

### Starting school in Plymouth

- Was your child born between 1 September 2007 and 31 August 2008?
- Do you want to know how to apply for a primary school place?
- If so, read on!

### About this leaflet

If you have a child approaching school age, this leaflet gives you basic information about how to apply for a school place.

### Why should I apply for a place?

Compulsory school age applies from the term following the fifth birthday. However, if your child was born between 1 September 2007 and 31 August 2008, they can start school in September 2012. If you wish your child to start school then, you need to apply for a school place so that we know. If you have already put your child's name down or filled in a school form, you must still complete the Council's application form. If you do not, your application will not be valid.

### How can I find out more about these schools?

- All the information you will need about primary school admissions in 2012 will be available from 2 September 2011 on our website at: [www.plymouth.gov.uk/schooladmissions](http://www.plymouth.gov.uk/schooladmissions)
- From here, you can apply online for school places and read the Parents Guide which contains further information and all admission policies and application forms. The Parents Guide will not be mailed out 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.
- 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 should not apply to the school itself.

### How do I apply for a primary school place?

- Apply online from 2 September on our website [www.plymouth.gov.uk/schooladmissions](http://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 prefer, you can fill in the application form in the Parents Guide.
- If you are applying for a place at a voluntary aided church school, you may also have to fill out a supplementary form, which you can obtain from the school.

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

Yes – if there are enough places available at the school.

- If there are more applications than places, it will depend on your position in the order of priority. The nursery or pre-school your child attends will have no effect on your position in the order of priority for your preferred school.
- Our website and Parents Guide set out the order of priority for different categories of school.

### How to contact us

- The School Admissions Team is based at Windsor House on Tavistock Road, Plymouth.
- Phone us on 01752 307166.
- Visit our website at: [www.plymouth.gov.uk/schooladmissions](http://www.plymouth.gov.uk/schooladmissions)
- Write to us at School Admissions, Plymouth City Council, Plymouth PL1 2AA.
- Email us at: [primary.admissions@plymouth.gov.uk](mailto:primary.admissions@plymouth.gov.uk)
- For impartial advice and information, contact the Parent Partnership Service on 01752 258933 or email them at: [parent.partnership@plymouth.gov.uk](mailto:parent.partnership@plymouth.gov.uk)

### Confused or concerned?

Contact us! 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

### Key Dates

2 September 2011 to 15 January 2012	You complete an application form to tell us your 3 preferred schools
20 April 2012	School allocations notified to you
By 4 May 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 Friday 20 April 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, 86.3% of children were allocated a place at their first ranked preference school. For any school 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

- You must apply using the Council's application form. No other form can be used.
- Putting your child's name down at a school is not an application.
- Apply by 15 January 2012.
- We will write to you on 15 April 2012 with a school allocation.
- Ask us, or any primary school for help if you are confused or concerned.



**STARTING SCHOOL  
IN PLYMOUTH**  
2012/13



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

A Guide for Parents

Remember the deadline!

**Apply by 15 January 2012**

## 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 scrollbar 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.

1

Using the Internet, sign into our school admissions page at [www.plymouth.gov.uk/schooladmissions](http://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.

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- 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.

3

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

4

- 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'.

ADMISSION GROUP	YEAR OF ADMISSION	CLOSING DATE AND TIME	Total records: 3
Primary Admissions	2011	09/03/2011 23:59	Select
Starting Junior School	2011	04/03/2011 23:59	Select
Secondary Admissions	2011	07/03/2011 23:59	Select

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- 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)

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

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- 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.

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- 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.

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RANK	SCHOOL NO	PREFERRED SCHOOL	AUTHORITY	SCHOOL'S WEBSITE
1	2678	Austin Farm Community Primary School	Plymouth Unitary	

- 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.

10

- 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.

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- 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).