

# Post-16 Admissions Policy 2022-23



## Honiton Community College

School Lane, Honiton, Devon EX14 1QT

01404 42283

[admin@honitoncollege.devon.sch.uk](mailto:admin@honitoncollege.devon.sch.uk)

[www.honitoncollege.devon.sch.uk](http://www.honitoncollege.devon.sch.uk)

**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:

Success, in the eyes of the College's Principal and its governors, is celebrated by securing our place as an outstanding education provider of choice in East Devon whose reputation is such that it is oversubscribed, it is an employer of choice, where models of good practice are requested from other schools; a college that develops confident, highly regarded students with the skills to progress successfully in their chosen pathways. To make this vision a reality:

- Outcomes for students must continue to rise, so that the college is consistently achieving in the top 15% of schools nationally and significantly above national benchmark, at both GCSE and Post-16
- Teaching must remain consistently good or outstanding for 95% of lessons
- Leadership at all levels must always be of the highest quality where accountability is the hallmark
- Financially, the college must continue to be sound and living within its means

Both you and your child are joining much more than a College. We hope that you will become actively involved in our community and work with us to achieve our ambitions. We regard our relationship as a seven year partnership that provides continuity and progression; it begins for each child at the age of 11 and develops and strengthens each year until they are 18 years old.

### Our Mission Statement

'Success for All'

### Our Vision

Everyone at HCC believes in themselves and their potential to succeed because they are empowered to develop their own solutions and shape their own futures.

### Our Values

- Respect for learning
- Respect for each other
- Respect for the environment

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

For explanatory notes, see Appendix A to the policy



## Key Information

Policy consultation period	1 November 2020 to 8 January 2021
Policy determined on	10 February 2021
Policy contact name and position	Sarah Sayers
Amendments after determination	The following amendments were made in July 2021 to comply with the revised School Admissions Code 2021: priority for children adopted from state care outside England was added to oversubscription criterion 1.
Department for Education school number	878-4004
Age range	11-18
Type of school	Secondary academy with post-16 provision <sup>1</sup>
Admissions authority	Honiton Community College Academy Trust
Normal round intake	Year 7 and Year 12
Published Admission Number 2022-23	150 for Year 7 and 10 external candidates for Year 12
Priority for children to another setting	No
Priority for children from another setting	No
Designated religious character	No
Admissions catchment area	Yes – see <a href="#">Page 4</a>
School uniform	No
Application Form	D-CAF5 form at <a href="https://devon.cc/applicationforms">devon.cc/applicationforms</a> or by calling 0345 155 1019 or from the school office. A College version of this is at the end of this document.
Supplementary Information Form	Not for Post-16 education. All candidates – internal and external – will be required to complete an Options Form to indicate the courses they wish to study. This is not an application form.

## Key Dates Normal round for Year 12

When to apply	1 September 2021 to 12 January 2022
Decision	8 April 2022 (provisional on GCSE results)
When to appeal	from 20 days after the refusal

## Key Dates In-Year admission

When to apply	from 1 June 2022 for Year 13 from 1 September 2022 for Year 12
Decision	Within 10 school days of an application
When to appeal	From 20 school days after refusal

## Contacts for further information

Devon School Admissions Service 0345 155 1019 <a href="mailto:admissions@devon.gov.uk">admissions@devon.gov.uk</a>
Devon County Council policies, information and admissions application forms <a href="https://devon.cc/admissionarrangements">devon.cc/admissionarrangements</a> and <a href="https://devon.cc/admissions">devon.cc/admissions</a>
Clerk to the Independent School Admissions Appeals 0345 155 1019 <a href="https://devon.cc/appeals">devon.cc/appeals</a>
Devon Education Transport Team 0345 155 1019 <a href="https://devon.cc/schooltransport">devon.cc/schooltransport</a>
Children's Education Advisory Service – advice for service families 01980 618244 <a href="mailto:DCYP-CEAS-Enquiries@mod.gov.uk">DCYP-CEAS-Enquiries@mod.gov.uk</a>
The Department for Education (DfE) 0870 000 2288 <a href="https://www.education.gov.uk">www.education.gov.uk</a>
Office of the Schools Adjudicator 01325 735303 <a href="https://www.education.gov.uk/schoolsadjudicator">www.education.gov.uk/schoolsadjudicator</a>
The Education & Skills Funding Agency (ESFA) 0370 000 2288 <a href="https://www.gov.uk/government/organisations/education-and-skills-funding-agency">www.gov.uk/government/organisations/education-and-skills-funding-agency</a>

