

Admissions Policy 2021-22

This policy was adopted by the Governance Board
on 5th February 2020.

Date of next review: September 2020



St Peter's
Church of England
Aided School

St Peter's Church of England Aided School Admissions 2021-22

St Peter's is a voluntary aided Church of England School in the Diocese of Exeter. As a voluntary aided school, the Governing Body is the admission authority and has responsibility for setting these admission arrangements and for making decisions regarding admissions applications. This policy details the admission arrangements for our school and should be read in conjunction with the Normal Round and In-Year Co-ordinated Admissions Schemes and other agreed policies of Devon County Council, the Local Authority (LA).

All policies and procedures seek to comply with the requirements of the School Admissions Code, the School Admissions Appeals Code and other relevant legislation.

Our Ethos

The Governors welcome applications from all parents who wish their child to benefit from the education provided at St Peter's Church of England Aided School. The school is founded and conducted on the assumption that parents have specifically chosen to send their child to the school because they wish them to be educated within the doctrines, practices and liturgy of the Church of England. This assumption governs the Admissions Policy, specifically by the provision of Christian faith places.

We aim to

create a community which is founded upon the love of God and His world and His people
aspire to excellence in every aspect of school life
place Christian worship and ethos at the heart of the school
enable all members of the school community to achieve their God-given potential
grow in faith and develop our spiritual life; individually and collectively
encourage and enthuse people of all ages to become involved in learning

As a Church of England school we create positive learning habits so that students are inspired and supported to enjoy living life to the full. These habits are nurtured with real and purposeful opportunities in and beyond the classroom, creating honest, hardworking, kind and compassionate people who are aware of themselves and others.

The way in which we inspire, challenge and support learning is firmly founded on high quality educational research and Christian values. These strong foundations are what we call our **HOPE** principles.

Every lesson and every decision is guided by our principles of **HOPE**

Habits for Character
Opportunities for All
Personal Responsibility
Excellence

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

**St Peter's Church of England Aided
School Admission Policy 2021-22**

Key information – for definitions and notes see Appendix A

Department for Education school number	878 - 4607
What kind of school is this?	Voluntary Aided
Does this school have a religious character ?	Church of England, Diocese of Exeter
Who is the Admissions authority ?	The Governing Board
Age range of children in this school:	11-16
Published Admission Number (PAN):	Year 7 intake 261
Catchment area?	No
School Supplementary Information Form (SIF)?	Yes – on faith grounds
Usual birthdate range for Year 7 children:	1 September 2009 to 31 August 2010
Do we give children priority for admission from a feeder school?	No
Do we ask children to wear a uniform?	Yes
Applications	
When can parents apply for admission to Year 7?	1 September to 31 October 2020 ¹
How can parents apply for admission to Year 7?	online at devon.cc/admissionsonline or using a paper form at devon.cc/admissions . SIF also available from the _____ school office
When will places be offered for Year 7?	1 March 2021
When should appeals for admissions to Reception be submitted?	31 March 2021
When can applications for In-year admission be made?	from 1 September 2021 for Year 7; from 1 June 2021 for Years 8 to Year 11.
Policy version	
Consultation period	1 November 2019 and 3 January 2020
Policy was determined on	5 February 2020
Contact for the admissions authority	Clerk to Governors, St Peter's CofE VA School
Amendments	-
Oversubscription criteria	
Any child whose Education, Health and Care Plan (EHCP) names this school will be admitted.	
Tie breaker – to prioritise applications in the same oversubscription criterion, we will use:	
a) straight-line distance from home to school and,	
b) where distances are equal (within a metre) we will use an electronic list randomiser.	

¹ Information is for parents of children who live in Devon (not Plymouth City Council or Torbay Council areas). For application dates and where to access application forms elsewhere, please contact your local council's admissions service.

Eligibility Groups for St Peter's Church of England Aided School

Within the 261 places for new Year 7 children, we recognise three groups for eligibility and we make sure that the following numbers of places are available in each group at the first offer of places on 1 March 2021. This is to ensure that children from each group are able to access the school. After the first offers are made, we will still prioritise children according to whether they would have been eligible under the groups. The eligibility groups are subject to oversubscription criteria detailed below:

115 Foundation	65 Other Christian	16 Other Faith	65 Open
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Category	-	Eligibility
Foundation 115	-	<ul style="list-style-type: none"> - There are 115 places available for children who are eligible for Foundation places. Children are eligible if they regularly attend (or whose parents regularly attend) a Church of England Church. - Regular attendance means an average of one service per month over the 18 months previous to the application at a Church of England Church. This demonstrates an active, current and frequent engagement with the local church. Evidence must be provided by completing the school's Supplementary Information Form. - The Governing Body does not regard attendance at a place of worship through participation in another organisation e.g. a youth/uniformed organisation such as Urban Saints, Scouts, Guides or with their primary school as falling within this definition. - Applications not satisfying this criterion will be considered under each other category and placed in the appropriate one.
Other Christian Church 65	-	<ul style="list-style-type: none"> - There are 65 Other Christian Church places available for children who are eligible for Other Christian Church places. Children are eligible if they regularly attend (or whose parents regularly attend) a church which is a member of Churches Together in Britain and Ireland or Churches Together in England, or Churches Together across Exeter or The Evangelical Alliance (see page 5). - Regular attendance means an average of one service per month over the 18 months previous to the application at a Church that is recognised by Churches Together in Britain and Ireland or Churches Together in England, or Churches together across Exeter or The Evangelical Alliance (see page 5). This demonstrates an active, current and frequent engagement with the local church. Evidence must be provided by completing the school's Supplementary Information Form. - The Governing Body does not regard attendance at a place of worship through participation in another organisation e.g. a youth/uniformed organisation such as Urban Saints, Scouts, Guides or with their primary school as falling within this definition. - Applications not satisfying this criterion will be considered under each other category and placed in the appropriate one.

Other Faith 16	-	<p>- There are 16 Other Faith places available for children where they or their parent/carer are actively, currently and frequently engaged with a recognised place of worship within a faith other than Christianity, which is part of the UK Inter-Faith Network. This engagement is demonstrated by an average attendance at their place of worship of once per month over a period of 18 months immediately prior to the date of application for admission and this being signed off on the Supplementary Information Form (SIF) by the faith leader.</p> <p>The Governing Body does not regard attendance at a place of worship through participation in another organisation e.g. a youth/uniformed organisation such as Urban Saints, Scouts, Guides or with their primary school as falling within this definition.</p> <p>- Applications not satisfying this criterion will be considered under each other category and placed in the appropriate one.</p>
Open 65	-	<p>- At least 65 Open places are available for children who do not meet the criteria for Foundation Places, Other Christian Places or Other Faith places.</p>

If you wish to apply for a Christian or Other Faith place you must complete the Supplementary Information Form (SIF) to provide evidence. This should be returned to the Governing Body by 31 October. Applications without a SIF will be considered without reference to priority on faith grounds.

If you feel you are unable to meet these requirements for exceptional reasons, please let us know.

In the event of the Christian places not being fully subscribed, the balance will be transferred to Other Faith places first and then, if there are still places not subscribed, to Open places.

In the event of Other Faith places not being fully subscribed the balance will be allocated to Christian places first and then, if there are still places, to Open places.

Oversubscription Criteria

<p>Normal Round Oversubscription criteria 2021-22; to be used only if we have more applications than places within each eligibility groups - see notes above</p>	<ol style="list-style-type: none"> 1. Looked After Children or previously Looked After Children who were immediately adopted or made the subject of a child arrangements order or a special guardianship order. 2. Children for whom an exceptional medical or social need to attend this school is demonstrated. 3. Children with a sibling on roll here at the point of application. 4. Children of members of staff employed for more than two years up to the point of application or recruited within the past two years to fill a vacancy for which there was a skills shortage. 5. Other children.
<p>In Year Oversubscription criteria 2021-22 to be used after 1 March 2021 only.</p>	<ol style="list-style-type: none"> 1. Looked After Children or previously Looked After Children who were immediately adopted or made the subject of a child arrangements order or a special guardianship order. 2. Children for whom an exceptional medical or social need to attend this school is demonstrated.

<p>If we have more applications than places within each category - see notes below</p>	<p>3. 3a. Children who are eligible for a Christian Faith place with a sibling on roll at the school at the point of application. 3b. Other children who are eligible for a Christian Faith place.</p> <p>4. 4a. Children who are eligible for an Other Faith place with a sibling on roll at the point of application. 4b. Other children who are eligible for an Other Faith place.</p> <p>5. Other children with a sibling on roll at the point of application.</p> <p>6. Children of members of staff employed for more than two years at the point of application or recruited within the past two years to fill a vacancy for which there was a skills shortage.</p> <p>7. Other children.</p>
<p>Tie breaker if necessary</p>	<p>a. Straight-line distance from home to school b. Random ballot</p>
<p>Waiting lists</p>	<p>Will be kept for each Year Group so long as there is at least one child who would like to be admitted.</p>

How the Admissions Process works

There are no selection tests or fees to be paid for admission to a state-funded school.

Most children join a school at the normal point of admission; others will join at different times where they are new to an area or simply want to transfer from one school to another. Places are not allocated to a child automatically and there are no guarantees for admission, even where:

- there is an older sibling already at the school;
- the child attends a particular school;
- the parent is a former pupil;
- the parent has expressed an interest in the school at any time; 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 lies with the parent.

We welcome visits from parents - and their children - who are considering applying for a place here. This is an opportunity 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. There is further information about how and why we operate in our Principles of HOPE brochure which is available on our website. We hold an open evening for prospective new Year 7 children in the autumn term when they are in Year 6. If you are considering an in-year application, you are welcome to contact us and make an appointment to visit at any time.

