



Lew Trenchard Church of England Primary School
Lewdown, Okehampton, Devon, EX20 4DP
01566 783273

www.lewtrenchard.devon.sch.uk
lewtrenchard@andaras.org

DRAFT POLICY FOR CONSULTATION
School Admissions Policy 2022-23

Our Ethos - we ask parents to respect our ethos and its importance to the school community. This does not affect the right of all parents to apply and be considered for a place here.

We seek to educate our children through the core Christian values of kindness, responsibility and respect encouraging them to live aspirational and fulfilled lives.

An Admissions Policy

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

- Parents know they must apply for a place and how and when to apply
- Parents know what will happen after they apply
- It is clear to all, including our school community, how many places are available
- Our school community understands our admission procedures
- We are committed to a fair, consistent and transparent admissions process

It should be read along with Devon County Council's [Step by Step and In-Year Guides to Admissions](#), its [Normal Round and In-Year Co-ordinated Admissions Schemes](#), its [Fair Access Protocol](#) and its [Education Transport Policy](#).

Once an admissions policy is determined, it can't be amended except where it is permitted or required under the terms of the Admissions Code. Any amendments will be detailed in the [Key Information](#) section overpage.

Text [like this](#) is a link to further information, within this document or elsewhere.



Key information – for definitions and notes see [Appendix A](#)

Department for Education school number	878-3155
This school's age range of children	4-11 (2-11 including early years provision)
Type of school	Primary, academy
Admissions authority	An Daras Multi-Academy Trust
Normal round Published Admission Number	Reception 2022-23 12
Linked school which gives admissions priority to children transferring from this school	Okehampton College ¹
Linked early years setting whose children have priority when transferring to this school	None
Designated religious character	Yes - <u>there is no admissions priority according to faith.</u>
Admissions catchment area	Yes
Supplementary Information Form	Yes – if seeking priority for an exceptional need to attend this school; Appendix A

Applications	Normal round into Reception	In-Year
Where to apply	devon.cc/admissionsonline or with a paper form at devon.cc/admissions or from the school office	devon.cc/admissionsonline or with a paper form at devon.cc/admissions or from the school office
When to apply	15 November 2021 to 15 January 2022 ²	from 1 June 2022 for Years 1 to 6 from 1 September 2022 for Reception
When places are offered	on 16 April 2022	In response to each application
When to appeal against refusal	from 14 May 2022	After refusal

Policy determined on	Must be formally determined by 28 February 2020
Consultation period	18th September 2020 to 6 th November 2020
Contact for the admissions authority	Louise Hussey
Amendments	

Oversubscription criteria: Any child whose Education, Health and Care Plan (EHCP) names this school will be admitted. Oversubscription criteria (to be used only if we need to prioritise applications - see [notes](#) below):

- 1. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order.**
- 2. Priority will next be given to other children living within the catchment area.**
- 3. Priority will next be given to children with an unequivocal professional recommendation based on their exceptional medical or social needs or those of their parents.³**
- 4. Priority will next given to children who are siblings of pupils on roll at this school.**
- 5. Other children.**

[Tie breaker](#) – to prioritise applications in the same oversubscription criterion, we will use:

- a) straight-line distance from home to school and then,
- b) Where distances are equal (within a metre) we will use an electronic list randomiser.