<sup>1</sup> See the separate admissions policy for Years 7 to 11.

### **Oversubscription Criteria**

To be used only when there are more applications for places than there are places available.

A child whose Education, Health and Care Plan names the school will be admitted without regard for these criteria.

- 1. Looked after children<sup>2</sup> 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<sup>3</sup> 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 students living within the catchment area set out in our map,<sup>4</sup> who are siblings<sup>5</sup> of pupils on roll at this school.**
- 3. Priority will next be given to other children living within the catchment area.**
- 4. Priority will next be given to children living outside the catchment area, who are siblings of pupils on roll at this school.**
- 5. Priority will next be given to children of members of staff<sup>6</sup> 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 and then,
- b) where distances are equal (within a metre) an electronic list randomiser will be used.

---

<sup>2</sup> 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.

<sup>3</sup> 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).

<sup>4</sup> A copy of the catchment area is included in this document at [below](#) and can be seen, in greater detail, at [www.devon.gov.uk/achoolareamaps](http://www.devon.gov.uk/achoolareamaps).

<sup>5</sup> By sibling we mean 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.

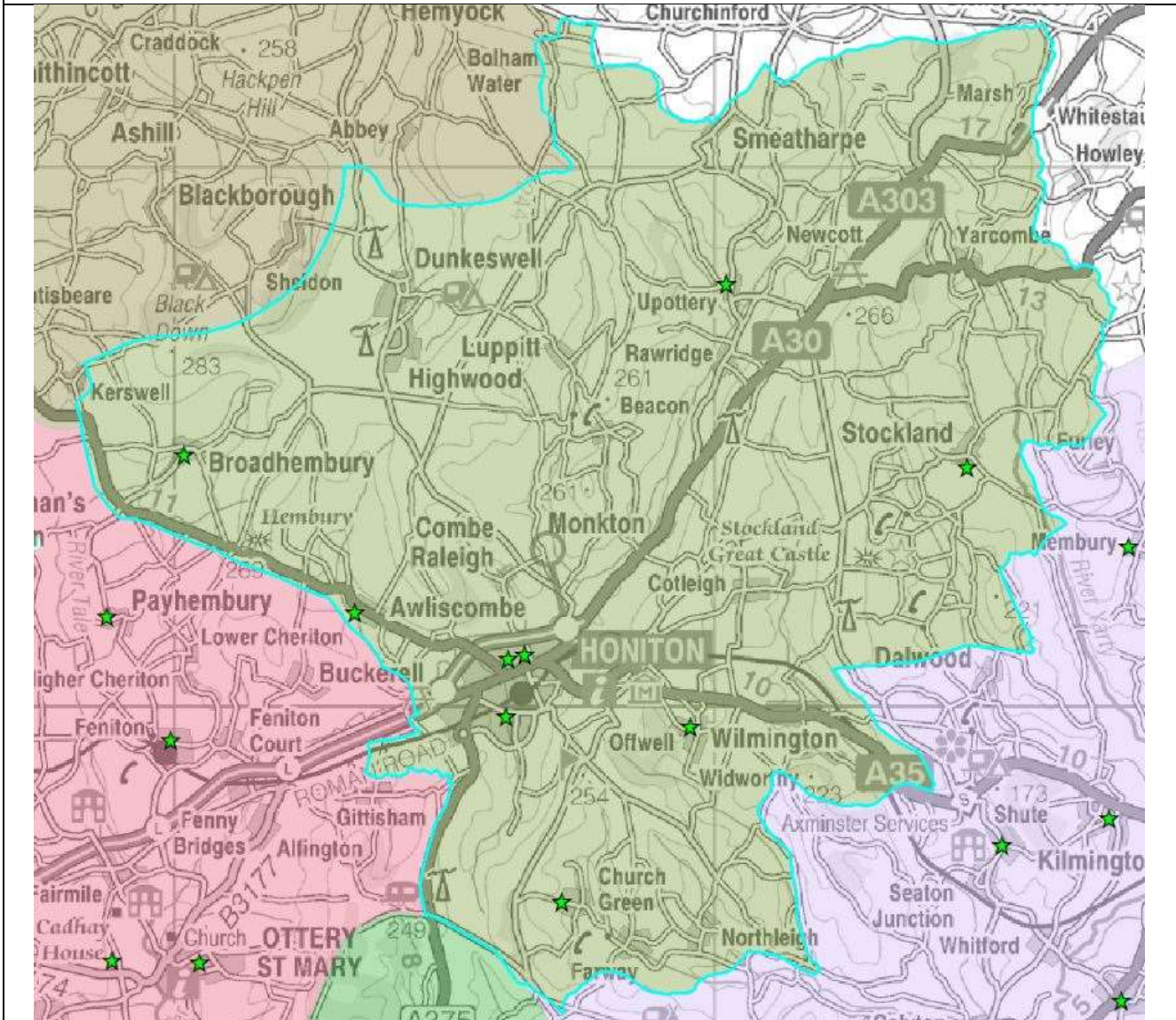
<sup>6</sup> This will be any salaried person employed at this school. Where the duties of a member of staff are undertaken at different schools, there will be admissions priority only at one school. This will be at the member of staff's base school, where he or she undertakes duties for the majority of the time. Where that cannot 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. All members of staff are an important part of the school community. This includes members of staff employed by a third party, whose duties are solely at the school.

