



Kingsbridge Community College

Admission Arrangements for 2015-16

Kingsbridge is an academy school. As an academy, the Trust 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.

Some admissions functions will be delivered by the School Admissions Service of Devon County Council or other agent under a traded service agreement.

Welcome to the passion and calm of Kingsbridge Community College.

Our passion is for learning.

We want our students to be excited by their learning in the classroom and beyond, committed to achieving their very best and confident about their futures. Our staff are passionate learners too. We were delighted to be judged “outstanding” by Ofsted: we are restless in our aspiration to improve still further.

Visitors often comment on the calmness of our College. We are a safe and caring community where young people can tackle the challenges that enable them to grow. Our aim: to be an outstanding learning community where individuals thrive. By working together - parents, students, staff - we can achieve it.

Published Admission Number (PAN) for Year 7 in 2015-16		203
We organise our intake into 7 registration groups of 29 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.		
Published Admission Number (PAN) for Year 12 in 2015-16		35
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 or Year 12 unless varied in response to a change in circumstances. For further information, please contact us or the School Admissions Service of Devon LA.		
Supplementary Information Form	Yes, available from the school or LA. To be completed only where a parent is seeking admissions priority for the child of a member of staff.	
Home-School Agreement	Yes	
School uniform	Yes	
Extended school facilities	Please visit our website or contact the school office for details of the facilities available at the beginning and end of the school day:	
School Travel Plan	Please visit our website or contact the school office for details:	

Admissions

Most of the children attending Kingsbridge join at secondary transfer, the beginning of Year 7. This is what is called the “normal point of entry” to a secondary school. We have another normal point of entry at the beginning of Year 12 when students can also join us in our sixth form.

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. 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; the Trust cannot 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 Kingsbridge

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 Kingsbridge, you should contact the school 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

Diagrams at the end of this document show the application process.

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 has to use a Common Application Form from the LA where the child lives. For children who live in Devon, this is called the D-CAF3, and is available at 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 around **1 September 2014**. If your child lives in another LA, including Plymouth or Torbay, you must apply by contacting that LA even though you are requesting a place here.

There is a national closing date for applications for secondary transfer and this is: **31 October**. 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 **2 March 2015**.

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 Trust 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 normal round 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 **2 March 2015** 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 us or the LA 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 the entire academic year **2015-16** is **203**.

The PAN for the normal intake to Year 12 relate only to students from other schools and academies who wish to transfer to Kingsbridge. Students moving on from Year 11 here do not have to make a formal application and will be accepted into Year 12 if they meet the relevant academic criteria.

The Year 12 PAN for the entire academic year **2015-16** is **35**.

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 here. For further information, please contact us or the School Admissions Service.

KINGSBRIDGE COMMUNITY COLLEGE OVERSUBSCRIPTION CRITERIA 2015-16 at the normal round of admissions to Year 7

Any child whose Education, Health and Care Plan or Statement of Special Educational Needs names the school will be admitted.

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

- 1. Children in Care or who were in Care but ceased to be in Care because they were adopted or made the subject of a child arrangements order or a special guardianship order.**
- 2. Children who live in our designated area, with a sibling on roll at application.**
- 3. Other children who live in our designated area, attending a linked primary school.**

4. **Other children who live in our designated area.**
5. **Children of members of staff employed for more than two years or recruited within the past two years to fill a vacancy for which there was a skills shortage.**
6. **Children who live outside our designated area, with a sibling on roll at application.**
7. **Children who live outside our designated area, attending a linked primary school.**
8. **Other children.**

**KINGSBRIDGE COMMUNITY COLLEGE
OVERSUBSCRIPTION CRITERIA 2015-16
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 the school will be admitted.

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

1. **Children in Care or who were in Care but ceased to be in Care because they were adopted or made the subject of a child arrangements order or a special guardianship order.**
2. **Children who live in our designated area, with a sibling on roll at application.**
3. **Other children who live in our designated area.**
4. **Children of members of staff employed for more than two years or recruited within the past two years to fill a vacancy for which there was a skills shortage.**
5. **Children who live outside our designated area, with a sibling on roll at application.**
6. **Other children.**

**KINGSBRIDGE COMMUNITY COLLEGE
OVERSUBSCRIPTION CRITERIA 2015-16
for any admission to Year 12 or 13**

Any child whose Education, Health and Care Plan or Statement of Special Educational Needs names the school will be admitted.

