

Starting Secondary School in Plymouth

- Was your child born between 1 September 2000 and 31 August 2001?
- Do you want to know about applying for a secondary school place?
- Read on!

About this leaflet

If you have a child in Year 5 at primary school, this leaflet gives you basic information about how to apply for places at any of Plymouth's 16 specialist secondary schools.

How can I find out more about these schools?

- All the information you will need about secondary school admissions in 2012 will be available from 2 September 2011 on our website www.plymouth.gov.uk/schooladmissions
- From here, you can apply online for school places and read the Next Step which contains further information and all admission policies and application forms. The Next Step will not be mailed to you but can be made available if you cannot access the internet. Reference copies will be available in schools.
- You are welcome to come and visit our office at Windsor House, Derriford during office hours to discuss your options.
- All secondary schools hold 'open events' for families to visit the school and speak to staff.
- Don't forget to ask the school for a prospectus.

Who should I apply to for a school place?

Apply to the Local Council where you live, the one to which you pay your Council Tax. If you live within the City of Plymouth, apply to Plymouth City Council. You cannot apply to the school direct.

School/College	Open Event
All Saints CE Academy	Thurs 15 Sep 4.30-6.30pm
	Thurs 22 Sep 6.30-8.30pm
Coombe Dean	Wed 14 Sept 7.00-9.00pm
Devonport High (Boys)	Mon 19 Sep 9.00-11.00am
	Tues 20 Sep 7.00-9.00pm
Devonport High (Girls)	Wed 21 Sep 2.15-3.30pm
	Mon 19 Sept 6.00-8.30pm (Principal's presentation 6.00pm, 6.45 pm and 7.30 pm)
Hele's	Weds 21 Sep 5.00-8.00 pm
Lipson	Tues 13 Sep 6.30-8.30pm
	Thurs 22 Sep 3.45-5.15pm
Marine Academy Plymouth	Tues 20 Sep 5.00-7.00pm
Notre Dame RC	Tues 27 Sep 4.00-6.30pm
Plymouth High	Thurs 15 Sep 2.00-3.30pm
	6.30-8.30pm
Plymstock	Mon 19 Sep 6.30pm
Ridgeway	Tues 20 Sep 6.30-9.00pm
St Boniface's RC	Tues 13 Sep 6.00pm (Headteacher presentation 7.30pm)
	Mon 12 Sep 6.30-8.30pm
Sir John Hunt	Wed 21 Sep 3.45-5.30pm
	Wed 14 Sep 6.30-8.30pm
Tor Bridge	Mon 26 Sep 6.00pm

How do I apply for a school place?

- Apply online from 2 September on our website www.plymouth.gov.uk/schooladmissions
- Applying online is quick and easy - all you need is an email address.
- We will write to you in September with your unique number (UID). If you use this when you apply, much of the form will already be completed for you.
- If you do not have a computer at home, you can apply from a public library and set up a hotmail account (library staff can help).
- If you are applying for a place at St Boniface's, Notre Dame or Devonport High School for Boys, you must also fill out a supplementary form, which you can obtain from our website or from the school.
- If you prefer, you can fill in the application form in the Parents Guide.

Will my child be allocated a place at my preferred school?

- Yes – if there are enough places available at the school and it is suitable for your child's academic ability.
- If there are more applications than places, it will depend on your position in the order of priority (the over-subscription criteria).
- The Next Step – available on our website sets out the order of priority for different categories of school. School places are allocated under an 'Equal Preference' system.

Key Dates

Throughout September 2011	School open events
2 September 2011 to 31 October 2011	You complete an application form to tell us your 3 preferred schools
January 2012	11+ tests take place for those applying for a grammar school
1 March 2012	School allocations notified to you
By 15 March 2012	You respond to the allocation
31 August 2012	This admission scheme ends
1 September 2012	In-year admission scheme starts

How will I know at which school my child has been allocated a place?

We will write to you by first class post on Thursday 1 March 2012. This means that you will not know the school allocated until shortly after this date. If you apply online, you will also receive an email on that date or you can view your submitted application online to see the allocation.

What if I don't get the school I want?

Last year, 91.4% of children were allocated a place at their first ranked preference school. For any school (exception DHS Boys) that you ranked higher than the one we allocated, your child will automatically be placed on the waiting list and will be considered if a vacancy comes up. You will also have the right of appeal to an independent panel against any school place refusal.

Main points

- Apply to your local council for a secondary school place, rather than to the school direct.
- Apply by Sunday 31 October 2011.
- We will write to you on 1 March 2012 with a school allocation.
- You must respond to the allocation by 15 March 2012.
- Ask us for help if you are confused or concerned.

