



Tavistock College

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DRAFT POLICY FOR CONSULTATION

Sixth Form Admissions Policy 2021-22

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

Tavistock College is a Cooperative school. We foster the values and principals of the international cooperative alliance. These values are; Self Responsibility Equality Equity Democracy Self-help Solidarity.

Improving Literacy, Developing Cooperative Learning, Improving the Learning Environment, Developing an Inclusive Ethos.

Text [like this](#) is a link to further information, within this document or elsewhere.

Key information – for definitions and notes see [Appendix A](#)

Department for Education school number	878-4182	
This school's age range of children	11-18	
Type of school	Secondary with sixth form, academy	
Admissions authority	Dartmoor Multi-Academy Trust	
Normal round Published Admission Number	Year 7 intake, 2021-22	240
	Year 12 intake	50 external candidates
Linked school whose children have priority when transferring to this school	There are no linked schools for sixth form admissions	
Designated religious character	No	
Admissions catchment area	Yes	
Supplementary Information Form	No	

Applications	Normal round into Year 12	In-Year
Where to apply	paper form D-CAF5 at devon.cc/applicationforms or from the school office	paper form D-CAF5 at devon.cc/applicationforms or from the school office
When to apply	1 September 2020 to xxxxx 2020 ¹	from 1 June 2021 for Year 13 from 1 September 2021 for Year 12
When places are offered	on xxxxx 2021	In response to each application
When to appeal against refusal	from xxxx 2021	After refusal

Policy determined on	Must be formally determined by 29 February 2020
Consultation period	1 November 2019 to 3 January 2020
Contact for the admissions authority	Named school contact for admissions
Amendments	

Oversubscription criteria: Any child whose Education, Health and Care Plan (EHCP) names this school will be admitted. Oversubscription criteria (to be used only if we need to prioritise applications - see [notes](#) below):

1. **Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order.**
2. **Priority will next be given to students living within the catchment area set out in the map below,² who are siblings of pupils on roll at this school.**
3. **Priority will next be given to other students living within the catchment area.**
4. **Priority will next be given to students living outside the catchment area, who are siblings of pupils on roll at this school.**
5. **Priority will next be given to students 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. **Other students.**

[Tie breaker](#) – to prioritise applications in the same oversubscription criterion, we will use:

- a) straight-line distance from home to school and then,
- b) where distances are equal (within a metre) we will use an electronic list randomiser.

