

Determined Admission Arrangements for 2010/2011 (Including Co-ordinated Primary and Secondary Schemes)

The School Admissions (Admission Arrangements) (England) Regulations 2008 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 2009. The consultation on the proposed admission arrangements for community primary and secondary schools 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 2009.

The School Admissions (Admission Arrangements) (England) Regulations 2008 require that the LA publish in a local newspaper, the extent to which maintained schools in the area have determined their admission arrangements.

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.

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1. Summary of determined arrangements

The City Council has determined the 2010/11 admission arrangements for community and voluntary controlled 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

For admissions in 2010, the Council consulted on the admission arrangements for all community and voluntary controlled nursery, primary and secondary schools, on behalf of CE voluntary aided (VA) primary schools in Plymouth, Widewell Educational Trust Primary School, Notre Dame RC Secondary School and Devonport High School for Boys which is a Foundation School.

St Boniface RC College (Secondary School), Stoke Damerel Community College and the RC VA Primary Schools carried out their own consultation process.

The admission arrangements for 2010/11 will be the same as those for 2009/10, as published on the Council's website (www.plymouth.gov.uk/primaryadmissions, www.plymouth.gov.uk/secondaryadmissions and www.plymouth.gov.uk/inyearadmissions) with the following exceptions:

2. 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 voluntary aided and foundation 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. Full details of how the coordination scheme works must be included in the local authority's composite prospectus.

Main changes for 2010:

Primary:

- Removal of St Andrew's CE Primary School and St Peter's CE Primary School as linked schools to Stoke Damerel Community. Instead, they will be linked to Lipson Community College;
- The City Council will be opening a new community primary school in September 2009 initially based on the existing Plym View school site to be called High View. The new school will replace Highfield and Plym View Community Primary Schools. The school moves to the new site in September 2010. The catchment area will comprise the combined catchment areas of the primary schools it will replace, i.e. Highfield and Plym View Community Primary Schools and will be linked to Lipson Community College.
- Many parents want their children to attend the same school and most admission authorities recognise this and give priority in admissions to siblings. Giving priority to younger brothers and sisters of children already at the school supports families and can reassure parents about the safety of children when walking to school. Older children can also offer support to their younger brothers and sisters while at the school. The community schools admission criteria has been amended to raise the status of siblings.

Secondary:

- Removal of Hyde Park Junior School, St Andrew's CE Primary School and St Peter's CE Primary School as linked schools to Stoke Damerel Community College and subsequent designated catchment area changes to John Kitto Community College, Lipson Community College and Stoke Damerel Community College;
- Many parents want their children to attend the same school and most admission authorities recognise this and give priority in admissions to siblings. Giving priority to younger brothers and sisters of children already at the school supports families and can reassure parents about the safety of children when walking to school. Older children can also offer support to their younger brothers and sisters while at the school. The community schools admission criteria has been amended to raise the status of siblings;
- Amendments to the designated catchment area for John Kitto Community College, Lipson Community College and Stoke Damerel Community College;
- Changes to admission numbers (PAN) as follows

School	Current PAN	2010 PAN	Reason
John Kitto Community College	240	180	Falling rolls
Tamarside Community College	240	180	Falling rolls
Lipson Community College	240	210	Falling rolls

Co-ordinated Admissions Scheme for Primary Schools in Plymouth 2010/11

Introduction

1. This scheme is made by Plymouth City Council, the Local Authority for the City of Plymouth, acting under the provisions of *The Education (Co-ordination of Admission Arrangements) (Primary Schools) (England) Regulations 2002*, and in accordance with the *School Admissions Code of Practice which will come into force in February 2009* (DCSF).

Interpretation

2. In the scheme:

- **school** means a community or voluntary school (but not a special school) maintained by Plymouth City Council;
- **admissions authority** in relation to a community or voluntary controlled school means the Local Authority and, in relation to a Foundation, Trust or Voluntary Aided (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 *2010/2011*, starting September *2010*;
- **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;
- **nearest appropriate school** means the primary school in whose catchment area an applicant resides or, if this school has no vacancies, the nearest school to the applicant's home address with a vacancy;
- **PAN** means the Published Admission Number for the year of entry at a school.

The scheme

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 primary and junior school in Plymouth (except special schools) and shall take effect from *September 2009* for admissions to primary and junior schools in *September 2010*.

5. The scheme shall be based on the **equal preferences** system, as defined in the *School Admissions Code of Practice*.

SCHEDULE 1

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 wishing to express a preference for their child to be admitted to a school in Plymouth (including Foundation, Trust or Voluntary Aided (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 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.
5. The City Council shall make appropriate arrangements and take all reasonable steps to ensure that the common application form is available on request from the Council and from all infant and primary schools as well as preschools 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 common application form shall be accompanied by a written explanation of the scheme.
6. All preferences expressed on the common application form are valid applications. The governing body of a VA school may require parents who wish to nominate, or have nominated, their school on the common application form, to provide additional information, only where the additional 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.
7. When a VA school receives supplementary information, it shall not be regarded as a valid application unless the parent has also completed either the Plymouth common

application form or, if resident in another area, their home area's application form, and the school is nominated on it. Where supplementary information is received directly by a 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.

8. 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*.
9. Completed common application forms should 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.
10. Schools shall keep a record of all application forms forwarded to the Council.

Determining offers in response to the common application form

11. 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 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 Council shall allocate places in accordance with the provisions set out in paragraph 14 of this Schedule.

12. By the date specified in *Schedule 2*, the Council shall notify the admission authority for each VA school of every nomination that has been made for that school, forwarding them copies of the common application form and any supplementary information received by this date, which schools require in order to apply their over-subscription criteria. Where parents have nominated a school outside Plymouth, the Council shall also notify the relevant authority by this date.
13. 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 Council with a list of those applicants ranked according to the school's over-subscription criteria.
14. By the date specified in *Schedule 2*, the 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.

15. By the date specified in *Schedule 2*, the Council shall inform each of its infant, primary and junior 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.
16. On the date specified in *Schedule 2*, the 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;
 - an invitation to parents to contact the Council if they want to be considered for any places that might become available in schools they ranked higher than the school they are offered in the re-allocation process set out in *Schedule 2*;
 - contact details for the school; the City Council; and those nominated 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 request to notify the Council without delay if, for any reason, the parent no longer wishes to accept the place offered.
17. Where no common application form is submitted by the date specified in *Schedule 2*, a place shall be offered at the nearest appropriate school with a vacancy. The Council shall seek evidence to establish to which children this applies.

Waiting Lists

18. Each admission authority shall maintain waiting lists and re-allocate any places that may have become vacant since the notification 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 specified 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.
19. 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.

20. Waiting lists shall be kept up until the date specified in *Schedule 2* as the start of the in-year admissions procedure. No waiting lists shall be kept for any school thereafter by any admission authority.

PART II - LATE APPLICATIONS

21. 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 Council will also consider other circumstances and decide each case on its own merits.

22. 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.

23. 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 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 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.

24. Children who are the subject of a direction by the LA 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

24. Applications for year R in a primary or infant school, or year 3 in a junior school received on or after the date specified in *Schedule 2*, and for places in other year groups shall be treated as in-year admissions and considered in accordance with the relevant over-subscription criteria. Applications will be considered no more than 6 weeks before the

date that the school place is required and the applicant will be normally expected to take up the place within 2 weeks of allocation of that place.

25. Schools shall not admit above the PAN for the year group in question without the authorisation of the relevant admissions authority, which may direct the Headteacher to admit a child even if this would mean exceeding the PAN.
26. Applicants who are refused a place at a school shall be informed of the right of appeal and referred to their home LA for advice on alternative schools. The City Council will seek to keep track of in-year admission applications and intervene as appropriate to ensure that pupils are placed in a school without undue delay.
27. From September 2010, the LA will be required to co-ordinate all in-year applications for maintained schools and Academies from parents living in Plymouth. This will relate to Year R applicants from the end of the primary admissions co-ordinated scheme and to all other year groups from September 2010. Schemes to do this will not be formulated until 1 January 2010 but will take effect from the beginning of the 2010/11 school year. From these dates, individual schools will not be able to admit a pupil direct. All applicants will be required to complete a common application form for return and consideration by the LA. The LA will notify the allocated place to the parent.
28. From September 2010, the LA will maintain waiting lists for all oversubscribed year groups at all community primary schools throughout the school year. The governing bodies of Academies, VA, Foundation and Trust schools will also maintain waiting lists for their schools.

