

SCHOOL ADMISSIONS PROGRESS REPORT 2011/12

Admission Forum - E



I. Online systems

The City Council has been able to offer an online application facility for school admissions through the ONE system. Reported problems in use of the system seem to be centred on home IT set up, failure to read instructions and inaccurate typing of secure passwords provided by the system. Capita have been unable to resolve an issue identified with parents needing to reset their password which has meant that applicants need to create an alternative email address. The advantages to the LA are that the parental input is transactional so the majority of the data input by the parents transfers automatically into the ONE system. Additional input is still required by the LA although in a different format and at a different timescale. There are therefore no staff savings.

A downloadable application form has also been made available via the website for use by those parents who do not wish to apply online but who are able to access information online.

No national targets have been set but we have achieved the following in relation to online admissions:

Category	2008	2009	2010	2011	2012
Junior	39%	79%	75%	84%	Ongoing
Secondary	50%	60%	74%	82%	90%
Primary	68%	78%	83%	88%	Ongoing

2. Secondary school applications for entry in September 2012

The close date for secondary applications was a national date - 31 October 2011. Promotion of the application was provided by;

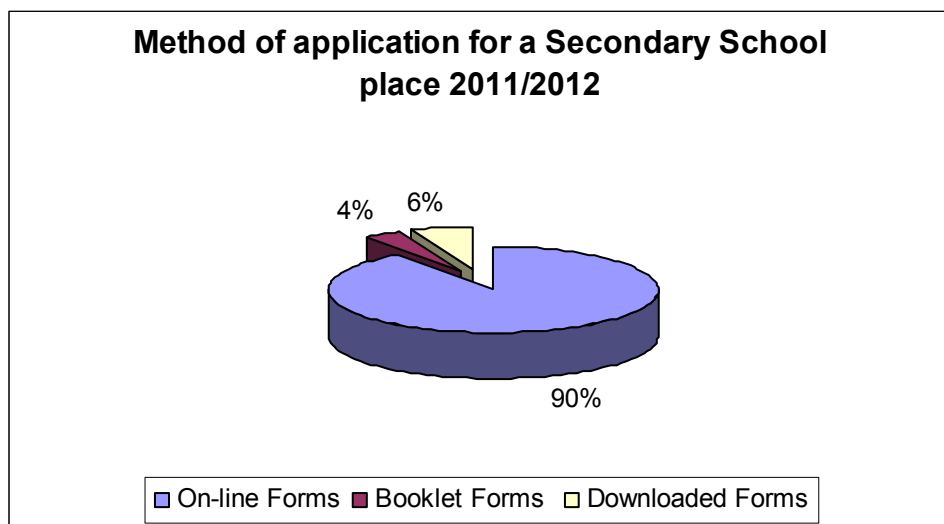
- Issue of a letter to Year 5 pupil's home address in August containing a Unique Identifying Number (UID) to assist with online applications together with a leaflet detailing the application process.
- Availability of the Next Step booklet from website from term 1 (autumn term).
- Availability of the Secondary Admissions website from term 1 (autumn term) which included links to the online application form.
- Staff attendance at school open events.

The expected cohort of transfer applications is 2,446 (Plymouth applicants excluding those not already at a Plymouth maintained school), 170 less than in the previous year. This figure will not of course reflect the number of children allocated places at Plymouth schools because of cross border transfers.

At the close date of 31 October, 2,424 applications have been received for admission to a Plymouth secondary school. This figure includes children not currently shown on the City Council database as the children are in attendance at independent schools and also a number of duplicate entry applications. At the date this report was compiled, 22 applications were outstanding compared to 38 in the previous year. The outstanding applicants have been verified with primary schools in order to check that they are still in attendance. Monitoring reports have been provided to schools to confirm the names of the applicants who had submitted applications to enable the schools/PSAs to chase families who had not yet submitted a return.

Analysis of application shows that;

- 2,186 were submitted on-line (90% of the applications received – compares to 82% last year)
- 93 were submitted on paper (4% of the applications received – compares to 16% last year)
- 145 were submitted following download from the internet (6% of the applications received – compares to 2% last year)



272 requests for admission to one of the girls' grammar schools have been received from Plymouth applicants. This compares with 252 last year. It is not yet confirmed how many requests will be received from out of area applicants as data exchange does not occur until December.

Category	2007	2008	2009	2010	2011	2012
Plymouth	191	264	275	294	252	272
Independent (out of area)	24	5	18	20	18	N/K
Devon	42	36	50	55	45	N/K
Cornwall	47	61	67	73	61	N/K
TOTAL	304	366	410	442	376	N/K

3. Primary Applications for entry in September 2012

The application date for primary admissions runs from 1 September 2011 to 15 January 2012.

Promotion of primary transfer has been carried out through;

- Issue of a postcard to all identified within the transfer cohort advising the need to apply for a school place. (Transfer cohort devised from data obtained from the LA Early Years data)*.
- Issue of a letter to prospective pupils home address in August containing a Unique Identifying Number (UID) to assist with online applications together with a leaflet detailing the application process*.

