ADMISSIONS POLICY 2028-2029

STATUS: PROPOSED - FOR CONSULTATION

POLICY CONTACT:
Claire Plumb: Head Teacher / Rob Skeggs: Data Analytics and Reporting Director

AMENDMENTS AFTER DETERMINATION: n/a

OUR ETHOS

We ask parents and carers to respect our ethos and its importance to the school community. This does not affect the right to apply for a place here or how an application will be considered.

OUR VISION
Developing new generations of Engineers and Health Scientists who will transform the world we live in.

OUR MISSION
To present to the workforce resilient students who are competent, technically capable, and innovative contributors to a just and tolerant society.

OUR VALUES
- Commitment, resilience, and professionalism
- Honesty and integrity
- Politeness, courtesy, and punctuality
- Respect and tolerance of others
- An expectation of consequence for our actions

OVERALL APPROACH

South Devon UTC will follow the statutory school admissions and appeal codes. These proposals are based on the current code but will be reviewed in the light of any future changes in the law.

This policy covers:

- Year 10 Normal Round Admissions
- Year 12 Normal Round Admissions
- In-Year Admissions

Any applications for South Devon UTC should be made directly with the school, by using the online application forms available on the website – as of the 2028/2029 academic year, Devon County Council are not administering the admissions process for South Devon UTC and therefore after **1st September 2027**, their DCAF and online applications portal should **not** be used.

KEY INFORMATION

School name	South Devon University Technical College (UTC)
School address	Kingsteignton Road, Newton Abbot, Devon TQ12 2QA
School telephone number	01626 240201
School admissions email address	studentrecruitment@southdevonutc.org.uk
School administration email address	info@southdevonutc.org.uk
School DfE number	878-4017
School age range	14-18
Head Teacher	Claire Plumb
Admission authority	Education South West
Normal round intake	Year 10 and Year 12
Priority for children to another setting	No
Priority for children from another setting	No
Designated religious character	No
Priority according to faith	No
Admissions catchment area	No
Uniform	Students in Years 10 and 11 are expected to wear the college uniform. Students in Years 12 and 13 are not expected to wear uniform but are expected to wear suitable attire for an educational setting.

PUBLISHED ADMISSION NUMBERS (PANs)

In 2028/2029, South Devon UTC will admit 60 students into Year 10.

For Year 12, the PAN will be 25 places – the PAN is for external applicants only.
It is in addition to students moving on from Year 11 at this school.

There will be an automatic right of transfer to Year 12 from Year 11 for UTC students who meet the academic entry requirements.
Therefore, there will a minimum of 25 Year 12 places (PAN - Published Admission Number) available for new entrants to the UTC each year, more if not all Year 11 students transfer, up to the overall 115 place capacity.

Published Admission Numbers are split across the two specialist pathways that are offered at South Devon UTC. Details of the specialist pathways and their associated PANs can be found in the Year 10 and Year 12 sections that follow.

If there is demand above the PAN, we will reserve the right to increase the number of places offered for the pathway that is oversubscribed.
If both pathways are oversubscribed, we will use the over subscription criteria in the policy to determine allocation of places and waiting list places.
If one option is under subscribed, places can be allocated to the oversubscribed pathway.

CATCHMENT AREA

This school does not operate an admissions catchment area.
The school location and surrounding area can be viewed in more detail at devon.cc/schoolareamaps

For admissions purposes, distances are measured in a straight-line from the postcode for the school.

Distances for school transport purposes are measured by the shortest available route.

YEAR 10 ADMISSIONS

SPECIALIST PATHWAYS

All students for Year 10 admission will be expected to apply for one of the UTC's two specialist pathways:

- For Engineering there will be 30 places available.
- For Health Sciences there will be 30 places available.

If there are insufficient applicants for places in one specialist pathway, at our discretion, these can be added to the places available for the other specialist pathway up to the full Published Admission Number. If there is demand above the PAN, we will reserve the right to increase the number of places offered for the pathway that is oversubscribed.

If total student numbers fall below 15 in either specialist pathway, we will determine whether it is able to run for that academic year – where numbers are too low to make it viable, we will offer students a place on the other specialist pathway.

All students with an Education Health and Care Plan (EHCP) may be admitted when otherwise full if the Plan names this school at our discretion with agreement of the school SENDCo, following the 'consult' process with the 0-25 team at Devon CC.

OVER SUBSCRIPTION CRITERIA

For each Year 10 specialist pathway, if there are more applicants than places, then the following arrangements will apply:

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 including those who appear to the admission authority to have been in state care outside England and ceased to be in state care as a result of being adopted.

2. Priority will next be given to children who have an exceptional social or medical need which means they should attend this school rather than any other (or whose parents have such a need).
   The applicant must complete an Exceptional Needs Supplementary Information Form, supported by evidence from a medical specialist or social worker, explaining the need and why it necessitates the child's attendance at this school.

3. Priority will next be given to children who are siblings of pupils on roll at this school.

4. Priority will next be given to children who are eligible for the Pupil Premium or have been registered as eligible for the Pupil Premium at any time within the past 6 years.