PART IV - MANAGING COMPLIANCE WITH THE INFANT CLASS SIZE DUTY

29. Section 1 of the School Standards & Framework Act 1998 imposes a limit on “class sizes for infant classes” i.e. any class where *the majority* of children will have reached the age of 5, 6 or 7 *by the end of the academic year*. More detailed regulations say that:

“no infant classshall contain more than 30 pupils while an ordinary teaching session is conducted by a single school teacher”.

- a. Regulations (the Education (Infant Class Sizes) (England) Regulations 1998 as amended by the Education (Infant Class Sizes) (England) (Amendment) Regulations 2006) prescribe the limited circumstances in which pupils may be admitted as exceptions to the infant class size limit. These exceptions are:
 - a) children with statements of special educational needs who are admitted to the school outside the normal admissions round;
 - b) children moving into the area outside the normal admissions round for whom there is no other available school within a reasonable distance (the regulations require that admission authorities must check with local authorities before determining that a child falls into this category);
 - c) children admitted after the initial allocation of places because the person responsible for making the decision recognises that an error was made in implementing the school’s admission arrangements and a place ought to have been offered;
 - d) looked after children admitted outside the normal admissions round;

- e) children admitted where an independent appeal panel upholds an appeal on the grounds that the child would have been offered a place if the admission arrangements had been properly implemented, and/or the admission authority's decision to refuse a place was not one which a reasonable admission authority would have made;
- f) children who are registered pupils at special schools and who, by arrangement with another school which is not a special school, receive part of their education at that other school;
- g) children with special educational needs who are registered pupils at a school which is not a special school and are normally educated in a special educational needs unit attached to that school, and attend an infant class in the mainstream school (i.e. not in the unit) where this has been deemed as beneficial to the child.

In the case of f) and g), the child will remain an exception for **any** time they spend in an infant class at the mainstream school or outside the special unit. However in **all** other circumstances the child will only remain an exception for the remainder of the school year in which they are admitted. Measures **must** be taken the following year to ensure the class falls within the infant class limit.

- b. 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 Service.
- c. 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 or primary school

By 11 December 2009	<ul style="list-style-type: none"> • common application forms are returned to the City Council. • Supplementary information, as required, is sent direct to the relevant VA school.
By 29 January 2010	<ul style="list-style-type: none"> • The Council sends to VA schools, and to other Local Authorities, details of relevant applications received. • The Council notifies each community and voluntary controlled school of the number of applications for the school and how the applications were ranked.
By 12 February 2010	<ul style="list-style-type: none"> • VA schools provide the Council with ranked lists of applicants.

	<ul style="list-style-type: none"> • The allocation procedure starts.
By 5 March 2010	<ul style="list-style-type: none"> • The allocation procedure ends. • The Council has matched the ranked lists of all schools and allocated places. • The Council notifies each school of the applicants who have been offered places at the school. • The Council notifies other LAs of applicants from their areas who have been offered places in Plymouth schools.
26 March 2010	<i>The Council sends notifications to parents.</i>
From 10 September 2010	<ul style="list-style-type: none"> • Applications for Year R are treated as in-year admissions.

Timetable for admissions to Year 3 in a junior school

By 9 October 2009	<ul style="list-style-type: none"> • Common application forms are returned to the City Council. • Supplementary information, as required, is sent direct to the relevant VA school.
By 2 November 2009	<ul style="list-style-type: none"> • The Council sends to VA schools, and to other Local Authorities, details of relevant applications received. • The Council notifies each community and voluntary controlled school of the number of applications for the school and how the applications were ranked.
By 13 November 2009	<ul style="list-style-type: none"> • VA schools provide the Council with ranked lists of applicants.

	<ul style="list-style-type: none"> • The allocation procedure starts.
By 20 November 2009	<ul style="list-style-type: none"> • The allocation procedure ends. • The Council has matched the ranked lists of all schools and allocated places. • The Council notifies each school of the applicants who have been offered places at the school. • The Council notifies other LAs of applicants from their areas who have been offered places in Plymouth schools.
27 November 2009	<i>The Council sends notifications to parents.</i>
From 10 September 2010	<ul style="list-style-type: none"> • Applications for Year 3 are treated as in-year admissions.

Co-ordinated Admissions Scheme for Secondary Schools in Plymouth 2010/11

Introduction

1. This scheme is made by Plymouth City Council, the Local Authority (LA) for the City of Plymouth, acting under the provisions of *The Education (Co-ordination of Admission Arrangements) (Secondary Schools) (England) Regulations 2002*, and in accordance with the *School Admissions Code of Practice which will come into force in February 2009* (DCSF).

Interpretation

2. In the scheme:
 - **school** means a community, foundation or voluntary school (but not a special school) maintained by Plymouth City Council;
 - **admission authority** in relation to a community or voluntary controlled school means the Local Authority and, in relation to a foundation or Voluntary Aided (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 *2010/11*, starting September *2010*;
 - **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 that is received on or after the date specified in the scheme, 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.
 - **nearest appropriate school** means the comprehensive school or community college in whose catchment area an applicant resides or, if this school has no vacancies, the nearest 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.

The scheme

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 in Plymouth (except special schools) and shall take effect from September *2009* for admissions to secondary schools in September *2010*.

5. The scheme shall be based on the **equal preferences** system, as defined in the *School Admissions Code of Practice*.

SCHEDULE 1

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) 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 VA and foundation schools), or located in another LA's area (including VA and foundation schools).
4. The common application form and the written information that accompanies it shall:
 - b) 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 request from the Council and from all primary and junior schools in Plymouth, and is accompanied by 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 for community schools expressed on the common application form are valid applications. The governing body of a VA or foundation school may also require parents who wish to nominate, or have nominated, their school on the common application form, to provide such additional information as is required for the governing body to apply its over-subscription criteria to the application. Where additional information is required, the applicant shall return it direct to the relevant school.

8. When a VA or foundation school receives additional information, it shall not be regarded as a valid application unless the parent has also completed either the Plymouth common application form or, if resident in another area, their home area's application form, and the school is nominated on it. Where supplementary information is received directly by a VA or foundation 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 Council to receive applications for Year 7 is as specified in *Schedule 2*.
10. Completed common application forms for Year 6 children who live in Plymouth and are on roll at a Plymouth primary school shall be returned to the City Council either via a 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 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 Council will only make any decision with respect to the offer or refusal of a place 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 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*, the Council shall notify the admission authority for each foundation and VA school of every nomination that has been made for that school, forwarding them copies of the common application form and any supplementary information received by this date, which schools require in order to apply their over-subscription criteria. Where a parent has nominated a school outside Plymouth, the Council shall also notify the relevant authority by this date.
14. 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 Council with a list of those applicants ranked according to the school's over-subscription criteria.
15. By the date specified in *Schedule 2*, the 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.
16. By the date specified in *Schedule 2*, the Council shall inform each of its secondary schools of the pupils to be offered places at the school, and other LAs of places in Plymouth schools to be offered to their residents.
17. 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;
 - an invitation to parents to contact the Council if they want to be considered for any places that might become available in schools they ranked higher than the school they are offered in the re-allocation process set out in *Schedule 2*;
 - contact details for the school; the City Council; and those nominated foundation and VA schools where the child was not offered a place, so that the parent may lodge an appeal with the governing body; and
 - the assessment decision to those parents whose child sat a grammar school selection test;
 - information about places still available at other schools;
 - a request to notify the Council without delay if, for any reason, the parent no longer wishes to accept the place offered.
18. 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. The City Council shall seek evidence to establish to which children this applies.
19. 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.

Waiting Lists

20. Each admission authority will maintain waiting lists and re-allocate any places that may have become vacant since 1st March 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.

21. 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.

22. Waiting lists shall be kept until the date specified in *Schedule 2* as the start of the in-year admissions procedure for year 7. During this time, each admission authority will allocate any Year 7 places that subsequently become available in accordance with its own admission criteria and in response to any further applications received.

Selection Tests

23. Where a selection test is part of the school's admission arrangements, the admission authority for the school shall make it clear to the parent that they are required to express a preference for that school on the common application form and lodge it with the City Council before the child is tested. No school shall allow a child to undertake any selection test (whether a test of ability or aptitude) which is required as part of that school's admission arrangements, unless that school is nominated on the common application form. Parents shall not be notified of the result of any selection tests before the allocation date specified in *Schedule 2*.

PART II - LATE APPLICATIONS

24. 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 Council will also consider other circumstances and decide each case on its own merits.

