

DETERMINED ADMISSION ARRANGEMENTS 2013/14

School Admissions



DETERMINED ADMISSION ARRANGEMENTS FOR 2013/14 (INCLUDING LOCALLY AGREED IN-YEAR, PRIMARY AND SECONDARY SCHEMES)

The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012 require admission authorities to consult on their proposed admission arrangements (where appropriate) for a period of at least 8 weeks and be completed by 1 March 2012.

The consultation on the proposed admission arrangements was carried out with admission authorities within our 'relevant area', schools, neighbouring LAs, parents and community groups. Each admission authority must then determine those arrangements by 15 April 2012.

This document takes account of the School Admissions Code and provides details of the admission arrangements for all maintained schools in Plymouth.

The 'relevant area' is defined as the administrative area of Plymouth City Council.

Many schools will have more applicants than places, and it is essential that the criteria used to allocate places when a school is oversubscribed are fair, clear, and objective. They must also comply fully with all statutory requirements including the mandatory requirements of the [School Admissions Code of Practice](#).

The School Admissions Code of Practice provides guidelines on achieving good practice in setting oversubscription criteria for admission authorities to help them ensure that their admission arrangements are fair to all children and their families, and promote social equity rather than working against it. It also identifies oversubscription criteria that are unfair and must not be used.

Contents	Page
1. <u>Summary of determined arrangements</u>	7
2. Schemes of Admission	
(i) <u>2013/14 Locally agreed In-Year</u>	10
(ii) <u>2013/14 Co-ordinated Primary</u>	21
(iii) <u>2013/14 Co-ordinated Secondary</u>	29
3. <u>Academy schools</u>	36
Primary Academy Schools	
(i) <u>Oreston Community Academy</u>	37
▪ <u>Admissions to Year R</u>	41
▪ <u>In-Year admissions</u>	42
▪ <u>Supplementary information form (SIF)</u>	46
▪ <u>Application form</u>	47
Secondary Academy Schools	
(ii) <u>All Saints CE Academy Plymouth</u>	49
▪ <u>Admissions to Year 7</u>	50
▪ <u>Sixth form admissions</u>	52
▪ <u>In-Year admissions</u>	54
(iii) Coombe Dean School	
▪ <u>Admissions to Year 7</u>	55
▪ <u>Sixth form admissions</u>	57
▪ <u>In-Year admissions</u>	59
(iv) Devonport High School for Boys	
▪ <u>Admissions to Year 7</u>	62
▪ <u>Supplementary information form (11+)</u>	65
▪ <u>Sixth form admissions</u>	67
▪ <u>In-Year admissions</u>	69
▪ <u>In-Year Supplementary Information Form</u>	71
(v) Devonport High School for Girls	
▪ <u>Admissions to Year 7</u>	73
▪ <u>Sixth form admissions</u>	75
▪ <u>In-Year admissions</u>	77

3	(vi) Hele's School	<ul style="list-style-type: none"> ▪ Admissions to Year 7 79 ▪ Sixth form admissions 81 ▪ In-Year admissions 83
	(vii) Lipson Community College	<ul style="list-style-type: none"> ▪ Admissions to Year 7 86 ▪ Sixth form admissions 88 ▪ In-Year admissions 90
	(viii) Marine Academy Plymouth	<ul style="list-style-type: none"> ▪ Admissions to Year 7 93 ▪ Sixth form admissions 95 ▪ In-Year admissions 97
	(ix) Plymstock School and Sports College	<ul style="list-style-type: none"> ▪ Admissions to Year 7 100 ▪ Sixth form admissions 102 ▪ In-Year admissions 104
	(x) Ridgeway School	<ul style="list-style-type: none"> ▪ Admissions to Year 7 106 ▪ Sixth form admissions 108 ▪ In-Year admissions 110
	(xi) Stoke Damerel Community College	<ul style="list-style-type: none"> ▪ Admissions to Year 7 113 ▪ Sixth form admissions 115 ▪ In-Year admissions 117
	(xii) Tor Bridge High	<ul style="list-style-type: none"> ▪ Admissions to Year 7 120 ▪ Sixth form admissions 122 ▪ In-Year admissions 124
4.	<u>Oversubscription criteria for Community and Voluntary Controlled schools</u>	126
	(i) Admission criteria: Maintained nursery schools	126
	(ii) Admission criteria: Community and Voluntary Controlled primary schools	129
	(iii) Admission criteria: Community junior schools	131
	(iv) Admission criteria: Community secondary schools	133

(v)	<u>Admission criteria: Community secondary grammar school</u>	135
(vi)	<u>Admission criteria: Community sixth form admissions</u>	136
(vii)	<u>Admission criteria: Community and Voluntary Controlled In-Year admissions</u>	139
(viii)	<u>Admission criteria: Community grammar school In-Year admissions</u>	142
5.	<u>Oversubscription criteria for Foundation Schools</u>	142
	Secondary Foundation Schools	
	Eggbuckland Community College	
	▪ <u>Admissions to Year 7</u>	144
	▪ <u>Sixth form admissions</u>	146
	▪ <u>In-Year admissions</u>	148
6.	<u>Oversubscription criteria for Trust Schools</u>	151
	Primary Trust Schools	
(i)	Elburton Primary School	153
	▪ <u>Admissions to Year R</u>	153
	▪ <u>In-Year admissions</u>	156
(ii)	Mount Street Primary School	
	▪ <u>Admissions to Year R</u>	159
	▪ <u>In-Year admissions</u>	161
(iii)	Widewell Primary School	
	▪ <u>Admissions to Year R</u>	164
	▪ <u>In-Year admissions</u>	166
7.	<u>Oversubscription criteria for Voluntary Aided Church of England (VA CE) schools</u>	167
	Primary Voluntary Aided Church of England (VA CE) schools	
(i)	<u>St Andrew's CE Primary School</u>	168
	▪ <u>Admission to Year R</u>	173
	▪ <u>In-Year admissions</u>	175
(ii)	<u>St Budeaux Foundation Junior School</u>	176
	▪ <u>Admission to Year 3</u>	180
	▪ <u>In-Year admissions</u>	183

(iii)	<u>St George's CE Primary School</u>	184
	▪ <u>Admission to Year R</u>	189
	▪ <u>In-Year admissions</u>	191
	▪ <u>Supplementary Information Form</u>	192
(iv)	<u>St Mary's CE Infant School</u>	194
	▪ <u>Admission to Year R</u>	200
	▪ <u>In-Year admissions</u>	202
	▪ <u>Supplementary Information Form</u>	203
(v)	<u>St Peter's CE Primary School</u>	205
	▪ <u>Admission to Year R</u>	210
	▪ <u>In-Year admissions</u>	214
8.	<u>Oversubscription criteria for Voluntary Aided Roman Catholic (VA RC) schools</u>	215
	Primary Voluntary Aided Roman Catholic (VA RC) schools	
	▪ <u>Admissions to Year R</u>	216
	▪ <u>In-Year admissions</u>	218
	▪ <u>Supplementary Information Form</u>	219
	Secondary Voluntary Aided Roman Catholic (VA RC) schools	
(i)	Notre Dame RC School	
	▪ <u>Admissions to Year 7</u>	221
	▪ <u>Supplementary Information form</u>	223
	▪ <u>Sixth form admissions</u>	225
	▪ <u>Sixth Form Supplementary Information Form</u>	227
	▪ <u>In-Year admissions</u>	229
	▪ <u>In-Year Supplementary Information Form</u>	233
(ii)	St Boniface's RC College	
	▪ <u>Admissions to Year 7</u>	235
	▪ <u>Sixth form admissions</u>	237
	▪ <u>In-Year admissions</u>	239
	▪ <u>Supplementary Information Form</u>	241
9.	<u>Published Admission Numbers (PANs)</u>	242
10.	<u>Primary to Secondary School feeder links</u>	246

I. Summary of determined arrangements

The City Council consulted on the Co-ordinated admission scheme arrangements for the 2013 to 2014 academic year as well as the admission arrangements for 2013 to 2014 for:

- All community and voluntary controlled nursery, primary and secondary schools.

And on behalf of:

- **Secondary** - All Saints CE Academy, Coombe Dean School (Academy), Devonport High School for Boys (Academy), Devonport High School for Girls (Academy), Eggbuckland Community College (Foundation), Hele's School (Academy), Lipson Community College (Academy), Marine Academy Plymouth (Academy), Notre Dame RC Secondary School (VA), Plymstock School (Academy), Ridgeway School (Academy), St Boniface's RC College (VA), Stoke Damerel Community College (Academy) and Tor Bridge High (Academy),
- **Primary** - The Cathedral School St Mary (RC VA), Elburton Primary School (Academy), Holy Cross Primary School (RC VA), Keyham Barton Primary School (RC VA), Mount Street Primary School (Trust), Oreston Community Academy (Academy), Plympton St Mary's CE Infant School (CE VA), St Andrew's CE Primary School (CE VA), St Budeaux Foundation Junior School (CE VA), St George's (CE VA), St Joseph's Primary School (RC VA), St Paul's Primary School (RC VA), St Peter's CE (CE VA) and St Peter's Primary School (RC VA).

There are two points of admission to school:

- Normal point of entry;
- In-year point of entry.

Normal point of entry means:

- Starting at [nursery school](#) for the first time;
- Starting at [primary or infant school](#) in the Reception year for the first time;
- Transferring from Year 2 at an infant school to Year 3 of a [junior school](#);
- Transferring from Year 6 of a junior or primary school to Year 7 of a [secondary school](#);
- Starting at [sixth form](#) in Year 12 for the first time.

In-year point of entry means:

- Any entry to school other than at the normal point, for example, transferring school due to a house move or for other personal reason.

The City Council has determined the 2013/14 admission arrangements for Community and Voluntary Controlled and on behalf of the schools named above schools following statutory consultations with;

- All maintained schools in Plymouth;
- Pre-schools in Plymouth;
- Parents;
- Local community groups;
- Neighbouring local authorities;
- Schools in neighbouring areas;
- The local Admission Forum;
- Church of England (CE) and Roman Catholic (RC) Diocesan Directors of Education;
- City Councillors and Members of Parliament;
- trade unions;
- Relevant Trusts and Associations.

The Community and voluntary controlled schools admission arrangements for 2012/13 will be the same as those for 2012/13, as published on the Council's [website](#) with the following exceptions:

1. New timetables and admissions processes for primary and secondary schools at the normal point of entry;
2. Locally agreed in-year scheme of admissions to allow own admission schools to request that the Council continue to receive applications on their behalf enabling a single point of contact for parents;
3. Amend definition of looked after children to "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)" in line with the revised School Admissions Code of Practice;
4. Add receipt of child tax credit as a means of identifying a home address;
5. Amend the timetable for secondary selection testing in line with requirements in the revised School Admissions Code of Practice;
6. Amendments to the published admission numbers (at the normal point of entry) for some schools – amended following consultation

Nursery schools:

Plaistow Hill Infant School

- consultation was to reduce the Nursery PAN from 27 to 18
- PAN to remain at 27 due to local need

Riverside Primary School

- consultation was to reduce the Nursery PAN from 36 to 27
- PAN to remain at 36 due to local need

Stuart Road Primary School

- consultation was to reduce the Nursery PAN from 27 to 18
- PAN to remain at 27 due to local need

Primary Schools:

Austin Farm Primary School

- consultation was to reduce the School PAN from 45 to 30
- decision – PAN to reduce to 30 due to predicted local need and on the basis of sustainability

Salisbury Road Primary School

- consultation was to increase the PAN from 60 to 90
- decision – PAN to increase to 90 due to predicted local need

Stoke Damerel Primary School

- consultation was to increase the PAN from 45 to 60
- decision – PAN to increase to 60 due to predicted local need and a decision to move to a single form of entry rather than mixed aged classes.

Co-ordinated Schemes of Admission

All local authorities are required, by regulations made under sections 89B and 89C of the School Standards and Framework Act 1998, to formulate and consult on a scheme for each academic year

for co-ordinating admission arrangements for all maintained schools within their area (excluding maintained special schools and maintained nursery schools). Co-ordination schemes are intended to simplify the admission process for parents whilst reducing the likelihood of any child being left without a school place. Co-ordination establishes a mechanism that ensures that, as far as is practical, every child living in a local authority area who has applied in the normal admissions round receives one, and only one, offer of a school place on the same day. While it is for each local authority to decide the scheme that best suits its residents and its schools, they must ensure that they:

- a) comply with law and regulations, including all the process requirements (for example, the common application form allowing at least 3 preferences, information sharing with other local authorities, sending out not more than one offer to all seeking secondary places at its maintained schools or Academies on the same day); and
- b) do not disadvantage applications to their schools from families resident in other local authorities.

Co-ordination schemes do not affect the rights and duties of the governing bodies of Academies, Foundation, Trust and Voluntary Aided schools to set and apply their own admission arrangements and oversubscription criteria. Admission authorities do not have to determine the same or similar oversubscription criteria, but must ensure that their own admission arrangements are compatible with, and do not undermine, the co-ordination scheme for their area.

2. SCHEMES OF ADMISSION

2(I) 2013/14 LOCALLY AGREED IN-YEAR ADMISSIONS SCHEME

Introduction

1. The School Admissions Code of Practice removes the requirement for Local Authorities to co-ordinate in-year admission requests but does not prohibit such a scheme operating. All admission authorities must have fair, clear and objective admission arrangements so that parents can look at the arrangements and easily decide how places will be allocated at that school.
2. The provisions in the Code relating to factors that can be taken into account when considering an application apply equally to in-year applications and applications at the normal point of entry. School places must not be allocated with reference to first preference first arrangements, nor can account be taken, amongst other things, of reports from previous schools about past behaviour, attendance, attitude or achievement. Admission authorities cannot place any conditions on the consideration of any application other than those in the oversubscription criteria published in their admission arrangements.
3. Applications must be considered without undue delay, the Local Authority must provide a suitable application form for the purpose.
4. Local Authorities must, on request, inform parents about places still available in all of the schools in its area. In turn, schools must inform the Local Authority of any movement within the school so that up to date data can be maintained.
5. The Local Authority will administer the locally agreed scheme on behalf of participating schools in its area. By so doing, the administrative burden is removed from schools in regard to their duty to inform the Local Authority of all applications received and to make formal response to the application in compliance with the School Admission and School Appeals Codes of Practice. This scheme will also enable monitoring of pupil movement within the City which will assist the Admission Forum in its role to monitor effective admission arrangements. Applicants for schools not participating in this scheme will be referred the school direct.

Interpretation

6. In the scheme:
 - **school** means a maintained community, foundation, trust and voluntary aided (VA) school (but not a special school) or an academy or UTC;
 - **admissions authority** in relation to a community or voluntary controlled school means the Local Authority and, in relation to an academy, foundation, trust, UTC or VA school, means the governing body of that school;
 - **Local Authority (LA)** means the local council. The LA for Plymouth is Plymouth City Council;
 - **the specified year** means the school year 2013/2014, starting September 2013;
 - **admission arrangements** means the arrangements for a particular school or schools which govern the procedures and decision making for the purposes of admitting pupils to the school;

- **in-year admission** means any application for a place in the first year of entry to an infant, primary, junior or secondary school that is received on or after the date specified in schedule 2 of the relevant scheme for co-ordination, and applications for a place in any other year group received at any time from the commencement of the scheme;
 - **eligible for a place** means that a child has been placed on a school's ranked list at such a point which falls within the school's published admission number (PAN);
 - **nearest appropriate school** means the nearest academy, UTC, primary, or secondary school (excluding selective schools) to the applicant's home address with a vacancy;
 - **NoR** means the number of pupils on roll at a particular school in a particular year group;
 - **other agreed limit** means a number agreed with the City Council;
 - **PAN** means the Published Admission Number for the year of entry at a school;
 - **ACE** means the Alternative Complementary Education Services.
7. The scheme for participating schools shall be determined and processed in accordance with the provisions set out in Schedule 1 and the timetable set out in Schedule 2.
 8. The scheme shall apply to participating primary, junior and secondary school in Plymouth (including academy schools and UTCs but excluding special schools and independent schools) and shall take effect for entry in September 2013.
 9. The primary co-ordinated admissions scheme and the secondary co-ordinated admissions scheme cover the admission of children to school at the normal point of entry (e.g. starting reception, starting junior school in year 3 and starting secondary school in year 7). However, a number of children will require admission to school at other times and these admissions, known as in-year admissions will be covered under this scheme with the exception of admissions to nursery schools and years 12 and 13, which are outside the scope of these arrangements.
 10. Applications for admission to nursery schools and years 12 and 13 should be submitted to the school(s) direct and must be considered in accordance with the admission arrangements appropriate to that entry point.
 11. Where a child is not resident with his or her parent, parental responsibility must be conferred by the parent directly on the person with whom the child is to reside and not on a third party or a commercial or charitable organisation. Where this involves a person who is not a close relative of the child, it is the responsibility of that person to refer the arrangement to social care as a private fostering arrangement.
 12. The scheme shall be based on an **equal preferences** system. This means that applications must be considered without reference to the parents' ranked order of preference.
 13. The PAN set for a particular year of entry will normally be maintained as that year group progresses through the school.

SCHEDULE I

PART I - THE SCHEME

1. There shall be a common application form available from the LA.
2. The common application form shall be used by all applicants' wishing to apply for a school place at a participating school in Plymouth other than at the normal point of entry. Parents seeking a school place in-year in another LA should contact that LA for advice on how to submit an application for a school place.
3. The scheme comes into force from the date specified in Schedule 2. Once completed, the common application form will be submitted via Plymouth City Council. Any requests for admission received by a participating school direct (e.g. from other admission authorities, parents, other LAs) will be forwarded to Plymouth City Council without delay.
4. The common application form shall be used as a means of expressing one or more preferences, in accordance with the School Standards and Framework Act 1998, Section 86, by parents wishing to express a preference for their child to be admitted to a school in Plymouth (including academy, foundation, trust, UTC and VA schools). Parents submitting an application via the LA may specify up to three school preferences on their application.
5. The common application form and the written information that accompanies it shall:
 - a) invite the parent to express up to three preferences;
 - b) invite the parent to give reasons for each preference;
 - c) explain that the parent will receive an offer of a school place and that:
 - i) a place will be offered at the highest ranking, nominated school for which the child is eligible for a place; and
 - ii) if a place cannot be offered at a nominated school, a place will be offered at an alternative school;
 - iii) any refusal of a place applied for will explain clearly why a place has not been allocated and will explain the right and procedure for appeal.
6. The City Council shall make appropriate arrangements and take all reasonable steps to ensure that the common application form is available on the City Council's website and on request from the City Council. A parental guide will be available on the City Council's website to explain how the scheme operates and will also be available in hard copy on request.
7. With the exception of applications for non participating schools, all preferences expressed on the common application form are valid applications. The governing body of an academy, foundation, trust, UTC or VA school may require parents who wish to nominate, or have nominated, their school on the common application form, to provide supplementary information, only where the supplementary information is required for the governing body to apply its over-subscription criteria to the application. Where supplementary information is required, the applicant must return it to the relevant school.
8. When an academy, foundation, trust, UTC or VA school receives supplementary information, it shall not be regarded as a valid application unless the parent has also completed the City Council common application form. Where supplementary information is received directly by a foundation, trust, UTC or VA school in the absence of a common application form, the school shall inform the City Council so that it can verify whether a common application form has

been received from the parent and, if not, contact the parent to ask them to complete one.

9. It is necessary that the information available to the City Council regarding NoR in any year group is accurate and up to date. To this end, all Plymouth schools will alert the School Admissions Team to 'leavers' without delay so that vacancies can be identified and the leaver's whereabouts tracked. When a child is allocated to a school, the receiving school will also notify the date that the child started.
10. Additionally, Plymouth schools not participating in this scheme are required by law to notify the LA of applications received on receipt and also to notify the outcome of the application.

Processing application forms

11. In respect of participating schools, completed application forms should be returned to the City Council. Any application received by a school must be forwarded to the City Council without delay. A parent approaching a school with a view to admission must be referred to the City Council for the City Council to act upon the admission request. Should an application be received by the LA for a non-participating school, the applicant will be referred to the school direct.
12. If a participating school is approached by a parent seeking admission and determines that the admission request is on behalf of a vulnerable child who requires priority admission and the school has room in the year group, the school should arrange for the parent to complete the common application form at the school and immediately notify the City Council of receipt of the application, at the same time, emailing a copy of the completed application form to the City Council. The City Council will, where possible prioritise that application by establishing whether the admission could cause prejudice to other applications received and notify the school without delay of the outcome. This measure should streamline the process for urgent admission requests. Note however that any admission request could not be considered until the day following receipt due to the scheme close date for application and possible prejudice.
13. In respect of applications received by the City Council, the close date for applications under this scheme will be midnight each working day and all applications received in Plymouth's School Admissions Team by midnight on the same day will be treated equally.
14. Applications will be accepted no more than 6 school weeks before the date that the school place is required and the applicant will normally be expected to take up the place within 2 weeks of allocation of that place. Failure to take up the place within the expected time may lead to withdrawal of the allocated place. In the case of UK service personnel this application period may be extended up to 12 school weeks if the application is accompanied by an official government letter which declares a relocation date and a Unit postal address or quartering area address.

Determining consideration of the common application form

15. On receipt of a common application form, the request will be reviewed in the light of the City Council's Fair Access Protocol and will be determined as either:

(i) a standard admission request

Most requests received will be assessed under the standard admission procedure. The PAN set for the normal point of entry is usually applied to all year groups. Applications will be

considered up to PAN or other agreed limit. Looked after children or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order will be admitted to the school even where that school is above PAN or other agreed limit as long as the regulations relating to infant class size are not compromised.

(ii) a Fair Access assess request

The following category of pupil has been determined as potentially vulnerable and will be considered under the Fair Access assessed request:

- applicants for admission to Year 11 of a mainstream school;
- children known to the police or other agencies;
- children of refugees and asylum seekers;
- children of UK Service personnel;
- children returning from the criminal justice system; and
- children who are carers;
- children who have been out of education for longer than one school term (based on a 3 term year);
- children who have English as an additional language;
- children whose parents have been unable to find them a place after moving to the area, because of a shortage of places;
- children with disabilities or medical conditions;
- children with special educational needs (but without a statement);
- children with unsupportive family backgrounds, where a place has not been sought;
- children withdrawn from schools by their family, following fixed term exclusions and unable to find another place;
- children without a school place and with a history of serious attendance problems i.e. 80% or below;
- homeless children;
- traveller children.

These children may face challenges, including behaviour, which require additional consideration and support.

Applications will be considered for the requested school(s) up to PAN (or other agreed limit) for the relevant year plus 3% (rounded to the nearest whole figure where the minimum is 1) as long as the regulations relating to infant class size are not compromised.

A school will not be expected to admit above PAN or other agreed number to meet the preference of a parent for a child:

- where a specified preference can be met;
- where there is a vacancy within a school (excluding selective schools) within a reasonable distance of home;
- who already has a school place within a reasonable distance of home;
- has voluntarily given up a school place in order to seek a place under this scheme;
- is moving from a fee paying school;
- is moving from elective home education;
- where the school is in special measures or serious weakness (or have been within the previous 2 years) or has national challenge status.

Children of Year 11 age will be allocated a place at school as for other year groups until the

end of term 2 in December. Where the allocated school determines that the child will not achieve 5 grade A*-c including Maths and English, the child will be placed on a dual registration basis at the Alternative Complimentary Education Services (ACE) until after the census date. After admission, the school may discuss whether it may be more appropriate to educate the child below his or her chronological age in Year 10. After the end of term 2 in December, children will be referred to the Inclusion Manager for initial placement at ACE. ACE will consider the child's educational level obtained. It will consult with the child, family members and schools to agree the most suitable placement for the rest of the academic year. This may include an option of moving back an academic year at the discretion of a school. Where it is not considered that a school place is appropriate, ACE will provide educational support.

(iii) a reintegration request

The following category of pupil has been determined as likely to be vulnerable and will be considered under the Fair Access reintegration request. Such requests for admission will be referred to the Primary and Secondary Placement Panels in order that an appropriate school place can be allocated:

- those children for whom a managed move from one school to another is considered appropriate, including those reintegrating from ACE;
- those children permanently excluded from a school (and not reinstated there at an appeal);
- those children for whom an education setting has not been agreed and where the school Admissions Team has been unable to allocate a place via the Standard Admission or Assessed Admission procedures;
- those children who are seeking reintegration from ACE into a mainstream school.

Requests for transfer of school between participating schools

16. Parents are entitled to request a change of school at any time during the year but a change of school will not normally take place until the beginning of term 1 in September, term 3 in January or term 5 in April unless:

- the child is moving to a new address served by a different primary or secondary school or;
 - there are significant medical or social reasons supported by a medical practitioner or other professional why an immediate transfer is required or;
 - a child is taken into care or accommodated and the change is supported by a letter from a social worker;
 - the request is accepted as a reintegration request.
- If the base school (the current school) is within Plymouth, that school will be notified of the parent/carer's request to transfer out of the school. When an allocation is made for a future term start date, the school that the child attends as the base school may agree an earlier transfer date with the receiving school if they feel it to be in the child's best interest.

Children resident abroad but applying for places at participating schools

17. Where the child is not currently resident in the United Kingdom, an application will be accepted on the provision of a photocopy of his/her passport confirming the nationality of a country in the European Economic Area (EEA) or Switzerland and proof of residence in Plymouth.

18. Where a child is not currently resident in the United Kingdom, an application will not be accepted from children whose nationality is of a country other than those of the EEA or Switzerland. No offer will be made to a child which may influence a decision by the Border and Immigration Agency to admit or refuse entry to the United Kingdom.
19. Where a child whose nationality is of a country other than those in the EEA or Switzerland, an application will be accepted on production of his/her passport. This will establish that the child has been admitted to the United Kingdom and make any visa restriction available for inspection. An address in Plymouth will also be required.
20. The countries which constitute the EEA are Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Republic of Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, The Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, United Kingdom.

Determining offers in response to the common application form for participating schools

21. All requests for a school place under this scheme will usually be dealt with within 20 school days. In the case of applications for entry to grammar schools, it will be necessary for pupil's ability to be assessed either through examination or report dependant on the age of the candidate. It may not therefore be possible to meet the 20 day turnaround.
22. In all cases, eligibility will be determined in accordance with the published oversubscription criteria, admission arrangements applicable to the year of entry and the number on roll at the requested school and in accordance with the provisions of the School Admissions Code of Practice and applicable Regulations.
23. Within 10 school days of receipt of the application:
 - a. the City Council will ascertain availability of place(s) at any nominated community or VC school for which it is the admission authority;
 - b. the City Council will notify the admission authority for each academy, foundation, trust, UTC and VA school of every nomination that has been made for that school, forwarding a report detailing the relevant information contained in the common application form or a copy of the common application form (without the rank order of preference) and any supplementary information received which schools require in order to apply their oversubscription criteria;
 - c. where a parent has nominated a school outside Plymouth, the City Council shall refer the applicant to the home LA for advice on the application process.
24. Within 5 school days of receipt of the application information from the City Council the relevant admission authority will confirm to the City Council whether a place can be offered to the applicant based solely on NoR or other agreed limit and the oversubscription criteria. The City Council may ask the school to confirm NoR and PAN. If there are more applicants than spaces available, schools who are their own admission authority will have to submit a ranked list of applicants to be considered for admission. The City Council will confirm availability of places in schools for in its areas to interested parties.
25. The City Council shall act as a clearing house for the allocation of places by the relevant admission authorities in response to the application forms. The City Council shall decide to

offer or refuse a place only in response to any preference expressed on the application form where:

- a) it is acting in its separate capacity as an admission authority, or
- b) an applicant is eligible for a place at more than one school, or
- c) an applicant is not eligible for a place at any school that the parent has nominated.

26. Within 20 school days of receipt of the application, the City Council shall match the application to the schools nominated and where the child is:

- eligible for a place at only one of the nominated schools, that school shall be allocated to the child;
- eligible for a place at two or more of the nominated schools, he or she shall be allocated a place at whichever of these is the highest ranked preference;
- not eligible for a place at any of the nominated schools, he or she shall be allocated a place at the nearest appropriate school with a vacancy.

27. Within 20 school days of receipt of the application, the City Council shall inform each school of the pupils to be allocated places at the school.

28. Within 20 school days of receipt of the application, the City Council shall notify all parents by first class post that they are being offered a place at a school. This letter will include:

- the name of the school at which a place is offered;
- the reasons why the child is not being offered a place at each of the other schools nominated on the common application form;
- information about the statutory right of appeal against the decisions to refuse places at the other nominated schools;
- information about school waiting lists;
- via the website, contact details for the school; the City Council; and those nominated academy, foundation, trust or VA schools where the child was not offered a place, so that the parent may lodge an appeal with the governing body;
- a requirement to notify the City Council whether the applicant intends to accept the place offered to the child.

In respect of applications handled by the City Council, offer letters for this scheme will be issued by the City Council on behalf of participating schools.

