



St Mary's Catholic Primary School, Axminster

Admissions Policy 2016-17

Our Aims and Vision

[Living, Loving and Learning with God](#)

We ask all parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the right of parents who are not of the faith of this school to apply for and be considered for a place here.





St Mary's Catholic Primary School

Admission Arrangements for 2016-17

St Mary's Catholic Primary School is an academy, part of the Plymouth Catholic and Anglican Schools Trust (Plymouth CAST). This is a Catholic School in the Diocese of Plymouth. The Trust is the admission authority and has responsibility for admission policy and decisions about admissions applications. We welcome applications from parents of children of all denominations and faiths and those of no particular faith background.

This policy details the admission arrangements for our school and should be read in conjunction with Devon's First Step and In-Year Admissions booklets, the Primary and In-Year Co-ordinated Admissions Schemes, Education Transport Policy, Free School Meals Entitlement 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 including Infant Class Size Legislation limiting Key Stage One classes to 30 pupils with each qualified teacher.

Some admissions functions will be delegated to the Devon School Admissions Service or other agent of the school.

Published Admission Number (PAN) for Reception in 2016-17		20
Home-School Agreement		Yes
School uniform		Yes
Supplementary Information Form (SIF)	Yes, available from the school or LA. To be completed only where a parent is seeking admissions priority for a child on religious grounds. Other applicants do not need to complete the Supplementary Information Form.	
Extended school facilities	Please visit our website or contact the school office for details of the facilities available at the beginning and end of the school day.	
School Travel Plan	Please visit our website or contact the school office for details.	
Points of entry to school	All children who are allocated a place at the school have the option to be admitted in the September following their fourth birthday. Please see the note below regarding a parent's right to defer entry to school.	

Admissions to the School

Most of the children attending St Mary's join at the Reception intake. This is what is called the "normal point of entry" to a primary 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.

Like all primary schools, we are a comprehensive school which means that there are no selection tests and we admit children without regard to aptitude or ability.

The need to apply

All parents must make an application for their child to be admitted to a state-funded school. 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 pre-school or nursery;

- 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; we 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. If your child lives in Devon and you have not received a letter from the Devon School Admissions Service by the end of **November 2015**, please contact them for information about our intake into Reception for **September 2016**.

Visiting St Mary's

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 here. If you would like to visit us, you should contact the school office to make an appointment. You are welcome to view our prospectus which is available from the school office or from our website.

How To Apply For A Place At The Normal Round – Reception

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 Reception can do so each LA across the country is required by law to co-ordinate applications for the schools 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 which co-ordinates applications which have been made either direct to Devon or passed on by other LAs.

Parents who wish to apply or “express a preference” for a Reception place must use a Common Application Form provided by the LA where the child lives. For Devon residents, this is the D-CAF1, which is available at www.devon.gov.uk/admissionsonline or within the First Step primary admissions booklet. You can request a copy of this by calling *My Devon*. A reference copy will be available here from **15 November 2015**. 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 the Reception intake is **15 January 2016**. You can apply after this date but your application may not be considered until after all of the applications that were on time. If you couldn't apply before because, for instance, you moved to this area after January, 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 is still possible.

If you know that you are going to move into the area during the year before Reception, you can apply from where you are and provide evidence of the new address. You do not need to wait until you have actually moved if this is after the offer of places on **18 April 2016**.

Information provided in an application

We would like all applications to be fully and honestly completed. It is important that when we offer places to some and refuse others we do so fairly and consistently. Where we have reason to believe that information is false and has been provided knowingly we may withdraw the offer of a place. This is particularly relevant where an address is given which is not the one from which a child will actually attend school and this disadvantages 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 us or the LA as this may affect your application. We will require evidence of a new address where this would give you a higher priority for admission.

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 school 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.

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 you would like a place. The LA co-ordinates admissions for all primary 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 able to offer a place which the parent preferred the most on the LA common application form. The home LA will write (or email if the application was online) on **18 April 2016** to advise which school place has been allocated. **This will be the first response to your application.**

Shortly afterwards, we will also contact successful parents to welcome them to the school and to make arrangements for admission itself. 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.

