



Admission Arrangements 2019-2020

The TEAM Multi-Academy Trust (the Admission Authority) currently incorporates five schools which share a common vision: To provide an environment that embraces the joy of learning as a foundation for life, leaving a long- lasting passion for further development.

Academy	Telephone:	Email:
Pilton Bluecoat Academy	01271 345952	admin@piltonbluecoat.devon.sch.uk
Brayford Academy	01598 710345	admin@brayford.devon.sch.uk
Umbreleigh Academy	01769 540362	admin@umberleigh-primary.devon.sch.uk
High Bickington Church of England (CofE) Academy	01769 560324	admin@high-bickington-primary.devon.sch.uk
Witheridge Church of England (CofE) Academy	01884 860518	admin@witheridge.devon.sch.uk

These Admission Arrangements apply for all schools affiliated to the TEAM Multi-Academy Trust and comply with the requirements of the 2014 School Admissions Code and 2012 School Admission Appeals Code issued by the Department for Education. Any concern relating to the statutory compliance of these admission arrangements, or the fairness and equality of local policy/practice, should initially be raised with the TEAM Multi-Academy Trust. If the concern cannot be resolved locally, a complaint may be lodged with the Office of The Schools Adjudicator.

www.teamacademytrust.com

www.gov.uk/government/publications/school-admissions

www.gov.uk/government/organisations/office-of-the-schools-adjudicator

A warm welcome awaits at all our academies, where staff will be pleased to help with admission enquiries and answer questions relating to the admission application process. Prospective applicants are encouraged to browse the information provided on the academy websites and should refer to these Admission Arrangements, including the important information, definitions and terms which are set out in the appendix to this document, before completing an Admission Application Form.

Applying for a child to start school for the first time in Reception, or to transfer to Year 3 at Pilton Bluecoat Academy (Junior School) in September 2019. The ‘normal’ admissions cycle)

Every local authority must produce a school admissions guide (The Composite Prospectus) and make this available on the local authority website from 12 September 2018. This will explain the 2019 admission application process in full detail and prospective applicants are strongly advised to refer to this document before submitting an admission application for their child to start school for the first time in Reception or to transfer to Year 3 at Pilton Bluecoat Academy. For parents living in Devon the ‘home’ local authority is: Devon County Council www.devon.gov.uk/admissions

Important

'Starting school' and 'Year 3 transfer' applications (Pilton Bluecoat Academy) must be submitted by the parent or carer directly to the local authority in which area the child lives at the time of application (this is the 'home' local authority) **by 23.59 hours on 15 January 2019**. For applications received before this deadline, the home local authority will issue the admission decision to the applicant on **16 April 2019**. Full details are set out in the home local authority Composite Prospectus.

Applications may be submitted to the home local authority after 15 January 2019 and up until 31 August 2019. However, the application will be considered as 'late' and the year of entry at the preferred school may be fully subscribed by the time the application is administered.

Starting school: A child will reach compulsory school age during the term following their fifth birthday but may start school earlier, from the September following their fourth birthday. Where the offer of a school place is accepted, the child may attend school on a full time or part time basis until compulsory school age is reached and/or the start date may be deferred until later in the school year, but not beyond the start of the last full term. Parents/carers of children born between 1 April and 31 August (summer born) may defer their child starting school until the next school year, although a new application will be required in accordance with the timetable set out in the relevant home local authority Composite Prospectus. The Admission Authority may decide for which year group the admission application can be submitted (Reception or Year 1), based on a consideration of the circumstances of the case and what is deemed to be in the best educational interests of the child concerned.

Applying for a place required during the school year (the In-Year admissions process)

Applications for children to join one of the TEAM academies during the 2019/20 school year, must be made using the In-Year Application Form which is available on each TEAM academy website. This may be submitted to the TEAM Multi-Academy Trust at any time in accordance with the instructions set out on the application Form, but please note that; applications will only be administered within six school-weeks of the place being required. Within this timeframe, the Admissions Committee will inform the applicant of the admission decision by letter to be sent out within 10 school days of the application being received.

* If the application is for a child from a Service family or the parent is a Crown Servant returning from overseas. In these circumstances, an application may be considered further in advance if an official letter is provided with the application, which confirms a relocation date and Unit postal address or quartering area address.