29. Within 2 weeks of the date of the offer letter, parents/carers must notify acceptance of a school place. Failure to notify acceptance may result in withdrawal of the place offered. Parents declining the offer of a place should notify the educational arrangements they plan to provide for their child.

Appeals

30. A parent will have the right of appeal at any school they been refused.

31. Information about the appeals process will be available from the City Council or the relevant admission authority as appropriate.

Waiting Lists

32. Each admission authority shall maintain waiting lists with a view to re-allocation of any places that may become available. Participating own admission authority schools may delegate this task to the LA if they wish. The list will be kept in the order of the oversubscription criteria. The waiting list must be held for at least the first term of the first academic year of admission, each added child will require the list to be ranked again in line with the published oversubscription criteria. Priority must not be given to children based on the date their application was received or their name was added to the list. In respect of schools for which the City Council holds a waiting list, a child will automatically be placed on a waiting list, to be re-allocated a place if one becomes available after the allocation, at any school ranked higher on the application form than the school that was offered. By change of preference, a child may join a waiting list for a school not previously requested. In the case of own admission authority schools, parents will need to contact the school direct to discuss the procedure for waiting lists. In the case of Devonport High School for Boys, eligibility to join the waiting list is dependant upon score attained in the selection examination.

33. Accordingly, where a child has been allocated a place:

- at the parent's first ranked preference school, he or she will not be considered for re-allocation;
- at the parent's second ranked preference school, he or she may be placed on the waiting list of the first ranked preference school, but not the third;
- at the parent's third ranked preference school, he or she may be placed on the waiting lists of the first and second ranked preference schools;
- at a school that the parent did not nominate on the common application form, he or she may be placed on the waiting lists of any schools that were nominated.

34. The admission authority may ask parents to renew their intent to remain on the waiting list and may remove a child's name from the list if there is a negative or nil response.

PART II - MANAGING COMPLIANCE WITH THE INFANT CLASS SIZE DUTY

35. Section I of the School Standards & Framework Act 1998 (as amended by the Education Act 2002) and The School Admissions (Infant Class Sizes) (England) Regulations 2012 limit the size of an infant class during an ordinary teaching session.

36. Infant classes (those where the majority of children will reach the age of 5, 6 or 7 during the school year) **must not** contain more than 30 pupils with a single school teacher. Additional children may be admitted under very limited exceptional circumstances. These children will remain an 'excepted pupil' for the time they are in an infant class or until the class numbers fall back to the current infant class size limit. The excepted children are:

- i) children admitted outside the normal admissions round with statements of special educational needs specifying a school;
- ii) looked after children and previously looked after children admitted outside the normal admissions round;

- iii) children admitted, after initial allocation of places, because of a procedural error made by the admission authority or local authority in the original application process;
- iv) children admitted after an independent appeals panel upholds an appeal;
- v) children who move into the area outside the normal admissions round for whom there is no other available school within reasonable distance;
- vi) children of UK service personnel admitted outside the normal admissions round;
- vii) children whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil;
- viii) children with special educational needs who are normally taught in a special educational needs unit attached to the school, or registered at a special school, who attend some infant classes within the mainstream school.

37. Schools are required to accurately complete Census returns for submission to the LA. The LA has a duty to check these returns before submitting to the Department for Education.

38. Schools that do not comply with infant class size restrictions will be required to take qualifying measures in order to comply with the class size limit.

SCHEDULE 2

Timetable for in-year admissions to a participating Plymouth school

From 1 st day of term 1 (autumn) 2013 (2 September)	<ul style="list-style-type: none"> ▪ In-year admission scheme commences.
Up to 6 school weeks before the date a school place is required (extended for UK service families)	<ul style="list-style-type: none"> ▪ Application forms accepted from parents/carers.
Within 10 school days of the initial receipt of an application	<ul style="list-style-type: none"> ▪ The City Council ascertains availability of place(s) at nominated schools for which it is the admission authority. ▪ The City Council notifies the admission authority for each academy, foundation, trust, UTC and VA school of every nomination that has been made for that school.
Within 5 school days of receipt of the application information from the City Council/other LA	<ul style="list-style-type: none"> ▪ The relevant admission authority will confirm to the City Council whether a place can be offered to the applicant based solely on NoR or other agreed limit and the oversubscription criteria. ▪ The City Council may ask the school to confirm NoR and PAN.

<p>Within 20 school days of receipt of the application</p>	<ul style="list-style-type: none"> ▪ The City Council shall inform each school of the pupils to be allocated places at the school. ▪ The City Council shall notify all parents by first class post that they are being offered a place at a school
<p>Within 2 weeks of the date of the application response letter</p>	<p>Parents/carers to respond to application response letters direct to the City Council.</p>
<p>Within 2 school weeks of the date of allocation</p>	<p>The child should start at the allocated school.</p>

2 (ii) 2013/14 CO-ORDINATED PRIMARY ADMISSIONS SCHEME

Introduction

The School Standards and Framework Act 1998, as amended by the Education Act 2002 and supported by The School Admission (Co-ordination of Admission Arrangements) (England) Regulations 2008, requires Local Authorities to formulate a scheme for co-ordinating admission arrangements for all maintained schools in their area. Academies, Free Schools, Studio Schools and University Technical Colleges (UTCs) are required to participate in the co-ordinated scheme except that in the first year of opening, a Free School, Studio School or UTC may choose whether to participate in the local qualifying scheme.

Interpretation

1. In the scheme:

- **school** maintained community, foundation, trust or voluntary aided (VA) school (but not a special school) or an academy;
 - **admissions authority** in relation to a community or voluntary controlled school means the Local Authority and, in relation to an academy, foundation, trust or VA school, means the governing body of that school;
 - **Local Authority (LA)** means the local council. The LA for Plymouth is Plymouth City Council;
 - **the specified year** means the school year 2013/14, starting September 2013;
 - **admission arrangements** means the arrangements for a particular school or schools which govern the procedures and decision making for the purposes of admitting pupils to the school;
 - **in-year admission** means any application for a place in the first year of entry to an infant, primary or junior school that is received on or after the date specified in Schedule 2, and applications for a place in any other year group received at any time from the commencement of the scheme;
 - **eligible for a place** means that a child has been placed on a school's ranked list at such a point which falls within the school's published admission number (PAN);
 - **nearest appropriate school** means the nearest school (including academy) to the applicant's home address with a vacancy;
 - **PAN** means the Published Admission Number for the year of entry at a school.
2. The scheme shall be determined and processed in accordance with the provisions set out in Schedule 1 and the timetable set out in Schedule 2.
3. The scheme shall apply to every primary and junior school in Plymouth including academy, foundation, and voluntary aided schools (except special schools) and shall take effect from September 2012 for admissions to primary and junior schools in September 2013.
4. The scheme shall be based on the **equal preferences** system, as defined in the School Admissions Code of Practice.

5. Where a child is not resident with his or her parent, parental responsibility must be conferred by the parent directly on the person with whom the child is to reside and not on a third party or a commercial or charitable organisation. Where this involves a person who is not a close relative of the child, it is the responsibility of that person to refer the arrangement to social care as a private fostering arrangement.

SCHEDULE I

PART I - THE SCHEME

1. There shall be a standard form known as the common application form.
2. The common application form shall be used for the purpose of admitting pupils into the first year of an infant, primary or junior school, in the admissions round leading up to the date specified in Schedule 2.
3. The common application form shall be used as a means of expressing one or more preferences, in accordance with the School Standards and Framework Act 1998, Section 86, by parents resident in Plymouth wishing to express a preference for their child to be admitted to a school in Plymouth (including academy, foundation, trust and VA schools), or located in another LA's area (including academy, foundation, trust and VA schools).
4. The common application form and the written information that accompanies it shall:
 - a) invite the parent to express up to three preferences by completing the form - including, where relevant, any schools outside the Plymouth area - in rank order of preference;
 - b) invite the parent to give reasons for each preference;
 - c) explain that the parent will receive no more than one offer of a school place and that:
 - i) a place will be offered at the highest ranking, nominated school for which the child is eligible for a place; and
 - ii) if a place cannot be offered at a nominated school, a place will be offered at an alternative school.
 - d) specify the closing date and where it must be returned, in accordance with paragraph 9 and 10.
5. The City Council shall make appropriate arrangements to ensure that the common application form is available on the City Council's website and on request from the City Council in respect of admissions to year R and all infant schools in respect of admissions to year 3 of a junior school in Plymouth. The website will also display a Parent's Guide which provides a written explanation of the scheme.
6. The City Council shall make appropriate arrangements and take all reasonable steps to ensure that every parent resident in Plymouth who has a child due to start primary school or who has a child in their last year of infant education has access to a common application form and a written explanation.
7. All preferences expressed on the common application form are valid applications. The

governing body of an academy, foundation, trust or VA school may require parents who wish to nominate, or have nominated, their school on the common application form, to provide supplementary information, only where the supplementary information is required for the governing body to apply its over-subscription criteria to the application. Where supplementary information is required, the applicant must return it to the relevant school.

8. When an academy, foundation, trust or VA school receives supplementary information, it shall not be regarded as a valid application unless the parent has also completed either the City Council common application form or, if resident in another area, their home area's common application form, and the school is nominated on it. Where supplementary information is received directly by an academy, foundation, trust or VA school, the school shall inform the City Council so that it can verify whether a common application form or neighbouring area's application form has been received from the parent and, if not, contact the parent to ask them to complete one.

Processing common application forms

9. The closing date for the Council to receive applications for Year R and year 3 of a junior school is as specified in Schedule 2.
10. Completed common application forms for children who live in Plymouth shall be returned to the City Council either via an infant or primary school or direct, so that the Council can keep track of parents who do not complete a common application form.
11. Schools shall keep a record of all application forms forwarded to the City Council.

Determining offers in response to the common application form

12. The City Council shall act as a clearing house for the allocation of places by the relevant admission authorities in response to the common application forms. The City Council shall decide to offer or refuse a place only in response to any preference expressed on the common application form where:
 - a) it is acting in its separate capacity as an admission authority, or
 - b) an applicant is eligible for a place at more than one school, or
 - c) an applicant is not eligible for a place at any school that the parent has nominated.

The City Council shall allocate places in accordance with the provisions set out in paragraph 15 of this Schedule.

13. By the date specified in Schedule 2, where a parent has nominated a school outside Plymouth, the City Council shall also notify the relevant authority by this date.
14. By the date specified in Schedule 2, the City Council shall notify the admission authority for each academy, foundation, trust and VA school of every nomination that has been made for that school, forwarding them a report detailing the relevant information contained in the common application form and any supplementary information received by this date, which schools require in order to apply their over-subscription criteria.
15. By the date specified in Schedule 2, the admission authority for each school shall consider all applications for its school, apply the school's over-subscription criteria (if appropriate) and provide the City Council with a list of those applicants ranked according to the school's over-

subscription criteria. Schools who are their own admission authority may, subject to agreement by the City Council, defer this task to the City Council.

16. By the date specified in Schedule 2, the City Council shall match this ranked list against the ranked lists of the other schools nominated and where the child is:
 - eligible for a place at only one of the nominated schools, that school shall be allocated to the child;
 - eligible for a place at two or more of the nominated schools, he or she shall be allocated a place at whichever of these is the highest ranked preference;
 - not eligible for a place at any of the nominated schools, he or she shall be allocated a place at the nearest appropriate school with a vacancy.
17. By the date specified in Schedule 2, the City Council shall inform each the infant, primary and junior schools in their area of the pupils to be offered places at the school, and inform other LAs of places in Plymouth schools to be offered to their residents.
18. On the date specified in Schedule 2, the City Council shall notify all parents by first class post that they are being offered a place at a school. This letter will include:
 - the name of the school at which a place is offered;
 - the reasons why the child is not being offered a place at each of the other schools nominated on the common application form;
 - information about the statutory right of appeal against the decisions to refuse places at the other nominated schools;
 - information about school waiting lists;
 - via the website, contact details for the school; the City Council; and those nominated academy, foundation, trust or VA schools where the child was not offered a place, so that the parent may lodge an appeal with the governing body;
 - information about places still available at other schools;
 - a requirement to notify the City Council whether the applicant intends to accept the place allocated to the child.

Additionally, parents who applied for a school place online and who requested electronic confirmation will receive an email on the notification date to confirm the school allocated.

Allocation letters for this scheme will be issued by the City Council on behalf of all schools until the date specified in schedule 2 as the end of the co-ordinated scheme. Allocation letters must not be sent by individual schools. After this date, the in-year co-ordinated scheme comes into force.

19. By the date specified in Schedule 2, parents/carers must notify acceptance of a school place. Failure to notify acceptance may result in withdrawal of the place offered. Parents declining the offer of a place should notify the educational arrangements they plan to provide for their child.
20. Where no common application form is submitted by the notification date, a place shall be

offered at the nearest appropriate school with a vacancy in response to a late application. The City Council shall seek evidence to establish to which children this applies.

21. Neither the City Council nor any school shall inform any parent before the notification date of whether a place will be or has been allocated at any school to any child who is the subject of an application.

Children resident abroad

22. Where the child is not currently resident in the United Kingdom, an application will be accepted on the provision of a photocopy of his/her passport confirming the nationality of a country in the European Economic Area (EEA) or Switzerland and proof of residence in Plymouth.
23. Where a child is not currently resident in the United Kingdom, an application will not be accepted from children whose nationality is of a country other than those of the EEA or Switzerland. No offer will be made by the LA to a child which may influence a decision by the Border and Immigration Agency to admit or refuse entry to the United Kingdom.
24. Where a child whose nationality is of a country other than those in the EEA or Switzerland, an application will be accepted on production of his/her passport. This will establish that the child has been admitted to the United Kingdom and make any visa restriction available for inspection. An address in Plymouth will also be required.
25. The countries which constitute the EEA are Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Republic of Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, The Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, United Kingdom.

Waiting Lists

26. For the duration of this scheme, the City Council shall maintain waiting lists and re-allocate any places that may have become vacant since the allocation date specified in Schedule 2 to applicants who have not yet been offered a place, for example, late applicants whose preferences have not yet been considered. A child will automatically be placed on a waiting list, to be re-allocated a place if one becomes available after the notification date, at any school ranked higher on the common application form than the school that was offered. By change of preference, a child may join a waiting list for a school not previously requested.
27. Accordingly, where a child has been allocated a place:
 - at the parent's first ranked preference school, he or she will not be considered for re-allocation;
 - at the parent's second ranked preference school, he or she may be placed on the waiting list of the first ranked preference school, but not the third;
 - at the parent's third ranked preference school, he or she may be placed on the waiting lists of the first and second ranked preference schools;
 - at a school that the parent did not nominate on the common application form, he or she may be placed on the waiting lists of any schools that were nominated.

28. Waiting lists shall be kept up until the date specified in Schedule 2 as the start of the in-year admissions procedure. From that date, the procedures outlined in the in-year co-ordinated scheme apply and where appropriate, waiting lists will be passed to own admission authority schools.

PART II - LATE APPLICATIONS

29. The closing date for applications in the normal admissions round is specified in Schedule 2. As far as is reasonably practicable, applications for places in the normal admissions round that are received late for good reason shall be accepted provided they are received before the date specified in Schedule 2 as the start of the allocation procedure. What will be considered as good reason include:

- when a single parent has been ill for some time, or has been dealing with the death of a close relative;
- where a family has just moved into the area or is returning from abroad (proof of ownership or tenancy of a property in Plymouth will be required in these cases).
- The City Council will also consider other circumstances and decide each case on its own merits.

30. Applications received after the date specified in Schedule 2 as the start of the allocation procedure, but before the date specified in Schedule 2 as the start of the in-year admissions procedure, shall be considered after the allocation procedure has ended, the date for which is also specified in Schedule 2. If possible, late applicants will be offered a school place on the notification date specified in Schedule 2 but, if not, normally within four weeks of the City Council receiving the application.

31. Late applications made direct to any school on the common application form shall be forwarded to the City Council without delay. Where only the supplementary information is received, the school shall inform the City Council without delay so that it can verify whether a common application form has been received from the parent and, if not, contact the parent and ask them to complete one. The City Council shall enter the details onto its central database and, after consultation with the relevant admission authority, offer a place at the school highest in the parent's order of preference that has a vacancy or, if not, at the nearest appropriate school with a vacancy.

32. Children who are the subject of a direction to admit or who are allocated to a school in accordance with the Fair Access Protocol will take precedence over any child on a waiting list.

PART III - IN-YEAR ADMISSIONS

33. Applications received on or after the first day of the first school term of the admission year will be treated as an in-year application as will an application for admission to an age group other than the relevant age group. Note that a separate scheme applies to in-year admissions.

PART IV - MANAGING COMPLIANCE WITH THE INFANT CLASS SIZE DUTY

34. Section 1 of the School Standards & Framework Act 1998 (as amended by the Education Act 2002) and the Education (Infant Class Sizes) (England) Regulations 1998 limit the size of an infant class during an ordinary teaching session.
35. Infant classes (those where the majority of children will reach the age of 5, 6 or 7 during the school year) **must not** contain more than 30 pupils with a single school teacher. Additional children may be admitted under very limited exceptional circumstances. These children will remain an 'excepted pupil' for the time they are in an infant class or until the class numbers fall back to the current infant class size limit. The excepted children are:
- i) children with statements of special educational needs admitted outside the normal admission round;
 - ii) looked after children and previously looked after children admitted outside the normal admission round;
 - iii) children admitted, after initial allocation of places, because of a procedural error made by the admission authority or local authority in the original application process;
 - iv) children admitted after an independent appeals panel upholds an appeal;
 - v) children who move into the area outside the normal admission round for whom there is no other available school within reasonable distance;
 - vi) children of UK service personnel admitted outside the normal admission round;
 - vii) twins and children from multiple births when one of the siblings is the 30th child admitted;
 - viii) children with SEN who are normally taught in an SEN unit attached to the school, or registered at a special school, who attend some infant classes within the mainstream school.
36. Schools are required to accurately complete Census returns for submission to the LA. The LA has a duty to check these returns before submitting to the Department for Children, Schools and Families.
37. Schools that do not comply with infant class size restrictions will be required to take qualifying measures in order to comply with the class size limit.

SCHEDULE 2

Timetable for admissions to Year R in an infant, primary or junior school

From 3 September 2012	<ul style="list-style-type: none">▪ Availability of Parents Guide and relevant application forms.
By 15 January 2013	<ul style="list-style-type: none">▪ Common application forms are returned to the City Council. Proof of date of posting will be required for applications received after this date in order to verify the submission date.▪ Supplementary information, as required, is sent direct to the relevant academy, foundation, trust or VA

	school.
By 11 February 2013	<ul style="list-style-type: none"> ▪ The City Council sends to other Local Authorities details of relevant applications received. ▪ The City Council sends to academy, foundation, trust and VA schools details of relevant applications received. ▪ The City Council notifies each community and academy, foundation, trust and VA school of the number of applications for the school and how the applications were ranked.
By 4 March 2013	<ul style="list-style-type: none"> ▪ Academy, foundation, trust and VA schools provide the City Council with ranked lists of applicants. ▪ The allocation procedure starts.
By 1 April 2013	<ul style="list-style-type: none"> ▪ The City Council has matched the ranked lists of all schools and allocated places. ▪ The City Council notifies other LAs of applicants from their areas who have been offered places in Plymouth schools.
By 15 April 2013	<ul style="list-style-type: none"> ▪ The City Council notifies each school of the applicants who have been offered places at the school.
19 April 2013	The City Council sends allocation notifications to parents.
By 3 May 2013	Parents/carers to respond to allocation notifications.
From 1st day of term 1 (autumn) 2013	<ul style="list-style-type: none"> ▪ Applications for Year R or Y3 are treated as in-year admissions.

2(iii) 2013/14 CO-ORDINATED SECONDARY ADMISSIONS SCHEME

Introduction

1. The School Standards and Framework Act 1998, as amended by the Education Act 2002 and supported by The School Admission (Co-ordination of Admission Arrangements) (England) Regulations 2008, requires Local Authorities to formulate a scheme for co-ordinating admission arrangements for all maintained schools in their area. Academies, Free Schools, Studio Schools and University Technical Colleges (UTCs) are required to participate in the co-ordinated scheme except that in the first year of opening,, a Free School, Studio School or UTC may choose whether to participate in the local qualifying scheme.

Interpretation

2. In the scheme:
 - **school** means a maintained community, foundation, trust or voluntary aided (VA) school (but not a special school) or an academy or UTC;
 - **admissions authority** in relation to a community or voluntary controlled school means the Local Authority and, in relation to an academy, foundation, trust, UTC or VA school, means the governing body of that school;
 - **Local Authority (LA)** means the local Council. The LA for Plymouth is Plymouth City Council;
 - **the specified year** means the school year 2013/14, starting September 2013;
 - **admission arrangements** means the arrangements for a particular school or schools which govern the procedures and decision making for the purposes of admitting pupils to the school;
 - **in-year admission** means any application for a place in the first year of secondary education or entry year to a UTC that is received on or after the date specified in Schedule 2, and applications for a place in any other year group received at any time from the commencement of the scheme;
 - **eligible for a place** means that a child has been placed on a school's ranked list at such a point which falls within the school's published admission number (PAN);
 - **nearest appropriate school** means the nearest academy, UTC, comprehensive school or community college to the applicant's home address with a vacancy;
 - **PAN** means the Published Admission Number for the year of entry at a school.
3. The scheme shall be determined and processed in accordance with the provisions set out in Schedule 1 and the timetable set out in Schedule 2.
4. The scheme shall apply to every secondary school including academy, foundation, trust, UTC and VA schools in Plymouth (except special schools) and shall take effect from September 2012 for admissions to secondary schools in September 2013.
5. The scheme shall be based on the **equal preferences** system, as defined in the School Admissions Code of Practice.

6. Where a child is not resident with his or her parent, parental responsibility must be conferred by the parent directly on the person with whom the child is to reside and not on a third party or a commercial or charitable organisation. Where this involves a person who is not a close relative of the child, it is the responsibility of that person to refer the arrangement to social care as a private fostering arrangement.

SCHEDULE I

PART I - THE SCHEME

1. There shall be a standard form known as the common application form.
2. The common application form shall be used for the purpose of admitting pupils into the first year of secondary education (year 7) or the first year of entry to a UTC in the admissions round leading up to the date specified in Schedule 2.
3. The common application form shall be used as a means of expressing one or more preferences, in accordance with the School Standards and Framework Act 1998, Section 86, by parents resident in Plymouth wishing to express a preference for their child to be admitted to a school in Plymouth (including academy, foundation, trust, UTC and VA schools), or located in another LA's area (including academy, foundation, trust, UTC and VA schools).
4. The common application form and the written information that accompanies it shall:
 - a) invite the parent to express up to three preferences by completing the form - including, where relevant, any schools outside the Plymouth area - in rank order of preference;
 - b) invite the parent to give reasons for each preference;
 - c) explain that the parent will receive no more than one offer of a school place and that:
 - i) a place shall be offered at the highest ranking, nominated school for which the child is eligible for a place; and
 - ii) if a place cannot be offered at a nominated school, a place shall be offered at an alternative school;
 - d) specify the closing date and where it must be returned, in accordance with paragraphs 9 and 10.
5. The City Council shall make appropriate arrangements to ensure that the common application form is available on the City Council's website and on request from the City Council in respect of admissions to year 7 of a secondary school or the entry year of a UTC. The website will also display a Parent's Guide which provides a written explanation of the scheme.
6. The City Council shall make appropriate arrangements and take all reasonable steps to ensure that every parent resident in Plymouth who has a child in their last year of primary education has access to a common application form and a written explanation.
7. All preferences expressed on the common application form are valid applications. The governing body of an academy, foundation, trust, UTC or VA school may also require parents who wish to nominate, or have nominated, their school on the common application form, to provide such supplementary information as is required for the governing body to apply its over-subscription criteria to the application. Where supplementary information is required, the applicant shall return it direct to the relevant school.

8. When an academy, foundation, trust, UTC or VA school receives supplementary information, it shall not be regarded as a valid application unless the parent has also completed either the City Council common application form or, if resident in another area, their home area's common application form, and the school is nominated on it. Where supplementary information is received directly by an academy, foundation, trust, UTC or VA school, the school shall inform the City Council so that it can verify whether a common application form has been received from the parent and, if not, contact the parent to ask them to complete one.

Processing common application forms

9. The closing date for the City Council to receive applications for Year 7 or the entry year to a UTC is as specified in Schedule 2.
10. Completed common application forms for children who live in Plymouth shall be returned to the City Council either via a primary school or direct, so that the City Council can keep track of parents who do not complete a common application form.
11. Schools shall keep a record of all application forms forwarded to the City Council.

Determining offers in response to the common application form

12. The City Council shall act as a clearing house for the allocation of places by the relevant admission authorities in response to the common application forms. The City Council shall decide to offer or refuse a place only in response to any preference expressed on the common application form where:
 - a) it is acting in its separate capacity as an admission authority, or
 - b) an applicant is eligible for a place at more than one school, or
 - c) an applicant is not eligible for a place at any school that the parent has nominated.

The City Council shall allocate places in accordance with the provisions set out in paragraph 15 of this Schedule.

13. By the date specified in Schedule 2, where a parent has nominated a school outside Plymouth, the City Council shall also notify the relevant authority by this date.
14. By the date specified in Schedule 2, the City Council shall notify the admission authority for each academy, foundation, trust, UTC and VA school of every nomination that has been made for that school, forwarding them a report detailing the relevant information contained in the common application form and any supplementary information received by this date, which schools require in order to apply their over-subscription criteria.
15. By the date specified in Schedule 2, the admission authority for each school shall consider all applications for its school, apply the school's over-subscription criteria (if appropriate) and provide the City Council with a list of those applicants ranked according to the school's over-subscription criteria. Schools who are their own admission authority may, subject to agreement by the City Council, defer this task to the City Council.
16. By the date specified in Schedule 2, the City Council shall match this ranked list against the ranked lists of the other schools nominated and where the child is:

- eligible for a place at only one of the nominated schools, that school shall be allocated to the child;
 - eligible for a place at two or more of the nominated schools, he or she shall be allocated a place at whichever of these is the highest ranked preference.
 - not eligible for a place at any of the nominated schools, he or she shall be allocated a place at the nearest appropriate school with a vacancy.
17. By the date specified in Schedule 2, the City Council shall inform each of its secondary schools of the pupils to be offered places at the school, and inform other LAs of places in Plymouth schools to be offered to their residents.
18. On the National Allocation Date (1st March each year or next working day should 1st March fall on a non-working day), parents shall be notified by first class post that they are being offered a place at a school. This letter shall include:
- the name of the school at which a place is offered;
 - the reasons why the child is not being offered a place at each of the other schools nominated on the common application form;
 - information about their statutory right of appeal against the decisions to refuse places at the other nominated schools;
 - information about school waiting lists;
 - via the website, contact details for the school; the City Council; and those nominated academy, foundation, trust and VA schools where the child was not offered a place, so that the parent may lodge an appeal with the governing body;
 - the assessment decision to those parents whose child sat a grammar school selection test;
 - information about places still available at other schools;
 - a requirement to notify the City Council whether the applicant intends to accept the place allocated to the child.

Additionally, parents who applied for a school place online and who requested electronic confirmation will receive an email on the national allocation date to confirm the school allocated.

Allocation letters for this scheme will be issued by the City Council on behalf of all schools until the date specified in schedule 2 as the end of the co-ordinated scheme. Allocation letters must not be sent by individual schools. After this date, the in-year co-ordinated scheme comes into force.

19. By the date specified in Schedule 2, parents/carers must notify acceptance of a school place. Failure to notify acceptance may result in withdrawal of the place offered. Parents declining the offer of a place should notify the educational arrangements they plan to provide for their child.
20. Where no common application form is submitted by the national allocation date, a place shall be offered at the nearest appropriate school with a vacancy in response to a late application. The City Council shall seek evidence to establish to which children this applies.

21. Neither the City Council nor any school shall inform any parent before the national allocation date of whether a place will be or has been allocated at any school to any child who is the subject of an application.

Children resident abroad

22. Where the child is not currently resident in the United Kingdom, an application will be accepted on the provision of a photocopy of his/her passport confirming the nationality of a country in the European Economic Area (EEA) or Switzerland and proof of residence in Plymouth.

23. Where a child is not currently resident in the United Kingdom, an application will not be accepted from children whose nationality is of a country other than those of the EEA or Switzerland. No offer will be made by the LA to a child which may influence a decision by the Border and Immigration Agency to admit or refuse entry to the United Kingdom.

24. Where a child whose nationality is of a country other than those in the EEA or Switzerland, an application will be accepted on production of his/her passport. This will establish that the child has been admitted to the United Kingdom and make any visa restriction available for inspection. An address in Plymouth will also be required.

25. The countries which constitute the EEA are Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Republic of Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, The Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, United Kingdom.

