



# ST LUKE'S SCIENCE AND SPORTS COLLEGE

## Admission Arrangements for 2014/15

St Luke's Science and Sports College is a voluntary controlled school. As a voluntary controlled school, Devon County Council is the admission authority and has responsibility for setting these admission arrangements and for making decisions regarding admissions applications.

This policy details the admission arrangements for our school and should be read in conjunction with the Primary and In-Year Co-ordinated Admissions Schemes and other agreed policies of Devon County Council, the Local Authority (LA). All policies and procedures seek to comply with the requirements of the School Admissions Code 2012, the School Admissions Appeals Code 2012 and other relevant legislation including Infant Class Size Legislation limiting Key Stage One classes to 30 pupils with each qualified teacher.

### **Our Ethos**

We are a Specialist Science and Sports College with Mathematics as a supporting subject and our students are given opportunities throughout their five years to contribute to all aspects of college life, taking extra responsibilities and sharing the process of 'Education for life'. We are a caring college where every individual matters and we all work hard to achieve very high standards, both academic and personal.

St Luke's Science & Sports College is a calm, caring, cohesive and high-achieving community of learners. We aim that our students and staff, and all our partners become 'Fit to Succeed' physically, emotionally and spiritually, so that all can succeed and achieve. In our College, learning is celebrated in all its forms. A strong, caring pastoral structure underpins a varied curriculum that seeks to develop the potential of every student. Academic rigour is valued at all stages, and the classroom focus is on challenge, engagement and achievement. A huge range of enrichment activities enhance the curriculum, and our students thrive within this vibrant programme.

We are proud that our school is at the heart of our local community. Our popularity in the community is a reflection of our high standards, the high quality of teaching, the excellent accommodation and facilities we enjoy, the excellent reputation established by the achievement and behaviour of our students, and the way in which we promote Healthy Living across Exeter and further afield.

We will ensure in the future that St Luke's continues to be a safe, challenging, and happy community which prepares learners of today for the demands and opportunities of tomorrow.

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

Published Admission Number (PAN) for Year 7 in 2014-15	196
We organise our intake into 7 registration groups of 28 students. While individual class sizes in certain subjects may be above or below this figure, we feel that this organisation enables us to maintain and improve outcomes for children here.	
For other Year Groups, the agreed admission limit will be the PAN which was determined for that cohort as it entered the school in Year 7 unless varied in response to a change in circumstances. For further information, please contact the College or the School Admissions Team of Devon LA.	
Supplementary Information Form	Yes, available from the school or LA. To be completed only where a parent is seeking admissions priority on grounds on aptitude for sport.
Home-School Agreement	Yes
School uniform	Yes
Extended school facilities	Please visit our website for details of the facilities available at the beginning and end of the school day:
School Travel Plan	Please visit our website for details:

### Admissions to the College

Most of the children attending St Luke's join at secondary transfer, the beginning of Year 7. This is what is called the "normal point of entry" to a secondary school.

Other children join us "in-year" at other times, once a year group has already started. This may be because they are new to the area and need a school place or simply would like to transfer from another school.

### The need to apply

All parents must make an application for their child to be admitted to a state-funded school or academy. To apply for a place here you should use a Common Application Form provided by a local authority. Places are not allocated to a child automatically, even where:

- there is an older sibling attending here;
- a child attends a particular linked school;
- a parent has expressed an interest at any time in the school; or
- the child has always lived close to the school.

No places will be held in reserve for a child who applies late; neither the school nor the LA can hold places empty if another child applies for admission. We will share information with the LA and will publicise the need to apply but the responsibility for making an application will be with you as the parent.

### Visiting St Luke's

We welcome visits from parents and children who are considering applying for a place here. This is an opportunity for you to see what we have to offer. Visits are not a compulsory part of the admissions process and will not affect decisions on whether a place can be offered at our school. If you would like to visit the College, you should contact us to make an appointment. We hold an open evening for prospective new Year 7 children in the autumn term when they are in Year 6. If you are considering an in-year application, you are welcome to contact us and make an appointment to visit at any time.

### How To Apply For A Place At The Normal Round – Year 7

The normal round of admissions is when children can join our school for the first time. So that all parents who wish to apply for a place in Year 7 can do so each LA across the country is required by law to co-ordinate applications for the schools and academies in its area. This means parents will receive **one** offer of a school place at the same time as other parents. For us, Devon is the LA which co-ordinates applications which have been made either direct to Devon or passed on by other LAs.

Every parent who wishes to apply or "express a preference" for a Year 7 place must use a Common Application Form from the home LA where the child lives. For Devon residents, this is the

D-CAF3, which is available at [www.devon.gov.uk/admissionsonline](http://www.devon.gov.uk/admissionsonline) or within the Next Step secondary admissions booklet. You can request a copy of this by calling *My Devon*. A reference copy will be available here from **2 September 2013**. If your child lives in another LA you must apply by contacting that LA even though you are requesting a place here.

The national closing date for applications for secondary transfer is: **31 October 2013**. You can apply after this date but your application may not be considered until after all of the applications that were on time. If you couldn't apply before because, for instance, you moved to this area after October, you should make sure that you inform the LA. If the reason for applying after the closing date is accepted, your application will be considered at the same time as everyone who did apply on time if this is still possible.