The In-Year application may be submitted for a year group other than the child's relative age, (an application for a 'retained' or 'accelerated' placement), in which case the Admissions Committee will evaluate the circumstances of the case and determine whether a retained or accelerated placement would be in the best educational interests of the child concerned. The parent has the right to appeal the committee's decision where a place cannot be offered in either the preferred year group or the relative age year group.

Oversubscription

If there are more applications received at any one time than there are places available within the required year group, the following oversubscription criteria will be used to rank the applications in priority order:

Pilton Bluecoat (Published Admission Number 66)	
1	A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order
2	Children with a sibling attending the school at the time of application, who will still be on roll at the time of admission and who lives at the same home address
3	Children registered in Year 2 at Pilton Infants' School at the time of application, who will be transferring to Year 3 in September 2018
4	Children who, at the time of application, live within the designated catchment area for Pilton Bluecoat Academy, or with a confirmed move to an address within the catchment area
5	Children who attend, or whose parent attends, a Christian Church or other registered place of Christian worship recognised by Churches Together in England, at least once per month and have done so for a minimum of twelve months prior to submitting the admission application
6	Children not satisfying a higher criterion

Note: In order for a child to qualify against criterion 5 of the oversubscription criteria applying for Pilton Bluecoat Academy, the applicant will need to complete the Supplementary Information Form which is available on the TEAM and individual Academy website. This must be submitted at the time of application and confirm that regular attendance at a Christian Church or other registered place of Christian worship recognised by Churches Together in England satisfies the requirement of at least 'once per month for a minimum of twelve months prior to submitting the Admission Application Form'.

High Bickington Church of England (C of E) Academy (Published Admission Number 10) Wetheridge Church of England (C of E) Academy (Published Admission Number 20) Brayford Academy (Published Admission Number 7) Umberleigh Academy (Published Admission Number 8)	
1	A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order
2	Children with a sibling attending the school at the time of application, who will still be on roll at the time of admission and who lives at the same home address
3	Children not satisfying a higher criterion

Calculating straight-line distances

If two or more applications qualify against the oversubscription criterion within which the admission number is reached and there is a need to refuse some applications, a straight-line distance will be calculated between the appropriate TEAM Academy and the home address of the child concerned, using digital mapping software and Ordnance Survey 'National Address Base' coordinates. Measurement will be to a minimum of three decimal places accuracy and in the case of a multi-dwelling building, such as a block of flats, the same distance will apply for all occupants.

Tiebreaker

If the straight-line distance measured between home and school calculates as 'exactly equal' and there is a need to agree a ranked order for the applications concerned, this will be determined by the drawing of lots which will be independently supervised by a person with no connection to the school or Admission Authority.

Waiting Lists

If applications are refused, a waiting list will be maintained in accordance with statutory requirement until 31 December 2019 for Reception at the primary academies and Year 3 at Pilton Bluecoat Academy. This will include the name of each child who has been refused admission ranked in accordance with his/her qualification against the published oversubscription criteria and each time a child's name is added, the waiting list will be re-ranked. If a place should become available within the required year group, this will be offered for the child ranked highest on the waiting list at that time. Waiting lists are not maintained beyond the statutory deadline or for any other year group.

Lodging an appeal against a decision to refuse admission

Every applicant whose admission application is refused has the right to appeal the Admission Committee's decision before an independent Appeal Panel and the TEAM Appeal Form and Appeals Timetable are published on each academy website for this purpose. To lodge an appeal against a decision to refuse admission to any of the TEAM academies, the Appeal Form must be completed and returned to the TEAM Multi Academy Trust c/o Pilton Bluecoat Academy, within 30 school days of the date on the admission decision letter.

The decision of an Appeal Panel is binding on all parties, however, complaints regarding the administration of appeal hearings may be lodged with the Education and Skills Funding Agency www.gov.uk/government/organisations/education-funding-agency

Children with Special Educational Needs

Children who are the subject of an Education Health and Care Plan (EHCP) which names one of the TEAM academies, will be admitted to that academy in the required year group regardless of the admission number/limit that applies at that time. Parents/carers who wish to transfer their child from a school that is named in an EHCP must seek approval to do so from the Local Authority that issued the EHCP, before applying for an In-Year transfer.