**Catchment area**

The catchment area can be viewed in more detail at [devon.cc/schoolareamaps](http://devon.cc/schoolareamaps). For admissions purposes, distances are measured in a straight-line from the green star marker for the school.

Where a residential property lies on the catchment boundary, residents there will be considered to be in the catchment area, marked by a blue line.

We welcome admission applications for children living inside and outside of the school catchment area.



© Crown Copyright. All rights reserved. Devon County Council 100019783 2021

## School Admissions Policies

Every school must have an admissions policy for each academic year. The admission authority must ensure that the practices and criteria used to decide on the allocation of school places are fair, clear and objective.

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

- Parents know they must apply for a place and how and when to apply
- Parents know what will happen after they apply
- It is clear to all, including our school community, how many places are available
- Our school community understands our admission procedures
- We are committed to a fair, consistent and transparent admissions process

It should be read along with Devon County Council's [Step by Step and In-Year Guides to Admissions](#), its [Normal Round and In-Year Co-ordinated Admissions Schemes](#), its [Fair Access Protocol](#) and its [Education Transport Policy](#).

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 to apply for admission – at the normal round to Year 12

Without exception, young people who wish to transfer here 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 to external candidates and no young person has a guarantee for admission. This includes those with siblings at the school.

Internal candidates – 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 we have 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.

Post-16 settings and sixth forms can't hold places in reserve in case any 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.

We ask all external students to complete the **D-CAF5**, Devon Key Stage 5 Common Application Form and to send it in to the Post-16 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>.

Post-16 applications are not co-ordinated by the LA.

### How to apply for admission – in-year to any Year Group

Applications for admission made after 31 August 2022, after the normal round, are called In-Year admissions. They can be also be made using the D-CAF5. All applications received by 6pm on the same day will be considered together, before later applications.