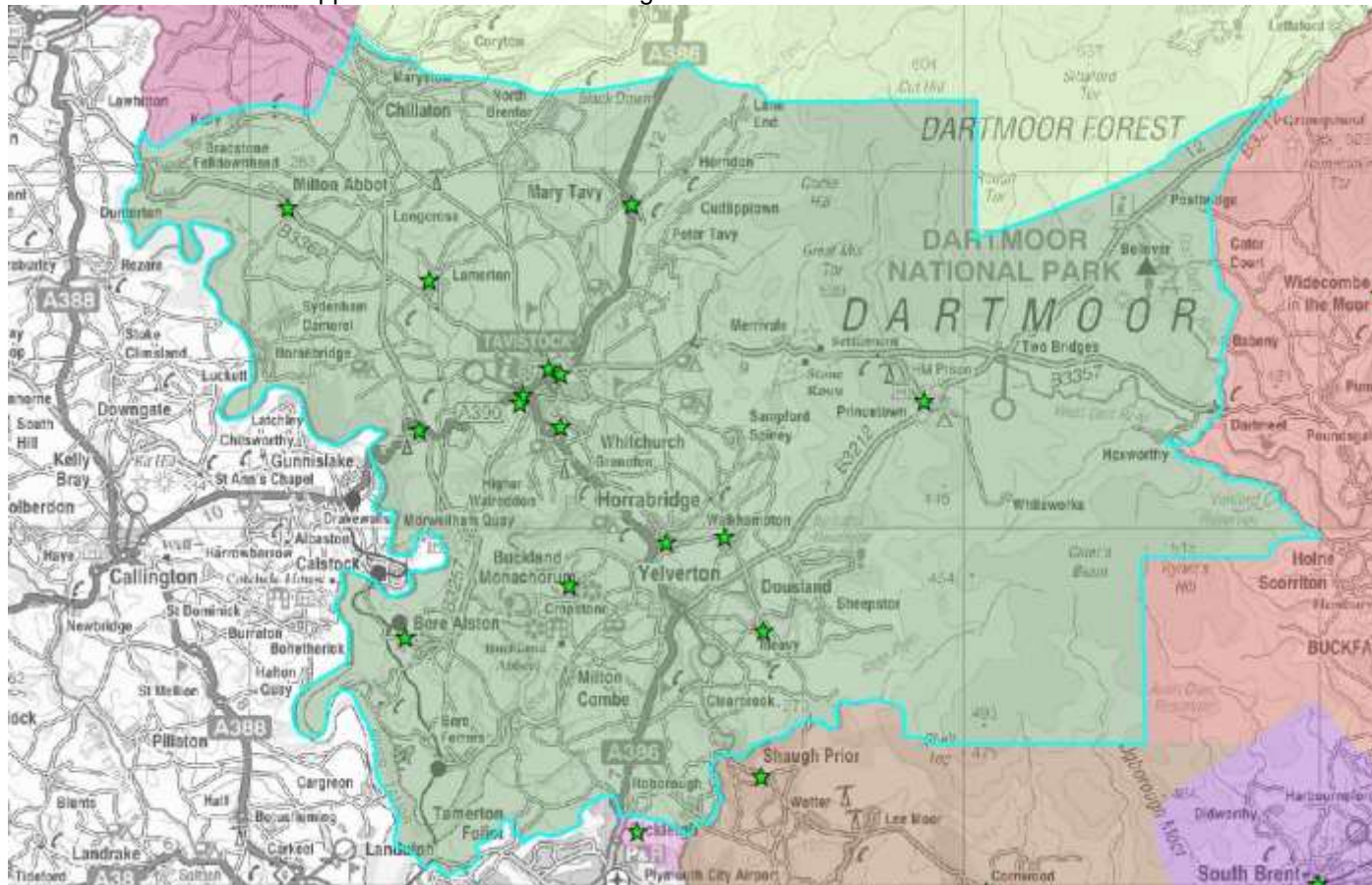
¹ Information relates to students who live in Devon (not Plymouth City Council or Torbay Council areas). For application dates and where to access application forms elsewhere, please contact your local council's admissions service.

² Students whose home lies on the boundary line will be considered to be in the catchment.

Catchment Area

Our catchment area is in the middle of the map, bordered by the blue line. It can be viewed in more detail at devon.cc/schoolareamaps to confirm whether addresses close to the boundary are inside or outside our area. We make measurements for admissions purposes to and from the green star for this school.

We welcome admissions applications for students living inside and outside our catchment area.



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The Admissions Policy

This policy is written to comply with the requirements of the [School Admissions Code](#), the [School Admissions Appeals Code](#) and other relevant legislation so that:

- parents or students themselves will know how to apply for a school place, when to apply and what happens when an application is made;
- how many places are available at the normal intake into the school;
- our governors, principal and members of staff understand what to do;
- we are committed to fair, clear and consistent admissions procedures.

It should be read along with Devon County Council's [Step by Step and In-Year Guides](#) to admissions, and [Education Post 16 Transport Policy](#).

For sixth form admissions, we do not take part in Local Authority co-ordinated admissions schemes.

Once an admissions policy is determined, it can't be amended except where it is permitted or required under the terms of the Admissions Code. Any amendments will be detailed in the [Key Information](#) section above.

How the Admissions Process works – who needs to apply

Without exception, young people who wish to transfer to this sixth form must have a formal application for admission. This can be submitted by the young person or by his or her parent. Places aren't allocated automatically and no young person has a guarantee for admission. This includes those with siblings at the school.

Internal students – those who are in Year 11 at this school - do not have to make a formal application but must tell us a place is required AND meet the academic requirements for the courses they wish to study.

All students are required to complete a subject Options Form.

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

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

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

We ask all external students to complete the **D-CAF5**, Devon Key Stage 5 Common Application Form and to send it in to the sixth form office. Applications submitted after our closing date will be late, considered after those received on time. The form is available from the school office or at <http://devon.cc/applicationforms>.