5. Priority will next be given to children 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.

6. Priority will next be given to other children.

TIEBREAKER

To prioritise applications in the same oversubscription criterion:

a) Straight-line distance from home to school, as calculated by (Distance Between Full UK Postcodes)

b) Where distances are equal (within 2 metres) an electronic list randomiser will be used.
All processes of random allocation under these arrangements will be supervised by someone independent of the UTC.

Note:
Late applications, made after the closing date, are considered after all timely applications. All places may have been offered to timely applications.
Parents can make a case that they were unable to apply on time and if that is accepted the application will be considered as timely if possible.

As the admission authority, we are responsible for ranking all applications against our oversubscription criteria so that the LA can offer places under its co-ordinated admission scheme.

KEY DATES

When to apply, **normal round**	1 September 2027 to 31 October 2027 (late applications are accepted)
Decision communicated to parents	On or around 1st February 2028
When to submit an appeal	From 31 March 2028 or from 20 school days after the refusal
Deadline to appeal	19 April 2028 – later appeals accepted
Deadline to hear appeal	21 June 2028
When to apply, **in-year**	From 1 June 2028 for Year 11 From 1 September 2028 for Year 10
Decision communicated to parents	Within 15 school days of an application
When to submit an appeal	At any time after refusal
Deadline to submit appeal	There is no deadline
Deadline to hear appeal	Within 30 school days of the appeal submission

Places will be offered for admission at the beginning of the autumn term in **September 2028.**

MAKING AN APPLICATION

Applications will fit into Devon County Council's timetable for applications each year. Arrangements will include:

- Update of the school website by September each year containing information for applicants wishing to join the UTC the following September, including admissions arrangements and details of open evening and opportunities to visit the UTC.
  These details will also be made available for inclusion in the combined information published by all the local authorities covered by UTC admissions.

Normal Round Applications
Online application forms will be provided via the UTC website for return by **31 October** to the UTC and the information will be shared with Devon County Council.

In addition, you can get a hard copy from South Devon UTC, Kingsteignton Road, Newton Abbot TQ12 2QA or by telephoning 01626 240201.

Decisions on applications will be made during January and notified to parents, and applicants' home local authorities, on or around 1 February.

The application and notification dates may vary in conformance with any timetable variations to application processes made by Devon County Council.

Full information will be published each year on the UTC's website www.southdevoncollege.org.uk

Normal round offers are sent by the school, with Devon County Council being informed of the outcome.

In-Year Applications
An in-year admission is any time after the start of Year 10, into any year group.

Online application forms will be provided via the UTC website for return to the UTC and the information will be shared with Devon County Council.

In addition, you can get a hard copy from South Devon UTC, Kingsteignton Road, Newton Abbot TQ12 2QA or by telephoning 01626 240201.

YEAR 12 (POST-16) ADMISSIONS

For 2028/2029 Year 12, the Published Admissions Number (PAN) will be 25 places and these will be available for new applicants, external to South Devon UTC Year 11.

There will be an automatic right of transfer to Year 12 from Year 11 for UTC students who meet the academic entry requirements.

Places not filled by current UTC students wishing to continue into Year 12 may also be made available to new external applicants.

Therefore, there will a minimum of 25 Year 12 places (PAN - Published Admission Number) available for new entrants to the UTC each year, more if not all Year 11 students transfer.

YEAR 12 LEVEL 3 PROGRAMMES

Applicants for a Level 3 programme, whether transferring internally or applying from outside, will need to meet a minimum entry requirement of 5 GCSE passes at grade 4, including English and Maths (and Science for studying Health & Sports Sciences), for Level 3 courses.

There may be additional requirements to follow specific courses, details of which will be published in advance on the UTC website.

Entry requirements will continue to be reviewed as future changes to qualifications on offer occur.

YEAR 12 ENTRY REQUIREMENTS - EXCEPTIONS

Where equivalency can be demonstrated or where extenuating circumstances prevent the young person from attaining the grades required, the UTC can consider to waiver the academic criteria.

SPECIALIST PATHWAYS

All students for Year 12 admission will be expected to apply for one of the UTC's two specialist pathways.
Current Year 11 students will automatically be able to take up a place in their Key Stage 4 specialist pathway (if they achieve the necessary grades). For external applicants, the PAN of 25 is split into specialist pathways as follows:

- For Engineering there will be 5 places available
- For Health Sciences there will be 20 places available

If there are insufficient applicants for places in one specialist pathway these will be added to the places available for the other specialist pathway up to a maximum of the full Published Admission Number.

If total student numbers fall below 15 in either specialist pathway, we will determine whether it is able to run for that academic year – where numbers are too low to make it viable, we will either offer students a place on the other specialist pathway or assist them with locating a place at another provider.

KEY DATES

When to apply, **normal round**	1 September 2027 to 31 January 2028 (late applications are accepted)
Decision communicated to parents	On or around 6th March 2028 *Conditional on Exam Results*
When to submit an appeal	From 20 school days after the refusal
Deadline to appeal	31 March 2028 – later appeals accepted
Deadline to hear appeal	21 June 2028
When to apply, **in-year**	From 1 June 2028 for Year 13 From 1 September 2028 for Year 12
Decision communicated to parents	Within 15 school days of an application
When to submit an appeal	At any time after refusal
Deadline to submit appeal	There is no deadline
Deadline to hear appeal	Within 30 school days of the appeal submission

Places will be offered for admission at the beginning of the autumn term in **September 2028.**

All students with an Education Health and Care Plan naming the UTC and who meet the minimum entry requirements could be admitted, following consultation with the school SENDCo.

