

# SCHOOL ADMISSION ARRANGEMENTS 2013/14

Admission Forum - F



When changes are proposed to admission arrangements, all admission authorities must consult by 1 March on the admission arrangements (including any supplementary information form) except any exempt arrangements. Where the admission arrangements have not changed from the previous year there is no requirement to consult, subject to the requirement that admission authorities must consult on their admission arrangements at least every 7 years, even if there has been no changes in that period. Each admission authority must ensure that they determine their admission arrangements by 15 April in the determination year, even if there has been no change. Any proposed change must be consistent with the co-ordinated scheme operating in the area in the year in question.

The Local Authority must also formulate a co-ordinated scheme of admissions for the primary and secondary normal points of entry by 1 January in the relevant determination year and must carry out a consultation as specified above.

Admission Forums provide a vehicle for admission authorities and other key interested parties to discuss the effectiveness of local admission arrangements, consider how to deal with difficult admission issues and advise admission authorities on ways in which their arrangements can be improved.

We are now at the stage of considering topics for annual consultation and the Forum needs to consider the effectiveness of current admission policies and suggestions for change.

Topics submitted for consideration in respect of Community and Voluntary Controlled schools are listed below.

<b>PRIMARY</b>	<b>JUNIOR</b>	<b>SECONDARY</b>	<b>IN YEAR</b>	<b>NURSERY</b>	<b>SIXTH FORM</b>
<p>Co-ordinated Admission Scheme 2013/14</p> <p>(i) Scheme</p> <p>(ii) Amend timetable</p> <p>Agenda item G</p>	<p>Co-ordinated Admission Scheme 2013/14</p> <p>(i) Scheme</p> <p>(ii) Amend timetable</p> <p>Agenda item G</p>	<p>Co-ordinated Admission Scheme 2013/14</p> <p>(i) Scheme</p> <p>(ii) Amend timetable</p> <p>Agenda item H</p>	<p>Locally agreed Admission Scheme 2013/14</p> <p>(i) Scheme</p> <p>Agenda item I</p>		
<p>Oversubscription criteria community and voluntary controlled schools</p> <p>(i) Amend definition of looked after children in line with the revised draft Code</p> <p>(ii) Add receipt of child tax credit as a means of identifying a home address</p>	<p>Oversubscription criteria community and voluntary controlled schools</p> <p>(i) Amend definition of looked after children in line with the revised draft Code</p> <p>(ii) Add receipt of child tax credit as a means of identifying a home address</p>	<p>Oversubscription criteria community and voluntary controlled schools</p> <p>(i) Amend definition of looked after children in line with the revised draft Code</p> <p>(ii) Add receipt of child tax credit as a means of identifying a home address</p>	<p>Oversubscription criteria community and voluntary controlled schools</p> <p>(i) Amend definition of looked after children in line with the revised draft Code</p> <p>(ii) Add receipt of child tax credit as a means of identifying a home address</p>	<p>Oversubscription criteria community and voluntary controlled schools</p> <p>(i) Amend definition of looked after children in line with the revised draft Code</p> <p>(ii) Add receipt of child tax credit as a means of identifying a home address</p>	<p>Oversubscription criteria community and voluntary controlled schools</p> <p>(i) Amend definition of looked after children in line with the revised draft Code</p> <p>(ii) Add receipt of child tax credit as a means of identifying a home address</p>
<p>Admission arrangements community and voluntary controlled schools</p> <p>No change</p>	<p>Admission arrangements community and voluntary controlled schools</p> <p>No change</p>	<p>Admission arrangements community and voluntary controlled schools</p> <p>(i) Amend timetable for selection testing</p>	<p>Admission arrangements community and voluntary controlled schools</p> <p>No change</p>	<p>Admission arrangements community and voluntary controlled schools</p> <p>No change</p>	<p>Admission arrangements community and voluntary controlled schools</p> <p>No change</p>
PANs	PANs	<u>PANs</u>	<u>PANs</u>	PANs	PANs

<p>Note: Consultation required with Governing bodies as a minimum</p> <p>(i) PANs reviewed with a view to increase to meet the rise in demand for YR places.</p>	<p>No change</p>	<p>PANs to be reviewed with a view to meeting the decrease in demand.</p>	<p>No change</p>	<p>No change</p>	<p>No change</p>
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Own admission authority schools have been requested to submit details of planned admission arrangements for 2013/14 for the benefit of the Admission Forum.

