uk/schoolareamaps</a>
<u>Distance measurement</u>	<u>At the time of determination, we purchase additional admissions support from Devon Schools Admissions Service, including distance measurement. Should</u>



	<u>this contract not be renewed, alternative provision will be made to measure using an equivalent mapping system.</u>
<u>Exceptional Reason</u>	<u>Children for whom an exceptional social, medical or educational reason to attend Great Torrington School is demonstrated (with satisfactory supporting evidence from a relevant professional).</u>
Fair Access Protocol	A policy operated by Devon County Council to assist children unable to access an appropriate school place through standard admission arrangements once a Year Group has begun.
GIS	Measurement will be based on Devon LA's Geographical Information System. This is an electronic mapping system that makes measurements using computer software and can be viewed at <a href="http://www.devon.gov.uk/schoolareamaps">www.devon.gov.uk/schoolareamaps</a> .
Home Address	The School will not accept more than one address as the child's home address. The terms of a residency order may clarify the home address. Where necessary to determine which address to recognise and in the absence of a residency order, the School will consider the home address to be with the parent with primary day to day care and control of the child. In reaching this decision, evidence will be requested to show the address to which any Child Benefit is paid and from which the child is registered with a medical GP. Any other evidence provided by parents will also be considered by the School in reaching a decision on the home address for admissions purposes. This may be necessary for instance where parents do not agree on the child's home address. Parents are urged to reach agreement or seek a Specific Issues Order from a court to decide which parent should or should not pursue an application. Where they do not, the School will determine the home address.
Linked Primary School	A Linked Primary School is one that works with Great Torrington School to develop curriculum links and to ease the transition of pupils moving from the primary to secondary phase of their education. We give admissions priority for children attending our linked schools. You should note that attending a linked primary school <b>does not</b> guarantee a place. Our linked schools are: Beaford Primary School Buckland Brewer Primary School Dolton C of E Primary School Great Torrington Bluecoat Infant School Horwood and Newton Tracey Primary School Langtree Primary School Monkleigh Primary School Parkham Primary School Shebbear Primary School The Clinton C of E Primary School
Member of staff	This will be any salaried person employed by the Great Torrington School and not at another school. Evidence of this will be provided using the School Supplementary Information Form.
Parent	A parent is any person who has parental responsibility or care of the child. When we say parent, we also mean carer or guardian. Where admission arrangements refer to parents this can mean one parent or both.
Published	This is the minimum number of places available at the school. In limited

Admission Number	circumstances, more will be admitted according to the Secondary Co-ordinated Admissions Scheme. It is calculated taking into account the physical capacity of the school, the level of demand expected from local, in-area children and sensible school organisation.
Sibling	This will be a full, adopted half or step brother or sister and will include a full, adopted half or step brother or sister living at a different address. Foster children will count as a brother or sister to those living within the foster household or where appropriate, the natural parental home address.
SIF	Supplementary Information Form – this is a form that enables a parent to say he or she is a member of staff applying for a place at Great Torrington School. If this is not completed, the application will be considered without reference to the criterion affecting children of staff members.
<u>Statement</u>	<u>A Statement of Special Educational Needs is a formal document describing a child's special educational needs (SEN) and how they will be provided for in a school. The Children and Families Bill 2003 proposes to replace Statements with Education, Health and Care Plans, in which case, references to Statements should include EHC plans.</u>

### Contacts and Further Information

The Headteacher or Admissions Administrator  
Great Torrington School  
Calvesford Road  
Torrington  
EX38 7DJ

01805 623531  
[www.gts.devon.gov.uk](http://www.gts.devon.gov.uk)  
[admin@gts.devon.sch.uk](mailto:admin@gts.devon.sch.uk)

### School Admissions Team

[admissions@devon.gov.uk](mailto:admissions@devon.gov.uk)  
Telephone contact through *My Devon* on 0845 155 1019

### Devon County Council policies

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

### School Appeals

Telephone contact through *My Devon* on 0845 155 1019  
Clerk to the Independent Appeals Panel, County Hall, Exeter, EX2 4QG  
[www.devon.gov.uk/admissionappeals](http://www.devon.gov.uk/admissionappeals)

