

# Kingsbridge Community College

## Admission Arrangements for 2013/14

For Kingsbridge Community College, the Academy Trust is the admission authority.

### The need to apply

All parents must make an application for their child to be admitted to a state-funded school or academy, using a Common Application Form from the LA. Places are not allocated to a child automatically, even where:

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

No places will be held in reserve for a child who applies late; the Academy Trust cannot hold empty places if another child applies for admission.

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

### Visiting our school

We welcome visits from parents and children considering applying for a place here. This is an opportunity for parents 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 our school, you should contact the school 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.

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

The normal round of admissions is when children can join our school for the first time. So that all parents who wish to apply for a place in Year 7 can do so each LA co-ordinates applications for the schools in its area. This means parents will receive **one** offer of a school place at the same time as other parents. For our school, Devon is the LA which co-ordinates applications which have been made either direct to Devon or passed on by other LAs.

Every parent 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/admissionsonline](http://www.devon.gov.uk/admissionsonline) 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 2012. Residents of neighbouring LAs – Plymouth, Torbay, Dorset, Cornwall and Somerset - must apply by contacting their own LA even if a place is requested here.

All applications must be made by the LA closing date: **31 October 2012**.

### What happens next?

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

The LA co-ordinates admissions for all secondary schools. A parent could be in a position to be offered a place at more than one school. If that happens, a place will

only be offered at the school which the parent preferred the most on the Common Application Form. The home LA will write (or email if the application was online) on **1 March 2013** to advise which school place has been allocated.

Shortly afterwards, we will also contact successful parents to welcome them to the school and to make arrangements for admission itself. Every parent who makes an application for admission will be offered a school place by the LA – either at a school they have named or at an alternative.

### **PAN**

The normal round intakes to the College are for Year 7 and Year 12.

The Published Admission Number (PAN) for new admissions to Year 7 in 2013/14 is **203**.

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

The Published Admission Number (PAN) for new admissions for external candidates to Year 12 in 2013/14 is **35**.

**KINGSBRIDGE COMMUNITY COLLEGE  
OVERSUBSCRIPTION CRITERIA 2013-14**

**if there are more applications than places at the normal round of admissions**

Where the number of applications exceeds the number of places available in Year 7 (the PAN) the Academy Trust will use the following oversubscription criteria to determine those applicants who could be offered a place:

Any child whose Statement of Special Educational Needs names Kingsbridge Community College will be admitted.

1. Children in Care or who were in Care but ceased to be in Care because they were adopted, made the subject of a residence order or a special guardianship order
2. Children living in the College's designated area – with a sibling who will be attending the College at the closing date for applications
3. Other children living in the College's designated area – no sibling but attending a linked primary school
4. Other children living in the College's designated area – no sibling and not attending a linked primary school
5. Children of members of staff employed for more than 2 years by the College or recruited within the past 2 years to fill a vacancy for which there was a skills shortage
6. Children living outside the College's designated area – with a sibling who will be attending the College at the closing date for applications
7. Children living outside the designated area – no sibling but attending a linked primary school
8. Other children living outside the College's designated area

**KINGSBRIDGE COMMUNITY COLLEGE  
OVERSUBSCRIPTION CRITERIA 2013-14**

**if there are more applications than places for in-year admissions**

Where the number of applications exceeds the number of places available in Year 7 (the PAN) the Academy Trust will use the following oversubscription criteria to determine those applicants who could be offered a place:

Any child whose Statement of Special Educational Needs names Kingsbridge Community College will be admitted.

1. Children in Care or who were in Care but ceased to be in Care because they were adopted, made the subject of a residence order or a special guardianship order
2. Children living in the College's designated area – with a sibling who will be attending the College on the date of application
3. Other children living in the College's designated area – no sibling and not attending a linked primary school
4. Children of members of staff employed for more than 2 years by the College or recruited within the past 2 years to fill a vacancy for which there was a skills shortage
5. Children living outside the College's designated area – with a sibling who will be attending the College on the date of application
6. Other children living outside the College's designated area