If you know that you are going to move into the area during the Year 6 for your child, you can apply from where you are and provide evidence of the new address. You do not need to wait until you have actually moved if this is after the offer of places on **3 March 2014**.

### **What happens next?**

If there are fewer applications than places then no application will be refused. Only if there are more applications than there are places available will the LA prioritise applications according to the oversubscription criteria below. We may delegate this process to the LA or other agent but they will use our oversubscription criteria and we will remain responsible.

You will be able to make a preference for one, two or three schools. If you do name more than one school, it is important that you name them in the order you would like a place. The LA co-ordinates admissions for all secondary schools. A parent could be in a position to be offered a place at more than one school. If that happens, a place will only be offered at the school which the parent preferred the most on the Common Application Form. The home LA will write (or email if the application was online) on **3 March 2014** to advise which school place has been allocated.

Shortly afterwards, we will also contact successful parents to welcome them to the school and to make arrangements for admission itself. Every parent who makes an application for admission will be offered a school place by the LA – either at a school they have named or at an alternative.

### **Information provided in an application**

We would like all applications to be fully and honestly completed. It is important that where we offer places to some and refuse others we do so fairly and consistently. Where we have reason to believe that information is false and has been provided knowingly we may withdraw the offer of a place. This is particularly relevant where an address is given which is not the one from which a child will actually attend school and this disadvantages another child. If necessary, we will ask for evidence of a child's home address before admission.

If you know or believe that your child's address will change before admission, you must inform the LA or the College as this may affect your application.

### **Published Admission Number - PAN**

This is the number of places we intend to make available for our normal intake. Once we set this number, we will not refuse admission for applications below the PAN. If there is unexpectedly high demand and we believe we could admit more children, we will inform Devon LA and either some children will be admitted above the PAN or we will increase the PAN.

The Year 7 PAN for 2014-15 is **196**.

For other Year Groups, the agreed admission limit will be the PAN which was determined for that cohort as it entered the College in Year 7 unless varied in response to a change in circumstances at the College. For further information, please contact the College or the School Admissions Team.

**ST LUKE'S SCIENCE AND SPORTS COLLEGE  
OVERSUBSCRIPTION CRITERIA 2014/15**

**if there are more applications than places at the normal round of admissions to Year 7**

Any child whose Education, Health and Care Plan or Statement of Special Educational Needs names St Luke's Science and Sports College will be admitted.

Where the number of applications exceeds the number of places available in Year 7 (the PAN) the LA will use the following oversubscription criteria to prioritise applications:

- a) Up to 20 places (that is, 10% of the PAN of 196, rounded up to the next whole candidate) will be available to children with a proven aptitude in football or any other sport or dance in which the College specialises (see the list of sports at note m). Aptitude will be assessed by the College Assessment Panel acting on behalf of the LA and undertaken by the College's named partners *Exercise Science Consulting Ltd*, using an appropriate sporting aptitude test. In the event that the aggregate score of one or more students is equal to that of the student ranked 20 and equal or higher than the pass mark, the following criteria will be applied by the Assessment Panel to prioritise applications:
  1. **Children in Care or who were in Care but ceased to be in Care because they were adopted, made the subject of a residence order or a special guardianship order.**
  2. **Registration with a relevant professional club for further development.**
  3. **Inclusion in a National Governing Body Performance Programme or their equivalent.**
  
- b) The remaining 176 places will be available to other applicants. Where the number of applications is greater than 176 the LA will use the following oversubscription criteria to prioritise applications
  4. **Children in Care or who were in Care but ceased to be in Care because they were adopted, made the subject of a residence order or a special guardianship order.**
  5. **Children for whom an exceptional medical or social need is demonstrated.**
  6. **Children who live in the college's designated area, with a sibling on roll at the college at application.**
  7. **Other children who live in the college's designated area, attending a linked primary school.**
  8. **Other children who live in the college's designated area.**
  9. **Children who live outside the college's designated area, with a sibling on roll at the college at application.**
  10. **Children who live outside the designated area, attending a linked primary school**
  11. **Other children.**

**ST LUKE'S SCIENCE AND SPORTS COLLEGE  
OVERSUBSCRIPTION CRITERIA 2014/15**

**if there are more applications than places for in-year admissions to Year 7, 8, 9, 10 or 11**

Any child whose Education, Health and Care Plan or Statement of Special Educational Needs names St Luke's Science and Sports College will be admitted.

Where the number of applications exceeds the number of places available (the agreed admission limit) the LA will use the following oversubscription criteria to prioritise applications:

- a) No more than 20 places (that is, 10% of the PAN of 196, rounded up to the next whole candidate) will be available at any time to children with a proven aptitude in football or any other sport or dance in which the College specialises (see the list of sports at note m). Aptitude will be assessed by the College Assessment Panel acting on behalf of the LA and

undertaken by the College's named partners *Exercise Science Consulting Ltd*, using an appropriate sporting aptitude test. In the event that more applicants have demonstrated an aptitude than there are vacancies, the following criteria will be applied by the Assessment Panel to prioritise in-year applications:

1. **Children in Care or who were in Care but ceased to be in Care because they were adopted, made the subject of a residence order or a special guardianship order.**
  2. **Registration with a relevant professional club for further development**
  3. **Inclusion in a National Governing Body Performance Programme or their equivalent**
- b) Otherwise the LA will use the following oversubscription criteria to prioritise in-year applications:
4. **Children in Care or who were in Care but ceased to be in Care because they were adopted, made the subject of a residence order or a special guardianship order.**
  5. **Children for whom an exceptional medical or social need is demonstrated.**
  6. **Children who live in the college's designated area, with a sibling on roll at the college at application.**
  7. **Other children who live in the college's designated area.**
  8. **Children who live outside the college's designated area, with a sibling on roll at the college at application.**
  9. **Other children.**

#### **Notes to Oversubscription Criteria**

- a) The School Admissions Code notes that a pupil with aptitude is one who 'is identified as being able to benefit from teaching in a specific subject, or who demonstrates a particular capacity to succeed in that subject'.
- b) If there are fewer allocations to be made for children applying on the grounds of sporting aptitude, those vacancies will be available to other children.
- c) If it is necessary to differentiate between children in categories 6 or 9 for normal round admissions, those children attending a linked primary school will have priority over other children within that category.
- d) If it is necessary to distinguish between children in a particular category [or between pupils in a sub-category of category 6 or 9 for normal round admissions – see note (a) above], priority will be determined on the basis of distance between home and the College measured as a direct line from the entrance of the residential dwelling, to the College as plotted on Geographical Information System (GIS) [ie the shorter the distance, the higher the priority]. (Parents should note that the direct line measurement policy does not apply to Devon LA's school transport decisions).
- e) If the tie-breaker at d) is not sufficient to distinguish between applicants in a particular category, there will be a random ballot. This will be undertaken by the LA Admissions Manager on behalf of the College by the operation of an electronic random number generator. This may be in the presence of another College representative.
- f) Where applications are received from families with multiple birth siblings (twins, triplets, etc.) places will be allocated together at the College wherever possible, including offering place(s) above the PAN.
- g) Where applications are made at the same time for two children not falling within multiple birth siblings, (sometimes referred to as contemporaneous admissions) the application will not be considered under the 'sibling' criteria.
- h) Waiting lists are kept where there are more applications than places available. They are held in order of oversubscription criteria until the point at which Devon's co-ordinated secondary admissions scheme ends (**31 August 2014**) at which point lists will be recalculated on the basis that children will no longer be attending linked primary schools. Waiting lists will be kept so long as there is at least one name on it.

- i) Where two or more children reside within a block of flats, they will be deemed to live at an equal distance from the College.
- j) For normal round admissions, the term “at application” means at the closing date for applications or any time between then and the LA processing date for applications on **10 February 2014**. It will be a parental responsibility to inform the LA that a place has been offered here for a child who would then qualify as a sibling for this purpose.
- k) For children of UK service personnel and other Crown Servants the College will consider a family posted to the area as meeting residence criteria for the designated area even if a residential address has not been identified. This would require confirmation in the form of a letter from the relevant government department (for example, the Ministry of Defence, the Foreign and Commonwealth Office or Government Communications Headquarters.)
- l) Evidence of exceptional medical or social need will be demonstrated according to the Protocol below.
- m) The European Sports Charter defines ‘sport’ as being all forms of physical activity, which through casual or organised participation; aim at expressing or improving physical fitness and mental well-being, forming social relationships or obtaining results in competition at all levels. All sports listed below will be eligible for application; all are included on Sport England’s recognised list of sports:

- |              |               |                |
|--------------|---------------|----------------|
| ○ Athletics  | ○ Hockey      | ○ Rugby        |
| ○ Badminton  | ○ Judo        | League         |
| ○ Basketball | ○ Ju Jitsu    | ○ Rugby Union  |
| ○ Cricket    | ○ Karate      | ○ Sailing      |
| ○ Cycling    | ○ Lawn Tennis | ○ Squash       |
| ○ Football   | ○ Movement    | ○ Swimming     |
| ○ Goalball   | and Dance     | ○ Table Tennis |
| ○ Golf       | ○ Netball     | ○ Taekwondo    |
| ○ Gymnastics | ○ Rounders    | ○ Triathlon    |
| ○ Handball   | ○ Rowing      | ○ Volleyball   |

### **Aptitude Assessment**

Selection will be based on an Aptitude Assessment offered to all children who complete the Sporting Aptitude Supplementary Information Form which is available from the College and from the LA. Children are expected to be in the fundamental stages of development where young people are developing their physical capacity. Their agility, balance, co-ordination and speed of athleticism are to be encouraged. Children applying to undertake the Aptitude Assessment are likely to have been identified through one of the following:

- Selection at County level or above in a specific sport
- Selection at Level 4 or above in Dance
- Registration with a professional club for further development
- Being included in a National Governing Body Performance Programme of a specific sport
- By teachers from school or club-based activities
- By clubs, sports centres or other educational or sports institutions

The aptitude assessment will cover a cross-section of all the fundamental physical and psychological skills required for a student to express their physical literacy in a sporting performance environment. The assessment will include:

- |                   |                           |
|-------------------|---------------------------|
| • Speed           | • Psychomotor Performance |
| • Agility         | • Co-ordination           |
| • Aerobic Fitness | • Balance                 |
| • Power           |                           |

For each of the assessments, candidates will be allocated points based on their performance in-line with a normal distribution curve:

- Top 10% = 20 Points
- Next 20% = 15 points
- Next 40% = 10 Points
- Next 20% = 5 Points
- Last 10% = 1 Point

If a candidate is unable to complete an exercise they will not be allocated any points. All of the points will then be added up to provide a rank order for the group.