25. 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 shall be offered a school place on the national allocation date but, if not, normally within four weeks of the City Council receiving the application.
26. 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 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 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.
27. Children who are the subject of a direction by the LA 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

28. Applications for Year 7 received on or after the date specified in *Schedule 2*, and for places in other year groups shall be treated as in-year admissions and considered in accordance with the relevant over-subscription criteria. Applications will be considered no more than 6 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.
29. Schools shall not admit above the PAN for the year group in question without the authorisation of the relevant admissions authority, which may direct the Headteacher to admit a child even if this would mean exceeding the PAN. Applicants who are refused a place at a school shall be informed of the right of appeal and referred to their home LA for advice on alternative schools. The City Council will seek to keep track of in-year admission applications and intervene as appropriate to ensure that pupils are placed in a school without undue delay.
30. From September 2010, the LA will be required to co-ordinate all in-year applications for maintained schools and Academies from parents living in Plymouth. This will relate to Year 7 applicants from the end of the secondary admissions co-ordinated scheme and to all other year groups from September 2010. Schemes to do this will not be formulated until 1 January 2010 but will take effect from the beginning of the 2010/11 school year. From these dates, individual schools will not be able to admit a pupil direct. All applicants will be required to complete a common application form for return and consideration by the LA. The LA will notify the allocated place to the parent.
31. From September 2010, the LA will maintain waiting lists for all oversubscribed year groups at all community secondary schools throughout the school year. The governing bodies of Academies, VA, Foundation and Trust schools will also maintain waiting lists for their schools.

• **SCHEDULE 2**

Timetable

- | | |
|-------------------------------|---|
| By 16 October 2009 | <ul style="list-style-type: none">• Common Application Forms are returned to the City Council, as appropriate, via primary schools.• Supplementary information, as required, is sent direct to the relevant VA school. |
| By 13 November 2009 | <ul style="list-style-type: none">• The Council sends to VA and foundation schools, and to other LAs, details of relevant applications received.• The Council notifies each community school of the number of applications for the school and how the applications are ranked. |
| By 8 January 2010 | <ul style="list-style-type: none">• VA and foundation schools provide the Council with ranked lists of applicants.• The allocation procedure starts. |
| By 25 January 2010 | <ul style="list-style-type: none">• 11-plus selection tests are completed. |
| By 12 February 2010 | <ul style="list-style-type: none">• The allocation procedure ends.• The Council has matched the ranked lists of all schools and allocated places.• The Council notifies other LAs of applicants from their areas who will be offered places in Plymouth schools on 1 March. |
| By 26 February 2010 | <ul style="list-style-type: none">• The Council notifies each school of the applicants who will be offered places at the school on 1 March. |
| 1 March 2010 | <ul style="list-style-type: none">• The Council sends notifications to parents. |
| From 10 September 2010 | <ul style="list-style-type: none">• Applications for Year 7 are treated as in-year admissions. |
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3. Oversubscription criteria for community schools

(i) Admission criteria: Maintained nursery schools

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 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 DCSF. These are as follows:

1 April to 31 August

1 September to 31 December

1 January to 31 March

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. Children who reside within the school's catchment area will always be considered first.

1. 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 CAF – applications made under this criterion would need to be supported by evidence from the child's social worker and/or health visitor detailing the advantage of the child attending the preferred nursery as opposed to any other.
4. A child with a serious ongoing medical condition, where the Children's Services Department (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 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.

Notes

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.

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 home address will be the address to which the Child Benefit Allowance is payable.

Oversubscribed nursery schools and classes are advised to ask parents to provide proof of residence before admitting the child.

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 or location.

Multiple births: we recognise the desirability of keeping 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.

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.

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

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

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. A child's home address determines whether they are in a particular primary catchment area, not attendance at a nursery. A separate application to Primary School will always have to be made.

(ii) Admission criteria: Community and voluntary controlled primary schools

In the event that a *community or voluntary controlled* primary school is oversubscribed, the Council will apply the following admission criteria in order of priority:

1. A child in the care of a local authority;
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. Children living in the school's catchment area;
4. Children living outside the school's catchment.

Exceptions will be made:

- a child whose SEN Statement names the parent's preferred school will be admitted to that school;
- on exceptional medical or social grounds:
 - 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.

- 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.

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 (except Oreston Community Primary School): 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 of location.

Tie-breaker (Oreston Community Primary School): 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 public walking route – 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, there will be a random ballot using an electronic random number generator.

Multiple births: we recognise the desirability of keeping 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.

Catchment Area: if you are not sure in which catchment area you live, contact the School Admissions Team on 01752 307166 for advice or view the web page at www.plymouth.gov.uk/schooladmissions.

Home Address: any allegations received by the Council of people providing false or accommodation addresses when applying for school places shall be fully investigated and, if found to be substantiated, 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 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 is payable.

(iii) Admission criteria: Community junior schools

Applies to all junior schools except St Budeaux Foundation School, which is a Church of England voluntary aided school.

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

1. A child in the care of a local authority;
2. Children attending a linked infant school with a sibling already attending the linked junior school at the time of admission;
3. Other children attending the linked infant school;
4. Children with a sibling already attending the junior school at the time of admission;
5. Other children living in the school's catchment area;
6. Other children living outside the school's catchment area.

Exceptions will be made as follows:

- a child whose Special Educational Needs (SEN) Statement names the school will be admitted to that school;
- the Planned Admission Number will be exceeded, as necessary, to allow for the admission of all children whose parents seek their transfer from the linked infant school, subject to consultation with the junior school concerned;
- on exceptional medical or social grounds. 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;
- 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.

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 Council's electronic mapping system - the higher the priority. In the event of there still being a tie, there will be a random ballot using an electronic random number generator.

Home address: any allegations received by the Council of people providing false or accommodation addresses when applying for school places shall be fully investigated and, if found to be substantiated, allocated places may be withdrawn, as appropriate. Over-subscribed schools are advised to ask parents to provide proof of residence (for example

utility bills) before admitting the child. The 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 is payable.

Junior schools: pupils attending an infant school have high priority for admission to the linked junior school at the normal transfer stage. For children seeking to transfer from other schools, the above admission criteria will apply if there are any vacancies to fill after pupils from the linked infant school have been admitted.

(iv) Admission criteria: Community secondary comprehensive schools

Where a community comprehensive school is oversubscribed, the following criteria apply in order of priority:

Category

- 1 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 living in the catchment area attending a linked primary school;
- 4 Other children living in the catchment area;
- 5 Children living outside the catchment area but attending a linked primary school.
- 6 Other children living outside the catchment area.

Notes:

- a) A child whose SEN Statement names the parent's preferred school will be admitted to that school.
- b) Children are *siblings* if they are a full, half, step, or adoptive brother or sister, and living in the same family unit and household.
- c) 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 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.
- d) 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.

- e) 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.
- f) 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.
- g) Children attending Manadon Vale Primary School who live in that part of its catchment area which is within the catchment area of Eggbuckland Community College have priority 2 status for places at Eggbuckland Community College.
- h) Children attending Hyde Park Junior School who live in that part of its catchment area which is within the catchment area of Lipson Community College have priority 2 status for places at Lipson Community College.

- i) Allegations of parents providing false or accommodation addresses when applying for school places shall be fully investigated and, if found to be substantiated, allocated places may be withdrawn as appropriate. Primary schools check addresses provided by parents of Year 6 pupils on secondary school preference forms against the school register. The Local Authority will also carry out checks as appropriate.
- m) **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 home address will be the address to which the Child Benefit Allowance is payable.

(v) Admission criteria: Community secondary grammar schools

These admission arrangements apply to Devonport and Plymouth High Schools for Girls and Devonport High School for Girls or Plymouth High School for Girls.

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

Places at the two girls grammar schools 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) girls in public care;
- 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 location. In the event of there still being a tie, there will be a random ballot using an electronic random number generator.

(vi) Admission criteria: Community sixth form admissions

Where a secondary school operates a sixth form and admits children from other schools at age 16, for instance, an admission number will be required for Year 12 as well as for the main-year or years in which children join the lower school, for example, Year 7.

Plymouth City Council is the Admissions Authority for the following community schools and is therefore responsible for the admission of pupils into the sixth form at these schools. The Council has however delegated the responsibility for the administration of admissions to the sixth form to the Headteacher of each school. Applications for admission should therefore be directed to the school.