Waiting Lists

26. For the duration of this scheme, the City Council shall maintain waiting lists and re-allocate any places that may have become vacant since the allocation date specified in Schedule 2 to applicants who have not yet been offered a place, for example, late applicants whose preferences have not yet been considered. With the exception of Devonport High School for Boys, a child will automatically be placed on a waiting list, to be re-allocated a place if one becomes available after the notification date, at any school ranked higher on the common application form than the school that was offered. By change of preference, a child may join a waiting list for a school not previously requested. In the case of Devonport High School for Boys, eligibility to join the waiting list is dependant upon score attained in the selection examination.

27. Accordingly, where a child has been allocated a place:

- at the parent's first ranked preference school, he or she shall not be considered for re-allocation;
- at the parent's second ranked preference school, he or she may be placed on the waiting list of the first ranked preference school, but not the third;
- at the parent's third ranked preference school, he or she may be placed on the waiting lists of the first and second ranked preference schools.
- at a school that the parent did not nominate on the common application form, he or she may be placed on the waiting lists of any schools that were nominated.

28. Waiting lists shall be kept until the date specified in Schedule 2 as the start of the in-year admissions procedure. From that date, the procedures outlined in the in-year co-ordinated scheme apply and where appropriate, waiting lists will be passed to own admission authority schools.

Selection Tests

29. Where a selection test is part of the school's admission arrangements, parents will be invited to enter their children for the selection examination before the close date for submission of the common application form. The admission authority will inform the parent of the outcome of the selection tests before the close date for submission of the common application form making it clear that this does not equate to a guarantee of a selective school place.

PART II - LATE APPLICATIONS

30. The closing date for applications in the normal admissions round is specified in Schedule 2. As far as is reasonably practicable, applications for places in the normal admissions round that are received late for good reason will be accepted provided they are received before the date specified in Schedule 2 as the start of the allocation procedure. What will be considered as good reason include:

- when a single parent has been ill for some time, or has been dealing with the death of a close relative;
- where a family has just moved into the area or is returning from abroad (proof of ownership or tenancy of a property in Plymouth will be required in these cases).
- The City Council will also consider other circumstances and decide each case on its own merits.

31. Applications received after the date specified in Schedule 2 as the start of the allocation procedure, but before the date specified in Schedule 2 as the start of the in-year admissions procedure, shall be considered after the allocation procedure has ended, the date for which is also specified in Schedule 2. If possible, late applicants will be offered a school place on the national allocation date but, if not, normally within four weeks of the City Council receiving the application.

32. Late applications made direct to any school on the common application form shall be forwarded to the City Council without delay. Where only the supplementary information is received, the school shall inform the City Council without delay so that it can verify whether a common application form has been received from the parent and, if not, contact the parent and ask them to complete one. The City Council shall enter the details onto its central database and, after consultation with the relevant admission authority, offer a place at the school highest in the parent's order of preference that has a vacancy or, if not, at the nearest appropriate school with a vacancy.

33. Children who are the subject of a direction to admit or who are allocated to a school in accordance with the Fair Access Protocol will take precedence over any child on a waiting list.

PART III – IN-YEAR ADMISSIONS

34. Applications received on or after the first day of the first school term of the admission year

will be treated as an in-year application as will an application for admission to an age group other than the relevant age group. Note that a separate co-ordinated scheme applies to in-year admissions.

SCHEDULE 2

Timetable for admissions to Year 7 in a secondary school

From 3 September 2012	<ul style="list-style-type: none"> ▪ Availability of Parents Guide and relevant application forms.
15 an 22 September 2012	<ul style="list-style-type: none"> ▪ 11-plus selection examinations take place
By 31 October 2012	<ul style="list-style-type: none"> ▪ Common application forms are returned to the City Council. Proof of date of posting will be required for applications received after this date in order to verify the submission date. ▪ Supplementary information, as required, is sent direct to the relevant foundation, trust or VA school.
By 3 December 2012	<ul style="list-style-type: none"> ▪ The City Council sends to other LAs details of relevant applications received. ▪ The City Council sends to academy, foundation, trust, UTC and VA schools details of relevant applications received. ▪ The City Council notifies each community school of the number of applications for the school and how the applications are ranked.
By 11 January 2013	<ul style="list-style-type: none"> ▪ Academy, foundation, trust, UTC and VA schools provide the City Council with ranked lists of applicants.
By 4 February 2013	<ul style="list-style-type: none"> ▪ The allocation procedure starts.
By 18 February 2013	<ul style="list-style-type: none"> ▪ The City Council has matched the ranked lists of all schools and allocated places. ▪ The City Council notifies other LAs of applicants from their areas who will be offered places in Plymouth schools on 1 March.
By 28 February 2013	<ul style="list-style-type: none"> ▪ The City Council notifies each school of the applicants who will be offered places at the school on 1 March.
1 March 2013	The City Council sends allocation notifications to parents.
By 15 March 2013	Parents/carers to respond to allocation notifications.
From 1st day of term 1 (autumn) 2013 (1 September)	Applications for Year 7 are treated as in-year admissions.

3. ACADEMY SCHOOLS

An academy in the education system in England is a school that is directly funded by central government (the Department for Education) and is independent of local government control. An academy must still abide by the School Admissions Code of Practice and the supporting Regulations/Acts and the Local Authority's co-ordinated schemes of admission.

PRIMARY ACADEMY SCHOOLS

3(i) Oreston Community Academy



ORESTON COMMUNITY ACADEMY

ADMISSIONS POLICY 2013-14

Oreston Community Academy is an academy school. The Academy Trust is the admission authority and has responsibility for admission policy.

This policy details the admission arrangements for our Academy and should be read in conjunction with the Primary and In-Year Co-ordinated Admissions Schemes and other agreed policies of Plymouth City Council, the Local Authority (LA). All policies and procedures comply with the requirements of the School Admissions Code.

Published Admission Number for 2013-14	45
Is the planned organisation of the Reception/Foundation intake subject to Key Stage One legislation	Yes
Home-Academy Agreement offered to parents	Yes
Academy uniform	Yes
Points of entry to the academy	All children who are allocated a place at the Academy have the option to be admitted in the September following their fourth birthday. Please see the note below regarding a parent's right to defer entry.

THE NEED TO APPLY

All parents must make an application for their child to be admitted to a state-funded primary school or Academy, using a Common Application Form from the LA. Places are not allocated to a child automatically, even where:

- there is an older sibling attending here;
- a child attends a particular pre-school or nursery;
- a parent has expressed an interest at any time in the academy;
- a child is a member of any religious community; or
- the child has always lived close to the academy.

No places will be held in reserve for a child who applies late; the Academy Trust cannot hold empty places if another child applies for admission.

We will share information with the LA and will publicise the need to apply but the responsibility for making an application will be with the parent.

VISITING OUR ACADEMY

We welcome visits from parents and children considering applying for a place here. This is an opportunity for parents to see what we have to offer. Visits are not a compulsory part of the

admissions process and will not affect decisions on whether a place can be offered at our Academy. If you would like to visit our Academy, you should contact the Academy Office to make an appointment.

HOW TO APPLY FOR A PLACE AT THE NORMAL ROUND – RECEPTION/FOUNDATION

The normal round of admissions is when children can join our Academy for the first time. So that all parents who wish to apply for a place in the Reception/Foundation class of the Academy can do so each LA co-ordinates applications for the schools in its area. This means parents will receive **one** offer of a school place at the same time as other parents. For our Academy, Plymouth is the LA which co-ordinates applications which have been made either direct to Plymouth or passed on by other LAs.

Every parent who wishes to express a preference for a Reception/Foundation place must use a Common Application Form from the home LA where the child lives. In Plymouth this is the Primary Common Application Form, available at www.plymouth.gov.uk/schooladmissions or within the Starting School in Plymouth primary admissions booklet – copies of which are available by calling Plymouth's Primary Admissions Team. A reference copy will be available at the Academy from 3 September 2012. Residents of neighbouring LAs – Devon and Cornwall - must apply by contacting their own LA.

All applications must be made by the LA closing date: **15 January 2013**.

WHAT HAPPENS NEXT?

If there are fewer applications than places then no application will be refused. Only if there are more applications than there are places available will the Academy Trust prioritise applications according to the oversubscription criteria below.

The LA co-ordinates admissions for all primary and infant schools. A parent could be in a position to be offered a place at more than one school. If that happens, a place will only be offered at the school which the parent preferred the most on the Common Application Form. The home LA will write (or email if the application was online) in April to advise which school place has been allocated. The offer date in Plymouth is **19 April 2013**.

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

WHAT IF THE APPLICATION WAS LATE?

If an application is submitted by a parent after the closing date but before the LA processing date, it won't be considered late if it wasn't possible for the parent to apply on time. For instance, a parent may have moved home and had to apply after the closing date or there may have been exceptionally difficult domestic circumstances which prevented the application being made on time. Plymouth considers applications received after the closing date according to its Primary Co-ordinated Admissions Scheme.

Late applications will not be allocated a place at the Academy at the expense of any applicant who applied on time. If an application is late and a place is refused, the LA will allocate a place at an alternative school.

WHAT IF AN APPLICATION IS REFUSED?

In all cases, a parent who is refused a place here or at any other school/Academy has a statutory right of appeal to an Independent Appeals Panel. This will review the decision and will decide whether the refusal was justified on the grounds that the academy was full. Even if the Appeals

Panel agrees that the academy was full, it will also consider the impact on the child and family and may still award a place.

We organise our Reception/Foundation and Key Stage One children into classes of 30 or fewer. This is the legal maximum number of children allowed in a Key Stage One class with one qualified teacher. There are very limited exceptions which would allow a school to exceed 30 children in a Key Stage One class. Any appeal for a place here is subject to Key Stage One or Infant Class Size Legislation; a more limited form of appeal. Further information is available by contacting the Clerk to the Appeals Panel.

WAITING LISTS

A child refused a place will be automatically entered onto a waiting list for vacancies. This will be kept either until a place is available or the parent no longer wishes to stay on the waiting list. Lists are kept in oversubscription order and are not affected by the length of time a child has been on the list. A child's place may rise or fall on the list as places are offered and new applications are made. The waiting list will be administered by the Academy.

POINTS OF ADMISSION

There is a legal requirement that all children begin full time education by the beginning of the term following their **fifth** birthday. All places offered in Reception/Foundation at the normal round are for full-time admission in the September following the **fourth** birthday. This is a legal requirement on schools but not on parents who retain a right to defer admission.

DEFERRED ADMISSION

September is the earliest point for admission to the Reception/Foundation class at this Academy but is not a compulsory start date. All parents can defer admission within the Reception/Foundation year until the beginning of the term following their child's **fifth** birthday.

This is a decision for the parent to make, taking all factors into account including the advice of educational professionals.

Those parents who decide that their child should defer must inform the Headteacher/Principal. The place offered for their child **will be held open until the beginning of the term following the fifth birthday and will not be offered to another child**. Where a parent does not inform the Headteacher/Principal that admission is to be deferred and does not admit the child in September, the place will be withdrawn and may be offered to another child.

Children born between 1 April and 31 August cannot automatically defer admission to Reception into the following September but can apply for a place in Year 1. This would be an in-year application, no earlier than the half term in June 2014.

DELAYED ADMISSION

This is where a child starts an academic year later than normal but still enters at the Reception/Foundation stage. Such an arrangement must be supported with any combination of medical, social and educational evidence from independent professionals. A place cannot be guaranteed a year in advance. For discussion and advice, a parent should contact the Academy or the LA Primary Admissions Team. It is advisable to submit an application on time in any event whilst a request for delayed admission is considered by all parties including the Academy Trust.

HOW TO APPLY OUTSIDE THE NORMAL ROUND - IN-YEAR ADMISSIONS

Requests for admission to Reception/Foundation made after the normal round of admissions – after 31 August 2013 – can be made using the Academy's In-Year application form. Parents may also name the Academy on Plymouth's In-Year School Admission Form.

TRANSPORT

Parents should consider how their child will get to school for the whole of their time on roll. Parents are advised not to rely on lifts, car shares or public service vehicles always being available. Supported transport will be provided by the LA for those children attending this Academy if it is the closest school which was available when the parent could apply so long as the walking distance is further than two miles. There is also provision for families on low incomes.

Where a parent could have applied on time but didn't do so, there may be no entitlement to assisted education transport to the alternative school as suitable arrangements had been made by the LA to enable parents to become a registered pupil at a closer school. All parents are encouraged to use sustainable travel wherever possible. The Academy's Travel Plan sets out further local information and is available from the office.

ADMISSIONS TO YEAR R

ADMISSIONS OVERSUBSCRIPTION CRITERIA 2013-14 at the normal round for admissions to Reception/Foundation

Any child with a Statement of Special Educational Needs (SEN) which names our Academy will be admitted.

Where we receive more applications than the number of places available - the Published Admission Number - the Academy Trust will prioritise applications using the following criteria:

1. Children in Care or those who have ceased to be in Care because they were adopted, made the subject of a residency order, or made the subject of a special guardianship order.
2. A child registered in the Nursery with a sibling in the main Academy at the time of application.
3. A child registered in the Nursery whose parent is a member of staff employed for more than 2 years by the Academy or recruited within the past 2 years to fill a vacancy for which there was a skills shortage.
4. A child registered in the Nursery.
5. Other children with a sibling in the main Academy.
6. Other children whose parent is a member of staff employed for more than 2 years by the Academy or recruited within the past 2 years to fill a vacancy for which there was a skills shortage.
7. Other children.

IN-YEAR ADMISSIONS

Any child with a Statement of Special Educational Needs (SEN) which names our Academy will be admitted.

Where we receive more applications than the number of places available - the Published Admission Number - the Academy Trust will prioritise applications using the following criteria:

1. Children in Care or those who have ceased to be in Care because they were adopted, made the subject of a residency order, or made the subject of a special guardianship order.
2. Children with a sibling in the main Academy at the time of application.
3. Children whose parent is a member of staff employed for more than 2 years by the Academy or recruited within the past 2 years to fill a vacancy for which there was a skills shortage.
4. Other children.

(a) For normal round applications to start in Reception/Foundation, the time of application will mean the closing date for applications on 15th January. For in-year applications, the time of application will be the date the application is submitted.

(b) If it is necessary to distinguish between children in a particular category, priority will be determined on the basis of the distance between home and Academy by **walking route** from the front entrance of the property to the front entrance of the Academy. Only bridleways, footpaths and roads are regarded as acceptable for this purpose. The shorter the distance, the higher the priority. Where necessary, measurements will be to the closest metre. Parents should note that our distance measurement policy does not apply to the school transport decisions of Plymouth City Council.

(c) If the tie-breaker at (b) is not sufficient to distinguish between applicants in a particular category, there will be a random ballot. This will be undertaken by the LA Admissions Team Leader in the presence of a City Councillor or representative of the Academy Trust by the operation of an electronic random number generator.

(d) Where applications are received from families with multiple birth siblings (twins, triplets, etc.), every effort will be made to allocate places here, including offering place(s) above the Published Admission Number wherever possible. This recognises the exceptional nature of the emotional bonds between multiple birth siblings. Where that is not possible, parents will be invited to decide which of the children should be allocated the available place(s) or seek places at an alternative school with sufficient vacancies to accommodate both or all of the multiple birth siblings. Multiple birth siblings admitted where one would be the 30th child in a Key Stage I class will be considered to be exceptions to Key Stage I class size legislation.

(e) Where applications are made at the same time for two children not falling within multiple birth siblings, (sometimes referred to as contemporaneous admissions) the application will not be considered under the 'sibling' criteria.

(f) Where two or more children reside within a block of flats, they will be deemed to live at an equal distance from the Academy.

(g) For children of UK service personnel and other Crown Servants the School Admissions Code requires schools to treat a family posted to their area as meeting residence criteria even if a residential address has not been identified. This would require confirmation in the form of a letter from the relevant government department (for example, the Ministry of Defence, the Foreign and Commonwealth Office or Government Communications Headquarters.) For further information please contact Children's Education Advisory Service. Children of service families admitted in-year to a Key Stage I class will be considered to be exceptions to Key Stage I class size legislation.

ADMISSIONS OUTSIDE A CHILD'S NORMAL AGE GROUP

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

FLEXI-SCHOOLING

This Academy will consider requests from parents for their child to be part educated at home. Requests will be considered on an individual basis and will be determined by the Headteacher/Principal. There will be consideration of the benefits and disadvantages expected for the child as well as the impact on the Academy with regard, for example, to organisation and discipline.

EXTENDED SCHOOLING

This Academy offers extended school arrangements through the Lighthouse Club. Further information is available from the office and our website.

HOME-ACADEMY AGREEMENT

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

UNIFORM POLICY

Children attending our Academy are expected to wear a uniform. The items required can be viewed on our website. They are available from the Academy, local retail outlets and on line. While Plymouth City Council does not offer financial assistance with uniform and equipment expenses, parents can contact the Education Welfare Service in cases of extreme hardship. Parents unable to purchase items of uniform or equipment will not be penalised. We operate a scheme to assist families in need.

SCHOOL FEES AND CHARGES

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

OBJECTIONS TO THIS POLICY

For information on how to object to the terms of this or any other admissions policy or procedure, advice is available at www.schoolsadjudicator.gov.uk. This should be by the 30th June.

DEFINITIONS

Sibling	This will be a full, adopted half or step brother or sister and will include a full, adopted half or step brother or sister living at a different address. Foster children will count as a brother or sister to those living within the foster household or where appropriate, the natural parental home address.
Home Address	The Academy will not accept more than one address as the child's home address. The terms of a residency order may clarify the home

	<p>address.</p> <p>Where necessary to determine which address to recognise and in the absence of a residency order, the Academy will consider the home address to be with the parent with primary day to day care and control of the child. In reaching this decision, evidence will be requested to show the address to which any Child Benefit is paid and from which the child is registered with a medical GP. Any other evidence provided by parents will also be considered by the Academy in reaching a decision on the home address for admissions purposes.</p> <p>This may be necessary for instance where parents do not agree on the child's home address. Parents are urged to reach agreement or seek a Specific Issues Order from a court to decide which parent should or should not pursue an application. Where they do not, the Academy will determine the home address.</p>
Children in Care	These children are looked after by or provided with accommodation in the exercise of its functions (see the Children Act 1989 section 22(1)) by Plymouth Local Authority or any other local authority which has informed Plymouth of its wish to place a child.
Children formerly in Care	These children were looked after until they were adopted (see the Adoption and Children Act 2002 section 46) or made the subject of a residence order (see the Children Act 1989 section 8) or a special guardianship order (Children Act section 14A).
Member of staff	This will be any salaried person employed by the Academy. Evidence of this will be provided using the Academy Supplementary Information Form for normal round applications or the Academy application form for in-year applications.

CONTACTS AND FURTHER INFORMATION

Mark Ackers : Headteacher / Principal
Oreston Community Academy
27 Oreston Road
Plymstock
Plymouth
PL9 7JY

01752 402050

admin@oreston.com

www.orestonacademy.com

Primary Admissions Team

01752 307166

primary.admissions@plymouth.gov.uk

Plymouth City Council policies

Available at www.plymouth.gov.uk/schooladmissions.htm

Education Welfare Service

01752 307404

www.plymouth.gov.uk/educationwelfare.htm

The Department for Education

Telephone 0870 000 2288

www.education.gov.uk

School Transport

01752 307412

www.plymouth.gov.uk/schooltransportfaq.htm

Children's Education Advisory Service

Trenchard Lines, Upavon, Pewsey, Wiltshire SN9 6BE

01980 618244

enquiries@ceas.detsa.co.uk

Policy version

This policy was determined by the Academy Trust on 26th March 2012.

It will be reviewed annually.

SUPPLEMENTARY INFORMATION FORM (SIF)

To be completed where a Local Authority Common Application Form has been submitted

To be completed by the parent

For Oreston Community Academy, the Academy Trust is the admission authority and has responsibility for setting the admission policy and for admissions decisions.

Where there are more applications than there are places at the normal round of admissions into Reception/Foundation, the Academy Trust will prioritise applications where evidence can be provided that oversubscription criterion 6 in the Admissions Policy has been met.

If you wish your child to be considered under this criterion please complete this form and return it to the academy by the closing date of **15 January 2013**.

You must also complete a Local Authority Common Application Form.

Where there are more applications than there are places for in-year applications, the Academy Trust will prioritise applications where evidence can be provided that criterion 3 has been met.

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

You may also complete a Plymouth In-Year School Admission Form.

Full Name of child:	
Date of birth:	
Criteria 3 or 6 for normal round or Criterion 3 for in-year admissions: Please name the member of staff employed by the Academy:	
Name:	Relation to child:
Signature:	Date:

ADMISSION APPLICATION FORM 2013-14

to be completed without a Local Authority Common Application Form

To be completed by the parent

For Oreston Community Academy, the Academy Trust is the admission authority and has responsibility for setting the admission policy and for admissions decisions.

Please complete this form if you would like to apply for admission after the normal round of admissions to Reception/Foundation or to any other Year Group. You should return the form as soon as possible to:

The Admissions Officer Oreston Community Academy Oreston Road Oreston Plymstock Plymouth, PL9 7JY
--

If you wish to express a preference for other schools in addition to Oreston, you may wish to apply using Plymouth's In-Year Admission Form, on which you can express up to 3 preferences for a school. The decision whether a place can be made available is taken in the same way whether this form or the Local Authority form is used.

* please delete as appropriate

Full Name of child:			
Date of birth:	___ / ___ / ___	Year Group:	Male / Female*
Home address (this must be the address where your child is normally resident. Evidence of address may be required)			
Post code:			
Does this child have a Statement of Special Educational Need? Yes / No*	Current or most recent school or education provision:		
Is this child in the Care of a Local Authority or was this child in Care until adopted, made the subject of a residency order or made the subject of a special guardianship order. Yes / No*	If Yes, please give details		
Is this child the child of a member of staff employed by the academy? Yes / No*	If Yes, please name the member of staff		
Does this child have a brother or sister attending the Academy? Yes / No*	If Yes, please give details of the name and date of birth		
When would you like this child to be admitted?	___ / ___ / ___		

Are there any reasons for your preference for admission to Oreston Academy:	

Your name: Mr / Mrs / Ms / Miss / Dr / other*	Relation to the child:
Your address (if different to the child's address)	
Post code:	
Daytime telephone number	
Your email address	
Do you have parental responsibility for the child? (If you do not have parental responsibility, you cannot apply for admission) Yes / No*	
Is there another person or body who may legally object to this application? Yes / No*	If Yes, please give details:
Is there a court order in relation to this child? Yes / No*	If Yes, please give details:

I confirm that the details in this application are accurate. I understand that if this application is unsuccessful, I may approach Plymouth City Council to seek an alternative school place.

Signature:	Date: ____ / ____ / ____
------------	--------------------------

Data Protection

The Information collected on this form will be processed and stored electronically by Oreston Community Academy in compliance with the UK Data Protection Act. The Data will be shared with agents of the academy where this is necessary to process the application on behalf of the academy and may be shared with Plymouth City Council, but only for administrative or other service provision purposes and Government Departments where there is a Legal requirement to do so. In accordance with the School Admissions Code, should the information given be found to be fraudulent then the offer of a school place can be withdrawn. If you would like further information about Data Protection please contact the Academy. By signing and returning this form you acknowledge that you have read, understand and agree to this data processing.



All Saints Church of England Academy, Plymouth

Admissions Policy



An academy in the education system in England is a school that is directly funded by central government (the Department for Education) and is independent of local government control. An academy must still abide by the School Admissions Code of Practice and the supporting Regulations/Acts and the Local Authority's co-ordinated schemes of admission.

Admissions to Year 7

The admission arrangements outlined within this document apply to admissions to All Saints CE Academy Plymouth from the 2013/14 academic year. The arrangements apply to children transferring from Year 6 in a primary school to Year 7 in a secondary school.

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

A child whose Special Education Needs (SEN) Statement names the parent's preferred school will be admitted to that school.

1. A Looked after Child;
2. Children whose siblings currently attend the school and who will continue to do so on the date of admission;
3. Children who are baptised members of the Church of England [a copy of the baptism certificate to be presented to the Principal of the Academy by 31 October 2012]. If parents are unable to provide the baptism certificate, they should speak to the Principal as soon as possible;
4. Children who are members of other Christian denominations recognised by Christians Together in Devon [a copy of the baptism certificate to be presented to the Principal of the Academy by 31 October 2012]. If parents are unable to provide the baptism certificate, they should speak to the Principal as soon as possible;
5. Children from the following primary schools: Hyde Park Junior School, Knowle Primary School, Manadon Vale Primary School, Mayflower Community School, Montpelier Primary School, Pennycross Primary School, Shakespeare Primary School, St Andrew's C of E [VA], St Budeaux C of E [VA] Junior School, St George's C of E [VA] Primary School, St Peter's C of E [VA] Primary School, Compton C of E [VC] Primary School, Mary Dean's C of E [VC] Primary School, St Edward's C of E [VC] Primary School;
6. Other children.

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

Within each category, children of multiple birth [including those born within the same academic year cohort] where an application is submitted for the admission of all children of that multiple birth will be placed at the top of the admission category. 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].

If there is oversubscription in any category, pupils will be admitted by the following tie-breaker.

Sibling

Sibling means children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.

Tie-breaker

Where we have a choice between two or more children in the same category as each other, then the nearer to the Academy the child lives – as measured by a straight line on the map using the LA electronic mapping system – the higher the priority. Measurement points will be from an internal point of the Academy (usually the visual centre of the building). Flats are therefore taken to be the same measurement point regardless of the 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.

Waiting lists: If a place cannot be offered at a preferred school, the child's name will automatically be added to the waiting list for any school ranked higher than the school allocated. Those on a waiting list and late applicants will be treated equally and placed on the same list. Waiting lists will be held in the order of the published admission criteria and will be maintained until the end of the summer holidays 2013. Any vacancies that arise will be allocated to the child at the top of the waiting list. From the commencement of the September term in 2013, the in-year admissions scheme applies and the waiting list procedure will change.

Sixth form admissions

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.

The Academy Trust will publish specific criteria in relation to minimum academic entrance requirements for admission to the post-16 provision. This will be based upon GCSE grades or other measures of prior attainment. Both internal and external pupils wishing to enter the sixth form will be expected to have the minimum academic entry requirements for the sixth form.

In addition to the sixth form's minimum academic entry requirements, pupils will need to satisfy minimum entrance requirements for the courses for which they are applying. If either internal or external applicants fail to meet the minimum course requirements they will be given the option of pursuing any alternative courses for which they do meet the minimum requirements.

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:

A child whose Special Education Needs (SEN) Statement names the parent's preferred school will be admitted to that school.

1. A Looked After Child;
2. Children whose siblings currently attend the school and who will continue to do so on the date of admission;
3. Children who are baptised members of the Church of England [a copy of the baptism certificate to be presented to the Principal of the Academy by 31 October 2013]. If parents are unable to provide the baptism certificate, they should speak to the Principal as soon as possible;
4. Children who are baptised members of other Christian denominations recognised by Christians Together in Devon [a copy of the baptism certificate to be presented to the Principal of the Academy by 31 October 2013]. If parents are unable to provide the baptism certificate, they should speak to the Principal as soon as possible;
5. Other children.

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.

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.

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

Within each category, children of multiple birth [including those born within the same academic year cohort] where an application is submitted for the admission of all children of that multiple birth will be placed at the top of the admission category. 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].

If there is oversubscription in any category, pupils will be admitted by the following tie-breaker.

Sibling

Sibling means children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.

Tie-breaker

Where we have a choice between two or more children in the same category as each other, then the nearer to the Academy the child lives – as measured by a straight line on the map using the LA electronic mapping system – the higher the priority. Measurement points will be from an internal point of the Academy (usually the visual centre of the building). Flats are therefore taken to be the same measurement point regardless of the 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.

From the commencement of the September term in 2013, the in-year admissions scheme applies and the admission criteria and waiting list procedure will change.

Timetable for application:

School name	Year 12 PAN (excluding those transferring from the schools own Year 11).	Application date	Normal notification date	Late applications accepted until
All Saints CE Academy Plymouth	30	30 th April 2013	Within three weeks of application	1 st September 2013

In-year admissions

The admission arrangements outlined within this document apply to admissions to All Saints CE Academy Plymouth from the 2013/14 academic year. An In-Year admission is any entry to school other than at the normal point, for example, transferring school due to a house move or for other personal reason.

Unless otherwise agreed, the published admission number applies to each year-group as it moves through the school;

The admission criteria that applies to entry at Year 7 and to the Sixth Form detailed above apply to in-year admission applicants.

In respect of an in-year admission request to years 7-11, if a place cannot be offered at a preferred school, the child's name will automatically be added to the waiting list for any school ranked higher than the school allocated. Those on a waiting list and late applicants will be treated equally and placed on the same list. Waiting lists will be held in the order of the published admission criteria. Any vacancies that arise will be allocated to the child at the top of the waiting list. Parents/carers will be required to renew their intent to remain on the waiting list, usually in the autumn, spring and summer. Failure to renew the intent will lead to removal from the waiting list.

