Clyst Heath Nursery and Community Primary School

Admission arrangements for 2028-29

Introductory statement

Clyst Heath has a strong inclusive learning ethos where we live out our school values in a happy and confident way. The school motto 'Aim High, Achieve the Best' is well known by our children and frequently demonstrated in day to day life and activity of the school. We believe that education at Clyst Heath is an experience that all children should enjoy to the full and our curriculum offer is broad and balanced in order that this is upheld. Clyst Heath is part of the Cornerstone Academy Trust, a multi-academy trust that provides 21st century education across seven schools in Devon as well as professional teacher training through the Cornerstone Teaching School. The Trust also runs an English Hub, a Science Partnership and is an EdTech Demonstrator.

Admission number

The school has a published admission number (PAN) of **45** for entry in Reception.

The school will accordingly admit this number of pupils if there are sufficient applications. Where fewer applicants than the PAN for the relevant year group are received, no child will be refused admission.

Oversubscription criteria

When the school is oversubscribed, after the admission of pupils with an Education, Health and Care Plan naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. **Looked after children[1] 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] 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 based on their exceptional medical or social needs or those of their parents.** By completing an Exceptional Needs Supplementary Information Form, each application must include evidence, from a medical specialist or social worker of the child's/parent's need and why they must attend this school rather than any other, based on those needs. If evidence is not submitted to the school or to the LA with the application, a child's or parent's medical or social needs cannot be considered.[3]

[1] 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.

[2] 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).

[3] Each application must be accompanied by a completed Supplementary Information Form for Exceptional Need which will include evidence, from a medical specialist or social worker of the child's/parent's need and why they must attend this school rather than any other, based on those needs. If evidence is not submitted to the [school or the Local Authority] with the application, a child's or parent's medical or social needs cannot be considered.

3. **Priority will next be given to the children of staff[1] who have been employed at the school[2] for at least two years or recruited to fill a skill-shortage area.**
4. **Priority will next be given to the siblings of pupils attending the school at the time the application is made.[3]**
5. **Priority will next be given to children living in our catchment area when the application is made.**
6. **Other children.**

Tie-break

If in categories 2-6 above a tie-break is necessary to determine which child is admitted, the child living closest to the school will be given priority for admission. Distance is measured from the child's home to the front gates of the school in a straight line.[4]

Random allocation undertaken by the local authority or another body unconnected with the Academy Trust will be used as a tie-break in categories 2-6 above to decide who has highest priority for admission if the distance between a child's home and the school is equidistant in any two or more cases.

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, as permitted by the infant class size rules and exceed our PAN.

Submitting applications

Applications for a place in the Reception intake must be made on the local authority common application form and submitted to the local authority by 15 January 2028.

Applications can be submitted for in-year admission to Reception from the first day of term in Reception and they can be submitted from the summer half term of the preceding academic year for admission to any other year group. They will be considered according to the timescale set out in the LA's in-year admission scheme.~~For in-year admissions, after the start of Reception, applications can be submitted at any time on Devon County Council's in-year common application form.~~

Late applications

All applications received by the LA after the deadline of 15 January 2028 will be considered to be late applications unless the parent can demonstrate that he or she was unable to apply by the deadline. This may be because of illness or a house move for example. Late applications will be considered after those received on time. If, following consideration of all applicants the school is oversubscribed, parents may request that their child is placed on the school's waiting list.

Deferred entry for infants

Parents offered a place in Reception for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.

Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on 31 August, 31 December or 31 March).

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[1] 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.
[2] 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.
[3] This means any time from the date an application is made until it is processed.
[4] This is measured in a straight line from the GPS points for the residential dwelling to the main entrance to the school grounds on Devon County Council's Geographical Information System (GIS): the northernmost entrance on the B3181.

Admission of children outside their normal age group

Parents may request that their child is admitted outside their normal age group. To do so parents should include a request with their application, specifying why admission out of normal year group is being requested.

