

Reference:	Status:	Approved By:	Date:	Revision:
BC/STC/044	Approved	Curriculum Governors	13 May 2015	002

Admissions

POLICY

BIDEFORD COLLEGE

A Member of the Bideford Bay Co-operative Learning Trust

Admission Arrangements for 2015-16

Bideford College is a foundation college and a member of the Bideford Bay Co-operative Learning Trust. As a foundation college, the Trust is the admission authority and has responsibility for setting these admission arrangements and for making decisions regarding admissions applications.

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

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

OUR ETHOS

The aims of the College are encompassed within the word 'RESPECT'. This came as a result of a consultation process involving students, parent/carers and staff and represents all aspects of what we believe in and want to achieve for every student.

R = Responsibility

E = Education

S = Success

P = Potential

E = Environment

C = Community

T = Technology

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

The majority of our students transfer to the College at the beginning of Year 7, this is referred to as "**normal point of entry**". Entry to the Sixth Form (Year 12) is also classed as "normal point of entry". The other classification is "**in year**".

admissions this applies to all other students throughout every year group.

GENERAL ARRANGEMENTS FOR ALL ADMISSIONS APPLICATIONS 2015-16

For Bideford College, the Trust is the Admission Authority.

The need to apply

All parents/carers must make an application for their child to be admitted to a state-funded school or Academy, using a Common Application Form from our Local Authority (LA) Devon County Council (DCC). Places are not allowed to a child automatically, even where:

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

Places will not be held in reserve for late applicants; the Trust will fill empty places in the order of application by eligible children.

We will share information with the LA and will publicise the need to apply but the responsibility for making an application will be with the parent/carer.

Visiting our College

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

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

The normal round of admissions is when children can join our College for the first time as a transfer from primary school at the end of Year 6. Each

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Local Authority (LA) co-ordinates applications for the school in its area. This means parent/carers will receive **one** offer of a school place at the same time as other parent/carers. For our College, Devon County Council (DCC) is the co-ordinating LA for applications whether made direct to DCC or passed on by other LA's.

Every parent/carer who wishes to express a preference for a Year 7 place must use a Common Application Form from the home LA where the child lives. In Devon this is the D-CAF3, available at www.devon.gov.uk/admissiononline or within the Next Step secondary admissions booklet – copies of which are available by calling My Devon. A reference copy will be available at the school from 1 September 2014.

Admissions at Normal Round Entry at Year 7

The returned closing date for applications is 31 October.

The offer of places is 2 March 2015.

If you are moving into the area from outside Devon please contact www.devon.gov.uk/admissiononline as soon as possible.

Late Applications for admission at the normal round to Year 7

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

What happens next?

The LA co-ordinates admissions for all secondary schools. A parent/carer could be in a position to be offered a place at more than one school. If that happens, a place will only be offered at the school that the parent/carer chose as first preference on the Common Application Form. The home LA will write (or email if the application was online) on 2 March 2015 to advise which school place has been allocated.

If there are fewer application than places then no application will be refused. Only if there are more applications than there are places available will the Trust prioritise applications according to the oversubscription criteria described overleaf.

Shortly afterwards, successful parent/carers will be contacted to welcome them to the College and to make arrangements for their child's admission. Every parent/carer 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.

Please see further details in section 5 Criteria and Information for all admissions.

PAN

The determined Published Admission Number (PAN) for new admissions to Year 7 in 2015-16 is **330**.

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

Over Subscription Criteria 2015-16

If there are more applications than places at the normal round of admissions to Year 7:

- Any child whose Education, Health and Care Plan or Statement of Special Educational Needs names Bideford College will be admitted.

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

- Children in Care or who were in Care but ceased to be in Care because they were adopted after 31 December 2005 or made the subject of a residence order or a special guardianship order.
- Children for whom an exceptional medical or social need is demonstrated.
- Children who live in the College's designated area, with a sibling on roll at application.
- Other children who live in the College's designated area, attending a linked primary school.
- Other children who live in the College's designated area.
- Children who live outside the College's designated area, with a sibling on roll at application.
- Children who live outside the designated area, attending a linked primary school.
- Other children.

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*Notes to Oversubscription Criteria can be found under the section entitled Criteria and Information for all admissions.

Admission at normal point of entry Year 12

For students transferring from Year 11 to Year 12 **within** the College there is **no** limiting number.

The Published Admission Number (PAN) for Year 12 in 2015-16 is **25** for new students joining Year 12 from other schools and colleges.

All applicants will be admitted providing they have the appropriate qualifications for their chosen course(s).