If we are unable to make a place available for your child here, the refusal will be because we believe that making a place available would “prejudice the provision of efficient education or the efficient use of resources”. This is the principal justification under the School Standards and Framework Act 1998 for refusing a parent’s request for admission. If we refuse admission to a child, it will be in writing, there will be the right of appeal to an independent appeals panel and to a place on a waiting list.

Points of Admission

There is a legal requirement that all children begin full time education by the beginning of the term following their **fifth** birthday. All places offered in Reception at the normal round are for full-time admission in the September following the **fourth** birthday. This is a legal requirement on schools but not on parents who retain a right to defer admission.

Deferred Admission

September is the earliest point for admission to the Reception class here but is not a compulsory start date. All parents can defer admission within the Reception year until the beginning of the term following their child’s fifth birthday. This is a decision for the parent to make, taking all factors into account including the advice of educational professionals.

Those parents who decide that their child should defer must inform the Headteacher. The place offered for their child will be held open until the beginning of the term following the fifth birthday and will not be offered to another child. Where a parent does not inform the Headteacher that admission is to be deferred and does not admit the child in September, the place will be withdrawn and may be offered to another child.

Children born between 1 April and 31 August cannot automatically defer admission to Reception into the following September but can apply for a place in Year 1. This would be an in-year application, no earlier than the half term in **June 2017**.

Delayed Admission

This is where a child starts an academic year later than normal but still enters at the Reception stage. It is expected that such an arrangement will be supported with any combination of medical, social or educational evidence from independent professionals. A place cannot be guaranteed a year in advance. For discussion and advice, a parent should contact the Devon School Admissions Service. It is advisable to submit an application on time in any event whilst a request for delayed admission is considered by all parties including the school. You should be aware that it is a school decision where a child will be educated within the establishment. Another school might not agree with our decision whether it is appropriate to educate your child out of his or her chronological Year

Group. This includes the secondary school your child moves on to.

If you request delayed admission into Reception, we will consider your reasons and either agree or inform you in writing why we do not agree.

Admissions outside a child's normal age group

Just as a parent can request delayed admission to Reception, you 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 or chronological age group.

Published Admission Number - PAN

This is the number of places we intend to make available for our normal intake into Reception. 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 will inform Devon LA and either increase the PAN or admit children above-PAN.

The Reception PAN for the whole academic year 2016-17 is **20**.

For other Year Groups, the agreed admission limit (AL) will be the PAN which was determined for that cohort as it entered the School in Reception unless varied in response to a change in circumstances at the School. We will review the AL for the beginning of each academic year or if circumstances change significantly during the year for the beginning of a term. For further information, please contact us or the Devon School Admissions Service.

EHCPs and Statements of SEN

Any child whose Education, Health and Care Plan or Statement of Special Educational Needs names the school will be admitted. This will reduce the number of places available to other children accordingly. For In-Year admissions, the child will be admitted whether or not we have reached the agreed AL for the Year Group.

ST MARY'S CATHOLIC PRIMARY SCHOOL, AXMINSTER OVERSUBSCRIPTION CRITERIA 2016-17 if there are more applications than places for any admission

Where the number of applications exceeds the number of places available in the Year Group (the PAN or AL) we will use these following oversubscription criteria to prioritise applications:

1. **Children in Care or those who were in Care but ceased to be so because they were adopted, 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 are baptised Catholic.**
4. **Children with a sibling on roll at the school at application.**
5. **Children who live with a parent who is a baptised Catholic.**
6. **Children who are members of another Christian Church.**
7. **Children who are members of another faith tradition.**
8. **Children whose parents wish them to be educated within the Catholic Christian tradition.**
9. **Other children.**

