



Honiton Community College

School Lane, Honiton, Devon, EX14 1QT

01404 42283

admin@honitoncollege.devon.sch.uk

www.honitoncollege.devon.sch.uk

Sixth Form Admissions Policy 2020-21

- All schools must have an admissions policy, [see The Admissions Policy](#)
- Admissions policies must make it clear that all parents **must** apply for admission, and
- How to apply for admission, see [How to apply for a place at the normal round](#) and [How to apply for a place at other times](#)
- When to apply, see [When to apply for a place](#)
- What happens after application, see [What happens after an application is made](#) and [Key information](#) and [Our oversubscription criteria](#) and [Our catchment map](#)
- What happens when an application is successful, see [Outcomes of the application process](#)
- What happens when an application is **not** successful, see [Outcomes of the application process](#) and [Admission Appeals](#).
- Our policy says how we consult and set it each year, see [Policy version](#)
- [Appendix A](#) contains detailed information and definitions of the terms we use.

Text that is [underlined in blue](#) indicates a link to further information within the document or online. If you don't have access to the internet or have any questions about this policy or admissions in general, please ask for advice from the school or the Local Authority Admissions Team.

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

Success, in the eyes of the College Principal and its governors, is celebrated by securing our place as an outstanding education provider of choice in East Devon whose reputation is such that it is; oversubscribed, an employer of choice, a source of good practice amongst schools, a College that develops confident, highly regarded students with the skills to progress successfully in their chosen pathways.

Our Expectations

"Outcomes for students must continue to rise, so that the College is achieving in the top 15% of schools nationally.

"Teaching is consistently good or better for all lessons.

"Leadership at all levels, for students as well as staff, must be consistently of the highest quality where accountability is the hallmark.

"Financially, the College must continue to make progress and outcomes its priority.

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

Our Vision

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



Key information – for definitions and notes see Appendix A

Department for Education school number	878 - 4004
What kind of school is this?	Academy
Does this school have a religious character ?	No
Who is the Admissions authority ?	Honiton Community College Academy Trust
Age range of students in this school:	11-18
Published Admission Number (PAN):	Year 12 intake 10 external students
Catchment area?	Yes
School Supplementary Information Form (SIF)?	No We ask all young people who wish to study in the sixth form to complete a subject Options Form. This does not affect the application itself.
Usual birthdate range for Year 12 students:	1 September 2003 to 31 August 2004
Priority for students at any other school?	None
Do we ask students to wear a uniform?	No
Applications	
When can parents apply for admission to Year 12?	1 September 2019 to 2 March 2020 ¹
How can parents apply for admission to Year 12?	from the school office
When will places be offered for Year 12?	27 March 2020
When should appeals for admissions to Year 12 be submitted?	20 school days after notification that an application is refused
When can applications for in-year admission be made?	from 1 September 2020 for Year 12
Policy version	
Consultation period	1 November 2018 and 4 January 2019
Policy was determined on	13 February 2019
Contact for the admissions authority	Loren Pidgeon, Examinations and Admissions Co-ordinator
Amendments	-
Oversubscription criteria	
Any child whose Education, Health and Care Plan (EHCP) names this school will be admitted.	
Oversubscription criteria (to be used only if we need to prioritise applications - see notes below):	
<ol style="list-style-type: none"> 1. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order. 2. Priority will next be given to children living within the catchment area set out in the map below,² who are siblings of pupils on roll at this school. 3. Priority will next be given to other children living within the catchment area. 4. Priority will next be given to children living outside the catchment area, who are siblings of pupils on roll at this school. 5. Priority will next be given to children of members of staff who have been employed at this school for more than two years or recruited within the past two years to fill a vacancy for which there was a skills shortage. 6. Other children. 	
Tie breaker – to prioritise applications in the same oversubscription criterion, we will use:	
<ol style="list-style-type: none"> a) straight-line distance from home to school and, b) where distances are equal (within a metre) we will use an electronic list randomiser. 	