How to apply for a place at the normal round – Year 7

The normal round is the first opportunity for children to join a school. For us, that is at the start of Year 7. Parents must make a formal application for admission to a state-funded school using a Common Application Form from the Local Authority where the child lives. If that's outside Devon, the application will be passed to Devon County Council which co-ordinates all applications for this school. Through this process, all parents will receive a single offer of a school place on the same day, the National Offer Date.

Parents apply on a Common Application Form. There is a national closing date for applications on 31 October when the child is in Year 6. All applications submitted after this will be considered to be late applications unless the parent can demonstrate that he or she was unable to apply by the deadline. This may be, for example, because of illness or because of a house move to the area. Late applications will be considered after those received on time. If, following consideration of all

applicants the school is oversubscribed, children who are refused admission will be placed on our waiting list.

What happens after an application is made?

If there are fewer applications than places then no application is refused at the normal round. If there are more applications than there are places available, applications will be prioritised according to our oversubscription criteria above. Devon will make offers and refuse applications on behalf of the admissions authority for this school. The Scheme is an equally ranked preference scheme which means we won't know the order parents name their preferred schools. Shortly after local authorities make offers to parents, we will contact those parents who have been offered a place here to welcome them to the school and to make arrangements for admission itself.

For In-Year admissions, we will reach a decision in response to applications and inform the LA Admissions Team within 5 school days of receipt of the application. We will give reasons for any refusal in writing to the LA promptly so that it can operate its Fair Access Protocol and, where the refusal is not on the grounds that the school is full, take a view whether the refusal is lawful.

Admission of children outside their normal age group

Parents may request that their child is admitted outside their normal age group. When such a request is made, we will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the headteacher and any supporting evidence provided by the parent. The process for requesting such an admission is as follows. We ask parents to tell us in writing with as much supporting evidence as they wish why they are requesting admission outside the normal age group for a child. We will consider this when it is made and reach a decision in the child's best interests. We will take into account:

- the parent's views;
- the views of the headteacher;
- information about the child's academic, social and emotional development submitted by the parent;
- the child's medical history and the views of a medical professional, where relevant and if submitted by the parent;
- the right of parents of summer-born children to delay admission to Reception and for the child to then remain in that cohort;
- whether the child has previously been educated out of their normal age group;
- whether the child may have fallen into a lower age group if it were not for being born prematurely.

We will advise parents who make a request that they should consider the implications of being taught out of the normal age group as any school the child later moves on to will not be obliged to continue to educate their child out of the normal age group.

Exceptional social or medical need for admission to our school

Our admission arrangements allow for 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. Exceptional need could include:

- A medical serious condition, which can be supported by medical evidence;
- Significant caring responsibilities, which can be supported by a social care officer;
- Where one or both parents or the child has a disability that may make travel to another school further away more difficult, which can be supported by medical evidence.

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.

- 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 by the application closing date
- this must make a compelling case as to why the child's needs can only be met here, a medical condition in itself will not automatically result in a place here. It is not essential for the doctor to name our school but the evidence should explain exactly what the child's needs are and what specialist support and facilities the child requires.
- we may seek our own medical advice to establish whether we are the only school that could meet the child's needs. In most cases we would only expect to agree medical need for a school place here if a child has an Education, Health and Care Plan as a result of their medical situation.
- for other exceptional reasons, parents must provide independent evidence from a professional who is supporting the family.
- this evidence must demonstrate that it is essential for the child to attend here and no other school.
- the supporting evidence must set out the particular reasons why this school is the most suitable and the difficulties that would be caused if the child had to attend another school. It is not essential for the professional supporting the family to have in-depth knowledge of our school but the evidence must explain exactly what the child needs are and what specialist support and facilities the child requires.
- we may seek our own advice to establish whether we are the only school that could meet the child's needs.

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 school;
- child-care arrangements before or after school would have to be changed;
- transport arrangements would have to be changed;
- there is a medical condition such as mild asthma that doesn't require specialised treatment;
- the child has a particular interest or ability in a subject or activity.

Where there is exceptional need for admission to this school, the child will be given a higher priority for admission **but not a guarantee of a place**. If the Year Group is already full, we will still need to reach a decision on whether the disadvantage to the child outweighs the prejudice to efficient education or the efficient use of resources here should another child be admitted. Where we agree that there is an exceptional need for a child to be admitted at the normal round intake, priority under oversubscription criterion 2 will mean it is likely that the application will be successful and a place offered.

Evidence from a relevant professional, independent of the family will be required in every case. It is expected that this will 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, meeting our oversubscription criterion 2.

Parents can indicate on Devon's common application forms that they believe there is an exceptional need for admission here. 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 will be providing the required supporting evidence.

If we accept that exceptional need has been demonstrated, the application will be prioritised under our oversubscription criterion 2. Where we don't agree that the need is exceptional, the application will be prioritised according to our other oversubscription criteria.