Notes to Oversubscription Criteria

- a) A School Supplementary Information Form will be available to applicants to provide evidence of faith for criteria 3, 5, 6, 7 or 8. This should be returned to the Governing Body by **15 January 2015**. Applications without a SIF will be considered without reference to priority on faith grounds.
- b) Tie-breaker: if it is necessary to distinguish between children in a particular category, priority will be determined on the basis of distance between home and the school. This will be measured in a direct line from the entrance of the residential dwelling, to the school's yellow establishment marker on Devon County Council's Geographical Information System (GIS) with children closer to the school having a higher priority for admission.
- c) Further Tie-breaker: if the tie-breaker above 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 list randomiser. This may be in the presence of another school representative.
- d) Where applications are received from families with multiple birth siblings (twins, triplets, etc.), every effort will be made to allocate places here, including offering place(s) above PAN wherever possible. This recognises the exceptional nature of the emotional bonds between multiple birth siblings. Where that is not possible, parents will be invited to decide which of the children should be allocated the available place(s) or seek admission to an alternative school with sufficient vacancies to accommodate both or all of the multiple birth siblings.
- e) Multiple birth siblings admitted where one would be the 30th child in a Key Stage 1 class will be considered to be exceptions to Key Stage 1 class size legislation. This is not a guarantee of admission as it may be there is insufficient space in the classroom to admit another child, even one who is a permitted exception to Key Stage One class size limits.
- f) Waiting lists are kept where there are more applications than places available. Waiting lists will be kept so long as there is at least one name on it.
- g) Where two or more children reside within a block of flats, they will be deemed to live at an equal distance from the school.
- h) 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 **21 March 2016**. After the first allocation of places on **18 April 2016**, all applications are deemed to be renewed for the second round of allocations on **9 May 2016** and then on an ongoing basis as decisions are made on new allocations. It will be a parental responsibility to inform the LA that a place has been offered at the school for a child who would then qualify as a sibling for this purpose.
- i) 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.)
- j) A child of a service family admitted in-year to a Key Stage 1 class will be considered to be an exception to Key Stage 1 class size legislation where he or she would otherwise be prioritised by us as the 31st child in the class or higher. This is not a guarantee of admission as it may be there is insufficient space in the classroom to admit another child, even one who is a permitted exception to Key Stage One class size limits.
- k) Evidence of exceptional medical or social need will be considered according to the Protocol below.
- l) If Governors do offer a place for your child, they cannot guarantee places for younger members of the family at a later date.

Waiting Lists

Following the allocation of Reception places the LA will retain a waiting list until the end of the first full week of the autumn term in **2016** according to the Primary Coordinated Admissions Scheme. Following that, we will retain the waiting list in partnership with the School Admissions Service. Waiting lists will be kept in order of our 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 **2016**, there will be a second allocation of places on **9 May 2016**. After that, places in the Reception intake will be offered to new applicants and to the waiting list as vacancies arise.

Late Applications for admission at the normal round to Reception

Any late application will be considered in line with Devon LA's primary coordinated 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 which 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. We will take into consideration the advice of the LA whether the application should be considered as timely within the coordinated admissions scheme.

Admissions at other times – In Year Admissions

You can make a request for admission after the normal round of admissions – after **31 August 2016** – using the Devon Common Application Form: the D-CAF. In Year applications can then be made at any time with any received on the same day considered together. There is no closing date. All In-Year admissions to the School will be made in line with Devon's In Year Coordinated Admissions Scheme **2016-17**.

We may ask you to complete a D-CAF6 instead of a D-CAF when:

- a child moves into the area and
- you only intend to apply for a place here and at no other school and
- your child does not have an EHCP or Statement of SEN, and
- your child has not been Permanently Excluded from a school
- you are not in dispute with another person with parental responsibility over residence or school admissions
- we have a confirmed vacancy in the relevant Year Group

This allows for your child to start here as soon as possible. A formal offer letter will then follow from the Devon School Admissions Service.

If you are seeking an in-year place because your child has just moved to the area and doesn't 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.

Copies of the D-CAF and the school's Supplementary Information Form are available from the school, at www.devon.gov.uk/admissions or by calling 0345 155 1019. Copies of the D-CAF6 are only available at the school.

Fair Access Protocol

All LAs are legally required to operate a Fair Access Protocol across their area – all schools are required to co-operate with that protocol. This ensures that children who are vulnerable, unable to access an appropriate school place under the standard admission arrangements for the area have an admissions safety net.

For primary schools in Devon, a child meeting the criteria of the Fair Access Protocol will be admitted to the primary school designated for his or her address even where it has reached its PAN or other agreed admission limit where possible. This does not provide additional spaces for children who already have a local school place.