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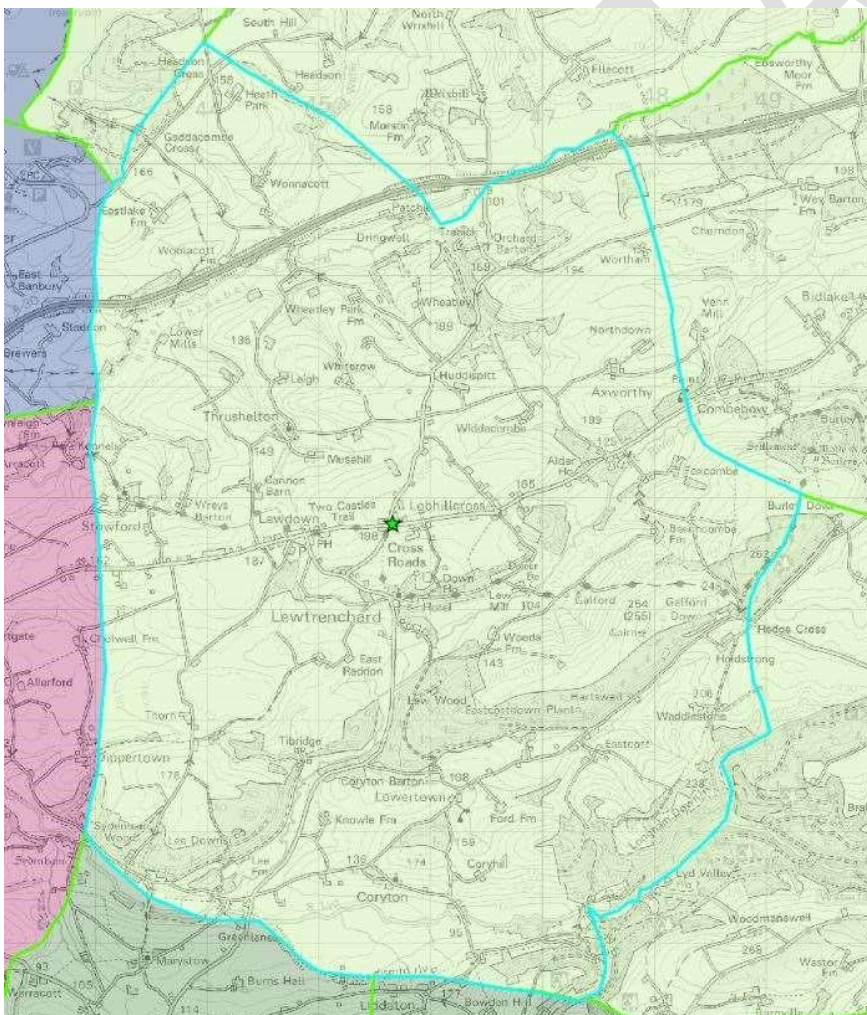
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Catchment area

The catchment area can be viewed in more detail at <http://map.devon.gov.uk/dccviewer/schoolarea>. For admissions purposes, we measure straight-line distances from the green star marker for the school. We welcome admissions applications for children living inside and outside our catchment area



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1 Introduction

- 1.1 Our Local Governing Body / MAT Board of Directors are the admission authority for the academies within the An Daras Multi Academy Trust. They set the Admissions Policy for individual member academies. All decisions regarding the admission of children into member academies are made by a committee consisting of the Local Governing Body and MAT Board of Directors. In determining the Admissions Policy, the member academies and the An Daras Trust comply with current legislation.
- 1.2 Our Local Governing Body and MAT Board of Directors applies the regulations on admissions fairly and equally to all those who wish to attend this School. They also follow the requirements of the appropriate rights and equalities legislation. The Academy Standards and Framework Act 1998 introduced a new framework for school admissions as of September 2000. This was later revised in the Education Act of 2002. Our Admissions policy conforms to the regulations that are set out in that Act and are further explained in the statutory School Admissions Code of Practice and the statutory Appeals Code of Practice. These were revised in January 2003 and come into force in September 2004. In writing this policy we have considered the Department for Education's latest Admission Code which came into effect from 2014. Admissions Code 2014 can be viewed at: www.gov.uk/government/publications/school-admissions-code--2
- 1.3 This document sets out to clearly state the following regarding admission to Lew Trenchard C of E School:
- Admission criteria in the event of over subscription.
 - The method of applying and the way in which the application will be handled.
- 1.4 Throughout this document the following definitions apply:
- **"Parent"** is defined as the parent/s or guardians of the child.
 - **"Brother/sister/sibling"** is defined as children aged 4 to 16, living in the same family unit who has at least one natural or adoptive parent in common, living at the same address or different address. Children living permanently in the same household at the same address where their parents are married or live as partners would be counted as siblings, regardless of their actual relationship to each other. To qualify as a sibling a child must be on roll of the school in question at the date of application, allocation and admission.
 - **"Multiple birth siblings"** are defined as twins, triplets etc. Where applications are received on behalf of multiple birth siblings or siblings whose date of birthplace them in the same chronological year group every effort will be made to offer places at the School, which may mean allocating places above the Published Admission Number (PAN) where that is possible
 - **"Child in Care"/"Children who were previously in care"** is also referred to as a "looked after child" and is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) (c) has previously been a looked after child. An adoption order is an order under Section 46 of the Adoption and Children Act 2002. A 'child arrangement 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. 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). A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, religious organisation, or any other provider of care whose sole or main purpose is to benefit society (see Section 23ZZA(8) of the Children Act 1989 (Inserted by Section 4 of the Children and Social Work Act 2017)).
 - **"Home address"** is defined as the address of the adult/s with parental responsibility with which the child normally lives. The home address is that which applies at the time of