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

1. **Children in Care or who were in Care but ceased to be in Care because they were adopted or made the subject of a child arrangements order or a special guardianship order.**
2. **Children who live in our designated area, with a sibling on roll at application.**
3. **Children of members of staff employed for more than two years or recruited within the past two years to fill a vacancy for which there was a skills shortage.**
4. **Children who live outside our designated area, with a sibling on roll at application.**
5. **Other children.**

Notes to Oversubscription Criteria

- a) A School Supplementary Information Form will be available to applicants seeking priority for children of staff. This should be returned to the Trust by **31 October 2014**. Applications without a SIF will be considered without reference to priority for children of staff.
- b) If it is necessary to differentiate between children in categories 3 or 7 for normal round admissions, those children attending a linked primary school will have priority over other children within that category.
- c) If it is necessary to distinguish between children in a particular category [or between pupils in a sub-category of category 3 or 7 for normal round admissions – see note (b) 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).

- d) If the tie-breaker at c) 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 list randomiser. This may be in the presence of another College representative.
- e) 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.
- f) 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.
- g) Waiting lists are kept where there are more applications than places available. They are held in order of normal round oversubscription criteria until the point at which Devon's co-ordinated secondary admissions scheme ends (**31 August 2015**) at which point lists will be recalculated in order of in-year oversubscription criteria 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.
- h) Where two or more children reside within a block of flats, they will be deemed to live at an equal distance from the college.
- i) 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 **9 February 2015**. It will be a parental responsibility to inform the LA that a place has been offered at Kingsbridge for a child who would then qualify as a sibling for this purpose.
- j) For children of UK service personnel and other Crown Servants we 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.)
- k) Evidence of exceptional medical or social need will be demonstrated according to the Protocol below.

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 **2015** as per the secondary co-ordinated admissions scheme. Following that we will retain the waiting list in partnership with the School Admissions Service. 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 **2015**, there will be a second allocation of places on **6 April 2015**. 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 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.

Admissions at other times – In-Year Admissions

You can make a request for admission after the normal round of admissions – after **31 August 2015** – 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 and Care Plan or 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 at Kingsbridge as soon as possible. A formal offer letter will then follow from the School Admissions Service. All In-Year admissions will be made in line with Devon's In-Year Co-ordinated Admissions Scheme 2015-16.

Copies of the D-CAF and also our Supplementary Information Form are available at www.devon.gov.uk/admissions or by calling 0345 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 unless the headteachers or principals of Kingsbridge and your child's current school agree that it is necessary and appropriate to transfer sooner.

The closing date for in-year admissions to the Sixth Form in 2015-16 is 1st October 2015.

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 In-Year 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 exceeded 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.

Admission to Sixth Form

The Published Admission Number (PAN) for Year 12 in 2015-16 is **35** for new students joining Year 12 at Kingsbridge. For students transferring from Year 11 to Year 12 within the college, there is no limiting number. All applicants will be admitted providing that they have the appropriate qualifications for their chosen course(s).

The overall entry requirements to study AS/A2 (Level 3) courses are 5 A* - C grades at GCSE. Entry onto NVQ Level 2 courses require no prior qualifications. Attendance and attitude are the main criteria.

Subjects including Maths, Further Maths, Chemistry, Physics, Biology, English Language, English Literature, Spanish and French require a B grade at GCSE in order to study them at AS.

If students do not meet the criteria of 5 A*-C grades at GCSE it may be possible to course them on a timetable if C grades have been achieved in the subjects that students want to study or if they want to study our more vocational courses such as the OCR Media Diploma or the BTEC Music Performance. Students who do not achieve at least a C grade in English and Maths at GCSE continue to study these subjects in the Sixth Form.

We publish a prospectus giving details of all courses and entry requirements. This is available at www.kingsbridgecollege.org.uk/sixth/prospectus/prospectus.php.

Applications should be made using the application form available below and from Reception.

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 Service. 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 **2015-16** intake, this is **27 March 2015**. Where the application was not made in time for a decision to be made on **2 March 2015**, appeals will be heard within that 40 day period or, if that is not possible, within 30 days of the appeal being lodged.

Appeals for sixth form admission will be heard within 30 school days of confirmation of exam results where the offer of a place was conditional on those exam results. Otherwise, they will be heard within 40 school days of the deadline for lodging appeals (**27 March 2015**). 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 Kingsbridge are expected to wear a uniform which may be purchased locally or from an on line retailer. 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 from the Office of the Schools Adjudicator. Formal objections to admission arrangements must be made by the **30 June 2014**.