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

Timetable for application:

School name	Year 12 PAN (less those transferring from the schools own Year 11).	Timetable		
		Application date	Normal notification date	Late applications accepted until
Coombe Dean School	200	By the end of January preceding the September of admission	By the end of February in which the academic year of admission falls	The second Friday in September 2010
Devonport High School for Girls	150	By the first week of February preceding the September of admission	By the end of term four in which the academic year of admission falls	The end of April 2010
Eggbuckland Community College	300	By the end of January preceding the September of admission	By the end of April in which the academic year of admission falls	The second full week of term 1 in 2010
Estover Community College	180	By the end of December preceding the September of admission	By the end of March in which the academic year of admission falls	The end of September 2010
Hele's School	220	By the end of March	By the end of April in which	The start of term in

		preceding the September of admission	the academic year of admission falls	September 2010
John Kitto Community College	220	By the end of March preceding the September of admission	By the end of May in which the academic year of admission falls	The second week of September 2010
Lipson Community College	185	By the end of January preceding the September of admission	By the end of February in which the academic year of admission falls	15 October 2010
Plymouth High School for Girls	140	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 September 2010
Plymstock School	300	By the end of May preceding the September of admission	By the end of July in which the academic year of admission falls	The end of the second week of September 2010
Ridgeway School	200	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 September 2010
Tamarside Community College	200	By the end of November preceding the September of admission	By the end of February in which the academic year of admission falls	The end of the first week of September 2010

Over-subscription criteria:

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. Students 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. Students with siblings at the school at the time of admission;
4. Any other student.

Notes:

- a) A child whose special educational needs (SEN) statement names the parent's preferred school will be admitted to that school.
- b) Children are siblings if they are a full, half, step, or adoptive brother or sister, and living in the same family unit and household.
- c) 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 or location. In the event of there still being a tie, there will be a random ballot using an electronic random number generator.
- d) Priority may be given to the admission of a child 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 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.

- e) A student's home address is defined as the address at which s/he is normally resident, or where s/he lives at more than one address, the address at which s/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.

4. Voluntary Aided Roman Catholic (VA RC) primary schools

(i) Admission criteria for Reception Year

(Applies only to the following: Cathedral School of St Mary; Holy Cross; Keyham Barton; St Joseph's; St Paul's; St Peter's Roman Catholic Primary Schools).

Where a Roman Catholic Voluntary Aided (RC VA) primary school is over-subscribed, the governing body will apply the following admission criteria in order of priority:

Admissions Policy 2010 - 2011

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 child in public care/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.)

Please Note: 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.

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 of 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/Child in Public Care - This means a child who is looked after by a local authority in accordance with section 22 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.

(ii) Supplementary Information Form

SUPPLEMENTARY FORM

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 circle)

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 circle)

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 circle)

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 circle)

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 circle)

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:.....

Address Tel

5. Oversubscription criteria for VA CE primary schools (except St Budeaux Foundation Junior School)

St Andrew's CE Primary School

(i) Admission arrangements for Reception Year

THE ADMISSIONS PROCESS

All parents who wish to express a preference for a place at St Andrew's (VA) CofE Primary School must do using the Local Authority Common Application Form (CAF). This is available online at www.plymouth.gov.uk/primaryadmissions or within the Plymouth City Council school admissions booklet – copies of which are available by calling the 01752 307166

All applications must be made by the Plymouth Local Authority closing date 11 December 2009.

The LA co-ordinates admissions for all primary schools, and will write to you (or email if you applied online) to advise of the school place you have been allocated for your child.

Where St Andrew's C of E (VA) Primary School is oversubscribed, the governing body will apply the following admission criteria in priority order:

- 1 Children in Care
- 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

Exceptions

Children with SEN statements nominating the School will be admitted.

Definitions

- 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

- Children in Care (Looked After Children) are defined as children who are looked after by or provided with accommodation in the exercise of its functions by Plymouth Local Authority or by any other local authority which has informed Plymouth LA of its wish to place a child.
- Living is defined as the address where the child is normally resident. Where a child resides through shared custody, the address will be with the parent who receives child benefit.
- 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.

Endorsement

Where an application is made on religious grounds, applicants are asked to write on the back of the application form the name and address of their Minister or Priest, so that he or she may be contacted.

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.

Appeals procedure

If you are refused a place and you wish to appeal, please contact the School or the Local Authority and you will be advised of the appeals process.

St George's CE Primary School

(i) Admission arrangements for Reception Year

St George's Church of England Primary School is a Voluntary Aided Church of England school located in the Diocese of Exeter. As a Voluntary Aided school the governing body is the admission authority and determine the priorities for admission if the school receives more applications than places available.

THE ADMISSIONS PROCESS

All parents who wish to express a preference for a place at St George's (VA) CofE Primary School must do using the Local Authority Common Application Form (CAF). This is available online at www.plymouth.gov.uk/education/schools/schooladmissions/primaryadmissions or within the 'Starting Schools in Plymouth' primary admissions booklet – copies of which are available by calling the 01752 307166

All applications must be made by the Plymouth Local Authority closing date; **11 December 2009**. In addition, if you are applying for a place on religious grounds, and believe that you may fall into criterion 4 (see below) you will also need to complete a Supplementary Information Form. These forms are available direct from the school, and should be completed and returned to the school by no later than **11 December 2009**.

The LA co-ordinates admissions for all primary schools, and will write to you (or email if you applied online) to advise of the school place you have been allocated for your child.

PLANNED ADMISSION NUMBER

The Planned Admission Number (PAN) for 2010/11 is **15**

POINTS OF ADMISSION

There is a legal requirement that all children are admitted to school in the term following their fifth birthday.

St George's (VA) CofE Primary School operates one points of entry for Reception children, in line with the policy operated by Plymouth LA. This is as follows:

Parents are able to defer entry for their child if they are below statutory school age. This means:

Children born between 1st September and 31st December can defer entry until the beginning of the Spring Term. This means they would start school in January instead of September.

Children born between 1st January and 31st March can defer entry until the beginning of the Summer Term. This means they would start school after Easter instead of in January.

DEFERRED ADMISSION

Deferred admission is where, when you have been offered a place, you can decide to delay your child's actual start date until they reach statutory school age, within the same academic year.

Children born between 1 September and 28/29 February can defer entry until the start of the spring term (January). Children born between 1 March and 31 August do not have an automatic right to defer admission.

You will need to apply as normal by the deadline of 9th January 2009 and, after a place is offered, you must inform the Head teacher that you wish to defer. Your child's place at the school will be kept open for them to join at the later date.

DELAYED ADMISSION

This is where you wish your child to start an academic year later than normal but still entering at the Reception stage. Such an arrangement must be supported with medical/educational evidence. A place cannot be guaranteed a year in advance. Please contact the Plymouth School Admissions Team for further information. It is advisable to submit an application on time in any event whilst your request for delayed admission is considered by all parties.

ADMISSIONS OVER SUBSCRIPTION CRITERIA

Where St George's (VA) CofE Primary School receives more applications than it has places to offer, applications will be prioritised using the following criteria:

[A child who has a statement of SEN which names St George's (VA) CofE Primary School will be admitted]

1. Children in Care¹
2. Children living² in the schools designated area³ with a sibling⁴ who will be attending the school at the time of admission
3. Other children living² in the schools designated area³
4. Children who live² outside the schools designated area³ whose parent(s) or carer(s)⁵ are regular attenders⁶ of a Christian Church⁷
5. Children who live² outside of the schools designated area³ with a sibling⁴ who will be attending the school at the time of admission
6. Other children living² outside of the schools designated area³

Tie Breaker - 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 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 two or more applicants having the same distance to school then allocation will be decided by random ballot.

Definitions

¹Children in Care These children are looked after by or provided with accommodation in the exercise of its functions by Plymouth Local Authority or any other local authority which has informed Plymouth LA of its wish to place a child.

- ²Living This is defined as the address where the child is normally resident. Where a child resides through shared custody, the address will be with the parent who receives child benefit.
- ³Designated Area The geographical area served by a particular school. It is sometimes called the 'catchment' area. The designated area for St George's (VA) CofE Primary School can be viewed at www.plymouth.gov.uk/primary_devenport or by contacting the school who have a map you can view. Alternatively you can contact Plymouth LA Primary Admissions Team 01752 307166 who will be able to advise whether you live within the schools designated area.
- ⁴ 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.
- ⁵ Parent/Carer 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.
- ⁶ 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.
- ⁷Christian 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**.