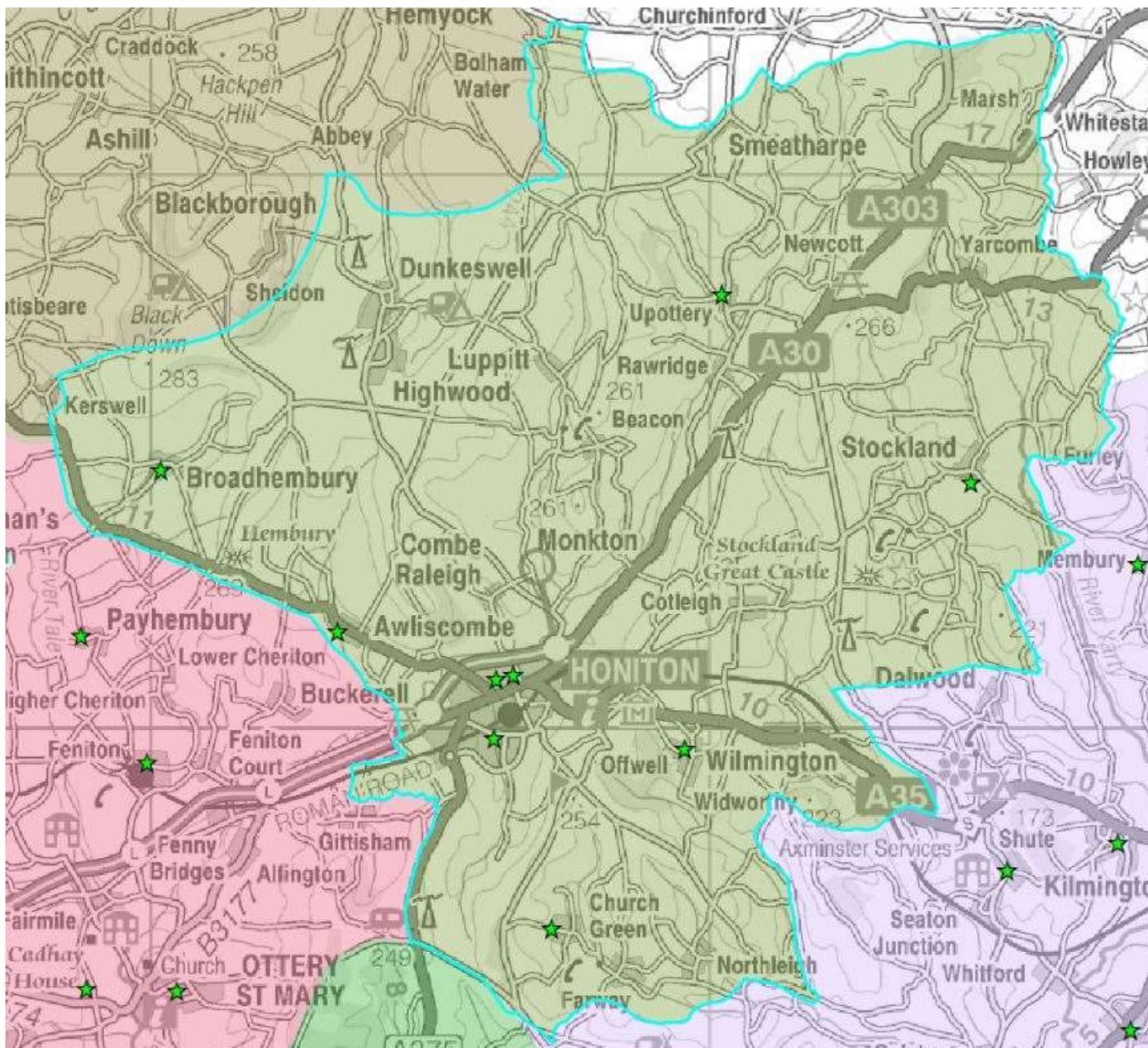
¹ Applications for admission to a sixth form are not co-ordinated by the Local Authority. All applications for admission by external students must be made direct to the College. They can be made after the closing date.

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

Catchment Area

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

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



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The Admissions Policy

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

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

It should be read along with Devon County Council's [Step by Step and In-Year Guides](#) to admissions, its [Normal Round and In-Year Co-ordinated Admissions Schemes, Fair Access Protocol and Education Post 16 Transport Policy](#). For sixth form admissions, we do not take part in Local Authority co-ordinated admissions schemes.