3(iii) Coombe Dean School

Admissions to Year 7

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.

Waiting lists: If a place cannot be offered at a preferred school, the child's name will automatically be added to the waiting list for any school ranked higher than the school allocated. Those on a waiting list and late applicants will be treated equally and placed on the same list. Waiting lists will be held in the order of the published admission criteria and will be maintained until the end of the summer holidays 2013. Any vacancies that arise will be allocated to the child at the top of the waiting list. From the commencement of the September term in 2013, the in-year admissions scheme applies and the admission criteria and waiting list procedure will change.

Sixth form admissions

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 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.

Timetable for application:

School name	Year 12 PAN (less those transferring from the school's own Year 11).	Application date	Normal notification date	Late applications accepted until
Coombe Dean School	200	End of January 2013	April 2013	September 2013

In-Year admissions

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 or location. In the event of there still being a tie, there will be a random ballot using an electronic random number generator.

Waiting lists: If a place cannot be offered at a preferred school, the child's name will automatically be added to the waiting list for any school ranked higher than the school allocated. Those on a waiting list and late applicants will be treated equally and placed on the same list. Waiting lists will be held in the order of the published admission criteria. Any vacancies that arise will be allocated to the child at the top of the waiting list. Parents/carers will be required to renew

their intent to remain on the waiting list, usually in the autumn, spring and summer. Failure to renew the intent will lead to removal from the waiting list.

3(iv) Devonport High School for Boys

Admissions to Year 7



Devonport High School for Boys Admission Policy for September 2013

Approved admission number

1. The admission number in Year 7 will be 174.

Admission arrangements

1. Admission to the school is on the basis of selection by reference to ability or aptitude.
2. Devonport High School for Boys uses papers designed by GL Assessment (GLAss) to meet the needs of the selective schools, and an internal English paper.
3. The tests will comprise an assessment of potential through GLAss English and Mathematics papers. Candidates will also take an internally set English paper (testing composition skills). These tests will be conducted at Devonport High School for Boys on two consecutive Saturday mornings in mid September.
4. The programme for the two Saturday mornings will be: Week 1) Familiarisation and DHSB English paper and Week 2) GLAss English and Mathematics papers
5. When the scores have been standardised the Admission Panel will meet to discuss the results: The Admission Panel will consist of the Headteacher, Deputy Head (Community), Admissions Officer and a representative of the Governing Body of the school. The results will be placed in one of two bands:

A	Candidates who achieve a qualifying GLAss mark [#] equal to or higher than that of the 174 th candidate, and a qualifying score in the DHSB English paper ([#] scores that exceed the 75 th percentile score, as notified by GLAss)	The candidate has qualified and is eligible for consideration for a place at the school.
B	Candidates who do not achieve the qualifying mark and/or sufficient marks in the DHSB English paper and who are below 174 th position in the rank order	The candidate has not qualified and so is ineligible to be considered for a place at this selective school

6. Category A candidates will be listed and their names will be returned to the Plymouth LA. The LA will share this information with Devon and Cornwall LAs who will then allocate a place at the highest ranked school that the applicant is qualified for. On the first working day in March each 'Home LA' will write to parents to advise on the school place allocated.
7. Right of review/appeal: after allocation day, parents of candidates who fall within category B may apply to have their son's test result reviewed by the Admission Panel to assess if they qualify for admission, should a place be available. The panel will take account of the evidence

provided by the parents (that may include the primary Headteacher's recommendations and work provided by the primary school) and the DHSB English paper (as evidence of first-draft prose). Those deemed to have qualified will be transferred to category A and will be eligible for any place that may become available, the order being ruled by the over-subscription criteria (see below). In addition, all parents have the right of an appeal to an independent panel and should contact the school for the forms and further details. (clerk@dhsb.org or 01752 208787).

Waiting list and subscription criteria

1. Those students who have a GLAss standardised score in the top 25% but who have not qualified because their score is below that of the 174th candidate may request to be on our waiting list. The following criteria will be used by the school to rank the candidates on this list if any places become available by the last day of December in the year of admission. Those achieving the highest GLAss score will have priority. To resolve any tied positions within this ranked list the following four criteria will be used (strictly in this order)
 - i. Looked after children (those in the care of a local authority).
 - ii. In the event of an unresolved tie, then the mark for the DHSB English paper will be used to discriminate between candidates.
 - iii. If there is still a tie then distance from the school, measured in a straight line on a map, will be used to favour those living nearer to the school. (See notes).
 - iv. Finally, a random number generator will be used.
2. Students taking the 11+ test late and who qualify by virtue of a score higher than the 174th candidate who are not initially allocated a place will be automatically placed on our waiting list. The list gives priority strictly by the oversubscription criteria for any place that may become available by the last day of December in the year of admission.

Notes

1. A candidate who is listed in Category A and whose special educational needs (SEN) statement names DHSB will be admitted.
2. If it is necessary to distinguish between children in a particular category, priority will be determined on the basis of distance between home and school. Measurements are taken by a straight line on a map using the City 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.

Application procedure

1. Parents must register for the DHSB admission exams by submitting the registration form at www.dhsb.org. Alternatively, the registration form is also available in the school prospectus and can be completed and returned by post. The registration period will be open from 16 April 2012 to 7 September 2012.
2. Parents must also apply for a place at the school by completing the application form provided by their home LA (i.e. the LA serving their home address) and returning it to them by post or on-line by the closing date published for that LA.

3. The school will administer the II+ test to all registered students and will, as is required, inform the LA of the admission decisions. Parents will be informed by the Home LA of their son's school allocation on the first working day in March.
4. All parents are entitled to a review and an appeal against non-admission. Requests for such reviews/appeals will be passed on to the school by the LA and will be considered by the school's admission panel and subsequently, if parents wish, by the independent appeal panel.

Late applications (applications received from 1.11.12 to 31.08.13)

1. Parents should make an application to their Home LA and are also asked to complete the school registration form.
2. Arrangements will be made for the II+ test to be taken. Places will be allocated to those who qualify if there is a vacancy. The over-subscription criteria will be applied if necessary. If there are no vacancies then the candidate will be placed on the school waiting list. The waiting list will be maintained until the end of December 2013.

Supplementary information form (11+)



Devonport High School for Boys

Supplementary Information Form

Admission to Year 7 in September 2013

Name of student: (BLOCK CAPITALS PLEASE)		Date of birth:		
Surname	Forenames	Day	Month	Year
Address:				
Post Code:				
Telephone (+STD code): (home)		(daytime)		
Please make a note of any statement of special educational needs your son may have.				
Does your son currently have any specific access arrangements for formal or external examinations? If so, please give details				
Signature of parent or guardian			Date	

I/we confirm that we wish to apply for a place at Devonport High School for Boys.	
---	--

Please note this is a supplementary information form for administration purposes only and is not an application form.

All applicants must complete and return the common application form available from the local authority that serves their home address.

Please return this form to the Headteacher at Devonport High School for Boys as soon as possible.

Final deadline: 31 October 2012

Sixth form admissions



Devonport High School for Boys Year 12 Admission Policy for September 2013

Introduction

1 As an Academy, DHSB is responsible for the admission of pupils into the Sixth Form at the school. Any queries regarding Sixth Form admission should be directed to the school.

2 The capacity for Year 12 is 140.

A Admission to the Sixth Form

1 Admission to the Sixth Form will be from:

- (a) students in Year 11 at DHSB
- (b) students from outside DHSB

2 The admission number for students entering Year 12 from outside DHSB will be 140 less those who meet the APS entry criteria transferring from the school's own Year 11 (who will take priority). We will advise and recommend that girls apply in the first instance to any of the all girls or co-educational schools within The Link Partnership if their option choices can be accommodated in these schools. Students within The Link Partnership (DHSB, Devonport High School for Girls, Notre Dame Roman Catholic School, St Boniface Roman Catholic College and Eggbuckland Community College) may attend for individual subjects within the consortium arrangements. Confirmation of places for students new to the school will be the day following home student enrolment.

3 Students on roll at DHSB are required to apply for a place in the Sixth Form as are students from other schools.

4 Applications should be completed by the last term-time Friday in February preceding the September of admission. Notification will normally be made by the end of May in which the academic year of admission falls.

5 The entry requirements for admission to Year 12 shall be the same for students on roll in Year 11 at the school and external applicants.

6 Students will be admitted into Year 12 in term one (autumn) in each school year although there may be some occasions when students transfer during an academic year.

B Minimum Entry Requirements

In order to follow a full level three curriculum at DHSB, the applicant needs to have achieved an Average Points Score (APS) at Key Stage 4 of **48** points or more from their best eight GCSEs including at least a C grade in both English and Mathematics.

C Oversubscription Criteria

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. 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 (children in the care of a local authority);

2. Students considered by the school to have exceptional social or medical needs (see note d) below);

3. Any other student.

Notes:

a) A student whose special educational needs (SEN) statement names the parent's preferred school will be admitted to that school.

b) If it is necessary to distinguish between students in a particular category, priority will be determined on the basis of distance between home and school. Measurements are taken by a straight line on a map using the City 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.

c) Priority may be given to the admission of a student for whom a particular medical or social justification is demonstrated. This could be 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 student 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 student. 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.

d) A student's home address is defined as the address at which he is normally resident, or if he lives at more than one address, the address at which he lives for the majority of the time. Where the home address is unclear, the home address will be the address to which the Child Benefit Allowance is payable.

e) Finally, a random number generator will be used.

D Appeals

Any student refused the offer of a place in Year 12 has the right of appeal to an independent appeal panel. Further details can be obtained from the Clerk to the Appeal Panel at Devonport High School for Boys (clerk@dhsb.org 01752 208787).

E False Information

Where the school 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.

F Late Applications

Late applications will be considered up to the end of October.

Address for correspondence:

Devonport High School for Boys

Paradise Road

Plymouth

PL1 5QP

01752 208787

headteacher@dhsb.org

www.dhsb.org

In-Year admissions



Devonport High School for Boys

Admission Policy for In Year Admission

Admission arrangements

Admission to the school is on the basis of selection by reference to ability or aptitude.

The tests will comprise an assessment of potential through internal Mathematics and English papers. Internal Science papers will be added for students in Year 10 or Year 11. Results will be placed in one of two bands.

A	Candidates who achieve a qualifying mark	The candidate has qualified and is eligible for consideration for a place at the school.
B	Candidates who do not achieve the qualifying mark	The candidate has not qualified and so is ineligible to be considered for a place at this selective school

Category A candidates will be listed and their names will be returned to the Plymouth LA who will notify parents via their home local authority. Parents will also be supported by the DHSB Family Support Advisor who will work with parents towards a smooth transfer.

Right of review/appeal: Parents of candidates who fall within category B may apply to have their son's test result reviewed by the DHSB Admission Panel to assess if they qualify for admission, should a place be available. Those deemed to have qualified will be transferred to category A and will be eligible for any place that may become available, the order being ruled by the over-subscription criteria (see below). In addition, all parents have the right of an appeal to an independent panel and should contact the school for the forms and further details.

If there are no vacancies then the candidate will be placed on the school waiting list (for one year from the date of testing).

Over subscription criteria

Those achieving the highest scores will have priority. To resolve any tied positions within this ranked list the following four criteria will be used (strictly in this order)

1. Looked after children (those in the care of a local authority).
2. In the event of an unresolved tie, then the mark for the English paper will be used to discriminate between candidates.
3. If there is still a tie then distance from the school, measured in a straight line on a map, will be used to favour those living nearer to the school. (see notes).
4. Finally, a random number generator will be used.

Notes

A candidate who is listed in Category A and whose special educational needs (SEN) statement names DHSB will be admitted.

If it is necessary to distinguish between children in a particular category, priority will be determined on the basis of distance between home and school. Measurements are taken by a straight line on a map using the City 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.

Application procedure

Parents must apply for a place at the school by completing the application form provided by their home LA (i.e. the LA serving their home address) and returning it to them by post or on-line. Parents are also asked to return to the school the in year admission supplementary information form (on-line at www.dhsb.org).

The school will administer the admission test and will, as is required, inform the LA of the admission decisions. Parents will be informed by the Home LA of the decision.

All parents are entitled to a review and an appeal against non-admission. Requests for such reviews/appeals will be passed on to the school by the LA and will be considered by the school's admission panel and subsequently, if parents wish, by the independent appeal panel.

In-Year Supplementary Information Form



Devonport High School for Boys

**Supplementary Information Form
In Year Admission**

Name of student: (BLOCK CAPITALS PLEASE)		Date of birth:		
Surname	Forenames	Day	Month	Year
Address:				
Post Code:				
Telephone (+STD code): (home)		(daytime)		
Son's current school and year group				
Please make a note of any statement of special educational needs your son may have.				

<p>Does your son currently have any specific access arrangements for formal or external examinations?</p> <p>If so, please give details</p>	
<p>Signature of parent or guardian</p>	<p>Date</p>
<p>I/we confirm that we wish to apply for a place for our son at Devonport High School for Boys</p>	

Please note this is a supplementary information form for administration purposes only and is not an application form.

All applicants must complete and return the common application form available from the local authority that serves their home address.

Please return this form to the Headteacher at Devonport High School for Boys as soon as possible

3(v) Devonport High School for Girls

The admission arrangements outlined within this document apply to admissions to Devonport High School for Girls from the 2013/14 academic year. Devonport High School for Girls is a grammar school.

Admissions to Year 7

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.

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.

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

Waiting lists

Candidates not allocated a place will automatically be placed on a waiting list which will be ranked by test score attained. Those on a waiting list and late applicants will be treated equally and placed on the same list. The waiting list will be maintained up until the end of the summer holidays 2013. 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.

Sixth form admissions

The admission arrangements outlined within this document apply to admissions to Devonport High school for Girls sixth form from the 2013/14 academic year.

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 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.

Timetable for application:

School name	Year 12 PAN (excluding those transferring from the schools own Year 11).	Application date	Normal notification date	Late applications accepted until
Devonport High School for Girls	30	By 18 January	Notification will normally be made by the end of term four in which the academic year of admission falls	Late applications will be considered up to the end of August

In-Year admissions

Pupils seeking admission to a 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 or 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:

1. 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.

Waiting lists: where a place is not available, girls who are judged to be of grammar ability or whose score in the 11-plus procedure was within 2 points of the final cut off score for entry to Year 7 in the relevant year of admission may join a waiting list for a place. Those on a waiting list and late applicants will be treated equally and placed on the same list. Waiting lists will be held in the order of the published admission criteria. Any vacancies that arise will be allocated to the child at the top of the waiting list. Parents/carers will be required to renew their intent to remain on the waiting list, usually in the autumn, spring and summer. Failure to renew the intent will lead to removal from the waiting list.

3(vi) Hele's School

Admissions to Year 7

The admission arrangements outlined within this document apply to admissions to Hele's School from the 2013/14 academic year. The arrangements apply to children transferring from Year 6 in a primary school to Year 7 in a secondary school.

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.

Waiting lists: If a place cannot be offered at a preferred school, the child's name will automatically be added to the waiting list for any school ranked higher than the school allocated. Those on a waiting list and late applicants will be treated equally and placed on the same list. Waiting lists will be held in the order of the published admission criteria and will be maintained until the end of the summer holidays 2013. Any vacancies that arise will be allocated to the child at the top of the waiting list. From the commencement of the September term in 2013, the in-year admissions scheme applies and the admission criteria and waiting list procedure will change.

Sixth form admissions

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 admission 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.

Timetable for application:

School name	Year 12 PAN (excluding those transferring from the schools own Year 11).	Application date	Normal notification date	Late applications accepted until
Hele's	30	end of January 2013	end of April 2013	start of term in September 2013

In-Year admissions

The admission arrangements outlined within this document apply to admissions to community and voluntary controlled primary schools and community junior and secondary schools from the 2013/14 academic year. An In-Year admission is any entry to school other than at the normal point, for example, transferring school due to a house move or for other personal reason.

1. Unless otherwise agreed, 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.

Waiting lists: If a place cannot be offered at a preferred school, the child's name will automatically be added to the waiting list for any school ranked higher than the school allocated. Those on a waiting list and late applicants will be treated equally and placed on the

same list. Waiting lists will be held in the order of the published admission criteria. Any vacancies that arise will be allocated to the child at the top of the waiting list. Parents/carers will be required to renew their intent to remain on the waiting list, usually in the autumn, spring and summer. Failure to renew the intent will lead to removal from the waiting list.

3(vii) Lipson Community College

The admission arrangements outlined within this document apply to admissions to Lipson Community College from the 2013/14 academic year. The Governors of the school are the admission authority.

Admissions to Year 7

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.

Waiting lists: If a place cannot be offered at a preferred school, the child's name will automatically be added to the waiting list for any school ranked higher than the school allocated. Those on a waiting list and late applicants will be treated equally and placed on the same list. Waiting lists will be held in the order of the published admission criteria and will be maintained until the end of the summer holidays 2013. Any vacancies that arise will be allocated to the child at the top of the waiting list. From the commencement of the September term in 2013, the in-year admissions scheme applies and the admission criteria and waiting list procedure will change.

Sixth form admissions

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 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.

Timetable for application:

School name	Year 12 PAN (less those transferring from the school's own Year 11).	Application date	Normal notification date	Late applications accepted until
Lipson Community College	50	End of January 2013	End of February 2013	September 2013

In-Year admissions

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.

Waiting list: if a place cannot be offered at a preferred school, the child's name will automatically be added to the waiting list for any school ranked higher than the school allocated. Those on a waiting list and late applicants will be treated equally and placed on the same list. Waiting lists will be held in the order of the published admission criteria. Any vacancies that arise will be allocated to the child at the top of the waiting list. Parents/carers

will be required to renew their intent to remain on the waiting list, usually in the autumn, spring and summer. Failure to renew the intent will lead to removal from the waiting list.

3(viii) Marine Academy Plymouth

Admissions to Year 7

The admission arrangements outlined within this document apply to admissions to Marine Academy from the 2013/14 academic year. The arrangements apply to children transferring from Year 6 in a primary school to Year 7 in a secondary school.

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.

Waiting lists: If a place cannot be offered at a preferred school, the child's name will automatically be added to the waiting list for any school ranked higher than the school allocated. Those on a waiting list and late applicants will be treated equally and placed on the same list. Waiting lists will be held in the order of the published admission criteria and will be maintained until the end of the summer holidays 2013. Any vacancies that arise will be allocated to the child at the top of the waiting list. From the commencement of the September term in 2013, the in-year admissions scheme applies and the admission criteria and waiting list procedure will change.

Sixth form admissions

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 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.

Timetable for application:

School name	Year 12 PAN (excluding those transferring from the schools own Year 11).	Application date	Normal notification date	Late applications accepted until
MAP	30	30 TH March 2012	Within three weeks of application	1 September 2013

In-year admissions

The admission arrangements outlined within this document apply to admissions to Marine Academy Plymouth from the 2013/14 academic year. An In-Year admission is any entry to school other than at the normal point, for example, transferring school due to a house move or for other personal reason.

1. Unless otherwise agreed, 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.

Waiting lists: If a place cannot be offered at a preferred school, the child's name will automatically be added to the waiting list for any school ranked higher than the school allocated. Those on a waiting list and late applicants will be treated equally and placed on the

same list. Waiting lists will be held in the order of the published admission criteria. Any vacancies that arise will be allocated to the child at the top of the waiting list. Parents/carers will be required to renew their intent to remain on the waiting list, usually in the autumn, spring and summer. Failure to renew the intent will lead to removal from the waiting list.

(ix) Plymstock School and Sports College

The admission arrangements outlined within this document apply to admissions to Plymstock School from the 2013/14 academic year. The Governors of the school are the admission authority.

Admissions to Year 7



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.

Waiting lists: If a place cannot be offered at a preferred school, the child's name will automatically be added to the waiting list for any school ranked higher than the school allocated. Those on a waiting list and late applicants will be treated equally and placed on the same list. Waiting lists will be held in the order of the published admission criteria and will be maintained until the end of the summer holidays 2013. Any vacancies that arise will be allocated to the child at the top of the waiting list. From the commencement of the September term in 2013, the in-year admissions scheme applies and the admission criteria and waiting list procedure will change.

Sixth form admissions

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 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.

Timetable for application:

School name	Year 12 PAN (less those transferring from the school's own Year 11).	Application date	Normal notification date	Late applications accepted until
Plymstock School	50	February 2013	May 2013	August 2013

In-Year admissions

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.

Waiting lists: If a place cannot be offered at a preferred school, the child's name will automatically be added to the waiting list for any school ranked higher than the school allocated. Those on a waiting list and late applicants will be treated equally and placed on the same list. Waiting lists will be held in the order of the published admission criteria. Any vacancies that arise will be allocated to the child at the top of the waiting list. Parents/carers will be required to renew their intent to remain on the waiting list, usually in the autumn, spring and summer. Failure to renew the intent will lead to removal from the waiting list.

(x) Ridgeway School

The admission arrangements outlined within this document apply to admissions to Ridgeway Secondary school from the 2013/14 academic year. The Governors of the school are the admission authority.

Admissions to Year 7

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.

Waiting lists: If a place cannot be offered at a preferred school, the child's name will automatically be added to the waiting list for any school ranked higher than the school allocated. Those on a waiting list and late applicants will be treated equally and placed on the same list. Waiting lists will be held in the order of the published admission criteria and will be maintained until the end of the summer holidays 2013. Any vacancies that arise will be allocated to the child at the top of the waiting list. From the commencement of the September term in 2013, the in-year admissions scheme applies and the admission criteria and waiting list procedure will change.

Sixth form admissions

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 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.

Timetable for application:

School name	Year 12 PAN (less those transferring from the school's own Year 11).	Application date	Normal notification date	Late applications accepted until
Ridgeway School	210	From November 2012	March 2013	July 2013

In-Year admissions

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.

Waiting lists: If a place cannot be offered at a preferred school, the child's name will automatically be added to the waiting list for any school ranked higher than the school allocated. Those on a waiting list and late applicants will be treated equally and placed on the same list. Waiting lists will be held in the order of the published admission criteria. Any vacancies that arise will be allocated to the child at the top of the waiting list. Parents/carers will be required to renew

their intent to remain on the waiting list, usually in the autumn, spring and summer. Failure to renew the intent will lead to removal from the waiting list.

(xi) Stoke Damerel Community College

Admissions to Year 7

The admission arrangements outlined within this document apply to admissions to Stoke Damerel Community College from the 2013/14 academic year. The arrangements apply to children transferring from Year 6 in a primary school to Year 7 in a secondary school.

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.

Waiting lists: If a place cannot be offered at a preferred school, the child's name will automatically be added to the waiting list for any school ranked higher than the school allocated. Those on a waiting list and late applicants will be treated equally and placed on the same list. Waiting lists will be held in the order of the published admission criteria and will be maintained until the end of the summer holidays 2013. Any vacancies that arise will be allocated to the child at the top of the waiting list. From the commencement of the September term in 2013, the in-year admissions scheme applies and the admission criteria and waiting list procedure will change.

Sixth form admissions

The admission arrangements outlined within this document apply to admissions to Stoke Damerel Community College's sixth form from the 2013/14 academic year.

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 admission 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.

Timetable for application:

School name	Year 12 PAN (excluding those transferring from the schools own Year 11).	Application date	Normal notification date	Late applications accepted until
Stoke Damerel Community College	80	Monday June 2nd 2013	Friday 28 th June 2013	Friday 13 th September 2012

In-Year admissions

The admission arrangements outlined within this document apply to admissions to Stoke Damerel Community College from the 2013/14 academic year. An In-Year admission is any entry to school other than at the normal point, for example, transferring school due to a house move or for other personal reason.

1. Unless otherwise agreed, 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.

Waiting lists: If a place cannot be offered at a preferred school, the child's name will automatically be added to the waiting list for any school ranked higher than the school allocated. Those on a waiting list and late applicants will be treated equally and placed on the

same list. Waiting lists will be held in the order of the published admission criteria. Any vacancies that arise will be allocated to the child at the top of the waiting list. Parents/carers will be required to renew their intent to remain on the waiting list, usually in the autumn, spring and summer. Failure to renew the intent will lead to removal from the waiting list.

(xii) Tor Bridge High (Converted to an Academy from 1 August 2011)

Admissions to Year 7

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 (a child in the care of a local authority);
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.

Waiting lists: If a place cannot be offered at a preferred school, the child's name will automatically be added to the waiting list for any school ranked higher than the school allocated. Those on a waiting list and late applicants will be treated equally and placed on the same list. Waiting lists will be held in the order of the published admission criteria and will be maintained until the end of the summer holidays 2013. Any vacancies that arise will be allocated to the child at the top of the waiting list. From the commencement of the September term in 2013, the in-year admissions scheme applies and the admission criteria and waiting list procedure will change.

Sixth form admissions

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 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.

Timetable for application:

School name	Year 12 PAN (less those transferring from the school's own Year 11).	Application date	Normal notification date	Late applications accepted until
Tor Bridge High	40	12/12/12	25/02/13	08/09/13

In-Year admissions

Unless agreed otherwise with the Council, the published admission number applies to each year-group as it moves through the school;

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.

Oversubscription criteria for Community and Voluntary Controlled schools

The Local Authority (Plymouth City Council) is the admission authority for all Community and Voluntary Controlled schools in Plymouth. All maintained schools must still abide by the School Admissions Code of Practice and the supporting Regulations/Acts and the Local Authority's co-ordinated schemes of admission.

4(i) Admission criteria: Maintained nursery schools

The admission arrangements outlined within this document apply to admissions to community nursery schools from the 2013/14 academic year.

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

In the case of children who have attained their fourth birthday by 1 September, 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 normally be up to 15 hours a week.

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.

4(ii) Admission criteria: Community and Voluntary Controlled primary schools

The admission arrangements outlined within this document apply to admissions to community and voluntary controlled primary schools from the 2013/14 academic year. The arrangements apply to children starting in the Reception year for the first time.

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: 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.

Waiting lists: If a place cannot be offered at the preferred school, the child's name will automatically be added to the waiting list for any school ranked higher than the school allocated. Those on a waiting list and late applicants will be treated equally and placed on the same list. Waiting lists will be held in the order of the published admission criteria and will be maintained until the end of the summer holidays 2013. Any vacancies that arise will be allocated to the child at the top of the waiting list. From the commencement of the September term in 2013, the in-year admissions scheme applies and the admission criteria and waiting list procedure will change.

4(iii) Admission criteria Community junior schools

The admission arrangements outlined within this document apply to admissions to community junior schools from the 2013/14 academic year. The arrangements apply to children transferring from Year 2 in an infant school to Year 3 in a junior school.

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

1. 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 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).

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 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.

Waiting lists: If a place cannot be offered at a preferred school, the child's name will automatically be added to the waiting list for any school ranked higher than the school allocated. Those on a waiting list and late applicants will be treated equally and placed on the same list. Waiting lists will be held in the order of the published admission criteria and will be maintained until the end of the summer holidays 2013. Any vacancies that arise will be allocated to the child at the top of the waiting list. From the commencement of the September term in 2013, the in-year admissions scheme applies and the admission criteria and waiting list procedure will change.

4(iv) Admission criteria: Community secondary schools

The admission arrangements outlined within this document apply to admissions to community secondary schools from the 2013/14 academic year. The arrangements apply to children transferring from Year 6 in a primary school to Year 7 in a secondary school.

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.

Waiting lists: If a place cannot be offered at a preferred school, the child's name will automatically be added to the waiting list for any school ranked higher than the school allocated. Those on a waiting list and late applicants will be treated equally and placed on the same list. Waiting lists will be held in the order of the published admission criteria and will be maintained until the end of the summer holidays 2013. Any vacancies that arise will be allocated to the child at the top of the waiting list. From the commencement of the September term in 2013, the in-year admissions scheme applies and the admission criteria and waiting list procedure will change.

4(v) Admission criteria: Community secondary grammar school

The admission arrangements outlined within this document apply to admissions to community grammar schools from the 2013/14 academic year. The arrangements apply to children transferring from Year 6 in a primary school to Year 7 in a secondary school.

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.

Waiting lists

Candidates not allocated a place will automatically be placed on a waiting list which will be ranked by test score attained. Those on a waiting list and late applicants will be treated equally and placed on the same list. The waiting list will be maintained up until the end of the summer holidays 2013. 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.

4(vi) Admission criteria: Community sixth form admissions

The admission arrangements outlined within this document apply to admissions to community secondary schools sixth forms from the 2013/14 academic year. The arrangements apply to children transferring from Year 11 in a secondary school to Year 12 in a secondary school.

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 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.

Timetable for application:

School name	Year 12 PAN (excluding those transferring from the schools own Year 11).	Application date	Normal notification date	Late applications accepted until
-------------	--	------------------	--------------------------	----------------------------------

Plymouth High School for Girls	30	By the end of January preceding the September of admission.	By the end of February in which the academic year of admission falls.	The end of the second full week of the start of Y12 in September.
Sir John Hunt Community College	30	Applications welcome from December preceding September of admission.	After individual interview with 6th Form team and confirmation of GCSE exam results; provisional / conditional response given following interview throughout year.	The end of the third full week in September.