How to contact us

- The School Admissions Team is based at Windsor House in Tavistock Road, Plymouth
- Telephone us on 01752 307469
- Visit us at: www.plymouth.gov.uk/schooladmissions
- Write to us at: School Admissions, Plymouth City Council, Plymouth PL1 2AA
- Email us at: secondary.admissions@plymouth.gov.uk
- For impartial advice and information, contact the Choice Adviser on 01752 258933 or email them at choice.adviser@plymouth.gov.uk

Confused or concerned?

Just get in touch - We will do all we can to help.

You can use these spaces to keep a note of your online application codes.

Unique Number (UID)

User name

Password

If you would like this information in other languages and formats, please call 01752 668000



**THE NEXT STEP
PARENT'S GUIDE**
Secondary admissions 2012



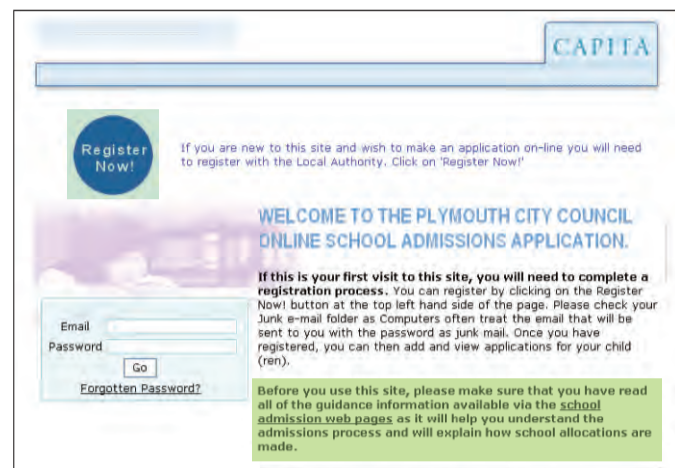
Remember the deadline!

Apply by 31 October 2011

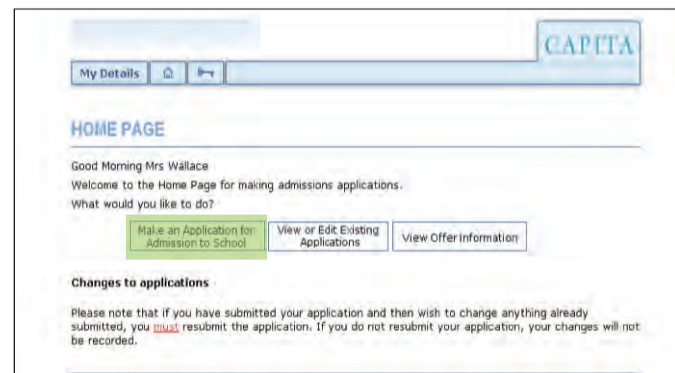
The easy way to apply for a place in a school

Note: screen shots are taken from last year's application form so may look different when you apply. Use the scroll bar on the right hand side of the page to move up and down the page. If you need to go back a page, use the 'previous' button at the bottom of each page and not the 'back' arrow on the Internet toolbar.

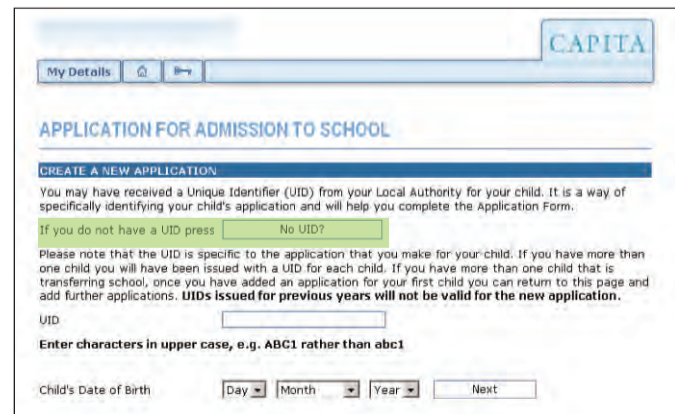
Using the Internet, sign into our school admissions page at www.plymouth.gov.uk/schooladmissions and from the links on the right, click 'Online Application Form'. This will take you to the online application form.