Following the Aptitude Assessment; candidates will receive a further weighting to their score based on an applicant's competitive performance to date:

- International Representation = 100 Points
- National Representation = 75 Points
- Regional/Professional Club Academy Representation = 50 Points
- County/Academy Representation = 25 Points
- District/Club Representation = 10 Points

For students who are gifted with respect to Dance; this weighting will be scored as follows;

- Grade 8 = 100 Points
- Grade 7 = 75 Points
- Grade 6 = 50 Points
- Grade 5 = 25 Points
- Grade 4 = 10 Points

Following the above process; the candidates will be ranked in point order from highest to lowest and the top 20 will be invited to attend the College within the co-ordinated admissions scheme of the LA.

The Aptitude Assessment for normal round admissions will be held on **25 September 2013**. To ensure that candidates can take this assessment, the Sporting Aptitude Supplementary Information Form should be returned to the College by **16 September 2013**. The outcome of Assessments will be communicated to parents on **27 September 2013**. The closing date for Common Application Forms is **31 October 2013**.

Candidates submitting Supplementary Information Forms after **16 September 2013** may not be able to take the Assessment on **25 September 2013**. For these candidates and for those unable to take the Assessment on **25 September 2013**, another date will be made available. It may not be possible for this to be arranged in time for the outcome to be available before the closing date for applications on **31 October 2013**.

The outcome of Assessments cannot guarantee admission; all applicants must submit a preference for St Luke's and this will be considered as part of the LA Co-ordinated Admissions Scheme.

### **Waiting Lists**

Following allocation of Year 7 places the LA will retain a waiting list until the end of the first full week of the autumn term 2014 as per the secondary co-ordinated admissions scheme. Following that the College will retain the waiting list in partnership with the School Admissions Team. Waiting lists will be kept in order of the oversubscription criteria above. Places on lists will not be prioritised according to how long a child's name has been on that list. It is possible that a child's name could go down on a list as well as up.

During the summer of 2014, there will be a second allocation of places on **14 April 2014**. After that, places in the secondary transfer intake will be offered to new applicants and to the waiting list as vacancies arise.

### **Late Applications for admission at the normal round to Year 7**

Any late application will be considered in line with Devon LA's secondary co-ordinated admissions scheme. Applications submitted after the closing date will be considered after applications submitted by the closing date unless there are sufficient reasons for the late application. Examples which may be accepted include where the parent or guardian has been in hospital and unable to apply in time. Evidence in support of the circumstances will be required.

### **Admissions at other times – In Year Admissions**

You can make a request for admission after the normal round of admissions – after **31 August 2014** – using the Devon Common Application Form: the D-CAF. Where a child moves into the area and you as the parent have a single preference for a place here, where your child is not the subject of an Education, Health or Care Plan or a Statement of Special Educational Need, has not been Permanently Excluded from a school, where there is no parental dispute regarding admissions and where there is a confirmed vacancy in the relevant year group, we may ask you to complete a D-CAF6 instead of a D-CAF. This allows for your child to start here as soon as possible. A formal offer letter will then follow from the School Admissions Team. All In-Year admissions to the College will be made in line with Devon's In-Year Co-ordinated Admissions Scheme 2014-15.

Copies of the D-CAF are available at [www.devon.gov.uk/admissions](http://www.devon.gov.uk/admissions) or by calling 0845 155 1019.

If you are seeking an in-year place because your child has just moved to the area and doesn't already have a school place, admission would be as soon as possible. If your child already has a school place locally, admission will normally be at the beginning of a term or half-term.

### **Fair Access Protocol**

All LAs are legally required to operate a Fair Access Protocol across their area – all schools and academies are required to co-operate with that protocol. This ensures that children who are vulnerable, unable to access an appropriate school place under the standard admission arrangements for the area have an admissions safety net.

For secondary schools in Devon, a child meeting the criteria of the Fair Access Protocol will be admitted to the secondary school designated for his or her address even where it has reached its PAN or other agreed admission limit up to 3% over that limit. This does not provide additional spaces for children who already have a local school place.

### **Admissions Outside a Child's Normal Age Group**

Parents can request a place in a different year group if, for example, a child is particularly gifted or talented or has missed a significant period of education through ill health. We will consider each request on its own merits. There is a statutory right of appeal if this is refused unless we offer a place in the child's normal age group.

### **Admission Appeals**

If your application for admission is unsuccessful, you have a statutory right of appeal to an Appeals Panel which is independent of the school. The Panel will review the decision and will decide whether the refusal was justified on the grounds that the school was full. Even if the Appeals Panel agrees that the school was full, it will also consider the impact on the child and family and may still award a place at the school.

If you have not been sent appeal papers with the decision letter refusing your application for admission, you can request a form from the School Admissions Team. You then have no less than 20 school days to return the papers, together with any supporting evidence you wish to include. You do not have to wait for this period of time before submission.