4(vii) Admission criteria: Community and Voluntary Controlled schools – In-Year admissions

The admission arrangements outlined within this document apply to admissions to community and voluntary controlled primary schools and community junior and secondary schools from the 2013/14 academic year. An In-Year admission is any entry to school other than at the normal point, for example, transferring school due to a house move or for other personal reason.

1. Unless otherwise agreed, 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.

Waiting lists: If a place cannot be offered at a preferred school, the child's name will automatically be added to the waiting list for any school ranked higher than the school allocated. Those on a waiting list and late applicants will be treated equally and placed on the same list. Waiting lists will be held in the order of the published admission criteria. Any vacancies that arise will be allocated to the child at the top of the waiting list. Parents/carers will be required to renew their intent to remain on the waiting list, usually in the autumn, spring and summer. Failure to renew the intent will lead to removal from the waiting list.

4(viii) Admission criteria: Community grammar school – In-Year admissions

The admission arrangements outlined within this document apply to admissions to the community grammar schools from the 2013/14 academic year. An In-Year admission is any entry to school other than at the normal point, for example, transferring school due to a house move or for other personal reason.

Pupils seeking admission to the 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:

1. 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.

Waiting lists: where a place is not available, girls who are judged to be of grammar ability or whose score in the 11-plus procedure was within 2 points of the final cut off score for entry to Year 7 in the relevant year of admission may join a waiting list for a place. Those on a waiting list and late applicants will be treated equally and placed on the same list. Waiting lists will be held in the order of the published admission criteria. Any vacancies that arise will be allocated to the child at the top of the waiting list. Parents/carers will be required to renew their intent to remain on the waiting list, usually in the autumn, spring and summer. Failure to renew the intent will lead to removal from the waiting list.

5. Oversubscription criteria for Foundation schools

Foundation schools are responsible for their own admission arrangements but must still abide by the School Admissions Code of Practice/associated Regulations, the City Council's co-ordinated scheme of admissions and their own admission policies.

Secondary Foundation Schools

Eggbuckland Community College

Admissions to Year 7

The admission arrangements outlined within this document apply to admissions to Eggbuckland Community College from the 2013/14 academic year. The arrangements apply to children transferring from Year 6 in a primary school to Year 7 in a secondary school.

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.

Waiting lists: If a place cannot be offered at a preferred school, the child's name will automatically be added to the waiting list for any school ranked higher than the school allocated. Those on a waiting list and late applicants will be treated equally and placed on the same list. Waiting lists will be held in the order of the published admission criteria and will be maintained until the end of the summer holidays 2013. Any vacancies that arise will be allocated to the child at the top of the waiting list. From the commencement of the September term in 2013, the in-year admissions scheme applies and the admission criteria and waiting list procedure will change.

Sixth form admissions

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 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.

Timetable for application:

School name	Year 12 PAN (excluding those transferring from the schools own Year 11).	Application date	Normal notification date	Late applications accepted until
Eggbuckland CC	57	30 January 2013	31 April 2013	13 September 2013

In-Year admissions

The admission arrangements outlined within this document apply to admissions to community and voluntary controlled primary schools and community junior and secondary schools from the 2013/14 academic year. An In-Year admission is any entry to school other than at the normal point, for example, transferring school due to a house move or for other personal reason.

1. Unless otherwise agreed, 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.

Waiting lists: If a place cannot be offered at a preferred school, the child's name will automatically be added to the waiting list for any school ranked higher than the school allocated. Those on a waiting list and late applicants will be treated equally and placed on the

same list. Waiting lists will be held in the order of the published admission criteria. Any vacancies that arise will be allocated to the child at the top of the waiting list. Parents/carers will be required to renew their intent to remain on the waiting list, usually in the autumn, spring and summer. Failure to renew the intent will lead to removal from the waiting list.

6. Oversubscription criteria for Trust Schools

Trust schools are responsible for their own admission arrangements but must still abide by the School Admissions Code of Practice/associated Regulations, the City Council's co-ordinated scheme of admissions and their own admission policies.

Primary Trust Schools

(i) Elburton Primary School



Admissions Policy

Elburton Primary School
Haye Road South
Elburton
Plymouth
Devon
PL9 8HJ

3.0	13.04.2012	Amendments to Waiting Lists In Year Admissions
2.0	12.04.2012	Agreed Amendments – as recommended by LA
1.0	22.03.2012	Reviewed by Governing Body for submission to LA
1.0	04.04.2011	Based on 2010 policy. Reformatted with generic dates.
Version	Date	Description

I. General Principles

The Governors of Elburton Primary School are the Admission Authority. Elburton Primary School has a planned admission number of 60.

Admissions to Year R

2. Reception Year Admissions (Normal point of entry)

September is the earliest point for admission to the Reception class at this school but is not a compulsory start date. All parents can defer admission within the Reception year until the beginning of the term following their child's fifth birthday. This is a decision for the parent to make, taking all factors into account including the advice of educational professionals.

Those parents who decide that their child should defer must inform the Headteacher. The place offered for their child will be held open and will not be offered to another child. Where a parent does not inform the Headteacher that admission is to be deferred and does not admit the child in September, the place may be withdrawn and offered to another child.

Children born between 1 April and 31 August cannot defer admission to Reception into the following September but can apply for a place in Year 1. This would be an in-year application, no earlier than the half term in the following June. Elburton primary School is an inclusive school and welcomes all applications but there is no guarantee of a place for children living in this area. We will admit from outside this area if there are spaces available.

Admission to our school is not dependent on any ability or voluntary financial contribution.

The school participates in the Local Authority co-ordinated scheme and all dates within that scheme must be adhered to. You should use the opportunity to express a preference for more than one school. Proof of residence will be required.

As required by the Regulations of 2005 the school will give top priority to applications on behalf of children in public care (Looked After Children). Children with statements of Special Educational Needs naming the school will also be admitted.

In the event that Elburton School is over-subscribed, the following criteria in order of priority will be applied:

1. A child in the care of a local authority.
2. Children with a sibling already attending Elburton school at the time of admission.
3. Other children.

2.1 Exceptions

Exceptions will be made as follows:

1. A child whose Special Educational Needs (SEN) statement names the parents' preferred school as Elburton Primary School will be admitted to the school
2. 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.

In such circumstances parents/carers or their representative will have to demonstrate that only Elburton Primary 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. Where a child requires admission to a designated special needs centre or other specialist provision attached to the school;
4. Where necessary to meet the requirements of a school's trust deed.

2.2 Additional Notes

2.2.1 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.

2.2.2 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:

- In the care of the local authority;
- Being provided with accommodation by a local authority in the exercise of their social services functions (see definition in section 22(1) of the Children Act 1989).

2.2.3 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 births 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).

2.2.4 Distance 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.

2.2.5 Definitive tie-breaker

In the event of there still being a tie, there will be a random ballot using an electronic random number generator.

2.2.6 Home address

Any allegations received by the School 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 home address will be the address to which the Child Benefit Allowance or Child Tax Credit is payable, registration for medical services etc.

2.2.7 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 (Winter) or April (Summer) term as appropriate.

2.2.8 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.

2.2.9 Waiting Lists

If a place cannot be offered at the preferred school, the child's name will automatically be added to the waiting list for any school ranked higher than the school allocated. Those on a waiting list and late applicants will be treated equally and placed on the same list. Waiting lists will be held in the order of the published admission criteria and will be maintained until the end of the summer holidays 2013. Any vacancies that arise will be allocated to the child at the top of the waiting list. From the commencement of the September term in 2013, the in-year admissions scheme applies and the admission criteria and waiting list procedure will change.

In-Year admissions

3. In-Year Admissions

The term 'in year admissions' refers to any admission other than at the normal point of transfer, that is, other than:

- Children starting infant or primary school for the first time in the reception year.
- Children transferring from infant to junior school at year three.
- Children transferring from primary or junior to secondary school at year seven.

Unless agreed otherwise with the Local Authority, the published admission number applies to each year group as it moves through the school.

In the event that Elburton Primary School is over-subscribed, the following criteria in order of priority will be applied:

1. A child in the care of a local authority.
2. Those moving to or within the City who are without an appropriate school placement.
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.
4. Those seeking to transfer between schools as a parental response to perceived difficulties with the present school, or for other parental reasons.
6. All other applicants.

3.1 Exceptions

Exceptions will be made as follows:

1. A child whose special educational needs (SEN) statement names the school will be admitted to the school.
2. 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.

In such circumstances 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. Where a child requires admission to a designated SEN support centre or other specialist provision attached to the school.
4. Where a child meets the criteria of the Fair Access Protocol, for example:
 - He/she 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
 - He/she has a SEN statement predominantly related to significant EBD (emotional and behavioural difficulties), or

- His/her previous placement has broken down irretrievably for significant attendance or behavioural reasons including permanent exclusion, or
 - He/she is re-integrating from EOTAS (education other than at school) to mainstream provision.
5. Where it's necessary to meet the requirements of a school's trust deed.

3.2 Additional Notes

3.2.1 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.

3.2.2 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:

- In the care of the local authority;
- Being provided with accommodation by a local authority in the exercise of their social services functions (see definition in section 22(1) of the Children Act 1989).

3.3.3 Multiple births

Defined as children of multiple births (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 births 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).

3.3.4 Priority 3 applicants

Applicants will only be considered under this heading if the application is accompanied by letters of support from both the current school and Elburton Primary School. Classification under this priority will not be given without these supporting documents.

3.3.5 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 school's 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.

3.3.6 Tie-breaker

Where we have to choose between two or more children in the same category as each other, priority will be given to:

1. Children who will have an elder sibling attending the school at the time of admission. Children must reside at the same home address.
2. 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 taken to be the same measurement point regardless of floor of location.

3.2.7 Definitive tie-breaker

In the event of there still being a tie, there will be a random ballot using an electronic random number generator.

3.2.8 Home address

Any allegations received by the School 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 home address will be the address to which the Child Benefit Allowance or Child Tax Credit is payable, registration for medical services etc.

3.2.9 Published admission number

Unless agreed otherwise with the Council, the published admission number applies to each year-group as it moves through the school.

3.2.10 Waiting Lists

If a place cannot be offered at a preferred school, the child's name will automatically be added to the waiting list for any school ranked higher than the school allocated. Those on a waiting list and late applicants will be treated equally and placed on the same list. Waiting lists will be held in the order of the published admission criteria. Any vacancies that arise will be allocated to the child at the top of the waiting list. Parents/carers will be required to renew their intent to remain on the waiting list, usually in the autumn, spring and summer. Failure to renew the intent will lead to removal from the waiting list.⁴

4. Appeals

If you are not offered a place at Elburton Primary School parents/carers have the right to appeal to the Local Authority's independent panel and should contact the school for the relevant papers if they are not available from the Local Authority.

(ii) Mount Street Primary School

Admissions to Year R

The admission arrangements outlined within this document apply to admissions to Mount Street primary school from the 2013/14 academic year. The arrangements apply to children starting in the Reception year for the first time.

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: 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.

Waiting lists: If a place cannot be offered at the preferred school, the child's name will automatically be added to the waiting list for any school ranked higher than the school allocated. Those on a waiting list and late applicants will be treated equally and placed on the same list. Waiting lists will be held in the order of the published admission criteria and will be maintained until the end of the summer holidays 2013. Any vacancies that arise will be allocated to the child at the top of the waiting list. From the commencement of the September term in 2013, the in-year admissions scheme applies and the admission criteria and waiting list procedure will change.

In-Year admissions

The admission arrangements outlined within this document apply to admissions to Mount Street Primary School from the 2013/14 academic year. An In-Year admission is any entry to school other than at the normal point, for example, transferring school due to a house move or for other personal reason.

1. Unless otherwise agreed, 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.

Waiting lists: If a place cannot be offered at a preferred school, the child's name will automatically be added to the waiting list for any school ranked higher than the school allocated. Those on a waiting list and late applicants will be treated equally and placed on the

same list. Waiting lists will be held in the order of the published admission criteria. Any vacancies that arise will be allocated to the child at the top of the waiting list. Parents/carers will be required to renew their intent to remain on the waiting list, usually in the autumn, spring and summer. Failure to renew the intent will lead to removal from the waiting list.

(iii) Widewell Primary School



Our admissions policy endeavours to fulfil aims and ethos of Widewell School Educational Trust. We believe that siblings are entitled to be educated in the same environment in order that a productive partnership is built up with parents. We believe that we have a valuable and integral role to play in serving the local community.

Admissions to Year R

The number of intended admissions for the year commencing 1st September 2013, will be 30.

Where applications for admission exceed the number of places available, the following criteria will be applied, in the order set out below, to decide which children to admit:

1. Looked After Children

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).

An application for admission to school must be made by the person with parental responsibility and / or the child's social worker.

2. Where the child will have a brother or sister attending the school at the time of entry.

Step or half brother or sister (but not **cousins**) residing at the same address or adopted children of parents who have a natural child attending Widewell Primary will establish the sibling connection.

3. Proximity of the child's home to the school main pedestrian gate being accorded the higher priority.

This will be judged by the shortest measured walking distance by public right of way* from home to school.

*A public right of way is one which is determined by the Countryside Act 1968. Where applicants live in the same block of flats, internal walkways will be treated as public rights of way when calculating distance travelled. (Measurements will be taken from the door of each individual dwelling. A child living on a lower floor will take priority over another living higher up in the block.)

Twins, Triplet and other children of multiple births

In the event that the school has one place to offer and the next child on the waiting list is one of twins, triplets or other children of multiple births, the Admissions Committee will, in the first instance, randomly select the child to offer the place to. The school will also have the right to inform the parents that it may prefer the other, or another child, have the place instead of the child initially randomly selected.

Split residence

Where a child lives with parents with shared responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine the residential address for the purpose of admission to school. If the residence is not split equally between both parents then the address used will be the address where the child spends the major part of the school week.

ADMISSIONS PROCEDURE

Parents who are interested in applying for a Reception place for their child should collect the Starting School in Plymouth book published by Plymouth City Council from the school and ensure that the enclosed form is given in by the cut off date or apply on line by visiting Plymouth City Council website www.plymouth.gov.uk/primaryadmissions. If a place at Widewell Primary School is offered then parents will be invited to attend an induction meeting and be offered a home visit for their child.

The school holds a waiting list for each year group when applications for admission exceed the number of places available. Places, when they become available, will be offered following the admission criteria. When a child has been offered a place and a start date given they will be introduced to their class teacher before they start at the school.

The school has one intake of reception aged children in September.

APPEALS PROCEDURE

Parents have the right of appeal against a decision not to admit a child. Parents wishing to exercise their right of appeal against a refusal of admission should forward their appeal to the Chair of Governors for consideration of the Appeals Committee of the Governing Body. Members of the Appeal Panel will be independent from the school. Parents are entitled to attend the appeal panel meeting to give grounds for their appeal personally and / or to be represented. Appealing for a place does not guarantee entry to the school.

Visits to School

Visits to school are welcomed please contact the school office to make an appointment.

In-Year admissions

Requests for admission to Reception made after the normal round of admissions – after 31 August 2013 – and requests for places in other Year Groups should be made direct to Plymouth City Council. All In-Year admissions to the school will be made in line with Plymouth City Council's locally agreed In-Year Admissions Scheme.

With the exception of the admissions procedure, the policy and oversubscription criteria that applies to the normal point of entry at Year R above applies also to in-year admission requests.

7. Oversubscription criteria for Primary Voluntary Aided Church of England (VA CE Schools)

Voluntary Aided schools are responsible for their own admission arrangements but must still abide by the School Admissions Code of Practice/associated Regulations, the City Council's co-ordinated scheme of admissions and their own admission policies.

7(i) St Andrew's CE Primary School

St Andrew's CofE Primary School is a Voluntary Aided school located in the Diocese of Exeter. The governing body of a Voluntary Aided school is the admission authority and has responsibility for admission policy.

This policy details the admission arrangements for our school and should be read in conjunction with the Primary and In-Year Co-ordinated Admissions Schemes and other agreed policies of Plymouth City Council, available at www.plymouth.gov.uk. All policies and procedures seek to comply with the requirements of the School Admissions Code of Practice, available at www.dscf.gov.uk/sacode.

Planned Admission Number for 2013/14	30
Is the planned organisation of the Reception intake subject to Key Stage One legislation	Yes
Letter from a priest or minister used to provide evidence of religious grounds	Yes
Home-School Agreement offered to parents	Yes
School uniform	Yes
Points of entry to school	All children who are allocated a place at the school have the option to be admitted in the September following their fourth birthday. Please see the note below regarding a parent's right to defer entry to school.

THE NEED TO APPLY

All parents must make an application for their child to be admitted to a maintained primary or infant school, using a Common Application Form from the City Council. Places are not allocated to a child automatically, even where:

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

No places will be held in reserve for a child who applies late; the governing body cannot hold empty places if another child applies for admission.

We will share information with the City Council and will publicise the need to apply but the responsibility for making an application will be with the parent.

CHOICE ADVICE

Plymouth provides advice and support to parents unsure how to apply and express preferences for schools. In addition to the Schools Admission Team, there is independent support from Plymouth's Choice Advisor.

VISITING OUR SCHOOL

We welcome visits from parents and children considering applying for a place here. This is an opportunity for parents to see what we have to offer. Visits are not a compulsory part of the admissions process and will not affect decisions on whether a place can be offered at our school. If you would like to visit our school, you should contact the school to make an appointment.

WHAT IF AN APPLICATION IS REFUSED?

In all cases, a parent who is refused a place here or at any other school has a statutory right of appeal to an Independent Appeals Panel. This will review the decision and will decide whether the refusal was justified on the grounds that the school was full. Even if the Appeals Panel agrees that the school was full, it will also consider the impact on the child and family and may still award a place at the school.

We organise our Reception and Key Stage One children into classes of 30. This is the legal maximum number of children allowed in a Key Stage One class with one qualified teacher. There are very limited exceptions which would allow a school to exceed 30 children in a Key Stage One class. Any appeal for a place here is subject to Key Stage One or Infant Class Size Legislation; a more limited form of appeal. Further information is available from the school or by contacting the Clerk to the Appeals Panel.

WAITING LISTS

A child refused a place will be automatically entered onto a waiting list for vacancies. This will be kept either until a place is available or the parent no longer wishes to stay on the waiting list. Lists are kept in oversubscription order and are not affected by the length of time a child has been on the list. A child's place may rise or fall on the list as places are offered and new applications are made.

POINTS OF ADMISSION

There is a legal requirement that all children begin full time education by the beginning of the term following their fifth birthday.

DEFERRED ADMISSION

September 2013 is the earliest point for admission to the Reception class at this school but is not a compulsory start date. All parents can defer admission within the Reception year until the beginning of the term following their child's **fifth** birthday. This is a decision for the parent to make, taking all factors into account including the advice of educational professionals.

Those parents who decide that their child should defer must inform the Headteacher. The place offered for their child **will be held open and will not be offered to another child**. Where a parent does not inform the Headteacher that admission is to be deferred and does not admit the child in September, the place may be withdrawn and offered to another child.

Children born between 1 April and 31 August cannot defer admission to Reception into the following September but can apply for a place in Year 1. This would be an in-year application, no earlier than the half term in June 2014.

DELAYED ADMISSION

This is where a child starts an academic year later than normal but still enters at the Reception stage. Such an arrangement must be supported with any combination of medical, social and educational evidence from independent professionals. A place cannot be guaranteed a year in advance. For discussion and advice, a parent should contact the School Admissions Team. It is advisable to submit an application on time in any event whilst a request for delayed admission is considered by all parties including the governing body.

ADMISSIONS OUTSIDE A CHILD'S NORMAL AGE GROUP

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

FLEXI-SCHOOLING

This school respects requests from parents for their child to be part educated at home. Requests will be considered on an individual basis and will be determined by the Headteacher. There will be consideration of the benefits and disadvantages expected for the child as well as the impact on the school with regard, for example, to organisation and discipline.

DESIGNATED AREA

The designated area for this school can be viewed at the school.

EXTENDED SCHOOLING

This school does offer extended school arrangements. Further information is available from the school and our website.

HOME-SCHOOL AGREEMENT

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

UNIFORM POLICY

Children attending our school are expected to wear a uniform. The items required can be viewed on our school website. They are available from the school and also from most retail outlets. While Plymouth City Council does not offer financial assistance with uniform and school equipment expenses, parents can contact the Education Welfare Service in cases of extreme hardship. Parents unable to purchase items of uniform or equipment will not be penalised.

SCHOOL FEES AND CHARGES

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

OBJECTIONS TO THIS POLICY

For information on how to object to the terms of this or any other admissions policy or procedure, advice is available at www.schoolsadjudicator.gov.uk. This should be by the 31 July.

DEFINITIONS

A 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 the 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's Act 1989)

Designated Area	The geographical area served by a particular school. It is sometimes called the 'catchment' area. Residents of a school's designated area have a higher priority for places when a school is oversubscribed than those who live outside the area.
Living	This is defined as the address where the child is normally resident. Where a child lives at more than one address through shared residency, 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.
Parent	A parent is any person who has parental responsibility or care of the child. Where admission arrangements refer to 'parents' attendance at church' it is sufficient for just one parent to attend. Where we use the term parent, we also mean carer or guardian.
Planned Admission Number	This is the minimum number of places available at the school. In limited circumstances, more will be admitted according to the Primary Co-ordinated Admissions Scheme. It is calculated taking into account the physical capacity of the school, the level of demand expected from local, in-area children and sensible school organisation.
Church Going Families	Faithful and regular worship at a Christian Church is defined as regular attendance (at least monthly) with supporting evidence from parents/carers and the church minister. This reference should include regularity of attendance and returned to the school by the closing date for applications
Sibling	This will be a full, adopted half or step brother or sister and will include a full, adopted half or step brother or sister living at a different address. Foster children will count as a brother or sister to those living within the foster household or where appropriate, the natural parental home address.

CONTACTS AND FURTHER INFORMATION

School

St Andrew's C of E Primary School
Citadel Road
Plymouth

PLI 3AY

Email admin@st-andrews.plymouth.sch.uk

Website www.standrewsprimaryschool.co.uk

The Diocese of Exeter

Diocesan Board of Education

The Old Deanery

The Cloisters

Exeter EX1 1HS

01392 294939

School Admissions Team

primary_admissions@plymouth.gov.uk

Telephone 01752 307166

Websites for the primary co-ordinated scheme and Local In-Year Admissions scheme.

www.plymouth.gov.uk

School Appeals

Telephone 01752 307166

Telephone 01752 258933

Education Welfare Service

Telephone 01752 307405

www.plymouth.gov.uk

The Department for Education (DFE)

Telephone 0870 000 2288

Website address www.dcsf.gov.uk

Choice Advisor

Telephone 01752 258933

choiceadvisor@plymouth.gov.uk

www.plymouth.gov.uk

Policy version

This policy was agreed by The Full Governing Body on 23rd March 2012

Signed _____ (Chair of Governors)

Admission to Year R

HOW TO APPLY FOR A PLACE AT THE NORMAL ROUND

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

Every parent who wishes to express a preference for a place here must use a Common Application Form. For residents of Plymouth, this is available online at www.plymouth.gov.uk or within the Starting School in Plymouth primary admissions booklet. A reference copy will be available at the school. Residents of neighbouring LAs – Torbay, Devon, Dorset, Cornwall and Somerset - must apply by contacting their own LA even if a place is requested here.

All applications must be made by the closing date; **15 January 2013**. In addition, parents applying for a place on religious grounds are requested to supply a letter to the school which will include the name and address of your Minister or Priest, so that they may be contacted.

WHAT HAPPENS NEXT?

If there are fewer applications than places then no application will be refused. Only if there are more applications than there are places available will the governing body prioritise applications according to the oversubscription criteria below.

Plymouth City Council co-ordinates admissions for all junior, primary and infant schools. A parent could be in a position to be offered a place at more than one school. If that happens, a place will only be offered at the school which the parent preferred the most on the Common Application Form. The home LA will write (or email if the application was online) in April 2013 to advise which school place has been allocated. The offer date in Plymouth is **19th April 2013**.

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

ADMISSIONS OVERSUBSCRIPTION CRITERIA FOR ST ANDREW'S C of E (VA) PRIMARY SCHOOL

A child with a Statement of Special Educational Needs (SEN) which names our school will be admitted.

Where we receive more applications than the number of places available - the Planned Admission Number - the governing body will prioritise applications using the following criteria:

OVERSUBSCRIPTION CRITERIA

In the event of the number of applications exceeding the number of places available to offer, the following oversubscription criteria will be used:

- 1 Looked after Children
- 2 Children who live in the school's designated area.
 - 2.1 Siblings of children who attend the school at the time of admission

2.2 Children from church going families i.e. attend a Christian place of worship at least once a month

2.3 Other applicants

3 Children who live outside the designated area

3.1 Siblings of children who attend the school at the time of admission

3.2 Children from Church going families as outlined above

3.3 Other applicants

(a) Where there are more applications than places available in a particular category, those living closest to the school will have priority for any places available. Distance is measured by a straight line on the map using the City Council's electronic mapping system. Measurement points will be from an internal point of the building concerned (usually the visual centre of the building). In the event of both children living equidistance from the school the final tie breaker will a random ballot.

(b) Higher priority may be given to the admission of a child for whom an exceptional medical, educational or social justification is demonstrated. Such decisions will be made using a Protocol for admission to children with Exceptional Medical or Social Justification.

(c) Priority may be given to a child who is to be admitted to a designated special educational needs support centre at the school. We do not currently operate a special educational needs support centre at this school.

(d) Where applications are received from families with multiple birth siblings (twins, triplets, and those born in the same academic year) resident in our designated area, every effort will be made to allocate places here, including offering place(s) above the Planned Admission Number wherever possible. This recognises the exceptional nature of the emotional bonds between multiple birth siblings and the commitment to meeting the preference of children for their designated school. Where this is not possible, parents will be invited to decide which of the children should be allocated the available place(s) or seek places at an alternative school with sufficient vacancies to accommodate both or all of the multiple birth siblings.

(e) A sibling will be considered where he or she will be attending in Reception or Years 1 to 6 at the time for which admission is sought.

(f) Where two or more children reside within a block of flats, they will be deemed to live at an equal distance from the school.

(g) Parents applying for a place on religious grounds are requested to supply a letter to the school which will include the name and address of your Minister or Priest, so that they may be contacted.

In-Year admissions

Requests for admission to Reception made after the normal round of admissions – after 31 August 2013 – and requests for places in other Year Groups should be made direct to Plymouth City Council. All In-Year admissions to the school will be made in line with Plymouth City Council's locally agreed In-Year Admissions Scheme. This is available for review at www.plymouth.gov.uk.

The oversubscription criteria that applies to the normal point of entry at Year R above applies also to in-year admission requests.

7(ii) St Budeaux Foundation Junior School

St Budeaux Foundation CofE Junior School is a Voluntary Aided school located in the Diocese of Exeter. The governing body of a Voluntary Aided school is the admission authority and has responsibility for admission policy.

This policy details the admission arrangements for our school and should be read in conjunction with the Junior and In-Year Co-ordinated Admissions Schemes and other agreed policies of Plymouth City Council, available at www.plymouth.gov.uk. All policies and procedures seek to comply with the requirements of the School Admissions Code of Practice, available at <http://www.education.gov.uk/schools/adminandfinance/schooladmissions>.

Planned Admission Number for 2013-14	60
Letter from a priest or minister used to provide evidence of religious grounds	Yes
Home-School Agreement offered to parents	Yes
School uniform	Yes

THE NEED TO APPLY

All parents must make an application for their child to be admitted to a maintained junior school, using a Common Application Form from the City Council. Places are not allocated to a child automatically, even where:

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

No places will be held in reserve for a child who applies late; the governing body cannot hold empty places if another child applies for admission.

We will share information with the City Council and will publicise the need to apply but the responsibility for making an application will be with the parent.

CHOICE ADVICE

Plymouth provides advice and support to parents unsure how to apply and express preferences for schools. In addition to the Schools Admission Team, there is independent support from Plymouth's Choice Advisor.

VISITING OUR SCHOOL

We welcome visits from parents and children considering applying for a place here. This is an opportunity for parents to see what we have to offer. Visits are not a compulsory part of the admissions process and will not affect decisions on whether a place can be offered at our school. If you would like to visit our school, you should contact the school to make an appointment.

ADMISSIONS OUTSIDE A CHILD'S NORMAL AGE GROUP

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

FLEXI-SCHOOLING

This school respects requests from parents for their child to be part educated at home. Requests will be considered on an individual basis and will be determined by the Headteacher. There will be consideration of the benefits and disadvantages expected for the child as well as the impact on the school with regard, for example, to organisation and discipline.

DESIGNATED AREA

The designated area for this school can be viewed by contacting the school.