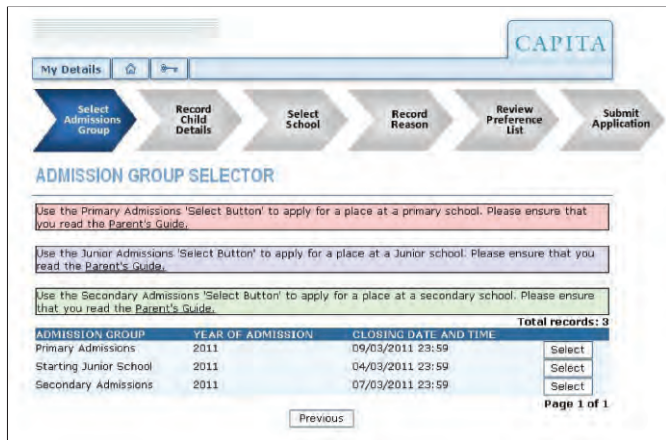
- You need to register to use the system if you have not used it before.
 - You will need to have an email address to register.
 - Follow the instructions on the screen.
 - Please make sure that you read the 'Parent's Guide' by clicking the link to the school admission web pages before applying.
 - Once registered, a password will be sent to you by email. You will need to sign in again using this password and then change it to a password that you will remember. Keep the password safe as you will need it (and your email address) every time you sign in to use the system.



- To make an application, click on 'Make an application for Admission to School'.

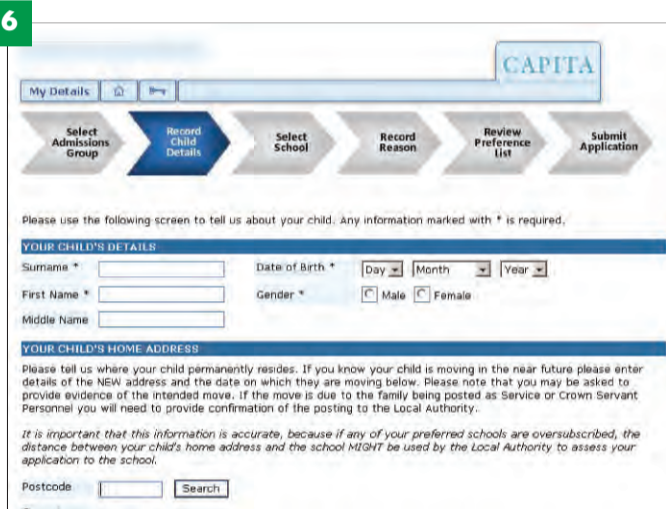


- If we have written to you to notify a unique identifying number (UID), enter it here. If you do not have a UID, click on the 'No UID' box. If you have a UID, some of the data will be automatically input for you in the application. If you don't have a UID, it just means that you have a bit more input to complete. Do not worry if you do not have the UID.
 - Enter your child's date of birth and click 'Next'.

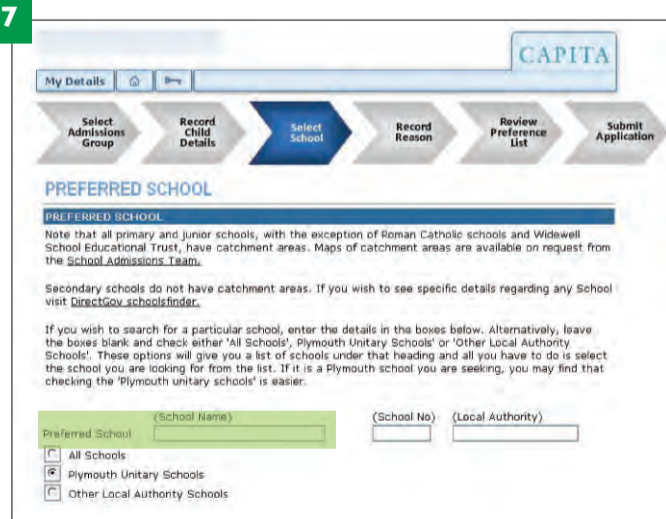


- The top of the screen shows how far you are through the application process.
 - If you have not already read the 'Parent's Guide' as requested at the start of the application, do so now. You need to read the guide to understand the rules relating to school admission applications.
 - From the Admission Group list, select the type of application you wish to make –
 - Primary if your child is starting in the Reception year for the first time,
 - Junior if your child is transferring from infant to junior school at the end of year 2
 - Secondary if your child is transferring from primary/junior school to secondary school at the end of year 6.

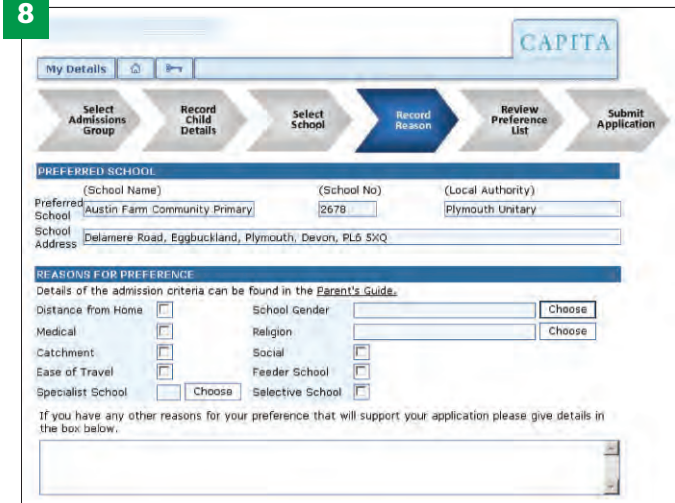
(Note: the close dates shown in this example are not those which apply to your application)