### Education Welfare Service

Telephone contact through *My Devon* on 0845 155 1019  
[www.devon.gov.uk/education\\_welfare](http://www.devon.gov.uk/education_welfare)

### Education Transport Team

Telephone contact through *My Devon* on 0845 155 1019  
[www.devon.gov.uk/school\\_transport](http://www.devon.gov.uk/school_transport)

### The Department for Education (DfE)

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

**Office of the Schools Adjudicator**

Telephone 01325 735303

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

**The Education Funding Agency (EFA) - Bristol**

Freshford House, Redcliffe Way, Bristol BS1 6NL

Telephone 0370 000 2288

[www.education.gov.uk/b00199952/educationfundingagency](http://www.education.gov.uk/b00199952/educationfundingagency)

**Children's Education Advisory Service**

Telephone 01980 618244

Trenchard Lines, Upavon, Pewsey, Wiltshire SN9 6BE

[enquiries@ceas.detsa.co.uk](mailto:enquiries@ceas.detsa.co.uk)

**Policy version**

This policy will be determined by the Academy Trust on following a consultation hosted at [www.devon.gov.uk/admissionarrangements](http://www.devon.gov.uk/admissionarrangements) between 1 January and 28 February 2014. It will be reviewed annually.



# GREAT TORRINGTON SCHOOL

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## Supplementary Information Form 2015-16

**To be completed by the parent only where he or she is seeking admissions priority on the grounds that the child is a child of a member of staff at the School.**

Please read the admissions policy before completing this form.

Where there are more applications than there are places at the normal round of admissions into Year 7, the Trust will prioritise applications where evidence can be provided that criterion 6 has been met. If you wish your child to be considered under this criterion please complete this form and return it to the School by the closing date of **31 October 2014** or as soon as possible thereafter.

**You must also complete a Local Authority Common Application Form** (for Devon residents the D-CAF3).

Where there are more applications than there are places for in-year applications, the Trust will prioritise applications where evidence can be provided that criterion 5 has been met.

If you wish your child to be considered under this criterion please complete this form and return it to the School as soon as possible.

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

Full Name of child:	
Date of birth:	
Criterion 6 for normal round or Criterion 5 for in-year admissions: Please name the member of staff employed by the School:	
Name:	Relation to child:
Signature:	Date:

### Data Protection

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



# GREAT TORRINGTON SCHOOL

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## Protocol for Admission of children with Exceptional Medical or Social Need 2015-16

### 1. Background

1.1 As part of the Co-ordinated Schemes of Admission operated by Devon County Council, parents of secondary age children will be invited to express preference for the school they would like their child to attend, together with reasons for preference on the Common Application Form (for Devon residents, D-CAF3).

1.2 In a small number of cases, a preference for Great Torrington School will be because a parent feels that there is 'exceptional medical or social need' for their child to attend the School and not another school.

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

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

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

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

### 2. Practice

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

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

### 3. Admissions in the Normal Round

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

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<sup>1</sup> These examples are not meant to be exhaustive or exclusive. Neither should it be assumed that similar circumstances would affect different children and families in the same way.

3.2 If the Trust accepts that exceptional need has been demonstrated, the LA will be advised that the application is considered to meet [our oversubscription](#) criterion 2. This is not a guarantee of a place although we would not expect to be in a position where criterion 2 applicants would be refused admission. The LA will advise the parent without delay.

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

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

3.4 Where the Trust does not agree that the need is exceptional and a place at Great Torrington School is refused on [2 March 2015](#), the parent<sup>1</sup> will have the statutory right of appeal to the Independent Appeal Panel.

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

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

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

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

4.3 If the Trust feels that exceptional need has been demonstrated [and that a place can be made available](#), the LA will be advised that a place can be offered to the child at Great Torrington School.

[4.4 If the Trust feels that exceptional need has been demonstrated but that a place cannot be made available, the child will be placed on the waiting list for vacancies with the priority being under oversubscription criterion 2.](#)

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

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

4.6 Where a place at Great Torrington is refused, the parent will have the statutory right of appeal to the Independent Appeal Panel.