School	2012/13	2013/14
All Saints CE Academy	Own policy	No planned changes other than the definition of a looked after child.
Coombe Dean School	Followed community school policy	To follow community and voluntary controlled school policy
Devonport High School for Boys + Supplementary Information form	Own policy	<ul style="list-style-type: none"> <li>▪ Revision to examination papers from Maths and VR to Maths and English</li> <li>▪ Definition of looked after child</li> <li>▪ Timetable for selection testing</li> </ul>
Devonport High School for Girls	Followed community grammar school policy	Awaiting decision of Governing body
Eggbuckland Community College	Followed community school policy	To follow community and voluntary controlled school policy
Hele's School	Followed community school policy	To follow community and voluntary controlled school policy
Lipson Community College	Followed community school policy	To follow community and voluntary controlled school policy
Marine Academy Plymouth	Followed community school policy	To follow community and voluntary controlled school policy
Notre Dame RC School + Supplementary Information form	Own policy	No change - Policies submitted but queried.
Plymstock School	Followed community school policy	To follow community and voluntary controlled school policy
Ridgeway School	Followed community school policy	To follow community and voluntary controlled school policy
St Boniface RC College + Supplementary Information	Own policy	Policy submitted, queries raised by LA, pending response

form		
Stoke Damerel Community College	Followed community school policy	To follow community and voluntary controlled school policy
Tor Bridge High	Followed community school policy	To follow community and voluntary controlled school policy

Cathedral of St Mary RC Primary School + Supplementary Information form	Composite RC policy	No planned changes other than the definition of a looked after child
Elburton Primary School	Followed community and voluntary controlled school policy	To follow community and voluntary controlled school policy
Holy Cross RC Primary School + Supplementary Information form	Composite RC policy	No planned changes other than the definition of a looked after child
Keyham Barton RC Primary School + Supplementary Information form	Composite RC policy	No planned changes other than the definition of a looked after child
Mount Street Primary School	Followed community and voluntary controlled school policy	To follow community and voluntary controlled school policy
Oreston Community Academy	Followed community and voluntary controlled school policy with revision to tie breaker	To follow community and voluntary controlled school policy with revision to the tie-breaker as before
St Andrew's CE Primary School	Own policy	No comment received – needs clearance by diocese
St Budeaux Foundation Junior School	Own policy	No comment received – needs clearance by diocese
St George's CE Primary + Supplementary Information form	Own policy	No comment received – needs clearance by diocese
St Joseph's RC Primary + Supplementary Information form	Composite RC policy	No planned changes other than the definition of a looked after child
St Mary's CE Primary + Supplementary Information form	Own policy	No comment received – needs clearance by diocese

St Paul's RC Primary + Supplementary Information form	Composite RC policy	No planned changes other than the definition of a looked after child
St Peter's CE Primary	Own policy	No comment received – needs clearance by diocese
St Peter's RC Primary + Supplementary Information form	Composite RC policy	No planned changes other than the definition of a looked after child
Widewell Primary School	Own policy	No changes – policy received but queries raised

With the exception of the suggested changes, all other admission arrangements remain as published for 2012/13.

### **(I) PROPOSED COMMUNITY PRIMARY ADMISSION CRITERIA:**

In the event that the school oversubscribed, the admission authority will apply the following admission criteria in order of priority:

1. A looked after child;
2. Children with a sibling already attending the school at the time of admission or, for admission to an infant school, attending the linked junior school;
3. Other children.

#### **Exceptions will be made as follows:**

- a child whose special educational needs (SEN) statement names the parents' preferred school will be admitted to that school
- on exceptional medical or social grounds such as:
  - a serious medical condition, which can be supported by medical evidence
  - the recent death of a parent
  - a significant caring role for the child which can be supported by evidence from social services.

Parents/carers or their representative will have to demonstrate that only the preferred school can meet the exceptional medical or social needs of the child. This can be in the form of a testimony from a medical practitioner, social worker or other professional who can support the application on an 'exceptional' basis.

- where a child requires admission to a designated special needs centre or other specialist provision attached to the school;
- where necessary to meet the requirements of a school's trust deed.