We publish a brochure giving details of all courses and entry requirements. This is available on the College website www.bideford.devon.sch.uk

Applications to Bideford College should be made using the application form available from the College Reception and/or website.

Oversubscription Criteria 2015-16 (Sixth Form)

If there are more applications than places for any admissions to Year 12 or 13:

- Any child whose Education, Health and Care Plan or Statement of Special Educational Needs names Bideford College will be admitted.

Where the number of applications exceeds the number of places available (the PAN or other agreed admission limit) the Trust will use the following over subscription criteria to prioritise applications:

- Children in Care or who were in Care but ceased to be in Care because they were adopted after 31 December 2005 or, made the subject of a residence order or a special guardianship order.
- Children for whom an exceptional medical or social need is demonstrated.
- Children who live in the College's designated area, with a sibling on roll at application.
- Other children who live in the College's designated area.
- Children who live outside the College's designated area, with a sibling on roll at application.
- Other children.

*Notes to Oversubscription Criteria can be found under the section entitled Criteria and Information for all admissions.

In-year Admissions Years 7 – 11

Admissions at times other than the usual transfer process to Year 7, (referred to as 'In-Year' admissions) will be made in line with the Devon In-Year Co-ordinated Admissions Scheme 2015-16. In-year admissions will apply to admissions made to Year 7 after the point at which the secondary co-ordinated scheme ceases (after August 2014) and admissions made to other year groups at any time (Years 8 – 11).

Applications for in-year admission can be made by completing Devon's In-Year Common Application Form the D-CAF, copies of which are available at www.devon.gov.uk/admissions or by calling My Devon on 0845 155 1019.

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

Please note:

- for all "in-year" admissions contact will be made with the student's previous school to ensure that Bideford College is fully appraised of all the student's needs, issues, academic levels and talents before entry.
- for a transfer between schools/colleges in North Devon and no change of home address places for students are only offered at the beginning of a term/half term and students cannot start
- mid-term.

Oversubscription Criteria 2015-16

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

- Any child whose Education, Health and Care Plan or Statement of Special Educational Needs names Bideford College will be admitted.

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

- Children in Care or who were in Care but ceased to be in Care because they were adopted after 31 December 2005 or made the subject of a residence order or a special guardianship order.
- Children for whom an exceptional medical or social need is demonstrated.
- Children who live in the College's designated area, with a sibling on roll at application.

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- Other children who live in the College's designated area.
- Children who live outside the College's designated area, with a sibling on roll at application.
- Other children.

*Notes to Oversubscription Criteria can be found under the section entitled Criteria and Information for all admissions.

CRITERIA AND INFORMATION FOR ALL ADMISSIONS

If a place is refused parent/carers have a statutory right of appeal to the Independent Appeal panel. Information about the admission appeal process is available from the Devon School Admissions Team.

Transport

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

Where a parent/carer 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 parent/carers to become a registered pupil at a closer school.

All parent/carers are encouraged to use sustainable travel wherever possible. The College's Travel Plan sets out further local information and is available from the College Reception and website www.bideford.devon.sch.uk

Extended Schooling

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

Home-College Agreement

Admission to any school is not conditional on signing a home-school agreement. However, we will offer this to all parent/carers and children as we consider agreements to be a positive way of

promoting greater involvement with parent/carers in their child's education.

Uniform Policy

Children attending Bideford College are expected to wear a uniform. Some of the items required can be purchased from us and the rest from most retail outlets. Parent/Carers 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 College following admission are entirely voluntary. No activities such as College visits are compulsory but please be aware that a visit during GCSE/A level may be highly beneficial in the study of a particular subject. A policy on charging for activities is available on request from the College and can be viewed on our website.

Notes to Oversubscription Criteria

- If it is necessary to differentiate between children in categories 3 or 6 for normal round admissions, those children attending a linked primary school will have priority over other children within that category.
- If it is necessary to distinguish between children in a particular category [or between pupils in a sub-category of category 3 or 6 for normal round admissions – see above], priority will be determined on the basis of distance between home and the College measured as a direct line from the entrance of the residential dwelling, to the College as plotted on Geographical Information System (GIS) [ie the shorter the distance, the higher the priority]. (Parent/Carers should note that the direct line measurement policy does not apply to Devon LA's school transport decisions).