Admission Appeals

If your application for admission is unsuccessful, you have a statutory right of appeal to an Appeals Panel which is independent of 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 Devon School Admissions Service. You then have no less than 20 school days to return the papers, together with any supporting evidence you wish to include. You can submit your appeal before this time if you wish.

An appeal for a place in Reception, Year 1 or Year 2 here may be subject to Key Stage One or Infant Class Size Legislation. This is a more limited form of appeal which examines whether an additional child would breach the legal maximum of 30 children in a Key Stage One class with one qualified teacher, whether our policy and those of the Local Authority are lawful and have been applied correctly, whether our original decision to refuse was a reasonable decision in the circumstances of the case at that time. There are very limited exceptions which would allow a school to exceed 30 children in a Key Stage One class.

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 appeals are heard, decision letters should be sent within five school days; you will be able to find out the outcome by telephone before then.

For appeals at the normal round of admissions to Reception, appeals will be heard within 40 school days of the deadline for lodging appeals. For the Reception intake in **2016-17**, this is **16 May 2016**. Where the application was not made in time for a decision to be made on **18 April 2016**, appeals 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, appeals 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 shares or public service vehicles always being available. Supported transport will be provided by the LA for those Devon-resident children attending this school if it is the closest school which was available when the parent could apply. The home address must be further than a walking distance of two miles. Please note that our admissions direct line measurement policy does not apply to Devon's school transport decisions.

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 had been made by the LA to enable parents to become a registered pupil at a closer school.

All parents are encouraged to use 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 office and our website.

Home-School Agreement

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

Uniform Policy

Children attending our school are expected to wear a uniform. Some of the items required can be purchased from us and the rest from most retail outlets. Parents unable to purchase items of uniform or equipment will not be penalised. We operate a scheme to assist families in need.

Documentary Evidence

Once a place has been offered to a child, evidence of the child's identity may be requested – 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 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 office and can be viewed on our website.

Accepting an offer

When a place is offered to you on our behalf, the LA will assume that it is accepted unless say otherwise. Following this, we will contact you to make arrangements for your child to start here. If you don't confirm that you want the place within two weeks of an offer being made, we will contact you again. If we don't hear from you within a week of that contact we may withdraw the offer of a place and it may be offered to another child.

Objections to this Policy

For information on how to object to the terms of this or any other admissions policy or procedure, advice is available from the Office of the Schools Adjudicator. Formal objections to admission arrangements must be made by **30 June 2015**.

Definitions will be those of the LA admission arrangements unless detailed in this policy.

Admission Limit or AL	This is the equivalent of the Published Admission Number for Years 1 to 6. It is the number of places we consider to be available in each Year Group. It will often be the same as the PAN originally determined for that Year Group when it was Reception. It may be increased or decreased where the amount of accommodation has changed or where class sizes change because of reorganisation in the school. We will consult with the LA before setting an AL that is different to the original PAN for the Year Group.
Baptised Catholic	Catholic children are children who have been baptised or formally received into any of the Rites of the Catholic Church, catechumens preparing to be baptised, or candidates preparing to be received into Full Communion with the Catholic Church. The family will be expected to provide evidence of baptism, preparation of baptism or Reception into Full Communion from their Catholic Priest or church.
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 child arrangements order or a special guardianship order (Children Act section

	14A). Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. They replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. This priority applies to all children who were formerly in care, regardless of the date they were adopted.
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 a local authority.
Christian church	A church which is affiliated to Christians in England.
Deferred Admission	This is where a child puts off admission until the start of the term after his or her fifth birthday.
Delayed Admission	This is where a child starts school a year later than usual but in a Reception class. It would usually be supported by independent professional evidence to establish that the child would experience a significant detriment by not delaying admission.
Designated Area	This school does not operate a designated area or “catchment”.
Distance measurement	At the time of determination, we receive additional admissions support from the Devon Schools Admissions Service, including distance measurement. This will be based on Devon LA’s Geographical Information System, an electronic mapping system. Should this arrangement not be renewed, alternative provision will be made to measure using an equivalent system.
Education, Health and Care Plans or EHCP	An Education, Health and Care Plan is a formal document describing a child’s additional needs and how they will be provided for in a school. Under the Children and Families Act 2014 Education, Health and Care Plans will replace Statements of SEN as they are phased out.
Exceptional Reason	Children for whom an exceptional social, medical or educational reason to attend this school is demonstrated (with satisfactory supporting evidence from a relevant professional).
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.
Home Address	<p>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.</p> <p>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.</p> <p>This may be necessary for instance where parents do not agree on the</p>