Applications can be made at any time after the Year Group has started<sup>7</sup> but will not be processed sooner than 8 school weeks before the place is required.<sup>8</sup>

We offer advice and guidance including about potential in-year admissions into Year 12 and in Year 13 where transfers should be avoided wherever possible.

---

<sup>7</sup> This means after 1 September of the intake year.

<sup>8</sup> This will be 16 school weeks in advance for children of UK service personnel.

The responsibility for decisions lies with the admissions authority for the school which may meet virtually (for example by conference call). Decision-making cannot be made by a single individual.

### **Appeals against a refusal to admit a young person**

Parents will have the right of appeal against a decision to refuse admission to a Panel that is independent of the school admission authority and the LA.<sup>9</sup> Young persons may appeal in their own name.

### **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 (unless the offer of a place would have been conditional on examination results in which case appeals must be heard within 30 school days) and within 30 days for in-year admissions.

Allocation date for the normal round Year 12 intake: 8 April 2022

Deadline for appeal forms to be submitted: 27 May 2022

Appeals will be heard within 40 school days, by: 29 July 2022 or

within 30 school days if the offer of a place would have been conditional on examination results, by 14 October 2022.

Where possible, appeals that are submitted after 27 May 2022 will be heard by 29 July 2022. If that is not possible, they will be heard within 30 school days of the appeal form being submitted.

### **Admission of students outside their normal age group**

Applicants may request a place outside the young person's normal age group. They should include a request with their application, specifying why admission out of normal year group is being requested. We will decide based on the circumstances of the case and in the best interests of the child concerned. We will ask parents to provide as much supporting evidence as they wish to say why they are requesting admission outside the normal age group for a child. We will consider:

- the parent's views;
- the views of the school's head teacher;
- information about the child's academic, social and emotional development submitted by the parent;
- information about the child'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 child may have fallen into a lower age group if it were not for being born prematurely.

Parents should consider the implications of a child being taught out of the normal age group. Any school the child later moves on to will not be obliged to continue to educate their child out of the normal age group.

We will reach a decision on which Year Group is appropriate for the child. We will then reach a decision whether a place can be offered as it would for any application in that Year Group. Where we don't agree to early admission it will be our view that this is not a suitable school for the child at that age.

### **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.

### **Emergency arrangements**

In the event that 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 this policy so that applicants are not disadvantaged. Places will be held open until it is practical and safe for students to attend on site. Remote learning will be made available as for existing students 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.

---

<sup>9</sup> Where a child has been permanently excluded from two or more schools there is no need for an admission authority to comply with parental preference for a period of two years from the last exclusion.

**Appendix A – Admissions Explanatory notes for Devon state-funded sixth forms. The oversubscription criteria for this sixth form are detailed above. Further information can be found at [www.devon.gov.uk/admissions](http://www.devon.gov.uk/admissions) and in the Step by Step and In-Year Admissions Guides at <http://devon.cc/prospectus>**

<p>Admission authority</p>	<p>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 authority for different types of school are:</p> <p><b>Academies:</b> the academy trust or multi-academy trust  <b>Community schools:</b> the Local Authority  <b>Foundation schools:</b> the school’s governing board  <b>Free schools:</b> the academy trust or multi-academy trust  <b>University Technical Colleges (UTC):</b> academy trust or multi-academy trust  <b>Voluntary Aided schools (VA):</b> the school’s governing board  <b>Voluntary Controlled schools (VC):</b> the Local Authority</p>
<p>Admission Number (AN) or Published Admission Number (PAN)</p>	<p>The PAN is the minimum number of places that will be made available at the normal round intake into the sixth form. The PAN may be increased at any time. In exceptional circumstances, a student may be admitted above the PAN where the admission authority considers this to be necessary and appropriate.</p> <p>The AN is the equivalent of the PAN after the intake year. It is the number of places we expect 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 students when it first entered the sixth form. It may be increased or decreased in response to changes in demand or in accommodation or organisation.</p> <p>The PAN for Year 12 admission only relates to external candidates.</p>
<p>Appeal</p>	<p>When an application is refused, this is very often because we believe it would “prejudice the provision of efficient education or the efficient use of resources”. (see the School Standards and Framework Act 1998).</p> <p>Any refusal will be in writing and inform the applicant of the</p> <ul style="list-style-type: none"> <li>• reason for refusal</li> <li>• right to an appeal to be heard by an independent panel</li> <li>• right to a place on a waiting list for vacancies</li> </ul> <p>An appeals service is available for all Devon state-funded sixth forms 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.</p> <p>Internal candidates can only be refused readmission after Year 11 where they do not meet the required academic criteria. External candidates can be refused on these grounds or because the sixth form is full.</p>
<p>Application</p>	<p>Applications are only required for external candidates.</p> <p>For normal round admissions, applications are considered to have been made on the National Closing Date or the date when the application was submitted or amended if later.</p> <p>In-year applications are considered to have been made on the date they are received, 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.</p>