application. Where children spend time with parents at more than one address, the address used to allocate a school place will be the one at which the child is ordinarily resident. Where children spend equal time with both parents, the address used will be where the parent receives child benefit for the child and/or the child is resident for at least three nights per school week. Changes of address occurring shortly after application, but before offer of places, can normally be considered if notified in writing to the Local Authority Admissions Team or the individual School directly. Places cannot be allocated based on intended future changes of address, unless house moves have been confirmed through the exchange of contracts or the signing of a formal lease agreement. A temporary address will only be used for allocation purposes where no permanent address is available. Applications for children of service families will be processed and places allocated based on the proposed address (with supporting evidence) or if the family are not able confirm a proposed address and a unit and quartering address is provided, an allocation will be based on this unit or quartering address. For the purpose of measuring distances, the main entrance of the unit will be used. Details on how the LA establishes a 'home address' can be found in the latest online admissions booklet at www.devon.gov.uk/admissionsonline Any disputes in relation to the child's home address should be settled before applying, the admission authority will not become involved in any parental disputes. If agreement cannot be obtained before an application is made then parents/carers may need to settle the matter through the courts. Where no agreement is reached, or order obtained the admission authority will determine the home address. For information on disputes between persons with parental responsibility in relation to school preferences please see Devon LA's Co-ordinated Admissions Scheme for the relevant year.

- **“Compulsory school age”** is defined as the age at which a child must start school – when a child reaches the age of five he/she must start school in the term following his/her fifth birthday (unless educated otherwise).
- **“Designated Area”** is how the council has divided Devon into geographical areas. Each of these areas is served by a specific primary school, or in some cases, groups of schools. These areas are termed “designated areas” (you may also have heard these areas referred to as “catchment” areas. The designated area used in Lew Trenchard’s oversubscription criteria will be as defined by Devon Council. Note: not all schools prioritise on the basis of designated area or use Devon Council’s defined area, however, entitlement to home to school to school transport will still be based on these areas. Your designated school will not always be the one nearest to your home address. Maps are available for all designated areas online at <http://map.devon.gov.uk/dccviewer/schoolarea> or by calling the School Admissions Team at Devon Council. If you are planning to move into the designated area of Lew Trenchard School, your application for a place for your child will not be given the priority accorded to designated area pupils without firm evidence of your new address and moving date, such as a copy of a signed and dated tenancy agreement or confirmation that contracts have been exchanged.
- **“Unequivocal Professional Recommendation”** applicants will only be considered under this criterion where the parent/carer can demonstrate that **only** the preferred school can meet the exceptional medical or social needs of the child, supported by a recommendation from, for example, a doctor, school medical officer, or educational psychologist. Such recommendations must be made using the Supplementary Information Form found at <http://devon.cc/schoolsifs> and must give full supporting reasons. The admission authority will make the final decision on whether or not to accept an application under this criterion.
- **“Tie-breakers”** if any of the criteria for admission leave more children with an equal claim than place available, priority will be given to the child who lives nearer to the preferred school.
- **“Final Tie –breaker”** should the tie breakers still leave children with an equal claim because distances are the same, random allocation will be used to decide on priority. The School will use the Local Authority Random Allocation Protocol (available on request).
- **“LA”** means Devon Local Authority. Contact details are -

2 Aims

- 2.1 Lew Trenchard seeks to be an inclusive School, welcoming children from all backgrounds and abilities. This is reflected in the published individual School "Vision and Aims" statement (found on the School website).
- 2.3 The only restriction placed on entry is that of number. If the number of children applying for entry exceeds the places available, the procedure set out below is used to determine whether a child is to be accepted or not. It is our wish for parents to find a place for their child at the school of their choice. However, this is not always possible, due to excess demand on the places available.
- 2.4 A child's level of ability is irrelevant to this School's admissions policy.