- Issue of a poster to all nurseries, schools, health and community centres, and libraries within Plymouth.
- Availability of the Starting School booklet from the website.
- Website available from term 1 (autumn term) which included links to the online application form.
- Attendance at briefing sessions as required.

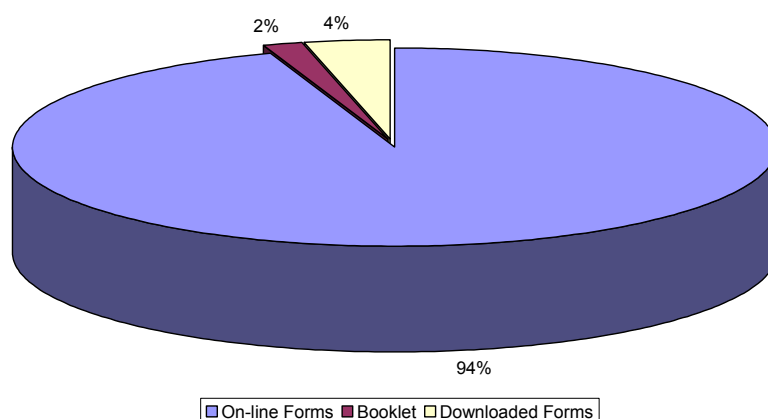
The expected cohort is 3,371 compared to 3,171 last year.

At 13 November 2011, 1,847 (55%) applications have been received. This compares to 59% received at this point last year. Of the applications received so far this year;

- 1,749 were submitted on-line (94% of the applications received – compares to 91% last year)
- 32 were submitted by paper (2% of the applications received – compares to 8% last year)
- 66 were submitted following download from the internet (4% of the applications received – compares to less than 1% last year)

Difficulties have been encountered this year with issue of information to parents via the home address. This is due to non inclusion of health authority data last year and the date of financial returns from early years settings. At the start of the academic year, there were 1,822 records in the database. This means that many parents did not receive the letter and leaflet referred to above in August. As new records are added to the database, information is being issued to parents on an ad-hoc basis. A full database is expected by mid November which will still allow parents ample of time in which to submit an application for a primary school place.

Submission of Primary application forms



4. Junior Admissions for entry in September 2012

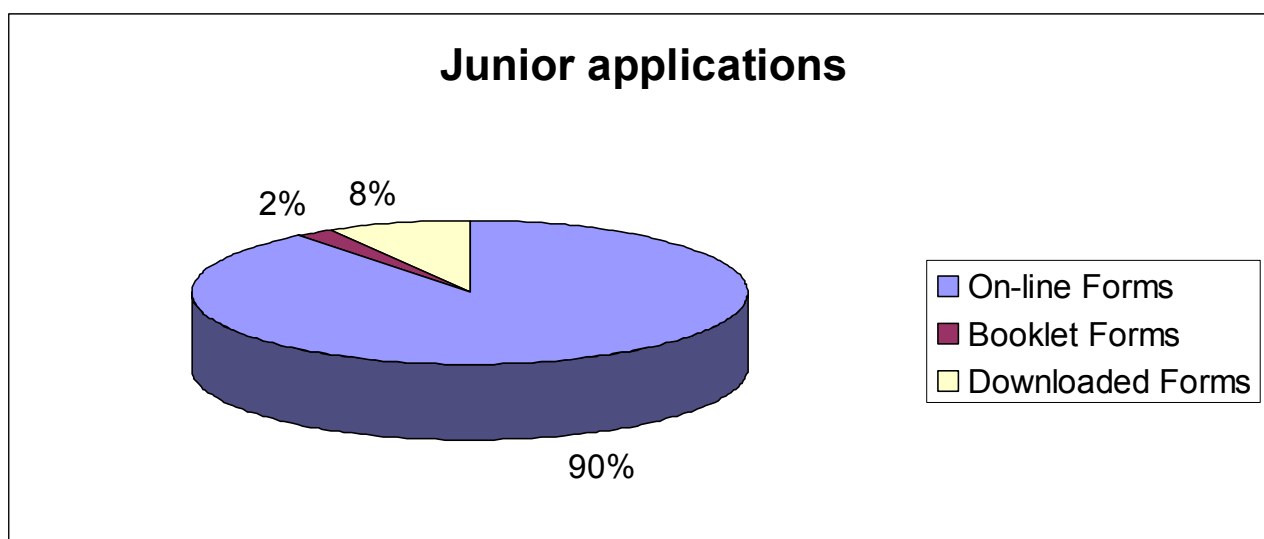
The application date for junior admissions runs from 1 September 2011 to 15 January 2012.

Promotion of junior transfer has been carried out through;

- Issue of a letter to prospective pupil's home address in August containing a Unique Identifying Number (UID) to assist with online applications together with a leaflet detailing the application process;
- Availability of the Starting Junior School booklet from the website;
- Web site available from term 1 (autumn term) which included links to the online application form;
- Attendance at briefing sessions as required.

The expected cohort is 210. At 13 November 2011, 131 (62%) applications have been received this compares with 170 at the same point last year. Schools have been provided with details of those who have applied and requested to remind those who have not yet applied of the application procedure. Of the applications received so far this year;

- 117 have been received online (89% of the applications received – compares to 89% last year).
- 3 have been received by paper from the booklet (2% of the applications received – compares to 10% last year).
- 11 (1%) have been received by downloadable form compared to 1% last year.