	It is an applicant's responsibility to make sure that the sixth form is informed about changes to circumstances and eligibility for priority if, for instance, a sibling is taken onto our roll or the home address changes.
Catchment Area	<p>Many sixth forms operate an admissions catchment area. This is the geographical area that it 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.</p> <p>Eligibility for catchment priority where this is part of a school's arrangements is not a guarantee of admission.</p>
Children formerly in Care (Looked After)	<p>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.</p> <p>Eligibility for looked after or formerly looked after priority is not a guarantee of admission although there is a presumption in favour of admission in most circumstances.</p>
Chronological Year Group	This is the group of students usually taught together according to their date of birth. Students born between 1 September and 31 August have the same chronological Year Group. This is sometimes called the normal age group.
Common Application Form	<p>This is the name for the application form provided by the LA and must be used 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.</p> <p>The D-CAF5 allows for a single preference to be made and returned direct to the sixth form.</p> <p>Some sixth forms require external candidates to use their own application form.</p>
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 admissions purposes are straight-line from the main entrance to a student's home (the residential building) to the star marker for the school on Devon's Geographical Information System, an electronic mapping system which can be viewed at <a href="http://www.devon.gov.uk/schoolareamaps">www.devon.gov.uk/schoolareamaps</a> . This applies solely to external candidates.
Documentary evidence	<p>Once a place has been offered to an external candidate, we may ask for evidence of identity – usually a short birth certificate. This may not be necessary where the student has been on roll at another school in England which can confirm that evidence has been seen at that school.</p> <p>We may also request evidence that a student's address is genuine or that the person who made an application for admission was legally permitted to do so.</p>
Education, Health and Care Plans	<p>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. Any student whose EHCP names this sixth form will be admitted.</p> <p>Before a Plan is issued or amended the LA will consult with sixth forms and ask whether it considers it could meet the student's needs, as set out in the Plan.</p>



Education Transport	<p>Parents should consider how their child will get to sixth form 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 the LA for Devon-resident students as a last resort, where no other means to support access to education is available. This is set out in the LA's <a href="#">Post-16 Education Transport</a>. Applications for transport must be made direct to the LA where a child lives.</p> <p>A discretionary bursary can be applied for by any student facing financial barriers to participation in education, such as the costs of transport, books and equipment. Full details are available on the college website.</p>
Equally ranked preference scheme	<p>Sixth form applications are not co-ordinated by the LA. Applications for admission for external candidates are submitted direct to each sixth form separately. There is therefore no equal ranked admission scheme as there is for children of statutory school age.</p>
Extended schooling	<p>Further information on services beyond the normal school day is available from the school office or website.</p>
Fair Access Protocol	<p>The In-Year Fair Access protocol does not apply to sixth form admissions.</p>
Faith oversubscription criteria	<p>Sixth forms designated with a designated religious character may give additional priority for admission where faith criteria are met by an external candidate.</p> <p>Eligibility for faith priority where this forms part of arrangements is not a guarantee of admission.</p>
Fees and charges	<p>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.</p>
General Data Protection Regulation	<p>Information about an admissions application will be shared with relevant LAs and with another sixth form when a place has been offered.</p> <p>Where one parent seeks information about an application or to locate a young person, the priority will be to safeguard the young person and immediate family. Unless it is established that the other parent may not lawfully receive information about the young person, 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.</p>
Home Address	<p>Places are offered here based on where the external candidate student will attend sixth form, not necessarily where they live when the application is made. If we have vacancies, then it doesn't matter whether the home address is in our catchment or relatively close to the sixth form.</p> <p>The home address is where a student 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 student attends on most mornings in a normal school week.</p> <p>If no declaration is received and there is no relevant Court Order, the home address will be the address at which the student is registered with a GP. If this is not possible or is in dispute, any other evidence provided by parents will also be considered in reaching a decision on the home address for admissions purposes. This may be</p>