When such a request is made, the academy trust will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the head teacher and any supporting evidence provided by the parent.

We ask parents to tell us in writing with as much supporting evidence as they wish to provide why they are requesting admission outside the normal age group for a child. The academy trust will consider this evidence and reach a decision in the child's best interests. We will take into account:

- the views of the school's headteacher who would decide which year group in which to teach the child, and
- the parent's views,
- information about the child's academic, social and emotional development submitted by the parent;
- the child's medical history and the views of a medical professional, where relevant and if submitted by the parent;
- whether the child has previously been educated out of their normal age group;
- whether the child may have fallen into a lower age group if it were not for being born prematurely;
- guidance from the Department for Education on the admission of summer-born children to Reception;
- any other relevant matter raised by the parent.

The academy trust will reach a decision on which Year Group it believes is appropriate for the child. It will then reach a decision on whether a place can be offered as it would for any application in that Year Group.

Admission of summer-born children[1] to Reception

Parents of summer-born children can request that admission to Reception is delayed to the following academic year as the start of the next September term will be when the child reaches compulsory school age. We invite parents to visit the school so that we can explain the provision that is on offer to children in our Reception class, how it is tailored to meet the needs of the youngest children and how their needs will be met as they move through the school. This is an opportunity to discuss any concerns parents have about the child's readiness for school. Children in Reception and in an Early Years setting all receive the Early Years Foundation Stage curriculum.

As with any request for admission outside a child's normal age group, the academy trust will have two decisions to make:

- Which age group the child should be admitted to in this school; and
- Whether a place is available in that age group

It can be difficult to reach a decision about the appropriate age group for a child more than a year in advance of admission as it will not be easy to assess how the child will develop in that time. Therefore, it will be helpful for parents to provide as much information on the child as possible, particularly with any relevant professional social or medical evidence.

The process for this school within the Devon County Council area is that the parent will make an application for the child's normal age group at the usual time and also make a request for delayed admission at the same time. This will enable the academy trust to reach a decision on age group before the national offer day. If the request is agreed, the application can be withdrawn by the parent before a place is offered and the parent will then make a fresh application in the next normal admissions round. If the request is refused, it is for the parent to decide whether to continue with an application for the normal age group OR to withdraw from that process and make an in year application for admission to Year One for the following September. It may be that the admissions authority for another school agrees to delayed admission there, in which case the parent may pursue that option.

[1] Summer-born children are those born between 1 April and 31 August, inclusive.

In reaching a decision, the academy trust will consider the circumstances of the case as it would with any request for admission outside the normal age group. Its decision will be made in the best interests of the child and will be set out in writing for the parent. We recognise, along with the Department for Education, that requests for delayed admission to Reception differ from other requests for admission outside the normal age group as it is only in these circumstances that a child is being admitted to school for the first time. Delayed admission is not an opportunity for a child to retake the Reception year or to have an additional opportunity to seek admission to this school.[1]

There is no right of appeal to an independent admission appeal panel if a parent is offered a place but it is not in the year group they would like. They may make a complaint through the school's complaints procedure if they are unhappy with a decision.

Waiting lists

The school will operate a waiting list. Where the school receives more applications for places than there are places available, a waiting list will operate until the end of the end of the academic year. This will be maintained by the Devon School Admissions Team on behalf of the academy trust. Any child refused admission will be placed on the waiting list.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list. A new application is required for each academic year.

Appeals

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code. Appellants should contact the head teacher by 20 school days after the date of notification that their application was unsuccessful for information on how to appeal. Information on the timetable for the appeals process is on our website at www.tcat.education/admissions.

In-Year Applications

Not all children join us at the beginning of the Reception year. Some will join us after the normal admission point. These are called 'in-year' admissions. To apply in-year, parents should complete a DCAF application from Devon County Council wither at www.devon.gov.uk/admissionsonline or by calling My Devon on 0345 155 1019.