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

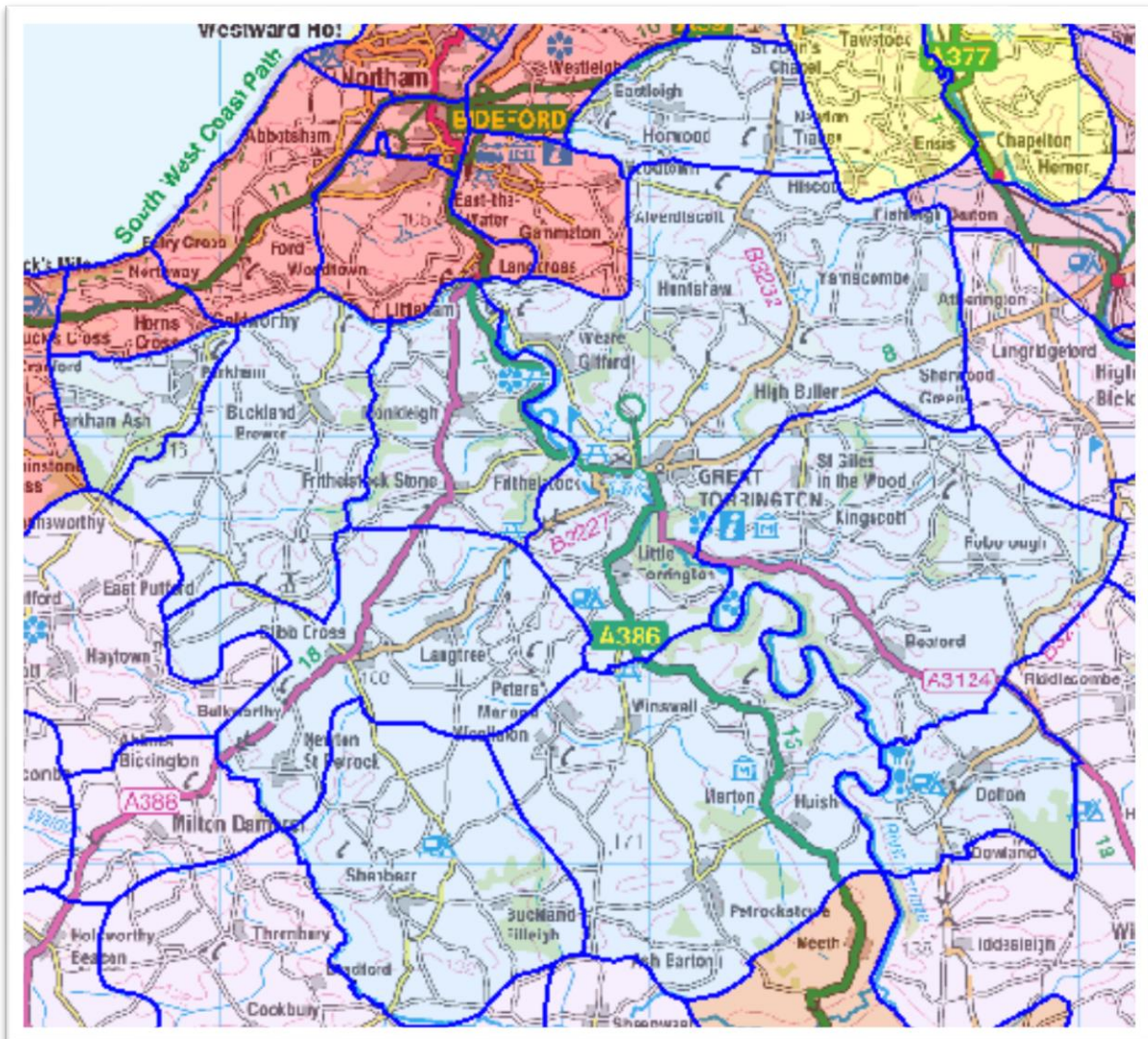


# GREAT TORRINGTON SCHOOL

Dream Believe Achieve

Designated Area Map for **2015-16**

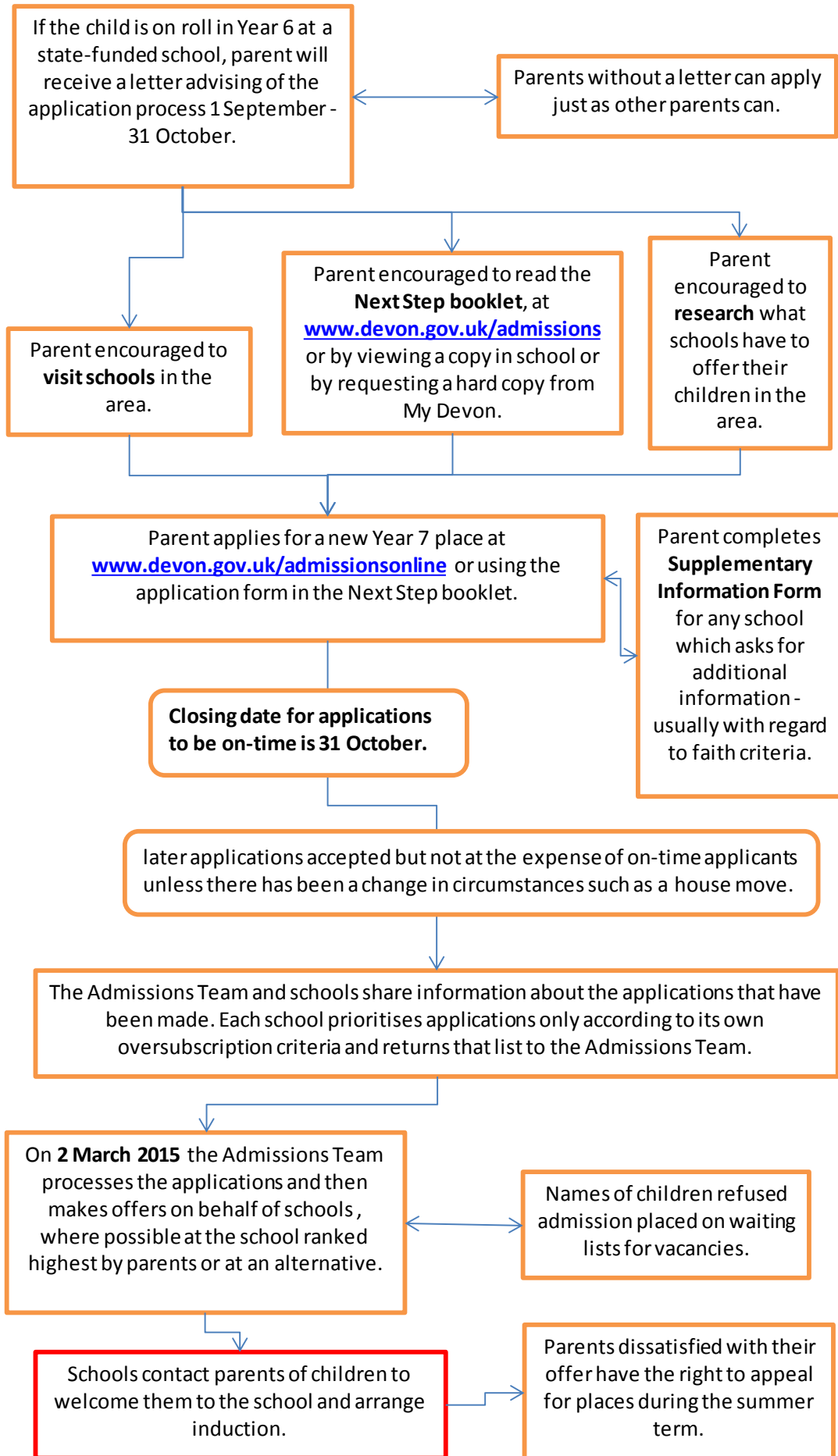
Our area is the light blue area bounded by a dark blue line.



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### Admissions at the Normal Round into Year 7



### In-Year Admissions to any Year Group