	<p>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 sixth form is not conditional on signing a home-school agreement. However, some will ask applicants to sign a Home-School Agreement after students have been offered a place as a positive way of promoting greater involvement in education.
In-Year admissions	This is where a student joins the sixth form at any time after the normal round, the first opportunity for admission.
Linked School	There is no linked school priority for sixth forms. Students from Year 11 here who reach the required academic criteria are guaranteed a place in Year 12.
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>Many sixth forms in Devon 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. 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>All members of staff are considered to be important part of the school community: teaching and non-teaching. This includes members of staff employed by a third party, whose duties are solely at the school.</p> <p>Eligibility for children of staff priority where this is part of a school's arrangements is not a guarantee of admission.</p>
Multiple birth siblings	Random allocation will not be applied to multiple birth siblings (twins and triplets etc.) tied for the final place. Where an external candidate multiple birth sibling can be admitted within the PAN or AN, Devon sixth forms will admit them all and exceed the PAN if necessary.
Nodal points	<p>A Nodal Point in is a geographical location, used when a sixth form is oversubscribed, to measure distance to an applicant's home. This can ensure the school serves students 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.</p> <p>The term nodal point may also describe a specific location on school premises for distance measurement purposes.</p>
Normal Round Admissions	This is where a student joins a sixth form at the first opportunity for admission to the Year Group.

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 <b>15 May 2021</b> .
Offers	<p>When a place is offered, it is assumed the offer will be accepted unless the applicant advises otherwise. If an applicant doesn't confirm the place is required within 10 school days of the offer, the sixth form will try to 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 places are offered or refused to external candidates it is done fairly and consistently. Where the sixth form 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 student will attend.</p> <p>Accurate information is particularly relevant for addresses. A sixth form may ask for evidence of a student's home address as part of the decision-making process. If it is believed that the student's address will change before admission, the sixth form must be informed. The applicant may be required to provide 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>
Oversubscription criteria	<p>Where the number of applications for external candidates exceeds the number of places available in the Year Group, the admission authority for a sixth form will use its published oversubscription criteria to prioritise applications. They are detailed in the key information section of each admissions policy. They are not relevant where there are vacancies.</p> <p>Eligibility for priority under any oversubscription criterion is not a guarantee of admission.</p>
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. A sixth form 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. Decisions in response to an admissions application will take into account imminent court hearings that may have an impact on parental responsibility and living arrangements.</p>
Prejudice to efficient education	It is lawful to refuse admission where taking another external candidate 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 AN for the Year Group has been reached.
Published Admission Number or PAN See also Admission Number	This is the minimum number of places available at the sixth form at the normal round intake for external candidates. In limited circumstances, more will be admitted. It is calculated considering the physical capacity of the sixth form, the level of demand expected from internal candidates and sensible, lawful school organisation. Once set applications will not be refused below the PAN at the normal round. If there is unexpectedly high demand and a sixth form believes it could admit more students, the PAN will be increased. A sixth form may admit students above-PAN where their