5. In-Year admissions – at 13 November 2011

The procedure for in-year admissions changed in law for admissions for September 2010 onwards. From that date, all applications must be submitted to and allocated by the LA in whose area the applicant is normally resident. The Admissions Team structure has been increased to cope with this workload.

A brief guide on the admission process has been written and circulated to schools to clarify, in particular, school start dates for new pupils. Under the in-year admission scheme, although a place is allocated by the LA, the start date is at the discretion of schools in order to ensure that:

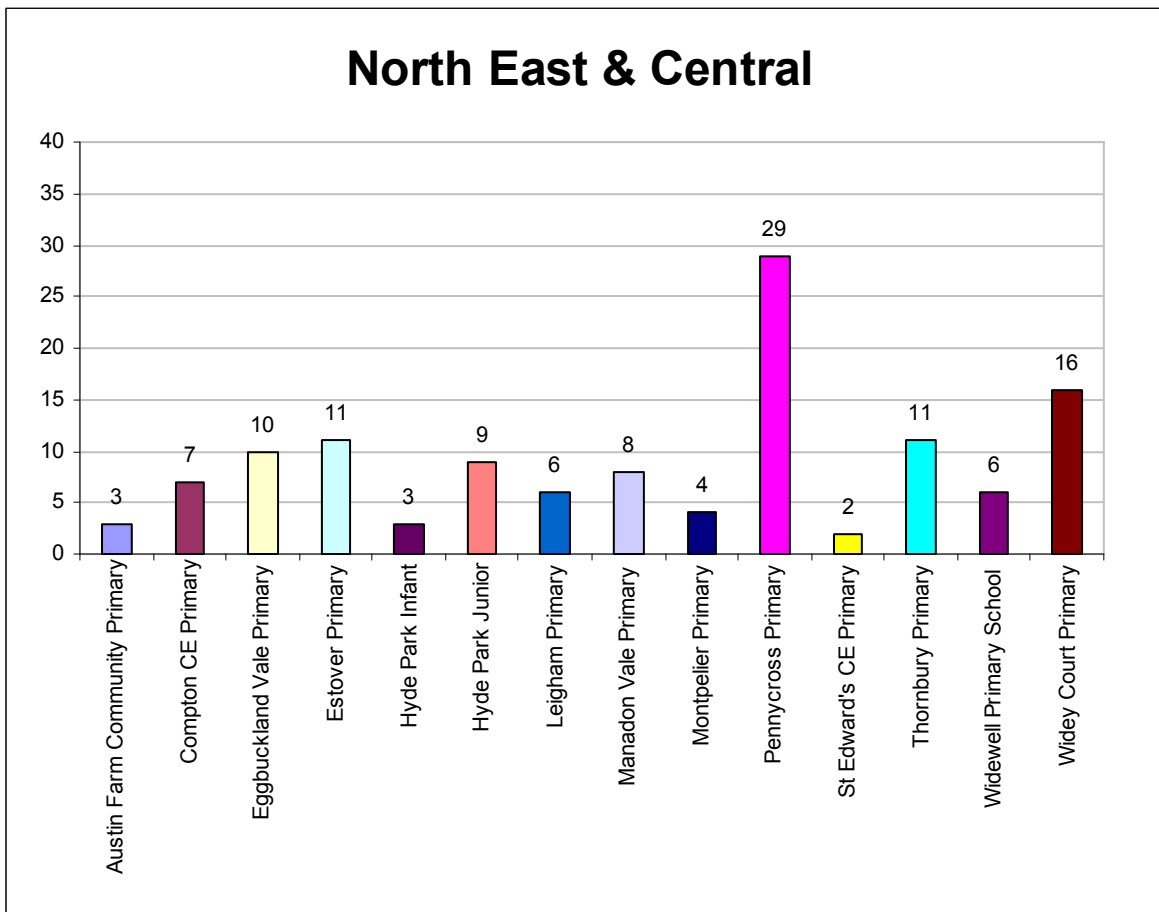
- i) Suitable provision can be put in place to receive a new child;
- ii) In the case of school transfer within the City, the expectation is for a new school start date to be arranged for the start of the next term (based on 3 terms) in order to allow the base school to resolve any issues with families. Should the base school decide that an earlier start date is

appropriate, they contact the new school to inform that they have no objection to an earlier start date.