EXTENDED SCHOOLING

This school does offer extended school arrangements. Further information is available from the school and our website.

HOME-SCHOOL AGREEMENT

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

UNIFORM POLICY

Children attending our school are expected to wear a uniform. The items required can be viewed on our school website. They are available from the school. While Plymouth City Council does not offer financial assistance with uniform and school equipment expenses, parents can contact the Education Welfare Service in cases of extreme hardship. Parents unable to purchase items of uniform or equipment will not be penalised. Children attending our school are expected to wear a uniform.

SCHOOL FEES AND CHARGES

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

OBJECTIONS TO THIS POLICY

For information on how to object to the terms of this or any other admissions policy or procedure, advice is available at www.schoolsadjudicator.gov.uk. This should be by the 30 June.

DEFINITIONS

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).
Designated Area	The geographical area served by a particular school. It is sometimes called the 'catchment' area. Residents of a school's designated area have a higher priority for places when a school is oversubscribed than those who live outside the area.

Living	This is defined as the address where the child is normally resident. Where a child lives at more than one address through shared residency, the home address will be with the parent who receives Child Benefit.
Parent	A parent is any person who has parental responsibility or care of the child. Where admission arrangements refer to 'parents' attendance at church' it is sufficient for just one parent to attend. Where we use the term parent, we also mean carer or guardian.
Planned Admission Number	This is the minimum number of places available at the school. In limited circumstances, more will be admitted according to the Primary Co-ordinated Admissions Scheme. It is calculated taking into account the physical capacity of the school, the level of demand expected from local, in-area children and sensible school organisation.
Church Going Families	Faithful and regular worship at a Christian Church is defined as regular attendance (at least monthly) with supporting evidence from parents/carers and the church minister. This reference should include regularity of attendance and returned to the school by the closing date for applications
Sibling	This will be a full, adopted half or step brother or sister and will include a full, adopted half or step brother or sister living at a different address. Foster children will count as a brother or sister to those living within the foster household or where appropriate, the natural parental home address.

CONTACTS AND FURTHER INFORMATION

School

St Budeaux Foundation C of E (Aided) Junior School
 Priestley Avenue, St Budeaux, Plymouth PL5 2DW
 01752 365217
www.st-budeaux-foundation-school-org
st.budeaux.ce.junior.school@plymouth.gov.uk

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

School Admissions Team

primary_admissions@plymouth.gov.uk

Telephone 01752 307166

Websites for the primary co-ordinated scheme and in-year co-ordinated scheme

www.plymouth.gov.uk

School Appeals

Telephone 01752 307166

Telephone 01752 258933

Education Welfare Service

Telephone 01752 307405

www.plymouth.gov.uk

The Department for Education

Telephone 0870 000 2288

Website address www.dfe.gov.uk

Choice Advisor

Telephone 01752 258933

choiceadvisor@plymouth.gov.uk

www.plymouth.gov.uk

Admission to Year 3

HOW TO APPLY FOR A PLACE AT THE NORMAL ROUND

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

Every parent who wishes to express a preference for a place here must use a Common Application Form. For residents of Plymouth, this is available online at www.plymouth.gov.uk or within the Starting School in Plymouth primary admissions booklet. A reference copy will be available at the school. Residents of neighbouring LAs – Torbay, Devon, Dorset, Cornwall and Somerset - must apply by contacting their own LA even if a place is requested here.

All applications must be made by the closing date; **15 January 2013**. In addition, parents applying for a place on religious grounds are requested to supply a letter to the school which will include the name and address of your Minister or Priest, so that they may be contacted.

WHAT HAPPENS NEXT?

If there are fewer applications than places then no application will be refused. Only if there are more applications than there are places available will the governing body prioritise applications according to the oversubscription criteria below.

Plymouth City Council co-ordinates admissions for all junior, primary and infant schools. A parent could be in a position to be offered a place at more than one school. If that happens, a place will only be offered at the school which the parent preferred the most on the Common Application Form. The home LA will write (or email if the application was online) in April 2013 to advise which school place has been allocated. The offer date in Plymouth is **19th April 2013**.

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

WHAT IF AN APPLICATION IS REFUSED?

In all cases, a parent who is refused a place here or at any other school has a statutory right of appeal to an Independent Appeals Panel. This will review the decision and will decide whether the refusal was justified on the grounds that the school was full. Even if the Appeals Panel agrees that the school was full, it will also consider the impact on the child and family and may still award a place at the school.

WAITING LISTS

A child refused a place will be automatically entered onto a waiting list for vacancies. This will be kept either until a place is available or the parent no longer wishes to stay on the waiting list. Lists are kept in oversubscription order and are not affected by the length of time a child has been on the list. A child's place may rise or fall on the list as places are offered and new applications are made.

ADMISSIONS OVERSUBSCRIPTION CRITERIA FOR

St Budeaux Foundation Junior School

A child with a Statement of Special Educational Needs (SEN) which names our school will be admitted.

Where we receive more applications than the number of places available - the Planned Admission Number - the governing body will prioritise applications using the following criteria:

OVERSUBSCRIPTION CRITERIA

In the event of the number of applications exceeding the number of places available to offer, the following oversubscription criteria will be used:

Children attending the linked infant school:

1. Looked after children
2. brothers or sisters of children who attend the junior school at the time of admission;
3. children from church going families, for example, who attend a Christian place of worship at least once a month;
4. other applicants.

Children who live inside the school's catchment area:

1. Looked after children
2. brothers or sisters of children who attend the junior school at the time of admission;
3. children from church going families, as described above;
4. other applicants.

Children who live outside the school's catchment area:

1. Looked after children
2. brothers or sisters of children who attend the junior school at the time of admission;
3. children from church going families, as described above;
4. other applicants.

(a) Where there are more applications than places available in a particular category, those living² closest to the school will have priority for any places available. Distance is measured by a straight line on the map using the City Council's electronic mapping system. Measurement points will be from an internal point of the building concerned (usually the visual centre of the building). In the event of both children living equidistance from the school the final tie breaker will a random ballot.

(b) Higher priority may be given to the admission of a child for whom an exceptional medical, educational or social justification is demonstrated. Such decisions will be made using a Protocol for admission to children with Exceptional Medical or Social Justification.

(c) Priority may be given to a child who is to be admitted to a designated special educational needs support centre at the school. We do not currently operate a special educational needs support centre at this school.

(d) Where applications are received from families with multiple birth siblings (twins, triplets, and those born within the same academic year) resident in our designated area, every effort will be made to allocate places here, including offering place(s) above the Planned Admission Number wherever possible. This recognises the exceptional nature of the emotional bonds between multiple birth siblings and the commitment to meeting the preference of children for their

designated school. Where that is not possible, parents will be invited to decide which of the children should be allocated the available place(s) or seek places at an alternative school with sufficient vacancies to accommodate both or all of the multiple birth siblings.

(e) A sibling will be considered where he or she will be attending in Years 3 to 6 at the time for which admission is sought.

(f) Where two or more children reside within a block of flats, they will be deemed to live at an equal distance from the school.

(g) Parents applying for a place on religious grounds are requested to supply a letter to the school which will include the name and address of your Minister or Priest, so that they may be contacted

In-Year admissions

HOW TO APPLY OUTSIDE THE NORMAL ROUND - IN-YEAR ADMISSIONS

Requests for admission to Year 3 made after the normal round of admissions – after 31 August 2013 – and requests for places in other Year Groups should be made direct to Plymouth City Council. All In-Year admissions to the school will be made in line with Plymouth City Council's locally agreed In-Year Co-ordinated Admissions Scheme. This is available for review at www.plymouth.gov.uk.

7(iii) St George's CE Primary School

St George's CofE Primary School is a Voluntary Aided school located in the Diocese of Exeter. The governing body of a Voluntary Aided school is the admission authority and has responsibility for admission policy.

This policy details the admission arrangements for our school and should be read in conjunction with the Primary and In-Year Co-ordinated Admissions Schemes and other agreed policies of Plymouth City Council, available at www.plymouth.gov.uk. All policies and procedures seek to comply with the requirements of the School Admissions Code of Practice, available at www.dscf.gov.uk/sacode.

Planned Admission Number for 2013-14	15
Is the planned organisation of the Reception intake subject to Key Stage One legislation	No
Supplementary Information Form used to provide evidence of religious grounds	Yes
Home-School Agreement offered to parents	Yes
School uniform	Yes
Points of entry to school	All children who are allocated a place at the school have the option to be admitted in the September following their fourth birthday. Please see the note below regarding a parent's right to defer entry to school.

THE NEED TO APPLY

All parents must make an application for their child to be admitted to a maintained primary or infant school, using a Common Application Form from the City Council. Places are not allocated to a child automatically, even where:

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

No places will be held in reserve for a child who applies late; the governing body cannot hold empty places if another child applies for admission.

We will share information with the City Council and will publicise the need to apply but the responsibility for making an application will be with the parent.

CHOICE ADVICE

Plymouth provides advice and support to parents unsure how to apply and express preferences for schools. In addition to the Schools Admission Team, there is independent support from Plymouth's Choice Advisor.

VISITING OUR SCHOOL

We welcome visits from parents and children considering applying for a place here. This is an opportunity for parents to see what we have to offer. Visits are not a compulsory part of the admissions process and will not affect decisions on whether a place can be offered at our school. If you would like to visit our school, you should contact the school to make an appointment.

WHAT IF AN APPLICATION IS REFUSED?

In all cases, a parent who is refused a place here or at any other school has a statutory right of appeal to an Independent Appeals Panel. This will review the decision and will decide whether the refusal was justified on the grounds that the school was full. Even if the Appeals Panel agrees that the school was full, it will also consider the impact on the child and family and may still award a place at the school.

WAITING LISTS

A child refused a place will be automatically entered onto a waiting list for vacancies. This will be kept either until a place is available or the parent no longer wishes to stay on the waiting list. Lists are kept in oversubscription order and are not affected by the length of time a child has been on the list. A child's place may rise or fall on the list as places are offered and new applications are made.

POINTS OF ADMISSION

There is a legal requirement that all children begin full time education by the beginning of the term following their fifth birthday.

DELAYED ADMISSION

This is where a child starts an academic year later than normal but still enters at the Reception stage. Such an arrangement must be supported with any combination of medical, social and educational evidence from independent professionals. A place cannot be guaranteed a year in advance. For discussion and advice, a parent should contact the School Admissions Team. It is advisable to submit an application on time in any event whilst a request for delayed admission is considered by all parties including the governing body.

ADMISSIONS OUTSIDE A CHILD'S NORMAL AGE GROUP

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

FLEXI-SCHOOLING

This school respects requests from parents for their child to be part educated at home. Requests will be considered on an individual basis and will be determined by the Headteacher. There will be consideration of the benefits and disadvantages expected for the child as well as the impact on the school with regard, for example, to organisation and discipline.

EXTENDED SCHOOLING

This school does not offer extended school arrangements. Further information is available from the school and our website.

HOME-SCHOOL AGREEMENT

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

UNIFORM POLICY

Children attending our school are expected to wear a uniform. The items required can be viewed on our school website. They are available from the school and also from most retail outlets. While Plymouth City Council does not offer financial assistance with uniform and school equipment expenses, parents can contact the Education Welfare Service in cases of extreme hardship.

Parents unable to purchase items of uniform or equipment will not be penalised. We operate a scheme to assist families in need.

SCHOOL FEES AND CHARGES

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

OBJECTIONS TO THIS POLICY

For information on how to object to the terms of this or any other admissions policy or procedure, advice is available at www.schoolsadjudicator.gov.uk. This should be by the 31 July.

DEFINITIONS

A 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).
Christian Church	A church which is recognised by Churches Together in England. For details of churches which are members of Churches Together in England please see www.churches-together.net or telephone 020 7529 8131 .
Designated Area	The geographical area served by a particular school. It is sometimes called the 'catchment' area. Residents of a school's designated area have a higher priority for places when a school is oversubscribed than those who live outside the area.
Living	This is defined as the address where the child is normally resident. Where a child lives at more than one address through shared residency, the home address will be with the parent who receives Child Benefit.
Parent	A parent is any person who has parental responsibility or care of the child. Where admission arrangements refer to 'parents' attendance at church' it is sufficient for just one parent to attend. Where we use the term parent, we also mean carer or guardian.
Planned Admission Number	This is the minimum number of places available at the school. In limited circumstances, more will be admitted according to the

Primary Co-ordinated Admissions Scheme. It is calculated taking into account the physical capacity of the school, the level of demand expected from local, in-area children and sensible school organisation.

Regular Attenders

Attends church on at least a monthly basis. If you are applying to the school on religious grounds you need to complete the supplementary information form available direct from the school. This form includes a section for your priest/minister to sign and confirm your regular attendance

Sibling

This will be a full, adopted half or step brother or sister and will include a full, adopted half or step brother or sister living at a different address. Foster children will count as a brother or sister to those living within the foster household or where appropriate, the natural parental home address.

CONTACTS AND FURTHER INFORMATION

St George's Church of England (VA) Primary School

Admiralty Street

Stonehouse

Plymouth

PL1 3RX

01752 224863

www.st-georges.plymouth.sch.uk

admin@st-georges.plymouth.sch.uk

The Diocese of Exeter

Diocesan Board of Education

The Old Deanery

The Cloisters

Exeter EX1 1HS

01392 294939

School Admissions Team

primary_admissions@plymouth.gov.uk

Telephone 01752 307166

Websites for the primary co-ordinated scheme and in-year co-ordinated scheme

www.plymouth.gov.uk

School Appeals

Telephone 01752 307166

Telephone 01752 258933

Education Welfare Service

Telephone 01752 307405

www.plymouth.gov.uk

The Department for Education

Telephone 0870 000 2288

Website address www.dfe.gov.uk

Choice Advisor

Telephone 01752 258933

choiceadvisor@plymouth.gov.uk

www.plymouth.gov.uk

Policy version

This policy was agreed by governors in September 2011.

It will be reviewed in 2012.

Admission to Year R

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

Every parent who wishes to express a preference for a place here must use a Common Application Form. For residents of Plymouth, this is available online at www.plymouth.gov.uk or within the Starting School in Plymouth primary admissions booklet. A reference copy will be available at the school. Residents of neighbouring LAs – Torbay, Devon, Dorset, Cornwall and Somerset - must apply by contacting their own LA even if a place is requested here.

All applications must be made by the closing date; **15 January 2013**. In addition, parents applying for a place on religious grounds are also advised to complete a Supplementary Information Form. These forms are available direct from the school or from Plymouth City Council. Supplementary Information Forms should be completed and returned to the school by the closing date. Without a Supplementary Information Form, the governing body will still consider the application but will not be in a position to prioritise it according to religious grounds.

WHAT HAPPENS NEXT?

If there are fewer applications than places then no application will be refused. Only if there are more applications than there are places available will the governing body will prioritise applications according to the oversubscription criteria below.

Plymouth City Council co-ordinates admissions for all junior, primary and infant schools. A parent could be in a position to be offered a place at more than one school. If that happens, a place will only be offered at the school which the parent preferred the most on the Common Application Form. The home LA will write (or email if the application was online) in April 2012 to advise which school place has been allocated. The offer date in Plymouth is **19th April 2013**.

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

DEFERRED ADMISSION

September 2013 is the earliest point for admission to the Reception class at this school but is not a compulsory start date. All parents can defer admission within the Reception year until the beginning of the term following their child's **fifth** birthday. This is a decision for the parent to make, taking all factors into account including the advice of educational professionals.

Those parents who decide that their child should defer must inform the Headteacher. The place offered for their child **will be held open and will not be offered to another child**. Where a parent does not inform the Headteacher that admission is to be deferred and does not admit the child in September, the place may be withdrawn and offered to another child.

Children born between 1 April and 31 August cannot defer admission to Reception into the following September but can apply for a place in Year 1. This would be an in-year application, no earlier than the half term in June 2013.

ADMISSIONS OVERSUBSCRIPTION CRITERIA FOR ST GEORGE'S C. of E. (V.A.) PRIMARY SCHOOL

A child with a Statement of Special Educational Needs (SEN) which names our school will be admitted.

Where we receive more applications than the number of places available - the Planned Admission Number - the governing body will prioritise applications using the following criteria:

OVERSUBSCRIPTION CRITERIA

In the event of the number of applications exceeding the number of places available to offer, the following oversubscription criteria will be used:

1. Looked after children
2. Children living in the schools designated area with a sibling who will be attending the school at the time of admission
3. Other children living in the schools designated area
4. Children who live outside the schools designated area whose parent(s) or carer(s) are regular attenders of a Christian Church
5. Children who live outside of the schools designated area with a sibling who will be attending the school at the time of admission
6. Other children living outside of the schools designated area

(a) Where there are more applications than places available in a particular category, those living² closest to the school will have priority for any places available. Distance will be measured by taking a straight line on a map using the Council's electronic mapping system- the shorter the distance the higher the priority. In the event of both children living equidistance from the school the final tie breaker will be a random ballot.

(b) Higher priority may be given to the admission of a child for whom an exceptional medical, educational or social justification is demonstrated. Such decisions will be made using a Protocol for admission to children with Exceptional Medical or Social Justification.

(c) Priority may be given to a child who is to be admitted to a designated special educational needs support centre at the school. We do not currently operate a special educational needs support centre at this school.

(d) Where applications are received from families with multiple birth siblings (twins, triplets, etc.) resident in our designated area, every effort will be made to allocate places here, including offering place(s) above the Planned Admission Number wherever possible. This recognises the exceptional nature of the emotional bonds between multiple birth siblings and the commitment to meeting the preference of children for their designated school. Where that is not possible, parents will be invited to decide which of the children should be allocated the available place(s) or seek places at an alternative school with sufficient vacancies to accommodate both or all of the multiple birth siblings.

(e) Where applications are made at the same time for two children not falling within multiple birth siblings, (sometimes referred to as contemporaneous admissions) the application will not be considered under the 'sibling' criteria.

(f) A sibling will be considered where he or she will be attending in Reception or Years 1 to 6 at the time for which admission is sought.

(g) Where two or more children reside within a block of flats, they will be deemed to live at an equal distance from the school.

In-Year admissions

Requests for admission to Reception made after the normal round of admissions – after 31 August 2013 – and requests for places in other Year Groups should be made direct to the Plymouth City Council where the child is resident. All In-Year admissions to the school will be made in line with Plymouth City Council's In-Year Co-ordinated Admissions Scheme. This is available for review at www.plymouth.gov.uk.

Supplementary Information Form

St George's Church of England (VA) Primary School

SUPPLEMENTARY INFORMATION FORM

PART A

2013- 14

To be completed by the parent

St George's CofE Primary School is a Voluntary Aided school. The Governing Body, as the legal Admissions Authority, determines pupil admissions to this school. This Supplementary Form will ensure that the Governing Body has the information it needs to apply its over-subscription criteria if it receives more applications than it has places to offer.

Once you have completed Part A, please pass the form to your priest or minister who will complete Part B and return it to the school. Both parts should be returned by the closing date of 15 January 2013 to ensure that your application is considered on time.

You must also complete a Plymouth City Council Common Application Form.

Full Name of child/ren	
Date of Birth	

<p>Please respond to the following criteria;</p> <p>'Children who live outside the schools designated area whose parent(s) or carer(s) are regular attenders of a Christian Church' (Attends church on at least a monthly basis.)</p>	
---	--

Your name			
Please sign here		Date	

St George's Church of England (VA) Primary School

SUPPLEMENTARY INFORMATION FORM

PART B

2013-14

To be completed by the Church Priest or Minister

Name of applicant..... has applied for a place at St George's Church of England Primary School for the academic year 2013-14. We ask that you confirm your knowledge of this family in relation to the faith criteria below.

Please return this form to school by 15 January 2013.

Thank you for your assistance in completing this Supplementary Information Form.

Full Name of child/ren	
Date of Birth	

Church	
Priest or minister	
Address	
Telephone	

<p>Please respond to the following criteria;</p> <p style="padding-left: 40px;">‘Children who live outside the schools designated area whose parent(s) or carer(s) are regular attenders of a Christian Church’</p> <p>(Attends church on at least a monthly basis.)</p>	
<p>I confirm that the information provided above is accurate.</p>	

Please sign here		Date	
------------------	--	------	--

PLYMPTON ST MARY C OF E (VOLUNTARY AIDED) INFANT SCHOOL

Admissions Policy 2013/14



Plympton St Mary C of E Infant School (Voluntary Aided) seeks to be an inclusive community school which offers a broad and balanced curriculum to families who wish their child to enjoy our strong Christian ethos and be educated in a Church of England school.

Plympton St Mary's CofE Infant School is a Voluntary Aided school located in the Diocese of Exeter. The governing body of a Voluntary Aided school is the admission authority and has responsibility for admission policy.

This policy details the admission arrangements for our school and should be read in conjunction with the Junior, Primary and Infant and In-Year Co-ordinated Admissions Schemes and other agreed policies of Plymouth City Council, available at www.plymouth.gov.uk. All policies and procedures seek to comply with the requirements of the School Admissions Code of Practice, available at www.dscf.gov.uk/sacode.

Planned Admission Number for 2013-14	60
Is the planned organisation of the Reception intake subject to Key Stage One legislation	Yes
Supplementary Information Form used to provide evidence of religious grounds	Yes
Home-School Agreement offered to parents	Yes
School uniform	Yes
Points of entry to school	All children who are allocated a place at

	the school have the option to be admitted in the September following their fourth birthday. Please see the note below regarding a parent's right to defer entry to school.
--	---

THE NEED TO APPLY

All parents must make an application for their child to be admitted to a maintained primary or infant school, using a Common Application Form from the City Council. Places are not allocated to a child automatically, even where:

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

No places will be held in reserve for a child who applies late; the governing body cannot hold empty places if another child applies for admission.

We will share information with the City Council and will publicise the need to apply but the responsibility for making an application will be with the parent.

CHOICE ADVICE

Plymouth provides advice and support to parents unsure how to apply and express preferences for schools. In addition to the Schools Admission Team, there is independent support from Plymouth's Choice Advisor.

VISITING OUR SCHOOL

We welcome visits from parents and children considering applying for a place here. This is an opportunity for parents to see what we have to offer. Visits are not a compulsory part of the admissions process and will not affect decisions on whether a place can be offered at our school. If you would like to visit our school, you should contact the school to make an appointment.

WHAT IF AN APPLICATION IS REFUSED?

In all cases, a parent who is refused a place here or at any other school has a statutory right of appeal to an Independent Appeals Panel. This will review the decision and will decide whether the refusal was justified on the grounds that the school was full. Even if the Appeals Panel agrees that the school was full, it will also consider the impact on the child and family and may still award a place at the school.

We organise our Reception and Key Stage One children into classes of 30. This is the legal maximum number of children allowed in a Key Stage One class with one qualified teacher. There are very limited exceptions which would allow a school to exceed 30 children in a Key Stage One class. Any appeal for a place here is subject to Key Stage One or Infant Class Size Legislation; a more limited form of appeal. Further information is available by contacting the Clerk to the Appeals Panel.

WAITING LISTS

A child refused a place will be automatically entered onto a waiting list for vacancies. This will be kept either until a place is available or the parent no longer wishes to stay on the waiting list. Lists are kept in oversubscription order and are not affected by the length of time a child has been on the list. A child's place may rise or fall on the list as places are offered and new applications are

made. The waiting list will be administered by the School Admissions Team with a copy being held here at the school. In year admissions will be held by the school.

POINTS OF ADMISSION

There is a legal requirement that all children begin full time education by the beginning of the term following their fifth birthday.

DEFERRED ADMISSION

September 2013 is the earliest point for admission to the Reception class at this school but is not a compulsory start date. All parents can defer admission within the Reception year until the beginning of the term following their child's **fifth** birthday. This is a decision for the parent to make, taking all factors into account including the advice of educational professionals.

Those parents who decide that their child should defer must inform the Headteacher. The place offered for their child **will be held open and will not be offered to another child**. Where a parent does not inform the Headteacher that admission is to be deferred and does not admit the child in September, the place may be withdrawn and offered to another child.

Children born between 1 April and 31 August cannot defer admission to Reception into the following September but can apply for a place in Year 1. This would be an in-year application, no earlier than the half term in June 2014.

DELAYED ADMISSION

This is where a child starts an academic year later than normal but still enters at the Reception stage. Such an arrangement must be supported with any combination of medical, social and educational evidence from independent professionals. A place cannot be guaranteed a year in advance. For discussion and advice, a parent should contact the School Admissions Team. It is advisable to submit an application on time in any event whilst a request for delayed admission is considered by all parties including the governing body.

ADMISSIONS OUTSIDE A CHILD'S NORMAL AGE GROUP

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

FLEXI-SCHOOLING

This school respects requests from parents for their child to be part educated at home. Requests will be considered on an individual basis and will be determined by the Headteacher. There will be consideration of the benefits and disadvantages expected for the child as well as the impact on the school with regard, for example, to organisation and discipline.

EXTENDED SCHOOLING

This school does offer extended school arrangements. Further information is available from the school and our website.

HOME-SCHOOL AGREEMENT

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

UNIFORM POLICY

Children attending our school are expected to wear a uniform. The items required can be viewed on our school website. Specific items with the school logo are available from the school, however most items are available from local retail outlets. While Plymouth City Council does not offer financial assistance with uniform and school equipment expenses, parents can contact the Education Welfare Service in cases of extreme hardship. Parents unable to purchase items of uniform or equipment will not be penalised.

SCHOOL FEES AND CHARGES

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

OBJECTIONS TO THIS POLICY

For information on how to object to the terms of this or any other admissions policy or procedure, advice is available at www.schoolsadjudicator.gov.uk. This should be by the 31 July.

DEFINITIONS

Looked after children	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).
Living	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 of medical services etc.
Parent	A parent is any person who has parental responsibility or care of the child. Where admission arrangements refer to ‘parents’ attendance at church’ it is sufficient for just one parent to attend. Where we use the term parent, we also mean carer or guardian.
Planned Admission Number	This is the minimum number of places available at the school. In limited circumstances, more will be admitted according to the Primary Co-ordinated Admissions Scheme. It is calculated taking into account the physical capacity of the school, the level of demand expected from local, in-area children and sensible school organisation.
Church going families	Faithful and regular worship at a Christian Church is defined as regular

attendance (at least monthly) with supporting evidence from parents/carers and the church minister. This reference should include regularity of attendance. This information should be provided on a supplementary information form, available from the school office and returned by the deadline for admission applications.

Sibling

This will be a full, adopted half or step brother or sister and will include a full, adopted half or step brother or sister living at a different address. Foster children will count as a brother or sister to those living within the foster household or where appropriate, the natural parental home address.

CONTACTS AND FURTHER INFORMATION

School

Plympton St Mary C of E Infant School
8 Market Road
Plympton
Plymouth
PL7 1QW
01752 337912
www.plymptonstmaryinfants.com
admin@stmarysinfants.org.uk

The Diocese of Exeter

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

School Admissions Team

primary_admissions@plymouth.gov.uk
Telephone 01752 307166
Websites for the primary co-ordinated scheme and in-year co-ordinated scheme
www.plymouth.gov.uk

School Appeals

Telephone 01752 307166
Telephone 01752 258933

Education Welfare Service

Telephone 01752 307405
www.plymouth.gov.uk

The Department for Education (DFE)

Telephone 0870 000 2288

Website address www.dcsf.gov.uk

Choice Advisor

Telephone 01752 258933

choiceadvisor@plymouth.gov.uk

www.plymouth.gov.uk

Policy version

This policy was agreed by Governors in December 2011.

It will be reviewed in November 2012.

Admission to Year R

HOW TO APPLY FOR A PLACE AT THE NORMAL ROUND

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

Every parent who wishes to express a preference for a place here must use a Common Application Form. For residents of Plymouth, this is available online at www.plymouth.gov.uk or within the Starting School in Plymouth primary admissions booklet. A reference copy will be available at the school. Residents of neighbouring LAs – Torbay, Devon, Dorset, Cornwall and Somerset - must apply by contacting their own LA even if a place is requested here.

All applications must be made by the closing date; **15 January 2013**. In addition, parents applying for a place on religious grounds are also advised to complete a Supplementary Information Form. These forms are available direct from the school or from Plymouth City Council. Supplementary Information Forms should be completed and returned to the school by the closing date. Without a Supplementary Information Form, the governing body will still consider the application but will not be in a position to prioritise it according to religious grounds.

WHAT HAPPENS NEXT?

If there are fewer applications than places then no application will be refused. Only if there are more applications than there are places available will the governing body will prioritise applications according to the oversubscription criteria below.

Plymouth City Council co-ordinates admissions for all junior, primary and infant schools. A parent could be in a position to be offered a place at more than one school. If that happens, a place will only be offered at the school which the parent preferred the most on the Common Application Form. The home LA will write (or email if the application was online) in April 2013 to advise which school place has been allocated. The offer date in Plymouth is **19th April 2013**.