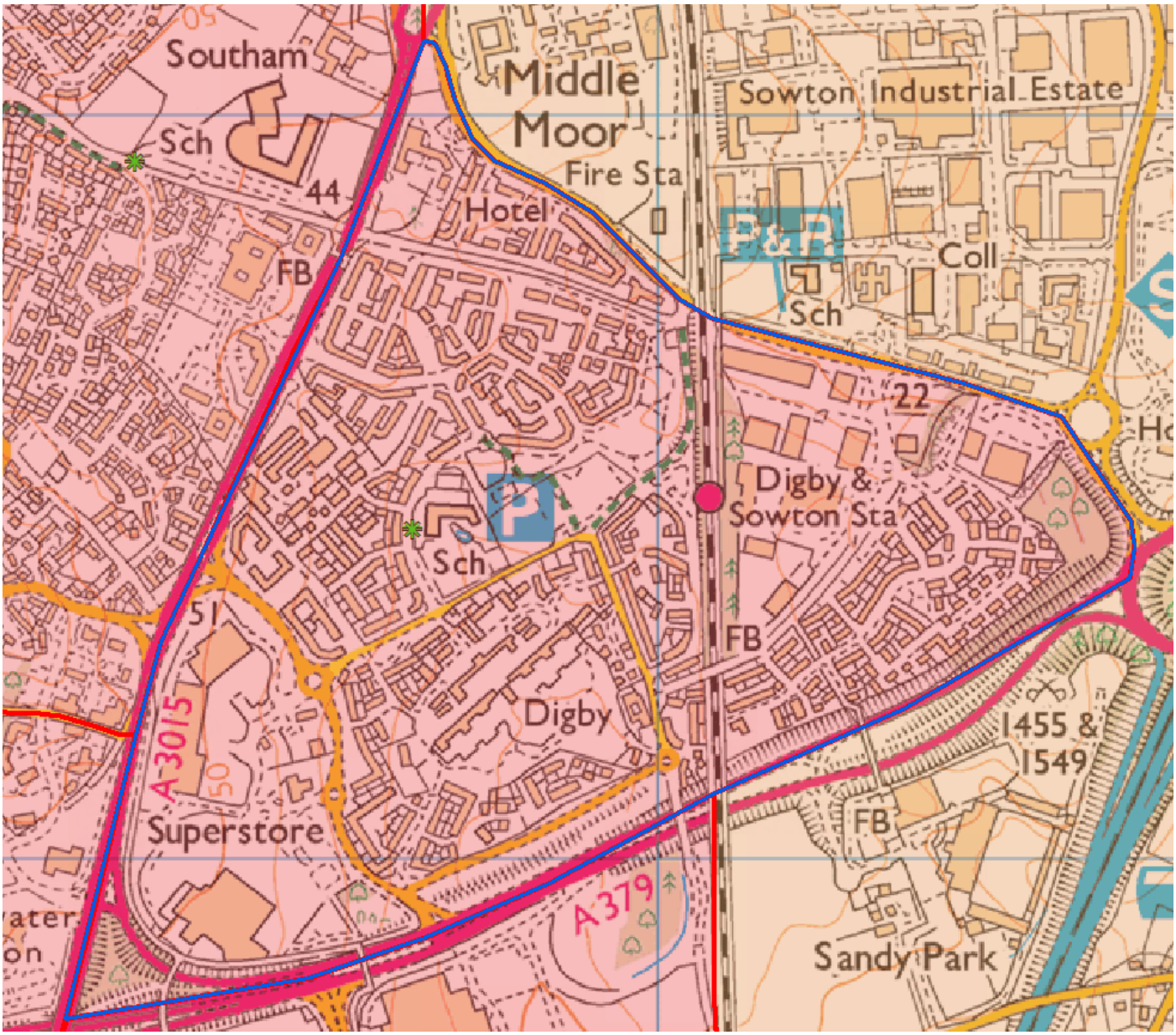
Notes:

The catchment area can be viewed in more detail at devon.cc/schoolareamaps. For admissions purposes, we measure straight-line distances from the green star marker for the school. We welcome admissions applications for children living inside and outside our catchment area.