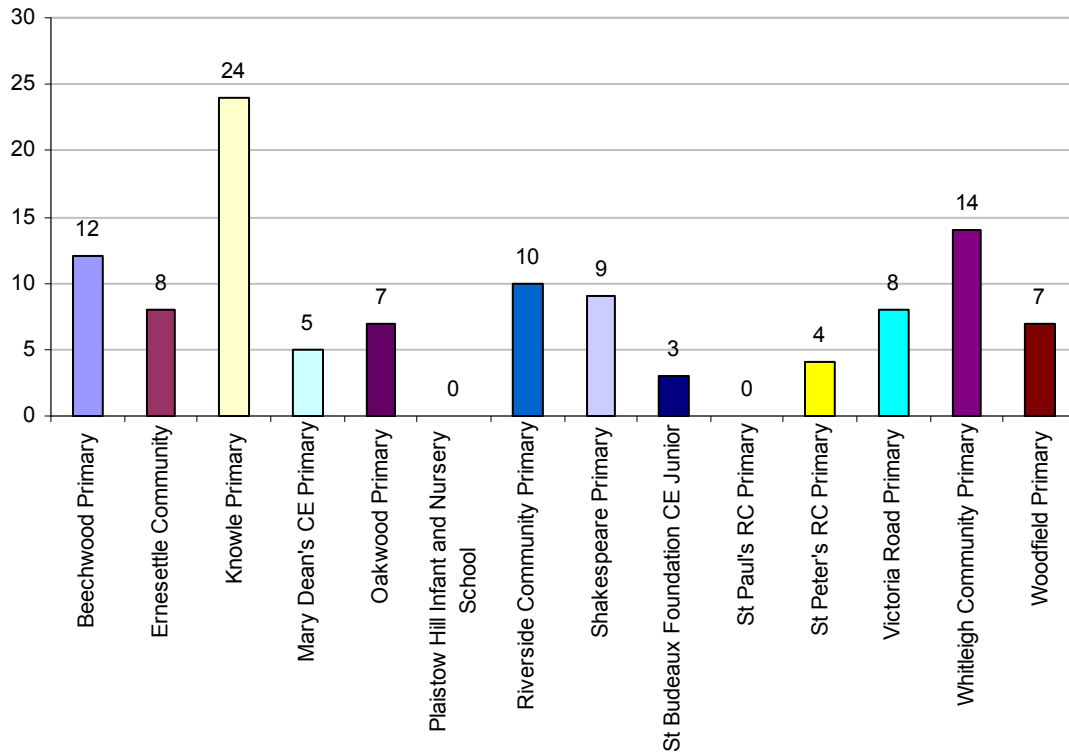
Data relating to receipt of application forms is as follows:

Primary/Junior	2011 – data to 17 November 2011	Reason
Applications received	755	
Completed	714 <ul style="list-style-type: none"> ▪ 71% = change of address ▪ 29% = without change of address 	<ul style="list-style-type: none"> ▪ 578 allocated to mainstream schools ▪ 95 stayed at the current school ▪ 35 were allocated to other LA schools ▪ 6 went to home education ▪ 0 were allocated to ACE
Pending decision/data addition	41	<ul style="list-style-type: none"> ▪ 22 Waiting information from parent/other or own admission authorities ▪ 0 cases in process (2 days) ▪ 22 cases allocated but awaiting insert onto spreadsheet
Secondary	2011 – data to 13 November 2011	Reason
Applications received	235	
Completed	194 <ul style="list-style-type: none"> ▪ 59% = change of address ▪ 41% = without change of address 	<ul style="list-style-type: none"> ▪ 140 allocated to mainstream schools ▪ 39 stayed at the current school ▪ 15 were allocated to other LA schools ▪ 0 went to home education ▪ 0 were allocated to ACE
Pending decision	41	<ul style="list-style-type: none"> ▪ Waiting information from parent/other or own admission authorities