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

Applications for admission made after **31 August 2020**, after the normal round, are called In-Year admissions. They can be also be made using the **D-CAF5**. All applications received by 2pm on the same day will be considered together, before later applications.

When to apply for a place

Applications for the start of Year 12 should be made between **1 September 2019**, the opening date of the normal round application process, and our closing date.

In-year admissions applications can be made at any time after the start of the Year 12 intake. Applications will not be considered, however, further in advance than 8 school weeks, ie 40 school days, (or 16 school weeks for students from UK service personnel families posted to a new area).

[We offer advice and guidance including about potential admissions later into Year 12 and in Year 13 where transfers should be avoided wherever possible.](#)

What happens after an application is made?

If there are fewer applications than places then no application is refused at the normal round. If there are more applications than there are places available, applications will be prioritised according to our oversubscription criteria [above](#). Offers will be conditional on the student meeting the academic requirements for the courses they wish to study

For In-Year admissions, we will reach a decision in response to applications within 5 school days of receipt of the application. We will give reasons for any refusal in writing to the LA promptly so that it can take a view whether the refusal is lawful where the refusal is not on the grounds that the sixth form is full.

Outcomes of the application process

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

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

Admission of students outside their normal age group

Parents (or students in their own right) may request admission 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, we will make a decision on the basis of the circumstances of the case and in the best interests of the student concerned, taking into account the views of the principal and any supporting evidence provided by the parent.

We will ask applicants to say in writing with as much supporting evidence as they wish to provide why they are requesting admission outside the normal age group. The admissions authority will consider this evidence and reach a decision in the student's best interests. It will take into account:

- the parent's views;
- the views of the principal of this school;
- information about the student's academic, social and emotional development submitted by the parent;
- information about the student's medical history and the views of a relevant medical professional submitted by the parent;
- 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 student may have fallen into a lower age group if it were not for being born prematurely.

Applicants who make a request should consider the implications of a student being taught out of the normal age group. Any school the student later moves on to will not be obliged to continue to educate him or her out of the normal age group.

The admissions authority will reach a decision on which Year Group it believes is appropriate for the student. It will then reach a decision on whether a place can be offered as it would for any application in that Year Group. Where it doesn't agree to early admission to Year 12 – where the child would not have reached the age of 16 by the beginning of September – it will be its view that this is not a suitable setting for the student at that age. Under these circumstances, we will not accept an application for admission. There is no right of independent appeal against this decision.

Admission Appeals

We will refuse admission when we believe that the Year Group is full and we are unable to meet the student's needs without causing prejudice to efficient education or the efficient use of resources. Whenever an application is refused, there will be a formal decision letter which will give a reason for refusal and advice about the parent's right of appeal to an Appeals Panel that is independent of this school.

How to apply for a place in Years 7 to 11

Applications for admission to Key Stage 3 and 4 must be made through Devon's co-ordinated admissions schemes. Information is available in our separate admissions policy for the main school.

Contacts for Further Information

Dartmoor Multi-Academy Trust

01837 650910 www.dartmoormat.org.uk

Devon School Admissions Service

primaryschooladmissions@devon.gov.uk or admissions@devon.gov.uk

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

Devon County Council policies, information and admissions application forms

devon.cc/admissionarrangements

devon.cc/admissions

Clerk to the Independent School Admissions Appeals

0345 155 1019 devon.cc/appeals

Devon Education Transport Team

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

Children's Education Advisory Service – advice for service families

01980 618244 enquiries@ceas.detsa.co.uk

The Department for Education (DfE)

0870 000 2288 www.education.gov.uk

The Education & Skills Funding Agency (ESFA)