3 How parents can apply for their child to be admitted to Lew Trenchard C of E Primary School

- 3.1 Lew Trenchard has been an academy since May 2017, and it determines the admission arrangements in agreement with the Local Authority. The application process for admissions into Reception Year (the initial year of entry), is coordinated by Devon Local Authority (LA) under Devon's [Normal Round Coordinated Admissions Scheme](#) which acts on behalf of the Local Governing Body/Board of Directors). Parents should apply online www.devon.gov.uk/admissionsonline or submit a Devon Application Form available from the LA Admissions Team no later than the national closing date. Offers of places will be issued by the LA on the published offer date. Late applications (those submitted after the national closing date) will also be processed by the LA Admissions Team.
- 3.2 Parents wishing to visit Lew Trenchard prior to applying are welcome to do so. Visits are not "interviewing" and does not affect any decision regarding the availability of a place. No interviews are held as part of our admissions process. All parents are advised to read the annual published LA Primary Admissions Booklet for Parents before applying.
- 3.3 The annual LA Primary Admissions Booklet/[on-line guidance](#) informs parents how to apply for a place at the school of their choice. Parents have a right to express their preference, but this does not guarantee a place at that school. Over-subscription criteria are applied in the event of applications going over our agreed **Planned Admission Number (PAN)** for Lew Trenchard of **12 pupils annually in a single year group**. The Local Governing Body/Board of Directors agreed over-subscription criteria (in line with current LA maintained school's over-subscription criteria) for Lew Trenchard can be viewed in this document, in the annual LA Primary Admissions Booklet and online at the Devon County Council website.
- 3.4 In this area, children enter school at the start of the academic year in which they become five. There is one admission date per year, early in September (i.e. when the autumn term begins). To qualify for entry into Reception children must have reached the age of four by the 31st August in that year. Therefore, parents who would like their child to be admitted to this School during the year their child is five should ensure that they return the necessary application form to the LA by the national closing date.
- 3.5 Parents of pupils who are reception aged can request **deferred or part time entry until** their child is compulsory school age – see Devon Local Authority Admission Information online for more information. Parents considering this option need to make an appointment to discuss it further with the Head Teacher at this School.

- 3.6 Parents of pupils who have deferred reception class entry and whose child becomes 5 in the summer period (defined as having a birth date from April 1st to August 31st) will have the option to start their Reception Year at aged 5 rather than go straight into Year 1. Parents need to contact the Head Teacher at this School promptly to discuss this option.
- 3.7 In year admissions for children in year groups Reception through to Year 6 are arranged through parental application for a place to the LA (see the LA website for application forms). The School itself does not determine the outcome of in year allocation decisions. Parents and the school will be notified by the LA if a place has been allocated at this School. If the year group for which a place is being applied for already has 12 pupils then the request for a place may be refused.
- 3.8 The Admission Code 2014 requires us to state how requests for **placement outside the normal age group** can be made. Although most children will be admitted to the school with their own age group, from time to time parents seek places outside their normal age group for gifted and talented children or those who have experienced problems or missed part of the year, often due to ill health. While it would not normally be appropriate for a child to be placed in a year group that is not concurrent with their chronological age, the Head Teacher will consider these requests carefully and will decide based on the circumstances of each case – see below Section 7 for further information.
- 3.9 If your child has an Education, Health and Care Plan (EHC Plan), you do not need to complete an application form as a school place will be identified through a separate process. Please contact the Devon SEN Assessment and Provision Team for more information.

However, if a request has been made for an EHC needs assessment for your child, or your child is currently being assessed to decide whether an EHC Plan is necessary, you will need to make an application using the normal process.

The process for SEN admissions can be found in the Local Authority's Local Offer available on their website.

4 Priority Criteria

- 4.1 Children who have an Education, Health and Care Plan that names the School must be admitted. Note children with an Education, Health and Care Plan that does not name Lew Trenchard C of E School will be referred to the 0-25 SEN Team at the LA to determine an appropriate place.
- 4.2 The following priority order will be used to decide which children should occupy any vacant places, after the admission of pupils with an Education, Health and Care Plans where the School is named in the plan:
- **(1) - Children in care or children that were previously in care** but immediately after being **looked after** became subject to an adoption, child arrangements or special guardianship order **including those who appear (to the admission authority) to have been in state care outside of England and ceased to be in care as a result of being adopted.**
 - **(2) - Children who live in the designated area** of the School or whose parents can provide evidence at the time of making the application that they will be living in the designated area of the preferred School by the date from which admission is required.

If there are more designated area children wanting places at a school than there are places available, criteria 3 to 5 below will be used to decide which of these children should have priority for admission. If there are still places available after all the designated area children have been allocated places,

criteria 3 to 5 will be used to decide which of the remaining children should have priority for spare places.

