

THE NEXT STEP PARENTS GUIDE

Secondary admissions September 2012



PLYMOUTH
CITY COUNCIL

Remember the deadline!

Apply by 31 October 2011

Apply online at www.plymouth.gov.uk/schooladmissions

DEAR PARENT

Welcome to the Parent's Guide. This booklet is designed to help you apply for a school place for your child.

You can apply for school places online through the City Council's website at www.plymouth.gov.uk/schooladmissions. Applying online is quick and easy and you will get an email acknowledgement as a receipt for your application. Alternatively, you can fill in the application form towards the back of this booklet (don't forget to use the receipt on the inside back cover).

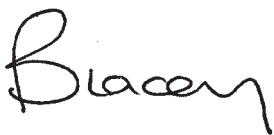
You need to be aware that the deadline for application is 31 October 2011. If you apply late, the school that you prefer may already have been filled.

Please read this parent's guide carefully before applying. It tells you about the schools in the area and explains how the Council deals with applications for places. We try to meet parents' wishes wherever possible, but not everyone will have their wishes met and the parent's guide explains why.

If you need further advice or guidance about school admission arrangements, help is available from the School Admissions Team, Parent Partnership Service or from your local school.

May I take this opportunity to wish your child success and enjoyment at the continuance of their education. We are proud of our schools and the young people who attend them. Your child's education is very important to us. Rest assured that we will be working in close partnership with schools to ensure that the admissions process is as smooth as possible.

Yours sincerely



Bronwen Lacey
Services for Children and Young People

If you would like this document in your language, please contact, Tel No. 01752 307469

Nësw e doni këtë dokument në gjuhën tuaj, ju lutemi kontaktoni, Nr i Tel. 01752 307469

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Si vous avez besoin de ce document en français, s'il vous plait contactez-nous, Numéro de téléphone:
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SWITCH ONTO THE ONLINE SCHOOL APPLICATION FORM

Apply Online

Applications for first admission to school should be made online by visiting www.plymouth.gov.uk/schooladmissions. Remember the deadline!

- It is quick and easy to do
- You will get an email confirmation that your application has been received
- There is no risk that your application will get lost in the post
- The system has a series of security procedures which will prevent anyone seeing information they are not entitled to see
- Available 24 hours a day 7 days a week up until the closing date

If you apply online

- You can have your child's school allocation sent to you by email
- The system helps you by checking for errors and gives simple prompts to guide you through the application
- Use your unique (UID) number and the system will enter a lot of the information for you
- By making a note of your reference number, you can change the details on your application up until the closing date

Where can I access the website to apply online?

- At home
- At an internet café
- At a library
- At work (if your employer allows this)

Use this space to record your unique number, user name and password which you have used to make your application.

Unique (UID) number

User name

Password

Remember the deadline!

Apply by 31 October 2011

If you wish to apply for a school for your child, then you will have to apply through the City Council. Paper application forms are available but many parents and carers find it easier and quicker to apply electronically using the online facility.



Easy to follow, a much simpler way of doing things.

Quote from Plymouth Parent

EQUAL PREFERENCE HOW DOES IT WORK?

Find out to whom you pay your Council Tax. This is the Local Authority to whom you apply for a school place for your child.

Make sure you apply on time to your home Local Authority.

Complete the Common Application Form, either online or in paper format and send it to your Local Authority. If you pay Council Tax to Plymouth, send it to Plymouth City Council.

On this form, you identify your first, second and third ranked preferences

We put your child's name onto the 'School List' for each school you have named on your application form. We do not look at your order of preference at this stage.

Applications are not dealt with on a first come first served basis – although there is a close date for application.

All of the names on each School List are ranked according to the admission criteria (see pages 17 to 23).

Your child's name will be on the school list for each school named in your application.

We look at the published admission number (PAN) for each school (see pages 38 to 39) and mark the names of children at the top of each School List up to the PAN.

Each school will now have a list of potential applicants up to PAN and a waiting list of names.

We see how many School Lists your child's name appears on.

In some cases, your child's name might appear on more than one School List. In rare cases, they might not appear on any School List.

Where a child's name appears on more than one School List, it means that s/he is potentially eligible for a place at more than one school. We will therefore allocate the eligible one that you ranked highest on your list.

It is only at this point that we look at your ranked order of preference.

Where your child does not appear on any School List, it means that s/he will not be allocated a place at any of the schools you requested. We will allocate a place at the nearest school to you with a vacancy where your child meets the admission criteria.

In this case, the Local Authority will allocate a place to your child.

For each school that you ranked higher than the one allocated (where your child meets the admission criteria), your child will be placed on a waiting list for a place. The list is kept in ranked order according to the school's admission criteria. Plymouth Local Authority operates these lists until the end of the summer

holiday. After this date, the waiting list is kept by the relevant admission authority until at least the end of the December term.

You are entitled to lodge an appeal for a place at any school for which you have been refused as long as the school was ranked higher than the one allocated.

If a vacancy comes up in a school, we look at the waiting list for the school and will allocate the place to the next child on the waiting list.

You may check your place on the waiting list with the Local Authority or the Admissions Authority as appropriate.

GLOSSARY

Explanation of terms used

Academy

A state school, independent of the LA but publicly funded, where the governing body is the admissions authority.

Admission authority

The body responsible for the admission of children to a school.

Admission criteria

The categories - in priority order - into which each application falls if the school is oversubscribed.

Church School

(See Voluntary Aided school).

Community College

A non-selective school with a wider role within the local community.

Co-ordinated admissions scheme

Formal arrangements between all the admission authorities in each area designed to ensure that each applicant receives a single offer of a school place.

Feeder school

A primary school that can support good curriculum and geographical links with its linked secondary school.

Foundation School

A maintained school owned by a foundation, where the governing body, is the admission authority.

Grammar School

A school which selects its pupils by academic ability and aptitude.

In the care of a local authority

A child fostered or in the care of the Local Authority (see Local Authority). This term does not include those children under residence orders or those who have been adopted or with a special guardianship order.

Local Authority

The local council responsible for the provision of statutory education in each area (LA for short, previously known as the Local Education Authority or LEA for short).

Maintained Schools

The collective term for Community, Voluntary, Foundation and Trust schools.

Multiple applications

Where parents may apply for a number of schools and rank them in order of preference.

Non-selective School

A maintained secondary school that admits pupils of all abilities without selection.

Oversubscription criteria

(See admission criteria).

Parent

Any person who has parental responsibility.

School Appeals Panel

An independent body that decides the outcome of statutory appeals against the refusal of a place at a school nominated by the parent.

SEN Statement

A formal document describing a child's special educational needs (SEN) and how they will be provided for in school.

Statutory appeal

An appeal, to which every parent is entitled by law, against the refusal of a school place.

Trust School

A maintained school owned by a Trust, where the governing body is the admissions authority.

Voluntary Aided (VA) School

A maintained school owned by a trust, usually denominational, where the governing body is the admissions authority.

1 Introduction

For most families, the admission arrangements will be quite simple and straightforward. The parent applies in good time and the child is introduced and admitted to their preferred school in due course. For some applicants, however, things may not run so smoothly. They may find that the place they want cannot be allocated because the school is full and they are then offered a place at another school. This booklet explains why this sometimes happens and what a parent can do about it.

The information contained in the booklet was correct at the time it was printed in August 2011, but readers should note that there may be changes to the published information that take effect during or after the 2011-12 academic year. The policies quoted in the booklet are the determined admission arrangements and were open for comment to the Office of the Schools Adjudicator. Subject to comment, policies may be changed by that office. The booklet cannot therefore form the basis of a contract with parents as arrangements may differ to those published in this document.

Please refer to the glossary on page 5 for definitions of terms used in this publication.

The arrangements described in this booklet meet the legal requirements. The booklet explains in detail how the arrangements will work locally.

2 How the law applies to the Council

The City Council is the Local Authority (LA) for Plymouth and, as such, must ensure that there are enough school places available for all children in the area within reasonable travelling distance of home. The Council is also the admission authority for all Community and Voluntary Controlled schools in Plymouth. The admission authority for a Voluntary Aided, Foundation or Trust school or Academy is its own governing body. Each admission authority is under a duty to comply with an applicant's request for a place except in certain circumstances, explained in the School Admissions Code of Practice.

3 Admissions strategy in Plymouth

Through its co-ordinated admissions scheme for schools (copies of which are available on request from the School Admissions Team), the Council aims to ensure fair and equal access to school places and promote admission arrangements which serve the interests of all parents and children in the local community, in line with the Government's codes of practice on school admissions and appeals, available from The Stationery Office (TSO) PO Box 29, Norwich, NR3 1GN. **Telephone: 0870 600 5522, Fax: 0870 600 5533, Email: book.orders@tso.co.uk or online at www.tsoshop.co.uk.** In particular, the Council aims to ensure that parents living in Plymouth receive no more or less than one offer of a school place by, amongst other things, sharing information provided by parents on application forms with other local admission authorities. To assist in meeting these aims, the Council has established the Plymouth Admission Forum to promote discussion and consultation between all local admission authorities and interests, including the neighbouring LAs of Devon and Cornwall; the CE and RC Diocesan Authorities; community, Foundation, Voluntary Aided and Trust school and Academy governors and headteachers and parent representatives.

4 How places are allocated

Each school has a limited number of places available in its transition year group, depending largely on the physical capacity of its buildings. The number of places available is called the Published Admission Number (or PAN for short), listed in the Schools Directory section. If the number of applications exceeds the PAN, all are put in priority order, according to the individual school's admission criteria, and places allocated accordingly.