OVER SUBSCRIPTION CRITERIA

For each Year 12 specialist pathway, if there are more external applicants than places, then the following arrangements will apply:

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 including those who appear to the admission authority to have been in state care outside England and ceased to be in state care as a result of being adopted.

2. Priority will next be given to children who have an exceptional social or medical need which means they should attend this school rather than any other (or whose parents have such a need).
The applicant must complete an Exceptional Needs Supplementary Information Form, supported by evidence from a medical specialist or social worker, explaining the need and why it necessitates the child's attendance at this school.

3. Priority will next be given to children who are siblings of pupils on roll at this school.

4. Priority will next be given to children who are eligible for the Pupil Premium or have been registered as eligible for the Pupil Premium at any time within the past 6 years.

5. Priority will next be given to children 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.

6. Priority will next be given to other children.

TIEBREAKER

To prioritise applications in the same oversubscription criterion:

a) Straight-line distance from home to school, as calculated by (Distance Between Full UK Postcodes)

b) Where distances are equal (within 2 metres) an electronic list randomiser will be used.
All processes of random allocation under these arrangements will be supervised by someone independent of the UTC.

Note:

Late applications, made after the closing date, are considered after all timely applications. All places may have been offered to timely applications.
Parents can make a case that they were unable to apply on time and if that is accepted the application will be considered as timely if possible.

MAKING AN APPLICATION

The UTC's own Year 11 students who meet the entry requirements will be able to transfer to Year 12. The remaining 25 Year 12 places will be offered to external applicants.

Normal Round Application
Application should be made through an on-line application and for those who do not have you can get a hard copy South Devon UTC, Kingsteignton Road, Newton Abbot TQ12 2QA or by telephoning 01626 240201.

The closing date for Year 12 applications is 31 January.

Decisions on applications will be made during February and notified to students and parents on or around 6 March.

The application and notification dates may vary in conformance with any timetable variations to application processes made by Devon County Council. Full information will be published each year on the UTC's website www.southdevonutc.org.uk

In-Year Applications
An in-year admission is any time after the start of Year 12, into either Year 12 or 13.

Online application forms will be provided via the UTC website for return to the UTC.

In addition, you can get a hard copy from South Devon UTC, Kingsteignton Road, Newton Abbot TQ12 2QA or by telephoning 01626 240201.

ADDITIONAL KEY INFORMATION

APPEALS

Parents and (where a young person has reached their 16th birthday by the date when admission is required) students in their own right have the right of appeal against a decision to refuse admission to an Admissions Appeal Panel that is independent of the admission authority, multi-academy trust and of the LA. Information about the right of appeal and how to appeal will be provided with any refusal.

The decision of an Appeal Panel is binding.

There is no right to appeal to a particular year group. For example, if a parent would like a child of Year 13 age to be admitted to Year 12 but is offered a place in Year 13, there is no right of appeal.

A child who is successful at appeal must be admitted to the school.

WAITING LISTS

Where in any year the UTC receives more eligible applications than there are places available, a waiting list will be maintained by the UTC until the end of the academic. It will be open to any parent to ask for their child's name to be placed on the waiting list.

If and when places become available, they will be allocated to those on the waiting list in accordance with the oversubscription criteria. Waiting lists will be re-ordered in accordance with the oversubscription criteria whenever a place becomes available.

ADMISSIONS WHEN THE SCHOOL IS FULL

We will refuse admission if we believe the year group or class is full and that admitting another child would prejudice efficient education or the efficient use of resources.

However, the LA may approach the school to admit the child because he or she is vulnerable. This could be under Fair Access arrangements or for looked after children and previously looked after children.

The LA's Fair Access arrangements do not apply to sixth form admissions.

ADMISSION OUTSIDE OF A CHILD'S NORMAL AGE GROUP

Parents can request that their child is taught outside their normal or chronological age group. If this occurs after admission, the school will discuss the options and reach a decision on the appropriate year group in the pupil's best interests. Parents can request that admission to the school is outside the normal year group. This could be because:

- a child is learning at greater depth and parent wants an older year group or
- a child has experienced problems such as ill health and parent wants a younger year group or
- of parental preference for a summer-born child to start school in Reception in a younger year group.

The admission authority has two decisions to make:

1. which year group would be in the child's best interest.
2. whether there is a place that can be offered in that year group.

Parents should contact the school as soon as possible to discuss any admission outside a child's normal age group.

For normal round admission to a younger year group, parents are encouraged to apply for admission to the normal year group and to request agreement that a place would be made available in the younger year group, vacancies permitting. This enables admission authorities to reach a decision on year group before the National Offer Day.