- **(4) - Children with an unequivocal professional recommendation** from a doctor, school medical officer or educational psychologist that non-placement at the preferred School would not be in the best interest of the child and that placement at the preferred school is essential. Such recommendations must be made through completing the Supplementary Information Form for Exceptional Need. This is available at the [end](#) of this document and at <http://devon.cc/schoolsifs>. All applicants must complete an application form.
- **(5) - Children with siblings** who will still be attending the preferred School at the time of their admission.
- **(6) - All other children.**

4.3 If there are more children in any category than there are places available, places will be prioritised and awarded to children who live nearest the School. Home to school distances used for tie-breaking will be measured by a straight-line measurement as determined by Capita One and supported by Devon Council's nominated Geographical Information System. Measurements will be between your home address (the centre of the main building of the property) and the main gate of the school (as determined by Devon Council). Distances used to determine nearest school with room (i.e. where it is not possible to offer a place at a preferred school) and for establishing transport entitlements will be by nearest available route measurement as determined by Devon Council's nominated Geographic Information System software.

4.4 Lew Trenchard is committed to complying with parental preference in respect of parents living within and outside the local area, however if you are planning to move into the local area your application for a place for your child will not be given priority accorded to local area children without firm evidence of your new address and moving date, such as a copy of a signed and dated tenancy agreement or confirmation that contracts have been exchanged and a completion date agreed.

4.5 A child's attendance at Lew Trenchard Nursery does not guarantee that child a future place in this School.

5 Over-subscription

5.1 For admission into Reception Year-September intake the LA on behalf of the Local Governing Body/MAT Board of Directors, will offer 30 places **annually** to children. This is the Published Admission Number (PAN) for that year group. If more than 30 applications are received, the over-subscription criteria will be applied to determine priority for places. All school preferences (as declared by parents on the LA application form) are treated equally, regardless of whether they are first, second or third preferences. When an application is refused, the child's details are automatically placed on a reserve (waiting) list for the year group, ranked according to the admission criteria.

5.2 Children who have an Education, Health and Care Plan that names the School must be admitted. The following over- subscription criteria will be used to prioritise applications after the admission of children whose Education, Health and Care Plan names the school.

5.3 As part of the coordinated scheme for primary admissions, the LA Admissions Team will maintain the reserve (waiting) list on the behalf of the School, ranked according to the over-subscription criteria. The reserve (waiting) list will be held until the end of the autumn term. Parents should contact the LA Admissions Team if they wish to remain on the reserve (waiting) list beyond the autumn term. Parents will be contacted if a place becomes available for their child but should be aware that their child's place on a reserve (waiting) list may change if an application subsequently received that meets a higher criterion than their own or is subject to a successful Admissions Appeal.

- 5.4 If the criteria outlined **previously in Section 4** leaves more children with an equal claim than places available, the following tie-breakers will be used:
- (1) All other children**
- For children, where two or more children fulfil the same criterion, priority will be given to the child who lives nearer to the preferred school. Home to school distances in a tie break will be measured by a straight-line measurement as determined by Capita One and supported by Devon Council's nominated Geographical Information System. Measurements will be between your home address (the centre of the main building on the property) and the main gate of the school.
- (2) Final tie-breaker**
- If the tie-breaker above is not enough to distinguish between applicants in an oversubscription criterion, there will be a random ballot. This will be undertaken by a person independent of the school by the operation of an electronic list randomiser.
 - Random allocation will not be applied to multiple birth siblings (twins and triplets etc.) from the same family tied for the final place. We will admit them all, as permitted by the infant class size rules and exceed our PAN.
- 6 In Year Admissions**
- 6.1 Applications for a place after the start of the school year or for any other year group are processed by Devon Local Authority, which acts on the behalf of the School.
- 6.2 **Parents apply for a place at any other time by completing the Devon Common Application Form, regardless of where the child lives. This is the D-CAF available at www.devon.gov.uk/admissionsonline or by calling the LA for a paper copy.**
- Applications can be made at any time after the Year Group has started¹ but will not be processed sooner than 8 school weeks before the place is required.² They will be considered in date order with all those received at the school or by Devon's School Admissions Team by **6pm** each day considered together.**
- 6.4 The responsibility for decisions lies with the admissions authority for the school.
- 6.5 Applications for In-Year admission are managed under Devon's [In-Year Co-ordinated Admissions Scheme](#). Decisions will be sent to parents by Devon's School Admissions Team.
- 6.6 Offer of a place letters will be issued by the coordinating LA giving a start date and a period by which the place must be taken up. If a place at Lew Trenchard C of E Primary School is offered, parents are asked to contact the School so that the relevant paperwork may be completed, and a visit to the new class and start date can be arranged.
- 6.3 Parents wishing to visit Lew Trenchard prior to applying are encouraged to do so.
- 7 Additional Admissions Information**
- 7.1 **Allocation to an alternative year group** – If there is no place available in a child's year group; the School will not normally allocate a place in another year group. This is not considered to be in the best interests of the child. However, the Admissions Code 2014 makes it clear that the Admission authority must make decisions about placements outside the normal age group based on the circumstances of
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each case and in the best interests of the child concerned. This decision-making process will include taking account of:

- the parent's views;
- the views of the Head of School/Executive Head Teacher of the School/School trust
- information about the child's academic, social and emotional development;
- where relevant the child's medical history and the views of medical professionals;
- whether they have been previously educated out of their normal age group;
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

- 7.2 **Requests to transfer schools** – Lew Trenchard's will always discourage parents wishing to transfer a child from another local school because of a dispute with that school and will always request that the matter is discussed with the Head teacher of the child's current school. We believe it is better to address the problem and seek a solution rather than disrupt a child's learning because of a transfer.
- 7.3 **Equality Policy** – It is our policy that families of all backgrounds shall have equal consideration relating to all aspects of the running of the School – including admissions. Our arrangements will not disadvantage unfairly, either directly or indirectly, anyone involved in the process from a social or racial group, religion or belief, gender or a child with a disability or special educational needs.
- 7.4 **Free school transport** – For providing assistance with home to school transport, the LA has a defined designated/catchment area for the admission process. Any child living within the LA defined area but more than three miles from the School is entitled to assistance with transport. For more information contact the LA Admissions Team.
- 7.5 **Deferment to starting school** – Parents can request that the date their child is admitted to the School is deferred until later in the school year or until the child reaches compulsory school age in that school year. Parents can also request that their child attend part time until the child reaches compulsory school age. If parents wish to discuss up these options, they must make an appointment with the Head Teacher to review possible arrangements in greater detail. The school admission authority are responsible for making the decision on whether or not a child will be admitted outside of their normal age group. However, where a child has an EHC Plan the decision rests with Devon Council.
- 7.6 **Waiting lists** – If the school is oversubscribed a waiting list will be held for the whole of the academic year for all year groups and parents/carers can request that their child is added to this list if they are refused a place. The waiting list will be based on the school's over-subscription criteria and a child's place on a waiting list is subject to change according to additional information received about applications or children being added to the list – so their place on the list might move or down. **No priority is given to the length of time that a child has been on the list.** Children with an EHC Plan and children in care or children that were previously in care including those who appear (to the admission authority) to have been in state care outside of England and ceased to be in care as a result of being adopted. will take precedence over those on the waiting list. Children admitted under the Fair Access Protocol will also be given priority over children on the waiting list.

8 Admission Appeals

- 8.1 If a child is not offered a place at the School, it will be because to do so would prejudice the education of other children by allowing the number of children in the school to increase too much in a year group.
- 8.2 If parents wish to appeal against a decision to refuse entry, they can do so by applying to the LA using forms provided by the LA and/or the School. An independent panel (arranged by Devon Council on behalf of the Local Governing Body and MAT Board of Directors) considers all such appeals, and its

decision is binding for all parties concerned. Further details and a timeline can be found on the Devon Admissions Guides online. If the appeals panel decides that we should admit a child to whom a place had been refused, then we will accept this decision and continue to do all we can to provide the best education for all the children at our School. (Further details for appeals are set out in the revised Code of Practice on School Admissions Appeals 2014)

- 8.3 Parents do not have a right of appeal if they have been offered a place and it is not in the year group they would like.

9 Infant Class Size Appeals

- 9.1 In 1998 the School Standards and Framework Act (SSFA 1998) was passed which changed the legislation relating to infant class sizes. It is no longer permitted to exceed 30 children in an infant class with only one qualified teacher. Often a place is refused because of the infant class size rule. If appealed by a parent an independent panel will look at the decision made by the admission authority. The appeal panel can only overturn the decision to refuse a place if you are able to prove:

- The child would have been offered a place if the admission arrangements had been properly implemented; Or
- The child would have been offered a place if the arrangements had not been contrary to mandatory provisions in the School Admissions Code and the SSFA 1998; Or
- The decision to refuse a place was not one which a reasonable admission authority would have made in the circumstances of the case.