Each school you list on the application form will be treated as an application for a place and, in the first instance, given equal weight (subject to each school's oversubscription criteria). This might mean that two or even three of these schools could offer you places. Where this happens, your own order of priority, as set out on the application form, will determine at which school a place is allocated. In other words, if your child is eligible in principle for a place at more than one school, the school allocated will be the eligible one that you ranked highest in your application. If none of the schools you list can offer a place, one will be allocated at the nearest school with a vacancy to your home address. Please ensure that you list the schools in your

ranked order of preference, that is, put the one that you prefer most at the top of your list. If you are unsure what to do, please ask for help.

Notes

You must apply to your home Local Authority for a school place. Your home Authority is the one to whom you pay your Council Tax.

Applications are not dealt with on a first-come first-serve basis.

Any change of preference to the application should be put in writing to the City Council's School Admissions Team and not the school.

Applying for second and third preference ranked schools will not prejudice your first preference rank. It is important that you list your schools in the order of your preference. If your local school is not at the top of your list, it is strongly recommended that you include it in the list to try to secure a place there should your preferred school(s) be oversubscribed.

5 What makes an effective school?

When applying for admission to a school, parents take an important decision that will have a significant impact on a child's life. In the City Council's view, effective schools share a number of features in common and these are set out below. They may help you reach a decision as to which schools you would prefer your child to attend.

- **Professional leadership:** the headteacher is the professional leader of the school. He or she is purposeful, fully involved in what goes on in the classroom, and helps make sure that staff have opportunities to show leadership and take part in making decisions.
- **Shared vision and goals:** staff work together with a common sense of purpose and clear targets.
- **Learning environment:** the school provides a climate in which pupils are able and willing to learn. The atmosphere is orderly and purposeful, and the working environment is attractive.
- **Concentrating on teaching and learning:** the school's activities have one central purpose - helping pupils to learn and to achieve.
- **Explicitly high expectations:** the school has high expectations of what pupils can achieve. These are communicated clearly to all pupils, and lessons are intellectually challenging.

- **Positive reinforcement:** discipline is clear and fair. Staff make sure that pupils know how they are doing, and take particular care to praise them for good work.
- **Monitoring progress:** staff systematically monitor and evaluate the achievements of pupils, and of the school as a whole.
- **Pupil rights and responsibilities:** the school promotes pupils' self-esteem. It encourages them to take responsibility, particularly for their own work.
- **Purposeful teaching:** the quality of teaching is high, particularly because lessons are efficiently organised; they have a clear purpose and are well structured; and the teaching takes account of the fact that different pupils learn in different ways.
- **Learning organisation:** the school presents learning as something that is for the adults working there, as well as for pupils. The school provides training and development including school-based staff development for its entire staff.
- **Home-school partnership:** relations between home and school are supportive and co-operative. Parents get actively involved in their children's work and in the life of the school.

A complete set of school exam results for Plymouth is publicised by the City Council each autumn. To obtain information about a particular school in Plymouth, contact the headteacher. For the exam results of, and any other information about, schools outside Plymouth, contact the school direct.

6 What if I plan to move house?

- If you move house before allocations are made, your child's position in the order of priority for places at a particular school may change, depending on where you live now and where you plan to move. **You must notify the School Admissions Team if you plan to change address before the allocations are made.** You would be expected to provide the City Council with clear proof of the move by submitting, for example, a solicitor's letter confirming that contracts have been exchanged on a specified property. Confirmation of intention to buy, or that a contract has been signed, is insufficient proof. The new address cannot be used until this evidence is provided as a proposed move may fall through.
- If you are planning to leave the area or change address but have not arranged your move yet, still complete the application form for a school place

using your current address in case the move does not happen. As stated above, as soon as the move is confirmed and you can provide the necessary proof, contact us so that we can amend your application.

- If you are moving out of the area or have made alternative arrangements for schooling and no longer need the place allocated to your child, you must let us know so that we can reallocate that place to someone else on the waiting list.
- It may not be possible to change your details after the allocation procedure has started (see section 49 Timetable for application).

7 Will my child get a place at my preferred school?

Yes, if there is a place and the school is suitable for the child's age, aptitude and ability.

No, if the relevant year group is full and:

- to admit the child "would prejudice the provision of efficient education or the efficient use of resources" (to quote the 1998 Education Act) or
- s/he fails to qualify for a grammar school place or
- you ranked the school lower than the one at which a place has been offered.

8 Making contact with a school

A parent, who contacts a school to enquire about admissions, can arrange a visit to the school and expect the headteacher or the school administrator to explain the admission arrangements. On request, a copy of the school's brochure, along with the address for the school admissions website (which contains this parent's guide, the oversubscription criteria for each of the schools in Plymouth and the online application form) can be provided free of charge. School staff might also be able to advise parents on the likelihood of their child being allocated a place if they decide to apply, and the priority their application would receive if the school were oversubscribed.

The school admissions website will tell you the oversubscription criteria for each of the schools in Plymouth. Please be aware that each school will have its own policies on matters such as school uniform, curriculum, school organisation, bullying, home school agreements etc. You are advised to read the school's own brochure so that you are aware of the

expectations that the school will have of your child before applying for a place at the school.

9 What if my application is late or I change my mind?

- It is very important when notifying a change of preference, to also tell us if you no longer wish to be considered for a place in a school previously listed in an application. This is because you will remain on any waiting list for the schools previously requested unless you tell us otherwise.
- If you have moved to the area after the close date for application you should fill in the form available to download from the school admissions website or from the School Admissions Team and return it as soon as possible.
- **All changes must be submitted in writing.** If this presents a problem, please speak with the School Admissions Team.

1 What if I change my mind before the application deadline?

You can alter your application as many times as you like before the application deadline. We will act upon your latest application which means that we will disregard any earlier application received from you.

- If you change your mind before the application deadline, you can amend your application online or you must write to us clearly stating your new ranked preferences giving any relevant information, which may have a bearing on your child's allocation of a place. Your letter should arrive by the application deadline.

2 What if I change my mind or apply after the application deadline?

The School Admissions Code of Practice confirms that once parents have made their preferences, local authorities **must not** allow them to be changed after the application deadline without a genuine reason for doing so, for example, if the family has recently moved address. For this reason, any change of preference, unless accepted as a valid reason, would normally be looked at **after** all other applications that had been submitted on time had been dealt with. If there is a valid reason for a late application or a change of preference e.g. a proven change of address, we will try to include your amended application in the first allocation round. However, in all probability your requested change will be received too late as there are a lot of administrative

processes that need to be completed between the application close date and the allocation date. It is not usually possible to include any amendments after the allocation procedure has started (see section 49 Timetable for application). Some schools will be filled in the first allocation round. Please ensure that all requests for change are clearly made and that you give direction for the treatment of schools listed in earlier applications.

A further allocation round will be held approximately one month after the initial allocations. If you miss the initial round, your application will be held until that time. Thereafter applications will be considered upon receipt.

Note

It is not normally possible to change your ranked preferences in the period after the application close date and before the allocated school is notified. Please therefore think very carefully about your ranked school preferences before submitting your application.

10 What if my child is not allocated a place at a school I nominated?

A place will be allocated at the nearest school to your home with a vacancy, but only if it is not possible to allocate a place at one of the schools you applied for.

11 What do I need to do when I receive the School place allocation?

You must tell us whether you wish to accept the place allocated or not within 2 weeks of the offer.

- If you applied online, you can sign back into your account to make your response.
- If you prefer or if you did not apply online, you can complete and return the reply form which will be sent to you with your allocation letter.
- If you reject the place allocated, it will be re-allocated to someone else.
- If we do not receive your response to the allocation, the place will be withdrawn and re-allocated to someone else.

12 Is there a waiting list for places?

Yes.

- On your application form, you will have nominated three schools in rank order. With the exception of Devonport High School for Boys, if you are not offered your highest ranked school, your child's name will automatically be placed on a waiting list for the schools that you ranked higher than the one actually offered (see admission criteria for Devonport High School for Boys).
- If a place becomes available before any statutory appeals are heard (see below), your case would be considered alongside others on the waiting list, any appeal cases, and any late applications, in accordance with the published admission criteria.
- The waiting list will be maintained up until 31 August 2012. From 1 September 2012 the in-year admissions criteria will apply and parents will be invited to join the in-year waiting list if they are eligible to do so.

13 Can I appeal?

Yes, you are entitled to lodge a statutory appeal for a place at any school for which your application has been refused.

If a place becomes available before the appeal is heard, your case would be considered alongside any other appeals, those on the waiting list, and any late applications, in accordance with the published admission criteria.

Foundation, Trust and Voluntary Aided schools and Academies may have their own appeal arrangements. Further details are available direct from the school.

If you need help with your appeal, you can speak to the Choice Adviser (see section 24). The Choice Adviser may also be able to accompany you to the appeal if you so choose.

Note

Appeal arrangements differ for children with SEN Statements, where it is the Special Educational Needs and Disability Tribunal that hears appeals against the school named in a Statement.

You do not need to reject the place allocated to your child to be able to appeal for any school for which your application has been refused.

14 May I apply again if my request is refused or my appeal dismissed?

Repeat applications for the same school in the same school year are not considered unless there are significant and relevant changes in the applicant's circumstances, or those of the school in question. Where an application is not considered, there can be no further review or appeal.

15 Can my child travel free to school or benefit from cheap bus fares?

Local Authority responsibility for transport depends on where a child lives. Pupils of secondary school age who live more than three miles from their nearest school are entitled to travel free to and from school. Where the nearest school is full and unable to admit a child, the Local Authority may nominate and provide free travel to the nearest alternative school if this is beyond three miles. Free travel may also be provided at our discretion for exceptional reasons, for example on medical grounds.

