


<b>Admissions Policy</b>	
DATE OF ADOPTION: April 2018	
DATE OF NEXT REVIEW: April 2019	
TO BE REVIEWED BY: Business and Management Committee	

## 1. Introduction

Decoy School follows Decoy County Council Admission Procedures as seen in the 'Step by Step Guide'. This is co-ordinated by Devon and all applications for a place at this school will be sent directly there.

## 2. Oversubscription Criteria

Since January 2008 Devon Admissions Team has processed all the applications they have received. Each school has a limited number of places which can be offered in Reception for new children joining the school. This is called the Planned Admission Number, or PAN. Each school has a different PAN depending on the space it has available. Decoy school has a PAN of 60.

Sometimes a school will receive the same number of applications as its PAN and sometimes it may receive less. If this happens Devon can offer a place to everyone who wants one. Sometimes though, they will receive more applications for a school than it has places available to offer. If this happens they will need to make some decisions about who should be offered a place. To make these decisions the 'Oversubscription Criteria' is used.

The criteria used for Decoy School, are as follows:

1. Looked After Children or those ceased to be Looked After because they were adopted, or made the subject of a child arrangements order or made the subject of a special guardianship order.
2. Children for whom an exceptional medical or social need is demonstrated.
- 3. Children who live in the school's designated area with a sibling on roll at the school at the date of application. A child's Home Address –this is defined as the address where the child is normally resident. Where a child resides through shared custody, the address will be with parent who receives Child Benefit. This is sometimes called the designated area or catchment area. This is the geographical area which is served by a particular school. Maps of designated areas can be viewed online at <https://new.devon.gov.uk/educationandfamilies/school-information/apply-for-a-school-place/school-designated-areas>

4. Other children living in the school's designated area.

5. Children living outside the school's designated area, but with a sibling on roll at the school at the date of application.

A sibling being 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

6. Other children. These will be those living outside the designated area.

A child who has an Education, Health and Care Plan (EHC Plan) where the school is named on the plan will take precedence for a school place.

## Notes

- If it is necessary to distinguish between children in a particular category, priority will be determined on the basis of distance between home and school as a direct line from the entrance of the property

(residential dwelling) to the nearest available official entrance of the school (i.e. the shorter the distance, the higher the priority) except that in the case of children of below statutory school age in priority categories 2 and 3 only, priority will be determined by date of birth (i.e. the earlier the date, the higher the priority).

- Priority may be given (with approval of Senior Officers) to the admission of a child for whom an exceptional medical or social justification is demonstrated.
- Priority may be given to a child who is to be admitted to a designated Special Educational Needs support centre at the school in question.
- The admission arrangements may be modified to meet the particular requirements of a trust deed.

#### **4. Applicants who are not offered a place.**

An applicant who is not offered a place will have the right to appeal against the decision to an independent Appeal Panel. The parent of a child with an Education, Health and Care Plan (EHCP) would have the right to appeal to the SEN and Disability Tribunal.

On refusal, an applicant will need to contact the Admissions Team. They will give advice about waiting lists and the appeals process. They will also be able to offer advice on alternative school places which may be available. Applicants will be informed that Key Stage 1 class size legislation (no more than 30 children in a class whilst children are in Reception, Year 1 and Year 2) is also reason to refuse admission once the PAN has been reached for Reception age pupils. There are separated grounds to decide at appeal whether the admission of a Reception, Year 1 or Year 2 pupil would breach this legislation. These grounds are extremely limited and parents are advised to consider their case carefully and seek advice from the Admissions Team if necessary. The Local Authority has a policy of allowing only one appeal in each academic year unless there has been a substantial and material change in circumstances.

Parents will not be able to appeal until they have been formally refused admission.