- 9.2 Very few infant class size appeals are successful.

- 9.3 Under the revised national School Admissions Code, additional children may be admitted under very limited exceptional circumstances. These children remain as “excepted” pupils for the time that they are in an infant class or until class numbers fall back to the current infant class size limit. The “excepted” children are:

- Children with Education, Health and Care Plans admitted outside the normal admission round;
- A child in care and children previously in care **including those who appear (to the admission authority) to have been in state care outside of England and ceased to be in care as a result of being adopted** admitted outside the normal admission round;
- Children admitted, after initial allocation of places, because of a procedural error made by the admission authority or Local Authority in the original application process;
- Children admitted after an independent appeals panel upholds an appeal;
- Children who move into the area outside of the normal admission round for whom there is no other available school within reasonable distance;
- Children of UK service personnel admitted outside of the normal admission round;
- Twins and children from multiple births when one of the siblings is the 30th child admitted.

10 Children of UK Service Personnel (Armed Forces)

- 10.1 For families of service personnel with a confirmed posting within the local area, the School will:
- Allocate a place in advance, if accompanied by an official government letter which declares a relocation date and a unit postal address or quartering area address for considering the application against our over-subscription criteria. This includes accepting a unit postal address or quartering area address for a service child;
 - Ensure that arrangements support the government commitment to removing disadvantage for service children.

11 Children from Overseas

- 11.1 The School treats applications for children from overseas in accordance with European Law or Home Office rules for non-European Economic Area nationals.

13 Fair Access Protocol

- 13.1 All local authorities are required to have a Fair Access Protocol which applies to all schools and academies. This document sets out how the local authority and schools will ensure that, during the school year, any children without a school place can be offered a place at a suitable school as soon as possible, even if the school is full. To find out more about the Protocol please visit or contact the LA Admissions and Transport Team.

14 Further Guidance and Contacts

Lew Trenchard C of E Primary School

01566 783273 lewtrenchard@andaras.org
<https://www.lewtrenchard.devon.sch.uk/web>

AN Daras Multi-Academy Trust

Central Office 01566 777503 <http://www.andaras.org/web>

Diocesan Board of Education

01392 294938 schooladmissions@exeter.anglican.org

Devon School Admissions Service primaryschooladmissions@devon.gov.uk

or admissions@devon.gov.uk

Telephone contact through *My Devon* on 0345 155 1019 admissions@devon.gov.uk

Devon County Council policies, information and admissions application forms
devon.cc/admissionarrangements and devon.cc/admissions Clerk to the Independent School

Admissions Appeals

0345 155 1019 devon.cc/appeals

Devon Education Transport Team

Telephone contact through *My Devon* on 0345 155 1019 devon.cc/schooltransport

Children's Education Advisory Service – advice for service families

01980 618244 enquiries@ceas.detsa.co.uk

The Department for Education (DfE)

0870 000 2288 www.education.gov.uk

Office of the Schools Adjudicator

01325 735303 www.education.gov.uk/schoolsadjudicator

The Education & Skills Funding Agency (ESFA)

0370 000 2288 www.gov.uk/government/organisations/education-and-skills-funding-agency

15 Monitoring and Review

- 15.1 This policy will be monitored by the Local Governing Body/**MAT** Board of Directors and reviewed every year, or earlier in the light of any changed circumstances, either in our School or in the local area. The policy will always take due note of guidance provided by the local Admissions Forum.

For Pre-School Admissions Information please call the school office on 01566 783278.

Policy Review (Over subscription criteria and PAN) - Reviewed: **Oct 20**
Determined by LGB/MAT Board - (Date to be added but must be before 28th Feb 2021)

CONSULTATION

Exceptional Social or Medical Need for Admission Supplementary Information Form 2022-23

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

Parents who wish to have an Exceptional Social or Medical Need considered with their application (criterion 2) must submit independent professional evidence which explains clearly why it is essential to attend the school and no other school.

- For a normal round entry into Year 7 in September 2021, the evidence should be submitted by the closing date for applications of 31 October 2020.
- For a normal round entry into Reception in September 2021, the evidence should be submitted by the closing date for applications of 15 January 2021.
- For a normal round entry into Year 3 of a Junior School in September 2021, the evidence should be submitted by the closing date for applications of 15 January 2021.