Appendix: Important Information, Definitions and Terms

The reasons why an Admission Application may be refused

The Admission Authority may refuse admission for one of two reasons:

- A further admission would prejudice *'the efficient delivery of education or the efficient use of resources'*
- A further admission would unlawfully breach the statutory Infant Class Size Limit, which requires that no more than thirty children are taught by a single teacher. There are eight 'permitted exceptions' set out in section 2.15 of the 2014 School Admissions Code whereby an infant class may exceed this limit.

If the Local Authority confirms that one of these criteria apply, the Admissions Committee may lawfully admit the child concerned above the Infant Class Size Limit without the need to provide an additional teacher and/or classroom. The Admissions Committee may still refuse admission if this would prejudice *'the efficient delivery of education or the efficient use of resources'*.

Misleading or false information

Should the Admission Authority become aware that the information provided on the Admission Application Form was misleading or false, it will consider withdrawing any school place offered, or where a child has already started to attend the school may remove the child from the school roll. The matter will be fully discussed with the applicant and the application will be considered afresh, taking account of any new information.

'Looked after' and 'previously looked after' children

A 'looked after child' is a child who, at the time of application, is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (section 22 (1) of the Children Act 1989 applies). For the purposes of school admissions, a 'previously looked after child' is a child who; immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order.

The home address

The Admissions Committee will take account of the home address when it is necessary to apply the oversubscription criteria. This will be the address at which the child concerned lives, at the time of application, for more than 2.5 school days per week, with a person who has legal responsibility for this child. The home address should be clearly stated on the application form. If this child will be moving to a new home and the applicant wishes the new address to be considered, one of the following documents may be submitted at the time of application.

- A legal 'exchange of contract' which confirms the purchase of the new property by the parent/carer;
- A copy of a formal tenancy agreement (minimum six-month term) signed and dated by the applicant and the Landlord for the property;
- Where the child will be living at an address other than the parental family home for more than 2.5 school days per week (for example; with an extended family member, or in emergency or other public accommodation), a formal letter, signed and dated by the person responsible for the address in question, explaining the residency arrangements for the child and stating how long these arrangements are expected to remain in place;
- For Children of UK service personnel with a confirmed posting to the area or Crown Servants returning from overseas, an official letter confirming a relocation date and Unit postal address or quartering area address.

Siblings

For the purposes of applying the oversubscription criteria, a sibling is defined by the Admission Authority as a '*full, half, step or adoptive brother or sister, or another child living for more than 2.5 school days of every school week within the same family unit and at the same home address*'. The Published Admission Number/limit will be exceeded in order that multiple birth siblings of the same family (twin, triplet etc.) can all be offered places, where otherwise a place for only one might be available.

In-Year Local Authority Fair Access Protocol

Every Local Authority must publish and maintain an In-Year Fair Access Protocol (FAP) which sets out criteria designed to support vulnerable children and to ensure that, where a child is without a school place, a suitable education setting is identified without undue delay. If the Admissions Committee refuses an admission application and it is clear from the application that the child concerned satisfies one or more of the Devon County Council FAP criteria, the Admissions Committee will refer this application to the council for appropriate consideration.

Reviewing these Admission Arrangements

School Admission Arrangements must be subject to a public consultation conducted by the Admission Authority at least once every seven years, or whenever there is a change proposed to policy or practice. The public consultation must take place for a minimum of six calendar weeks sometime between 1 October and the following 31 January in the year preceding implementation and parents of children aged 2-18 must be included. The TEAM Multi-Academy Trust will review its Admission Arrangements on an annual basis and, where no changes are proposed, will republish the document on the Trust's and academies websites before the statutory deadline of 28 February in the year preceding implementation (the 2020/2021 Admission Arrangements will be published by 28 February 2019 to apply from 1 September 2020). Objections to the policy or practice set out in these Admission Arrangements should be lodged with the Office of The Schools Adjudicator before 15 May 2018. www.gov.uk/government/organisations/office-of-the-schools-adjudicator

Contact Details

TEAM Multi-Academy Trust	Pilton Bluecoat Academy Abbey Road Barnstaple Devon EX31 1JU Telephone 01271 345952 Email: admin@piltonbluecoat.devon.sch.uk Executive Headteacher: Mrs Rhian Nicholas Admission enquiries: Caroline Tucker
For families living in Devon, the 'home' local authority is Devon County Council	Devon County Council County Hall Topsham Road Exeter, Devon EX2 4QD Telephone: School Admissions Service 'My Devon' 0345 155 1019 Website: www.devon.gov.uk/admissions
The Department for Education (DfE)	The Department for Education Sanctuary Buildings, 20 Great Smith St, London SW1P 3BT Telephone 0370 000 2288 Website: www.education.gov.uk