## Notes

- a) If it is necessary to differentiate between children in categories 2 or 6 for normal round admissions, those children attending a linked primary school will have priority over other children within that category.
- b) If it is necessary to distinguish between children in a particular category [or between pupils in a sub-category of category 2 or 6 for normal round admissions – see note (a) above], priority will be determined on the basis of distance between home and College measured as a direct line from the entrance of the property (residential dwelling), to the College as plotted on Geographical Information System (GIS) [ie the shorter the distance, the higher the priority]. (Parents should note that the direct line policy does not apply to school transport decisions).
- c) If the tie-breaker at b) 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 in the presence of a College representative by the operation of an electronic random number generator.
- d) Priority will be given to the admission of a child for whom an exceptional medical or social justification is demonstrated. Such decisions will be made using the Protocol for Admission of children with Exceptional Medical or Social Justification (Appendix 1).
- e) 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).
- f) 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.
- g) 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 the co-ordinated scheme ends (31 August 2013) 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.
- h) Where two or more children reside within a block of flats, they will be deemed to live at an equal distance from the College.
- h) For children of UK service personnel and other Crown Servants the School Admissions Code requires schools to treat a family posted to their 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).

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

**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.

**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 with primary day to day care and control of the child. In reaching this decision, evidence will be requested to show the address to which any Child Benefit is paid and from which the child is registered with a medical GP. Any other evidence provided by parents will also be considered by the College in reaching a decision on the home address for admissions purposes.

This may be necessary for instance where parents do not 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 College will determine the home address.

Children in Care	These children are looked after by or provided with accommodation in the exercise of its functions (see the Children Act 1989 section 22(1)) by Devon Local Authority or any other local authority which has informed Devon of its wish to place a child.
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).
Designated Area	The geographical area served by the College. It is sometimes called the 'catchment' area. You should note that attending a linked primary school <u>does not</u> guarantee a place.
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. You should note that attending a linked primary school <u>does not</u> guarantee a place.
Member of staff	This will be any salaried person employed by the College. Evidence of this will be provided using the College Supplementary Information Form.

Measurement will be based on GIS (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](http://www.devon.gov.uk/schoolareamaps).

### **Designated Area**

The College's designated area comprises the designated areas of the 10 linked primary schools Information on the designated area for the College can be found at [www.devon.gov.uk/schoolareamaps](http://www.devon.gov.uk/schoolareamaps)

**Linked Primary Schools:**

All Saints Thurlestone C of E Primary School  
Aveton Gifford C of E Primary School  
Charleton C of E Primary School  
East Allington Primary School  
Kingsbridge Community Primary School  
Loddiswell Primary School  
Malborough with South Huish C of E Primary School  
Salcombe C of E Primary School  
Stokenham Area Primary School  
West Alvington C of E Primary School

**Waiting Lists**

Following allocation of Year 7 places the LA will retain a waiting list until the end of the first full week of the autumn term 2013 as per the secondary co-ordinated admissions scheme.

Following that the College will retain the waiting list, in partnership with the Devon School Admissions Team. Waiting lists will be kept in order of the oversubscription criteria above.

**Late Applications for admission at the normal round**

Any late application will be considered in line with the secondary co-ordinated admissions scheme. Applications after the closing date will be considered after applications received by the closing date unless there are sufficient reasons for the late application. Examples which may be accepted include where the parent or guardian has been in hospital and unable to apply in time. Evidence in support of the circumstances will be required.

**Admissions at other times**

Admissions at times other than the usual transfer process to Year 7, sometimes referred to as 'In-Year' admissions will be made in line with the Devon In-Year Co-ordinated Admissions Scheme 2013-14. This will apply to admissions made to Year 7 after the point at which the secondary co-ordinated scheme ceases (after 31st August 2013) and admissions made to other year groups at any time (Years 8 to 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 the school or by calling My Devon on 0845 155 1019.

**Sixth Form**

The Published Admission Number (PAN) for Year 12 in 2013/14 is **35** for new students joining Year 12 at Kingsbridge Community College. For students transferring from Year 11 to Year 12 within the College there is no limiting number.

All applicants will be admitted providing that they have the appropriate qualifications for their chosen course(s). The College publishes a brochure giving details of all courses and entry requirements. This is available on the College website.

Applications to Kingsbridge Community College should be made using the application form available from the College reception and on the College website.