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- If the tie-breaker at (ii) 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 College by the operation of an electronic random number generator. This may be in the presence of another College representative.
- Where applications are received from families with multiple birth siblings (twins, triplets, etc.) places will be allocated together at the College wherever possible, including offering place(s) above the PAN.
- Where applications are made at the same time for two children not falling within multiple birth siblings, (sometimes referred to as contemporaneous admissions) the application will not be considered under the 'sibling' criteria.
- Waiting lists are kept where there are more applications than places available. They are held in order of oversubscription criteria until the point at which Devon's co-ordinated secondary admissions scheme ends (**31 August 2015**) at which point lists will be recalculated on the basis that children will no longer be attending linked primary schools. Waiting lists will be kept so long as there is at least one name on it.
- Where two or more children reside within a block of flats, they will be deemed to live at an equal distance from the College.

For normal round admissions, the term "at application" means at the closing date for applications or any time between then and the LA processing date for applications on **9 February 2015**. It will be a parental responsibility to inform the LA that a place has been offered here for a child who would then qualify as a sibling for this purpose.

For children of UK service personnel and other Crown Servants the College 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.)

Evidence of exceptional medical or social need will be demonstrated according to the Protocol below.

CONTACTS AND FURTHER INFORMATION

The Principal or Admissions Administrator
Bideford College
Abbotsham Road
Bideford
Devon
EX39 3AR

01237 477611

www.bideford.devon.sch.uk
mail@bideford.devon.sch.uk

School Admissions Team

admissions@devon.gov.uk

Telephone contact through My Devon on 0845 155 1019

Devon County Council policies

Available

at

www.devon.gov.uk/admissionarrangements

School Appeals

Telephone contact through My Devon on 0845 155 1019

Clerk to the Independent Appeals Panel, County Hall, Exeter EX2 4QG

www.devon.gov.uk/admissionappeals

Education Welfare Service

Telephone contact through My Devon on 0845 155 1019

www.devon.gov.uk/education_welfare

Education Transport Team

Telephone contact through My Devon on 0845 155 1019

www.devon.gov.uk/school_transport

The Department for Education (DfE)

Telephone 0870 000 2288

www.education.gov.uk

Office of the Schools Adjudicator

Telephone 01325 735303

www.education.gov.uk/schoolsadjudicator

Children's Education Advisory Service

Telephone 01980 618244

Trenchard Lines, Upavon, Pewsey, Wiltshire SN9 6BE

enquiries@ceas.detsa.co.uk

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ASSOCIATED POLICIES/PROCEDURES

Protocol for Admission of Children with Exceptional Medical or Social Need (APPENDIX I)
 Designated Area Map (APPENDIX II)

REVISION HISTORY

This policy will be reviewed annually following a consultation hosted by Devon County Council at www.devon.gov.uk/admissionarrangements
 002 Updated for 2015/16 (May15)
 001 Original document (Feb13)

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APPENDIX I



BIDEFORD COLLEGE

A Member of the Bideford Bay Co-operative Learning Trust

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

1. Background

- 1.1 As part of the Co-ordinated Schemes of Admission operated by Devon County Council, parents of secondary age children will be invited to express preference for the school they would like their children to attend, together with reasons for preferences on the Common Application Form (for Devon residents, D-CAF3).
- 1.2 In a small number of cases, a preference for Bideford will be because a parent feels there is 'exceptional medical or social need' for their child to attend the College and not another school.
- 1.3 The 'exceptional' nature of these 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 Social Services;
 - Where one or both parents or the child has a disability that may make travel to a school further away more difficult.¹
- 1.4 It is intended that this protocol may pre-empt some admission appeals where it is considered that exceptional justification to attend Bideford can be demonstrated before applications are prioritised and processed.
- 1.5 It is expected that professional evidence from a social care, medical or education expert, independent of the family would be provided which provides a reasoned and unequivocal opinion that the child would suffer a significant detriment specifically by not being admitted to Bideford College.

2. Practice

- 2.1 Where a parent cites exceptional need, or where Bideford feels the reasons given by a parent for preferring the College 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 Bideford. The college will advise the Local Authority that evidence has been received but not its content.

3. Admissions in the Normal Round

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

¹These 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.