APPEALS PROCESS

Where parents are refused a place at St George's (VA) CofE Primary School they have the statutory right of appeal. This appeal is heard by an independent panel who are not connected in any way with making the original decision to refuse a place. Further details about the appeals process are available from the Clerk to the Independent Appeals Panel,

Rachel Watson

Democratic Support Unit

Chief Executive Department

Floor 1

Civic Centre

Plymouth

PL1 2AA

Tel 01752 304486

Email Rachel.Watson@plymouth.gov.uk

WAITING LISTS

A waiting list will be held by the school. Length of time on the waiting list will not be taken into account. Each time a new name joins the list, the whole list will be revised using the over subscription criteria, and places will be offered as and when they become available.

(ii) Supplementary Information Form

PART A

St George's CofE Primary School is a voluntary aided school, which means the governing body is the Admission Authority.

In the event of oversubscription, priority will be given in criterion 4 to parents/carers of children who regularly attend (at least monthly) a Christian Church (please see School admissions policy for definitions).

Please only complete this form if you believe you meet Criterion 4.

Please complete Part A, and give this form to your Church Priest or Minister, who will complete Part B, and return it to St George's CofE Primary School.

The Church Priest or Minister must return this form to the school by the deadline for admission applications for the academic year 2010-2011 which is 11th December 2009.

Details of child/children

Surname:

First name/s:

Address:

Tel:

Details of Church / Priest or Minister

Name of Church:

Name of Minister:

Address of Minister:

Tel:

Signed:

Relationship to child/children:

Date:

PART B

To be completed by the Church Priest or Minister

The parent/carer identified in Part A, has applied for a place at St George's CofE Primary School for the academic year 2010-2011. We ask that you confirm that this parent/carer regularly attends your Christian Church at least once per month.

Please return this form by the deadline for admission applications, 11th December 2009 to the school.

Thank you for your assistance in completing this supplementary form.

I,(Name of Priest/Minister) confirm the parent/carer stated in Part A, does attend.....(Name of Church) at least once per month.

Signed:

Name:

Date:

St Mary's CE Infant School

(i) Admission arrangements for Reception Year

THE ADMISSIONS PROCESS

All parents who wish to express a preference for a place at Plympton St Mary (VA) CofE Infant School must do using the Local Authority Common Application Form (CAF). This is available online at www.plymouth.gov.uk/primary admissions or within the Plymouth City Council's school admissions booklet – copies of which are available by calling the 01752 307166

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. In the event that a school receives more applications than its Published Admission Number, the following oversubscription criteria will apply in order:

- 1 Children in Care
- 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

Exceptions

- Children with SEN statements nominating the school will be admitted;
- Plympton St Mary C of E Infant School's second priority will also include children with siblings attending Old Priory Junior School at the time of admission

Definitions

- 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
- Children in Care (Looked After Children) are defined as children who are looked after by or provided with accommodation in the exercise of its functions by Plymouth Local Authority or by any other local authority which has informed Plymouth LA of its wish to place a child.

- Living is defined as the address where the child is normally resident. Where a child resides through shared custody, the address will be with the parent who receives child benefit.
- 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.

Tie Breaker

In the event of two applications in the same category being considered for a remaining place, priority will be given to whoever lives nearer to school by taking the shortest distance measured by a straight line on a map using the Council's electronic mapping system – the shorter the distance the higher the priority. Flats are taken to be the same measurement point regardless of floor location.

Appeals procedure:

If you are refused a place and you wish to appeal, please contact the School or the Local Authority and you will be advised of the appeals process.

(ii) Supplementary Information Form

PART A

Plympton St Mary CofE Infant School is a voluntary aided school, which means the governing body is the Admission Authority.

In the event of oversubscription, priority will be given in criteria 2.2 and 3.2 to parents/carers of children who regularly attend (at least monthly) a Christian Church (please see School admissions policy for definitions).

Please only complete this form if you believe you meet Criterion 2.2 and 3.2.

Please complete Part A, and give this form to your Church Priest or Minister, who will complete Part B, and return it to Plympton St Mary CofE Infant School.

The Church Priest or Minister must return this form to the school by the deadline for admission applications for the academic year 2010-2011 which is 11th December 2009.

Details of child/children

Surname:

First name/s:

Address:

Tel:

Details of Church / Priest or Minister

Name of Church:

Name of Minister:

Address of Minister:

Tel:

Signed:

Relationship to child/children:

Date:

PART B

To be completed by the Church Priest or Minister

The parent/carer identified in Part A, has applied for a place at Plympton St Mary CofE Infant School for the academic year 2010-2011. We ask that you confirm that this parent/carer regularly attends your Christian Church at least once per month.

Please return this form by the deadline for admission applications, 8th January 2010 to the school.

Thank you for your assistance in completing this supplementary form.

I,(Name of Priest/Minister) confirm the parent/carer stated in Part A, does attend.....(Name of Church) at least once per month.

Signed:

Date:

St Peter's CE Primary School

(i) Admission arrangements for Reception Year

The Admissions Timetable

The Local Authority (LA) operates a timetabled co-ordinated admissions procedure for all Primary /Secondary Schools in line with government legislation.

The LA will manage the process on behalf of the school according to the scheme published each year. The Governing Body, as the Admission Authority, will allocate the available places in line with this policy.

The closing date for admission application forms to be received by the LA will be as notified by the LA annually. Information on completing the 'on line' application and notification dates of admission decisions are published in the LA Admissions Booklet, which is also available online at <http://www.plymouth.gov.uk/primaryadmissions>

If an application is being made on religious grounds the on line form will still need to be completed but please also 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 this policy Christian means: a member of a Church which is affiliated to 'Churches Together in Britain and Northern Ireland'.

Our planned admission number is 25 which is the maximum number that can be admitted at the first point of entry.

We admit children into the school at one point – September of the academic year in which the child turns five years old. A place can be offered and admission deferred to January.

We admit children other than at the first point of admission on application to the Headteacher having due regard for maximum class sizes (30 children is our maximum), our Planned Admission Number (25 children in any one year group) and taking in to account the need to maintain the standard of educational provision for all children in the school.

Oversubscription Criteria.

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.

- 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

Exceptions

Children with statements of special educational need nominating the school will be admitted.

Any child admitted will count towards the Published Admission Number (PAN).

In the event of two applications in the same category being considered for a remaining place, priority will be given to whoever lives nearer to school by the shortest straight line route as measured by Plymouth City Council's electronic mapping system.

***Siblings are those children who share at least one parent either by birth or adoption.**

**Christian is defined as: 'Churches which are members of Churches Together in Britain and Northern Ireland'.

A child who lives in an area is one who spends the majority of their time at an address which is normally also the parental home. The parental home is the address to which 'Child Benefit' allowance is payable.

Schools follow the admissions applications timetable published by the Local Authority.

Admission Appeals

Parents who are not offered a place for their child have the right to appeal to an Independent Appeal Panel. This panel is set by Plymouth Local Authority. Parents wishing to appeal should obtain an appeal form from the school. The form/letter should be sent to the Clerk of the Appeal Panel.

Further Information

If you require further information about applying for a place at **St Peter's CE (VA) Primary School**, please contact:

6. Oversubscription criteria for St Budeaux Foundation Junior School

(i) Admission arrangements for Reception Year

Where the school is oversubscribed, the governing body will apply the following admission criteria in priority order as the published admission number is 60:

Children attending the linked infant school:

1. Children in Care
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. Children in Care
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. Children in Care
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.

Sibling: Sibling refers to 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.

Exceptions: Children with Special Educational Needs (SEN) statements nominating the school will be admitted. The Planned Admission Number will be exceeded, as necessary, to allow for the admission of all children whose parents seek their transfer from the linked infant school, subject to consultation with St Budeaux Foundation School.

Endorsement: Where an application is made on religious grounds, applicants are asked to write the name and address of their Minister or Priest under the section relating to reasons for preferring this school so that he or she may be contacted.

Tie-breaker: In the event of two applications in the same category being considered for a remaining place, priority will be given to whoever lives nearer to the school as measured by a straight line on a map using the Council's electronic mapping system.

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

7. Oversubscription criteria for Widewell Primary School Educational Trust

(i) Admission arrangements for Reception Year

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.

The number of intended admissions for the year commencing 1st September 2010, 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

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.)

4. Children for whom it is essential to be admitted because of special circumstances to do with significant medical, social or special educational needs.

It is open to any parent to make an application under this criterion.

The recommendation for this specific school should demonstrate knowledge of Widewell Primary in terms of resources and organisation, which deems it essential that the named pupil be admitted to the school.