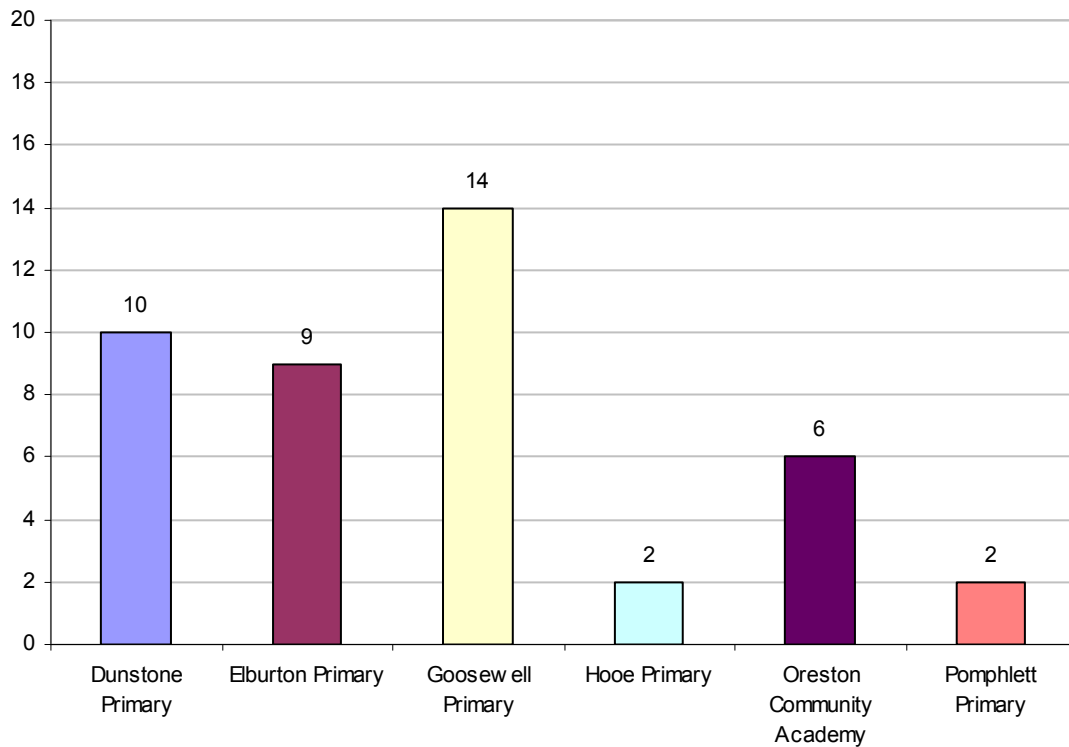
PRIMARY CHARTS



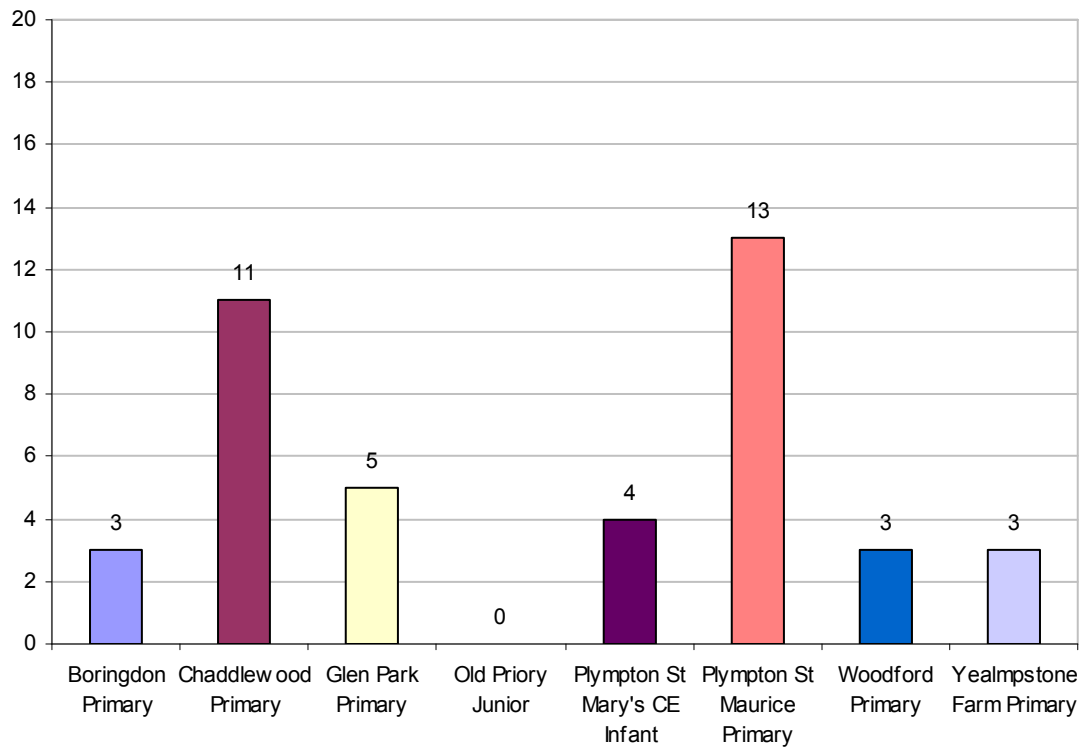
North West



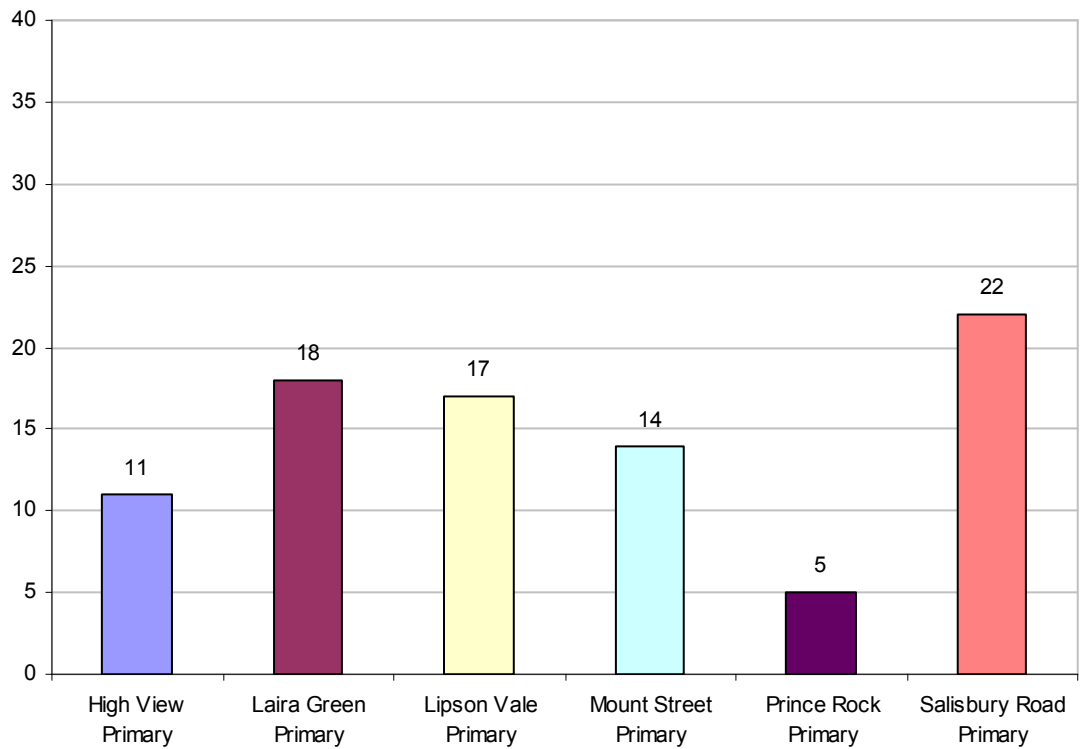