Should there be more applications than places available in the sixth form for external candidates, the following oversubscription criteria will be used by the Academy Trust to prioritise applications (Children with a Statement of Special Educational Needs which names the College will be admitted):

1. Children in Care or who were in Care but ceased to be in Care because they were adopted, made the subject of a residence order or a special guardianship order
2. Children living in the College's designated area – with a sibling who will be attending the College on the date of application
3. Children of members of staff employed for more than 2 years by the College or recruited within the past 2 years to fill a vacancy for which there was a skills shortage
4. Children living outside the College's designated area – with a sibling who will be attending the College on the date of application
5. Other children living outside the College's designated area

### **Admission Appeals**

If a place is refused parents have a statutory right of appeal to the Independent Appeal panel. Students also have the right of appeal for places in the sixth form. Information about the admission appeal process is available from the Devon School Admissions Team on **0845 155 1019**. Further information is available from our Admissions Officer.

### **Transport**

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 for those children attending this school if it is either the designated school for the home address or the closest school which was available when the parent could apply so long as the walking distance is further than three miles. There is additional provision for families on low incomes.

Where a parent could have applied on time but didn't do so, there will be no entitlement to assistance from the LA with education transport to the alternative school as suitable arrangements had been made by the LA to enable parents to become a registered pupil at a closer school.

All parents are encouraged to use sustainable travel wherever possible. The school's Travel Plan sets out further local information and is available from the school office and website.

### **Flexi-schooling**

Parents may request that their child be part educated at home. Requests will be considered on an individual basis and will be determined by the Headteacher. There will be consideration of the benefits and disadvantages expected for the child as well as the impact on the school with regard, for example, to organisation and discipline. Flexi-schooling in Devon is covered by county guidance.

### **Extended Schooling**

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

### **Uniform Policy**

Some of the items required can be purchased from two named suppliers and the rest from most retail outlets. Devon County Council does not offer financial assistance with uniform and school equipment expenses. Parents unable to purchase items of uniform or equipment will not be penalised and should contact the College for help and support

### **School Fees and Charges**

There is no charge for applying for a place at this school, 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 and can be viewed on our website.

### **Objections to this Policy**

For information on how to object to the terms of this or any other admissions policy or procedure, advice is available at [www.schoolsadjudicator.gov.uk](http://www.schoolsadjudicator.gov.uk). This should be by the 30 June.

### **Contacts and Further Information**

The Principal or Admissions Administrator  
Kingsbridge Community College  
Balkwill Road  
Kingsbridge  
TQ7 1PL  
01548 852641  
[www.kingsbridgecollege.org.uk](http://www.kingsbridgecollege.org.uk)

#### **School Admissions Team**

[admissions@devon.gov.uk](mailto:admissions@devon.gov.uk)

Telephone contact through *My Devon* on 0845 155 1019

#### **Devon County Council policies**

Available at [www.devon.gov.uk/admissionarrangements](http://www.devon.gov.uk/admissionarrangements)

#### **School Appeals**

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

Telephone contact through *My Devon* on 0845 155 1019

#### **Education Welfare Service**

Telephone contact through *My Devon* on 0845 155 1019

[www.devon.gov.uk/education\\_welfare](http://www.devon.gov.uk/education_welfare)

#### **The Department for Education (DfE)**

Telephone 0870 000 2288

[www.education.gov.uk](http://www.education.gov.uk)

#### **Education Transport Team**

Telephone contact through *My Devon* on 0845 155 1019

[www.devon.gov.uk/school\\_transport](http://www.devon.gov.uk/school_transport)

#### **Children's Education Advisory Service**

Trenchard Lines, Upavon, Pewsey, Wiltshire SN9 6BE , 01980 618244

[enquiries@ceas.detsa.co.uk](mailto:enquiries@ceas.detsa.co.uk)

#### **Policy version**

This policy was determined by the Academy Trust on 27 March 2012. It will be reviewed annually.

## KINGSBRIDGE COMMUNITY COLLEGE

### Protocol for Admission of children with Exceptional Medical, Social or Educational Justification

#### For the 2013 Admissions Round

#### 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 three preferences of school they would like their child to attend, together with reasons why these schools are preferred on the Common Application Form (D-CAF3).