The Clerk to the Independent Appeals Panel will give you at least 10 days' notice of the date when your appeal will be heard. You will also be told when you should submit any further information you would like to be considered. You will receive evidence on behalf of the school before the appeal hearing.

After appeals are heard, decision letters should be sent within five school days; you will be able to find out the outcome by telephone before then.

For appeals at the normal round of admissions to Year 7 appeals will be heard within 40 school days of the deadline for lodging appeals. For the 2014-15 intake, this is **28 March 2014**. Where the application was not made in time for a decision to be made on **3 March 2014**, appeals will be heard within that 40 day period or, if that is not possible, within 30 days of the appeal being lodged.

For in-year admissions in any academic year, appeals must be heard within 30 school days of the appeal being lodged. For in-year admissions in any academic year, appeals must be heard within 30 school days of the appeal being lodged.

For further information on the appeals process, parents can contact the school office or the Clerk to the Appeals Panel.

### **Transport**

All parents should consider how their child will get to school for the whole of their time on roll. Parents are advised not to rely on lifts, car shares or public service vehicles always being available. Supported transport will be provided for those children attending this school if it is either the designated school for the home address or the closest school which was available when the parent could apply. The home address must be further than a walking distance of three miles. There is additional provision for families on low incomes.

Where a parent could have applied on time but didn't do so, there will be no entitlement to assistance from the LA with education transport to the alternative school as suitable arrangements had been made by the LA to enable parents to become a registered pupil at a closer school.

All parents are encouraged to use sustainable travel wherever possible. The school's Travel Plan sets out further local information and is available from the school office and website.

### **Extended Schooling**

Further information on extended schooling beyond the normal school day is available from the school and our website.

### **Home-School Agreement**

Admission to any school is not conditional on signing a home-school agreement. However, we will offer this to all parents after children have been admitted as we consider agreements to be a positive way of promoting greater involvement between parents in their child's education.

### **Uniform Policy**

Children attending St Luke's are expected to wear a uniform. Some of the items required can be purchased from us and the rest from most retail outlets. Parents unable to purchase items of uniform or equipment will not be penalised. We operate a scheme to assist families in need.

### **Documentary Evidence**

Once a place has been offered to a child, evidence of the child's identity may be requested – usually a short birth certificate. This may not be necessary where the child has been on roll at another school in England which can confirm that evidence has been seen at that school.

The school may also request evidence that a child's address is genuine or that the person who made an application for admission was legally permitted to do so.

### **School Fees and Charges**

There is no charge for applying for a place here, for admission or for the provision of education. We will not request donations before or during the admissions process and any donations made to the school following admission are entirely voluntary. No activities such as school visits are compulsory. A policy on charging for activities is available on request from the school and can be viewed on our website.

### Objections to this Policy

For information on how to object to the terms of this or any other admissions policy or procedure, advice is available the Office of the Schools Adjudicator. Formal objections to admission arrangements must be by the **30 June 2013**.

**Definitions** will be those of the local authority admission arrangements unless detailed in this policy.

Children formerly in Care	These children were looked after until they were adopted (see the Adoption and Children Act 2002 section 46) or made the subject of a residence order (see the Children Act 1989 section 8) or a special guardianship order (Children Act section 14A).
Children in Care	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 Devon Local Authority or any other local authority which has informed Devon of its wish to place a child.
Designated Area	The geographical area served by the College. It is sometimes called the 'catchment' area. You should note that living within the designated area <b>does not</b> guarantee a place. The College's designated area comprises the designated areas of the four primary schools within our Local Learning Community. Details of the designated area can be found at <a href="http://www.devon.gov.uk/schoolareamaps">www.devon.gov.uk/schoolareamaps</a>
Fair Access Protocol	A policy operated by Devon County Council to assist children unable to access an appropriate school place through standard admission arrangements once a Year Group has begun.
GIS	Measurement will be based on Devon LA's Geographical Information System. This is an electronic mapping system which makes measurements using computer software and can be viewed at <a href="http://www.devon.gov.uk/schoolareamaps">www.devon.gov.uk/schoolareamaps</a> .
Home Address	The College will not accept more than one address as the child's home address. The terms of a residency order may clarify the home address. Where necessary to determine which address to recognise and in the absence of a residency order, the College will consider the home address to be with the parent with primary day to day care and control of the child. In reaching this decision, evidence will be requested to show the address to which any Child Benefit is paid and from which the child is registered with a medical GP. Any other evidence provided by parents will also be considered by the College in reaching a decision on the home address for admissions purposes. This may be necessary for instance where parents do not agree on the child's home address. Parents are urged to reach agreement or seek a Specific Issues Order from a court to decide which parent should or should not pursue an application. Where they do not, the College will determine the home address.
Linked Primary School	A school which works with the College to develop curriculum links and to ease transition for pupils from primary school to secondary school. We give admissions priority for children attending our linked schools. You should note that attending a linked primary school does not guarantee a place. Our linked schools are:

	<p>Ladysmith Junior School  Pinhoe C of E Primary School  St Michael's Primary School  Whipton Barton Junior School</p> <p>For children attending St Nicholas' Catholic Primary, there is no formal link with a secondary school. If a child attends this school, the linked secondary school will be that designated to serve his or her home address (information on designated areas is available at <a href="http://www.devon.gov.uk/schoolareamaps">www.devon.gov.uk/schoolareamaps</a>).</p>
Parent	A parent is any person who has parental responsibility or care of the child. When we say parent, we also mean carer or guardian. Where admission arrangements refer to parents this can mean one parent or both.
Published Admission Number	This is the minimum number of places available at the school. In limited circumstances, more will be admitted according to the Secondary Co-ordinated Admissions Scheme. It is calculated taking into account the physical capacity of the school, the level of demand expected from local, in-area children and sensible school organisation.
Sibling	This will be a full, adopted half or step brother or sister and will include a full, adopted half or step brother or sister living at a different address. Foster children will count as a brother or sister to those living within the foster household or where appropriate, the natural parental home address.