This criterion relates to the **child's** special needs and not to any member of the child's family.

Pupils will be admitted without reference to ability or aptitude.

Exception will be made as follows:

- a child whose SEN statement names the parents' preferred school as Widewell Primary School.

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 asked to complete the School's Admission Form and 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.

8. Admission criteria for Devonport High School for Boys

(i) Admission arrangements for Year 7

- 1.1. **Approved Admission Number:** The admission number in Year 7 will be 174.
- 1.2. **Admission arrangements**
- 1.2.1. Admission to the school is on the basis of selection by reference to ability or aptitude.
- 1.2.2. Devonport High School for Boys uses papers designed by the National Foundation of Educational Research (NFER) to meet the needs of the selective schools.
- 1.2.3. In mid November, Plymouth LA will provide the School with the details of the candidates from the city, Devon and Cornwall who have identified DHSB as one of their preferred schools and arrangements will be made to test these candidates.
- 1.2.4. The tests will comprise an assessment of potential through NFER Verbal Reasoning and Mathematics papers. Additionally candidates will take an internally set English paper (testing composition and comprehension skills). These tests will be conducted at Devonport High School for Boys on two consecutive Saturday mornings in mid January.
- 1.2.5. The programme for the two Saturday mornings will be:
Week 1) Familiarisation and English paper and Week 2) NFER Verbal Reasoning and NFER Mathematics papers
- 1.2.6. When the scores have been standardised the Admissions Panel will meet to discuss the results: The Admissions Panel will consist of the Headteacher, Deputy Head (Pastoral), Admissions Officer and member(s)/representative(s) of the Governing Body of the school. The results will be placed in one of two bands:

A	Candidates who achieve a qualifying NFER mark [#] equal to or higher than that of the 174 th candidate, plus at least half marks in English paper [[#] <i>NB scores that exceed the 75th percentile score, as notified by NFER</i>]	The candidate has qualified and is eligible for consideration for a place at the school.	See para. 1.2.7
B	Candidates who do not achieve the qualifying mark, and/or sufficient marks in the English paper and who are below 174 th position in the rank order	That the candidate has not qualified and so is ineligible to be considered for a place at this selective school	See para. 1.2.8

- 1.2.7. The 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.
- 1.2.8. 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 Admissions 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 English test 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.

1.3. Waiting list and subscription criteria:

1.3.1. Those boys who have an NFER 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 before the end of September in the year of admission. Those achieving the highest NFER 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. Those in local authority care.
- II. Those who have a sibling(s) at Devonport High School for Boys at the time of admission. (see notes).
- III. In the event of an unresolved tie, then the mark for the English paper will be used to discriminate between candidates.
- IV. Finally, 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).

1.3.2 Parents of any boys taking the 11+ test late and who qualify by virtue of a score higher than the 174th candidate (i.e. category A) who are not initially allocated a place, will be automatically placed on our waiting list. This list gives priority strictly by the oversubscription criteria (see 1.3.1) for any places that may become available during the summer.

Notes:

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

b Children are siblings if they are a full, half, step, or adoptive brother or sister, and living in the same family unit and household.

c 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.

1.4. Application procedure:

1.4.1. 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 by the closing date published for that LA (usually the last term-time Friday in October). *Parents naming DHSB are also asked to return to the school the 11+ registration document (enclosed with the prospectus or on-line at the www.dhsb.org) by 16 October 2009 to help ensure that the administrative arrangements can be completed for the testing in January.*

- 1.4.3. The School will administer the 11+ test to all the boys identified by the LA 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.
- 1.4.4. 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 appeals panel

1.5 Late applications:

- 1.5.1. If there are vacancies then arrangements will be made for the 11+ test to be taken (see section 1.2 and 1.3.2). Places will be allocated to those who qualify. The over-subscription criteria will be applied if necessary (see section 1.3)
- 1.5.2. If there are no vacancies, parents will have the option for their son to sit the 11+ test and, if qualified, to be added to the waiting list (see 1.3.2)

(ii) Supplementary Information Form (SIF)

Admission to Year 7 in September 2010

Name of child: (BLOCK CAPITALS PLEASE)		Date of birth:		
Surname:	Forename(s):	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.				
Signature of parent or guardian		Date		
I/we confirm that we wish to apply for a place at Devonport High School for Boys and that our son will sit the 11+ tests at DHSB on 16 and 23 January 2010.				

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: 16 October 2009

(iii) Sixth Form Admission Arrangements

Devonport High School for Boys
Sixth Form Admission Arrangements
2010/2011

Introduction

- 1 As a Foundation School, DHSB is responsible for the admission of pupils into the Sixth Form at the school. Any queries regarding Sixth Form admissions should be directed to the school.
- 2 The capacity for Year 12, sometimes referred to as the Lower Sixth is 140.

A Admission to the Sixth Form

- 1 Admission to the Sixth Form will be from:
 - (a) pupils in Year 11 at DHSB
 - (b) pupils from outside of DHSB
- 2 The admission number for students entering Year 12 from outside of DHSB will be 140 less those transferring from the school's own Year 11 (who will take priority).
- 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 1 (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 3 curriculum at DHSB, the applicant needs to have achieved the appropriate Average Points Score (APS) at Key Stage 4 of **46** points or more including at least a C grade in 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. Students 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. Students with a sibling(s) at the school at the time of admission;
4. Any other student.

Notes:

- a) A child whose special educational needs (SEN) statement names the parent's preferred school will be admitted to that school.
- b) Children are siblings if they are a full, half, step, or adoptive brother or sister, and living in the same family unit and household.
- c) 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.
- d) Priority may be given to the admission of a child 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 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.

- e) A student's home address is defined as the address at which s/he is normally resident, or s/he lives at more than one address, the address at which s/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.

D Appeals

Any student refused the offer of a place in Year 12 has the right of appeal to an independent appeals panel. Further details can be obtained from the Clerk to the Appeals 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

9. Admission criteria for Notre Dame Roman Catholic (RC) School

(i) Admission arrangements for Year 7

The planned admission number (PAN) for entry in Year 7 in 2010-11 is 132. In applying our admissions criteria:

- *Parents of prospective students for entry in 2010 must apply using both the Common Application Form (CAF) from the Local Authority and the School's own application form available for download on line and as hard copy from the school.*
- *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. Looked After Children.
2. Girls who are baptised Roman Catholics and this is acknowledged by their school application form being countersigned by their RC parish priest.
3. Girls who are baptised or recognised members of a Christian denomination or other Faith and this is acknowledged by their application form being countersigned by a Christian Minister/ Priest or a senior leader of their faith community.
4. Girls attending a Linked Primary School, as specified in the Plymouth LA "The Next Step" booklet, whose application form is countersigned by a Christian Minister/ Priest or a senior leader of their faith community.
5. Girls of no particular faith tradition whose parents/guardians nonetheless wish their child to receive faith-based schooling within the Catholic Christian tradition.
6. 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 application.
("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) "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."

(ii) Supplementary Information Form

FOR USE WITH THE LOCAL AUTHORITY APPLICATION FORM

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. TITLE..... INITIAL SURNAME

2. TITLE..... INITIAL SURNAME

PARENT/GUARDIAN SIGNATURE

DATE

NB: PLEASE SEE THE ADMISSIONS CRITERIA - available on our website www.ndonline.org

(iii) Sixth Form Admission Arrangements

Admission Arrangements for Sixth Form 2010-2011

Introduction

- 1 Notre Dame RC school is the Admissions Authority for Notre Dame and is therefore responsible for the admission of pupils into the sixth form at the school. The governing body has however delegated the responsibility for the administration of admissions to the sixth form to the Headteacher of the school. Any queries regarding sixth form admissions should be directed to the school.
- 2 The capacity for Year 12, sometimes referred to as the Lower 6th is 132

A Admission to the sixth form

- 1 Admission to the sixth form will be from:
(a) pupils in Year 11 at Notre Dame and
(b) pupils from outside of Notre Dame
- 2 The admission number for students entering Year 12 from outside of Notre Dame will be 132 less those transferring from the school's own Year 11 (who will take priority).
- 3 Students on roll at Notre Dame are required to apply for a place in the sixth form as are students from other schools.
- 4 Applications should be completed by the end of February preceding the September of admission. Notification will normally be made by the end of April 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 1 (Autumn) in each school year although there may be some occasions when students transfer during an academic year.

B Minimum entry requirements

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

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. Students 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. Roman Catholic students;
4. Students with siblings at the school at the time of admission;
5. Any other student.