	<p>circumstances suggest their need to be admitted outweighs prejudice to efficient education.</p>
Pupil Premium	<p>Sixth forms can give admissions priority where a student is eligible for Pupil Premium funding if included in the oversubscription criteria.</p> <p>Eligibility for Pupil Premium priority where this is part of the arrangements is not a guarantee of admission.</p>
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 main entrance to 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.</p> <p>Sixth forms 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 children 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 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.</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>A sibling who has been offered an in-year place for the beginning of the next term will be considered as if he or she were on roll for the purposes of oversubscription priority where a child seeks admission at the normal round.</p> <p>Eligibility for sibling priority where this is part of the school’s arrangements is not a guarantee of admission.</p>
Supplementary Information Form or SIF	<p>A form in addition to the LA common application form or the sixth form application form. Some schools use SIFs to collect information necessary to apply one or more of their oversubscription criteria.</p> <p>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.</p> <p>An application must be completed in all cases.</p>
Tie breaker	<p>To distinguish between external candidates 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 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 by the operation of an electronic list randomiser.</p>

	Random allocation will not be applied to multiple birth siblings (twins and triplets etc.) from the same family tied for the final place. Sixth forms will admit them all.
Uniform	Students attending some 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. Others do not have a uniform but will be expected to follow a dress code.
Waiting Lists	<p>Sixth forms will operate a waiting list for Year 12 until the end of the autumn term. This will be maintained by the sixth form. 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 a school's oversubscription criteria. Positions will be reordered whenever anyone is added to or leaves the waiting list. Therefore, a student's name can go up or down on the list. The length of time on a waiting list does not affect a student's position.</p>

© the academy trust and Devon County Council 2021

# D-CAF5 – School Admissions Application Form



## Honiton Community College Sixth Form

At the first intake or for in-year admission into a state-funded Sixth Form College for 2022-23.

This form can be used by a student in their own name or by their parent (or carer). It can be used for admission to any state-funded sixth form within the county of Devon regardless of the home address of the student. Devon-resident students seeking admission to a sixth form outside Devon should approach the sixth form directly.

This form can be used for the normal round into year 12 or for in-year admissions into year 12 or 13. For year 12, the student will have been born between **1 September 2005 and 31 August 2006** (inclusive). Applications can be submitted for a place out of a student's chronological year group.

Check whether the sixth form asks you to provide evidence by completing a Supplementary Information Form as well as this form (check at <http://devon.cc/schoolpolicy>)

You are strongly advised to read the Step by Step Guide and school policies and to ask if you have any questions - call 0345 155 1019 or email [admissions@devon.gov.uk](mailto:admissions@devon.gov.uk)

Normal round applications for year 12 may be considered late and at a disadvantage if submitted after the closing date set by the sixth form you are interested in: 12 January 2022.

**This form should only be used for external candidates, seeking to transfer to a new setting at year 12. Internal candidates moving on from year 11 to year 12 at the same setting are not required to make a formal application. (Internal and External candidates will be asked to complete an Options Form to indicate the courses they wish to study. This is not an admissions application form.)**

<b>Section A – details about the student</b>	
Applications for students with an Education, Health and Care Plan will be forwarded to the 0-25 Special Educational Needs Team. This will not affect the setting this student will attend. Please tell us here if this student has an EHCP.	YES / NO
Schools are not obliged to admit a student who has been Permanently Excluded from school twice with the most recent exclusion being in the last 2 years. Please tell us if this student has been twice Permanently Excluded.	YES / NO
<b>Which year group are you applying for?</b>	
<b>Forename(s)</b>	
<b>Surname</b>	
<b>Date of Birth</b>	
<b>Gender</b>	
<b>Home address with postcode</b>	

The address must be where the student is normally resident. If you expect to move from this address before admission, you must let us know as this may affect your application. The sixth form will confirm with you whether a change of address is accepted and whether evidence is required.