#### **Notes:**

**Home address:** any allegations received by the admission authority of people providing false or accommodation addresses when applying for school places shall be fully investigated and, if found to be true, allocated places may be withdrawn, as appropriate. Oversubscribed schools are advised to

ask parents to provide proof of residence (for example utility bills) before admitting the child. The local authority (LA) will also carry out checks as appropriate. A child's home address is defined as the address at which the child is normally resident or, where a child lives at more than one address, the address at which the child lives for the majority of the time. Where the home address is unclear, the Admission Authority will determine the appropriate address taking into account factors such as the address to which the Child Benefit Allowance or Child Tax Credit is payable, registration for medical services etc.

**Looked after child:** A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989).

**Mode of study:** parents/carers may request that their child attend on a part time basis until compulsory school age. Approval is subject to the recommendation of the school following discussion with the parent and the nursery/pre-school (if appropriate) in the best interest of the child.

**Multiple births:** defined as children of multiple birth (including those born within the same academic year cohort). We understand that parents/carers would like to keep twins, triplets and other children of multiple birth together. Where the admission criteria is applied and it is not possible to offer places to all children of the same multiple birth family we would work with the family to find the best solution for them and their children. Should it transpire that it is not possible to offer place(s) to all children within that multiple birth, the parent will be invited to nominate which child should be allocated the place(s).

**Sibling:** children are siblings if they are a full, half, step, or adoptive brother or sister, and live in the same family unit and household.

**Start date:** once a place has been allocated, parents can request that the date that their child is admitted to school is deferred until later in the school year or until the child reaches compulsory school age in that school year. Deferred admissions will take place at the start of the January or April term as appropriate.

**Tie-breaker (except Oreston Community Academy):** where we have to choose between two or more children in the same category as each other, then the nearer to the school the child lives - as measured by a straight line on the map using the City Council's electronic mapping system - the higher the priority. Measurement points will be from an internal point of the building concerned (usually the visual centre of the building). Flats are therefore taken to be the same measurement point regardless of floor of location.

**Tie-breaker (Oreston Community Academy only):** where we have to choose between two or more children in the same category as each other, then the nearer to the school the child lives - as measured by approved public walking route - the higher the priority. Measurement points will be from an internal point of the building concerned (usually the visual centre of the building). Flats are therefore taken to be the same measurement point regardless of floor of location.

**Definitive tie-breaker:** in the event of there still being a tie, there will be a random ballot using an electronic random number generator.

## **(II) PROPOSED COMMUNITY JUNIOR ADMISSION CRITERIA:**

In the event that the school is oversubscribed, the Council will apply the following admission criteria in order of priority:

I. A looked after child;

2. Children attending a feeder infant school with a sibling already attending the linked junior school at the time of admission;
3. Other children attending the feeder infant school;
4. Children with a sibling already attending the junior school at the time of admission;
5. Other children.

**Exceptions will be made as follows:**

- a child whose Special Educational Needs (SEN) Statement names the school will be admitted to that school.
- the Published Admission Number (PAN) will be exceeded, as necessary, to allow for the admission of all children whose parents seek their transfer from the feeder infant school, subject to consultation with the junior school concerned.
- on exceptional medical or social grounds, such as:
  - a serious medical condition, which can be supported by medical evidence;
  - the recent death of a parent;
  - a significant caring role for the child which can be supported by evidence from Social Services.

Parents/carers or their representative will have to demonstrate that only the preferred school can meet the exceptional medical or social needs of the child. This can be in the form of a testimony from a medical practitioner, social worker or other professional who can support the application on an 'exceptional' basis.

- where a child requires admission to a designated special needs centre or other specialist provision attached to the school.
- where it's necessary to meet the requirements of a school's Trust Deed.

**Notes:**

**Home address:** any allegations received by the admission authority of people providing false or accommodation addresses when applying for school places shall be fully investigated and, if found to be true, allocated places may be withdrawn, as appropriate. Oversubscribed schools are advised to ask parents to provide proof of residence (for example utility bills) before admitting the child. The local authority (LA) will also carry out checks as appropriate. A child's home address is defined as the address at which the child is normally resident or, where a child lives at more than one address, the address at which the child lives for the majority of the time. Where the home address is unclear, the Admission Authority will determine the appropriate address taking into account factors such as the address to which the Child Benefit Allowance or Child Tax Credit is payable, registration for medical services etc.