[1] Requests for delayed admission will not be considered where a child has attended in any school Reception class for more than a half-term. This allows for parents who are unsure about a child's readiness to try Reception without prejudicing the option for delayed admission. The child would be removed from school by the parent in these cases.

Catchment area:

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



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Home address:
The home address is where a child normally lives. Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school. 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. If the residence is not split equally between both parents then the address used will be the address where the child spends the majority of the school week.

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.

Medical and Social Need:
'Social need' does not include a parent's wish that a child attends the school because of a child's aptitude or ability or because their friends attend the school. 'Medical need' does not include mild medical conditions which can be managed or supported at other schools. Applicants must complete the Supplementary Information Form below.

Contact
Head of School
Clyst Heath Nursery and Community Primary School
Royal Crescent, Clyst Heath, Exeter, Devon EX2 7QT

01392 361415
admin@clystheath.devon.sch.uk
www.clystheath.devon.sch.uk

Amendment to this Policy after Determination:

Clyst Heath Nursery and Community Primary School

Exceptional Social or Medical Need for Admission

Supplementary Information Form 2028-29

To be completed only where you are seeking priority on the grounds of exceptional need.

Normal Round admissions: complete the yellow sections and return by **15 January 2028** to be considered as timely or as soon as possible for new arrivals to the area or others unable to apply by 15 January.
You must also complete a LA Common Application Form[1]
(eg, for Devon County Council area residents, at www.devon.gov.uk/admissionsonline)

In-year admissions: complete the yellow sections and return this form as soon as possible.
You must also complete a Devon Common Application Form at www.devon.gov.uk/admissionsonline

Please read the school admissions policy, including glossary, before completing this form. This is published on the school website and at http://devon.cc/schoolpolicy**.**

We give higher priority for children where there is an exceptional need to attend this school and not another school. The exceptional need could be for the child or parent.

A child may have very challenging circumstances that require additional support but if that support could also be provided at another school, there would be no exceptional need to attend this school.

We may ask you for further information or seek our own advice to establish whether this is the only school that could meet your child's needs.

If we accept that your child would experience a significant detriment by not being able to attend this school, we will agree that there is an exceptional need to attend this school and your application will be prioritised. However, this does not guarantee that a place will be available.

Where we don't accept that the need is exceptional, your application will be prioritised according to our other oversubscription criteria.

Please note that we wouldn't expect the following circumstances to be exceptional:

- your child may be separated from a friendship group if they went to another school;
- a wish to avoid another child from the current or previous setting;
- child-care arrangements before or after school;
- transport arrangements to or from school;
- a medical condition such as asthma that doesn't require specialised treatment;
- an interest or ability in a particular subject or activity

[1] If you are completing a common application form from another LA without a tick box for exceptional need, you should put a note in the reasons for your preference to say you are requesting exceptional need priority and will provide the required supporting evidence using this Supplementary Information Form.

Full name of child	
Date of birth	

Tick the box below if you believe there is an exceptional social or medical need to attend this school.

☐	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. Your application must be supported by evidence, for example from a medical specialist or social worker, of the need and why it means the child needs to attend this school.
Is supporting evidence attached?	**Yes / No**
What is the supporting evidence?	