<b>New address if moving, with postcode</b>	
<b>Moving date</b>	
<b>Current school or setting</b>	
<b>Is this student in the Care of a Local Authority or was he or she in the Care of a Local Authority before immediately being adopted or made the subject of a Child Arrangements Order or a Special Guardianship Order?</b>	YES / NO
<b>If so, please give contact details</b>	

### **Section B – details about the applicant**

<b>Forename</b>	
<b>Surname</b>	
<b>Address if different to the student</b>	
<b>Email address</b>	
<b>Daytime telephone number</b>	
<b>Relationship to the student</b>	

**If you are the student and you are submitting the application, you do not need to answer the following questions in this section.**

<b>Do you have parental responsibility for this student?</b>	YES / NO
<b>Is this student subject to a private fostering arrangement?</b>	YES / NO
<b>Is there another person or body (such as a Local Authority) who might object to this application?</b>	YES / NO
<b>Is there a court order in place that might affect this application?</b>	YES / NO

<b>If you have answered YES to any of the previous 3 questions, please give details</b>	
---	--

### Section C – details about the sixth form

You can only name one sixth form or post-16 setting on this form. It cannot be used for Further Education College applications.

Name of sixth form

Honiton Community College

Do you believe this student is eligible for sibling priority for this school?

YES / NO

If so, please tell us the sibling's name and date of birth

Are you selecting this school because you believe this student lives in the catchment area?

YES / NO

Are you selecting this school because the student is the student of a member of staff working there?

YES / NO

You must provide details of the member of staff in the box below.

You can give reasons for your preference below if you wish:

### Section D – declaration and signature

Schools can only prioritise applications according to the oversubscription criteria in their admissions policies, published on school websites and, for Devon schools, at <http://devon.cc/schoolpolicy> and can only consider information you provide. The reasons you mention in admissions applications will be shared with the school and at appeal if you are refused admission. If you have indicated that this student is in Care or was previously in Care, please tell us the name and contact details of the supporting social worker or agency. You can attach documents to this application. If you don't complete and return a school Supplementary Information Form, your application cannot be prioritised on those grounds.

- I confirm that the details on this form are accurate.
- I understand I must inform the school if the student's circumstances change before admission; for example, there is a house move.



- I understand transport to a school I prefer which is not the nearest available or recognised as the designated school for transport purposes, in Devon or in a neighbouring county, may be my responsibility. I have read information on transport eligibility including exceptions to designated school eligibility at [www.devon.gov.uk/school\\_transport](http://www.devon.gov.uk/school_transport) and also at [www.devon.gov.uk/educationandfamilies/school-information/apply-for-a-school-place/school-designated-areas](http://www.devon.gov.uk/educationandfamilies/school-information/apply-for-a-school-place/school-designated-areas)
- I have read the Step by Step admissions guide or the In-Year admissions guide for further information on this process.
- I have also read or, had the opportunity to read, the school admissions policy at <http://devon.cc/schoolpolicy> and <http://devon.cc/lapolicies>
- I understand that I could contact the School Admissions Team to resolve any queries throughout the application process, at [admissions@devon.gov.uk](mailto:admissions@devon.gov.uk) or 0345 155 1019

Your signature

Your name (please print)

Date

**Return to Honiton Community College before its published closing date for applications of 12 January 2022 (or as soon as possible, with reasons why you feel your application should be considered on time). For in-year applications, return to the College when you wish to apply.**

#### Privacy and Data Protection

Your personal data is being used by the named setting and Devon County Council's Admissions Service 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 [www.devon.gov.uk/privacy/privacy-notices](http://www.devon.gov.uk/privacy/privacy-notices). Please confirm that you give your consent to the School and Council using your personal data as outlined in our privacy notice, 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](mailto: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 Council's Data Protection Officer at 01392 383000 or at [accesstoinformationsecure@devon.qcsx.gov.uk](mailto:accesstoinformationsecure@devon.qcsx.gov.uk). For more information about Data Protection, please contact the setting or visit [www.devon.gov.uk/accesstoinformation/data-protection](http://www.devon.gov.uk/accesstoinformation/data-protection).