Pupils who have Special Education Needs will be assessed for free travel as above to their nearest mainstream school or to a special school or unit if they have been placed there by the Local Authority. Their needs will also be considered when making the assessment for entitlement to free travel. A passenger assistant will be provided if necessary. The Local Authority will decide on the most suitable mode of transport. There is no entitlement to free travel if the pupil is attending a school other than the nearest school due to parental preference.

Pupils who are entitled to free school meals or whose parents are in receipt of the maximum level of Working Tax Credit will qualify for free travel to school if they are attending one of their three nearest qualifying schools and the school measures between two and six miles from home. For pupils attending a school on the grounds of religion or belief the mileage is extended up to 15 miles. This criteria does not include travel to grammar schools.

You can apply for school transport online or fill in a paper form, available from the School Transport Team on telephone 01752 307397, 307499, or 307410. All major bus operators in Plymouth offer child fares, various season tickets and day rider tickets for children of statutory school age. Further information on

entitlement to free travel is available at www.plymouth.gov.uk/schooltransportfaq

16 Sustainable travel

At the start and end of the school day, about 20% of traffic is related to schools and colleges. The obvious effect of this is apparent every morning, increased congestion, pollution and risk to safety. Plymouth City Council promotes sustainable school travel and you can help. When making your school choices, take a moment to consider how your children will travel to school. Is there an opportunity to walk or cycle? If you live further away, could you use public transport, car share or 'Park and Stride'. Encouraging sustainable choices from an early age will have a positive effect on our health, safety and environment, with children gaining valuable life and social skills along the way. We can all have an impact on the wider environment by acting smarter and reducing our Carbon Footprint.

To view your options for home to school travel using bus, train and walking please visit: www.travelinesw.com

Note

The Local Authority responsibility for transport depends on where a child lives. If you do not live in Plymouth, please ask your home LA for details of transport entitlement.

17 Who is responsible for travel arrangements?

For children receiving free school transport, parents are responsible for ensuring their child's safety between home and the school transport picking-up and setting-down points. Where there is no entitlement to free travel, the parent is entirely responsible for making and paying for all the travel arrangements.

There is an appeals procedure for school transport disputes between parents and the City Council, details of which are available from the Principal Transport Officer on 01752 307537. For information on suitable bus routes to school, please contact Traveline on 0871 200 22 33, www.travelinesw.com.

18 School meals and milk

Meals are available in all Plymouth schools as are facilities for those who wish to bring sandwiches. The City Council does not provide milk for pupils other than that which some schools sell to pupils.

Free school meals are available to children of parents who receive Income Support, Income Based Job-Seekers Allowance or Child Tax Credit with no entitlement to Working Tax Credit and an income as assessed by the Inland Revenue that does not exceed the threshold of £16,190 (up to 31 March 2012), Guarantee element of State Pension Credit or Income Related Employment and Support Allowance. Further details and an application form can be downloaded from the Education > Schools page of the City Council website: www.plymouth.gov.uk. Application forms and further advice are also available from schools, or from the Free School Meals Team on 01752 307410. Application forms should be returned to your child's school for authorisation.

19 Education Welfare Service

The Education Welfare Service provides support and advice on school attendance, bullying, exclusion, alternative educational provision, child employment and entertainment performance licences, links to other child welfare agencies, and child protection procedures. Every child in Plymouth has a named Education Welfare Officer. For further information telephone 01752 307468 or visit the City Council website at www.plymouth.gov.uk/educationwelfare.

20 Charges for educational activities

There are restrictions on charges for educational activities. Details of the City Council's policy on charging are available from schools, local libraries, and Services for Children and Young People. Details of each school's policy are available from the headteacher.

21 Insurance

The City Council is insured against legal liability for any injury, loss or damage caused to pupils as a result of negligence on its part or that of its employees. Pupils are not insured for personal accident while on school premises or on work experience schemes. However, cover is provided for pupils on organised school trips and visits: headteachers and principals can provide

details. Pupils are expected to accept responsibility for their personal possessions, including money. Parents may wish to consider taking out their own insurance to cover any risks.

22 Privacy Notice

The personal information that you provide will be held securely and will only be shared for planning the provision of services, providing a service to you, informing you about Council services, seeking your views and to enable auditing of Council activities.

All information provided in respect of this application may be processed by or on behalf of any Plymouth school and by Plymouth City Council and exchanged with other local authorities for the purposes of dealing with school applications and related matters (for example admission appeals). Ultimately the information provided will be retained by the Council and/or the school at which the child is placed and may be used for the purposes of dealing with matters connected with or ancillary to the child's education and to update any other records which either the school or the Council hold relating to the child.

Anonymous statistical information may also be passed to other organisations to assist in the planning and monitoring of services.

In addition Plymouth City Council must cooperate with the prevention and detection of crime which may result in information about you being passed to others.

The Data Controller for Plymouth City Council is the Corporate Information Manager based at the Civic Centre. Tel: 01752 304522 who can be contacted about the use of your personal information. Email: information.governance@plymouth.gov.uk.

23 Complaints

You are entitled to submit a complaint if you are unhappy with the way in which the Council has handled your application. If you wish to lodge a complaint against the Council then telephone the City Council's contact centre on 01752 668000 in the first instance.

24 Further information and advice contact:

- Any primary or secondary school
- Plymouth City Council:

- School Admissions Team – 01752 307469
- Education Welfare Service – 01752 307468
- Special Educational Needs – 01752 307407/307409/307429/307438
- Free School Meals – 01752 307410
- School Transport – 01752 307412
- English as an Additional Language – 01752 673618
- Education other than at School – 01752 307471

Other Organisations

- **Choice Adviser** - help is available from the Choice Advice Service which is based at the Old Treasury Building, Catherine Street, Plymouth, PL1 2AD Telephone 01752 258933. Email choice.adviser@plymouth.gov.uk. The Choice Advice Service helps and supports Plymouth parents/carers to make the best and most realistic choice of school for their child. The service assists parents of all school age children. The Choice Advice Service is impartial and aims to help families understand the admissions process and optimise their choices using all the information available.
- **Parent Support Adviser (PSA)** - the majority of schools within Plymouth have a Parent Support Adviser. The PSA is able to assist parents with the application process and also with the transition from Primary to Secondary education. PSAs also work with parents to gain their views and to offer all parents advice and support about anything! Although the PSAs are based in schools the work they carry out is parent led and the service they offer is impartial and confidential. Find out more from the Parent Partnership Service on telephone 01752 258933. For further information visit www.plymouthparentpartnership.org.uk
- **Parent Partnership Service** - independent support and information for those with concerns about their child's education, including special educational needs - contact 01752 258933. For further information visit www.plymouthparentpartnership.org.uk
- **Plymouth Family Information Service** - freephone 0800 7834259 - information on childcare and education facilities. For further information visit www.childcarelink.gov.uk
- **ACE** - independent advice is also available from ACE (Advisory Centre for Education). ACE provides free, independent advice on the admissions process and a range of education issues including bullying, exclusion, SEN and attendance.

- For further information visit www.ace-ed.org.uk

25 School term dates

School term and holiday dates are set by the Local Authority (LA) for Community and Voluntary Controlled (VC) schools and maintained nursery schools. School governing bodies set occasional and professional development days for their schools, known as non-pupil days. The governing bodies of individual schools will allocate 10 non-pupil days from within these dates. Parents or carers are advised to contact schools direct for confirmation of their non-pupil days.

2011/12 academic year

Term one: 2 September 2011 to 21 October 2011

Term two: 31 October 2011 to 16 December 2011

Term three: 3 January 2012 to 10 February 2012

Term four: 15 February 2012 to 30 March 2012*

Term five: 16 April 2012 to 1 June 2012

Term six: 11 June 2012 to 24 July 2012

* Term four officially starts on 15 February but individual governing bodies can allocate 'occasional days' so that children return to school on 20 February. Refer to individual schools for this information.

2012/13 academic year (Draft)

Term one: 3 September 2012 to 26 October 2012

Term two: 5 November 2012 to 21 December 2012

Term three: 7 January 2013 to 15 February 2013

Term four: 20 February 2013 to 28 March 2013*

Term five: 15 April 2013 to 24 May 2013

Term six: 3 June 2013 to 25 July 2013

* Term four officially starts on 20 February but individual governing bodies can allocate 'occasional days' so that children return to school on 25 February. Refer to individual schools for this information.

2013/14 academic year (Draft)

Term one: 2 September 2013 to 25 October 2013

Term two: 4 November 2013 to 20 December 2013

Term three: 6 January 2014 to 14 February 2014

Term four: 19 February 2014 to 4 April 2014*

Term five: 22 April 2014 to 23 May 2014

Term six: 2 June 2014 to 24 July 2014

* Term four officially starts on 19 February but individual governing bodies can allocate 'occasional days' so that children return to school on 24 February. Refer to individual schools for this information.

School term and holiday dates are set by individual governing bodies for Foundation, Voluntary Aided and Trust schools and Academies.

TRANSFERRING FROM PRIMARY SCHOOL TO SECONDARY SCHOOL YEAR 7

26 Main changes for 2012 admissions

- The closing date for applications is Monday 31 October 2011.
- The treatment for children of multiple birth (twins, triplets etc and those born in the same academic year cohort) has been redefined to achieve a consistent approach to those of single birth.
- The definition of a child's home address has been redefined to reflect planned changes to the Benefit Regulations.
- Egguckland Community College will acquire Trust status from 1 September 2011. This means that the governing body of the school will be the admissions authority.