Parents are encouraged to explain why they are requesting admission out of the normal year group and to provide as much supporting evidence as they wish to. The admission authority will decide, based on the circumstances of the case, and in the best interests of the child concerned, considering:

- the headteacher's views
- the parent's views,
- any information about the child's academic, social, and emotional development submitted by the parent or otherwise known,
- information about the child's medical history and the views of a relevant medical professional submitted by the parent or otherwise known,
- whether the child has previously been educated out of their normal age group,
- guidance from the Department for Education on the admission of summer-born children to Reception,
- whether the child may have fallen into a lower age group if it were not for being born prematurely.

If the request to be taught out of the normal age group is agreed, the application can be withdrawn by the parent before a place is offered. The parent will then make a fresh application for the younger year group in the next admissions round. If the request is refused, the parent decides whether to continue with an application for the normal year group. It may be that another school agrees to admission to the younger year group there.

Parents should consider the implications of a child being taught out of the normal age group. A school to which the child transfers is not obliged to teach outside the normal age group though it must take into consideration that the child has been taught outside of the normal age group.

DELAYED ADMISSION INTO RECEPTION: IMPACT ON NORMAL ROUND TRANSFER

Children can begin their education in school at the start of the September term after the fourth birthday and must by the start of the term after the fifth birthday, when the child reaches CSA – compulsory school age. It is the parent's decision whether the child starts after their fourth or fifth birthday.

Children whose birthday is between 1 April and 31 August are called summer born. For them, CSA is at the beginning of the September term of the next academic year. Their parents can delay admission until then. A child whose admission to Reception was delayed is likely to request that transfer to a secondary school be delayed. We would encourage a parent to contact the school before making an application for a place in the normal round intake into Year 10 to discuss their child's education.

The admission authority is mindful of the guidance given to schools regarding continuity for the child's education.

APPENDIX

RELEVANT POLICIES AND LEGISLATION

School Admissions Code 2021

School Admissions Appeals Code 2022

School Standards and Framework Act

The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012

The School Admissions (Infant Class Sizes) (England) Regulations 2012

The School Admissions (Appeal Arrangements) (England) Regulations 2012

The School Information (England) Regulations 2008

Devon's Step by Step and In-Year Guides to Admissions

Devon's Normal Round and In-Year Co-ordinated Admissions Schemes

Devon's In-Year Fair Access Protocol

Devon's Education Transport Policy

Devon's advice on applications from overseas
https://www.devon.gov.uk/educationandfamilies/schoolinformation/apply-for-a-school-place/admission-advice-international-arrivals

DETAILED DEFINITIONS FROM OVERSUBSCRIPTION CRITERIA

Looked After Children and Previously Looked After Children
Children who 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.

An **adoption order** is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders).

A **child arrangements order** is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014.

Section 14A of the Children Act 1989 defines a **special guardianship order** as an order appointing one or more individuals to be a child's special guardian (or special guardians).

Siblings

Sibling means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a stepbrother or sister or other child living in the same household as part of a single-family unit at the date of their application for a place. Siblings are those on roll in Year 10 to Year 11 or sixth form or with a formal offer of admission to those year groups.

Children of Staff Members

A child will be eligible if the member of staff is either the natural or adoptive parent or other person with parental responsibility or any person living in the same household and acting as the child's parent.

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 he or she works for more than 50% of their duties.

RESPONSIBILITY FOR DECISION MAKING

The admission authority for any school is responsible for all decisions.

Decision-making cannot be made solely by email or by a single individual.

The LA may assist with tasks such as ranking applications against the oversubscription criteria, and it will provide advice and support over matters including evidence of new addresses and whether the evidence submitted establishes an exceptional need to attend the school.

Our admission authority may meet virtually (for example by video or conference call). Admissions decisions may be made by a sub-committee or local governing board, consisting of at least three members. It will meet within five school days of receiving an in-year application and record its decisions and the reasons for them. This is to make sure that parents can be told what the decision is within fifteen school days. If the decision is to refuse admission, the LA may then consider under its Fair Access Protocol.

The school will notify the LA of numbers on roll in the school within two school days when requested to do so. This enables the LA to advise parents.

KEY CONTACT DETAILS

South Devon UTC:	01626 240201 https://southdevonutc.org.uk info@southdevonutc.org.uk
Education South West	01548 852641 www.educationsouthwest.org.uk
Devon Education Transport Team	0345 155 1019 devon.cc/schooltransport
Devon Virtual School	01392 384789 educate.virtualschool-mailbox@devon.gov.uk
Devon SEN Team	0345 155 1019 specialeducation@devon.gov.uk
Children's Education Advisory Service	RC-DCS-HQ-CEAS@mod.gov.uk
Office of the Schools Adjudicator	www.education.gov.uk/schoolsadjudicator

GLOSSARY OF KEY TERMS

Explanatory notes for Devon state-funded primary and secondary schools unless explicitly varied in a school policy. The oversubscription criteria for this school are detailed above.
Further information can be found on the LA website and in Devon's Step by Step and the In-Year Admissions Guides. The purpose is to give the reader an understanding of the admission process from Reception to Sixth Forms.