In a small number of cases, the preference will be because a parent feels there is 'exceptional medical, social or educational justification' for their child to attend a particular school.

The 'exceptional' nature of these cases denotes that they will be individual in circumstance, however, 'Exceptional Medical or Social Justification' could be defined by;

- A serious medical condition, which can be supported by medical evidence
- The death of a parent
- 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.

1.4 It is intended that the protocol will pre-empt some admission appeals where it is considered that 'Exceptional Need' can be demonstrated.

#### 2. Practice

2.1 Where a parent cites 'Exceptional Exceptional Medical, Social or Educational Justification, or where Kingsbridge feels the reasons given by a parent for preferring the school on their application form could be considered as such, the protocol will apply.

2.2 Where a parent feels the nature of the supporting evidence is of particular sensitivity, he or she may submit that evidence direct to Kingsbridge. The College will advise the LA that evidence has been received but not its content.

#### Admissions in the Normal Round

2.3 In all cases, for Secondary transfer the D-CAF3 must be submitted to the Local Authority and applications may be made online or using a hard copy application form. Applications can be returned either via the child's primary school (for hard copy forms) by or direct to the LA whichever application method is used. Applications must be submitted by **31 October 2012** to be considered to be on time.

2.4 D-CAF3s which indicate 'Exceptional Medical, Social or Educational Justification' will be brought to the College by the County Council's Admissions Officer.

2.5 The Academy Trust together, will review applications which may be considered to demonstrate 'Medical, Social or Educational Justification'.

2.6 If the Academy Trust feels that 'Exceptional Medical or Social Justification' has been demonstrated, the Local Authority will be advised that a place can be offered to the child at Kingsbridge Community College on **1 March 2013**.

2.7 Where the Academy Trust does not agree that the justification is exceptional, the application will be prioritised according to the College over-subscription criteria and a place will be offered by the Local Authority 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.

2.8 Where the Academy Trust does not agree that the justification is exceptional and a place at Kingsbridge Community College is refused on **1 March 2013**, the parent<sup>1</sup> will have the statutory right of appeal to the Independent Appeal Panel.

### **Admissions 'Out of Normal Round'**

2.9 In all cases, a Devon D-CAF may be submitted to the LA. If the appropriate Year Group has vacancies the application should not be refused.

2.10 D-CAFs for places at the College which indicate 'Exceptional Medical, Social or Educational Justification' will be brought to the attention of the Academy Trust.

2.11 The Academy Trust will review applications which may be considered to demonstrate 'Exceptional Medical, Social or Educational Justification'.

2.12 If the Academy Trust feel that 'Exceptional Medical, Social or Educational Justification' has been demonstrated, the Local Authority will be advised that a place can be offered to the child at Kingsbridge Community College.

2.13 Where the Academy Trust does not agree that the justification is exceptional, the application will be prioritised according to the College over-subscription criteria and a place will be offered by the Local Authority 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.

2.14 Where the Academy Trust does not agree that the justification is exceptional and a place at Kingsbridge Community College is refused, the parent will have the statutory right of appeal to the Independent Appeal Panel.

DETERMINED

**KINGSBRIDGE COMMUNITY COLLEGE**

**SUPPLEMENTARY INFORMATION FORM 2013-14**

**To be completed by the parent**

For Kingsbridge Community College, the Academy Trust is the admission authority and has responsibility for setting the admission policy.

Where there are more applications than there are places at the normal round of admissions into Year 7, the Academy Trust will prioritise applications where evidence can be provided that criterion 5 in the Admissions Policy has been met.

If you wish your child to be considered under this criterion please complete this form and return it to the College by the closing date of **31 October 2012**.