27 What secondary schools are available in Plymouth?

There are 16 secondary schools in Plymouth: 13 non-selective (including 2 community colleges [from September] with a wider educational role

within their local communities, 8 academies, 2 single-sex Roman Catholic schools, 1 Trust school [from September]) and 3 single-sex grammar schools. Non-selective schools admit children of all abilities aged 11 to 16 or 18 without selection. Grammar schools admit children aged 11 to 18 at the top end of the academic ability range, selected by means of the 11-plus exam. Faith schools give priority to the admission of children of the relevant faith if the school is oversubscribed.

28 When do children normally start secondary school?

Children normally start secondary education in the September following their eleventh birthday and remain until they are 16 or 18 years old. In September 2012, those born between 1 September 2000 and 31 August 2001 (inclusive) will be due to start. If your child is due to transfer from primary to secondary education, you must apply for a school place through the City Council by applying online or by downloading and completing the application form available on the school admissions webpage.

29 Meetings at schools for parents and pupils

All Saints CE Academy	Thursday 15 September Thursday 22 September	4.30 – 6.30pm 6.30 – 8.30pm
Coombe Dean School	Wednesday 14 September	7 – 9pm
Devonport High School for Boys	Monday 19 September	9 – 11am
Devonport High School for Girls	Tuesday 20 September Wednesday 21 September	7 – 9pm 2.15 – 3.30pm
Egguckland Community College	Monday 19 September	6 – 8.30pm (Principal's presentations: 6pm, 6.45pm and 7.30pm)
Hele's School	Wednesday 21 September	5 – 8pm
Lipson Community College	Tuesday 13 September Thursday 22 September	6.30 – 8.30pm 3.45 – 5.15pm
Marine Academy Plymouth	Tuesday 20 September	5 – 7pm
Notre Dame RC School	Tuesday 27 September	4 – 6.30pm
Plymouth High School for Girls	Thursday 15 September	2 – 3.30pm and 6.30 – 8.30pm
Plymstock School	Monday 19 September	6.30pm
Ridgeway School	Tuesday 20 September	6.30 – 9pm
St Boniface's RC College	Tuesday 13 September	6pm (Headteacher's presentation - 7.30pm)
Sir John Hunt Community Sports College	Monday 12 September Wednesday 21 September	6.30 – 8.30pm 3.45 – 5.30pm
Stoke Damerel Community College	Wednesday 14 September	6.30 – 8.30pm
Tor Bridge High	Monday 26 September	6pm

Please confirm details with individual schools prior to attending open evenings.

30 How the law applies to parents

To comply with the law, a parent must ensure that their child receives a suitable, full-time education at school or otherwise. They are entitled to say which schools they would prefer their child to attend. In other words they may express a preference, which is not the same as choosing a school, for which there is no provision in law. Parents are also entitled to appeal to an independent panel if their preference is refused.

31 How do I apply for a place?

If you live in Plymouth you need to apply to Plymouth City Council for a school place. A good way to tell if you live within the Plymouth City boundary is to see whom your Council Tax is paid to. Even if you live in Plymouth but your child goes to school outside Plymouth, you must still apply to the School Admissions Team, at Services for Children and Young People, Plymouth City Council, Plymouth PL1 2AA. If you have decided which schools to apply for, apply online at www.plymouth.gov.uk/schooladmissions. An email will be sent to confirm receipt of an online application. Alternatively, if you prefer, you can apply by paper application using the form you can download from the school admissions webpage or from the School Admissions Team. If you decide to apply by paper, fill in the form and return it to the School Admissions Team or via your child's headteacher. To confirm receipt of a paper application download and complete the receipt on the school admissions webpage and attach this to your application.

If you live outside Plymouth but want to apply for a school in Plymouth, do not complete the Plymouth application form. Instead, obtain an application form from your local authority and return it direct to them. That Authority will then pass your details to us. You can apply from 1 September 2011. The closing date for applications is **Monday 31 October 2011**.

Notes

If you live in Plymouth and want to apply for a place at Devonport High School for Boys, Notre Dame RC School or St Boniface's Catholic College, you should complete and return not only the Council's form but also the school's own supplementary information form, available on request from the school or via our website. If you only complete the City Council's form, your application will be valid but the school may not be able to rank your application against their

admission criteria. If you only complete the school's form, your application will not be valid and will not be considered.

Parents of children being considered for placement in a special school or unit should also apply for a mainstream school place to secure their position in case the special placement is not forthcoming.

32 Fair Access

All local authorities must have a Fair Access protocol. The protocol applies to all schools in Plymouth, including Foundation, Trust, Voluntary Aided schools and Academies. The School Admissions Code sets out that the Fair Access protocol exists to:

- ensure access to education is secured quickly for all children who have no school place but for whom a place at a mainstream school or alternative provision is appropriate;
- ensure all schools in an area admit their fair share of children with challenging behaviour; including children excluded from other schools.

Copies of the Fair Access policy can be obtained from the School Admissions Team.

33 What if my child attends Bickleigh Down CE Primary or Wembury Primary and wants a school in Plymouth?

If you live in the South Hams area of Devon you may prefer that your child attend a school in Plymouth (Bickleigh Down CE Primary is a linked primary school for Tor Bridge High and Wembury Primary is a linked primary school for Coombe Dean School). If so, you will need to complete the application form in the Devon Next Step booklet or online at www.devon.gov.uk/admissionsonline. Residents of South Hams should not complete the Plymouth City Council application form. At the appropriate time, Devon County Council will inform us of your interest in a Plymouth school and your request will be considered at the same time as those from Plymouth residents.

34 What if I want a school outside Plymouth?

If you live in Plymouth and want to apply for a school outside Plymouth, complete and return the form on the school admissions webpage or in this parent's guide. We will then send details of your request to the appropriate Local Authority. The City Council will write to you by first class post on 1 March 2012 to inform you whether a place can be offered at the school.

For secondary schools in Saltash and Torpoint, the Local Authority is Cornwall Council and the deadline for applications is 31 October 2011. Contact Admissions and Transport (Policy) Team, Camel Building, County Hall, Treyew Road, Truro TR1 3AY on 0300 1234 101 or email admissionsandtransport@cornwall.gov.uk for further information. For secondary schools in Ivybridge and Tavistock, Devon County Council is the Local Authority and the deadline for applications is 31 October 2011. Contact School Admissions Team, One Capital Court, Bittern Road, Sowton, Exeter, Devon EX2 7FW on 0845 155 1019 or email admissions@devon.gov.uk for further information.

Details of open evenings for parents and pupils are set out below. Please confirm details with individual schools prior to attending open evenings.

Ivybridge Community College Tel: 01752 691000	Thursday 15 September 6.00pm
	Thursday 22 September 6.00pm
Saltash.net Community School Tel: 01752 843715	Wednesday 28 September 6.30pm
	Thursday 29 September 6.30pm
Tavistock Community College Tel: 01822 614231	Thursday 22 September 6.30pm
	Tuesday 27 September 9.00am
	Thursday 29 September 9.00am
Torpoint Community College Tel: 01752 812511	Please refer to the school

35 Can a child go to secondary school a year early?

Yes, but only in very exceptional circumstances, where the child is highly intelligent; would benefit from early admission; and possesses the necessary physical, social and emotional maturity to cope with life in a secondary school. The City Council would normally consult the relevant primary and secondary headteachers before reaching a decision in such cases.

There are very few children admitted early to secondary schools. Children being considered for early admission to a grammar school take the 11-plus tests but only if it is agreed that he or she meets the above criteria. If you are thinking of requesting early admission you should consult your child's headteacher first. Early admission to a secondary school does not alter the age at which a child can leave education which is currently 16 years old, rising to 17 in 2013 and 18 in 2015.

36 Can a child stay on an extra year in primary school?

Yes, but only in very exceptional circumstances, where the child has not yet developed sufficient physical, social and emotional maturity to cope with life in a secondary school. The City Council would normally consult the relevant primary and secondary school headteachers and an educational psychologist before reaching a decision in such cases.

37 Special educational needs

If your child has a Statement of Special Educational Need or is undergoing statutory assessment, professional advice will be sought and your school preferences taken into account. Parents of children with a Statement have the same entitlement as others to express a preference for a mainstream school, which may only be refused on the grounds set out in section 7. A school is required by law to admit a pupil with a Statement where the school has been named in the Statement.

You should complete and return the application form either online or by downloading it from the school admissions web page naming mainstream secondary schools for September 2012 if your child is being considered for:

- a special school placement, but currently attends a mainstream primary school (to secure your position if the special school placement is not forthcoming);

- a mainstream secondary school placement, but currently attends a special school.

The City Council will co-ordinate the admission arrangements and annual reviews of Statements to ensure that Year 6 pupils attending special schools or undergoing formal assessment are not disadvantaged when applying for mainstream secondary school places.

Appeal arrangements are different for children with Statements (see section 13). Further information about special educational provision and appeals is available from the Special Services Team, Services for Children and Young People, on 01752 307407, 307409, 307429, or 307438. Advice and support is also available from the Parent Partnership Service on 01752 258933.

38 Categories of school

There are two different but equal types of secondary school in Plymouth - non-selective and selective grammar schools. For all non-selective schools except Notre Dame RC School and St Boniface's Catholic College, priority is given to children who have an elder brother or sister attending the school or attend a feeder primary school,

regardless of their academic abilities. For the two Roman Catholic schools, priority is given to the admission of Roman Catholic children. For All Saints CE Academy Plymouth, priority is given to children of the Church of England faith. For selective grammar schools - Devonport High School for Boys, Devonport High School for Girls and Plymouth High School for Girls, allocations will be made according to score attained in the 11-plus examination regardless of where the child lives. The higher the score, the higher the admission priority.