## Contacts and Further Information

The Admissions Officer  
St Luke's Science and Sports College  
Harts Lane  
Exeter  
EX1 3RD  
01392 204600  
[admin@st-lukes.devon.sch.uk](mailto:admin@st-lukes.devon.sch.uk)  
[www.st-lukes.devon.sch.uk](http://www.st-lukes.devon.sch.uk)

### The Diocese of Exeter

Diocesan Board of Education  
The Old Deanery  
The Cloisters  
Exeter EX1 1HS  
01392 294939

### School Admissions Team

[admissions@devon.gov.uk](mailto:admissions@devon.gov.uk)  
Telephone contact through *My Devon* on 0845 155 1019

### Devon County Council policies

Available at [www.devon.gov.uk/admissionarrangements](http://www.devon.gov.uk/admissionarrangements)

### School Appeals

Telephone contact through *My Devon* on 0845 155 1019  
Clerk to the Independent Appeals Panel, County Hall, Exeter, EX2 4QG  
[www.devon.gov.uk/admissionappeals](http://www.devon.gov.uk/admissionappeals)

### Education Welfare Service

Telephone contact through *My Devon* on 0845 155 1019  
[www.devon.gov.uk/education\\_welfare](http://www.devon.gov.uk/education_welfare)

**Education Transport Team**

Telephone contact through *My Devon* on 0845 155 1019  
[www.devon.gov.uk/school\\_transport](http://www.devon.gov.uk/school_transport)

**The Department for Education (DfE)**

Telephone 0870 000 2288  
[www.education.gov.uk](http://www.education.gov.uk)

**Office of the Schools Adjudicator**

Telephone 01325 735303  
[www.education.gov.uk/schoolsadjudicator](http://www.education.gov.uk/schoolsadjudicator)

**Children's Education Advisory Service**

Telephone 01980 618244  
Trenchard Lines, Upavon, Pewsey, Wiltshire SN9 6BE  
[enquiries@ceas.detsa.co.uk](mailto:enquiries@ceas.detsa.co.uk)

**Policy version**

This policy was determined by the Cabinet of Devon County Council on 10 April 2013.  
It will be reviewed annually following a consultation hosted by Devon County Council at  
[www.devon.gov.uk/admissionarrangements](http://www.devon.gov.uk/admissionarrangements)

Wording was added in June 2014 to make provision for the phasing out of Statements of SEN, to be replaced by Education, Health and Care Plans under the Children and Families Act 2014.

## Protocol for Admission of children with Exceptional Medical or Social Need 2014/15<sup>1</sup>

### **1 Equality Statement**

- 1.1 Devon County Council will only commit to policies and practices which will eradicate discrimination and promote equality for all, regardless of age, gender, disability, religion and belief, race and ethnicity and sexual orientation.
- 1.2 This policy will be subject to an Equality Impact and Needs Assessment. This assessment will be integral to all future policy and guidance reviews.

### **2 Safeguarding Statement**

- 2.1 Devon County Council and its partners recognise that safeguarding is everybody's responsibility. Whether their interest is in all young people 'staying safe' in all aspects of our services, or whether they are working in specific areas of vulnerability, all staff will have appropriate training and induction so that they understand their roles and responsibilities and are confident in carrying them out. Settings, schools, children, young people and their parents or carers, or any member of the community should feel secure that they could raise any issues or concerns about the safety or welfare of children and know that they will be listened to and taken seriously. This will be achieved by maintaining an ethos of commitment to safeguarding and promoting the welfare of children and young people. This is supported by a clear child protection policy, appropriate induction and training, briefings on and discussion of relevant factors and refreshed learning in line with current legislation and guidelines.
- 2.2 Devon County Council acts as a Corporate Parent for Children in Care. This means that the local authority has a legal and moral duty to provide the kind of support that any good parents would provide their own children. This policy has been written to comply with this principle.

### **3 Introduction**

- 3.1 When parents apply for school places, they are invited to give reasons why they prefer a particular school. Sometimes, they may feel there are strong and compelling reasons for their preference.
- 3.2 In these cases, the parent can request that consideration should be given and a place provided at the school even where it may be full.
- 3.3 For Devon County Council (DCC) these requests are for the admission of children with Exceptional Social or Medical Need.
- 3.4 This protocol describes how DCC and schools decide whether the requests are sufficiently compelling, what happens next and how parents are informed of the decision.
- 3.5 It is expected that the exceptional nature of these requests will mean that a small number of cases will be sufficiently compelling in any year.