Admission Authority	This is the body with legal responsibility for the admissions policy and decisions in response to applications for admission. This includes proposing, consulting on, determining and publishing the policy. The admission authorities for different types of school are: Academy: the academy trust or multi-academy trust Community school: the LA Foundation school: the school's governing board Free school: the academy trust or multi-academy trust Studio school: the academy trust or multi-academy trust **University Technical College (UTC): academy trust or multi-academy trust** Voluntary Aided school (VA): the school's governing board Voluntary Controlled school (VC): the LA
Admission Number (AN)	The AN is the equivalent of the PAN after the intake year but should be seen as a guide rather than as a minimum. It is the number of places a school expects to be able to provide in the Year Group. It will often be the same as the PAN that was originally determined for that group of children when it first entered the school. It may be increased or decreased in response to changes in demand or in the school's accommodation or organisation. See also PAN.
Appeal	When an application is refused, this is because the school believes it would "prejudice the provision of efficient education or the efficient use of resources" (see the School Standards and Framework Act 1998). Any refusal will be in writing and inform the applicant of the: • reason for refusal • right to an appeal to be heard by an independent panel • right to a place on a waiting list for vacancies An appeals service is available for all Devon state-funded schools before the Devon Independent School Admissions Appeals Panel. Further information about the process is available from the Appeals Clerk. Appeal papers will either be sent with the refusal letter or can be requested from the LA.

Appeals Timetable	The deadline for submitting appeals allows appellants at least 20 school days to prepare and submit a written appeal. The appeal must then be heard within 40 school days for the normal round and within 30 days for in-year admissions. Normal round intake: Allocation date for Reception or junior school Year 3: **16 April 2028** Deadline for appeal forms to be submitted: **31 May 2028** Appeals will be heard within 40 school days, by: **23 July 2028** Where possible, appeals that are submitted after 31 May will be heard by 23 July. If that is not possible, they will be heard within 30 school days of the appeal form being submitted. Allocation date for Year 7 intake or studio school / UTC Year 10: **1 March 2028** Deadline for appeal forms to be submitted: **19 April 2028** Appeals will be heard within 40 school days, by: **21 June 2028** Where possible, appeals that are submitted after 19 April will be heard by 21 June. If that is not possible, they will be heard within 30 school days of the appeal form being submitted. The allocation and appeal dates for the Year 12 intake are set by each sixth form. At South Devon UTC: Allocation date for Year 12: by **28 February 2028** Deadline for appeal forms to be submitted: **31 March 2028** Appeals will be heard within 40 school days, by: **14 June 2028** Where possible, appeals that are submitted after 31 March will be heard by 15 June. If that is not possible, they will be heard within 30 school days of the appeal form being submitted. Sixth form appeals in response to a candidate not meeting academic criteria when the external exam results are published in August, within 30 school days: by **15 October 2028.**
Application	For normal round admissions, applications are considered to have been made on the National Closing Date (15 January for all-through, infant, junior and primary schools, and 31 October for all-through, secondary, studio schools and UTCs) or the date when the application was submitted or amended if later. In-year applications are considered to have been made on the date they are received or amended, including any supporting evidence that is required – for example, a new address or evidence of a Child's in Care status or a Supplementary Information Form will amend the date on which the application is considered to have been made. It is an applicant'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 the school roll, or the home address changes.
Catchment Area	Many schools operate an admissions catchment area. This is the geographical area that the school is primarily intended to serve. There is a higher admissions priority for children who live in it. Living outside a catchment or priority area does not prevent a child from being admitted to the school where there are vacancies. Children living in a residential property split by a catchment boundary line will be considered to be living within the catchment area. The boundary line will then be reviewed for future applicants. Eligibility for catchment priority where this is part of a school's arrangements is not a guarantee of admission. Oversubscription criteria for this school are detailed above.

Children adopted from state care outside England	These children have the same admissions priority as Children in Care. Evidence of having been in state care before adoption will be required. Guidance on what constitutes state care in any country will be available from the Headteacher of the Devon Virtual School.
Children formerly in Care (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. All admissions policies must give priority to Looked After and Previously Looked After Children and those adopted from state care outside of England. Eligibility for looked after or formerly looked after priority is not a guarantee of admission although there is a presumption in favour of admission. Oversubscription criteria for this school are detailed above.
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. This is sometimes called the normal age group.
Common Application Form	This is the name of the application form provided by the LA for any normal round admissions application. The form provided by the LA where the child lives must be used, regardless of where the school is. Children who live outside England when the application is made should apply to the LA where the school is located. Most applications in Devon are submitted online. There are also paper versions of Devon's common application forms: • D-CAF in-year admissions after the normal round, from Key Stage 1 to 4 at any Devon state-funded school. • D-CAF1 normal round applications to Key Stage 1. • D-CAF2 normal round applications to Key Stage 2. • D-CAF3 normal round applications to Key Stage 3. • D-CAF4 normal round applications to Key Stage 4. • D-CAF5 normal round or in-year applications to Key Stage 5. The D-CAF and D-CAFs1 to 4 allow up to three preferences. To be returned to the LA. D-CAF5 allows a single preference. To be returned directly to the sixth form.
Compulsory School Age (CSA)	Children reach compulsory school age and must be in full-time education 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. Education can be in school or in Elective Home Education.