**You must also complete a Local Authority Common Application Form** (for Devon residents the D-CAF3).

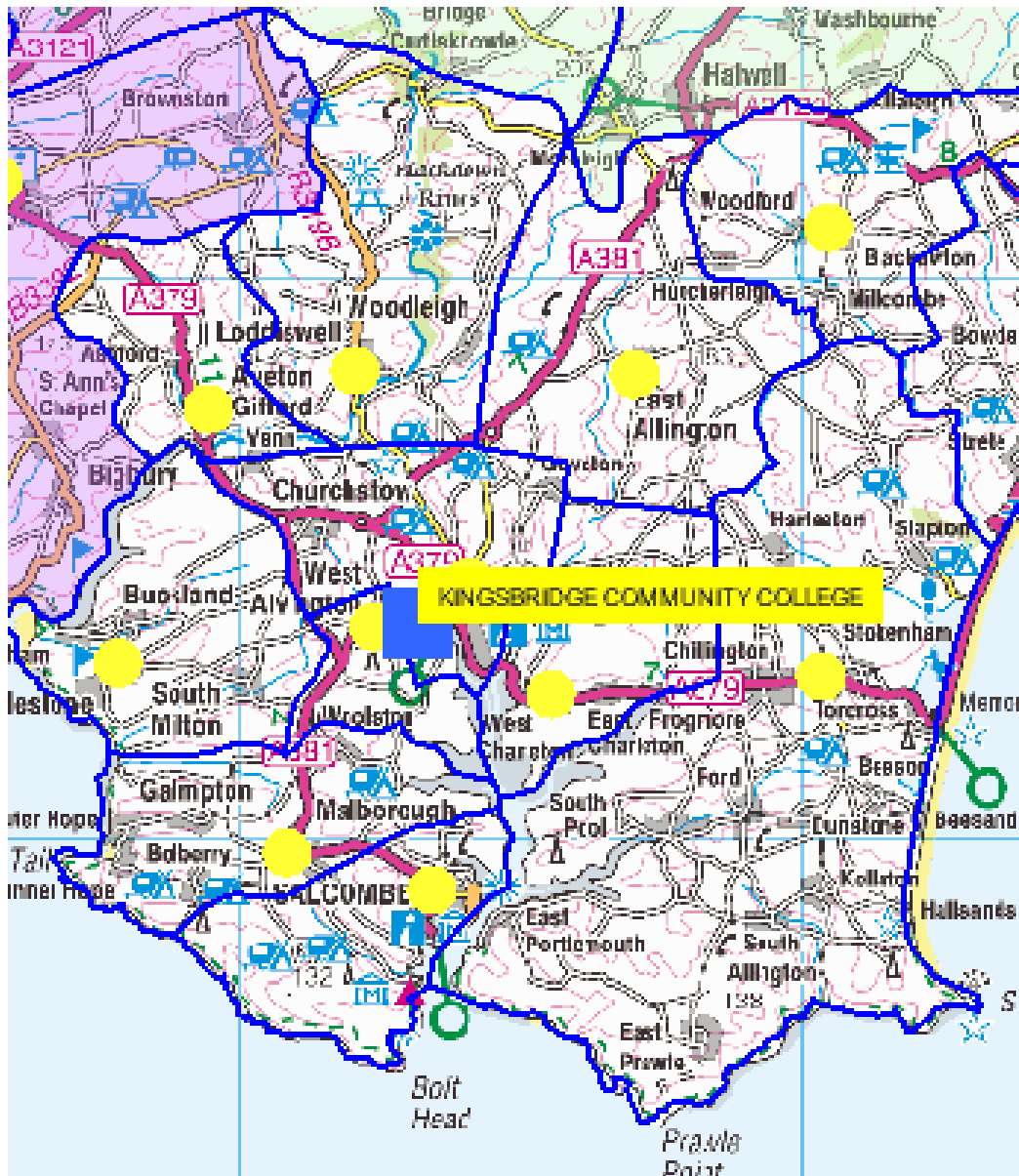
Where there are more applications than there are places for in-year applications, the Academy Trust will prioritise applications where evidence can be provided that criterion 4 has been met.

If you wish your child to be considered under this criterion please complete this form and return it to the College as soon as possible.

**You may also complete a Devon Common Application Form (D-CAF).**

Full Name of child:	
Date of birth:	
Criterion 5 for normal round or Criterion 4 for in-year admissions: Please name the member of staff employed by the College:	
Name:	Relation to child:
Signature:	Date:

College Designated Area Map



© Crown Copyright. All rights reserved. Devon County Council 100019783 2011