**Looked after child:** A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989).

**Multiple births:** defined as children of multiple birth (including those born within the same academic year cohort). We understand that parents/carers would like to keep twins, triplets and other children of multiple birth together. Where the admission criteria is applied and it is not possible to offer places to all children of the same multiple birth family we would work with the family to find the best solution for them and their children. Should it transpire that it is not possible

to offer place(s) to all children within that multiple birth, the parent will be invited to nominate which child should be allocated the place(s).

**Sibling:** children are siblings if they are a full, half, step, or adoptive brother or sister, and live in the same family unit and household.

**Tie-breaker:** where we have to choose between two or more children in the same category as each other, then the nearer to the school the child lives - as measured by a straight line on the map using the City Council's electronic mapping system - the higher the priority. Measurement points will be from an internal point of the building concerned (usually the visual centre of the building). Flats are therefore taken to be the same measurement point regardless of floor or location.

**Definitive tie-breaker:** in the event of there still being a tie, there will be a random ballot using an electronic random number generator.

### **(III) PROPOSED COMMUNITY SECONDARY ADMISSION CRITERIA:**

In the event that the school is oversubscribed, the admission authority will apply the following admission criteria in order of priority:

1. A looked after child;
2. Children with a sibling who will be attending the school at the time of admission;
3. Children attending a feeder primary school;
4. Other children.

#### **Exceptions will be made as follows:**

- A child whose Special Education Needs (SEN) Statement names the parent's preferred school will be admitted to that school.
- Priority may be given to the admission of a child for whom exceptional medical or social justification is demonstrated. This could include for example:
  - a serious medical condition, which can be supported by medical evidence;
  - the recent death of a parent;
  - a significant caring role for the child which can be supported by evidence from Social Services.

Parents/carers or their representative will have to demonstrate that only the preferred school can meet the exceptional medical or social needs of the child. This can be in the form of a testimony from a medical practitioner, social worker or other professional who can support the application on an 'exceptional' basis.

- Priority may be given to the admission of a child for whom admission to the nearest alternative school at which a place is available would require unreasonable transport arrangements.
- Priority may be given to a child who is to be admitted to a designated SEN support centre or who otherwise requires specialist provision available at the school in question.

#### **Notes:**

**Home address:** any allegations received by the admission authority of people providing false or accommodation addresses when applying for school places shall be fully investigated and, if found to

be true, allocated places may be withdrawn, as appropriate. Oversubscribed schools are advised to ask parents to provide proof of residence (for example utility bills) before admitting the child. The local authority (LA) will also carry out checks as appropriate. A child's home address is defined as the address at which the child is normally resident or, where a child lives at more than one address, the address at which the child lives for the majority of the time. Where the home address is unclear, the Admission Authority will determine the appropriate address taking into account factors such as the address to which the Child Benefit Allowance or Child Tax Credit is payable, registration for medical services etc.

**Looked after child:** a 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989).

**Multiple births:** defined as children of multiple birth (including those born within the same academic year cohort). We understand that parents/carers would like to keep twins, triplets and other children of multiple birth together. Where the admission criteria is applied and it is not possible to offer places to all children of the same multiple birth family we would work with the family to find the best solution for them and their children. Should it transpire that it is not possible to offer place(s) to all children within that multiple birth, the parent will be invited to nominate which child should be allocated the place(s).

**Siblings:** children are siblings if they are a full, half, step, or adoptive brother or sister, and living in the same family unit and household.

**Tie-breaker:** where we have to choose between two or more children in the same category as each other, then the nearer to the school the child lives - as measured by a straight line on the map using the City Council's electronic mapping system - the higher the priority. Measurement points will be from an internal point of the building concerned (usually the visual centre of the building). Flats are therefore taken to be the same measurement point regardless of floor of location.

**Definitive tie-breaker:** in the event of there still being a tie, there will be a random ballot using an electronic random number generator.

## **COMMUNITY GRAMMAR SCHOOLS**

Grammar schools select pupils through academic ability and all candidates will be required to participate in the 11-plus examination.

Places will be allocated according to highest score attained. To determine this, the results of the two 11-plus tests will be added together and candidates will be placed in descending rank order according to score attained. Places will be allocated to the highest performers for each school to the 120th place (each school will accept 120 pupils) taking into account the parent's ranked preference. Places will be allocated under the equal preference scheme which means that a place will only be allocated at a grammar school if:

- (i) the candidate qualifies on score and is therefore considered as eligible; and
- (ii) it is not possible to offer a place at a school ranked higher by the parents on their application form.