	Children are no longer of CSA when they reach the School Leaving Age (SLA); the last Friday in the June of the academic year during which a child has their 16th birthday.
Deferred admission	Parents can choose to defer their child's admission to a Reception class from the September after the fourth birthday to the start of the term after the fifth birthday. This will be the spring or summer term within the same academic year. Deferred admission children remain in their normal year group. The offer for a place will be held open for the child where a parent has informed the school; that place will not be offered to another child.
Delayed admission	Parents of summer-born children can request that their child's admission to Reception class is delayed from the September after the **fourth** birthday to the September after the **fifth** birthday – the point at which they are required to be in suitable education. The decision rests with the admissions authority for a school and must be made in the best interests of the child. Where it is agreed, the parent must also make an application for admission in the appropriate normal round alongside all other applicants. As delayed admission children are then out of their normal year group, parents should contact schools in good time before transfers to make a similar request to be admitted to the next school out of the normal year group. This will be for in-year transfers or normal round admission to junior schools, secondary school or otherwise. The admission authorities for other schools must consider the child's school history but they are not bound by the decision to agree delayed admission previously taken. Delayed admission should not be confused with deferred admission which involves putting off admission to the Reception class within the same academic year. Deferred admission children remain in their normal year group. Guidance on delayed admission is available from the LA at www.devon.gov.uk/admissions
Distance measurement	Measurements for school admissions purposes are straight-line from the home postcode for the child applying to join the school, to the postcode of the school. These are entered onto the following mapping tool: Distance Between Full UK Postcodes Other mapping systems are not used for these purposes.
Documentary evidence	The admission authority – or the LA on its behalf – may request evidence of a child's address or that the person who made an application for admission was legally permitted to do so. Once a place has been offered to a child, a school 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.

Education, Health and Care Plans	An Education, Health and Care Plan is a formal document issued by the LA describing a child's additional needs and how they will be provided for in a school. Any child whose EHCP 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 the school has reached its PAN or other AN for the Year Group. Before a Plan is issued or amended the LA will consult with schools and ask whether it considers it could meet the child's needs, as set out in the Plan.
Education 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 is provided by Devon County Council for Devon-resident children who: • attend the catchment school recognised by the LA for transport purposes; • attend the closest school available; • (Children in Care only) the closest available Good or Outstanding school, as rated by Ofsted. The home address must be further than a minimum walking distance according to the child's age: 2 miles for children at a primary, infant, or junior school and 3 miles for children at a secondary school. See Devon's Education Transport Policy for exceptions to catchment school eligibility. • (low-income households) one of the three closest secondary schools if between 2 and 6 miles from home; • (low-income households) the closest faith secondary school if between 2 and 15 miles from home. Children who do not live in Devon should apply to their LA for transport support. A school's admissions straight-line measurement policy does not apply to LA school transport decisions. It is possible that a school is the closest available 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 the offer of a place at any school.**
Emergency arrangements	If a local, regional, or national public health lockdown is imposed, school admission and appeals arrangements may operate to amended timescales or under emergency regulations. Wherever possible, admission applications will continue to be processed under the terms of the co-ordinated admissions schemes so that parents are not disadvantaged. Places will be held open until it is practical and safe for children to attend on site. Remote learning will be made available as for existing pupils although we recognise that in some circumstances, a parent may feel it is expedient to take up remote learning from the current school on a temporary basis. Provision may be available for vulnerable and key worker children on site or at an alternative setting, according to circumstances at that time.

Equally ranked preference scheme	When making an application, parents can express a preference for one, two or three schools. There may be more applications available in other LA areas. Preferences should be named in the order the parent would most 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 or a catchment school. Schools are not informed by the LA whether an application is a first, second or third preference.
Exceptional Need to attend this school	A school can prioritise admission for a child where there is an exceptional need to attend that school and not another school. Priority can only be agreed where it is the first preference school. Eligibility for this priority where it forms part of a school's arrangements is not a guarantee of admission. Oversubscription criteria for this school are detailed above.
Extended schooling	Further information on services beyond the normal school day is available from the school office or website.
Fair Access Protocol or In-Year Fair Access Protocol	All LAs are legally required to operate an In-Year Fair Access Protocol across their area and all state-funded schools must take part in an agreed Protocol. This ensures that children who are vulnerable and 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 to a school even though it is full and other children have been refused admission. It is possible for a child to be refused admission but be allocated a place under the In-Year Fair Access Protocol, including when there are children on a waiting list.
Faith oversubscription criteria	Schools with a recognised religious character may give additional priority for admission where faith criteria are met by an applicant. Eligibility for faith priority where it forms part of a school's arrangements is not a guarantee of admission. Oversubscription criteria for this school are detailed above.
Fees and charges	There is no charge for applying for admission, for admission itself, or for the provision of education at a state-funded school. Schools 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.
General Data Protection Regulation	Information about an admissions application will be shared with relevant LAs and with another school when a place has been offered.