Definitions

Academy	Academies are state-funded independent schools. They are required to follow the law and guidance on admissions, special educational needs and exclusions as if they were schools maintained by the local authority.
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 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. They replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. This priority applies to all children who were formerly in care, regardless of the date they were adopted.
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 a school. It is sometimes called the 'catchment' area. You should note that living within the designated area does not guarantee a place. Details of the designated area can be found at www.devon.gov.uk/schoolareamaps Our designated area covers the designated areas of all of our linked primary schools except for Blackawton and Stoke Fleming.
Distance measurement	At the time of determination, we purchase additional admissions support from Devon Schools Admissions Service, including distance measurement. Should this contract not be renewed, alternative provision will be made to measure

	using an equivalent mapping system.
Education, Health and Care Plans	An Education, Health and Care Plan is a formal document describing a child's additional needs and how they will be provided for in a school. Under the Children and Families Act 2014 Education, Health and Care Plans will replace Statements of SEN as they are phased out.
Exceptional Reason	Children for whom an exceptional social, medical or educational reason to attend Kingsbridge is demonstrated (with satisfactory supporting evidence from a relevant professional).
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 www.devon.gov.uk/schoolareamaps .
Home Address	<p>We will not accept more than one address as the child's home address. The terms of a child arrangements order may clarify the home address.</p> <p>Where necessary to determine which address to recognise and in the absence of a child arrangements order, we 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 us in reaching a decision on the home address for admissions purposes.</p> <p>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, we will determine the home address.</p>
Linked Primary School	<p>Also known sometimes as feeder schools or contributory schools. A school which works with us 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.</p> <p>Our linked schools are: Aveton Gifford C of E Primary School Blackawton Primary School Charleton C of E Primary School East Allington Primary School Kingsbridge Community Primary School Loddiswell Primary School Malborough with South Huish C of E Primary School Salcombe C of E Primary School Stoke Fleming Community Primary School Stokenham Area Primary School Thurlestone All Saints' C of E Primary School West Alvington C of E Primary School</p> <p>While children attending Blackawton and Stoke Fleming receive admissions priority, there is no priority based on living in those areas. For children living in either village and attending the primary school, priority would be for:</p>

	7. Children who live outside our designated area, attending a linked primary school.
Member of staff	This will be any salaried person employed by us and not at another school. Evidence of this will be provided using our Supplementary Information Form.
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.
SIF	Supplementary Information Form – this is a form that enables a parent to say he or she is applying for a place at Kingsbridge and is seeking priority on the grounds that the child is the son or daughter of a member of staff. If this is not completed, the application will be considered without reference to the children of staff criterion.
Statement	A Statement of Special Educational Needs is a formal document describing a child's special educational needs (SEN) and how they will be provided for in a school. Under the Children and Families Act 2014 Statements will be replaced by Education, Health and Care Plans.

Contacts and Further Information

The Principal or Admissions Administrator
Kingsbridge Community College
Balkwill Road
Kingsbridge
TQ7 1PL

01548 852641

www.kingsbridgecollege.org.uk - www.kingsbridgesixthform.co.uk
admin@kingsbridgecollege.org.uk

School Admissions Service

admissions@devon.gov.uk

Telephone contact through *My Devon* on 0345 155 1019

Devon County Council policies

Available at www.devon.gov.uk/admissionarrangements

School Appeals

Telephone contact through *My Devon* on 0345 155 1019

Clerk to the Independent Appeals Panel, County Hall, Exeter, EX2 4QG

www.devon.gov.uk/admissionappeals

Education Welfare Service

Telephone contact through *My Devon* on 0345 155 1019
www.devon.gov.uk/education_welfare

Education Transport Team

Telephone contact through *My Devon* on 0345 155 1019
www.devon.gov.uk/school_transport

The Department for Education (DfE)

Telephone 0870 000 2288
www.education.gov.uk

The Education Funding Agency (EFA) - Bristol

Freshford House, Redcliffe Way, Bristol BS1 6NL
Telephone 0370 000 2288
www.education.gov.uk/b00199952/educationfundingagency

Office of the Schools Adjudicator

Telephone 01325 735303
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

Policy version

This policy was determined on 1 April 2014 following a consultation hosted at www.devon.gov.uk/admissionarrangements between 1 January and 28 February 2014. It will be reviewed annually.

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 and to remove a limitation for eligibility as children formerly in Care to only those adopted after 31 December 2005.

Wording was changed in February 2015 in response to an amendment to the School Admissions Code – replacement of residence orders by child arrangement orders as this affects the definition of children formerly in Care.



Kingsbridge Community College

Supplementary Information Form 2015-16

To be completed by the parent only where he or she is seeking admissions priority on the grounds that the child is a child of a member of staff here.

Please read the admissions policy before completing this form.

Where there are more applications than there are places at the normal round of admissions into Year 7, the Trust will prioritise applications where evidence can be provided that criterion 6 has been met. If you wish your child to be considered under this criterion please complete this form and return it to the College by the closing date of **31 October 2014** or as soon as possible thereafter.