Notes:

- a) A child whose special educational needs (SEN) statement names the parent's preferred school will be admitted to that school.
- b) Children are siblings if they are a full, half, step, or adoptive brother or sister, and living in the same family unit and household.
- c) 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 or location.
- d) Priority may be given to the admission of a child 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 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.

- e) A student's home address is defined as the address at which s/he is normally resident, or s/he lives at more than one address, the address at which s/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.

D Appeals

Any student refused the offer of a place in Year 12 has the right of appeal. You should indicate your wish to appeal in writing to The Chair of Governors, C/o Notre Dame R C School, Looseleigh Lane, Derriford, Plymouth. PL6 5HN. Further information will be sent to you

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 the second full week of term 1

Address for correspondence:

Notre Dame RC School
Looseleigh Lane
Derriford
Plymouth
PL6 5HN

Tel: 01752 775101 Fax: 01752 768120
Email: info@notredame.plymouth.sch.uk
Website: www.ndonline.org

10. Admission criteria for St Boniface's Roman Catholic (RC) College

(i) Admission arrangements for Year 7

- Following an opportunity to visit the College, parents/guardians and prospective students for entry in September 2010 will be invited to apply for a place through submission of **both** the Common Application Form [CAF] from the Local Authority [LA] and the College's own Supplementary Admission Form [SAF] which includes submission of, by parents/guardians, of some supplementary information and in accordance with the College Admissions Policy. The deadline for applications will be 16th October 2009.
- The following are the Admission arrangements for 2010-11.
- The Planned Admission Number [PAN] for the College will be set at 136 pupils in year seven.
- Children with a Statement of Special Educational Needs who, after consultation with the College, following the requirements of Section 27 of the Education Act 1996 and the Special Needs Code of Conduct names St Boniface's College as the most suitable provision, will be admitted to the College.
- All applications to the College will be ranked on an equal preference basis against the admission criteria listed below:-
 1. Baptised Roman Catholic boys who are in Public Care. Evidence of both the "in care" and baptismal status to be supplied at time of application.
 2. Baptised Roman Catholic boys whose College application form is countersigned by a Roman Catholic Priest. A Baptismal Certificate for the named applicant to be supplied to the College at the time of making application.
 3. Any other applicants who are in Public Care with evidence of In Care status.
 4. Baptised/Dedicated Christians of other denominations or members of other Faiths who will have a sibling at the College at the time of admission to the College. A baptismal or dedication certificate [for Christian applicants] to be supplied to the College at the time of application.
 5. Baptised/Dedicated Christians of other denominations or members of other Faiths who are in attendance at a Roman Catholic linked primary school and whose application form is signed by a Christian Minister of Religion or Senior Leader of the Faith Community. A baptismal/dedication certificate [for Christian applicants] to be supplied to the College at the time of application.
 6. Boys currently enrolled in a programme of preparation for Baptism into the Roman Catholic Church. Confirmation of enrolment will be required from a Roman Catholic priest.
 7. Baptised/Dedicated Christians of other denominations whose application for admission is signed by a Christian Minister of Religion and a baptismal/dedication certificate for the applicant is supplied to the College at the time of application.
 8. Boys whose residence is with one parent who is a baptised Christian. The parent's Baptismal Certificate, or the signature of a Christian Minister of Religion confirming their knowledge of the parent's baptism, will be required.

9. A boy who is a member of another recognised faith community whose application form is signed by a senior Leader of that faith and is supported by a letter confirming this from a Senior Leader of that Faith community..
10. All other boys whose parents express a preference for the College, for whatever reason, who make a valid application on the College's Supplementary Admissions Form [SAF] and a Common Application Form [CAF] including the school among its preferences.

Notes of the above criteria

- ❖ Siblings are full, half, step or adoptive brother.
- ❖ If it is necessary to distinguish between applicants in a particular category, priority will be determined on the basis of distance between home and school measured along the shortest line on a map, using the Local Authority'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.
- ❖ Hinduism, Islam, Judaism, Sikhism are examples of recognised other faiths.
- ❖ Please note that applications received by means of the Local Authority's Common Application Form [CAF] only, without the College's Supplementary Admission Form [SAF] will be unable to be ranked according to the above criteria and will therefore be placed in Category 10.
- ❖ To promote sustainable, healthy travel to school, pupils are encouraged to either walk or cycle safely to school where possible.

The LA will inform parents of successful applicants of the decision of the Governors on common notification day in March 2010.

(ii) Supplementary Information Form

SUPPLEMENTARY ADMISSIONS FORM

SECTION 1: This section should be completed by all applicants

Name of Parent/Guardian **Entry Date**.....

Mother..... **Father**.....

Address:.....

Telephone Number..... Mobile.....

Email address.....

Surname if different from applicants[PLEASE PRINT]

.....

Contact Phone Number..... Mobile.....

Name of Child.....date of birth.....

Will your son have a sibling in the College at the time of admission? Yes/No [please circle]

Name.....current class.....

SCHOOL CURRENTLY

ATTENDING.....

TEL: No:.....Head Teacher's Name.....

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 form and deliver it to St Boniface's College.

SECTION 2

Is your child a baptised Catholic Yes/No [please circle]

If 'Yes' please attach a copy of his baptismal certificate to this form.

Religious denomination of Mother.....Father.....

Signature of Parish Priest.....

Sibling Information:

If you have a child[ren] already attending this school please give:

Name.....Year.....

If you have a child[ren] attending a Roman Catholic Primary please give:

Name.....School attending.....

Year.....

SECTION 3

Is your child currently enrolled on a Catholic Baptismal Preparation Programme
Yes/No [please circle]

If 'Yes' please ask an appropriate Catholic Priest to sign the statement below.

'I confirm that the child named on this form is enrolled on a Catholic baptismal preparation programme'

Name of Priest.....Parish.....

Signature.....date.....

SECTION 4

Is this child a member of a Christian church/denomination other than Catholic :
Yes/No [please circle]

If 'Yes' please ask your Minister of Religion to sign the statement below – please send copy of Baptism Certificate

'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 circle]

If 'Yes' please ask your 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 attended.....

Signature.....date.....

If you have NOT been able to answer 'yes' to any of the sections 2 – 5 it may still be possible to be admitted to the School if there are places available.

FINAL DECLARATION TO BE COMPLETED BY ALL APPLICANTS

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

Name.....Signature.....date:.....

(iii) Sixth Form Admission Arrangements

Introduction

1. As a Voluntary Aided School the Governing Body is the Admissions Authority for St. Boniface's Roman Catholic College and is therefore responsible for the admission of students into the sixth form at the school. The Governing Body has however delegated the responsibility for the administration of admissions to the sixth form to the Headteacher of the school. Any queries regarding sixth form admissions should be addressed to the Director of Sixth Form at the school.

2. The capacity of Year 12, sometimes referred to as the Lower Sixth, is 120

A. Admission to the Sixth Form

1. The sixth form at St. Boniface's College is coeducational and admission to the sixth form will be from:

- (a) students in Year 11 at St. Boniface's College; and
- (b) students from outside of St. Boniface's College.

2. The admission number for students entering Year 12 from outside of St. Boniface's will be 120, less those transferring from the school's own Year 11 (who will take priority).

3. Students on roll at St. Boniface's College are required to apply for a place in the sixth form as are students from other schools.

4. Applications should be completed by the end of February preceding the September of admission. Notification of allocation of a place will normally be made by the end of the April in which the academic year of admission falls.

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

6. Students will be admitted into the sixth form in term 1 in the Autumn in each school year although there may be some occasions when students transfer during an academic year.

B. Minimum entry requirements

All students seeking to join the sixth form must achieve the necessary grades for access onto the courses they have chosen. These access requirements are as published in the sixth form prospectus and associated departmental or course documentation.

St. Boniface's is a Roman Catholic school and the Christian faith is an integral part of its ethos. All applicants from outside of the College will be expected to be sympathetic to the religious dimension of the College ethos and understand that the study of social, moral and ethical issues, under the umbrella heading of "Religious Studies", is a non-examined but compulsory part of the sixth form enrichment curriculum for all students.