Plymstock



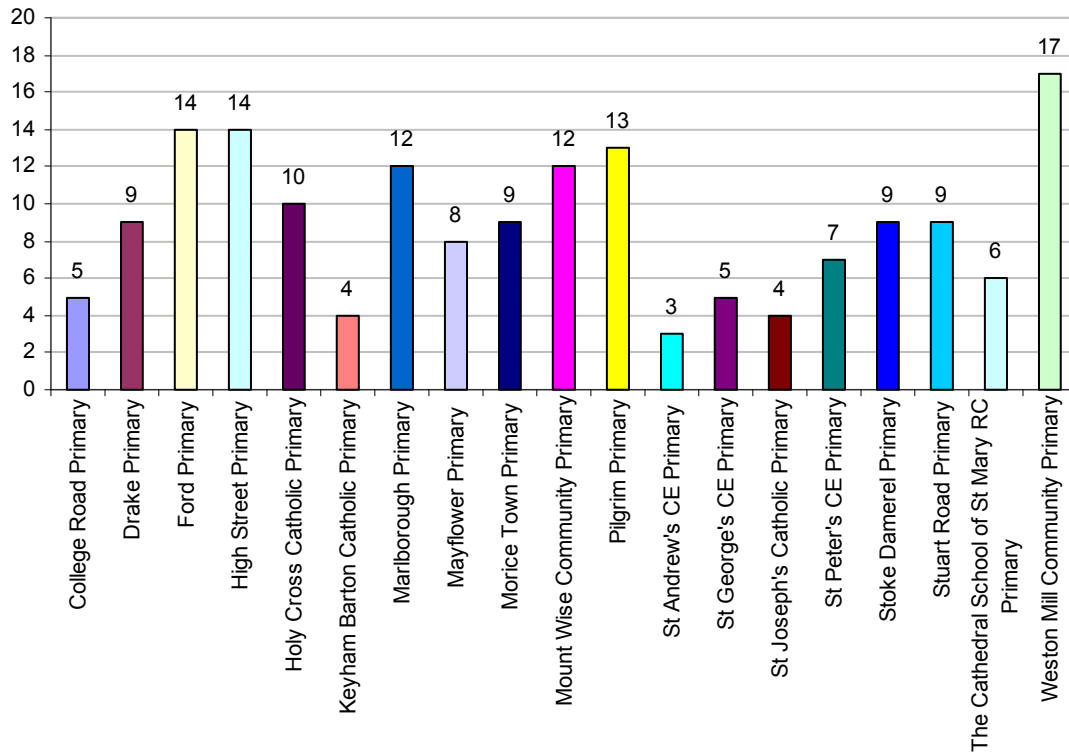
Plympton



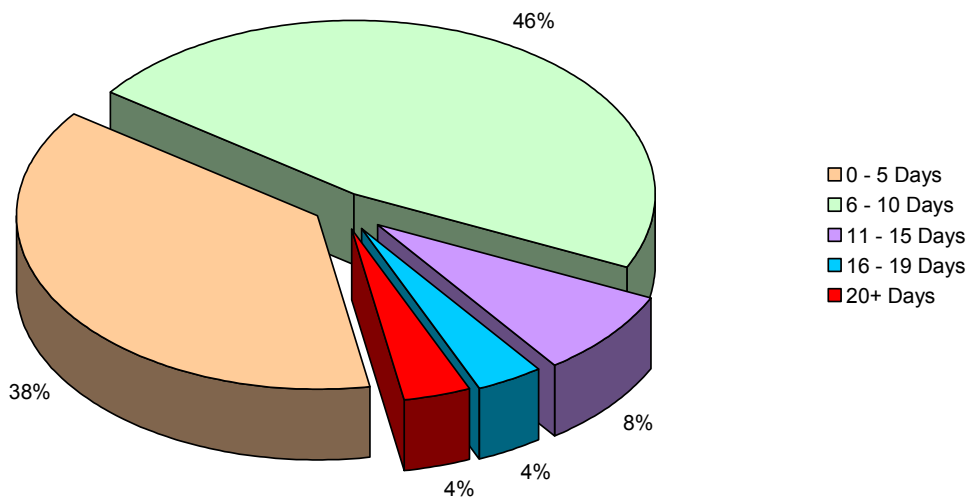
South East



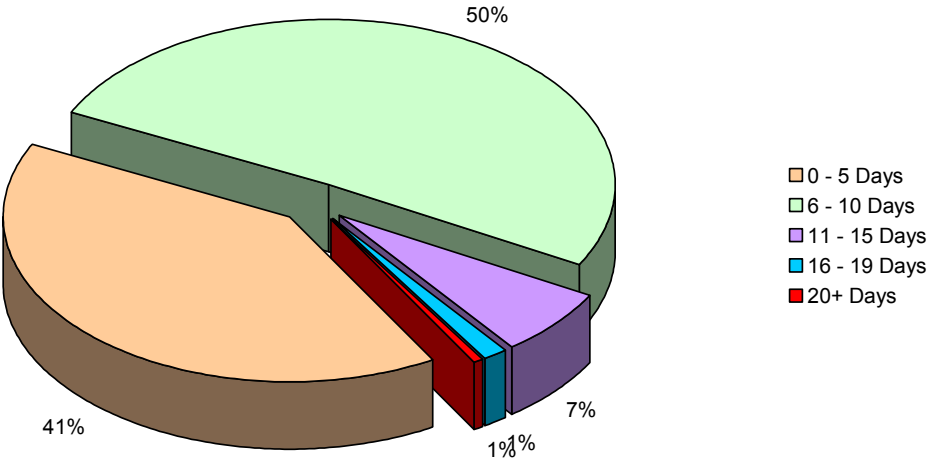
