



Exmouth Community College

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Post 16 Admissions Policy 2019-20

- All schools must have an admissions policy, see The Admissions Policy
- Admissions policies must make it clear that all parents **must** apply for admission, and
- How to apply for admission, see How to apply for a place at the normal round and

How to apply for a place at other times

- When to apply, see When to apply for a place
- What happens after application, see What happens after an application is made and

Key information and

Our oversubscription criteria and

Our catchment map

- What happens when an application is successful, see Outcomes of the application process
- What happens when an application is **not** successful, see Outcomes of the application process and Admission Appeals.
- Our policy says how we consult and set it each year, see Policy version
- Appendix A contains detailed information and definitions of the terms we use.

Text that is underlined in blue indicates a link to further information within the document or online. If you don't have access to the internet or have any questions about this policy or admissions in general, please ask for advice from the school or the Local Authority Admissions Team.

Policy version

Considered by the admissions authority and proposed for consultation on 1st November 2017 to the 5th January 2018.

Determined by the admissions authority on 6th February 2018 following a public consultation between 1 November 2017 and 5 January 2018. It will be reviewed and determined annually. Once this policy is determined, it will be published on our website and at www.devon.gov.uk/admissionarrangements.

Devon
School
Admissions
Service

Exmouth Community College
Academy Trust

Key information – for definitions and notes see Appendix A

Published Admission Number (PAN) for Year 12	15 for external students
Do we have a catchment area?	Yes
Department for Education school number	878 - 4012
Age range of children and young people?	11 to 18
What kind of school is this?	Academy
Who is the Admissions authority?	The academy trust
Do we belong to a federation or chain of schools?	Exmouth Community College Academy Trust
When will young people in the normal age group for Year 12 have been born? see notes below	1 September 2002 to 31 August 2003
When can applications for admission to Year 12 be made?	By 31.08.19 but ECC will consider applications beyond this deadline
How can applications for admission to Year 12 be made?	Online at devon.cc/admissionsonline or by using paper forms at devon.cc/admissions or from the Post 16 office
Is there a Supplementary Information Form (SIF) for additional priority?	Yes. We ask all young people who wish to study in Post 16 to complete a subject Options Form.
When will places be offered for Year 12?	01.03.19 to 01.10.19
When should appeals for admissions to Year 12 be submitted?	30 school days after 01.10.19
When can applications for In-year admission be made?	Applications can be made for in-year admission at any time after the start of the Year 12 year up to the final half term in Year 13.
Any child whose Education, Health and Care Plan (EHCP) names this school will be admitted following normal consultation	
Oversubscription criteria (to be used only if we need to prioritise applications - see notes below):	
<ol style="list-style-type: none"> 1. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order. 2. Priority will next be given to young people living within the catchment area set out in the map below, who are siblings of pupils on roll at this school. 3. Priority will next be given to other young people living within the catchment area. 4. Priority will next be given to young people of members of staff who have been employed at this school for more than two years or recruited within the past two years to fill a vacancy for which there was a skills shortage. 5. Priority will next be given to young people living outside the catchment area, who are siblings of pupils on roll at this school. 6. Other young people. 	
Tie breaker – to prioritise applications in the same oversubscription criterion, we will use: <ol style="list-style-type: none"> a) straight-line distance from home to school and, b) where distances are equal (within a metre) we will use a Random Ballot. 	