Should it be necessary to distinguish between candidates with identical aggregate scores, the following criteria apply in order of priority:

- a) A looked after girl (A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989);
- b) Girls whose home address is nearest the preferred school. Measurements are taken by a straight line on a map using the Council's electronic mapping system – the shorter the distance the higher the priority. Measurement points will be from an internal point of the building concerned (usually the visual centre of the building). Flats are therefore taken to be the same measurement point regardless of floor of the location. In the event of there still being a tie, there will be a random ballot using an electronic random number generator.

Candidates not allocated a place will automatically be placed on a waiting list which will be ranked by test score attained. The waiting list will be maintained up until 31 August 2014. Should a vacancy become available, the place will be offered to the next girl on the list.

From 1 September 2014 the in-year admissions criteria will apply and parents will be invited to join the in-year waiting list if they are eligible to do so. Only candidates whose 11-plus test score is not more than two marks below the final 'cut-off' score for the relevant school will be invited to join the in-year waiting list. Parents/carers will then be invited to rejoin that waiting list by completing a form each term. If the Council does not receive a form within the specified timescale, the candidate's name will be removed from the waiting list.

#### **(IV) PROPOSED COMMUNITY IN-YEAR ADMISSION CRITERIA:**

1. Unless agreed otherwise with the Council, the published admission number applies to each year-group as it moves through the school;
2. Where a school is oversubscribed in the relevant year-group, the following admissions criteria shall apply:

**Priority 1** A looked after child;

**Priority 2** Those moving to or within the City who are without an appropriate school placement;

**Priority 3** Those seeking to transfer between schools within the City where the parent and both Headteachers agree that such a transfer would be in the pupil's best educational or social interests;

**Priority 4** Those seeking to transfer between schools as a parental response to perceived difficulties with the present school, or for other parental reasons;

**Priority 5** All other applicants.

**Exceptions will be made as follows:**

- A child whose special education needs (SEN) statement names the parent's preferred school shall be admitted to that school;
- On exceptional medical or social grounds, for example; a serious medical condition, which can be supported by medical evidence; the recent death of a parent; a significant caring role for the child which can be supported by evidence from Social Services. Parents/carers or their representative will have to demonstrate that only the preferred school can meet the exceptional medical or social needs of the child. This can be in the form of a testimony from a medical practitioner, social worker or other professional who can support the application on an 'exceptional' basis;
- Admission of pupils who require placement in a designated SEN support centre or other specialist provision at the school in question, or who meet the criteria of the Fair Access Protocol for example;
  - s/he has moved to the City and has a record of significant attendance or behavioural difficulty, as evidenced by truancy, exclusion or serious criminal offending, or
  - s/he has a SEN statement predominantly related to significant EBD (emotional and behavioral difficulties), or
  - her/his previous placement has broken down irretrievably for significant attendance or behavioral reasons, including permanent exclusion, or
  - s/he is re-integrating from EOTAS (education other than at school) to mainstream provision.

## Notes:

**Appropriate school placement:** a school appropriate to the child's educational need as defined by the LA. Essentially, this would be either a mainstream school or a special needs school.

**Home address:** any allegations received by the admission authority of people providing false or accommodation addresses when applying for school places shall be fully investigated and, if found to be true, allocated places may be withdrawn, as appropriate. Oversubscribed schools are advised to ask parents to provide proof of residence (for example utility bills) before admitting the child. The local authority (LA) will also carry out checks as appropriate. A child's home address is defined as the address at which the child is normally resident or, where a child lives at more than one address, the address at which the child lives for the majority of the time. Where the home address is unclear, the Admission Authority will determine the appropriate address taking into account factors such as the address to which the Child Benefit Allowance or Child Tax Credit is payable, registration for medical services etc.

**Looked after child:** a 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989).

**Multiple births:** multiple births are defined as children of multiple birth (including those born within the same academic year cohort). We understand that parents/carers would like to keep twins, triplets and other children of multiple birth together. Where the admission criteria is applied and it is not possible to offer places to all children of the same multiple birth family we would work with the family to find the best solution for them and their children. Should it

transpire that it is not possible to offer place(s) to all children within that multiple birth, the parent will be invited to nominate which child should be allocated the place(s).

**Priority 3 applicants:** applicants will only be considered under this heading if the application is accompanied by letters of support from both the current and intended school. Classification under this priority will not be given without these supporting documents.