	Where one parent seeks information about an application or to locate a child, the priority will be to safeguard the child and immediate family. Unless it is established that the other parent may not lawfully receive information about the child, the following information will be shared: • the preferences expressed, • the date of the application, • name of the applicant and • the outcomes of those preferences. Details about the reasons for an application will not be shared with the other parent without the agreement of the applicant or other lawful reason to share the information.
Home Address	Places are offered based on where the child will attend school, not necessarily where they live when the application is made. If a school has vacancies, then it doesn't matter whether the home address is in a catchment area or relatively close to the school. 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 or for one week in turn, the home address is determined by a joint declaration from the parents which may set out the pattern of residence. The address used will be the address from which the child attends school on most mornings in a normal school week. If no declaration is received and there is no relevant Court Order, the home address will be the address at which the child is registered with a GP. If this is in dispute or the child is not registered with a GP, any other evidence provided by parents will be considered in reaching a decision on the home address for admissions purposes. This may be necessary 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 for admissions purposes. Where a school asks for evidence of the address from which a child will attend school, this would often be written confirmation of a house purchase or a formal tenancy agreement. Schools and the LA recognise that some families may be unable to provide this. Parents who can't provide this evidence should contact the school or the LA. There is no intention to disadvantage families where there is a genuine reason why evidence cannot be provided.
Home-School Agreement	Admission to school is not conditional on signing a home-school agreement where one is used by a school. Some schools ask parents to sign a Home-School Agreement after children have been offered a place as a positive way of promoting greater involvement in a child's education.
In-Year admission	This is where a child joins the school at any time after the normal round, the first opportunity for admission to the school.
Linked School	A school which works with another to develop curriculum links and to ease transition for pupils from infant school to junior school and from primary school to secondary school. Sometimes called a feeder school. Eligibility for linked or feeder school priority where it forms part of a school's arrangements is not a guarantee of admission. Oversubscription criteria for this school are detailed above.

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 LA.
Member of staff	Many schools give admissions priority to the children of members of staff. This will be any salaried person employed at the school when the application is made. All members of staff are an important part of the school community: teaching and non-teaching. 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 he or she works for more than 50% of their duties. Where a parent is no longer a member of staff, priority on that basis will cease. Eligibility for children of staff priority where it forms part of a school's arrangements is not a guarantee of admission. Oversubscription criteria for this school are detailed above.
Multiple birth siblings	Random allocation will not be applied to multiple birth siblings (twins and triplets etc.) tied for the final place. Where one or more can be admitted within the PAN or AN, we will admit them all and exceed the PAN if necessary. In primary and infant schools, a multiple birth sibling admitted as the 31st, 32nd or 33rd child in a class would be a permitted exception to Infant Class Size legislation.
Nodal points	A nodal point is a geographical location, used when a school is oversubscribed to measure distance to an applicant's home. This can ensure the school serves pupils closest to it but also those living in other areas, for example areas that have more limited access to school places or where a straight-line measurement does not fairly represent proximity to the school. Nodal points are sometimes known as Admissions Points or Centroid Points. The term nodal point may also describe a specific location on school premises for distance measurement purposes.
Normal Round Admissions	This is where a child joins the school at the first opportunity for admission to the Year Group - even if the start is deferred until later in the school year at a primary or infant school.
Nurseries and preschools	Some primary and infant schools give admissions priority for children at a named schoolrun nursery. They will work with any local Early Years providers to make the transition into Reception as smooth as possible. All parents must apply for admission to Reception, regardless of where their Early Years provision has been. Priority may be limited to children who are eligible for Pupil Premium funding or more widely available: on the basis that more than half of the available Early Years Entitlement is taken up at that nursery. There must be no admissions priority linked to paid-for sessions at nursery. Eligibility for nursery priority where it forms part of a school's arrangements is not a guarantee of admission. Oversubscription criteria for this school are detailed above.

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 2028.**
Offers	When a place is offered by the school, it is assumed the offer will be accepted unless the parent advises otherwise. Schools will contact parents after the LA offer to make admission arrangements if a parent doesn't confirm the place is required within 10 school days of the offer, the school will try to contact the parent again. If there is no response within 5 school days of that attempted contact, the offer may be withdrawn. It is important that when places are offered or refused it is done fairly and consistently. Where the school has reason to believe that false or deliberately misleading information has been provided, the decision to offer will be reconsidered using correct information. The offer may then be withdrawn if it would not have been made with the correct information, even if this is after admission. Places are offered based on the address from which the child will attend school. Accurate information is particularly relevant for addresses. A school may ask for evidence of a child's home address as part of the decision-making process. If a parent believes that the child's address will change before admission, the school must be informed. The parent may be required to provide evidence of a new address where this would give a higher priority for admission. Places will only be withdrawn if: • they were offered in error, • the parent has not responded to an offer within a reasonable time, or • the offer was obtained through a fraudulent or intentionally misleading information without which the application would have been refused. Offers for in-year admission are to be taken up as soon as possible. Places can be held open pending a house move, up to the date when a parent applied for admission. The child must start within 2 school weeks of the offer date, unless otherwise agreed by the school.
Overseas children	All applications, including those submitted from outside the country, will be processed without regard for nationality or immigration status. Foreign nationals who wish to apply for a state-funded school place should check that they have a right of abode or that the conditions of their immigration status permit them to access a state-funded school. Advice for parents of foreign nationals and children overseas is available from the LA.
PAN or Published Admission Number	The PAN is set by considering the physical capacity of the school, the level of demand expected from local children living in a school's catchment area and sensible, lawful school organisation. Applications will not be refused below the PAN at the normal round. If there is unexpectedly high demand and the school believes it could admit more children, the PAN will be increased. A school may admit children above-PAN where their circumstances suggest their need to be admitted outweighs prejudice to efficient education at the school.