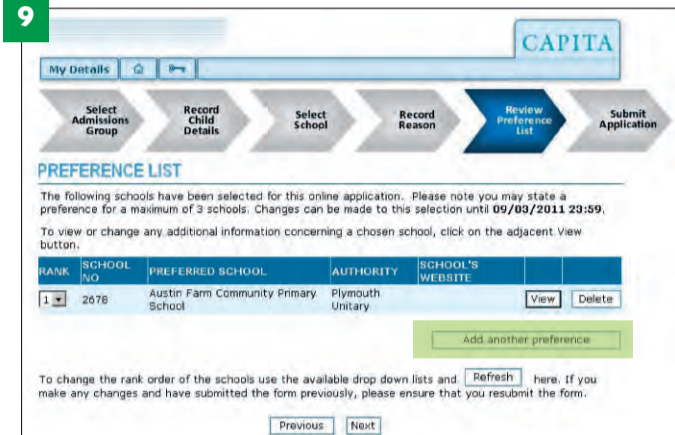
- Work your way down the screen completing the details as you go.
 - When complete, click 'Next' to continue.



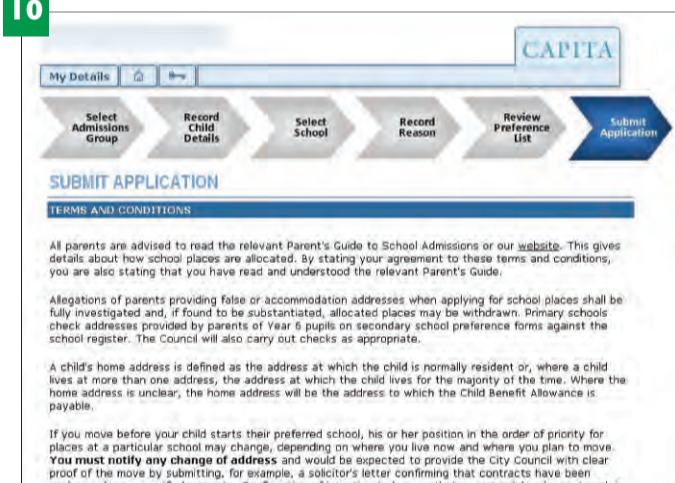
- The schools available in Plymouth will be shown for you.
 - If you wish to select a school not in Plymouth or cannot find the school you are looking for, complete the preferred school name (does not have to be the whole name) and click search. If you still can't find the school, click the 'search' button next to the phrase 'can't find the school you are looking for in this list?' for a more detailed search.
 - From the list of schools, hit the 'select' button next to the school that you want as your first preference.



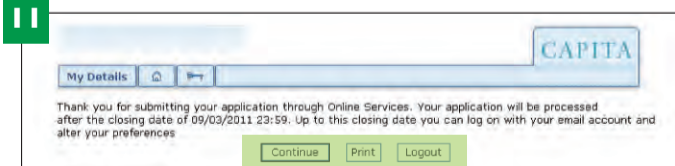
- The details of the school you selected are completed for you.
 - You are invited to tell us any reasons why you wish your child to go to this particular school. Also, you will need to tell us about any siblings attending the school.
 - At the bottom of the screen, click 'Next' to continue.



- At this page, you have the opportunity to add another school to your list of preferred schools. You are invited to name 3 schools and we recommend that you do list 3. Add another preference by clicking on this button. Continue through the screens until you have added 3 school preferences.
 - If you do not wish to add another preference or have now added 3 preferences, click 'Next' to continue.



- The terms and conditions screen is now displayed. You must read the page and make sure that you understand the content. Use the slide bar to scroll down the page. Once you have read and agreed the terms and conditions, check the 'yes' button and click submit.



- This completes the application. Print a copy for your information. **An email will be sent to confirm receipt of your application. If you do not receive the email confirmation, tell us as there may be a problem with your application.**
 - Don't forget that you can sign back in to your account to edit (change) your application up until the close date. If you sign back in and use the edit facility, you **must** resubmit the application even if you do not make any changes. If you do not resubmit, the application will be lost from the system. The fact that you had previously received a confirmation email will be irrelevant. On re-submission, you will get another email to confirm receipt of application.
 - Now, either select 'continue' if you have another child for whom you wish to apply for a school place or if you have finished, select logout.
 - At the allocation date, you can sign back into your account to see what school has been allocated – so remember your email and password. During the morning of the allocation date, emails will also be sent (usually after 8am in batch release).