**Priority 4 applicants:** applicants will only be considered under this heading if the case is made that the request for transfer is on the ground of reasons such as bullying, problems with the schools curriculum, personal issues with the school staff. The views of the school will be sought as verification. Classification under this priority will not be given without this confirmation.

**Tie-breaker:** where it is necessary to distinguish between pupils in one of the above categories, priority shall be given,

- a) to a pupil who already has a sibling attending the school at the time of admission and,
- b) on distance between home and school measured by a straight line on a map using the City Council's electronic mapping system (that is, the shorter the distance, the higher the priority). Measurement points will be from an internal point of the building concerned (usually the visual centre of the building). Flats are therefore taken to be the same measurement point regardless of floor of location. In the event of there still being a tie, there will be a random ballot using an electronic random number generator.

## COMMUNITY GRAMMAR SCHOOLS

Pupils seeking admission to a community grammar school are required to qualify for a place under the Council's late selection procedure. Vacancies in the grammar school rarely occur. Girls who wish to be considered for such a vacancy will need to be assessed as grammar ability. In most cases, this will involve participation in the late selection test procedure which involves participation in an examination. Further details are available from the School Admissions Team. Girls who are judged to be of grammar ability but for whom a place is not available may join a waiting list for a place.

Parents will be asked to reaffirm their wish to remain on the waiting list on a regular basis.

**Priority 1** A looked after child;

**Priority 2** Siblings at the grammar school at the time of admission;

**Priority 3** Others on distance between home and school measured by a straight line on a map using the City Council's electronic mapping system (that is, the shorter the distance, the higher the priority). Measurement points will be from an internal point of the building concerned (usually the visual center of the building). Flats are therefore taken to be the same measurement point regardless of floor of location. In the event of there still being a tie, there will be a random ballot using an electronic random number generator.

**Exceptions – where an applicant has qualified for a place, overriding priority may be given in the following cases:**

- I. A child whose special education needs (SEN) statement names the parent's preferred school shall be admitted to that school;

2. On exceptional medical or social grounds, for example; a serious medical condition, which can be supported by medical evidence; the recent death of a parent; a significant caring role for the child which can be supported by evidence from Social Services. Parents/carers or their representative will have to demonstrate that only the preferred school can meet the exceptional medical or social needs of the child. This can be in the form of a testimony from a medical practitioner, social worker or other professional who can support the application on an 'exceptional' basis;
3. Admission of pupils who meet the criteria of the Fair Access Protocol for example;
  - s/he has moved to the City and has a record of significant attendance or behavioural difficulty, as evidenced by truancy, exclusion or serious criminal offending, or
  - s/he has a SEN statement predominantly related to significant EBD (emotional and behavioural difficulties), or
  - her/his previous placement has broken down irretrievably for significant attendance or behavioural reasons, including permanent exclusion, or
  - s/he is re-integrating from EOTAS (education other than at school) to mainstream provision.

#### **Notes where an applicant has qualified for a place:**

**Home address:** any allegations received by the admission authority of people providing false or accommodation addresses when applying for school places shall be fully investigated and, if found to be true, allocated places may be withdrawn, as appropriate. Oversubscribed schools are advised to ask parents to provide proof of residence (for example utility bills) before admitting the child. The local authority (LA) will also carry out checks as appropriate. A child's home address is defined as the address at which the child is normally resident or, where a child lives at more than one address, the address at which the child lives for the majority of the time. Where the home address is unclear, the Admission Authority will determine the appropriate address taking into account factors such as the address to which the Child Benefit Allowance or Child Tax Credit is payable, registration for medical services etc.

**Looked after child:** a 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989).

**Sibling:** children are siblings if they are a full, half, step, or adoptive brother or sister, and live in the same family unit and household.

**Tie-breaker:** where we have to choose between two or more children in the same category as each other, then the nearer to the school the child lives – as measured by a straight line on the map - the higher the priority. Measurement points will be from an internal point of the building concerned (usually the visual centre of the building). Flats are therefore taken to be the same measurement point regardless of floor or location. In the event of there still being a tie, there will be a random ballot using an electronic random number generator.