You must also complete a Local Authority Common Application Form (for Devon residents the D-CAF3).

Where there are more applications than there are places for in-year applications, the Trust will prioritise applications where evidence can be provided that criterion 5 has been met.

If you wish your child to be considered under this criterion please complete this form and return it to the College as soon as possible.

You should also complete a Devon Common Application Form (D-CAF).

Full Name of child:	
Date of birth:	
Criterion 6 for normal round or Criterion 5 for in-year admissions: Please name the member of staff employed by us:	
Name:	Relation to child:
Signature:	Date:

Data Protection

The information collected on this form will be processed and may be stored electronically by the School in compliance with the Data Protection Act. The data may be shared with Devon County Council or other agent of the School, but only for administrative or other service provision purposes and with Government Departments where there is a legal requirement to do so. In accordance with the School Admissions Code, should 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 contact the School. By signing or submitting this form. You acknowledge that you have read, understood and agreed to this data processing.

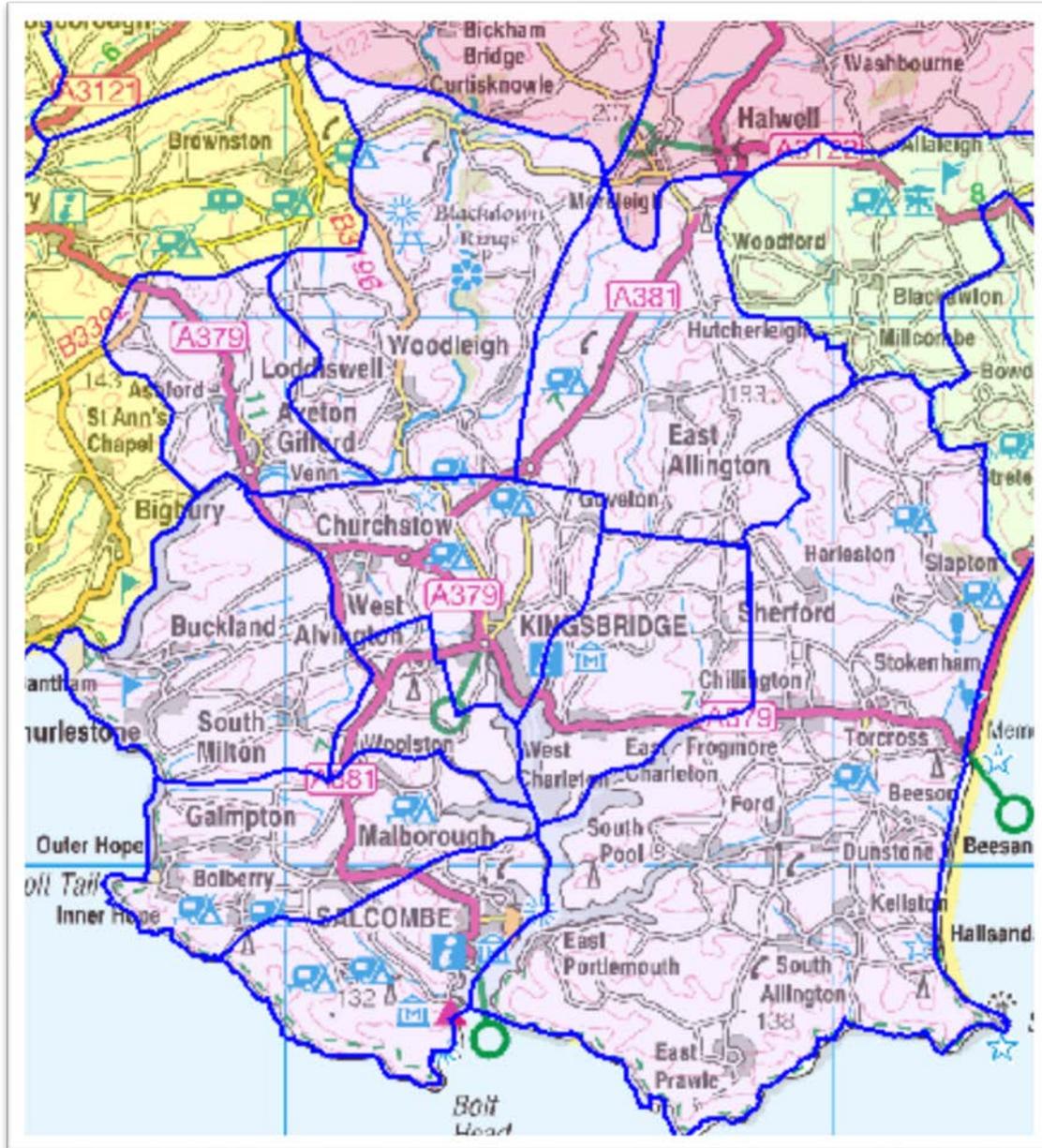


Kingsbridge Community College

Designated area map for 2015-16

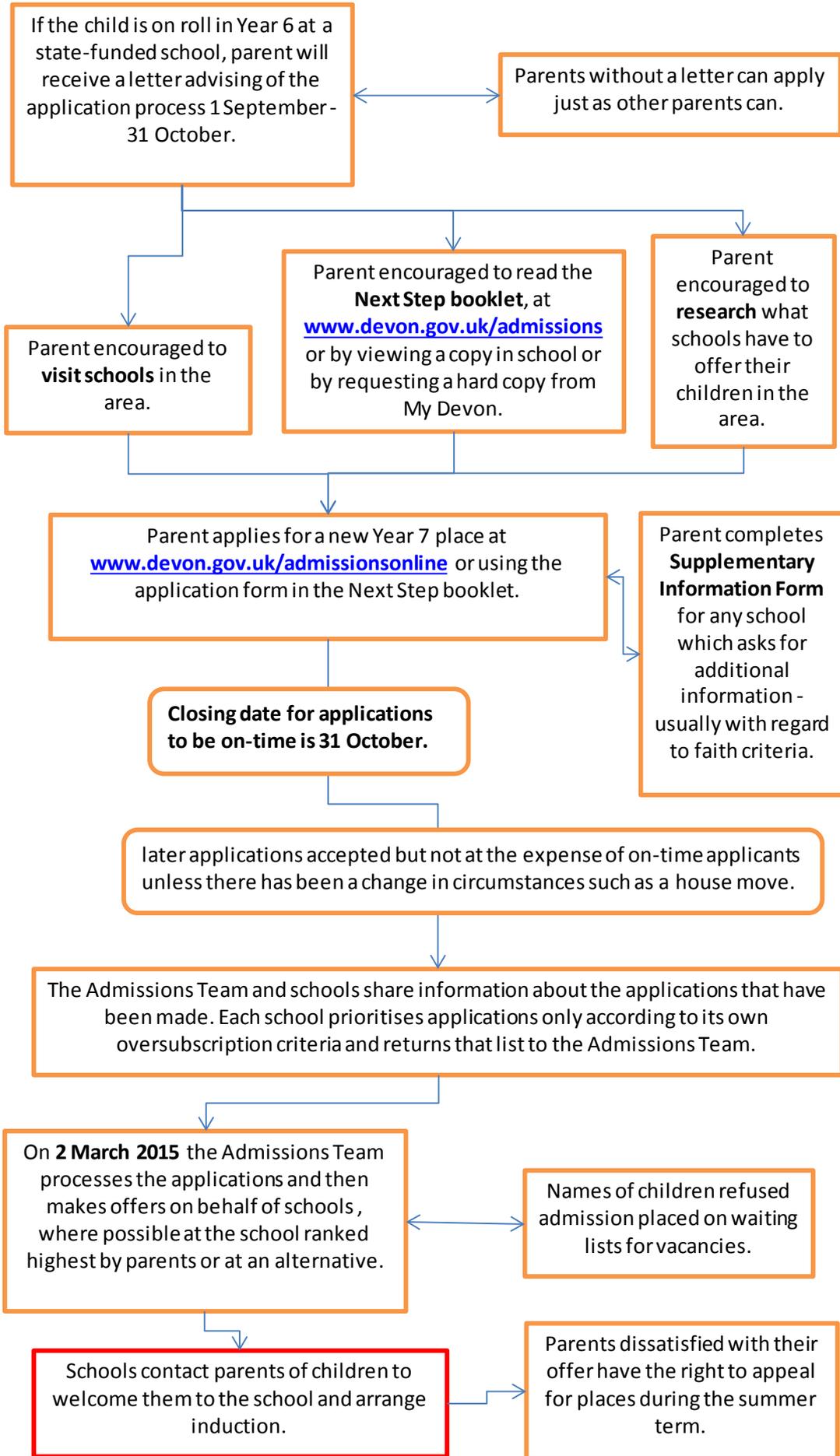
Our designated area is coloured lilac and is bounded by a dark blue line. The lines inside our area represent the areas of primary schools.

We welcome admissions applications for children living inside and outside our designated area.



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Admissions at the Normal Round into Year 7



In-Year Admissions to any Year Group