	<p>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.</p> <p>Where we ask for evidence of the address from which a child would attend school, this would usually be written confirmation of a house purchase or a formal tenancy agreement. We recognise that some families may be unable to provide this – for example, where a house move is at very short notice or where a family is escaping domestic violence. If you cannot provide this evidence, please contact us. We do not intend to penalise families where there is a genuine reason why the usual evidence cannot be provided.</p>
Key Stage One class size legislation	This limits the number of children in a Reception, Year 1 or Year 2 class (or a class where the majority of children are aged 5, 6 or 7 years) to 30 children for each qualified teacher. There are a number of permitted exceptions to this limit (see The Admissions Code section 2.15).
Linked Primary School	<p>A school which works with another to develop curriculum links and to ease transition for pupils from primary school to secondary school.</p> <p>The Axe Valley Community College gives admissions priority for children attending this school. That does not constitute a guarantee for a place.</p>
Other faith tradition	By this we include Greek Orthodox, Hindu, Jewish, Muslim, Quake or Sikh.
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 Admission Number or PAN	This is the minimum number of places available at the school. In limited circumstances, more will be admitted according to the Primary 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. See also Admission Limit.
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.
Statement	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. Under the Children and Families Act 2014 Statements will be replaced by Education, Health and Care Plans.
Supplementary Information Form or SIF	A form in addition to the common application form from the local authority. It is used to collect information which is necessary only to apply the school's oversubscription criteria. Not all parents will need to complete this form.



St Mary's Catholic Primary School

Admission of children with Exceptional Medical or Social Need 2016-17

1. Background

1.1 As part of normal round coordinated schemes of admission operated by local authorities, parents of primary age children will be invited to express preferences for the schools they would like their children to attend, together with reasons for their preference, on a common application form (for Devon resident-children, D-CAF1).

1.2 In a small number of cases, a preference for this school will be because a parent feels there is 'exceptional medical or social need' for their child to attend this 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 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 further away more difficult.

These examples are not 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.

1.4 It is intended that this protocol may pre-empt some admission appeals where it is considered that exceptional need to attend our school can be demonstrated before applications are prioritised and processed and before allocations are made.

1.5 It is expected that evidence from a social care, medical or education professional, independent of the family would provide a reasoned and unequivocal opinion that the child would suffer a significant detriment specifically by not being admitted to this school.

2. Practice

2.1 Where a parent cites exceptional need, or where we feel the reasons given by a parent for preferring this 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 the school. We 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 us by Devon's Admissions Manager. Further information may be sought from the applicant if necessary.

3.2 If we accept 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 at the normal intake into the school. The LA will advise the parent without delay.

3.3 Where we do not agree that the need is exceptional, the application will be prioritised according to our over-subscription criteria and a place will be offered by the LA as per the Primary Coordinated 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 will be allocated to the child.

3.4 Where we do not agree that the need is exceptional and a place here is refused on the national offer date, the parent will have the statutory right of appeal to an Independent Appeal Panel.

3.5 Where we do not agree that need is exceptional, the parent will be able to provide further information for our 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, we will consider whether exceptional need is demonstrated.

4.2 D-CAFs which indicate exceptional need will be brought to our attention.

4.3 If we feel 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 here.

4.4 If we feel 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 we do not agree that the need is exceptional, the application will be prioritised according to our over-subscription criteria and a place will be offered by the LA as per the In-Year Coordinated 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 will be allocated to the child or the child will remain at the current school.

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

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



St Mary's Catholic Primary School

Supplementary Information Form 2016-17

To be completed only where a parent is seeking admissions priority on faith criteria.

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 Reception, the Governing Body will prioritise applications where evidence can be provided that a faith criterion has been met. If you wish your application to be prioritised, please complete Part A and Part B and return this form to the School by the closing date of **15 January 2016** or as soon as possible thereafter.