If you do not put your local school as one of your three preferences and are not allocated a place at one of the schools you listed as a preference, you could find that all of the places at your local non-selective school have already been filled by other applicants. For the small minority of parents who have been refused places at their preferred schools in recent years, several other schools have still had vacancies and a genuine alternative choice was therefore available.

Note
As your three school preferences will be considered equally, it makes sense to include your local school as one of your preferences.

39 What is a feeder primary school?

Every primary school in Plymouth is linked to a particular secondary school. This means that there are close links between them including, for example, regular meetings between teachers to discuss the curriculum; the transfer of pupils; and other matters of mutual interest. The primary school a child attends and whether it is a feeder school to the nominated secondary school may affect the child's position in the order of priority for a place if the school is oversubscribed. A list of non-selective schools and their feeder primary schools is set out below.

Non-selective School	Feeder Primary Schools
All Saints CE Academy	Hyde Park Junior; Knowle, Manadon Vale, Mayflower; Montpelier; Pennycross, Shakespeare, St Andrew's CE, St Budeaux Foundation CE Junior; St George's CE, St Peter's CE, Compton CE, Mary Dean's CE, St Edward's CE
Coombe Dean	Goosewell, Wembury (Devon)
Eggbuckland	Austin Farm, Compton CE, Eggbuckland Vale, St Edward's CE, Widey Court
Hele's	Boringdon, Old Priory Junior, Woodford
Lipson	High View, Laira Green, Lipson Vale, Mount Street, Prince Rock, Salisbury Road, St Andrew's CE, St Peter's CE
Marine Academy Plymouth	Ernesettle, Mayflower; Riverside, St Budeaux Foundation CE Junior; Victoria Road, Weston Mill
Notre Dame	Cathedral School of St Mary's RC, Holy Cross RC, Keyham Barton RC, St Joseph's RC, St Paul's RC, St Peter's RC
Plymstock	Dunstone, Elburton, Hooe, Oreston, Pomphlett
Ridgeway	Chaddlewood, Glen Park, St Maurice, Yealmpstone Farm
St Boniface's	None
Sir John Hunt	Beechwood, Mary Dean's CE, Oakwood, Whitleigh, Woodfield
Stoke Damerel	Drake, Ford, High Street, College Road, Marlborough, Montpelier; Morice Town, Mount Wise, Pilgrim, St George's CE, Stoke Damerel, Stuart Road
Tor Bridge High	Bickleigh Down CE (Devon), Tor Bridge, Leigham, Thornbury, Widewell
Note all three Plymouth grammar schools have links with all primary schools in the City.	

40 Admission arrangements

Government regulations require all LAs to co-ordinate the admission arrangements for all maintained schools (including Academies) in their areas and define how such arrangements should work. In Plymouth, this means that:

- parents have the opportunity to apply for up to three secondary schools and rank them in priority order;
- each applicant will receive a single offer of a secondary school place;
- online applicants can receive an email notice on the allocation date to notify the school allocated;
- for those that apply by 31 October 2011, offers of secondary school places will be posted by the City Council to parents on 1 March 2012;
- all parents are required to make a response to the allocation within 2 weeks of the date of allocation.

41 Admission criteria:

Coombe Dean School (Academy), Eggbuckland Community College (Foundation), Hele's School (Academy), Lipson Community College (Academy), Marine Academy Plymouth (Academy), Plymstock School (Academy), Ridgeway School (Academy), Sir John Hunt Community Sports College (Community non-selective), Stoke Damerel Community College (Academy), Tor Bridge High (Academy)

Applies to all secondary schools except those listed in sections 42, 43, 44, 46 and 47 (below).

In the event that one of the schools listed above is oversubscribed, the admission authority will apply the following admission criteria in order of priority:

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

Exceptions:

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

- Priority may be given to the admission of a child for whom exceptional medical or social justification is demonstrated. This could include for example:
 - a serious medical condition, which can be supported by medical evidence;
 - the recent death of a parent;
 - a significant caring role for the child which can be supported by evidence from Social Services.

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

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

Notes

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

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

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

Continued overleaf

Definitive tie-breaker: 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 true, allocated places may be withdrawn, as appropriate. Oversubscribed schools are advised to ask parents to provide proof of residence (for example utility bills) before admitting the child. The local authority (LA) will also carry out checks as appropriate. A child's home address is defined as the address at which the child is normally resident or, where a child lives at more than one address, the address at which the child lives for the majority of the time. Where the home address is unclear, the home address will be the address to which the Child Benefit Allowance is payable. In the absence of qualification for Child Benefit payment, other factors will be taken into account for example location of the registered GP.

42 Admission criteria: All Saints CE Academy Plymouth

The Academy Trust has agreed admission numbers of 180 pupils to Year 7 for the Academy for the year 2012/2013 and, subject to any changes approved or required by the Secretary of State, for subsequent years.

Arrangements for applications for places at the All Saints Church of England Academy, Plymouth will be made in accordance with the home LA's co-ordinated admission arrangements and will be made on the Common Application Form provided and administered by the Local Authority.

Exceptions

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

meet the exceptional medical or social needs of the child. This can be in the form of a testimony from a medical practitioner, social worker or other professional who can support the application on an 'exceptional' basis.

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

Oversubscription criteria

Where the number of applications for admission is greater than the published admission number, applications will be considered against the criteria set out below. After the admission of pupils with statements of Special Educational Needs where the All Saints Church of England Academy, Plymouth is named on the statement, the criteria will be applied in the order in which they are set out below:

- a) children in care of a local authority.
- b) children whose siblings currently attend the school and who will continue to do so on the date of admission; in this context sibling means children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.
- c) children who are baptised members of the Church of England [a copy of the baptism certificate to be presented to the Principal of the Academy by 31 October 2011]. If parents are unable to provide the baptism certificate, they should speak to the Principal as soon as possible.
- d) children who are members of other Christian denominations recognised by Christians Together in Devon [a copy of the baptism certificate to be presented to the Principal of the Academy by 31 October 2011]. If parents are unable to provide the baptism certificate, they should speak to the Principal as soon as possible.
- e) children from the following primary schools: Hyde Park Junior School, Knowle Primary School, Manadon Vale Primary School, Mayflower Community School, Montpelier Primary School, Pencycross Primary School, Shakespeare Primary School, St Andrew's C of E [VA] Primary School, St Budeaux C of E [VA] Junior School, St George's

C of E [VA] Primary School, St Peter's C of E [VA] Primary School, Compton C of E [VC] Primary School, Mary Dean's C of E [VC] Primary School, St Edward's C of E [VC] Primary School.

f) other children.

Multiple births: Within each category, children of multiple birth [including those born within the same academic year cohort] where an application is submitted for the admission of all children of that multiple birth will be placed at the top of the admission category. Should it transpire that it is not possible to offer place[s] to all children within that multiple birth, the parent will be invited to nominate which child should be allocated the place[s].

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

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

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

43 Admission criteria: Devonport High School for Boys

The admission number in Year 7 will be 174.

Admission arrangements

- 1 Admission to the school is on the basis of selection by reference to ability or aptitude.
- 2 Devonport High School for Boys uses papers designed by GL Assessment (GLAss) to meet the needs of the selective schools.
- 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.
- 4 The tests will comprise an assessment of potential through GLAss 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.

- 5 The programme for the two Saturday mornings will be: Week 1) Familiarisation and English paper and Week 2) Verbal Reasoning and Mathematics papers
- 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 (Community), Admissions Officer and a representative of the Governing Body of the school. The results will be placed in one of two bands:

A Candidates who achieve a qualifying GLAss mark# equal to or higher than that of the 174th candidate, plus a qualifying score in the English paper (# scores that exceed the 75th percentile score, as notified by GLAss)

The candidate has qualified and is eligible for consideration for a place at the school.

B Candidates who do not achieve the qualifying mark and/or sufficient marks in the English paper and who are below 174th position in the rank order

The candidate has not qualified and so is ineligible to be considered for a place at this selective school

- 7 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.
- 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. (clerk@dhsb.org or 01752 208787).

Waiting list and subscription criteria

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

Notes

- 1 A candidate who is listed in Category A and whose special educational needs (SEN) statement names DHSB will be admitted.
- 2 If it is necessary to distinguish between children in a particular category, priority will be determined on the basis of distance between home and school. Measurements are taken by a straight line on a map using the City Council's electronic mapping system – the shorter the distance the higher the priority. Measurement points will be from an internal point of the building concerned (usually the visual centre of the building). Flats are therefore taken to be the same measurement point regardless of floor or location.

Note

If you live in Plymouth and want to apply for a place at Devonport High School for Boys, you should complete and return not only the Council's form in this booklet but also the school's own supplementary information form, available on request from the school or downloaded from the school admissions web page. If you only complete the City Council's form, your application will be valid but the school may not be able to rank your application against their admission criteria. If you only complete the school's form, your application will not be valid and will not be considered.

44 Devonport High School for Girls (Academy) and Plymouth High School for Girls (Community selective)

The same admission arrangements apply to Devonport High School for Girls which is an academy and Plymouth High Schools for Girls which is a community grammar school.

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

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

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

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

- a A looked after girl (a girl in the care of a local authority);
- 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 or location. In the event of there still being a tie, there will be a random ballot using an electronic random number generator.

Candidates not allocated a place will automatically be placed on a waiting list which will be ranked by test score attained. The waiting list will be maintained up until 31 August 2013. Should a vacancy become available, the place will be offered to the next girl on the list.