Admissions at other times – In-Year Admissions

Applications for admission into any Year Group made after **31 August 2020**, after the normal round, are called In-Year admissions. Parents can apply at www.devon.gov.uk/admissionsonline or by requesting a copy of the Devon Common Application Form, the **D-CAF**, from the Education helpline on 0345 155 1019. All applications received by the LA Admissions Team, either direct or via the school, by 6pm on the same day will be considered together, before later applications. All In-Year admissions will be made in line with Devon's In-Year Coordinated Admissions Scheme.

Admission Appeals

We will refuse admission when we believe that the Year Group is full and we are unable to meet the child's needs without causing prejudice to efficient education or the efficient use of resources. Whenever an application is refused, there will be a formal decision letter which will give a reason for refusal and advice about the parent's right of appeal to an Appeals Panel that is independent of this school.

Definitions and Explanatory Notes

Admissions authority	This is the body responsible for the policy and for reaching decisions in response to admissions applications. For a voluntary aided school, this is the Governing Body.
Admission Number of AN	The equivalent of the Published Admission Number for Years 8 to 11. 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 Year 7. 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 AN that is different to the original PAN for the Year Group.
Appeals	<p>If we have to refuse admission, the refusal will be because we believe it 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 admission. If we refuse admission, 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. If an application for admission is unsuccessful, parents have a statutory right of appeal to a panel which is independent of the school. Appeal papers will either be sent with the refusal letter or can be requested from the LA. Parents have at least 20 school days to return the papers, together with any supporting evidence. (Papers can be submitted earlier than 20 days if a parent chooses to).</p> <p>The Clerk to the Independent Appeals Panel will give at least 10 days' notice of the appeal date. Parents will also be told when to submit any further information to be considered. Parents will receive evidence from us before the appeal hearing. After appeals are heard, decision letters should be sent</p>

	<p>within five school days; notice of the decision is available by telephone before then.</p> <p>Appeals at the normal round of admissions to Year 7 will be heard within 40 school days of the deadline for lodging appeals. Where the application was not made in time for a decision to be made on the national offer date, they will be heard within that 40 day period or, if that is not possible, within 30 days of the appeal being lodged. In-year admission appeals must be heard within 30 school days of the appeal being lodged.</p>
Application	<p>For normal round admissions, applications are made on the national closing date of 31 October 2020 or the date when the application was submitted or amended with new information if later. In-year applications are made on the date they are received, together with evidence of a new address if that is required.</p> <p>It is a parent's responsibility to make sure that the admissions authority or LA is informed about changes to circumstances and eligibility for priority if, for instance, a sibling is taken onto our roll after the closing date or the home address changes.</p>
Catchment area	<p>Some schools prioritise children living in a defined catchment area that many schools is primarily intended to serve. We do not use a catchment area and welcome applications for children wherever they live</p>
Children formerly Looked After	<p>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.</p>
Chronological Year Group	<p>This is the group of children usually taught together according to their date of birth. Children born between 1 September and 31 August have the same chronological Year Group.</p>
Common Application Form	<p>This is the name for the application form provided by a local authority. They must be used for any application for admission to a school at the normal point of admission. For this school that means at the beginning of Year 7. The form provided by the local authority where the child lives must be used, regardless of where the school is. For the normal round, parents of Devon-resident children can apply online at www.devon.gov.uk/admissiononline. For In-Year applications to Devon schools, parents of children can also apply at www.devon.gov.uk/admissiononline wherever the child lives. Parents who are unable to apply online can request hard copies of the forms: the D-CAF3 and the D-CAF respectively.</p>
Compulsory School Age	<p>Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March. They are no longer of compulsory school age on the last Friday in June of the academic year during which they reach the 16th birthday. This is the School Leaving Age.</p>

	<p>The Raising of the Participation Age (RPA) means that up to their 18th birthday, young people must be in full time education, in an Apprenticeship or in part-time education or training if they are employed, self-employed or volunteering for 20 hours or more a week.</p>
Data Protection	<p>Where one parent seeks information about an application for admission or to locate a child, we will seek a view from the LA about what information should be made available. The priority will be to safeguard the child and immediate family. The school and the LA will seek confirmation and evidence from the parent living with the child that there is no lawful reason why information should be withheld from the non-resident parent.</p>
D-CAF (and D-CAF6)	<p>Devon's Common Application Form for In-Year admissions, enabling a parent to name up to 3 schools. This is available from the Local Authority and online.</p> <p>The D-CAF6 is an application form available in school and provided to a parent where the school is able to confirm a place direct with a parent in certain circumstances. Where a parent visits the school, we may invite the parent to complete a D-CAF6 instead of a D-CAF in cases where:</p> <ul style="list-style-type: none"> • a child moves into the area <i>and</i> • the parent only intends to apply for a place here and at no other school, <i>and</i> • the child does not have an EHCP, <i>and</i> • the child has not been Permanently Excluded from a school, <i>and</i> • the parent is not in dispute with another person with parental responsibility over residence or school admissions, <i>and</i> • we have a confirmed vacancy in the relevant Year Group, <p>This serves as a school application form rather than a Common Application Form and allows for children to start here as soon as possible when they are new to the area. If the child already has a school place locally, the application must be made on the D-CAF and admission would normally be at the beginning of the next term. A formal decision letter will follow from the Devon Admissions Team in all cases.</p>
Delayed Admission	<p>This is where a summer-born child starts school a year later than usual but in a Reception class of an infant or primary school. A child is summer born with a date of birth between 1 April and 31 August. These children are likely to remain out of their chronological Year Group, seeking transfer to Year 7 when they would be of Year 8 age.</p>
Distance Measurement	<p>We will receive additional admissions support from the Devon Schools Admissions Team for the academic year 2021-22, 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.</p>
Documentary Evidence	<p>Once a place has been offered to a child, we may ask for evidence of identity – usually a short birth certificate. This may not be necessary where the child has been on roll at another school in England which can confirm that evidence has been seen at that school. We may also request evidence that</p>