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

Office of the Schools Adjudicator

01325 735303 www.education.gov.uk/schoolsadjudicator

Appendix A – Definitions and explanatory notes	
Admissions authority	This is the body responsible for proposing, consulting on and determining the admissions policy and for reaching decisions about offering or refusing applications.
Admission Number or AN	This is the equivalent of the Published Admission Number for after the school's intake year. It indicates the <u>minimum</u> number of places available in the Year Group. It will often be the same as the PAN originally determined for that Year Group when it was first entered the school. It may be increased or decreased where the amount of accommodation has changed or because of reorganisation in the school.
Appeals	<p>Where we refuse admission, most refusals will be because we believe it would “prejudice the provision of efficient education or the efficient use of resources”. This is the principal justification under the School Standards and Framework Act 1998 for refusing admission. If we refuse admission, it will be in writing, there will be the right of appeal to an Independent Appeals Panel and to a place on a waiting list. If an application for admission is unsuccessful, parents have a statutory right of appeal to a panel which is independent of the school. Appeal papers will either be sent with the refusal letter or can be requested from the LA. Parents have at least 20 school days to return the papers, together with any supporting evidence. (Papers can be submitted earlier than 20 days if a parent chooses to).</p> <p>The Clerk to the Independent Appeals Panel will give at least 10 days' notice of the appeal date. Parents will also be told when to submit any further information to be considered. Parents will receive evidence from us before the appeal hearing. After appeals are heard, decision letters should be sent within 5 school days; notice of the decision is available by telephone to the Appeals Clerk before then.</p> <p>Appeals at the normal round of admissions will be heard within 40 school days of the deadline for lodging appeals. Where the application was not made in time for a decision to be made on the national offer date, they will be heard within that 40-day period or, if that is not possible, within 30 days of the appeal being lodged. In-year admission appeals must be heard within 30 school days of the appeal being lodged.</p>
Application	<p>For normal round admissions, applications are considered to have been made on our closing date or the date when the application was submitted or amended with new information if later. In-year applications are considered to have been made on the date they are received. This must include any supporting evidence that is required – for example a new address or evidence of a Child's in Care status.</p> <p>It is an applicant's responsibility to make sure that the admissions authority we are informed about changes to circumstances and eligibility for priority if, for instance, a sibling is taken onto our roll after the closing date or the home address changes.</p>
Catchment Area	Many schools operate a catchment area. This is the geographical area that this school is primarily intended to serve. There is a higher admissions priority for students who live in it. Students living in a residential property split by the boundary line will be considered to be living within the catchment area. The boundary line will then be reviewed for future applicants
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.
Chronological Year Group	This is the group of children usually taught together according to their date of birth. Children born between 1 September and 31 August have the same chronological Year Group.

Common Application Form	We use the D-CAF5 provided by the LA for all applications to our sixth form.
Compulsory School Age	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.
Distance measurement	Measurements for school admissions purposes are straight-line from home to school. They are based on Devon LA's Geographical Information System, an electronic mapping system.
Documentary evidence	Once a place has been offered to a student, we may ask for evidence of identity – usually a short birth certificate. This may not be necessary where he or she has been on roll at another school in England which can confirm that evidence has been seen at that school. We may also request evidence that an address is genuine or that the person who made an application for admission was legally permitted to do so.
Education, Health and Care Plans	An Education, Health and Care Plan is a formal document issued by the Local Authority describing a student's additional needs and how they will be provided for in a school. Any student whose Education, Health and Care Plan names this school will be admitted. This will reduce the number of places available to other students accordingly. For In-Year admissions, the student will be admitted whether or not we have reached the PAN or other Admission Number for the Year Group.
Education Transport	<p>Applicants should consider how the student will get to school for the whole of their time on roll. They are advised not to rely on lifts, car shares or public service vehicles always being available. Supported transport is provided by the LA for Devon-resident sixth form students who would otherwise not be able to attend here and continue their education. There are eligibility criteria.</p> <p>Our admissions straight-line measurement policy does not apply to Devon's school transport decisions. It is possible that this is the closest available school for admissions purposes, using straight-line measurement but not the closest school for the purposes of entitlement to free school transport from the LA.</p> <p>Students who rely on free transport are strongly advised to check whether there is an entitlement with the Education Transport Team before accepting <u>the offer of a school place</u>.</p>
Extended schooling	Further information on services beyond the normal school day is available from the school office.
Fair Access Protocol	All LAs are legally required to operate a Fair Access Protocol across their area and schools must take part in the Protocol. The Protocol does not apply to sixth form admissions.
Faith oversubscription criteria	<p>Schools designated with a designated religious character may give additional priority for admission where faith criteria are met by an applicant.</p> <p>This school does not have a designated religious character.</p>
Fees and charges	There is no charge for applying for a place here, for admission itself or for the provision of education. We will not request donations before or during the admissions process and any donations made to the school following admission are entirely voluntary. No activities such as school visits are compulsory. A policy on charging for activities is available on request from the school office.
General Data Protection Regulations	Information about an admissions application will be shared with relevant LAs. Where one parent seeks information about an application or to locate a student, the priority will be to safeguard the student and immediate family. Unless it is established that the non-resident parent may not lawfully receive information, the following information will be shared: that