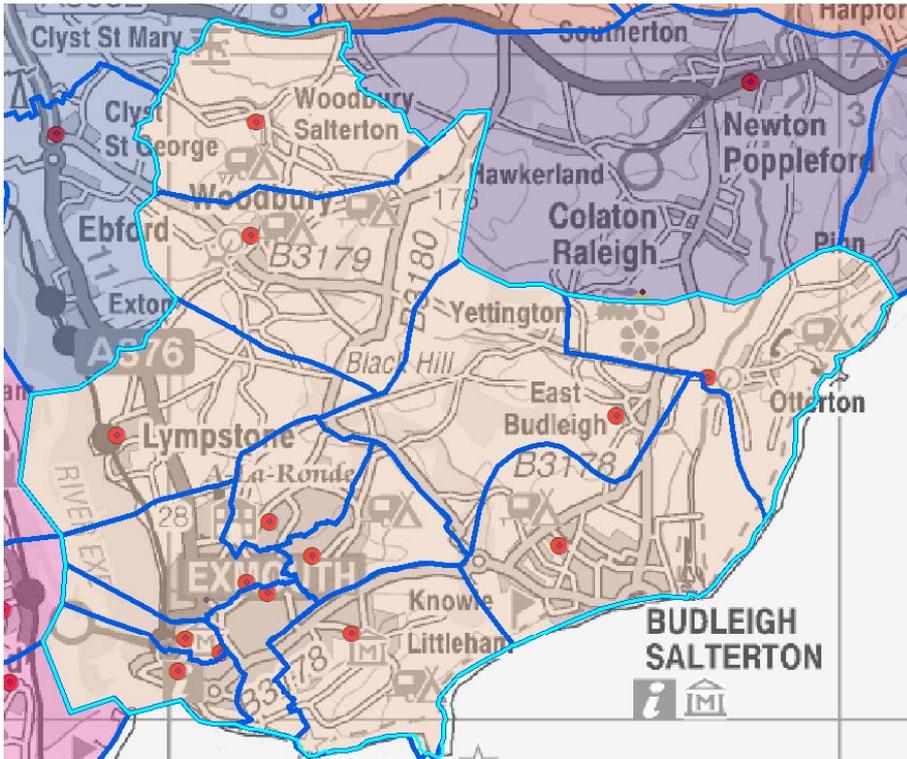
Our Ethos

Exmouth Community College's mission is to provide a positive, enjoyable and structured approach to learning, where success is rewarded and students' individual aptitudes are given the chance to develop. We offer a safe, secure, non-threatening environment in which students develop consideration for others, self-discipline and positive relationships. We aim to provide a thorough education which prepares students for their future.

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

Catchment Area

Our catchment area is in the middle of the map, bordered by a light blue line. You can view it in more detail at devon.cc/schoolareamaps. This will confirm whether addresses close to the boundary are inside or outside our area. We welcome admissions applications for young people living inside and outside our catchment area.



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The Admissions Policy

This admissions policy is written to comply with the requirements of the School Admissions Code, School Admissions Appeals Code and other relevant legislation so that:

- parents will know how to apply for a school place, when to apply and what happens when an application is made;
- our governors, head teacher and members of staff understand what to do;
- we are committed to fair, clear and consistent admissions procedures.

It should be read along with Devon County Council's Step by Step Guide to admissions and Education Transport Policy.

Once an admissions policy is determined, it cannot be changed unless an amendment is required to correct a typographical error, to ensure that the policy complies with the Codes where it is identified to be non-compliant, in response to a determination of the Office of the School's Adjudicator or where approval has been received to a request for an In-Year Variation. Any amendments that are made will be detailed in the Policy Version section above.

How the Admissions Process works – who needs to apply

Without exception, young people who wish to attend this Post 16 must make a formal application for admission. This can be submitted by the young person or by his or her parent. Places aren't allocated automatically and no young person has a guarantee for admission. This includes those with siblings at the school. Internal students – those who are in Year 11 at this school - do not have to make a formal application but must meet the academic requirements for the courses they wish to study.

All students are expected to complete an Options Form.

We welcome visits from parents and young people who are considering applying for a place here. This is an opportunity to see what this sixth form has to offer and we strongly recommend visits. They aren't a compulsory part of the admissions process and won't affect decisions on whether a place can be offered here. Visits can be arranged by contacting the school office.

Applications for Post 16 are not co-ordinated by the Local Authority. All applications must be made direct to the Post 16. They can be submitted by parents or by young people for themselves.

Schools can't hold places in reserve in case a local parent forgets to apply or in case a family moves to the area later – there are very limited circumstances when an application can be refused. The responsibility for making applications and for providing information or evidence in support of an application lies with parents and young people themselves.

How to apply for a place at the Normal Round – Year 12

We ask external students to complete a Common Application Form from the LA where the young person lives. In Devon that can be done by completing the **D-CAF5** form and sending it in to the Post 16 office. If an application is made outside Devon, it will be passed to Devon County Council and on to the Post 16 form office. Applications submitted after our closing date will be late, considered after those received on time.