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- 3.2 If the Trust accepts that exceptional need has been demonstrated, the LA will be advised that the application is considered to meet our oversubscription criterion 2. This is not a guarantee of a place although we would not expect to be in a position where criterion 2 applicants would be refused admission. The LA will advise the parent without delay.
- 3.3 Where the Trust does not agree that the need is exceptional, the application will be prioritised according to the College over-subscription criteria and a place will be offered by the LA as per the Secondary Co-ordinated Scheme:
- Where a child is eligible for a place at only one of the preferred schools, that school will be allocated to the child.
 - Where the child is eligible for a place at two or more of the preferred schools, they will be allocated a place at whichever of these is the highest ranked preference.
 - Where the child is not eligible for a place at any preferred school, an alternative school may be allocated to the child.
- 3.4 Where the Trust does not agree that the need is exceptional and a place at Bideford College is refused on **2 March 2015**, the parent ¹ will have the statutory right of appeal to the Independent Appeal Panel.
- 3.5 Where the Trust does not agree that the need is exceptional, the parent will be able to provide further information for consideration.

4. In Year Admissions – ‘Out of Normal Round’

- 4.1 In all cases, a Devon D-CAF may be submitted to the LA. If the relevant Year Group has vacancies the application should be refused. If the relevant Year Group has reached or exceeded the Published Admission Number or other agreed admission limit, the Trust will consider whether exceptional need is demonstrated.
- 4.2 D-CAFs for places at the College which indicate exceptional need will be brought to the attention of the Trust.
- 4.3 If the Trust feels that exceptional need has been demonstrated and that a place can be made available, the LA will be advised that a place can be offered to the child at Bideford College.
- 4.4 If the Trust feels that exceptional need has been demonstrated but that a place cannot be made available, the child will be placed on the waiting list for vacancies with the priority being under oversubscription criterion 2.
- 4.5 Where the Trust does not agree that the need is exceptional, the application will be prioritised according to the College over-subscription criteria and a place will be offered by the LA as per the In-Year Co-ordinated Scheme:
- Where a child is eligible for a place at only one of the preferred schools, that school will be allocated to the child.
 - Where the child is eligible for a place at two or more of the preferred schools, they will be allocated a place at whichever of these is the highest ranked preference.
 - Where a child is eligible for a place at only one of the preferred schools, that school will be allocated to the child.
 - Where the child is eligible for a place at two or more of the preferred schools, they will be allocated a place at whichever of these is the highest ranked preference.
- 4.6 Where a place at Bideford College is refused, the parent will have the statutory right of appeal to the Independent Appeal Panel.
- 4.7 Where the Trust does not agree that need is exceptional, the parent will be able to provide further information for consideration.

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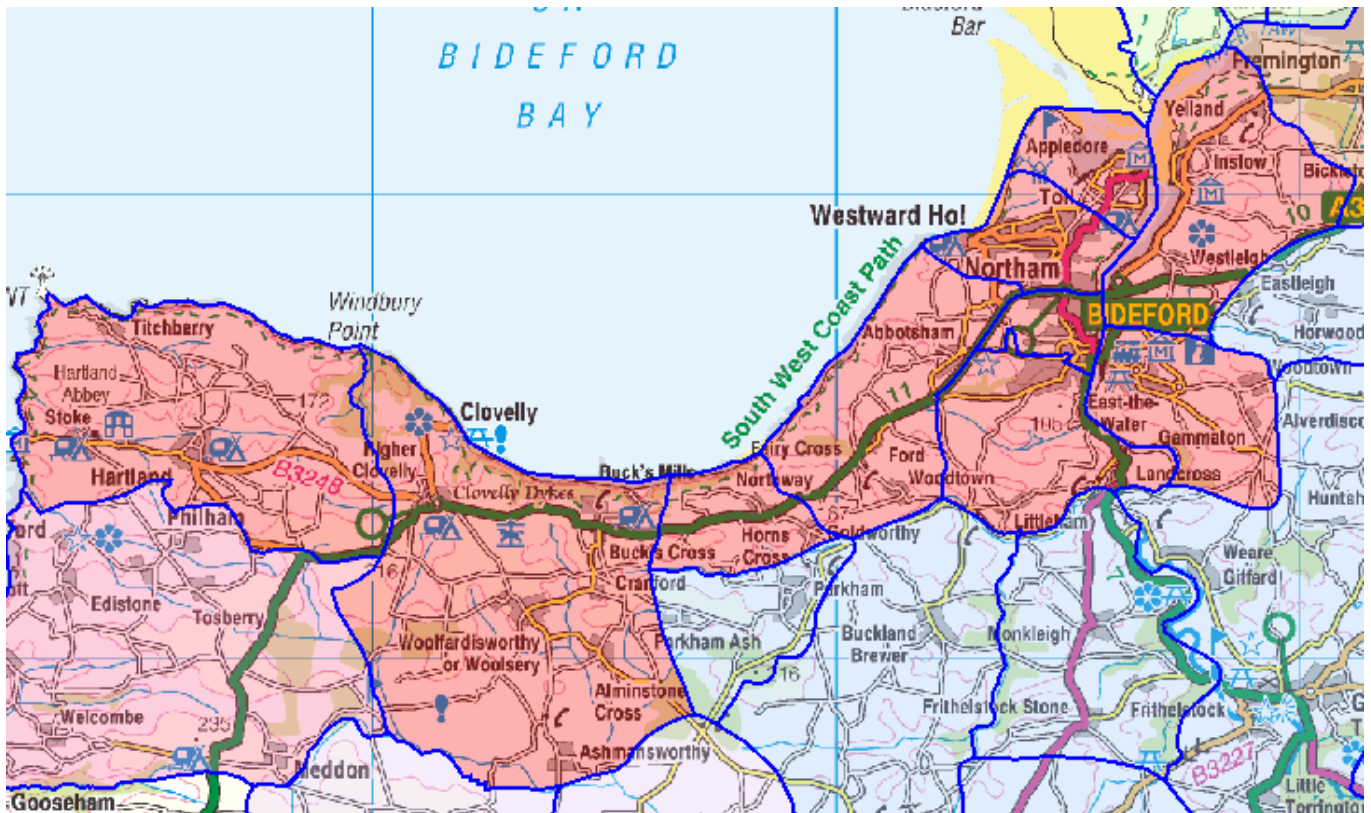
APPENDIX II