From 1 September 2013 the in-year admissions criteria will apply and parents will be invited to join the in-year waiting list if they are eligible to do so. Only candidates whose 11-plus test score is not more than two marks below the final 'cut-off' score for the relevant school will be invited to join the in-year waiting list. Parents/carers will then be invited to rejoin that waiting list by completing a form each term. If the Council does not receive a form within the specified timescale, the candidate's name will be removed from the waiting list.

45 The City Council's 11-plus procedure

The Council's 11-plus procedure is used for assessing girls whose parents apply for a place at Devonport High School for Girls or Plymouth High School for Girls and for no other purpose. It is designed to measure a child's academic ability, to determine whether she would be suited to a grammar school education. Great care is taken to try to ensure that no child is allocated to a course of education to which she would be unsuited; and that the standard of entry to the grammar schools remains consistent from year to year.

The procedure comprises two NFER (National Foundation for Educational Research) standardised tests in a multiple choice format and a locally set English paper, normally taken at one of the girls' grammar schools during the spring term (or later as necessary). The test dates will be **Saturday 14 January 2012**, (short familiarisation test, Verbal Reasoning test and locally-set English test paper), **Saturday 21 January 2012**, (short familiarisation and Maths test). The locally set English test will be evaluated only in cases where parents lodge statutory appeals against the decision not to allocate a grammar school place (see below).

If you nominate either Devonport High School for Girls or Plymouth High School for Girls as a preference on the application form:

- You will need to provide two recent passport type photographs portraying the head and shoulders of the candidate along with their application form. The photographs need to be certified by the primary school as a true likeness.
- Arrangements will be made for your daughter to take the City Council's 11-plus tests.
- You will be informed of the school at which she will take the tests.
- You will be sent a copy of the Council's 11-plus code of practice.

46 Admission criteria: Notre Dame RC School

The planned admission number (PAN) for entry in Year 7 in 2012-13 is 140.

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

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

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

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

- 1 A looked after Child (child in the care of a Local Authority).
- 2 Girls who are baptised Roman Catholic.
This should be evidenced by a baptism certificate or by the Supplementary Information Form being signed by their RC Parish Priest to confirm baptism or that the child is enrolled as a catechumen.
- 3 Girls who are baptised or recognised members of a Christian denomination or other faith.

This should be evidenced by a baptism certificate or by the Supplementary Information Form being signed by a Christian Minister/Priest/Senior Leader of their faith community to confirm baptism. Where a faith community does not recognise or carry out baptisms, the form must be signed by the faith leader to confirm membership of the community.

- 4 Girls of no particular faith tradition whose parents/guardians nonetheless wish their child to receive faith-based schooling within the Catholic Christian tradition.
- 5 Other applicants who do not fall into the above categories.

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

- 1 Girls with siblings who are still attending Notre Dame RC School, Plymouth, at the time of their admission. ("Siblings" means brothers or sisters. They are defined as children with at least one natural or adoptive parent in common, living at the same or a different address).
- 2 Within each category, children of multiple birth (including those born within the same academic cohort) where an application is submitted for the admission of all children of that multiple birth will be placed at the top of that admission category. Should it transpire that it is not possible to offer place(s) to all children within that multiple birth, the parent will be invited to nominate which should be allocated the place(s).
- 3 Girls attending a Feeder Primary School, as specified in the Plymouth LA "The Next Step" booklet or attending another RC school.
- 4 "The basis of distance between home and school. Measurements are taken by a straight line on a map using the Council's electronic mapping system – the shorter the distance the higher the priority. Measurement points will be from an internal point of the building concerned (usually the visual centre of the building). Flats are therefore taken to be the same measurement point regardless of floor or location."

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

Note

If you live in Plymouth and want to apply for a place at Notre Dame RC School, you should complete and return not only the Council's form but also the school's own Supplementary Information Form, available on request from the school or downloaded from the school's website. If you only complete the City Council's form, your application will be valid but the school may not be able to rank your application against their admission criteria. If you only complete the school's form, your application will not be valid and will not be considered.

47 Admission criteria: St Boniface's Catholic College

If admission is being sought under categories 2 to 5 of the oversubscription criteria, we strongly recommend all correspondence sent to the College is sent by recorded delivery. Any correspondence delivered to the College by hand will be recorded with a receipt.

Any parent who makes an application is presumed to want their son to benefit from the specifically Christian ethos of the College. This does not affect the right of parents who are not of the Catholic faith to be considered for a place.

St Boniface's Catholic College is a single sex Voluntary Aided School for Boys in years 7 – 11 and male and female students in years 12 and 13.

The Planned Admissions Number for the intake year group is 136 pupils.

The Governors will operate a waiting list until the end of the autumn term.

Oversubscription Criteria for Admission to Year 7 in September 2012

Boys with a Statement of Special Educational Need that names the College will be admitted before any others ranked by the criteria below.

If more than 136 applications are received for places in Year 7 Governors will admit pupils using the following criteria in strict precedence once the deadline for admissions applications has been reached:

- 1 Looked after children

- 2.1 Baptised Catholic boys who regularly practise their faith. (Evidence required is a baptism certificate plus a priest's signature on the Supplementary Information Form (SIF). Catechumens will also be considered under this criterion.)
- 2.2 Other baptised Catholic boys. (Evidence required is a baptism certificate only.)
- 3 Practising members of other Christian Churches. (Evidence required is the signature of the vicar or minister of the Church they attend. This signature on the SIF will confirm that the family are known to practise their religion.)
- 4 Any other Christian boy whose parents can provide evidence of baptism.
- 5 A boy who is a member of another recognised faith community who's SIF is signed by a Senior Leader of that faith confirming membership.
- 6 All other boys whose parents express a preference for the College who make a valid application on the Common Application Form (CAF).

In any situation where the application of the above criteria results in more children with an equal right to admission to the school than the number of available places within a single criterion, places will be allocated in the following order:

- 1 Brothers of pupils who will be on roll in September 2012.
- 2 Final tie-break will be made by a lottery. The names of all those with an equal right to admission will be allocated to numbered counters. These will then be drawn and the order in which they are drawn will give the order of priority for the allocation of the places available. The places will be allocated, in order, up to the number of places available. This process will be carried out under the supervision of an independent observer.

Note

If you live in Plymouth and want to apply for a place at St Boniface's Catholic College, you should complete and return not only the Council's form but also the school's own Supplementary Information Form, available on request from the school or downloaded from the school's website. If you only complete the City Council's form, your application will be valid but the school may not be able to rank your application against their admission criteria. If you only complete the school's form, your application will not be valid and will not be considered.

48 What happened last year?

Data as at allocations in March 2011. Please remember that because parental preferences can change, this should not be taken as an indication of future school place allocations.

Applications to Secondary School for September 2011. Number of places allocated in each category are in brackets.

PAN	Preference	Special Needs	Special Reason	In Care	Sibling	Feeder	Other	Applications	Allocations	Vacancies
All Saints C of E Academy	180	1	2 (2)	0 (0)	2 (2)	55 (53)	46 (44)	16 (15)	121	116
		2	0 (0)	0 (0)	1 (0)	24 (3)	62 (5)	87	8	
		3	0 (0)	0 (0)	3 (1)	19 (2)	39 (0)	61	3	
		21						2		
Coombe Dean	180	1	2 (2)	0 (0)	2 (2)	42 (42)	32 (32)	63 (60)	141	138
		2	1 (1)	0 (0)	0 (0)	9 (3)	34 (2)	158 (8)	202	14
		3	0 (0)	0 (0)	0 (0)	0 (0)	4 (0)	100 (2)	104	2
			3 (3)	0 (0)	2 (2)	51 (45)	70 (34)	321 (70)	447	154
Eggbuckland Community College	243	1	3 (3)	0 (0)	1 (1)	67 (66)	69 (68)	24 (24)	164	162
		2	0 (0)	0 (0)	1 (0)	7 (2)	26 (3)	89 (2)	123	7
		3	0 (0)	0 (0)	0 (0)	6 (1)	34 (2)	92 (1)	132	4
		21						2		
Hele's School	210	1	3 (3)	0 (0)	2 (1)	80 (69)	129 (73)	205 (27)	419	175
		2	0 (0)	0 (0)	0 (0)	78 (78)	98 (98)	31 (28)	210	207
		3	0 (0)	0 (0)	0 (0)	1 (0)	2 (0)	125 (3)	128	3
			3 (3)	0 (0)	0 (0)	79 (78)	105 (98)	222 (31)	409	210
										68
										0