Parent (or carer or guardian)	For school admission purposes, 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. A school 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 child should attend. Decisions in response to an admissions application will consider imminent court hearings that may have an impact on parental responsibility and living arrangements. The school will become involved in parental disputes.
Prejudice to efficient education	It is lawful to refuse admission where taking another child would cause a "prejudice to efficient education or the efficient use of resources". This is the point when we say the year group or the class is full. In most cases, prejudice would occur when the admission number for has been reached but it may also be when a class of mixed year groups is full. Where year groups are mixed in a single class, the PAN or AN for one year group may have been reached but, if there are vacancies in the class, a place may be offered. In reaching these decisions, the admission authority will consider the impact on class sizes in future years, assuming that all current pupils will still be on roll and that the next intakes will reach the determined PAN. This is called future prejudice (see Admissions Appeals Code 3.10).
Pupil Premium	Schools can give admissions priority where a child is eligible for Pupil Premium funding if included in the school's oversubscription criteria. Children are eligible for Pupil Premium funding: • who are eligible for free school meals, or have been eligible in the past 6 years (including eligible children of families with no recourse to public funds), • who have been adopted from care or have left care, • who are looked after by the LA, • who have a parent serving in HM Forces, • who have a parent who has retired on a pension from the Ministry of Defence. Eligibility for Pupil Premium priority where it forms part of a school's arrangements is not a guarantee of admission. Oversubscription criteria for this school are detailed above.
Service families	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. Measurements for prioritisation purposes will be from the residential property or the centre of the front gate of the unit address if necessary. This requires written confirmation from the relevant government department: The Ministry of Defence, the Foreign and Commonwealth Office or Government Communications Headquarters. Schools will consider in-year admissions for families of UK service personnel posted to a new area and of crown servants returning to the country without reference to the 8-school week limit for other applications. Evidence will be required to confirm the posting. There is no additional admissions priority for children of 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 stepbrother or sister or other child living in the same household as part of a single-family unit at the date of their application for a place. A sibling who has been offered a place will be considered as if he or she were on roll for the purposes of oversubscription priority where a child seeks admission. Children must be on roll in year groups Reception to Year 11 or in a school's sixth form or post-16 setting to be eligible as siblings for admissions purposes. Sibling priority cannot be given for children who attend a school nursery. Eligibility for sibling priority (if this is part of the school's arrangements) is not a guarantee of admission. Oversubscription criteria for this school are detailed above.
Supplementary Information Form or SIF	This is 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. SIFs need only be completed to provide information related to a specific oversubscription criterion, not by applicants who aren't seeking priority according to those criteria. An application form must also be completed in all cases. The SIF for South Devon UTC forms part of the online application portal, and can be completed at the same time as the admissions form.
Tie breaker	To distinguish between children in an oversubscription criterion, priority will be determined based on distance between home and school. This is measured in a straight line from the postcode marker for a child's address to the postcode of the main school. Where new-build properties are not yet displayed on the map, an estimate of the property location will be made using all available information. This will be updated when possible. 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. If the tiebreaker above is not enough to distinguish between applicants in an oversubscription criterion, there will be a random ballot. This will be undertaken by a person independent of the school, such as an elected Member of the LA, by the operation of an electronic list randomiser. This will be used where it is necessary to distinguish between two or more addresses within 2 metres of each other. Random allocation will not be applied to multiple birth siblings (twins and triplets etc.) from the same family tied for the final place. Schools will admit them all.
Twins and other multiple birth siblings	This school is aware of the advice issued by The Twins Trust with regard to multiple birth siblings being placed in classes within school: that the views of parents are taken into account when deciding whether they will be placed in the same or separate classes (where admission could be into more than one class).

Uniform	Children attending many schools are expected to wear a uniform. Where this is the case, information about where this can be purchased and support for families who may be unable to afford items of uniform will be available from the school office and website.
Waiting Lists	Schools will operate a waiting list for each year group until the end of the academic year. This will be maintained by the school. Waiting lists will only contain the names of children who have formally applied and been refused admission. Children's positions on the waiting list will be determined solely in accordance with a school's oversubscription criteria. The length of time on a waiting list does not affect a child's position. However, positions will be reordered whenever anyone is added to or leaves the waiting list. Therefore, a child's name can go up or down on the list. When asked to do so, parents must confirm if they wish their child to remain on the waiting list and must reapply at the end of the academic year. This is to ensure the list is kept up to date. When a place is offered to a child on the waiting list, the offer will not be held open to allow time for the family to visit or revisit the school. Waiting list offers must be accepted or declined by the end of the next school day. This is to ensure that the vacancy can be filled promptly by any other children already on the waiting list.