#### **(V) PROPOSED COMMUNITY NURSERY ADMISSION CRITERIA:**

Determining the admissions policy for community and voluntary controlled maintained nursery schools and classes is the responsibility of the local authority. The local authority delegates the responsibility for administering the admission process for nursery schools and classes to the

governing bodies of these schools. Places in nursery schools and classes usually become available when the oldest children enter a Primary School. Places may become available at other times if children leave nursery.

Children are entitled to access free nursery education on a part-time basis at the request of the parent/carer and in the best interest of the child, from the beginning of the term after their third birthday. Whilst the Local Authority works within 6 terms for maintained schools, for the purposes of nursery education the term dates are defined by the DFE. These are as follows:

1 April to 31 August

1 September to 31 December

1 January to 31 March

Parents/carers may request that their child attend on a part time or full time basis until compulsory school age. Approval is subject to the recommendation of the school following discussion with the parent and the nursery/pre-school (if appropriate) and is in the best interest of the child.

### **Admission Criteria**

Each maintained nursery school and class has a limited number of places available depending largely on the physical capacity of its buildings. The number of places available is called the published admission number (or PAN for short). In the event that the number of applications to a maintained nursery school or class exceeds its PAN, the following admission criteria will be applied in order of priority.

1. A looked after child (a child in the care of a local authority);
2. A child known by the local authority (Early Years Forum) to have additional educational needs and whose needs can be best met at the preferred nursery – applications made under this criterion would need to be supported by written evidence from an appropriate professional;
3. A vulnerable child with a Common Assessment Framework – applications made under this criterion would need to be supported by evidence from the child's social worker and/or health visitor explaining the advantage of the child attending the preferred nursery as opposed to any other;
4. A child with a serious ongoing medical condition, where Services for Children and Young People (Early Years Forum) is satisfied that attendance at the preferred nursery will meet the needs of the child's medical condition rather than any other nursery. Parents/carers or their representatives will have to demonstrate that only the preferred nursery can meet the exceptional medical needs of the child. This can be in the form of a testimony from a medical practitioner, social worker or other professional who can support the application on an 'exceptional' basis;
5. Children who will have an elder sibling attending the nursery school or class at the time of entry. Children must reside at the same home address.
6. Any remaining places will be allocated to those children who live closest to the preferred nursery. Measurements are taken by a straight line on a map using THE City Council's electronic mapping system – the nearer to the school the child lives the higher the priority.

Measurement points will be from an internal point of the building concerned (usually the visual centre of the building). Flats are therefore taken to be the same measurement point regardless of floor of location.

## **Notes:**

**Application for primary school:** attendance at a nursery class attached to a primary school gives no guarantee that a child will continue into the school where the nursery is located.

**Attendance:** attendance will be for five sessions per week, up to 15 hours

**Extended services:** full time nursery places will only be offered in very exceptional circumstances and on a time limited basis. If a nursery is considering offering a full time place they must consult the local authority who will make the final decision, depending on the reasons given by the parents and in liaison with other appropriate agencies. Where nursery schools/units are considering offering parents the opportunity to pay for additional childcare sessions contact should be made in the first instance with the Early Years Team.

**Home address:** A child's home address is defined as the address at which the child is normally resident or, where a child lives at more than one address, the address at which the child lives for the majority of the time. Where the home address is unclear, the Admission Authority will determine the appropriate address taking into account factors such as the address to which the Child Benefit Allowance or Child Tax Credit is payable, registration for medical services etc. Oversubscribed nursery schools and classes are advised to ask parents to provide proof of residence before admitting the child.

**Looked after child:** a 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989).

**Multiple births:** multiple births are defined as children of multiple birth (including those born within the same academic year cohort). We understand that parents/carers would like to keep twins, triplets and other children of multiple birth together. Where the admission criteria is applied and it is not possible to offer places to all children of the same multiple birth family we would work with the family to find the best solution for them and their children. Should it transpire that it is not possible to offer place(s) to all children within that multiple birth, the parent will be invited to nominate which child should be allocated the place(s).

**Sibling:** children are siblings if they are a full, half, step or adoptive brother or sister, and live in the same family unit and household.

**Tie-breaker:** where a choice has to be made between two or more children in the same category as each other, priority will be determined on the basis of distance between home and nursery. Measurements are taken by a straight line on a map using the Council's electronic mapping system – the shorter the distance the higher the priority. Measurement points will be from an internal point of the building concerned (usually the visual centre of the building). Flats are therefore taken to be the same measurement point regardless of floor of location. In the event of there still being a tie, there will be a random ballot using an electronic random number generator.