You must also complete a Local Authority Common Application Form (for Devon residents the D-CAF1).

Where there are more applications than there are places for in-year applications, the Governing Body will prioritise applications where evidence can be provided that a faith criterion has been met. If you wish your application to be prioritised, please complete Part A and Part B and return this form to the School as soon as possible.

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

Part A - To be completed by the parent			
Full name of child or children			
Date of Birth			
Please place a tick in a box if it describes your child's circumstances and delete either Yes or No.			
Criterion 3 <input type="checkbox"/>	Children who are baptised Catholic.		
Baptismal certificate attached?	Yes / No – if No, please ask a priest to complete Part B.		
Criterion 5 <input type="checkbox"/>	Children who live with a parent who is a baptised Catholic.		
Baptismal certificate attached?	Yes / No – if No, please ask a priest to complete Part B.		
Criterion 6 <input type="checkbox"/>	Children who are members of another Christian Church.		
Criterion 7 <input type="checkbox"/>	Children who are members of another faith tradition.		
Criterion 8 <input type="checkbox"/>	Children whose parents wish them to be educated within the Catholic Christian tradition.		
I confirm that I have submitted a Common Application Form.			
Parent's name			
Please sign here		Date	

Once you have completed Part A, please pass the form to your priest, minister, faith leader or church official who should complete Part B below and return it to the School. Only where both parts are completed and the form is returned by **15 January 2016** can this information can be

considered as on time by the governing body and your application prioritised accordingly. For in-year applications, the form should be returned as soon as possible. Failure to return this form will mean your application will be considered under the “non faith” criteria.

You do not need to have Part B completed if either you have provided a copy of a baptismal certificate or you are seeking priority under criterion 8.

Part B - to be completed by a Priest or Minister	
Church	
Priest or minister	
Address	
Telephone	

Please place a tick in a box if it describes the child's circumstances, from your knowledge.

Criterion 3 <input type="checkbox"/>	Children who are baptised Catholic.
Criterion 5 <input type="checkbox"/>	Children who live with a parent who is a baptised Catholic.
Criterion 6 <input type="checkbox"/>	Children who are members of another Christian Church.
Criterion 7 <input type="checkbox"/>	Children who are members of another faith tradition.

I confirm that the information provided above is accurate.