	<p>a child's address is genuine or that the person who made an application for admission was legally permitted to do so.</p>
<p>Education, Health and Care Plans</p>	<p>Any child whose Education, Health and Care Plan names this 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 PAN or other limit for the Year Group. An Education, Health and Care Plan is a formal document issued by the Local Authority describing a child's additional needs and how they will be provided for in a school.</p>
<p>Education Transport</p>	<p>Parents should consider how their child will get to school for the whole of their time on roll. Parents are advised not to rely on lifts, car shares or public service vehicles always being available. Supported transport will be provided by the LA for Devon-resident children attending this school if it is the closest school available when the parent could apply or, for Children in Care, the closest available Good or Outstanding school, as rated by Ofsted. The home address must be further than a walking distance of two miles. Applications for transport should be made direct to the Local Authority where a child lives. Our admissions direct line measurement policy does not apply to Devon's school transport decisions.</p> <p>It is possible that this is the closest available school for admissions purposes, using straight-line measurement, but not the closest school for the purposes of entitlement to free school transport from the LA. Parents who rely on free transport are strongly advised to check whether there is an entitlement with the Education Transport Team before accepting a school place.</p> <p>Free transport is also available for children from low income households who are attending this school on the grounds of faith, it is the closest faith school and is between 2 and 15 miles from home.</p> <p>Our admissions direct line measurement policy does not apply to Devon's school transport decisions.</p>
<p>Equally ranked preference scheme</p>	<p>Parents can express a preference for one, two or three schools. They should be named in the "ranked" order the parent most would like a place to be provided. It might be possible for each school to offer a place. If that happens, a place will only be offered at whichever of the schools that could offer a place the parent ranked highest. So, if places are available at School 1 and School 3, a place will be offered at School 1 only. Equally ranked preference schemes are a legal requirement which enable parents to apply for the school they prefer without risking admission to the closest school.</p>
<p>Exceptional social or medical need</p>	<p>Children for whom an exceptional social or medical need to attend this school and only this school is demonstrated (with satisfactory supporting evidence from a relevant professional, independent of the family).</p>
<p>Extended Schooling</p>	<p>Further information on services beyond the normal school day is available from the school office and our website</p>
<p>Fair Access Protocol</p>	<p>All LAs are legally required to operate a Fair Access Protocol across their area and schools must take part in the Protocol. This ensures that children</p>

	<p>who are vulnerable, unable to access an appropriate school place under the standard In-Year admission arrangements for the area have an admissions safety net. This may mean that a child is admitted here even though the school is full and other children have been refused admission. It is possible that we would have refused the application for admission but then be required to admit the child under this protocol.</p>
<p>Faith oversubscription criteria</p>	<p>Schools designated with a religious character may give additional priority for admission where faith criteria are met by an applicant when the application is made. For our school, this means:</p> <ul style="list-style-type: none"> • Regular attendance means an average of one service per month over the 18 months previous to the application being made. • A church that is recognised by the Evangelical Alliance or Churches Together in England
<p>Fees and charges</p>	<p>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.</p>
<p>Home address</p>	<p>Places are offered here on the basis of where the child will attend school, not necessarily where they live when the application is made. If we have vacancies then it doesn't matter whether the home address is in our catchment or not – though the admissions authority would only offer places to a child who will be living close enough to the school to attend on a daily basis.</p> <p>The home address is where a child normally lives. Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school.</p> <p>If no joint declaration is received where the residence is split equally by the closing date for applications, the home address will be taken as the address where the child is registered with the doctor. Any other evidence provided by parents will also be considered in reaching a decision on the home address for admissions purposes. This may be necessary, for instance, where parents don't agree on the child's home address. Parents are urged to reach agreement or seek a Specific Issues Order from a court to decide which parent should or should not pursue an application. Where they do not, the admissions authority will determine the home address. If the residence is not split equally between both parents then the address used will be the address where the child spends the majority of the school week.</p> <p>Where we ask for evidence of a new address from which a child would attend school, this would often be written confirmation of a house purchase or a formal tenancy agreement. We recognise that some families may be unable to provide this. Parents who can't provide this evidence should contact us or the LA. There is no intention to penalise families where there is a genuine reason why evidence cannot be provided.</p>