South West



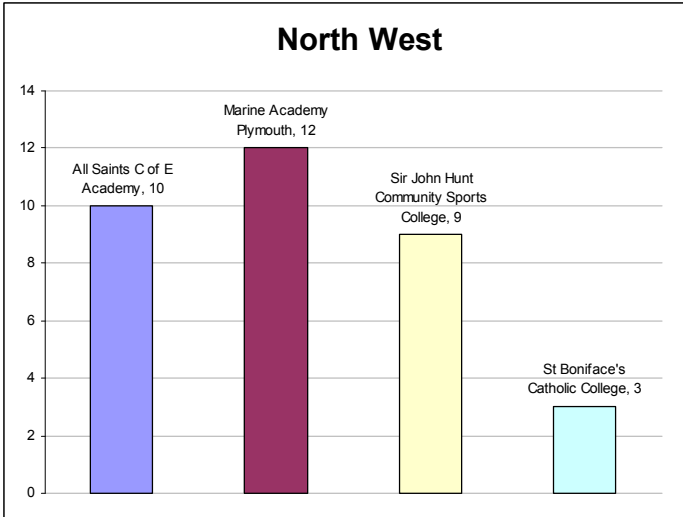
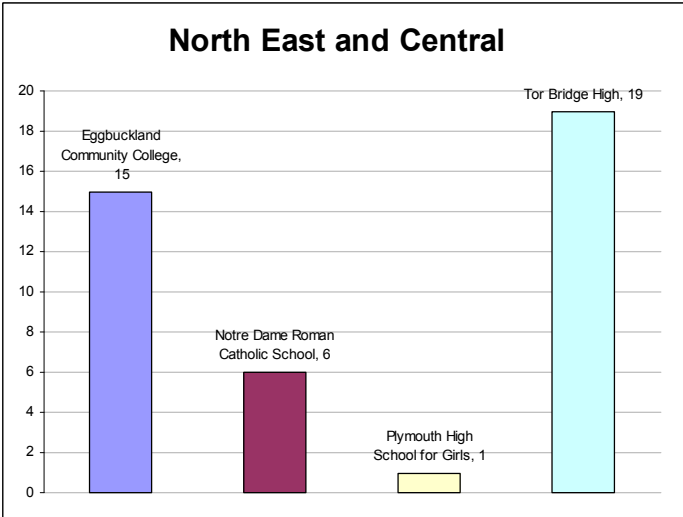
Primary In Year Allocations 2011/12 Transfer with Change of Address