	an application has been submitted, the date of the application, name of the applicant and the outcome.
Home Address	<p>Places are offered here based on where the student will attend school, not necessarily where they live when the application is made. If we have vacancies, then it doesn't matter whether the home address is in our catchment – though we will only offer places to a student who will be living close enough to the school to attend daily.</p> <p>The home address is where a student normally lives. Where a student lives with parents with shared parental responsibility, each for part of a week or for one week in turn, the home address is determined using a joint declaration from the parents which may set out the pattern of residence. The address used will be the address from which the student attends school on most mornings in a normal school week.</p> <p>If no declaration is received, the home address will be the address at which the student is registered with a GP. If this is not possible <u>or is in dispute</u>, any other evidence provided by parents will also be considered in reaching a decision on the home address for admissions purposes. This may be necessary where parents don't agree on the student'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.</p> <p>Where we ask for evidence of a new address from which a student would attend school, this would often be written confirmation of a house purchase or a formal tenancy agreement. We recognise that some families may be unable to provide this. Parents who can't provide this evidence should contact us or the LA. There is no intention to disadvantage families where there is a genuine reason why evidence cannot be provided.</p>
Home-School Agreement	Admission to school is not conditional on signing a home-school agreement. However, we will ask parents to agree with our Home-School Agreement after students have been offered a place as we believe this is a positive way of promoting greater involvement in a student's education.
In-Year admissions	This is where a student joins the school at any time after the normal round, the first opportunity for admission to Year 12.
Linked School	<p>A school which works with another to develop curriculum links and to ease transition for students from one school to another.</p> <p>There are no linked schools for sixth form admissions purposes.</p>
Looked After Children	These children are Looked After by or provided with accommodation in the exercise of its functions (see the Children Act 1989 section 22(1)) by a local authority.
Member of staff	<p>This will be any salaried person employed at this school when the application is made. Where the duties of a member of staff are undertaken at different schools in a federation or chain of schools, there will be admissions priority only at one school. This will be at the member of staff's base school. Where that can't be identified, priority will be at the school where he or she expects to work for most of the time in the current academic year.</p> <p><u>We consider all members of staff as part of the school community. This includes members of staff employed by a third party, whose duties are solely at the school.</u></p>
Multiple birth siblings	Random allocation will not be applied to multiple birth siblings (twins and triplets etc.) tied for the final place. We will admit them all and exceed our PAN.
Normal Round Admissions	This is where a student joins the school at the first opportunity for admission to the Year Group. At this school it is at the beginning of September in Year 12.