Home-School Agreement	We will ask parents and carers to agree with this after students have been admitted as we believe they are a positive way of promoting greater involvement between parents and carers in their child's education. We expect all parents and carers to support all aspects of the Home-School Agreement at all times and believe this is key to students enjoying the best possible experience and outcomes.
In-Year admissions	This is where a child joins the school at any time after the normal round, the first opportunity for admission to Year 7.
Linked school	We do not give admissions priority for children attending linked or feeder schools.
Looked After Children	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.
Member of staff	This will be any salaried person employed at this school when the application is made. Where the duties of a member of staff are undertaken at different schools in a federation or chain of schools, there will be admissions priority only at one school. This will be at the member of staff's base school where that can be identified. Where it can't be identified, priority will be at the school where the member of staff is expecting to work for the majority of the time in the current academic year.
Multiple birth Siblings	Where applications are received from families with multiple birth siblings (twins, triplets, etc.), every effort will be made to allocate places here, including offering admission 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. 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.
Normal Round Admissions	This is where a child joins the school at the first opportunity for admission to the Year Group, for example, at the beginning of September in Year 7.
Objections to admissions policy	Advice is available from the Office of the Schools Adjudicator on how to object to this policy. Objections must be made by 15 May 2020 .
Offers	When a place is offered by the LA on our behalf, we will assume that it is accepted unless we are told otherwise. We will contact parents after this to make admission arrangements - if a parent doesn't confirm the place is required within two weeks of the offer letter, we or the LA will contact the parent again. If there is no response within a week of that contact, the offer may be withdrawn. 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 false or

	<p>deliberately misleading information has been provided we will reconsider the offer using correct information. We may withdraw the offer if it would not have been made with the correct information, even if this is after admission. Places are offered on the basis of the address from which the child will attend school. Accurate information is particularly relevant for addresses. Where we believe it is necessary, we will ask for evidence of a child's home address before admission. If a parent believes that the child's address will change before admission, we must be informed. We will require evidence of a new address where this would give a higher priority for admission.</p> <p>Places will only be withdrawn if offered in error, if the parent has not responded to an offer within a reasonable time or if the offer was obtained through a fraudulent or intentionally misleading application which secured the offer of a place when the response would otherwise have been a refusal.</p>
Organisation	<p>We plan to organise our intake into 9 registration groups of 29 students. While individual class sizes in certain subjects may be above or below this figure, we feel that this organisation enables us to maintain and improve outcomes for children here.</p> <p>For other Year Groups, the agreed admission number (AN) will be the PAN which was determined for that cohort when it was in Year 7 unless varied in response to a change in circumstances here.</p>
Overseas Children	<p>We will treat all applications from children coming from overseas in accordance with European Union law or Home Office rules for non-UK nationals. We will not offer places to children while they are overseas except for citizens of the European Union unless a valid visa permitting entry into the country is provided. We will seek the latest advice on this matter in response to developments and the withdrawal of the United Kingdom from the European Union.</p>
Oversubscription criteria	<p>Where the number of applications exceeds the number of places available in the Year Group we will use our oversubscription criteria to prioritise applications. They are detailed in the key information section above.</p>
Parent	<p>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. We may ask for evidence of parental responsibility where a person is acting as a parent but does not hold formal parental responsibility.</p> <p>Sometimes there is a dispute between parents over which school a child should attend. When we take decisions over admissions we will seek advice from Devon and will take into account imminent court hearings that may have an impact on parental responsibility and living arrangements.</p>
Parental disputes	<p>Occasionally parents may disagree on where the child should be educated. In these cases, we will seek a view from the LA on whether either parent has a lawful objection to the wishes of the other parent to transfer schools.</p>
Prejudice to efficient education	<p>It is lawful to refuse admission where taking another child would cause a prejudice to "efficient education or the efficient use of resources" at this school. This is the point when we would say the Year Group or the class is</p>