You must also complete a LA Common Application Form eg www.devon.gov.uk/admissionsonline

Your name		**Date**	
Please sign here			

This form should be returned to the school or
to admissions@devon.gov.uk (in year admissions) or transferadmissions@devon.gov.uk (normal round admissions)
or by post to: **Devon School Admissions Team, Room 248, County Hall, Exeter EX2 4QG**

Privacy and Data Protection:
Your personal data may be used by the School and Devon County Council for the purposes of an application for admission to school. We undertake to ensure your personal data will only be used in accordance with our privacy notice which can be accessed at https://new.devon.gov.uk/privacy/privacy-notices/ It may be shared with others in relation to the school admission process. Please confirm that you give your consent to the School and LA using your personal data as outlined in our privacy notices, by signing below. You have the right to withdraw your consent at any time. Should you wish to withdraw consent, please contact the Admissions Team at admissions@devon.gov.uk or 0345 155 1019. If you wish to exercise any of your rights under the General Data Protection Regulation, please contact the Data Protection Officer for School or LA.

Frequently Asked Questions about Admissions

This is general information about the admissions process and is intended to aid parents - and people who work in our school - in understanding our policy.

Can I visit the school?

Yes. We welcome visits from parents and children who would like to see what we have to offer. Visits are not a compulsory part of the admissions process and will affect not decisions on whether a place can be offered at our school.

Does my child have to be in school by a certain date?

All children have to be in full time education by the beginning of the term following their fifth birthday. That education could be in a school or at home. You can defer or delay admission until then or take up a place on a part-time basis but we will offer places to start from the beginning of the September term after the fourth birthday. We offer advice to parents who are considering anything other than this.

When would my child start?

Our normal round offers are for the start of September. For in-year admissions, your child would start as soon as possible.

Do I have to make an application?

Yes. Every parent has to make a formal application even where, for example, there is an older sibling already on roll and whether or not the child has been attending a particular Early Years setting. This will either be approved or there will be a formal refusal with a reason and advice about waiting lists, the right of appeal and a referral to the local authority. No places are held back in case someone close to the school forgets to apply or moves into the area later. This is not the case for children with an Education Health and Care Plan.

Do I need to apply if my child has an Education Health and Care Plan (EHCP)? [1]

We will admit any child whose EHCP names this school. Naming a school follows from a consultation by the Special Educational Needs Statutory Team of the local authority with us. This is the admissions process and there is no need to complete a separate admissions application form.

Who can apply for a place?

Applications are made by whoever has parental responsibility – a person or a local authority for children in care. 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 parents. It is not necessary for both parents to sign an application form. We would always encourage parents to be in agreement about their children's education.

When do I apply for a place?

If your child is due to start in Reception in September 2028, there is a national closing date for applications on 15 January 2028. You can apply after this date but it may be that your application will be considered after other applications and the school may be full so it's important to apply on time if possible. In Devon, the application window opens on 15 November each year. For admissions after the start of Reception, you can apply at any time; ~~although~~ offers and refusals are ~~not made further in advance than 8 school weeks before the place is required~~made according to the timescale set out in the LA's co-ordinated admissions scheme. ~~Applications will be processed earlier than this for children of UK service personnel and Crown Servants.~~

Can I apply for a place after the start of Reception?

Yes. Not all children join us then. Some will join us after the normal admission point. These are called 'in-year' admissions and can take place at any time. To apply in-year, parents should complete a DCAF application from Devon County Council (at devon.cc/admissionsonline or by calling 0345 155 1019).

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[1] An EHCP is a formal document issued by a local authority describing a child's additional needs and how they will be provided for in a school.

How do I apply?
Applications for the normal round at the start of Reception are made to the local authority where a child lives. For this school, that will generally be Devon County Council. Most parents apply online at devon.cc/admissionsonline; there is a paper version of the form within Devon's Step by Step admissions booklet. Parents can name up to three different schools with each school being considered without affecting the applications for the others. This is called Equally Ranked Preferences for schools. The local authority will write to you with an offer for one school. For in-year admissions, you apply using DACF.

I've heard some schools have a Supplementary Form – do you?
Yes. We use a Supplementary Information Form so that parents can provide information in support of their application where they feel they have an exceptional need to come to this school.