Once our policy is determined, it can't be changed unless an amendment is required to correct a typographical error, to ensure that the policy complies with the Codes, in response to a determination of the [Office of the School's Adjudicator](#) or where approval has been received to a request for an In-Year Variation. Any amendments that are made will be detailed in the [Policy Version](#) section above.

How the Admissions Process works – who needs to apply

Without exception, young people who wish to transfer to this sixth form must have a formal application for admission. This can be submitted by the young person or by his or her parent. Places aren't allocated automatically and no young person has a guarantee for admission. This includes those with siblings at the school. Internal students – those who are in Year 11 at this school - do not have to make a formal application but must tell us a place is required AND meet the academic requirements for the courses they wish to study.

All students are required to complete a subject Options Form.

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

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

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

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

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

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

When to apply for a place

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

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

What happens after an application is made?

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

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

Outcomes of the application process

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

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

Admission of students outside their normal age group

Parents may request that their child is admitted outside their normal age group. To do so parents should include a request with their application, specifying why admission out of normal year group is being requested.

When such a request is made, we will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the principal and any supporting evidence provided by the parent.

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

- the parent's views;
- the views of the principal of this school;
- information about the child's academic, social and emotional development submitted by the parent;
- information about the child's medical history and the views of a relevant medical professional submitted by the parent;
- whether the child has previously been educated out of their normal age group;
- guidance from the Department for Education on the admission of summer-born children to Reception;
- whether the child may have fallen into a lower age group if it were not for being born prematurely.

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

The admissions authority will reach a decision on which Year Group it believes is appropriate for the child. It will then reach a decision on whether a place can be offered as it would for any application in that Year Group. Where it doesn't agree to early admission to Year 7 – where the child would not have reached the age of 11 by the beginning of September – it will be its view that this is not a suitable school for the child at that age. Under these circumstances, we will not accept an application for admission. There is no right of independent appeal against this decision.

Admission Appeals

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

How to apply for a place in Years 7 to 11

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

Contacts for Further Information

College Admissions Officer for the Admissions Authority

Loren Pidgeon, Examinations and Admissions Co-ordinator,
Honiton Community College, School Lane, Honiton, Devon, EX14 1QT
LPidgeon@honitoncollege.devon.sch.uk

Devon School Admissions Service

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

Devon County Council policies, information and admissions application forms

devon.cc/admissionarrangements
devon.cc/admissions

Clerk to the Independent School Admissions Appeals

0345 155 1019 devon.cc/appeals

Devon Education Transport Team

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

Children's Education Advisory Service – advice for service families

01980 618244 enquiries@ceas.detsa.co.uk

The Department for Education (DfE)

0870 000 2288 www.education.gov.uk

The Education & Skills Funding Agency (ESFA)