	<p>full. In most cases, prejudice would occur when the Admission Number for the Year Group has been reached but it may also be when a class of mixed Year Groups is full.</p>
<p>Published Admission Number of PAN See also Admission Number</p>	<p>This is the minimum number of places available at the school in Year 7. In limited circumstances, more will be admitted. 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.</p> <p>Once we set this number, we won't refuse admission for applications below the PAN. If there is unexpectedly high demand and we believe we could admit more children, we will inform the LA and the Diocese and either increase the PAN or admit children above-PAN.</p>
<p>Service families</p>	<p>For children of UK service personnel and other Crown Servants we will consider a family posted to the area as meeting residence criteria even if a home address has not been identified and a unit address is used. This requires written confirmation from the relevant government department: the Ministry of Defence, the Foreign and Commonwealth Office or Government Communications Headquarters.</p> <p>We will consider in-year admissions for families of UK service personnel posted to a new area and of crown servants returning to the country up to 16 school weeks in advance.</p> <p>There is no additional admissions priority for children of service families. However, children from families of UK service personnel are recognised by Devon as being a vulnerable group of children within the Fair Access Protocol.</p>
<p>Sibling</p>	<p>'Sibling' means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a step brother or sister or other child living in the same household as part of the same family who, in any of these cases, will be living at the same address at the date of their application for a place.</p> <p>A younger sibling who has been offered a place within the normal admissions round will be considered as if he or she were on roll for the purposes of oversubscription priority where a child seeks admission in-year.</p> <p>Where we don't have sufficient space to admit a sibling of a child already attending here, and one or more child is refused admission, the LA doesn't consider that it would be obliging the children to attend different schools. It is the parent's responsibility to decide not to place the children in another school that does have sufficient room.</p>
<p>Supplementary Information Form or SIF</p>	<p>A form in addition to the common application form from the LA. It is used to collect information which is necessary only to apply the school's oversubscription criteria. Not all parents will need to complete our SIF – only those seeking priority on faith grounds.</p>
<p>Tie Breaker</p>	<p>To distinguish between children in a particular oversubscription criterion, priority will be determined on the basis of distance between home and</p>

	<p>school. This is measure in a straight line from an entrance door of the residential dwelling to the centre of the main entrance on Devon LA's Geographical Information System (GIS). Children who live closer to the school have a higher priority for admission. Where two or more children reside within a block of flats, they will be deemed to live at an equal distance from the school.</p> <p>If the tie-breaker above is not sufficient to distinguish between applicants in a particular 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.</p> <p>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 and exceed our PAN.</p>
Uniform	<p>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.</p>
Voluntary Aided (VA) School	<p>VA schools are maintained by the LA and often, like St Peter's, have a religious character. In a voluntary aided school:-</p> <ul style="list-style-type: none"> • the land and buildings are normally owned by a charity, often a religious organisation such as a church, but the governing body is responsible for running the school • the school is funded partly by the LA, partly by the governing body and partly by the charity • the governing body employs the staff • the LA provides support services • the pupils have to follow the national curriculum • the admissions policy is determined and administered by the governors in consultation with the LA and other relevant parties and schools in the area
Waiting Lists	<p>We will operate a waiting list for each year group until the end of the academic year. This will be maintained by us and shared with the LA. Our waiting lists will only contain the names of children who have formally applied and been refused admission.</p> <p>Waiting lists will be recalculated at the end of August 2020 at which point normal round priority on the grounds that the child attended a linked primary school no longer applies.</p> <p>Children's positions on the waiting list will be determined solely in accordance with the oversubscription criteria. Positions will be reordered whenever anyone is added to or leaves the waiting list. Therefore, a child's name can go up or down the list. The length of time on a waiting list does not affect a child's position. Parents must confirm they wish the child to remain on the waiting list at the end of the academic year in July otherwise the child's name will be removed from the list.</p>



St Peter's Church of England Aided School

Contacts and Further Information

Admissions Officer

St Peter's Church of England Aided School
Quarry Lane
Exeter
EX2 5AP
01392 204764
school@spexe.org
www.spexe.org

School Admissions Service

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

School Appeals

Telephone contact through My Devon on
0345 155 1019
Clerk to the Independent Appeals Panel,
County Hall, Exeter, EX2 4QG
devon.cc/appeals

Education Transport Team

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

The Department for Education

(DfE) Telephone 0870 000 2288
www.education.gov.uk

The Diocese of Exeter

Diocesan Board of Education
The Old Deanery
The Cloisters
Exeter
EX1 1HS
01392 294939

Devon County Council forms and policies

Available at
devon.cc/admissionarrangements
devon.cc/admissions

Children's Education Advisory Service

Telephone 01980 618244
Trenchard Lines, Upavon, Pewsey, Wiltshire
SN9 6BE
enquires@ceas.detsa.co.uk

The Inter Faith Network

Telephone 020 7730 0410
www.interfaith.org.uk

Office of the Schools Adjudicator

Telephone 01325 735303
www.education.gov.uk/schoolsadjudicator

Policy version

This policy was determined by the admissions authority on 5 February 2020 following a public consultation between 1 November 2019 and 3 January 2020. It will be reviewed and determined annually.