Evidence submitted after the closing date may mean the application is considered as late.

Parents must also complete a Local Authority Common Application Form

(eg at www.devon.gov.uk/admissionsonline)

- 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** (eg at www.devon.gov.uk/admissionsonline)

Please read the school admissions policy, including definitions, before completing this form. School policies can be found at <http://devon.cc/schoolpolicy>. Not all Devon schools prioritise applications with exceptional social or medical need.

PART A – to be completed by the parent	
Full name of child	
Date of Birth	
School you are applying for	Low Trenchard Church of England Primary School
Does this school give priority for exceptional social or medical need?	Yes / No
Please 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 or those of their parents.

Extract from the school's admissions arrangements:

Exceptional social or medical need:

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 also be provided at another school, there would be no exceptional need to attend this school.

In order to seek priority on this basis, parents must complete the Supplementary Information Form for Exceptional Need. This is available at the end of this document and at <http://devon.cc/schoolsifs>. All applicants must complete an application form.

The exceptional need could be due to the parent's circumstances. Exceptional need could include:

- A serious medical condition, which can be supported by medical evidence;
- Significant caring responsibilities, which can be supported by a social worker;
- 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 aren't meant to be exhaustive or exclusive. Neither should it be assumed that similar circumstances would impact on different children and families in the same way.

- if there are medical reasons that make it essential for a child to attend this school, the parent must provide supporting information from a doctor, together with any other relevant information. This must make a compelling case as to why the child's needs or the parent's can only be met here; having a medical condition will not automatically result in a place here. It isn't essential for the doctor to name our school and we wouldn't expect a doctor to have enough, specific knowledge of the school but the evidence should explain exactly what the child's needs are and what specialist support and facilities are required.
- for social reasons, parents must provide independent evidence from a relevant professional supporting the family. The supporting evidence must set out the reasons why this school is the most suitable and the difficulties that would be caused if the child had to attend another school. It isn't essential for the professional supporting the family to have in-depth knowledge of our school but the evidence must explain exactly what the needs are and what specialist support and facilities are required.

Exceptional need for admission here 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 setting;
- 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 that doesn't require specialised treatment;
- the child has an interest or ability in a subject or activity.

Evidence from a relevant professional, independent of the family will be required in every case and should be made available in time for us to rank the application using the school's oversubscription criteria. This should provide a reasoned and unequivocal opinion establishing why the child would suffer a significant detriment by not being admitted to this school. Evidence should be from a GP, consultant or other health care worker or social care officer working with the child. Without satisfactory supporting evidence, we will not prioritise an application as demonstrating exceptional need. We may seek our own advice to establish whether this is the only school that could meet a child's needs.

Parents can indicate on a common application form that they believe there is an exceptional need for admission here. It isn't expected that a parent will seek this priority at a school that was not named as the first preference. The onus is on parents to submit their supporting evidence and to provide further evidence if requested to do so. Parents who apply using a common application form from another LA without a tick box for exceptional need should put a note in the reasons for their preference that they are requesting exceptional need priority and provide the required supporting evidence.

If we accept that exceptional need has been demonstrated, 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 other oversubscription criteria.

Admissions Policy – Appendix A

Nature of the supporting evidence
you are submitting, provided by a
relevant professional

Evidence is attached	Yes / No
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[illegible][illegible]

I confirm that I have submitted a Local Authority Common Application Form.

Privacy and Data Protection:

Your personal data is being used by The School and Devon County Council's Admissions Service for the purposes of an application for admission to school. We undertake to ensure your personal data will only be used in accordance with our privacy notice which can be accessed at <https://new.devon.gov.uk/privacy/privacynotices/> Please confirm that you give your consent to the School and Council using your personal data as outlined in our privacy notice, by signing below. You have the right to withdraw your consent at any time. Should you wish to withdraw consent, please contact the Admissions Team at admissions@devon.gov.uk or 0345 155 1019. If you wish to exercise any of your rights under the General Data Protection Regulations, please contact the Council's Data Protection Officer at 01392 383000 or at accesstoinformationsecure@devon.gcsx.gov.uk. For more information about Data protection, please contact the School or visit <https://new.devon.gov.uk/accesstoinformation/data-protection>.

Parent's name		Date	
Please sign here			

Please return this form to:

The school or

The School Admissions Team, Room L60, County Hall, Exeter EX2 4QG

You can scan and email this form and accompanying evidence to admissions@devon.gov.uk