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<sup>1</sup> This is extracted from Devon's Protocol for the Admission of Children with Exceptional Social or Medical Need for Admissions from September 2014

3.6 Exceptional Social or Medical Need could be:

- a serious medical condition, supported by medical evidence;
- the death of a parent;
- significant caring responsibilities, endorsed by social care managers;
- where one or both parents or the child has a disability that may make travel to a school further away more difficult.

These examples are not meant to be exhaustive. The circumstances presented will be considered on their individual merits.

3.7 It is intended that this protocol will pre-empt some admission appeals where it is considered that exceptional need can be demonstrated.

3.8 It is expected that professional evidence from a social care or medical expert, independent of the family would be provided which provided a reasoned and unequivocal opinion that the child would suffer a significant detriment by not being admitted to the preferred school.

#### **4 Admissions in the Normal Round**

4.1 The Normal Round of Admission is:

- entry into the Reception class of a primary or infant school; or
- transfer from an infant school into a junior school; or
- transfer from a primary or junior school into a secondary school.

4.2 Devon operates Coordinated Schemes of Admission to manage these processes. Parents are invited to express preferences for the school they would like their child to attend, together with reasons why these schools are preferred on a common application form.

4.3 For primary schools the D-CAF1 should be submitted to the Local Authority (LA) online, directly or via the school ranked highest by the parent by **15 January 2014**.  
For junior schools the D-CAF2 should be submitted directly to the LA or via the school ranked highest by the parent by **15 January 2014**.  
For secondary places the D-CAF3 should be submitted to the LA online, directly or via the child's primary or junior school by **31 October 2013**.  
For places at a studio school or university technical college the D-CAF4 should be submitted to the Local Authority (LA), online, directly or via the child's primary or junior school by **31 October 2013**.  
For places at a middle school the D-CAF5 should be submitted to the Local Authority (LA), online, directly or via the child's primary or junior school by **15 January 2014**.  
For places at a high school the D-CAF5 should be submitted to the Local Authority (LA), online, directly or via the child's primary or junior school by **31 October 2013**.

4.4 Parents can state on the form that they feel there are exceptional medical or social reasons and this protocol will then apply.

4.5 Alternatively, this protocol will apply where DCC admissions officers feel the reasons given by a parent for preferring a particular school on the application form should be considered as demonstrating exceptional need.

4.6 Forms which require consideration for exceptional need will be brought to the attention of the LA Admissions Manager by individual admissions officers.

- 4.7 Where the school is its own admission authority and exceptional social or medical need is a priority within its oversubscription criteria the request will be referred to the Governing Body or Trust for consideration whether exceptional need has been demonstrated. This may be delegated to the LA Admissions Manager.
- 4.8 Where the LA is the admission authority for the school, the LA Admissions Manager will consider whether exceptional justification has been demonstrated. He or she will be guided by the Headteacher of the school.
- 4.9 Where the school lies within the area of another LA, the request will be referred to that LA for consideration whether exceptional justification has been demonstrated. This may require that LA to refer to the Governing Body or Trust of a school.
- 4.10 Where a parent feels the nature of the supporting evidence is of particular sensitivity, he or she may submit that evidence direct to a school where the school is its own admission authority. The school should advise the LA that evidence has been received but not the content.
- 4.11 If exceptional need has been demonstrated, the LA will inform the parent that the application will be prioritised according to the oversubscription criteria for the school—generally, the second criterion. This does not constitute the offer of a place but it would be expected that such a high priority application would secure admission to any school. The parent will be advised of this without unreasonable delay by the LA.
- 4.12 Where an officer of DCC has identified an application as requiring consideration for exceptional justification but it has not subsequently been considered as sufficiently compelling, the LA will approach the parent to discuss the application and whether further material should be considered.
- 4.13 Where it has not been agreed that the justification is exceptional, and a place at the preferred school is refused, the parent will have the statutory right of appeal.

## **5 Admissions out of the Normal Round**

- 5.1 This happens where a parent requests a place in a Year Group which has already begun, either later in the academic year for Reception, Year 7 or Year 3 (for junior schools) or in another Year Group.
- 5.2 Parents are asked to complete a Devon In-Year Admissions D-CAF. All requests for school places may be made on an application form to the LA, whether or not the school itself requests that a Supplementary Information Form is completed. Where a school accepts applications from parents directly, it will consider the child's circumstances itself.
- 5.3 Where a school has vacancies, a place should be made available to the parent without consideration for exceptional need.
- 5.4 Where a request has been turned down on the grounds that the school has reached its Published Admission Number (PAN) or other agreed admission limit in the Year Group, the request will be considered as if it had been made in the normal round as at paragraph 4 above.



# ST LUKE'S SCIENCE AND SPORTS COLLEGE

## Sporting Aptitude Supplementary Information Form for 2014/15

You should complete this form if you wish your child to be considered for admission on the grounds that he or she could demonstrate an aptitude to football or other sport/dance in which the College specialises.

For admissions at the normal round intake to Year 7 in September 2014, this Form should be returned to St Luke's by the closing date of **16 September 2013** to ensure that your child can be assessed for aptitude on **25 September 2013**. Forms received after this date may mean that the test for aptitude will take place at a later date.

For other in-year admissions during **2014-15**, it should be returned as soon as possible so that your child can be assessed for aptitude.