What if I want to apply for another school too?
You can apply or 'express a preference' for one, two or three schools. They should be named in the "ranked" order you 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 your School 1 and School 3, a place will be offered only at School 1. Equally ranked preference schemes are a legal requirement that enable you to apply for schools you prefer without jeopardising your chances of a place at a closer school.

Can I apply from abroad?
Yes. Applications do not take into account a child's nationality, immigration status or where they are when the application is made. Parents must assure themselves that their child will have a right to access education in this country.

What if I'm from a service family?
For children of UK service personnel and other Crown Servants we will consider a family posted to the area as meeting residence criteria even if a home address has not been identified and a unit address is used. This requires written confirmation from the relevant government department: the Ministry of Defence, the Foreign and Commonwealth Office or Government Communications Headquarters.

Will my application be approved?
If there is a vacancy then the answer will generally be YES. We will refuse admission where the school is full or, very exceptionally, if we are unable to meet a child's needs. We will admit all children with an Education Health and Care Plan that names this school. If we have more applications than the number of places available then we will use our oversubscription criteria to prioritise the applications and decide who could be offered a place. These criteria are not used if we have sufficient places available.

Who makes the decision?
Every school has an admission authority, responsible for setting an admissions policy and for responding to each application. For this school, the Cornerstone Academy Trust is the admissions authority. Even though the decision will be sent by the local authority, the Trust decides whether a place is available, using this policy and the oversubscription criteria if necessary.

What is a Published Admission Number?
This is the minimum number of places available for our Reception intake. It is set taking into account the physical capacity of the school, the level of demand that is expected and sensible, lawful school organisation. Once we set this number, we won't refuse admission for applications below the PAN.

If there is higher demand and we believe we could admit more children, we will inform Devon County Council as the local authority that administers the applications for this school. After the Reception year we may change the Admission Number for the year in response to changes in circumstances.

Does it make any difference that my child has an Education, Health and Care Plan (EHCP)?

Any child whose EHCP names this school will be admitted. You should discuss this with Devon's SEND Statutory Team. By calling 0345 155 1019 or emailing specialeducation@devon.gov.uk

What if I believe there is an exceptional need for my child to come to this school?

We give higher priority for children where there is an exceptional need to attend this school and not another school. The need must be specific to this school: a child may have very challenging circumstances that require additional support but if that support could also be provided at another school, there would be no exceptional need to attend **this** school.

In order to seek priority on this basis, parents **must** complete Devon County Council's Supplementary Information Form for Exceptional Need. This is available from the LA's website at http://devon.cc/schoolpolicy. All applicants must use a common application form from their home LA.

What do you mean by 'where a child lives'?

The home address is where a child normally lives. Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school. 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. If the residence is not split equally between both parents then the address used will be the address where the child spends the majority of the school week.

We will ask for evidence of the home address where this is not clear. This would usually be written confirmation of a house purchase or a formal tenancy agreement but we recognise that some families may be unable to provide this. Parents who can't provide this evidence should contact us. We don't intend to penalise families where there is a genuine reason why the usual evidence cannot be provided. We will not accept more than one address as the child's home address.

What if I don't agree with my child's other parent about admissions?

Sometimes parents disagree about applications. The terms of a Child Arrangements Order or other court order may have an impact on which parent should or should not apply for a new school. In the absence of an Order, we will act in response to the wishes of the parent with whom the child lives. This means that a non-resident parent cannot block an application to transfer schools unless there is a legally enforceable objection.

When will I know if I have a place?

There is a national offer date for new Reception places – 16 April each year (or the next working day if this is on a weekend or Bank Holiday). For In Year applications, you will be informed soon after we consider the application – generally within a week.

What should I do if I am offered a place?

You should confirm you want the place so that we know it is still required and we don't make arrangements to offer the place to another child. We wouldn't do this without checking with you first.

What if I believe my child isn't ready for Reception?