Supplementary Information Form 2021-22

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

INSTRUCTIONS

1. Please read the admissions policy before completing this form.
2. Please ensure you have completed the **Local Authority Common Application Form** (for Devon residents the D-CAF3) either online or on a paper form and returned that form to them.
3. If you already have a child attending St Peter's, please ensure you indicate this on the Common Application Form.
4. If you are applying for admission for a child who has a parent who is a member of staff at St Peter's, please ensure you indicate this on the Common Application Form.
5. Any other information relevant to our admissions criteria should also be entered on the Common Application Form unless there is sensitive information in support of an exceptional need for a place at St Peter's which you wish only to be seen by our Governors' Admissions Panel. In that case, please send that information direct to the school.
6. You should complete and return Part One of this form direct to the school by the closing date of **31 October 2020**.
7. You should complete your details and your child's details at the beginning of Part Two and ask your priest or minister or faith leader to sign the signatory box and ask them to return the form direct to the school by the closing date of **31 October 2020**. Please provide them with a stamped addressed envelope.

Where there are more applications than there are places at the normal round of admissions into Year 7, the Governing Body will prioritise applications where evidence can be provided that criteria for a faith Eligibility Group have been met. If you wish your application to be prioritised, please complete Part One and ask your priest or minister or faith leader to complete Part Two. Both forms should be returned to the school by the closing date of **31 October 2020**. You must also complete a Local Authority Common Application Form (for Devon residents the D-CAF3).

For in-year applications, the Governing Body will prioritise applications where evidence can be provided that criteria for a faith Eligibility Group have been met. If you wish your application to be prioritised, please complete Part One and ask your priest or minister or faith leader to sign the first signatory box of Part Two. Both forms should be returned to the school as soon as possible. You must also complete a Devon Common Application Form (D-CAF or D-CAF6).

To fulfil the eligibility criteria, you or your child must:

have attended Church OR, FOR OTHER FAITHS, a recognised place of worship on average once per month over a period of 18 months immediately prior to the date of the application for admission.



PART ONE (to be completed by the parent/carer)

Child's full name	Date of Birth
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Please place a tick in a box if it describes your circumstances. If there are exceptional circumstances that prevent you from doing so, please contact the school to let us know.

<input type="checkbox"/> Foundation	Children where they or a parent actively, currently and frequently worship in a Church of England Church (please also see eligibility criteria).
<input type="checkbox"/> Other Christian	Children where they or a parent actively, currently and frequently worship in a Christian Church which is a member of Churches Together in Britain and Ireland or Churches Together in England or Churches Together across Exeter or The Evangelical Alliance (please also see eligibility criteria).
<input type="checkbox"/> Other Faith	Children where they or a parent actively, currently and frequently worship at a recognised place of worship within a faith other than Christianity, which is part of the UK Inter-Faith Network (please also see eligibility criteria).

I confirm that I have also completed a Common Application

Form Your name	
Your signature	Date
Your contact telephone number:	
Your email address:	

Once you have completed Part One, please pass Part Two to your priest, minister, faith leader or church official who should sign the signatory box of Part Two and return it to the school. Only where both parts are completed and returned by **31 October 2020** can this information be considered as on time for the normal round intake into Year 7 in September 2021 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 for an Open place.

**The Governors Admissions Panel
St Peter's Church of England Aided School, Quarry Lane, Exeter EX2 5AP**

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/privacy-notices/> 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>.



Supplementary Information Form 2021-22

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

PART TWO

Dear Sir or Madam

The parent/carer below has applied for their child to be admitted to a Christian or Other Faith place at St Peter's Church of England Aided School. The Governors require a verification of eligibility for this and ask if you would be kind enough to answer the following questions and return this form to the school at the address below by **31 October 2020** (for new entrants to Year 7 in September 2021).

(to be completed by the parent/carer)

Child's full name	Date of Birth
Parent's name	

To fulfil the eligibility criteria, the parent/carer or child must:

have attended Church OR, FOR OTHER FAITHS, a recognised place of worship on average once per month over a period of 18 months immediately prior to the date of the application for admission

(to be completed by the priest, minister or faith leader)

Your name and position	
Church or other place of worship	
Telephone: Email address:	

Please place a tick in a box if it describes the family's circumstances.

<input type="checkbox"/> Foundation	Children where they or a parent actively, currently and frequently worship in a Church of England Church (please also see eligibility criteria).
<input type="checkbox"/> Other Christian	Children where they or a parent actively, currently and frequently worship in a Christian Church which is a member of Churches Together in Britain and Ireland or Churches Together in England or Churches Together across Exeter or The Evangelical Alliance (please also see eligibility criteria).
<input type="checkbox"/> Other Faith	Children where they or a parent actively, currently and frequently worship at a recognised place of worship within a faith other than Christianity, which is part of the UK Inter-Faith Network (please also see eligibility criteria).

I confirm that the information above is accurate.

Your name			
Your signature		Date	

Please do not sign this form if the applicant does not meet the eligibility criteria as defined in the bullet point above



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 the application for a place at the school was on religious grounds.

**The Governors Admissions Panel
St Peter's Church of England Aided School, Quarry Lane, Exeter EX2 5AP**

I confirm that the information provided above is accurate.

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/privacy-notices/> 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>.