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

ADMISSIONS OVERSUBSCRIPTION CRITERIA FOR PLYMPTON ST MARY'S C. of E. (V.A.) INFANT SCHOOL

A child with a Statement of Special Educational Needs (SEN) which names our school will be admitted.

Where we receive more applications than the number of places available - the Planned Admission Number - the governing body will prioritise applications using the following criteria:

OVERSUBSCRIPTION CRITERIA

- 1 Looked after children
- 2 Siblings of children who attend the school at the time of admission

- 3 Children from church going families i.e. attend a Christian place of worship at least once a month
- 4 Other applicants

(a) **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 local authority 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.

In the event of both children living equidistance from the school the final tie breaker will a random ballot.

(b) Higher priority may be given to the admission of a child for whom an exceptional medical, or social justification is demonstrated. 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.

(c) Priority may be given to a child who is to be admitted to a designated special educational needs support centre at the school. We do not currently operate a special educational needs support centre at this school.

(d) Where applications are received from families with multiple birth siblings (twins, triplets, etc. children born in the same year group) every effort will be made to allocate places here, including offering place(s) above the Planned Admission Number wherever possible. This recognises the exceptional nature of the emotional bonds between multiple birth siblings and the commitment to meeting the preference of children for their designated school. Where this is not possible, parents will be invited to decide which of the children should be allocated the available place(s) or seek places at an alternative school with sufficient vacancies to accommodate both or all of the multiple birth siblings.

(e) Where applications are made at the same time for two children not falling within multiple birth siblings, (sometimes referred to as contemporaneous admissions) the application will not be considered under the 'sibling' criteria.

(f) A sibling will be considered where he or she will be attending in Reception or Years 1 to 2 at the time for which admission is sought.

(g) Where two or more children reside within a block of flats, they will be deemed to live at an equal distance from the school.

(h) Parents applying for a place on religious grounds are requested to supply a supplementary information form to the school which will include the name and address of your Minister or Priest, so that they may be contacted

In-Year admissions

Requests for admission to Reception made after the normal round of admissions – after 31 August 2013 – and requests for places in other Year Groups should be made direct to Plymouth City Council. All In-Year admissions to the school will be made in line with Plymouth City Council's locally agreed In-Year Admissions Scheme. This is available for review at www.plymouth.gov.uk.

Supplementary Information Form



PLYMPTON ST MARY C OF E (VOLUNTARY AIDED) INFANT SCHOOL

PART A

2013-14

To be completed by the parent

Plympton St Mary's CofE Primary School is a Voluntary Aided school. The Governing Body, as the legal Admissions Authority, determines pupil admissions to this school. This Supplementary Form will ensure that the Governing Body has the information it needs to apply its over-subscription criteria if it receives more applications than it has places to offer.

Once you have completed Part A, please pass the form to your priest or minister who will complete Part B and return it to the school. Both parts should be returned by the closing date of 15 January 2013 to ensure that your application is considered on time.

You must also complete a Plymouth City Council Common Application Form.

Full Name of child/ren	
Date of Birth	

reference to the criteria	Children from church going families i.e. attend a Christian place of worship at least once a month

Your name			
Please sign here		Date	



PLYMPTON ST MARY C OF E (VOLUNTARY AIDED) INFANT SCHOOL

SUPPLEMENTARY INFORMATION FORM

PART B

2013-14

To be completed by the Church Priest or Minister

has applied for a place at Plympton St Mary's for the academic year 2013-14. We ask that you confirm your knowledge of this child or family in relation to the faith criteria below.

Please return this form to school by 15 January 2013.

Thank you for your assistance in completing this Supplementary Information Form.

Full Name of child/ren	
Date of Birth	

Church	
Priest or minister	
Address	
Telephone	

reference to the criteria	Children from church going families i.e. attend a Christian place of worship at least once a month

I confirm that the information provided above is accurate.

Please sign here		Date	
------------------	--	------	--

N.B. If a family is refused a place at the school and appeals against the governors' decision, this form may be used as evidence at the appeal.

7(iv) St Peter's CE Primary School

St Peter's CE (VA) Primary School



Policy for Admissions 2013/14

Reviewed: 17th November 2011

Review: November 2012

Determined by Governors: 29.03.2012

Defining Statement

St Peter's is a Church of England (Voluntary Aided) primary school and is part of the ministry of St Peter's Parish Church, which is in the Catholic tradition of the Church of England.

VISION

Our vision is to reveal God within each child by challenging their curiosity, creativity and empathy. We will nurture each child to develop the competencies, skills and dispositions to be a learner for life.

THE AIMS OF OUR SCHOOL

Throughout the school we want the children to:

- Develop an understanding of God through their spiritual development.
- Develop independence with lively, enquiring minds and effective learning skills.
- Be literate and numerate to a high standard that will allow them to be successful in their lives.
- Develop socially responsible behaviour, personal confidence and to value their achievements.
- Develop healthy lifestyles paying particular attention to physical education and healthy eating.
- Feel an influential part of the school, the wider community and St Peter's parish.

We aim to achieve these outcomes by giving careful attention to:

- a curriculum that provides rich and creative opportunities for learning,
- the quality of relationships within the school,
- the equality of opportunity in the school,
- the leadership, management and organisation of the school,
- the values of the school,
- all areas that contribute to the ethos of the school
- our relationship with St Peter's Church and our community.

St Peter's CE (VA) Primary School seeks to be an inclusive community school which offers a broad and balanced curriculum to families who wish their child to enjoy our strong Christian ethos and be educated in a Church of England School

St Peter's CofE Primary School is a Voluntary Aided school located in the Diocese of Exeter. The governing body of a Voluntary Aided school is the admission authority and has responsibility for admission policy.

This policy details the admission arrangements for our school and should be read in conjunction with the Primary and In-Year Co-ordinated Admissions Schemes and other agreed policies of Plymouth City Council, available at www.plymouth.gov.uk. All policies and procedures seek to comply with the requirements of the School Admissions Code of Practice, available at www.dscf.gov.uk/sacode.

Planned Admission Number for 2012/13	25
Is the planned organisation of the Reception intake subject to Key Stage One legislation	NO
Letter from a priest or minister used to provide evidence of religious grounds	Yes
Home-School Agreement offered to parents	Yes
School uniform	Yes

Points of entry to school	All children who are allocated a place at the school have the option to be admitted in the September following their fourth birthday. Please see the note below regarding a parent's right to defer entry to school.
---------------------------	---

THE NEED TO APPLY

All parents must make an application for their child to be admitted to a maintained primary or infant school, using a Common Application Form from the City Council. Places are not allocated to a child automatically, even where:

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

No places will be held in reserve for a child who applies late; the governing body cannot hold empty places if another child applies for admission.

We will share information with Plymouth City Council and will publicise the need to apply but the responsibility for making an application will be with the parent.

CHOICE ADVICE

Plymouth provides advice and support to parents unsure how to apply and express preferences for schools. In addition to the Schools Admission Team, there is independent support from Plymouth's Choice Advisor.

VISITING OUR SCHOOL

We welcome visits from parents and children considering applying for a place here. This is an opportunity for parents to see what we have to offer. Visits are not a compulsory part of the admissions process and will not affect decisions on whether a place can be offered at our school. If you would like to visit our school, you should contact the school to make an appointment.

POINTS OF ADMISSION

There is a legal requirement that all children begin full time education by the beginning of the term following their fifth birthday.

DELAYED ADMISSION

This is where a child starts an academic year later than normal but still enters at the Reception stage. Such an arrangement must be supported with any combination of medical, social and educational evidence from independent professionals. A place cannot be guaranteed a year in advance. For discussion and advice, a parent should contact the School Admissions Team. It is advisable to submit an application on time in any event whilst a request for delayed admission is considered by all parties including the governing body.

ADMISSIONS OUTSIDE A CHILD'S NORMAL AGE GROUP

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

FLEXI-SCHOOLING

This school respects requests from parents for their child to be part educated at home. Requests will be considered on an individual basis and will be determined by the Headteacher. There will be consideration of the benefits and disadvantages expected for the child as well as the impact on the school with regard, for example, to organisation and discipline.

DESIGNATED AREA

The designated catchment area for this school can be viewed by contacting the school.

EXTENDED SCHOOLING

This school does offer extended school arrangements. Further information is available from the school and our website.

HOME-SCHOOL AGREEMENT

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

UNIFORM POLICY

Children attending our school are expected to wear a uniform. The items required can be viewed on our school website. They are available from the school and also from most retail outlets. While Plymouth City Council does not offer financial assistance with uniform and school equipment expenses, parents can contact the Education Welfare Service in cases of extreme hardship. There is a possibility that you can purchase some second hand uniform when available. Parents unable to purchase items of uniform or equipment will not be penalised. We operate a scheme to assist families in need.

SCHOOL FEES AND CHARGES

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

OBJECTIONS TO THIS POLICY

For information on how to object to the terms of this or any other admissions policy or procedure, advice is available at www.schoolsadjudicator.gov.uk. This should be by the 30 June.

CONTACTS AND FURTHER INFORMATION

The Headteacher

St Peter's CE (VA) Primary School,
Rendle Street
Plymouth
PL1 1TP

Tel: 01752 667724

Fax: 01752 267976

Email: st.peters.ce.primary.school@plymouth.gov.uk The Diocese of Exeter

Diocesan Board of Education

The Old Deanery
The Cloisters
Exeter EX1 1HS
01392 294939

School Admissions Team

primary_admissions@plymouth.gov.uk

Telephone 01752 307166

Websites for the primary co-ordinated scheme and in-year co-ordinated scheme
www.plymouth.gov.uk

School Appeals

Telephone 01752 307166

Telephone 01752 258933

Education Welfare Service

Telephone 01752 307405

www.plymouth.gov.uk

The Department for Education (DFE)

Telephone 0870 000 2288

Website address www.dcsf.gov.uk

Choice Advisor

Telephone 01752 258933

choiceadvisor@plymouth.gov.uk

www.plymouth.gov.uk

Policy version

This policy was agreed by full governors on Thursday 17th November 2011
It will be reviewed in November 2012.

Admission to Year R

HOW TO APPLY FOR A PLACE AT THE NORMAL ROUND

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

Every parent who wishes to express a preference for a place here must use a Common Application Form. For residents of Plymouth, this is available online at www.plymouth.gov.uk or within the Starting School in Plymouth primary admissions booklet. A reference copy will be available at the school. Residents of neighbouring LAs – Torbay, Devon, Dorset, Cornwall and Somerset - must apply by contacting their own LA even if a place is requested here.

All applications must be made by the closing date; **15 January 2013**. In addition, parents applying for a place on religious grounds are requested to supply a letter to the school which will include the name and address of your Minister or Priest, so that they may be contacted.

WHAT HAPPENS NEXT?

If there are fewer applications than places then no application will be refused. Only if there are more applications than there are places available will the governing body prioritise applications according to the oversubscription criteria below.

Plymouth City Council co-ordinates admissions for all junior, primary and infant schools. A parent could be in a position to be offered a place at more than one school. If that happens, a place will only be offered at the school which the parent preferred the most on the Common Application Form. The home LA will write (or email if the application was online) in April 2013 to advise which school place has been allocated. The offer date in Plymouth is **19th April 2013**.

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

WHAT IF AN APPLICATION IS REFUSED?

In all cases, a parent who is refused a place here or at any other school has a statutory right of appeal to an Independent Appeals Panel. This will review the decision and will decide whether the refusal was justified on the grounds that the school was full. Even if the Appeals Panel agrees that the school was full, it will also consider the impact on the child and family and may still award a place at the school.

We usually organise our Reception and Key Stage One children into classes of 25 (PAN). The legal maximum number of children allowed in a Key Stage One class with one qualified teacher is 30. There are very limited exceptions which would allow a school to exceed 30 children in a Key Stage One class. Further information is available from the school or by contacting the Clerk to the Appeals Panel.

DEFERRED ADMISSION

September 2013 is the earliest point for admission to the Reception class at this school but is not a compulsory start date. All parents can defer admission within the Reception year until the beginning of the term following their child's **fifth** birthday. This is a decision for the parent to make, taking all factors into account including the advice of educational professionals.

Those parents who decide that their child should defer must inform the Headteacher. The place offered for their child **will be held open and will not be offered to another child**. Where a parent does not inform the Headteacher that admission is to be deferred and does not admit the child in September, the place may be withdrawn and offered to another child.

Children born between 1 April and 31 August cannot defer admission to Reception into the following September but can apply for a place in Year 1. This would be an in-year application, no earlier than the half term in June 2014.

WAITING LISTS

A child refused a place will be automatically entered onto a waiting list for vacancies. This will be kept either until a place is available or the parent no longer wishes to stay on the waiting list. Lists are kept in oversubscription order and are not affected by the length of time a child has been on the list. A child's place may rise or fall on the list as places are offered and new applications are made.

ADMISSIONS OVERSUBSCRIPTION CRITERIA FOR ST PETER'S C. of E. (V.A.) PRIMARY SCHOOL

A child with a Statement of Special Educational Needs (SEN) which names our school will be admitted.

St Peter's CE (VA) Primary School seeks to be an inclusive community school which offers a broad and balanced curriculum to families who wish their child to enjoy our strong Christian ethos and be educated in a Church of England School. In the event that a school receives more applications than is Published Admission Number, the following oversubscription criteria will apply in order.

- I Looked-after children
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 [1]. 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)

Any over subscription criteria must give priority to looked after children and previously looked after children of the faith before other children of the faith, and where there is any element of priority given in relation to children not of the faith they must give priority to looked after children and previously looked after children not of the faith above other children not of the faith.

[1] An adoption order is an order under section 46 of the Adoption and Children Act 2002.

A 'residence order' is an order setting the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989.

Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

- 2 Children who live in the school's catchment area
 - 2.1 Siblings of children who attend the school at the time of admission
 - 2.2 Children from church going families i.e. attend a Christian place of worship at least once a month
 - 2.3 Other applicants

- 3 Children who live outside the catchment area
 - 3.1 Siblings of children who attend the school at the time of admission
 - 3.2 Children from Church going families as outlined above
 - 3.3 Other applicants

(a) Where there are more applications than places available in a particular category, those living² closest to the school will have priority for any places available. Distance is measured by a straight line on the map using the City Council's electronic mapping system. Measurement points will be from an internal point of the building concerned (usually the visual centre of the building). In the event of both children living equidistance from the school the final tie breaker will a random ballot.

(b) Higher priority may be given to the admission of a child for whom an exceptional medical, educational or social justification is demonstrated. Such decisions will be made using a Protocol for admission to children with Exceptional Medical or Social Justification.

(c) Priority may be given to a child who is to be admitted to a designated special educational needs support centre at the school. We do not currently operate a special educational needs support centre at this school.

(d) Where applications are received from families with multiple birth siblings (twins, triplets, etc.) resident in our catchment area, every effort will be made to allocate places here, including offering place(s) above the Planned Admission Number wherever possible. This recognises the exceptional nature of the emotional bonds between multiple birth siblings and the commitment to meeting the preference of children for their designated school. Should this result in more than 30 children in a Key Stage One class, qualifying measures will be taken to ensure that Key Stage One class size legislation is not breached. Where that is not possible, parents will be invited to decide which of the children should be allocated the available place(s) or seek places at an alternative school with sufficient vacancies to accommodate both or all of the multiple birth siblings.

(e) Where applications are made at the same time for two children not falling within multiple birth siblings, (sometimes referred to as contemporaneous admissions) the application will not be considered under the 'sibling' criteria.

(f) A sibling will be considered where he or she will be attending in Reception or Years 1 to 6 at the time for which admission is sought.

(g) Where two or more children reside within a block of flats, they will be deemed to live at an equal distance from the school.

DEFINITIONS

Looked After Children These children are looked after by or provided with accommodation in the exercise of its functions by Plymouth City Council or any other LA

which has informed Plymouth City Council of its wish to place a child.

Designated Area	The geographical area served by a particular school. It is sometimes called the 'catchment' area. Residents of a school's designated area have a higher priority for places when a school is oversubscribed than those who live outside the area.
Living	This is defined as the address where the child is normally resident. Where a child lives at more than one address through shared residency, 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.
Parent	A parent is any person who has parental responsibility or care of the child. Where admission arrangements refer to 'parents' attendance at church' it is sufficient for just one parent to attend. Where we use the term parent, we also mean carer or guardian.
Planned Admission Number	This is the minimum number of places available at the school. In limited circumstances, more will be admitted according to the Primary Co-ordinated Admissions Scheme. It is calculated taking into account the physical capacity of the school, the level of demand expected from local, in-area children and sensible school organisation.
Christian	Christian is defined as: 'Churches which are members of Churches Together in Britain and Northern Ireland'
Sibling	This will be a full, adopted half or step brother or sister and will include a full, adopted half or step brother or sister living at a different address. Foster children will count as a brother or sister to those living within the foster household or where appropriate, the natural parental home address.

In-Year admissions

Requests for admission to Reception made after the normal round of admissions – after 31 August 2013 – and requests for places in other Year Groups should be made direct to Plymouth City Council. All In-Year admissions to the school will be made in line with Plymouth City Council's locally agreed In-Year Admissions Scheme.

The oversubscription criteria that applies to the normal point of entry at Year R above applies also to in-year admission requests.

8. Oversubscription criteria for Voluntary Aided Roman Catholic (VA RC) Schools

Voluntary Aided schools are responsible for their own admission arrangements but must still abide by the School Admissions Code of Practice/associated Regulations, the City Council's co-ordinated scheme of admissions and their own admission policies.

Primary Voluntary Aided Roman Catholic (VA RC) Schools:

Applies to the following schools: The Cathedral School St Mary's RC Primary School, Holy Cross RC Primary School, Keyham Barton RC Primary School, St Joseph's RC Primary School, St Paul's RC Primary School and St Peter's RC Primary School.

Admissions to Year R

The Catholic primary schools of Plymouth welcome applications from parents of children of all denominations and faiths and those of no particular faith background.

If there are more applications than the number of places available at the school in question, children will be admitted in order of the criteria below. Any child for whom the school is named on their Statement of Special Educational Need will be offered a place before all other applicants.

If you are applying for a place under any of criteria 1-7 below, you should also submit a Catholic School Supplementary Form to the school named on your Common Application Form. This will allow the governing body to ensure that places are offered strictly in accordance with the criteria.

The Criteria

1. A looked after child.
(Evidence: Local Authority confirmation)
2. A baptised Catholic child.
(Evidence: baptismal certificate or signature of a Catholic priest confirming their knowledge of the child's baptism)
3. A child who will have a sibling in the school at the time their admission.
(Evidence: the Supplementary Form will allow the name and class of a sibling to be given.)
4. A child whose normal residence is with at least one parent who is a baptised Catholic.
(Evidence: parent's baptismal certificate or signature of a Catholic priest confirming their knowledge of the parent's baptism.)
5. A child who is a member of another Christian Church.
(Evidence: signature of a designated minister of that church confirming the child's membership.)
6. A child who is a member of another faith tradition.
(Evidence: signature of a designated minister of that religion confirming the child's membership.)
7. Children to whom the above criteria do not apply but who whose parent(s)/guardian(s) wish them to have a place at the school because they wish them to be educated within the Catholic Christian tradition.
(Evidence: signature of parent/guardian testifying to this fact.)
8. Other children whose parent(s)/guardian(s) are seeking admission for them at the school.
(Evidence: submission of the Local Authority's Common Application Form naming this school among their preferences.)

Notes:

1. For applicants to the Cathedral School of St Mary, criteria 3 and 4 are reversed i.e. siblings are admitted under criterion 4 and non-baptised children of at least one Catholic parent become criterion 3.
2. 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).

Tie Breaker

Where we have to choose between two or more children in the same category as each other, priority will be determined on the basis of distance between home and 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 or location. If the tie-breaker at is not sufficient to distinguish between applicants in a particular category, there will be a random ballot as set out in the Code of Practice sections 2.28 – 2.30. This will be undertaken by the Chair of Governors in the presence of the headteacher by the operation of an electronic random number generator.

Definitions

Looked After Child - This means 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' – This means a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

Other Christian Churches – includes any Church fully affiliated to 'Christians Together in England'.

Other Faiths: examples of faith traditions are Hinduism, Islam, Judaism, Sikhism.

Parents/Guardians and Family Members - A parent is any person who has parental responsibility for, or is the legal guardian of, the child.

In-Year admissions

Requests for admission to Reception made after the normal round of admissions – after 31 August 2013 – and requests for places in other Year Groups should be made direct to the Plymouth LA. All In-Year admissions to the school will be made in line with Plymouth's locally agreed In-Year Co-ordinated Admissions Scheme.

The oversubscription criteria that applies to the normal point of entry at Year R above applies also to in-year admission requests.

Supplementary Information Form
Voluntary Aided Roman Catholic Schools

SECTION 1: This section should be completed for all applicants

Name of Child: Date of Birth:

Does your child have a brother or sister currently in the school? Yes No (please tick)

If 'Yes', please give her/his name and current class.

Name: Class:

N.B. Please consider the following sections in order. Once you have been able to answer 'yes' to a section (with the appropriate evidence or signature) there is no need to complete the rest of the form. Simply sign the declaration at the end of this sheet and return it to the school office.

Please note, even if you are not able to answer 'yes' to any of the sections 2-7, the child for whom you are applying will still be admitted if there are sufficient places available.

SECTION 2:

Is your child a baptised Catholic? Yes No (please tick)

If 'Yes', please attach a copy of her/his baptismal certificate to this form or ask an appropriate Catholic priest to sign the statement below.

'I confirm that the child named on this form is a baptised Catholic.'

Name of Priest: Parish:

Signature: Date:

SECTION 3:

Is at least one of this child's parents or guardians a baptised Catholic? Yes No (please tick)

If 'Yes', please ask an appropriate Catholic priest to sign the statement below or provide your own Baptismal Certificate (i.e. parent's Certificate). (Please see over page.)

'I confirm that at least one of the parents of the child named on this form is a baptised Catholic.'

Name of Priest: Parish:

Signature: Date:

SECTION 4:

Is this child a member of a Christian church/denomination other than Catholic?

Yes No (please tick)

If 'Yes', please ask an appropriate minister of religion to sign the statement below.

'I confirm that the child named on this form is a member of our church/denomination.'

Name of Minister: Title:

Church and location:

Signature: Date:

SECTION 5:

Is this child a member of a faith community other than Christian? Yes No (please tick)

If 'Yes', please ask an appropriate minister of religion to sign the statement below.

'I confirm that the child named on this form is a member of our faith community.'

Name of Minister: Title/Ministry:.....

Faith and local centre of worship:

Signature: Date:

SECTION 6:

Please consider whether the statement below applies to you. If so, sign in the space below it. It is not essential to sign your agreement with this statement. Those whose parents do not feel able to sign will still gain admission to the school if there are places available.

'This child is not a member of any particular denomination or faith tradition but, as parents/guardians, I/we would like our child to be admitted to the school as it is our desire that s/he receives schooling within a Catholic Christian tradition.'

Signature of Parent/Guardian:.....

Final Declaration: to be completed for all applicants.

'I certify that, to the best of my knowledge, the information I have given in this form is accurate'

Name:

Signature: Date:.....

AddressTel

Secondary Voluntary Aided Roman Catholic (VA RC) Schools

(i) Notre Dame RC School

Admissions to Year 7



NOTRE DAME R C SCHOOL

The planned admission number (PAN) for entry in Year 7 in 2013-14 is 140. In applying our admission criteria:

If you want to apply for a place at Notre Dame RC School you should complete and return not only the Local Authority Common Application Form (CAF), but also the school's own Supplementary Information Form, in the forms section of the Next Step Booklet (for Plymouth LA), available on request from the school or downloaded from the school's website.

If you only complete the Local Authority form your application will be valid, but the school may not be able to rank your application against their admission criteria. If you only complete the school's form your application will not be valid and will not be considered.

Children with Statements of Special Educational Need will be admitted before any other child ranked by the criteria below.

All other applications will be ranked on the criteria listed below:

1. A Looked after child (see note)
2. Girls who are baptised Roman Catholic.
This should be evidenced by a baptism certificate *or* by the Supplementary Information Form being signed by their RC Parish Priest to confirm baptism or that the child is enrolled as a catechumen.
3. Girls who are baptised or recognised members of a Christian denomination or other faith.
This should be evidenced by a baptism certificate *or* by the Supplementary Information Form being signed by a Christian Minister/Priest/Senior Leader of their faith community to confirm baptism. Where a faith community does not recognise or carry out baptisms, the form must be signed by the faith leader to confirm membership of the community.
4. Girls of no particular faith tradition whose parents/guardians nonetheless wish their child to receive faith-based schooling within the Catholic Christian tradition.
5. Other applicants who do not fall into the above categories.

In the event of oversubscription within any criterion, the allocation of places will be decided by:

- a) Girls with siblings who are still attending Notre Dame RC School, Plymouth, at the time of their admission. (“Siblings” means brothers or sisters. They are defined as children with at least one natural or adoptive parent in common, living at the same or a different address).
- b) Within each category, children of multiple birth (including those born within the same academic cohort) where an application is submitted for the admission of all children of that multiple birth will be placed at the top of that admission category. 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 should be allocated the place(s).
- c) Girls attending a Feeder Primary School, as specified in the Plymouth LA “The Next Step” booklet or attending another RC school.
- d) “The basis of distance between home and 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 or location.”

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

Note: 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).

By order of the Governing Body of Notre Dame R C School
 Policy first adopted by Governors Admissions Committee: 6th February 2007
 Review Term: Annual
 Review Date: 15th March 2011 Signed Chair of Admissions
 Review Date: 30th November 2011 Signed Chair of Admissions
 Review Date: 28th March 2012..... Signed Chair of Governors (FGB).....

Supplementary Information Form



NOTRE DAME ROMAN CATHOLIC SCHOOL

Looseleigh Lane, Derriford, Plymouth, PL6 5HN

Telephone 01752 775101; Fax 01752 768120

FOR USE WITH THE LOCAL AUTHORITY COMMON APPLICATION FORM

HAVE YOU COMPLETED THE LOCAL AUTHORITY COMMON APPLICATION FORM?

SURNAME.....

FIRST NAMES(S)

DATE OF BIRTH.....

ADDRESS

.....

..... POST CODE.....

HOME TELEPHONE MOBILE NUMBER.....

E-MAIL ADDRESSES.....

SCHOOL NOW ATTENDING

ADDRESS OF SCHOOL

.....

PUPILS RELIGION/DENOMINATION

Roman Catholic Other Christian denomination / Other faith (please state)

No Religion

EVIDENCE OF BAPTISM/DEDICATION/OTHER

Baptism Certificate attached Form countersigned below by priest/minister/faith leader

None

PARISH PRIEST/MINISTER OF FAITH/FAITH LEADER..... (PLEASE PRINT)

SIGNATURE.....

FROM(PLACE OF WORSHIP)

SIBLINGS AT THE TIME OF ADMISSION ATTENDING NOTRE DAME R C SCHOOL:

NAME OF SIBLING:

NAME OF SIBLING:

PARENT/GUARDIAN NAME (PLEASE PRINT)

1. TITLE INITIAL SURNAME

2. TITLE INITIAL SURNAME

PARENT/GUARDIAN SIGNATURE

DATE

Please see overleaf for guidance notes

Guidance Notes for completion of the form

Full admission criteria available at www.ndonline.org and in the Next Step Booklet.

For Girls who are baptised Roman Catholic:

This should be evidenced by a Baptism Certificate

Or

By this form being signed by your RC Parish Priest to confirm baptism or that the child is enrolled as a catechumen.

For Girls who are baptised or recognised members of a Christian denomination or other faith:

This should be evidenced by a Baptism Certificate

Or

By this form being signed by a Christian Minister/Priest/Senior Leader of your faith community to confirm baptism.

Where a faith community does not recognise or carry out baptisms, the form must be signed by the faith leader to confirm membership of the community.

Please do not forget to complete and return the Local Authority Common Application Form TO THE LOCAL AUTHORITY.

This form should be returned to:

**The Admissions Secretary
Notre Dame R C School
Looseleigh Lane
Derriford
PLYMOUTH
PL6 5HN**

Sixth form admissions



NOTRE DAME R C SCHOOL

Introduction

The planned/published admissions number for Year 12 in 2013-4 is 15. This only applies to students being admitted to the school for the first time.

All those seeking admission to Year 12 must achieve the necessary grades for access onto the courses they have chosen.

In applying our admissions criteria:

- If you want to apply for a place in the 6th Form at Notre Dame RC School you should complete and return the 6th Form application form available on the website or from the school.
- Priority will be given to existing students

Admission to the Sixth Form

Those not at Notre Dame RC School who seek to join us for Sixth Form study will be admitted using the following criteria:

1. A Looked after Child (see note)
2. Students who are baptised Roman Catholic.
This should be evidenced by a baptism certificate *or* by the Supplementary Information Form being signed by their RC Parish Priest to confirm baptism or that the child is enrolled as a catechumen.
3. Students who are baptised or recognised members of a Christian denomination or other faith.
This should be evidenced by a baptism certificate *or* by the Supplementary Information Form being signed by a Christian Minister/Priest/Senior Leader of their faith community to confirm baptism. Where a faith community does not recognise or carry out baptisms, the form must be signed by the faith leader to confirm membership of the community.
4. Students of no particular faith tradition whose parents/guardians nonetheless wish their child to receive faith-based schooling within the Catholic Christian tradition.
5. Other applicants who do not fall into the above categories.