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

Office of the Schools Adjudicator

01325 735303 www.education.gov.uk/schoolsadjudicator

Appendix A – Definitions and explanatory notes

Admissions authority	This is the body responsible for proposing, consulting on and determining the admissions policy and also for reaching decisions about offering or refusing applications. For an academy, this is the academy trust.
Appeals	<p>If we have to refuse admission, the refusal may be because the young person has not met the academic requirements for the chosen courses and will be because we believe it would “prejudice the provision of efficient education or the efficient use of resources”. This is the principal justification under the School Standards and Framework Act 1998 for refusing admission. If we refuse admission, it will be in writing, there will be the right of appeal to an Independent Appeals Panel and to a place on a waiting list unless the refusal is on academic grounds. If an application for admission is unsuccessful, applicants have a statutory right of appeal to a panel which is independent of the school. Appeal papers will either be sent with the refusal letter or can be requested from the LA. Appellants have at least 20 school days to return the papers, together with any supporting evidence. (Papers can be submitted earlier than 20 days if an appellant chooses to).</p> <p>The Clerk to the Independent Appeals Panel will give at least 10 days’ notice of the appeal date. Appellants will also be told when to submit any further information to be considered. They will receive evidence from us before the appeal hearing. After appeals are heard, decision letters should be sent within five school days; notice of the decision is available by telephone before then.</p> <p>Appeals at the normal round of admissions to Year 12 where the offer of a place would have been conditional upon exam results, will be heard within 30 school days of confirmation of those results. Where the offer of a place would not have been conditional upon exam results, appeals will be heard within 40 school days of the deadline for lodging appeals. For in-year admissions, appeals will be heard within 30 school days of the appeal being lodged.</p> <p>Applications and appeals for young people who will be 16 years or older at the point of admission may be submitted by the parent or the young person for themselves.</p>
Application	<p>For normal round admissions, applications are considered to have been made on our closing date or the date when the application was submitted or amended with new information if later. In-year applications are considered to have been made on the date they are received. This must include any supporting evidence that is required – for example a new address or evidence of a child’s in Care status.</p> <p>It is a applicant’s responsibility to make sure that the admissions authority is informed about changes to circumstances and eligibility for priority if, for instance, a sibling is taken onto our roll after the closing date or the home address changes.</p>
Catchment Area	Many schools operate a catchment area. This is the geographical area that this school is primarily intended to serve. There is a higher admissions priority for students who live in it. Students living in a residential property split by the boundary line will be considered to be living within the catchment area. The boundary line will then be reviewed for future applicants.
Children formerly in Care (Looked After)	These children were looked after until they were adopted (see the Adoption and Children Act 2002 section 46) or made the subject of a child arrangements order or a special guardianship order (Children Act section 14A). Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014.
Chronological Year Group	This is the group of children usually taught together according to their date of birth. Children born between 1 September and 31 August have the same chronological Year Group.
Common Application Form	This is the name for the application form provided by the LA. The Devon D-CAF5 must be used for all sixth form admissions applications.
Compulsory School Age	Young people are no longer of compulsory school age on the last Friday in June of the academic year during which they reach the 16 th birthday. This is the School Leaving Age.

Appendix A – Definitions and explanatory notes

	The Raising of the Participation Age (RPA) means that up to their 18th birthday, young people must be in full time education, in an Apprenticeship or in part-time education or training if they are employed, self-employed or volunteering for 20 hours or more a week.
General Data Protection Regulations	Where one parent seeks information about an application for admission or to locate a child, we will seek a view from the LA about what information should be made available. The priority will be to safeguard the child and immediate family. Unless it is established that the non-resident parent may not lawfully receive information about the child, the following information will be shared: the preferences expressed, the date of the application, name of the applicant and the outcomes of those preferences.
Distance measurement	We receive additional admissions support from the Devon Schools Admissions Team including distance measurement. This is based on Devon LA's Geographical Information System, an electronic mapping system. Should this arrangement not be renewed, alternative provision will be made to measure using an equivalent system.
Documentary evidence	Once a place has been offered to a child, we may ask for evidence of identity – 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. We 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.
Education, Health and Care Plans	An Education, Health and Care Plan is a formal document issued by the Local Authority describing a child's additional needs and how they will be provided for in a school. Any student whose Education, Health and Care Plan names this school will be admitted. This will reduce the number of places available to other students accordingly. For In-Year admissions, the student will be admitted whether or not we have reached the PAN or other Admission Number for the Year Group.
Education Transport	Applicants should consider how the student will get to school for the whole of their time on roll. They are advised not to rely on lifts, car shares or public service vehicles always being available. Supported transport will be provided by the LA for Devon-resident young people according to its Post-16 Education Transport Policy. Applications for transport should be made direct to the LA where the student lives. Our admissions direct line measurement policy does not apply to Devon's school transport decisions.
Extended schooling	Further information on services beyond the normal school day is available from the school office.
Fair Access Protocol	Fair Access Protocols do not apply to young people above statutory school age.
Faith oversubscription criteria	Schools designated with a religious character may give additional priority for admission where faith criteria are met by an applicant. This school does not have a designated religious character.
Home Address	<p>Places are offered here on the basis of where the student will attend school from, not necessarily where they live when the application is made. If we have vacancies, then it doesn't matter whether the home address is in our catchment – though we will only offer places to a student who will be living close enough to the school to attend on a daily basis.</p> <p>The home address is where the student normally lives. Where he or she lives with parents with shared parental responsibility, each for part of a week, the home address is determined using a joint declaration from the parents which may set out the pattern of residence. The address used will be the address from which the student attends school on the majority of mornings in a normal school week.</p> <p>If no declaration is received, the home address will be the address at which the student is registered with a GP. If this is not possible, any other evidence provided by parents will also</p>