**Please note all applicants must also complete a Local Authority Common Application Form.  
St Luke's must be listed as a Preference.**

Full Name of child	
Date of Birth	
Contact telephone numbers	

A series of physical tests will be used to assess children (see the College prospectus for details). These tests will be conducted by fully qualified PE Teachers and a qualified First Aider will be present at all times throughout the tests.

Children should arrive at College suitably dressed for the tests and wearing trainers. Changing and showering facilities will be available.

Please sign below to consent to your child taking part in these tests.

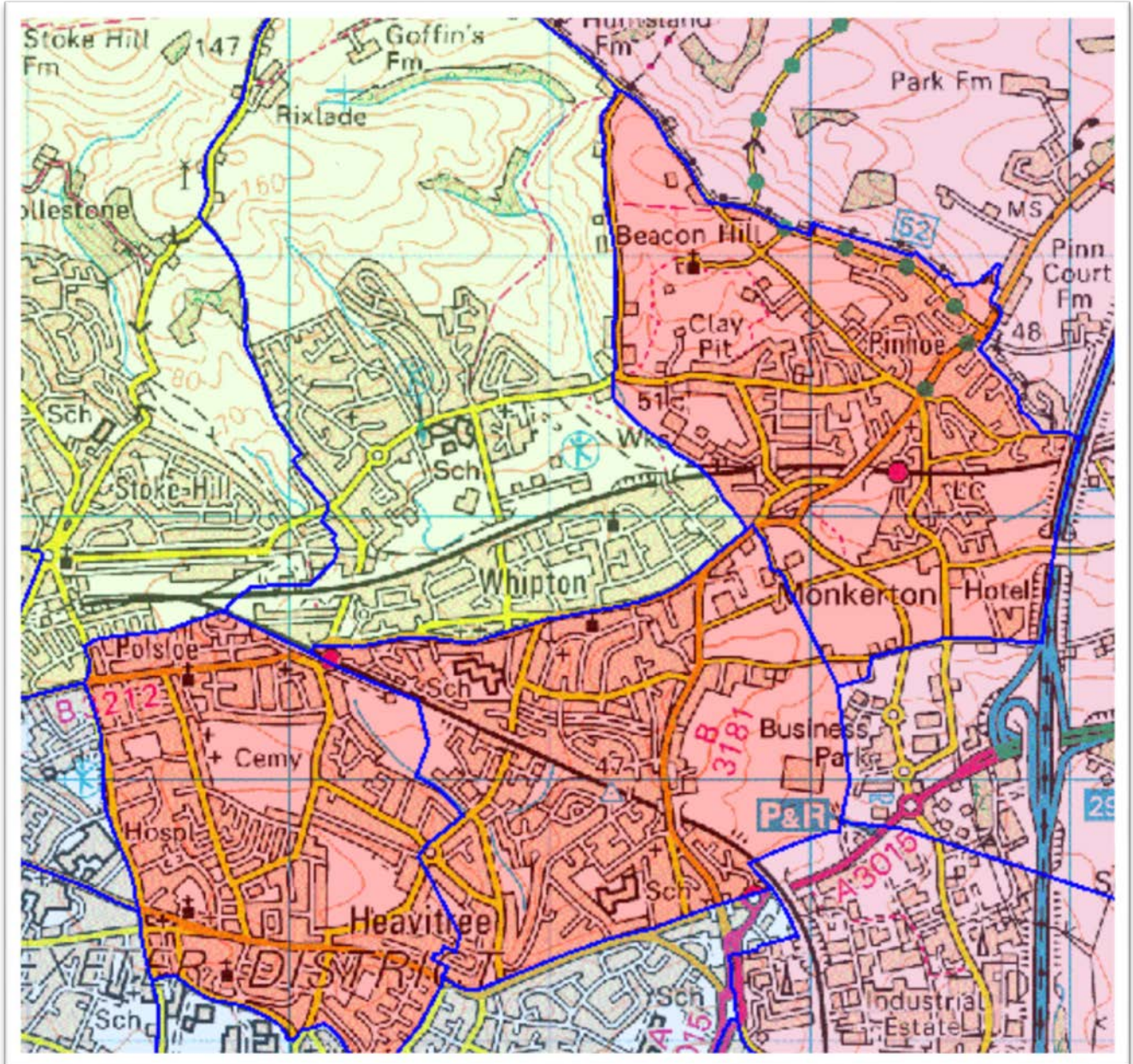
Your name			
Please sign here		Date	

*The Information collected on this form will be processed and stored electronically by St Luke's Science and Sports College compliance with the UK Data Protection Act. The Data may be shared with the County Council, but only for administrative or other service provision purposes and Government Departments where there is a Legal requirement to do so. In accordance with the School Admissions Code, should the information given be found to be fraudulent then the offer of a school place can be withdrawn. If you would like further information about Data Protection please see: [www.devon.gov.uk/data\\_protection](http://www.devon.gov.uk/data_protection) or contact the Corporate Information Governance Team on 01392 384682. By signing and returning this form you acknowledge that you have read, understand and agree to this data processing.*

**St Luke's Science and Sports College, Harts Lane, Exeter, Devon EX1 3RD  
01392 204600**

## Designated Area Map for 2014/15

Our designated area is in the centre of the map, bounded by a blue line. Other blue lines represent the boundaries for primary school designated areas.



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