All students must be willing to accept the whole course including the RE programme

In the event of over subscription within any criterion the allocation will be decided by

- a) Students with siblings who are attending Notre Dame RC school at the time of admission (siblings means brothers or sisters.) They are defined as children with at least one natural or adoptive parent in common, living at the same or a different address.
- b) Students attending another Roman Catholic School
- c) "The basis of distance between home and 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 or location."

Admission Procedures for entry into Year 12 in September 2013

- Sixth Form prospectus and application form will be available from the Sixth Form office from **the day of the Sixth Form Opening Evening**
- The Sixth Form Open Evening will be in November 2012
- The deadline for applications will be **the end of the Autumn Term**
- Applicants will be invited to interview to discuss course choices between January and March 2013
- Letters of offer will be sent by the end of the Spring Term 2013
- Letters which inform students of an unsuccessful application will also advise parents of the opportunity to request an independent appeal.
- Late applications may be considered up to the **end of August 2013**

Note: 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).

By order of the Governing Body of Notre Dame R C School

Policy first adopted by Governors Admissions Committee:

Review Term: Annual

Review Date: 15th March 2011 Signed Chair of Admissions

Review Date: 30th November 2011 Signed Chair of Admissions

Review Date: 28th March 2012..... Signed Chair of Governors (FGB).....

Sixth Form Supplementary Information Form



ND SIXTH

(Admission to Y12 & Y13)

FOR USE WITH THE NDSIXTH APPLICATION FORM

SURNAME.....

FIRST NAMES(S)

DATE OF BIRTH.....

ADDRESS

..... POST CODE.....

HOME TELEPHONE MOBILE NUMBER.....

E-MAIL ADDRESSES.....

SCHOOL NOW ATTENDING

ADDRESS OF SCHOOL

.....

PUPILS RELIGION/DENOMINATION

Roman Catholic Other Christian denomination / Other faith (please state)

No Religion

EVIDENCE OF BAPTISM/DEDICATION/OTHER

Baptism Certificate attached Form countersigned below by priest/minister/faith leader None

PARISH PRIEST/MINISTER OF FAITH/FAITH LEADER..... (PLEASE PRINT)

SIGNATURE.....

FROM(PLACE OF WORSHIP)

SIBLINGS AT THE TIME OF ADMISSION ATTENDING NOTRE DAME R C SCHOOL:

NAME OF SIBLING(S):

PARENT/GUARDIAN NAME (PLEASE PRINT)

1. TITLE INITIAL SURNAME

2. TITLE INITIAL SURNAME

PARENT/GUARDIAN SIGNATURE

SIGNATURE OF STUDENT

DATE.....

Please see overleaf for guidance notes

Guidance Notes for completion of the form

Full admission criteria for NDSixth is available at www.ndonline.org.

For students who are baptised Roman Catholic:

This should be evidenced by a Baptism Certificate

Or

By this form being signed by your RC Parish Priest to confirm baptism or that the child is enrolled as a catechumen.

For students who are baptised or recognised members of a Christian denomination or other faith:

This should be evidenced by a Baptism Certificate

Or

By this form being signed by a Christian Minister/Priest/Senior Leader of your faith community to confirm baptism.

Where a faith community does not recognise or carry out baptisms, the form must be signed by the faith leader to confirm membership of the community.

This form should be returned to:

**NDSixth Administrator
Notre Dame R C School
Looseleigh Lane
Derriford
PLYMOUTH
PL6 5HN**

In-Year admissions



NOTRE DAME R C SCHOOL

IN-YEAR ADMISSIONS POLICY FOR EXISTING YEAR GROUPS 2013-14

IN-YEAR ADMISSIONS TO YEARS 7-11

The following criteria will apply:

Admissions to Years 7 – 11 will follow the Year 7 Admissions Criteria with the following amendment. The first decider in the oversubscription criteria for each category will give priority to those moving into the Plymouth local authority who are not already registered with a school in the Authority. The Admissions Policy for entry to the school in Year 7 for 2013-14 is:-

ADMISSIONS POLICY 2013-14

The planned admission number (PAN) for entry in Year 7 in 2013-14 is 140. In applying our admissions criteria:

- If you want to apply for a place at Notre Dame RC School you should complete and return not only the Local Authority Common Application Form (CAF) but also the school's own supplementary information form, at the back of Next Step Booklet (for Plymouth LA), available on request from the school or downloaded from the school's website.
- If you only complete the Local Authority form your application will be valid but the school may not be able to rank your application against their admission criteria. If you only complete the school's form, your application will not be valid and will not be considered.
- Children with Statements of Special Educational Need will be admitted before any other child ranked by the criteria below.

All other applications will be ranked on the criteria listed below:

1. A Looked after Child (see note)

2. Girls who are baptised Roman Catholic.

This should be evidenced by a baptism certificate *or* by the Supplementary Information Form being signed by their RC Parish Priest to confirm baptism or that the child is enrolled as a catechumen.

3. Girls who are baptised or recognised members of a Christian denomination or other faith.

This should be evidenced by a baptism certificate *or* by the Supplementary Information Form being signed by a Christian Minister/Priest/Senior Leader of their faith community to confirm baptism. Where a faith community does not recognise or carry out baptisms, the form must be signed by the faith leader to confirm membership of the community.

4. Girls of no particular faith tradition whose parents/guardians nonetheless wish their child to receive faith-based schooling within the Catholic Christian tradition.
5. Other applicants who do not fall into the above categories.

In the event of oversubscription within any criterion, the allocation of places will be decided by:

- a) Girls with siblings who are still attending Notre Dame R C School, Plymouth, at the time of their admission. ("Siblings" means brothers or sisters. They are defined as children with at least one natural or adoptive parent in common, living at the same or a different address)
- b) Within each category, children of multiple birth (including those born within the same academic year cohort) where an application is submitted for the admission of all children of that multiple birth will be placed at the top of that admission category. 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).
- c) Girls attending a Feeder Primary School, as specified in the Plymouth LA "The Next Step" booklet or attending another RC school.
- d) "The basis of distance between home and 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 location."

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

Those making in-year admissions will be directed to do this through the local authority and by completing the school's Supplementary Information Form for Years 7-11.

IN-YEAR ADMISSIONS TO YEARS 12 AND 13

Admissions to Years 12 and 13 will follow the Year 12 Admissions Criteria with the following amendment. The first decider in the oversubscription criteria for each category will give priority to those moving into the Plymouth local authority who are not already registered with a school in the Authority. The Admissions Policy for entry to the school in Year 12 for 2013-14 is:-

SIXTH FORM ADMISSIONS POLICY 2013-14

Introduction

The planned/published admissions number for Year 12 in 2013-14 is 15. This only applies to students being admitted to the school for the first time.

All those seeking admission to Year 12 must achieve the necessary grades for access onto the courses they have chosen.

In applying our admissions criteria:

- If you want to apply for a place in the 6th Form at Notre Dame RC School you should complete and return the 6th Form application form available on the website or from

the school.

- Priority will be given to existing students

Admission to the Sixth Form

Those not at Notre Dame RC School who seek to join us for Sixth Form study will be admitted using the following criteria:

1. A Looked after child (see note)
2. Students who are baptised Roman Catholic.

This should be evidenced by a baptism certificate or by the Supplementary Information Form being signed by their RC Parish Priest to confirm baptism or that the child is enrolled as a catechumen.

3. Students who are baptised or recognised members of a Christian denomination or other faith.

This should be evidenced by a baptism certificate or by the Supplementary Information Form being signed by a Christian Minister/Priest/Senior Leader of their faith community to confirm baptism. Where a faith community does not recognise or carry out baptisms, the form must be signed by the faith leader to confirm membership of the community.

4. Students of no particular faith who wish to receive faith-based schooling within the Catholic Christian tradition
5. All other applicants who do not fall into these categories

All students must be willing to accept the whole course including the RE programme

In the event of over subscription within any criterion the allocation will be decided by

- a) Students with siblings who are attending Notre Dame RC school at the time of admission (siblings means brothers or sisters.) They are defined as children with at least one natural or adoptive parent in common, living at the same or a different address.
- b) Students attending another Roman Catholic School.
- c) The basis of distance between home and 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 location.

Note: 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).

Admission Procedures for entry into Year 12 in September 2013

- Sixth Form prospectus and application form will be available from the Sixth Form office from the day of the Sixth Form Opening Evening
- The Sixth Form Open Evening will be in November 2012

- The deadline for applications will be the end of the Autumn Term
- Applicants will be invited to interview to discuss course choices between January and March 2013
- Letters of offer will be sent by the end of the Spring Term 2013
- Letters which inform students of an unsuccessful application will also advise parents of the opportunity to request an independent appeal.
- Late applications may be considered up to the end of August 2013

Those making in-year admissions will be directed to do this through the local authority and by completing the school's Sixth Form Application form for Years 12 and 13.

By order of the Governing Body of Notre Dame R C School

Policy first adopted by Governors Admissions Committee: 21st June 2010

Review Term: Annual

Review Date: 15th March 2011 Signed Chair of Admissions

Review Date: 30th November 2011 Signed Chair of Admissions

Review Date: 28th March 2012..... Signed Chair of Governors (FGB).....

In-Year Supplementary Information Form



NOTRE DAME ROMAN CATHOLIC SCHOOL
Looseleigh Lane, Derriford, Plymouth, PL6 5HN
Telephone 01752 775101; Fax 01752 768120

SUPPLEMENTARY INFORMATION FORM IN YEAR ADMISSION

FOR ENTRY TO THE SCHOOL DURING THE ACADEMIC YEAR 2013-14

FOR YEAR GROUP 7 8 9 10 11 12 13 (please circle)

SURNAME.....

FIRST NAMES(S)

DATE OF BIRTH.....

ADDRESS.....

..... POST CODE.....

HOME TELEPHONE MOBILE NUMBER.....

E-MAIL ADDRESS(S).....

SCHOOL NOW ATTENDING

ADDRESS OF SCHOOL

.....

PUPILS RELIGION/DENOMINATION.....

DATE OF BAPTISM/DEDICATION/OTHER.....

PARISH PRIEST/MINISTER OF FAITH/FAITH LEADER..... (PLEASE PRINT)

SIGNATURE.....

FROM(PLACE OF WORSHIP)

SIBLINGS AT PRESENT ATTENDING NOTRE DAME R C SCHOOL, PLYMOUTH

PARENT/GUARDIAN NAME (PLEASE PRINT)

1. TITLEINITIAL SURNAME

2. TITLEINITIAL SURNAME

PARENT/GUARDIAN SIGNATURE

DATE

NB. Please see the Admissions Criteria for the Year of entry, available via the school's website –
www.ndonline.org

Guidance Notes for completion of the form

Full admission criteria available at www.ndonline.org and in the Next Step Booklet.

For Girls who are baptised Roman Catholic:

This should be evidenced by a Baptism Certificate

Or

By this form being signed by your RC Parish Priest to confirm baptism or that the child is enrolled as a catechumen.

For Girls who are baptised or recognised members of a Christian denomination or other faith:

This should be evidenced by a Baptism Certificate

Or

By this form being signed by a Christian Minister/Priest/Senior Leader of your faith community to confirm baptism.

Where a faith community does not recognise or carry out baptisms, the form must be signed by the faith leader to confirm membership of the community.

(ii) St Boniface's RC College



ST BONIFACE'S CATHOLIC COLLEGE

Admissions to Year 7

The admissions process is largely administered by Plymouth City Council through its co-ordinated Admissions Scheme for admission to Secondary Schools.

- Any parent who makes an application is presumed to want their son to benefit from the specifically Christian ethos of the College.
- The application form must be returned to Plymouth City Council, or completed on-line, by 31 October 2013.
- Copies of the College Supplementary Information Form (SIF) are available directly from the College's main office, the College website, the Local Authority at Windsor House and at the Open Evening in September 2013.
- The Supplementary Information Form (SIF) must be returned to the College for processing by 31 October 2012 if admission is being sought under categories 2 to 5 of the oversubscription criteria. We strongly recommend all correspondence sent to the College is sent by recorded delivery. Any correspondence delivered to the College by hand will be recorded with a receipt.
- Parents will be notified of the school place allocated to their child on Friday 1 March 2013 by Plymouth City Council.
- The letter which informs parents of an unsuccessful application to the College advises parents of their right to appeal to the Independent Appeal Panel.

Any parent who makes an application is presumed to want their son to benefit from the specifically Christian ethos of the College. This does not affect the right of parents who are not of the Catholic faith to be considered for a place.

St Boniface's Catholic College is a single sex Voluntary Aided School for Boys in years 7 – 11 and male and female students in years 12 and 13.

The Planned Admissions Number for the intake year group is 136 pupils.

The Governors will operate a waiting list until the end of the autumn term.

B Oversubscription Criteria for Admission to Year 7 in September 2013

Boys with a Statement of Special Educational Need that names the College will be admitted before any others ranked by the criteria below.

If more than 136 applications are received for places in Year 7 Governors will admit pupils using the following criteria in strict precedence once the deadline for admissions applications has been reached:-

- 1 Looked after children
- 2.1 Baptised Catholic boys who regularly practise their faith. (Evidence required is a baptism certificate plus a priest's signature on the Supplementary Information form (SIF). Catechumens will also be considered under this criterion.)

- 2.2 Other baptised Catholic boys. (Evidence requires is a baptism certificate only.)
- 3 Practising members of other Christian Churches. (Evidence required is the signature of the vicar or minister of the Church they attend. This signature on the SIF will confirm that the family are known to practise their religion.)
- 4 Any other Christian boy who's parents can provide evidence of baptism.
- 5 A boy who is a member of another recognised faith community who's SIF is signed by a Senior Leader of that faith confirming membership.
- 6 All other boys whose parents express a preference for the College who make a valid application on the Common Application Form (CAF).

In any situation where the application of the above criteria results in more children with an equal right to admission to the school than the number of available places within a single criterion, places will be allocated in the following order:-

1. Brothers of pupils who will be on roll in September 2013.
2. Final tie-break will be made by a lottery. The names of all those with an equal right to admission will be allocated to numbered counters. These will then be drawn and the order in which they are drawn will give the order of priority for the allocation of the places available. The places will be allocated, in order, up to the number of places available. This process will be carried out under the supervision of an independent observer.

Sixth form admissions

Students with a Statement of Special Education Need that names the College will be admitted before any others ranked by the criteria below.

The Planned Admission Number is 30 male and female students.

- The Sixth Form prospectus and application form will be available from the school office from 2 November 2012.
- The deadline for applications will be 6 January 2013.
- Applicants will be offered an opportunity to visit the college in order to discuss course choices.
- Any student (parent) who makes an application is presumed to want (their child) to benefit from the specifically Christian ethos of the College. This does not affect the right of parents who are not of the Catholic faith to be considered for a place.
- Letters of offer will be sent in March 2013. The offer will be subject to the applicant achieving the necessary Level 2 qualifications (See Appendix C) to join their preferred courses.
- Letters which inform parents of an unsuccessful application advise parents that they have the right to appeal to an Independent Appeal Panel.

Admissions & Oversubscription Criteria for Admission to Year 12 in September 2013

The level of academic attainment required for entry to AS, BTEC and other Level 2 course requires that students should have a grade point average, from the best eight subjects taken, of 5 or above, to include English and Mathematics.

Entry to AS level and BTEC courses requires that students should have a grade point average, from the best eight subjects taken, of 5 or above, to include English and Mathematics. For most subject areas on the sixth form curriculum a points score of 6 in the relevant subject at GCSE is a prerequisite. In some cases Curriculum Leaders may make conditional offers to students who have not achieved a point score of 6. The entry to courses is at the discretion of the Curriculum Leader.

Entry onto Vocational courses demands a minimum point score of 3 (grade E) preferably to include English and Mathematics.

All existing pupils who seek a place and have the required qualifications for a course we offer will be given a place in our Sixth Form.

Those not already in attendance at St Boniface's Catholic College who seek to join us for Sixth Form study and who have the necessary qualifications for a course we offer will be admitted subject to the availability of places. If there are more qualified applicants than available they will be prioritised using the following criteria:

- 1 Looked after children
- 2.1 Baptised Catholic children who regularly practise their faith. (Evidence required is a baptism certificate plus a priest's signature on the Supplementary Information Form (SIF). Catechumens will also be considered under this criterion.)
- 2.2 Other baptised Catholic children. (Evidence required is a baptism certificate only.)

- 3 Siblings of students who will be on role in September 2013.
- 4 Practising members of other Christian Churches. (Evidence required is the signature of the vicar or minister of the Church they attend. This signature on the SIF will confirm that the family are known to practise their religion.)
- 5 Other students.

In any situation where the application of the above criteria results in more children with an equal right to admission to the school than the number of available places, the tie-break will be made by a lottery. The names of all those with an equal right to admission will be allocated to numbered counters. These will then be drawn and the order in which they are drawn will give the order of priority for the allocation of the places available. The places will be allocated, in order, up to the number of places available. This process will be carried out under the supervision of an independent observer.

In-Year admissions

Process for Admission to an Existing Year Group (Y7 to Y11)

- Parents can obtain an application pack from the College office, from Windsor House or online via the College website. Completed Common Application Forms (CAFs) must be returned to the Local Authority.
- If admission is being sought under categories 2 to 5 of the oversubscription criteria, the Supplementary Information Form (SIF) must be returned to St Boniface's at the same time as the CAF is submitted to the Local Authority.

The Local Authority will administer the process for admissions.

The Governors do not seek to admit more than the Planned Admission Number of 136 pupils to a year group. However, they are aware that Catholic families move to Plymouth and the surrounding area who will need to find places in existing year groups in a Catholic school; so there will be a specific demand for admission here from families moving into Plymouth and the surrounding area.

The Governors will try to respond to this demand for places in an existing year group in the following ways:-

1. If a year group has fewer pupils than its Planned Admission Number and there are sufficient places for those seeking admission, all will be admitted.
2. If there are more applicants than places available then applications will be considered according to the same oversubscription criteria as for Y7 set out in section B above.
3. If a year group has reached or exceeded its Planned Admission Number then the following arrangements will apply.
 - 3.1 The College has adopted the Local Authority's Fair Access Protocol and is committed to its implementation in the College.
 - 3.2 Parents will be advised of their right to make an appeal.

Appendix A: Definitions of terms used in the Policy

1. A **Catholic child** is a child baptised according to the rites of the Roman Catholic Church.
2. **'Practising'** means attending Mass weekly for Roman Catholic families. Parents will indicate their parish on the College's Supplementary Information Form (SIF). A Priest's signature on the SIF will be the required evidence for regular practice.
3. **'Practising'** means for members of other Christian Churches or other recognised world Faiths means regular attendance at Church or other place of worship. Parents will indicate their parish/place of worship on the College's Supplementary Information Form (SIF). A Vicar's, Priest's or Leader's signature on the SIF will be required evidence for regular practice.
4. **Another recognised faith community'** is a world recognised faith such as Islam, Judaism, Buddhism and Hinduism.

5. By **'Catechumen'** we mean a child enrolled on the Rite of Christian Initiation of Children (RCIC) programme. This will be verified by the parish priest or the person leading the programme.
6. By **'parent'** we mean:
 1. any natural parent.
 2. any person who, although not a natural parent, has parental responsibility for a child; or
 3. any person who, although not a natural parent, has care of the child.
7. By **'sibling'** we mean children living within the same household. Typically this will be brother(s) and sister(s) or children with the same person having parental responsibility.
8. By **'Looked after children'** we mean 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)..
9. By **'Plymouth City Council'** we mean the Local Authority that maintains the school and operates the coordinated admissions system in the area
10. By **'Plymouth and the surrounding area'** we mean parishes in areas within travelling distance of St Boniface's such as: The Cathedral, Plymouth Central; St Joseph's Church, Devonport; Christ the King, Plymouth Central; St Paul's, St Budeaux; Holy Family, Beacon Park; Our Most Holy Redeemer, Keyham; St Peter's, Crownhill; St Thomas More, Southway; St Edward the Confessor, Peverell; St Margaret Mary Plymstock; Our Lady of Lourdes, Plympton; Our Lady of Mount Carmel & St Teresa, Efford; St Austin's Priory, Ivybridge; Sacred Heart, Kingsbridge; Our Lady of the Angels, Saltash & Torpoint; Our Lady & St Neot, Liskeard; Our Lady of Light, Sclerder; Our Lady of the Assumption Tavistock & Callington; Holy Cross, Yelverton.

Supplementary Information Form

FOR USE WITH THE LOCAL AUTHORITY COMMON APPLICATION FORM

MONTH AND YEAR OF ENTRY

--	--	--	--

--	--	--	--	--	--

SURNAME.....

FIRST NAME(S).....

DATE OF BIRTH

ADDRESS

.....

..... POST CODE

HOME TELEPHONE MOBILE NUMBER

E-MAIL ADDRESS(S)

SCHOOL NOW ATTENDING

ADDRESS OF SCHOOL

.....

PUPILS RELIGION / DENOMINATION.....

DATE OF BAPTISM / DEDICATION /

Please attach a copy of your child's Baptism / Dedication Certificate to this form if applicable

PARISH PRIEST/MINISTER OF FAITH/FAITH LEADER
(PLEASE PRINT)

SIGNATURE

FROM(PLACE OF WORSHIP)

SIBLINGS AT THE TIME OF ADMISSION ATTENDING ST BONIFACE'S CATHOLIC COLLEGE

.....

PARENT/GUARDIAN NAME (PLEASE PRINT)

1. TITLE INITIAL SURNAME.....

2. TITLE INITIAL SURNAME

PARENT/GUARDIAN SIGNATURE

DATE

**NB: Please see the admissions criteria – available on our website
www.stbonifaces.com**

9. Published Admission Numbers (PANS)

Nursery Schools	PAN 2012/13	PAN 2013/14
Beechwood Primary School	18	18
Eggbuckland Vale Primary School	18	18
Ernesettle Community School	27	27
Ford Primary School	18	18
Ham Drive Nursery School	54	54
High Street Primary School	36	36
High View Primary School	27	27
Leigham Primary School	27	27
Marlborough Primary School	18	18
Mayflower Primary School	27	27
Mary Dean's CE Primary School	18	18
Morice Town Primary School	18	18
Mount Street Primary School	18	18
Mount Wise Community Primary School	18	18
Plaistow Hill Infants' School	27	27
Plymbridge Nursery School	62	62
Riverside Primary School	36	36
Shakespeare Primary School	27	27
St Peter's CE Primary School	18	18
Stuart Road Primary School	27	27
Weston Mill Community Primary School	18	18
Whitleigh Community Primary School	36	36

Primary Schools	PAN 2012/13	PAN 2013/14
Austin Farm Primary School	45	30
Beechwood Primary School	60	60
Boringdon Primary School	60	60
Cathedral School of St Mary Primary School	17	17
Chaddlewood Primary School	60	60
College Road Primary School	30	30

Primary Schools	PAN 2012/13	PAN 2013/14
Compton C/E Primary School	60	60
Drake Primary School	30	30
Dunstone Primary School	30	30
Eggbuckland Vale Primary School	60	60
Elburton Primary School	60	60
Ernesettle Primary School	60	60
Ford Primary School	30	30
Glen Park Primary School	60	60
Goosewell Primary School	90	90
High Street Primary School	30	30
High View Primary School	45	45
Holy Cross R/C Primary School	30	30
Hooe Primary School	30	30
Hyde Park Infant School	90	90
Keyham Barton R/C Primary School	30	30
Knowle Primary School	60	60
Laira Green Primary School	45	45
Leigham Primary School	60	60
Lipson Vale Primary School	55	60
Manadon Vale Primary School	60	60
Marlborough Primary School	30	30
Mary Dean's C/E Primary School	50	50
Mayflower Primary School	60	60
Montpelier Primary School	90	90
Morice Town Primary School	30	30
Mount Street Primary School	30	30
Mount Wise Primary School	60	60
Oakwood Primary School	45	45
Oreston Primary School	45	45
Pennycross Primary School	45	45
Pilgrim Primary School	30	60
Plaistow Hill Infant School	60	60

Primary Schools	PAN 2012/13	PAN 2013/14
Pomphlett Primary School	30	30
Prince Rock Primary School	60	60
Riverside Primary School	90	90
Salisbury Road Primary School	90	90
Shakespeare Primary School	60	60
St Andrew's C/E Primary School	30	30
St Edward's C/E Primary School	30	30
St George's C/E Primary School	15	15
St Joseph's R/C Primary School	30	30
St Mary's C/E Infant School	60	60
St Maurice Primary School	30	30
St Paul's R/C Primary School	30	30
St Peter's C/E Primary School	25	25
St Peter's R/C Primary School	30	30
Stoke Damerel Primary School	60	60
Stuart Road Primary School	30	30
Thornbury Primary School	45	45
Tor Bridge Primary School	30	30
Victoria Road Primary School	30	30
Weston Mill Primary School	60	60
Whitleigh Primary School	60	60
Widewell Primary School	30	30
Widey Court Primary School	90	90
Woodfield Primary School	30	30
Woodford Primary School	60	60
Yealmpstone Farm Primary School	30	30

Secondary Schools	PAN 2012/13	PAN 2013/14
All Saints CE Academy Plymouth	180	180
Coombe Dean School	180	180
Devonport High School for Boys	174	174
Devonport High School for Girls	120	120

Secondary Schools	PAN 2012/13	PAN 2013/14
Eggbuckland Community College	243	210
Hele's School	210	210
Lipson Community College	210	210
Marine Academy Plymouth	180	180
Notre Dame RC School	140	140
Plymouth High School for Girls	120	120
Plymstock School	260	260
Ridgeway School	210	180
St Boniface's RC College	136	136
Sir John Hunt Community College	150	150
Stoke Damerel Community College	240	240
Tor Bridge High	210	210

10. Primary to Secondary School feeder links

Every primary school in Plymouth is linked to a particular secondary school. This means that there are close links between them including, for example, regular meetings between teachers to discuss the curriculum; the transfer of pupils; and other matters of mutual interest. The primary school a child attends and whether it is a feeder school to the nominated secondary school may affect the child's position in the order of priority for a place if the school is oversubscribed. A list of secondary schools/Academies and their feeder primary schools is set out below.

School	Feeder Primary Schools
All Saints CE Academy Plymouth	Hyde Park Junior School, Knowle Primary School, Manadon Vale Primary School, Mayflower Primary School, Montpelier Primary School, Pennycross Primary School, Shakespeare Primary School, St Andrew's CE Primary School, St Budeaux CE Junior School, St George's CE Primary School, St Peter's CE Primary School, Compton CE Primary School, Mary Dean's CE Primary School, St Edward's CE Primary School
Coombe Dean School	Goosewell Primary School, Wembury Primary School(Devon)
Eggbuckland Community College	Austin Farm Primary School, Compton CE Primary School, Eggbuckland Vale Primary School St Edward's Primary School, Widey Court Primary School
Hele's School	Boringdon Primary School, Old Priory Junior School, Woodford Primary School
Lipson Community College	High View Primary School, Laira Green Primary School, Lipson Vale Primary School, Mount Street Primary School, Prince Rock Primary School, Salisbury Road Primary School, St Andrew's CE Primary School, St Peter's CE Primary School
Marine Academy Plymouth	Ernesettle Primary School, Riverside Primary School, St Budeaux Foundation Junior School, Victoria Road Primary School, Weston Mill Primary School
Notre Dame RC School	Cathedral School of St Mary's RC, Holy Cross Primary School RC, Keyham Barton Primary School RC, St Joseph's Primary School RC, St Paul's Primary School RC, St Peter's RC Primary School
Plymstock School	Dunstone Primary School, Elburton Primary School, Hooe Primary School, Oreston Community Academy, Pomphlett Primary School
Ridgeway School	Chaddlewood Primary School, Glen Park Primary School, St Maurice Primary School, Yealmpstone Farm Primary School
St Boniface's RC College	None
Sir John Hunt Community College	Beechwood Primary School, Mary Dean's Primary School, Oakwood Primary School, Whitleigh Primary School, Woodfield Primary School
Stoke Damerel Community College	Drake Primary School, Ford Primary School, High Street Primary School, College Road Primary School, Marlborough Primary School, Montpelier Primary School, Morice Town Primary School, Mount Wise Primary School, Pilgrim Primary School, St George's CE Primary School, Stoke Damerel Primary School, Stuart Road Primary School
Tor Bridge High	Bickleigh Down CE Primary School (Devon), Estover Primary School, Leigham Primary School, Thornbury Primary School, Widewell Primary School