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Designated Area Map For 2015/6



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APPENDIX III

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

Statement	Definition
Children formerly in Care	These children were looked after until they were adopted (see the Adoption and Children Act 2002 section 46) or made the subject of a residence order (see the Children Act 1989 section 8) or a special guardianship order (Children Act section 14A). Please note that under the Adoption and Children Act, adoptions must have been after 31 December 2005 for this purpose.
Children in Care / 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 Devon Local Authority or any other local authority which has informed Devon of its wish to place a child.
Designated Area	The geographical area served by the College. It is sometimes called the 'catchment' area. You should note that living within the designated area does not guarantee a place. The College's designated area comprises the designated areas of the eleven primary schools within the Bideford Learning Community. Details of the designated area can be found at www.devon.gov.uk/schoolareamaps
Distance measurement	At the time of determination, we receive additional admissions support from Devon Schools Admissions Service, including distance measurement. Should this arrangement not be renewed, alternative provision will be made to measure using an equivalent mapping system.
Exceptional Reason	Children for whom an exceptional social, medical or educational reason to attend Bideford 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.
GIS	Measurement will be based on Devon LA's Geographical Information System. This is an electronic mapping system which makes measurements using computer software and can be viewed at www.devon.gov.uk/schoolareamaps .
Home Address	The College will not accept more than one address as the child's home address. The terms of a residency order may clarify the home address. Where necessary to determine which address to recognise and in the absence of a residency order, the College will consider the home address to be with the parent/carer 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 parent/carers will also be considered by the College in reaching a decision on the home address for admissions purposes. This may be necessary for instance where parent/carers do not agree on the child's home address. Parent/Carers are urged to reach agreement or seek a Specific Issues Order from a court to decide which parent/carer should or should not pursue an application. Where they do not, the College will determine the home address.
Linked Primary School	A school which works with the College to develop curriculum links and to ease transition for pupils from primary school to secondary school. We give admissions priority for children attending our linked schools. You should note that attending a linked primary school does not guarantee a place. Our linked schools are: Appledore Community Primary School East-the-Water Community Primary School Hartland Primary School Instow Community Primary School Parkham Primary School St Helen's C of E Primary School St Margaret's C of E Junior School St Mary's C of E Primary School West Croft Junior School Woolsery Primary School
Parent/Carer	A parent/carer is any person who has parental responsibility or care of the child. When we say parent/carer, we also mean carer or guardian. Where admission arrangements refer to parent/carers this can mean one parent/carer or both.

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Statement	Definition
Published Admission Number	This is the minimum number of places available at the school. In limited circumstances, more will be admitted according to the Secondary Co-ordinated Admissions Scheme. It is calculated taking into account the physical capacity of the school, the level of demand expected from local, in-area children and sensible school organisation.
Sibling	This will be a full, adopted half or step brother or sister and will include a full, adopted half or step brother or sister living at a different address. Foster children will count as a brother or sister to those living within the foster household or where appropriate, the natural parental home address.
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. The Children and Families Bill 2003 proposes to replace Statements with Education, Health and Care Plans, in which case, references to Statements should include EHC plans.