Glossary

The 'normal' admissions-round	The period during which parents are invited to express a minimum of three preferences for a place at any state-funded school, in rank order on the common application form provided by their home local authority. This period usually follows publication of the local authority composite prospectus on 12 September, with the deadlines for parental applications being, 15 January for primary places and 31 October for secondary and subsequent offers made to parents on National Offer Day
In-Year admission application	A school admission application submitted for a place required during the academic year. In most cases and where the local authority has chosen not to coordinate in-year applications, the application form will be submitted directly to the school concerned.
Home Local Authority	A child's home local authority is the local authority in whose area the child resides.
Maintaining Local Authority	The area in which a school is located is referred to as the maintaining local authority.
Academy	A State funded school in England, set up as a non-profit making charitable Trust, which is independent of local authority control and funded directly via the Education Funding Agency.
Admission Authority	The body responsible for setting and applying a school's admission arrangements. For community or voluntary controlled schools, this body is the local authority unless it has agreed to delegate responsibility to the governing body. For foundation or voluntary aided schools, this body is the governing body of the school. For Academies, this body is the Academy Trust.
Admission Arrangements	The overall procedure, practices and oversubscription criteria used in deciding the allocation of school places including any device or means used to determine whether a school place is to be offered.
Published Admission Number – (PAN)	The number of school places that the admission authority must offer in each relevant age group of a school for which it is the admission authority. Admission numbers are part of a school's admission arrangements.
Admission Limit	A non-statutory limit applying to year groups other than the year(s) of entry which indicates the number of places that can be offered, usually determined in accordance with the level of resource available
Common Application Form (CAF)	The form parents complete, listing their preferred choices of schools, and then submit to local authorities when applying for a school place for their child as part of the local co-ordination scheme, during the normal admissions- round. Parents must be allowed to express a preference for a minimum of three schools on the relevant common application form as determined by their local authority. Local authorities may allow parents to express a higher number of preferences if they wish.
Composite prospectus	The prospectus that a local authority is required to publish by 12 September in the offer year. This prospectus must include detailed admission arrangements of all maintained schools in the area (including admission numbers and catchment areas).

Co-ordinated Scheme	All local authorities are required to co-ordinate the normal admissions-round for primary and secondary schools in their area. Schools can take in-year applications directly from parents, provided they notify their local authority of each application and its outcome. Each Local Authority must produce and publish a Coordinated Admissions Scheme
Infant Class Size Limit	<p>Section 1 of the SSFA 1998 limits the size of an infant class (i.e. a class in which the 'majority' of children will reach the age of five, six or seven during the school year) to 30 pupils per school teacher.</p> <p>The School Admissions (Infant Class Sizes) (England) Regulations 2012 permit children to be admitted as exceptions to the infant class size limit. These are set out in paragraph 2.15.</p>
National Offer Day	<p>The day each year on which local authorities are required to send the offer of a school place to all parents of secondary age pupils in their area.</p> <p>For primary pupils, offers are sent annually out on or about 16 April and secondary on or about 1 March. The specific date will be published in the home local authority Composite Prospectus.</p>
Offer Year	The school year immediately preceding the school year in which pupils are to be admitted to schools under the admission arrangements in question. This is the school year in which the offers of school places are communicated.
Oversubscription Criteria	This refers to the published criteria that an admission authority applies when a school has more applications than places available and so must rank applications in priority.
Reception Class	Defined by Section 142 of the SSFA 1998 as a class in which education is provided which is suitable for children aged five and any children who are under or over five years old whom it is expedient to educate with pupils of that age.
Relevant Age Group	The age group to which children are normally admitted. Each relevant age group must have admission arrangements, including an admission number. Some schools (for example schools with sixth forms which admit children into the sixth form) may have more than one relevant age group.
School Year	The period beginning with the first school term to begin after July and ending with the beginning of the first such term to begin after the following July, as defined by Section 579 of the Education Act 1996.