**Waiting list:** unsuccessful applicants will be placed on a waiting list in accordance with the criteria given above. Places will be offered from the waiting list in line with the admissions criteria. Applicants may also request in writing that their unsuccessful application be reconsidered by the

governors, giving detailed reasons for the request. If the governors agree that a child should have been given a place then the child should be offered the next available place.

## **(VI) PROPOSED COMMUNITY SIXTH FORM ADMISSION CRITERIA:**

### **Sixth Form Admissions 2013/14**

Where a school operates a sixth form, students are normally accepted from other school bases as long as the school has capacity and the applicant meets the relevant admission criteria. Each school will have a different application timetable and number of places to offer. Applications should be made direct to the school.

The number of students who have applied for each course will need to be taken into account, meaning that extra students can sometimes be accommodated over the admission number if the student's chosen course is not full.

The admission arrangements apply equally to those seeking admission from year 11 within the school to those seeking transfer from other schools. All those seeking admission to Year 12 must achieve the necessary grades for access onto the courses they have chosen.

Any student refused the offer of a place in Year 12 has the right of appeal to an independent appeals panel.

Where the number of eligible external applicants for a course of study exceeds the places available then admission will be determined in accordance with the following priority of admission criteria:

1. Looked after children;
2. Students considered by the College to have exceptional social or medical needs (see exceptions below);
3. Students with siblings at the College at the time of admission;
4. Any other student.

### **Exceptions will be made as follows:**

- A child whose Special Education Needs (SEN) Statement names the parent's preferred school will be admitted to that school.
- Priority may be given to the admission of a child for whom exceptional medical or social justification is demonstrated. This could include for example:
  - a serious medical condition, which can be supported by medical evidence;
  - the recent death of a parent;
  - a significant caring role for the child which can be supported by evidence from Social Services.

Parents/carers or their representative will have to demonstrate that only the preferred school can meet the exceptional medical or social needs of the child. This can be in the form of a

testimony from a medical practitioner, social worker or other professional who can support the application on an 'exceptional' basis.

**Notes:**

**False or misleading applications:** Where the School/College has made the offer of a place in Year 12 on the basis of a fraudulent or intentionally misleading application which has effectively denied a place in the sixth form to a pupil with a stronger claim, the offer of a place will be withdrawn.

**Home address:** any allegations received by the admission authority of people providing false or accommodation addresses when applying for school places shall be fully investigated and, if found to be true, allocated places may be withdrawn, as appropriate. Oversubscribed schools are advised to ask parents to provide proof of residence (for example utility bills) before admitting the child. The local authority (LA) will also carry out checks as appropriate. A child's home address is defined as the address at which the child is normally resident or, where a child lives at more than one address, the address at which the child lives for the majority of the time. Where the home address is unclear, the Admission Authority will determine the appropriate address taking into account factors such as the address to which the Child Benefit Allowance or Child Tax Credit is payable, registration for medical services etc.

**Looked after child:** a 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989).

**Multiple births:** defined as children of multiple birth (including those born within the same academic year cohort). We understand that parents/carers would like to keep twins, triplets and other children of multiple birth together. Where the admission criteria is applied and it is not possible to offer places to all children of the same multiple birth family we would work with the family to find the best solution for them and their children. Should it transpire that it is not possible to offer place(s) to all children within that multiple birth, the parent will be invited to nominate which child should be allocated the place(s).

**Siblings:** children are siblings if they are a full, half, step, or adoptive brother or sister, and living in the same family unit and household.

**Tie-breaker:** where we have to choose between two or more children in the same category as each other, then the nearer to the school the child lives - as measured by a straight line on the map using the City Council's electronic mapping system - the higher the priority. Measurement points will be from an internal point of the building concerned (usually the visual centre of the building). Flats are therefore taken to be the same measurement point regardless of floor or location.

**Definitive tie-breaker:** in the event of there still being a tie, there will be a random ballot using an electronic random number generator.

**Timetable for application:**

School name	Year 12 PAN (less those transferring from the schools own Year 11).	Application date	Normal notification date	Late applications accepted until
Plymouth High School for Girls	TBA	By the end of January preceding	By the end of February in which	The end of the second full week of

		the September of admission	the academic year of admission falls	the start of Y12 in September
Sir John Hunt Community College	TBA	TBA	TBA	TBA