Please sign here		Date	
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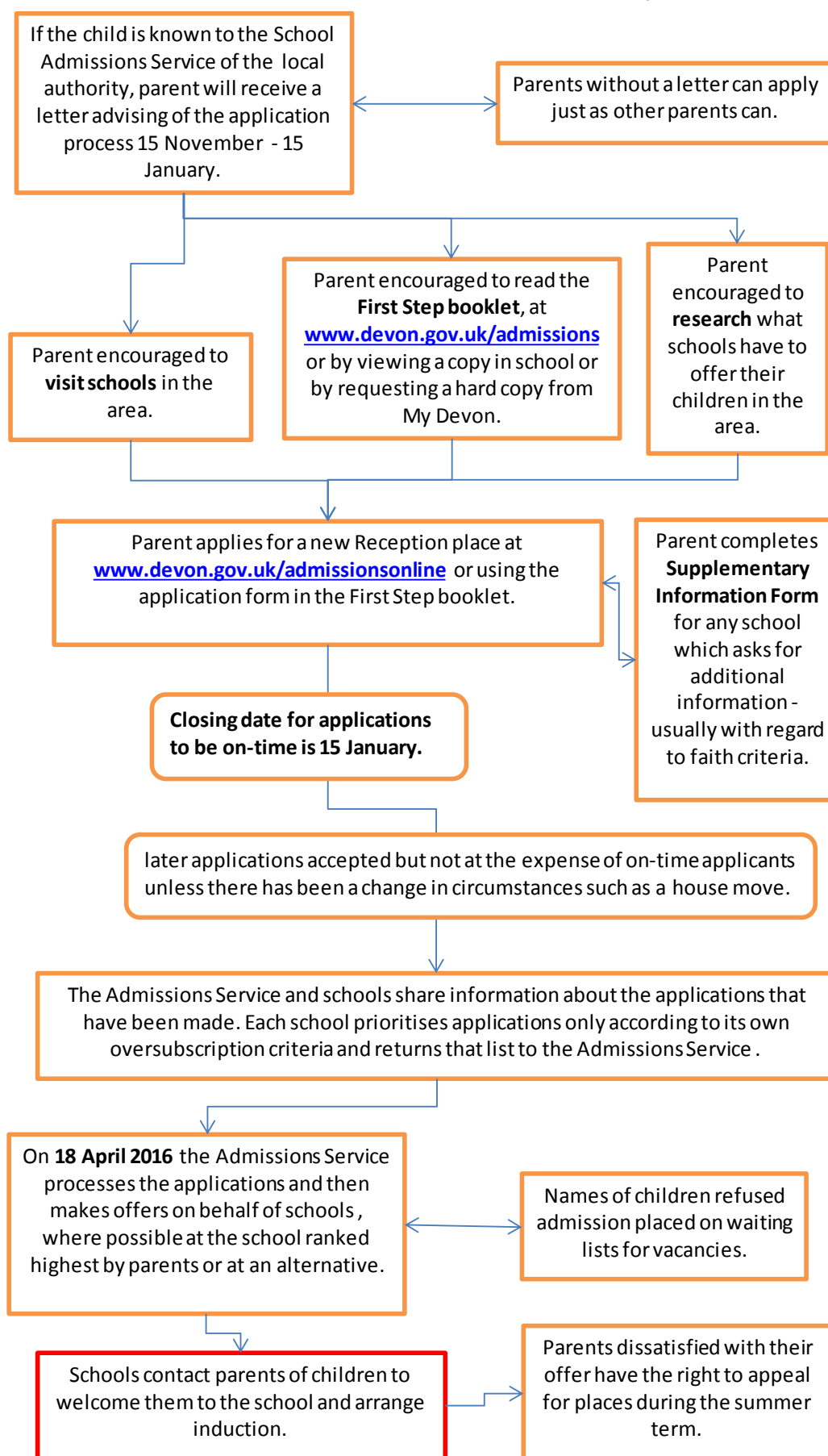
Thank you for your assistance in completing this Supplementary Information Form.

NB: If a family is refused a place at the school and appeals against the governors' decision, this form may be used as evidence at the appeal. For the purposes of assessing eligibility to education transport on faith grounds, information on this form may be used to confirm that your application for a place at the school was on religious grounds.