PAN	Preference	Special Needs	Special Reason	In Care	Sibling	Feeder	Other	Applications	Allocations	Vacancies
Lipson Community College	210	1	5 (5)	0 (0)	1 (1)	77 (74)	89 (86)	34 (31)	206	197
		2	0 (0)	0 (0)	0 (0)	4 (2)	20 (6)	40 (2)	64	10
		3	0 (0)	0 (0)	0 (0)	2 (0)	20 (2)	48 (1)	70	3
			5 (5)	0 (0)	1 (1)	83 (76)	129 (94)	122 (34)	340	210
Marine Academy Plymouth	180	1	0 (0)	0 (0)	1 (1)	46 (42)	57 (52)	14 (14)	118	109
		2	0 (0)	0 (0)	0 (0)	3 (2)	23 (5)	28 (2)	54	9
		3	0 (0)	0 (0)	0 (0)	2 (1)	9 (2)	15 (0)	26	3
		21								3
Plymstock School	260	1	0 (0)	0 (0)	1 (1)	51 (45)	89 (59)	57 (16)	198	124
			11 (11)	0 (0)	0 (0)	92 (91)	88 (87)	57 (52)	248	241
		2	0 (0)	0 (0)	1 (0)	0 (0)	22 (3)	106 (1)	129	4
		3	0 (0)	0 (0)	0 (0)	0 (0)	1 (0)	62 (3)	63	3
		11 (11)	0 (0)	1 (0)	92 (91)	111 (90)	225 (56)	440	248	12
Ridgeway School	210	1	2 (2)	0 (0)	0 (0)	61 (58)	64 (62)	5 (5)	132	127
		2	1 (1)	0 (0)	0 (0)	5 (0)	11 (1)	76 (0)	93	2
		3	1 (1)	0 (0)	0 (0)	1 (0)	2 (0)	37 (0)	41	1
			4 (4)	0 (0)	0 (0)	67 (58)	77 (63)	118 (5)	266	130
Sir John Hunt Community Sports College	150	1	5 (4)	0 (0)	1 (1)	47 (45)	46 (44)	39 (38)	138	132
		2	0 (0)	0 (0)	0 (0)	2 (0)	17 (2)	51 (3)	70	5
		3	0 (0)	0 (0)	0 (0)	2 (0)	14 (2)	28 (0)	44	2
			5 (4)	0 (0)	1 (1)	51 (45)	77 (48)	118 (41)	252	139
Stoke Damerel Community College	240	1	5 (5)	0 (0)	2 (2)	86 (83)	126 (122)	39 (18)	258	230
		2	0 (0)	0 (0)	0 (0)	6 (1)	40 (5)	57 (0)	103	6
		3	0 (0)	0 (0)	0 (0)	2 (0)	38 (4)	43 (0)	83	4
			5 (5)	0 (0)	2 (2)	94 (84)	204 (131)	139 (18)	444	240
Tor Bridge High	240	1	8 (8)	0 (0)	1 (1)	55 (54)	70 (69)	58 (57)	192	189
		2	0 (0)	0 (0)	0 (0)	3 (1)	28 (3)	87 (3)	118	7
		3	0 (0)	0 (0)	0 (0)	0 (0)	12 (0)	57 (0)	69	0
			8 (8)	0 (0)	1 (1)	58 (55)	110 (72)	202 (60)	379	196

Faith Schools		Notre Dame RC School				PAN				
Vacancies										
Allocations			122							140
Applications		125								242
Other		0 (0)								0 (0)
No faith tradition		8 (5)								60 (13)
Linked Primary School		1 (1)								9 (2)
Baptised Christian denomination or other faith		57 (57)								86 (62)
Baptised Catholic		54 (54)								81 (58)
In Care		0 (0)								0 (0)
Special Reason		0 (0)								0 (0)
Special Needs		5 (5)								6 (5)
Preference		1								
		2								
		3								

Faith Schools		St Boniface's Catholic College				PAN				
Vacancies										
Allocations			126							136
Applications		128								226
Others		8 (6)								49 (9)
Any Other Denominations		17 (17)								32 (19)
Other Recognised Faiths		1 (1)								2 (1)
Other Christian Baptised Boys		11 (1)								17 (11)
Practising members of other Christian Churches		26 (26)								47 (30)
Other Baptised Catholic Boys		7 (7)								10 (7)
Baptised Catholic		49 (49)								60 (50)
In Care		1 (1)								1 (1)
Special Reason		0 (0)								0 (0)
Special Needs		8 (8)								8 (8)
Preference		1								
		2								
		3								

Grammar Schools

	PAN	Preference	Applications	Allocations
Devonport High School for Boys	174	1	230	174
		2	24	0
		3	9	0
			263	174
Devonport High School for Girls	120	1	183	120
		2	91	0
		3	13	0
			287	120
Plymouth High School for Girls	120	1	142	103
		2	156	17
		3	11	0
			309	120

Schools for whom appeals for admission were heard

School	Appeals allowed	Appeals dismissed
Coombe Dean	0	0
Devonport High (Boys)	2	2
Devonport High (Girls)	1	6
Hele's School	0	1
Lipson Community College	0	0
Notre Dame RC (Girls)	0	0
Plymouth High (Girls)	2	8
Plymstock	0	0
St Boniface's RC (Boys)	0	0
Stoke Damerel	1	1

Note

Results will be dependent on parental preference. Last year's results should not therefore be taken as a set indicator for future results.

49 Timetable for application

<ul style="list-style-type: none"> ■ Common Application Forms are returned to the City Council. Proof of date of posting will be required for applications received after this date in order to verify the submission date. ■ Supplementary information, as required, is sent direct to the relevant Foundation, Trust or VA school or Academy. 	By 31 October 2011
<ul style="list-style-type: none"> ■ The City Council sends to other local authorities details of relevant applications received. ■ The City Council sends to Foundation, Trust and VA schools and Academies, details of relevant applications received. ■ The City Council notifies each community school of the number of applications for the school and how the applications are ranked. 	By 2 December 2011
<ul style="list-style-type: none"> ■ Foundation, Trust and VA schools and Academies provide the City Council with ranked lists of applicants. 	By 9 January 2012
<ul style="list-style-type: none"> ■ 11-plus selection tests are completed. ■ The allocation procedure starts. 	By 3 February 2012
<ul style="list-style-type: none"> ■ The City Council has matched the ranked lists of all schools and allocated places. ■ The City Council notifies other LAs of applicants from their areas who will be offered places in Plymouth schools on 1 March. 	By 17 February 2012
<ul style="list-style-type: none"> ■ The City Council notifies each school of the applicants who will be offered places at the school on 1 March. 	By 28 February 2012
<ul style="list-style-type: none"> ■ The City Council sends allocation notifications to parents. 	1 March 2012
<ul style="list-style-type: none"> ■ Parents/carers to respond to allocation notifications. 	By 15 March 2012
<ul style="list-style-type: none"> ■ Applications for Year 7 are treated as in-year admissions. 	From 1st day of term 1 (autumn) 2012 (1 September)

Secondary Common Application Form: September 2012

If you live in Plymouth and wish to apply for a secondary school place, read the Parents' Guide, complete this application form and return it by **Monday 31 October 2011 at the very latest** to either your child's primary school or Plymouth City Council at the address below. You may nominate up to three schools in rank order and give your reasons overleaf. If you nominate Devonport High School for Boys, Notre Dame RC School or St Boniface's Catholic College, as well as filling in this form you must also complete the school's Supplementary Information Form, available from the school or to download from the school admissions webpage. **Plymouth City Council reserves the right to withdraw the offer of a school place where an applicant has knowingly provided false or misleading information; and to share the information on this form within the Council and with other admission authorities.**

Name of child (block capitals please)

First name _____ Middle name _____

Surname _____ M F _____ Date of birth _____

Home Address (Normal place of residence) _____

Postcode _____ Tel No. _____

Current school _____

Please tick the box if the above named child has a Statement of Special Educational Need or is undergoing statutory assessment

Please tick the box if the child named above is in the care of a Local Authority

1st Ranked Preference School _____

2nd Ranked Preference School _____

3rd Ranked Preference School _____

The law requires that everyone with parental responsibility for a child can contribute to decisions about the education of the child. The Local Authority will assume that in signing this form you are saying that everyone who is entitled to participate in the decision agrees that this application should be lodged. It will also be taken that you have read the Parent's Guide.

Your name _____

Your signature _____ Date _____

What is your relationship to the child named in this application? _____

Does the child named in this application normally live with you? (refer to Glossary) Yes No

Please also complete the other side of this form and return it to the child's primary school (if in Plymouth) or direct to Services for Children and Young People, Plymouth City Council, Plymouth PL1 2AA. Telephone: 01752 307469

For each school nominated overleaf, please list below any older brothers or sisters who already attend the school. You may also give your reasons for nominating each school including any claim for exceptional medical or social need. Please continue on a separate sheet of paper if necessary.

Name your 1st ranked preference school here

Name any older brothers or sisters attending this school

Date of birth

Reasons for preferring this school

Name your 2nd ranked preference school here

Name any older brothers or sisters attending this school

Date of birth

Reasons for preferring this school

Name your 3rd ranked preference school here

Name any older brothers or sisters attending this school

Date of birth

Reasons for preferring this school

Please now check that you have signed and dated the form (overleaf) before returning it

DEVONPORT HIGH SCHOOL FOR BOYS

Supplementary Information Form Admission to Year 7 in September 2012



Name of student (BLOCK CAPITALS PLEASE)

Date of birth

Address

Post Code

Telephone (+STD code) (home)

(daytime)

Please make a note of any statement of special educational needs your son may have.

Does your son currently have any specific access arrangements for formal or external examinations?

If so, please give details

Signature of parent or guardian

Date

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

and that our son will sit the 11+ tests at DHSB on 14 and 21 January 2012.

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

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

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

Final deadline: 31 October 2011

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Complete if you are applying to Notre Dame RC School. Return this form to the school.

NOTRE DAME ROMAN CATHOLIC SCHOOL

Looseleigh Lane, Derriford, Plymouth, PL6 5HN
Telephone 01752 775101; Fax 01752 768120



SUPPLEMENTARY INFORMATION FORM For Use With The Local Authority Common Application Form

Surname _____ First Names(s) _____

Date Of Birth _____

Address _____

Post Code _____

Home Telephone _____ Mobile Number _____

Email Address(s) _____

School Now Attending _____

Address of School _____

Pupils Religion/Denomination

Roman Catholic Other Christian denomination/Other faith (Please state) _____

No Religion

Evidence of Baptism/Dedication/Other

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

Parish Priest/Minister Of Faith/Faith Leader _____ (Please Print)

Signature _____

From _____ (Place Of Worship)

Siblings at the time of admission attending Notre Dame RC school

Name of sibling _____

Name of sibling _____

Parent/guardian name (please print)

1 Title Initial Surname _____

2 Title Initial Surname _____

Parent/Guardian Signature _____ Date _____

Guidance notes for completion of the form

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

For girls who are baptised Roman Catholic

This should be evidenced by a Baptism Certificate or by this form being signed by your RC Parish Priest to confirm Baptism or that the child is enrolled as a catechumen.