Objections to admissions policy	Advice is available from the Office of the Schools Adjudicator on how to object to this policy. Objections must be made by 15 May 2020 .
Offers	<p>When a place is offered, we will assume that it is accepted unless we are told otherwise. We will contact applicants after this to make admission arrangements - if an applicant doesn't confirm the place is required within 10 school days of the offer, we or the LA will contact the applicant again. If there is no response within 5 school days of that contact, the offer may be withdrawn.</p> <p>It is important that when we offer places to some and refuse others we do so fairly and consistently. Where we have reason to believe that false or deliberately misleading information has been provided, we will reconsider the offer using correct information. We may withdraw the offer if it would not have been made with the correct information, even if this is after admission. Places are offered based on the address from which the student will attend school. Accurate information is particularly relevant for addresses. Where we believe it is necessary, we will ask for evidence of a home address before admission. If an applicant believes that this will change before admission, we must be informed. We will require evidence of a new address where this would give a higher priority for admission.</p> <p>Places will only be withdrawn if offered in error, if the applicant has not responded to an offer within a reasonable time or if the offer was obtained through a fraudulent or intentionally misleading application which secured the offer of a place when the response would otherwise have been a refusal.</p>
Overseas students	We will not offer places to students while they are overseas except for those who have a right of abode in this country or a valid visa permitting entry into the country is provided.
Oversubscription criteria	Where the number of applications exceeds the number of places available in the Year Group, we will use our oversubscription criteria to prioritise applications. They are detailed in the key information section above . They are not relevant where there are vacancies.
Parent (or carer or guardian)	<p>A parent is any person who has parental responsibility or care of the student. When we say parent, we also mean carer or guardian. Where admission arrangements refer to parents this can mean one parent or both. We may ask for evidence of parental responsibility where a person is acting as a parent but does not hold formal parental responsibility.</p> <p>Sometimes there is a dispute between parents over which school a student should attend. When we take decisions over admission, we will consider imminent court hearings that may have an impact on parental responsibility and living arrangements.</p>
Parental disputes	Occasionally parents may disagree on where the student should be educated. In these cases, we will consider whether either parent has a lawful objection to the wish of the other parent to transfer schools.
Prejudice to efficient education	It is lawful to refuse admission where taking another student would cause a prejudice to "efficient education or the efficient use of resources" at this school. This is the point when we would say the Year Group or the class is full. In most cases, prejudice would occur when the Admission Number for the Year Group has been reached but it may also be when a class of mixed Year Groups is full.
Published Admission Number or PAN See also Admission Number	This is the minimum number of places available at the school in Year 12 for external students. In limited circumstances, more will be admitted. It is calculated considering the physical capacity of the school, the level of demand expected from local, in-area students over and above those staying on from our Year 11 and sensible school organisation. Once we set this number, we won't refuse admission for applications below the PAN. If there is unexpectedly high demand and we believe we could admit more students, we will inform the LA and either increase the PAN or admit above-PAN <u>where their circumstances suggest their need to be admitted outweigh prejudice to efficient education.</u>

Service families	<p>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 front gate of the unit address. The distance from home to school will be deemed to be 1 metre. This requires written confirmation from the relevant government department: The Ministry of Defence, the Foreign and Commonwealth Office or Government Communications Headquarters.</p> <p>We will consider in-year admissions for families of UK service personnel posted to a new area and of crown servants returning to the country up to 16 school weeks in advance.</p> <p>There is no additional admissions priority for students of service families.</p>
Sibling	<p>'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 a single-family unit at the date of their application for a place.</p> <p>A sibling who has been offered a place within the normal admissions round will be considered as if he or she were on roll for the purposes of oversubscription priority where a student seeks admission in-year.</p> <p><u>A sibling who has been offered an in-year place for the beginning of the September term will be considered as if he or she were on roll for the purposes of oversubscription priority where a student seeks admission at the normal round.</u></p>
Supplementary Information Form or SIF	<p>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.</p> <p>We do not use a SIF as all of the information we require can be provided on the D-CAF5.</p>
Tie breaker	<p>To distinguish between students in an oversubscription criterion, priority will be determined based on distance between home and school. This is measured in a straight line from an entrance door of the residential dwelling to the centre of the main entrance to the school site using Devon LA's Geographical Information System (GIS). Students who live closer to the school have a higher priority for admission. Where two or more students reside within a block of flats, they will be deemed to live at an equal distance from the school.</p> <p>If the tie-breaker 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 by the operation of an electronic list randomiser.</p> <p>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 and exceed our PAN.</p>
Uniform	<p>Students attending our sixth form are expected to wear a uniform. Information about where this can be purchased and support for families who may be unable to afford items of uniform is available from the school office and website.</p>
Waiting Lists	<p>We will operate a waiting list for each year group until the end of the first term of Year 12 only. Our waiting lists will only contain the names of students who have formally applied and been refused admission.</p> <p>Student's positions on the waiting list will be determined solely in accordance with our oversubscription criteria. Positions will be reordered whenever anyone is added to or leaves the waiting list. Therefore, a name can go up or down on the list. The length of time on a waiting list does not affect position.</p>