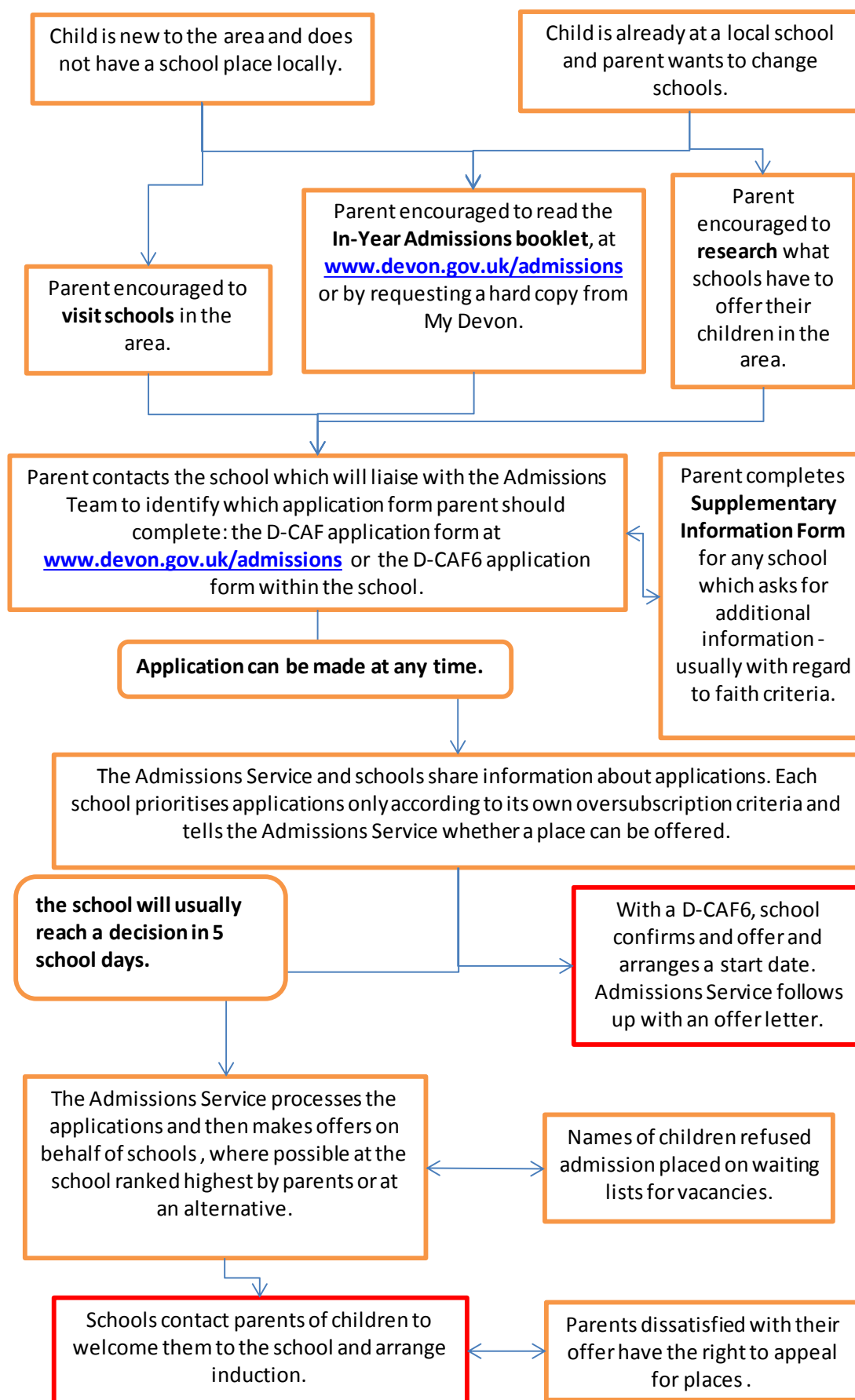
Data Protection

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.

Admissions at the Normal Round into Reception



In-Year Admissions to any Year Group



Contacts and Further Information

Headteacher
St Mary's Catholic Primary School
Lyme Road
Axminster
EX13 5BE

01297 32785
www.stmarysaxminster.devon.sch.uk
admin@stmarysaxminster.devon.sch.uk

School number

Our Department for Education school number is 878 - 3301

The Diocese of Plymouth

St Boniface House, Ashburton TQ13 7JL
01364 645390

School Admissions Team

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

Devon County Council policies

Available at www.devon.gov.uk/admissionarrangements

Devon County Council information and admissions application forms

Available at www.devon.gov.uk/admissions

School Appeals

Clerk to the Independent Appeals Panel, County Hall, Topsham Road, Exeter, EX2 4QG
Telephone contact through *My Devon* on 0345 155 1019

Education Welfare Service

Telephone contact through *My Devon* on 0345 155 1019
www.devon.gov.uk/education_welfare

The Education Funding Agency (EFA) - Bristol

Freshford House, Redcliffe Way, Bristol BS1 6NL
Telephone 0370 000 2288
www.education.gov.uk/b00199952/educationfundingagency

The Department for Education (DfE)

Telephone 0870 000 2288
www.education.gov.uk

Education Transport Team

Telephone contact through *My Devon* on 0345 155 1019
www.devon.gov.uk/education_transport

Churches Together in England

Telephone 020 7529 8131
www.churches-together.net

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

Children's Education Advisory Service – advice for service families
Telephone 01980 618244
Trenchard Lines, Upavon, Pewsey, Wiltshire SN9 6BE
enquiries@ceas.detsa.co.uk

Policy version

This policy was determined by the school on **xxx** 2015 following a consultation hosted by Devon County Council at www.devon.gov.uk/admissionarrangements between 1 January and 28 February 2015. It will be reviewed annually. Under the draft Admissions Code 2014, the next consultation period will be between October 2015 and January 2016.

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