How to apply for a place at other times – In-Year Admissions

Applications for admission into Year 12 or 13 made after **31 August 2019**, after the normal round, are called In-Year admissions. They can be made using a paper copy of the Devon Common Application Form, the **D-CAF5**, available at devon.cc/admissions or from the Post 16 office. All applications received by 2pm on the same day will be considered together, before later applications.

When to apply for a place

Applications for the start of Year 12 should be made between **1 September 2018**, the opening date of the normal round application process, and our closing date of 31.08.19 but ECC will consider applications beyond this deadline.

In-year admissions applications can be made at any time after the start of the Year 12 intake. Applications will not be considered, however, further in advance than 8 school weeks¹ (or 16 school weeks for children from UK service personnel families posted to a new area).

¹ That is 40 school days.

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. Offers will be conditional on the student meeting the academic requirements for the courses they wish to study.

For In-Year admissions, we will reach a decision in response to applications 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 take a view whether the refusal is lawful where the refusal is not on the grounds that the Post 16 is full.

Outcomes of the application process

If a place can be offered, the applicant will receive a letter confirming the offer of a place and we will look forward to the student starting with us either in the next Year 12 intake or as an in-year admission.

Unsuccessful applicants will receive a refusal letter and can appeal to an Independent Appeals Panel. We will add the student's name to a waiting list for vacancies.

Admission Appeals

We will refuse admission when we believe that the Year Group is full and we are unable to meet the young person'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 right of appeal to an Appeals Panel that is independent of this school.

Contacts for Further Information

Exmouth Community College Academy Trust

Gipsy Lane, Exmouth, Devon EX8 3AF
01395 264761 admin@exmouthcollge.devon.sch.uk

Devon School Admissions Service

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

Devon County Council policies, information and admissions application forms

devon.cc/admissionarrangements
devon.cc/admissions

Independent School Admissions Appeals

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

Devon Education Transport Team

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

Children's Education Advisory Service – advice for service families

01980 618244 enquiries@ceas.detsa.co.uk

The Department for Education (DfE)

0870 000 2288 www.education.gov.uk

The Education & Skills Funding Agency (ESFA)

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

Office of the Schools Adjudicator

01325 735303 www.education.gov.uk/schoolsadjudicator

Admissions authority	This is the body responsible for proposing, consulting on and determining the admissions policy and also for reaching decisions about offering or refusing applications. For academy schools, the academy trust is the admissions authority.
Appeals	<p>If we have to refuse admission, the refusal may be because the young person has not met the academic requirements for the chosen courses and 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 unless the refusal is on academic grounds. If an application for admission is unsuccessful, applicants 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. Appellants have at least 20 school days to return the papers, together with any supporting evidence. (Papers can be submitted earlier than 20 days if an appellant chooses to).</p> <p>The Clerk to the Independent Appeals Panel will give at least 10 days’ notice of the appeal date. Appellants will also be told when to submit any further information to be considered. They will receive evidence from us before the appeal hearing. After appeals are heard, decision letters should be sent 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 our closing date of xxxx 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 an applicant’s responsibility to make sure that the admissions authority is informed about changes to circumstances and eligibility for priority if, for instance, a sibling is taken onto the school roll after the closing date or the home address changes.</p>
Catchment Area	The catchment is the geographical area that this school is primarily intended to serve. There is a higher admissions priority for young people who live in it. Young people living in a residential property on the boundary line will be considered to be living within the catchment area.
Children formerly Looked After	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.
Chronological Year Group	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.
Common Application Form	This is the name for the application form provided by a local authority. They may be used for any application for admission to a school at the normal point of admission. The form provided by the local authority where the child lives must be used, regardless of where the school is. We ask applicants to use the Devon form the D-CAF5 for all in-year applications to our sixth form.
Compulsory School Age	<p>Young people 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	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 young person and immediate family. The school and the LA will seek confirmation and evidence from the parent living with the young person that there is no lawful reason why information should be withheld from the non-resident parent.
Distance measurement	We will receive additional admissions support from the Devon Schools Admissions Team for the academic year 2019-20, 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.
Documentary evidence	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. The LA 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.
Education, Health and Care Plans	Any young person whose Education, Health and Care Plan names this school will be admitted. This will reduce the number of places available to others accordingly. For In-Year admissions, the young person 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 young person’s additional needs and how they will be provided for in a school.