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

This should be evidenced by a Baptism Certificate or by this form being signed by a Christian Minister/Priest/Senior Leader of your faith community to confirm baptism.

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

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

This form should be returned to:
The Admissions Secretary, Notre Dame RC School, Looseleigh Lane, Derriford, Plymouth PL6 5HN

Complete this form if you are applying for a place at St Boniface's RC College. Return this form to the school.

ST BONIFACE'S CATHOLIC COLLEGE

21 Boniface Lane, Manadon Park, Plymouth PL5 3AG
Tel: 01752 779051 Fax: 01752 774692 Email: mailbox@stbonifaces.com



Supplementary information form (sif) For use with the local authority common application form

Month and year of entry

Surname

First name(s)

Date of birth

Address

Post code

Home telephone

Mobile number

Email address(s)

School now attending

Address of school

Pupil's religion/denomination

Date of baptism/dedication/other

Please attach a copy of your child's Baptism Certificate to this form if applicable

Parish priest/minister of faith/faith leader _____ (please print)

Signature _____

From _____ (place of worship)

Siblings at the time of admission attending St Boniface's Catholic College

Parent/guardian name (please print)

Title _____ Initial _____ Surname _____

Title _____ Initial _____ Surname _____

Parent/guardian signature _____ Date _____

NB Please see the admissions criteria – available on our website www.stbonifaces.com

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Maintained and State Secondary Schools in Plymouth						
School name; address; email; telephone and fax; mixed unless otherwise listed	Headteacher/ Principal	Type	Age Range	Specialism	PAN 2012	Forecast NoR 2012
ALL SAINTS CE ACADEMY Pennycross, Plymouth PL5 3NE T 01752 705131 Fax 01752 705191 www.asap.org.uk enquiries@asap.org.uk	Mr P Grainger	A	11-18	B&E M&C	180	952
COOMBE DEAN SCHOOL Chamhill Way, Plymstock PL9 8ES T 01752 406961 Fax 01752 482140 www.coombedean.co.uk/ office@coombedean.plymouth.sch.uk	Mr P Frean	A	11-18	M&C	180	1100
DEVONPORT HIGH SCHOOL FOR BOYS Paradise Road, Plymouth PL1 5QP T 01752 208787 Fax 01752 208788 www.dhsb.org/ school@dhsb.org	Mr KJ Earley	A	11-18	Eng/ Lang/ AL	174	1139
DEVONPORT HIGH SCHOOL FOR GIRLS Lyndhurst Road, Plymouth PL2 3DL T 01752 705024 Fax 01752 791873 www.devonportgirls.plymouth.sch.uk/ dhsg@devonportgirls.plymouth.sch.uk	Mrs A Hemsli	A	11-18	Lang	120	802
EGGBUCKLAND COMMUNITY COLLEGE Westcott Close, Plymouth PL6 5YB T 01752 779061 Fax 01752 766650 www.eggbuckland.com/ mailbox@eggbuckland.com	Ms K Borowski	FO	11-18	Arts	243	1399
HELE'S SCHOOL Seymour Road, Plympton PL7 4LT T 01752 337193 Fax 01752 331460 www.heles.plymouth.sch.uk/ heles.school@plymouth.gov.uk	Mr A Birkett	A	11-18	Lang/ M&C/ AL	210	1379
LIPSON COMMUNITY COLLEGE Bernice Terrace, Plymouth PL4 7PG T 01752 671318 Fax 01752 252140 http://vle.lipson.plymouth.sch.uk/ lcc@lipson.plymouth.sch.uk	Mr S Baker	A	11-18	Arts	210	1295
MARINE ACADEMY PLYMOUTH Trevithick Road St Budeaux PL5 2AF T 01752 213939 Fax 01752 213909 www.marineacademy.org.uk contact@marineacademy.org.uk	Mrs H Mathieson	A	11-18	Tech Sc	180	966
NOTRE DAME RC SCHOOL (GIRLS) Looseleigh Lane, Plymouth PL6 5HN T 01752 775101 Fax 01752 768120 www.notredame.plymouth.sch.uk/ info@notredame.plymouth.sch.uk	Miss F Hutchings	VA	11-18	Hum	140	876

Maintained and State Secondary Schools in Plymouth

School name; address; email; telephone and fax; mixed unless otherwise listed	Headteacher/ Principal	Type	Age Range	Specialism	PAN 2012	Forecast NoR 2012
PLYMOUTH HIGH SCHOOL (GIRLS) St Lawrence Road, Plymouth PL4 6HT T 01752 208308 Fax 01752 208309 www.plymouthgirls.plymouth.sch.uk/ phs@phsg.org	Miss M Utton	CG	11-18	Tech/ Lang	120	815
PLYMSTOCK SCHOOL Church Road, Plymstock PL9 9AZ T 01752 402679 Fax 01752 484018 www.plymstockschool.org.uk/ info@plymstockschool.org.uk	Mr D Farmer	A	11-18	Sp	260	1603
RIDGEWAY SCHOOL Moorland Road, Plympton PL7 2RS T 01752 338373 Fax 01752 331559 www.ridgeway.plymouth.sch.uk/ headteacher@ridgeway.plymouth.sch.uk	Mr J Didymus	A	11-18	Sc	210	1170
ST BONIFACE'S CATHOLIC COLLEGE (BOYS) 21 Boniface Lane, Plymouth PL5 3AG T 01752 779051 Fax 01752 774692 www.stbonifaces.com/ mailbox@stbonifaces.com	Mr P Eccles	VA	11-18	Sc	136	825
SIR JOHN HUNT COMMUNITY SPORTS COLLEGE Lancaster Gardens, Whitleigh, Plymouth PL5 4AA T 01752 201020 Fax 01752 201102 www.sirjohnhunt.plymouth.sch.uk/ admin@sirjohnhunt.plymouth.sch.uk	Mrs W Brett	CC	11-18	Sp	150	723
STOKE DAMEREL COMMUNITY COLLEGE Somerset Place, Stoke PL3 4BD T 01752 556065 Fax 01752 562323 www.sdcc.net info@sdcc.plymouth.sch.uk	Mrs C Hannaford	A	11-18	M&C	240	1463
TOR BRIDGE HIGH Miller Way, Estover, PL6 8UN T 01752 207907 Fax 01752 206056 www.torbridge.net reception@torbridge.net	Ms L Dunstan	A	11-18	Arts	210	1180

Key

A Academy	Hum Humanities	Sc Science
AL Applied Learning	VA Voluntary Aided (Non-selective)	Sp Sports
CC Community Non-selective	Lang Language	Tech Technology
B&E Business & Enterprise	NoR Number on Roll (forecast)	Voc Vocational
CG Community Grammar	M&C Maths & Computing	
Eng Engineering	PAN Published Admission Number	
FO Foundation		

SECONDARY SCHOOL ADMISSIONS IN PLYMOUTH

Your comments please

Does this booklet contain the information you need? Is it easy to read? Is it set out clearly enough? Your views on the booklet's content and style would be welcome, so that we can continually improve it and the service we provide. Please take a few minutes to complete the questionnaire below and return it to Services for Children and Young People, Plymouth City Council, Plymouth PL1 2AA.

1 How helpful was the information provided?

Very helpful Helpful Adequate Unhelpful Very unhelpful

2 Was the information you required easy to find?

Very easy Easy Adequate Difficult Very difficult

3 How clear was the style and presentation of the booklet?

Very clear Clear Adequate Unclear Very unclear

4 How easy was it to understand the application form?

Very easy Easy Adequate Difficult Very difficult

5 How long did it take to complete the application form?

0-5 minutes 6-10 minutes 16-20 minutes 21-30 minutes More than 30 minutes

6 Were there any parts of the booklet you did not understand? If so, which?

7 Is any additional information needed?

Yes No If Yes, please specify below.

8 Where did you hear about the need to apply for a school place?

9 How could the information provided be improved?

10 Do you have any other comment to make?

Space for your notes

Space for your notes

CHECKLIST

- Have you researched schools before making a decision?
- Have you used the receipt for your form submission?
- Have you submitted your form by the closing date?
- Who did you submit it to?
- Have you received an acknowledgement that your application has been received?

If you would like a confirmation receipt for your application form, please complete the tear off slip below with your name and address, attach an appropriate priced stamp and return it along with your application form to:

Services for Children and Young People, School Admissions Team,
Plymouth City Council, Plymouth, PL1 2AA

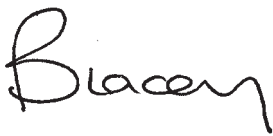
The 'office use' box will be date stamped as confirmation of receipt of your application. The receipt should be returned to you within 14 days.

Note

If you do not attach a stamp, your receipt will NOT be returned to you.

I confirm receipt of your application form for a secondary school place in Plymouth for the 2012/13 academic year.

Affix stamp here



Bronwen Lacey
Services for Children
and Young People

Official use

To _____

The Next Step Parents Guide 2012
Published by Plymouth City Council
August 2011

CONTACT

Services for Children and Young People
Plymouth City Council
Plymouth
PL1 2AA
Tel: 01752 307469
secondary.admissions@plymouth.gov.uk
www.plymouth.gov.uk/schooladmissions

**This information is available in other languages
and formats, please call: 01752 668000**