Appendix A – Definitions and explanatory notes

	<p>be considered in reaching a decision on the home address for admissions purposes. This may be necessary where parents don't agree on the home address. Parents are urged to reach agreement or seek a Specific Issues Order from a court to decide which parent should or should not pursue an application. Where they do not, the admissions authority will determine the home address.</p> <p>Where we ask for evidence of a new address from which a student would attend school, this would often be written confirmation of a house purchase or a formal tenancy agreement. We recognise that some families may be unable to provide this. Applicants who can't provide this evidence should contact us or the LA. There is no intention to penalise families where there is a genuine reason why evidence cannot be provided.</p>
Home-School Agreement	Admission to school is not conditional on signing a home-school agreement. However, we will ask parents to agree with our Home-School Agreement after students have been offered a place as we believe this is a positive way of promoting greater involvement in a student's education.
In-Year admissions	This is where a student joins the sixth form at any time after the normal round (the first opportunity for admission to Year 12).
Linked School	There is no priority for admission for young people according to which school they transfer from.
Looked After Children	These children are Looked After by or provided with accommodation in the exercise of its functions (see the Children Act 1989 section 22(1)) by a local authority.
Member of staff	This will be any salaried person employed at this school when the application is made. Where the duties of a member of staff are undertaken at different schools in a federation or chain of schools, there will be admissions priority only at one school. This will be at the member of staff's base school. Where that can't be identified, priority will be at the school where he or she expects to work for the majority of the time in the current academic year.
Multiple birth siblings	Random allocation will not be applied to multiple birth siblings (twins and triplets etc.) from the same family tied for the final place. We will admit them all. The requirement to meet academic criteria will apply in all cases.
Normal Round Admissions	This is where a student joins the school at the first opportunity for admission to the sixth form: the beginning of Year 12.
Objections to admissions policy	Advice is available from the Office of the Schools Adjudicator on how to object to this policy. Objections must be made by 15 May 2019 .
Offers	<p>When a place is offered, we will assume that it is accepted unless we are told otherwise. If an applicant doesn't confirm the place is required within two weeks of the offer letter, we will contact the applicant again. If there is no response within a week of that contact, the offer may be withdrawn.</p> <p>It is important that when we offer places to some and refuse others we do so fairly and consistently. Where we have reason to believe that false or deliberately misleading information has been provided we will reconsider the offer using correct information. We may withdraw the offer if it would not have been made with the correct information, even if this is after admission. Places are offered on the basis of the address from which the student will attend school. Accurate information is particularly relevant for addresses. Where we believe it is necessary, we will ask for evidence of a student's home address before admission. If an applicant believes that the student's address will change before admission, we must be informed. We will require evidence of a new address where this would give a higher priority for admission.</p> <p>Places will only be withdrawn if offered in error, if the applicant has not responded to an offer</p>