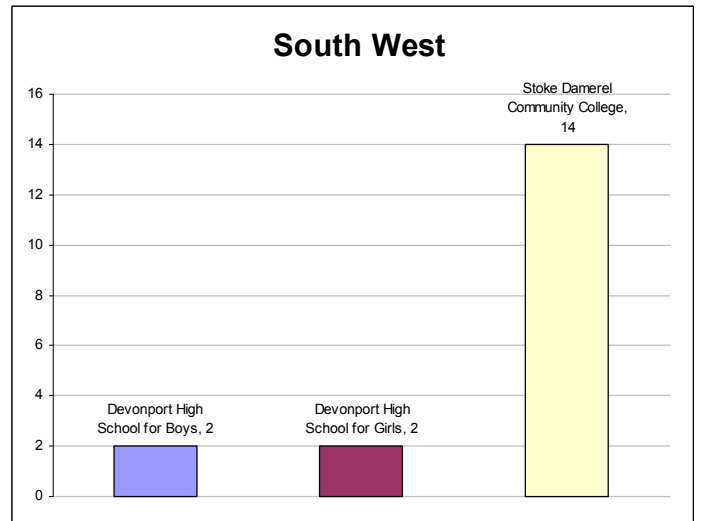
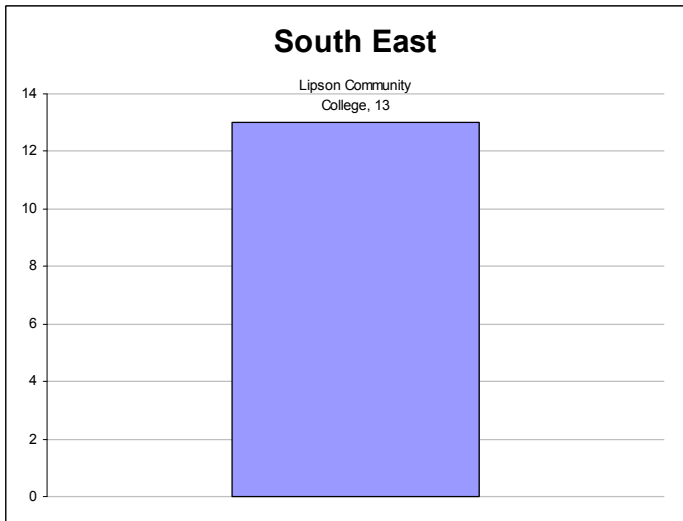
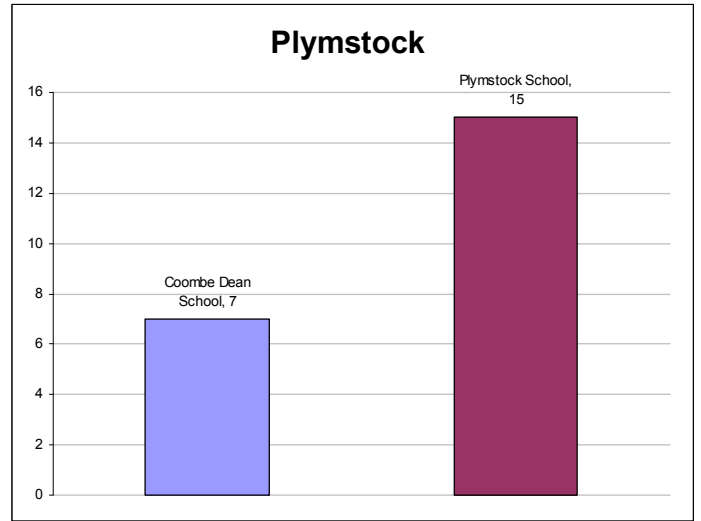
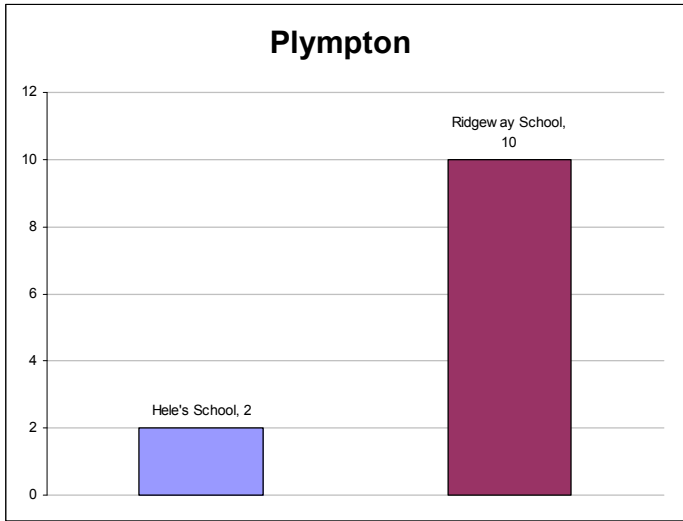


**Primary Admissions In Year Transfer
without Change of Address 11/12**

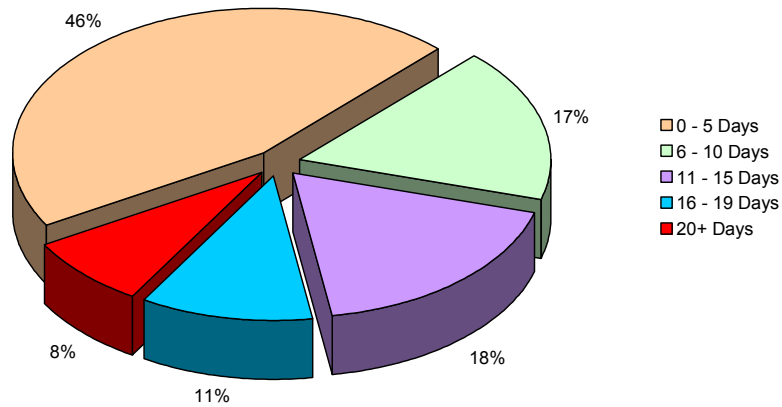


SECONDARY CHARTS





Secondary In Year Allocations 2011/12 Transfer with Change of Address



**Secondary In Year Allocations 2011/12
Transfer without Change of Address**