Education Transport	Parents should consider how their young person will get to school for the whole of their time on roll. They 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 young people according to its Post-16 Education transport Policy. 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.
Extended schooling	Information on services beyond the normal school day is available from the sixth form office.
Fair Access Protocol	Fair Access Protocols apply to children and young people of statutory school age.
Faith oversubscription criteria	Schools designated with a religious character may give additional priority for admission where faith criteria are met by an applicant. We have chosen not to do this.
Home Address	<p>Places are offered here on the basis of where the young person will attend school from, 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 young person who will be living close enough to the school to attend on a daily basis.</p> <p>The home address is where a young person normally lives. Where a young person lives with parents with shared parental responsibility, each for part of a week, the address where the young person 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. 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 young person'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 young person spends the majority of the school week.</p> <p>Where we ask for evidence of a new address from which a young person 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	Admission to school is not conditional on signing a home-school agreement. However, we will ask parents to agree with our Home-School Agreement after children have been offered a place as we believe this is a positive way of promoting greater involvement in a child's education.
In-Year admissions	This is where a young person joins the sixth form at any time after the normal round, the first opportunity for admission to Year 12.
Linked School	There is no priority for admission for young people according to which school they transfer from.
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	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 school. For this sixth form, the normal round is at the beginning of Year 12.
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 2018 .
Offers	<p>When a place is offered, we will assume that it is accepted unless we are told otherwise. If an applicant doesn't confirm the place is required within two weeks of the offer letter, we will contact the applicant again. If there is no response within a week of that contact, the offer may be withdrawn.</p> <p>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 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 young person's home address before admission. If an applicant believes that the 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 applicant 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>

Overseas children	We will treat all applications from young people 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.
Oversubscription criteria	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.
Parent	A parent is any person who has parental responsibility or care of the young person. 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. Sometimes there is a dispute between parents over which school a young person should attend. When we take decisions over admissions we will seek advice from Devon and the Diocese and will take into account imminent court hearings that may have an impact on parental responsibility and living arrangements.
Parental disputes	Occasionally parents may disagree on where the young person 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.
Prejudice to efficient education	It is lawful to refuse admission where taking another student 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 full. In most cases, prejudice would occur when the Admission Number for the Year Group has been reached.
Published Admission Number or PAN See also Admission Number	This is the minimum number of places available at the sixth form in Year 12 to external students. 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 young people and sensible, lawful school organisation. Once we set this number, we won't refuse admission for applications below the PAN for those external students who meet the academic requirements for their courses. If there is unexpectedly high demand and we believe we could admit more external students, we will inform the LA and either increase the PAN or admit above-PAN. The PAN does not apply to internal students. They are entitled to a place in this sixth form provided they meet the academic requirements for their courses.
Service families	For young people from families 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. 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. There is no additional admissions priority for young people from service families.
Sibling	'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 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 young person seeks admission in-year to the sixth form. 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.
Supplementary Information Form or SIF	A form in addition to the LA common application form. Some schools use SIFs to collect information necessary to apply one or more of their oversubscription criteria. We do not use a SIF as all of the information we require can be provided on the LA common application form. We do provide an Options form to enable all students to indicate the courses they wish to take.
Tie breaker	To distinguish between young people in a particular oversubscription criterion, priority will be determined on the basis of distance between home and school. This is measured in a straight line from an entrance door of the residential dwelling to the centre of the main entrance gate, between the two parking lay-bys on Worth Road on Devon LA's Geographical Information System (GIS). Young people who live closer to the school have a higher priority for admission. Where two or more young people reside within a block of flats, they will be deemed to live at an equal distance from the school. 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. Random allocation will not be applied to multiple birth siblings (twins and triplets etc.) from the same family tied for the final place.

Uniform	Young people attending our Post 16 are not expected to wear a school uniform however normal office wear is appropriate. Parents and students unable to purchase items of uniform or equipment will not be penalised. We operate a scheme to assist families in need.
Waiting Lists	<p>We will operate a waiting list for each year group until the end of the autumn term of Year 12. Our waiting lists will only contain the names of young people who have formally applied and been refused admission.</p> <p>Young people 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 young person's name can go up or down on the list. The length of time on a waiting list does not affect position.</p>