We offer places for full-time attendance at the start of the September term after the fourth birthday. Children can start then but don't have to. Parents can defer admission for children below compulsory school age.

Child's fifth birthday	Parent can defer admission or child can attend part-time until the start of term in
1 September – 31 December 2028	January 2029
1 January – 31 March 2029	January 2029 OR April 2029
1 April – 31 August 2029	January 2029 OR April 20029 OR September 2029 with an in-year application for a Year 1 place (from June 2029) or a normal round application for Reception in 2029-30

What is Part-Time attendance?

We will decide what our part-time offer is in this school. If this is something you feel might be right for your child, please come in and discuss it with us.

I've heard about Fair Access to schools. Does this guarantee a place for my child?

No, it is not a guarantee. All local authorities are legally required to operate a Fair Access Protocol across their area and all schools must take part in the Protocol. This is an admissions safety net to ensure that children who are vulnerable and unable to access an appropriate school place under standard In-Year admission arrangements for the area will be offered a suitable school place quickly. It may be that a child is admitted even though the school would otherwise be considered full but that would not mean that there are extra places available generally.

What about transport from home?

You should consider how your child will get to school for the whole of their time on roll at any school. You are advised not to rely on lifts, car shares or public services always being available. Free transport will be provided for Devon-resident children attending this school if it is the closest school available. The home address must be further than a maximum walking distance. The LA can give you more advice by calling 0345 155 1019 or emailing schooltransportservicequeries-mailbox@devon.gov.uk. In certain circumstances, we may help with transport too.

Is there anything else that I should know about the school and its policies?

- **Feeder school:** A school which works with another to develop curriculum links and to ease transition for pupils from primary school to secondary school. Under its current policy, **Isca Academy** gives admissions priority for children moving on from Year 6 at this school.
- **Fees and charges:** There is no charge for applying, 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. We have a policy on charging for activities on our website.
- **Home-school agreements**: Admission is not conditional on signing these. However, we will ask you to agree with this after a place has been offered because we believe they are a positive way of promoting greater involvement in your child's education.
- **Key Stage One class sizes**: The law limits the number of children in a Reception, Year 1 or Year 2 class (or a class where the majority of children are aged 5, 6 or 7 years) to 30 children for each teacher. There are a number of permitted exceptions to this limit. Being an exception to Key Stage 1 class size legislation is not a guarantee of admission.
- **Uniform:** Children are expected to wear a uniform. Some of the items required can be purchased from us and the rest from most retail outlets. Parents unable to purchase items of uniform or equipment will not be penalised. We operate a scheme to assist families in need.

How is your policy set?

Admissions policies are determined annually by the end of February and apply for one year at a time. While we aren't required to consult every year unless we are proposing to change the policy, we will consult each year in the interests of transparency and so that new members of staff, new Governors and new parents have an opportunity to review our policy. Proposed policies will be published on our website and we consult via Devon County Council.

Once the policy is determined, it will be published online by 15 March. It is then subject to formal objection to the Office of the Schools' Adjudicator up to 15 May. The Adjudicator can review policies and ensure that they are fair and lawful.

Where can I get further information and advice?

Devon School Admissions Service
0345 155 1019
admissions@devon.gov.uk (in year admissions)
transferadmissions@devon.gov..uk (normal round admissions)
Devon County Council policies, information and admissions application forms
devon.cc/admissionarrangements and devon.cc/admissions
Clerk to the Independent School Admissions Appeals
0345 155 1019 devon.cc/appeals
Devon Education Transport Team
0345 155 1019 devon.cc/schooltransport
Devon Statutory SEN Team
0345 155 1019 dspecialeducation@devon.gov.uk
Children's Education Advisory Service – advice for service families
01980 618244 DCYP-CEAS-Enquiries@mod.gov.uk
The Department for Education (DfE)
0870 000 2288 www.education.gov.uk
Office of the Schools Adjudicator
01325 735303 www.education.gov.uk/schoolsadjudicator