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. Students in the care of a Local Authority
2. Students considered by St. Boniface's College to have exceptional social or medical needs (see note d) below)
3. Students with siblings at the school at the time of admission.
4. Students who are Roman Catholics.
5. Students of other Christian denominations or other faiths.
6. Any other students

Notes:

a. A student with a statement of SEN which, after consultation with the College following the requirements of Section 27 of the Education Act 1996 and the Special Needs Code of Practice, names St. Boniface's College as the most suitable provision, will be admitted to the College.

b. Children are siblings if they are a full, half, step, or adoptive brother or sister, and living in the same family unit and household.

c. Where there is more than one applicant within a category applying for a single place at the school, 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 Local Authority'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 centre of the building). Flats are therefore taken to be the same measurement regardless of floor or location.

d. Priority may be given to the admission of a child 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 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.

e. An applicant's home address is defined as the address at which the applicant normally resides for the majority of the time.

D. Appeals

Any student refused the offer of a place in the sixth form has the right of appeal to an independent appeals panel. Further detail can be obtained from the Clerk to the Governors; St. Boniface's College; 21 Boniface Lane; Manadon Park; Plymouth; Devon; PL5 3AG

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 the second full week of term 1.

School contact details:

Post:St. Boniface's College
Address:21 Boniface Lane
Manadon Park
Plymouth
PL5 3AG
Telephone:01752 779051
Fax:01752 774692
Email:rlyddon@stbonifaces.com
Website:www.stbonifaces.com

11. Stoke Damerel Community College

(i) Admission arrangements for Year 7

Stoke Damerel Community College is a Trust School and as such is responsible for its own admission arrangements.

Application for a place at Stoke Damerel Community College should be made on the Plymouth City Council, Common Application Form (CAF). These need to be returned to the Council on or before 16th October 2009.

How priority for school places is determined

Priority is given to children who live in the school's catchment area, or have an elder brother or sister attending the school, or attend a linked primary school.

Stoke Damerel Community College Admission Criteria

Where we are over-subscribed the following criteria apply in order of priority.

Category

1. 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 living in the catchment area attending a linked primary school;
4. Other children living in the catchment area;
5. Children living outside the catchment area but attending a linked primary school.
6. Other children living outside the catchment area.

Notes

- a) A child whose special educational needs (SEN) statement names the parent's preferred school will be admitted to that school.
- b) Children are siblings if they are a full, half, step, or adoptive brother or sister, and living in the same family unit and household.
- c) Priority may be given to the admission of a child 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 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.

- d) 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.
- e) 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.
- f) Allegations of parents providing false or accommodation addresses when applying for school places shall be fully investigated and if found to be substantiated, allocated places may be withdrawn as appropriate. Primary schools check addresses provided by parents of year 6 pupils on secondary school preference forms against the school register.
- g) 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 is payable.

Tie Breaker

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 an 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.

In the unlikely event of a tie remaining, a random number generator will be used to allocate places, this will be conducted by the Principal, supervised by a Governor.

Linked Primary Schools

Drake, Ford, High Street, College Road, Marlborough, Montpelier, Morice Town, Mount Wise, Pilgrim, St George's, Stoke Damerel, Stuart Road.

What is a Published Admission Number?

The Published Admission Number (PAN) is the number of places available in the first year (Year 7) of a secondary school, based on its physical capacity. The PAN for Stoke Damerel Community College is 240.

(ii) Sixth Form Admission Arrangements

Introduction

- 1 Stoke Damerel Community College is the Admissions Authority for the College and is therefore responsible for the admission of pupils into the sixth form at the school. Any queries regarding sixth form admissions should be directed to the school.
- 2 The capacity for Year 12, sometimes referred to as the Lower 6th is 240.

A Admission to the sixth form

- 1 Admission to the sixth form will be from:
(a) pupils in Year 11 at Stoke Damerel Community College; and
(b) pupils from outside of Stoke Damerel Community College.
- 2 The admission number for students entering Year 12 from outside of Stoke Damerel Community College will be 240 less those transferring from the school's own Year 11.
- 3 Students on roll at Stoke Damerel Community College are required to apply for a place in the sixth form as are students from other schools.
- 4 Applications should be completed by the end of June preceding the September of admission. Notification will normally be made by the end of June 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 1 (Autumn) in each school year although there may be some occasions when students transfer during an academic year.

B Minimum entry requirements

All those seeking admission to Year 11 must achieve the necessary grades for access onto the courses they have chosen.

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. Students in the care of a local authority;
2. Students considered by the school to have exceptional social or medical needs (see note d)
3. Students with siblings at the school at the time of admission;
4. Any other student.

Notes:

- a) A child whose special educational needs (SEN) statement names the parent's preferred school will be admitted to that school.
- b) Children are siblings if they are a full, half, step, or adoptive brother or sister, and living in the same family unit and household.
- c) 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 an 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.
- d) Priority may be given to the admission of a child 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 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.
- e) A student's home address is defined as the address at which s/he is normally resident, or s/he lives at more than one address, the address at which s/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.

D Appeals

Any student refused the offer of a place in Year 12 has the right of appeal to an independent appeals panel. Further detail can be obtained from the School, . Telephone 01752 556065. Email: info@sdcc.net

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 last day in September.

Address for correspondence:

Stoke Damerel Community College, Somerset Place, Plymouth, PL3 4BD

Telephone: 01752 556065, Fax: 01752 565323

Email: info@sdcc.net Internet: www.sdcc.net

12. Published Admission Numbers (PANs)

Maintained Nursery Schools	PAN 2010/11
Beechwood Primary School	18
Eggbuckland Vale Primary School	18
Ernesettle Community School	27
Ford Primary School	18
Ham Drive Nursery School	54
High Street Primary School	36
Highfield Community School	27
Leigham Primary School	27
Marlborough Primary School	18
Mary Dean's CE Primary School	18
Morice Town Primary School	18
Mount Street Primary School	18
Mount Wise Community Primary School	18
North Prospect Community School	27
Plaistow Hill Infants' School	27
Plymbridge Nursery School	62
Riverside Primary School	36
St Peter's CE Primary School	18
Stuart Road Primary School	27
West Park Primary School	27
Weston Mill Community Primary School	18
Whiteleigh Community Primary School	36

Primary Schools	PAN 2010/11
Austin Farm Primary	45
Beechwood Primary	60
Boringdon Primary	60
Cathedral of St. Mary RC Infant	17
Chaddlewood Primary	60
College Road Primary	30
Compton Primary	50

Drake Primary	30
Dunstone Primary	30
Eggbuckland Vale Primary	60
Elburton Primary	60
Ernesettle Primary	45
Estover Primary	30
Ford Primary	30
Glen Park Primary	60
Goosewell Primary	90
Ham Drive Primary	60
High Street Primary	30
High View Primary	45
Holy Cross RC Primary	30
Hooe Primary	30
Hyde Park Infant	90
Hyde Park Junior	90
Keyham Barton RC Primary	30
Knowle Primary	60
Laira Green Primary	45
Leigham Primary	60
Lipson Vale Primary	55
Manadon Vale Primary	60
Marlborough Primary	30
Mary Dean's Primary	50
Montpelier Primary	90
Morice Town Primary	30
Mount Street Primary	30
Mount Wise Primary	30
Oakwood Primary	45
Old Priory Junior	60
Oreston Primary	45
Pennycross Primary	45
Pilgrim Primary	30
Plaistow Hill Infant	60

Plympton St Mary CE Infant	60
Plympton St Maurice Primary	30
Pomphlett Primary	30
Prince Rock Primary	30
Riverside Primary	60
Salisbury Road Primary	60
Shakespeare Primary	60
St Andrew's CE Primary	30
St Budeaux CE Foundation Junior	60
St Edward's Primary	30
St George's CE Primary	15
St Joseph's RC Primary	17
St Paul's RC Primary	30
St Peter's CE Primary	25
St Peter's RC Primary	30
Stoke Damerel Primary	45
Stuart Road Primary	30
Thornbury Primary	45
Victoria Road Primary	30
Weston Mill Primary	45
Whiteleigh Primary Primary	60
Widewell Primary	30
Widely Court Primary	90
Woodfield Primary	30
Woodford Infant	60
Woodford Junior	60
Yealmpstone Farm Primary	30

Secondary Schools

PAN 2010/11

Coombe Dean School	180
Devonport High School (Boys)	174
Devonport High School (Girls)	120
Eggbuckland Community College	243
Estover Community College	210

Hele's School	210
John Kitto Community College	180
Lipson Community College	210
Notre Dame RC VA School (Girls)	132
Plymouth High School for Girls	120
Plymstock School	260
Ridgeway School	210
Sir John Hunt Community College	180
St Boniface's RC College (Boys)	128
Stoke Damerel Community College	240
Tamarside Community College	180