Appendix A – Definitions and explanatory notes

	<p>within a reasonable time or if the offer was obtained through a fraudulent or intentionally misleading application which secured the offer of a place when the response would otherwise have been a refusal.</p>
Overseas students	<p>We will not offer places to children while they are overseas except for children who have a right of abode in this country unless a valid visa permitting entry into the country is provided.</p>
Oversubscription criteria	<p>Where the number of applications exceeds the number of places available in the Year Group we will use our oversubscription criteria to prioritise applications. They are detailed in the key information section above.</p>
Parent	<p>A parent is any person who has parental responsibility or care of the young person. When we say parent, we also mean carer or guardian. Where admission arrangements refer to parents this can mean one parent or both. We may ask for evidence of parental responsibility where a person is acting as a parent but does not hold formal parental responsibility.</p> <p>Sometimes there is a dispute between parents over which school a young person should attend. When we take decisions over admissions we will take into account imminent court hearings that may have an impact on parental responsibility and living arrangements.</p>
Parental disputes	<p>Occasionally parents may disagree on where the young person should be educated. In these cases, we will consider whether either parent has a lawful objection to the wish of the other parent to transfer schools.</p>
Prejudice to efficient education	<p>It is lawful to refuse admission where taking another young person would cause a prejudice to “efficient education or the efficient use of resources” at this school. This is the point when we would say the Year Group or the class is full. In most cases, prejudice would occur when the Admission Number for the Year Group has been reached.</p>
Published Admission Number or PAN See also Admission Number	<p>This is the minimum number of places available in Year 12 for external students. In limited circumstances, more will be admitted. It is calculated taking into account the physical capacity of the school, the level of demand expected from local, in-area students and sensible, lawful school organisation. Once we set this number, we won't refuse admission for applications below the PAN for those external students who meet the academic requirements for their courses. If there is unexpectedly high demand and we believe we could admit more external students, we will inform the LA and either increase the PAN or admit above-PAN.</p> <p>The PAN does not apply to internal students. They are entitled to a place in this sixth form but must meet the academic requirements for their courses.</p>
Service families	<p>For children of UK service personnel and other Crown Servants we will consider a family posted to the area as meeting residence criteria even if a home address has not been identified and a unit address is used. Measurements for prioritisation purposes will be from the front gate of the unit address. This requires written confirmation from the relevant government department: the Ministry of Defence, the Foreign and Commonwealth Office or Government Communications Headquarters.</p> <p>We will consider in-year admissions for families of UK service personnel posted to a new area and of crown servants returning to the country up to 16 school weeks in advance.</p> <p>There is no additional admissions priority for children of service families. However, children from families of UK service personnel are recognised by Devon as being a vulnerable group of students within the Fair Access Protocol.</p>
Sibling	<p>‘Sibling’ means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a step brother or sister or other child living in the same household as part of a single family unit at the date of their application for a place.</p> <p>A younger sibling who has been offered a place within the normal admissions round will be</p>

Appendix A – Definitions and explanatory notes

	<p>considered as if he or she were on roll for the purposes of oversubscription priority where a child seeks admission in-year.</p> <p>Where we don't have sufficient space to admit a sibling of a child already attending here, and one or more student is refused admission, we don't consider that it would be obliging the students to attend different schools. It is the parent's responsibility to decide not to place the students in another school that does have sufficient room.</p>
Supplementary Information Form or SIF	<p>A form in addition to the LA common application form. Some schools use SIFs to collect information necessary to apply one or more of their oversubscription criteria. We do not use a SIF as all of the information we require can be provided on the application form, the DCAF5.</p> <p>We do provide an Options form to enable all students to indicate the courses they wish to take.</p>
Tie breaker	<p>To distinguish between young people in a particular oversubscription criterion, priority will be determined on the basis of distance between home and school. This is measured in a straight line from an entrance door of the residential dwelling to the centre of the main entrance to the school site using Devon LA's Geographical Information System (GIS). Those who live closer to the school have a higher priority for admission. Where two or more students reside within a block of flats, they will be deemed to live at an equal distance from the school.</p> <p>If the tie-breaker above is not sufficient to distinguish between applicants in a particular oversubscription criterion, there will be a random ballot. This will be undertaken by a person independent of the school by the operation of an electronic list randomiser.</p> <p>Random allocation will not be applied to multiple birth siblings (twins and triplets etc.) from the same family tied for the final place. We will admit them all.</p>
Type of school	<p>This school is an academy. Academies don't have to follow the national curriculum and can set their own term times. They still have to follow the same rules on admissions, special educational needs and exclusions as other state schools. Academies get funding direct from the government, not the local council. They're run by an academy trust which employs the staff.</p>
Uniform	<p>Young people attending our sixth form are not required to wear a uniform.</p>
Waiting Lists	<p>We will operate a waiting list until the end of the autumn term of Year 12. Our waiting list will only contain the names of young people who have formally applied and been refused admission.</p> <p>Positions on the waiting list will be determined solely in accordance with the oversubscription criteria. They will be reordered whenever anyone is added to or leaves the waiting list. Therefore, a young person's name can go up or down on the list. The length of time on a waiting list does not affect position.</p>

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