

**KEY NOTES – ADMISSION ARRANGEMENTS 2021/2022**

School name	Millbay Academy		
Admission authority	The Trust Board of the Reach South Multi Academy Trust		
School status	Free School		
Catchment area	No		
Supplementary Information Form	Yes – parents who are members of staff only Yes – exceptional medical and social need for admission		
Application forms available online	<a href="http://www.plymouth.gov.uk/schooladmissions">www.plymouth.gov.uk/schooladmissions</a>		
	<b>Normal point of entry – Reception/Foundation</b>	<b>Normal point of entry – Y7</b>	<b>In-Year admission</b>
Age range for application (born between)	1 September 2016 to 31 August 2017	1 September 2009 to 31 August 2010	In-year applications are those submitted from the first day of the school year for the intake year, or any other year at any time
Application period	Monday 2 November 2020 to Friday 15 January 2021	Thursday 4 September 2020 to Saturday 31 October 2020	From Sunday 1 September 2021
Offer date	Friday 16 April 2021	Monday 1 March 2021	Will aim to notify parents within 10 school days, but it will be by 15 school days of application receipt
Published admission number	60	60 The school has spaces for 120 children. Children from the primary phase have automatic right of progression. This leaves at least 60 places for children not already attending the Millbay Academy in Year 6	

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## **ADMISSION CRITERIA: MILLBAY ACADEMY**

The Board of Governors of Millbay Academy is the admission authority for Millbay Academy. Millbay Academy will comply with provisions within the School Admissions Code and the School Appeals Code available at

[www.gov.uk/government/publications/school-admissions-code--2](http://www.gov.uk/government/publications/school-admissions-code--2).

The admission arrangements outlined within this document apply to Millbay Academy in the 2021/2022 academic year. This policy should be read in conjunction with the Primary and In-Year Coordinated schemes of admission available at [www.plymouth.gov.uk/schooladmissions](http://www.plymouth.gov.uk/schooladmissions).

Millbay Academy is classed as an all-through school. This means that children attending Year 6 at the primary school have an automatic entitlement to transfer to Year 7 of the secondary school but can, if preferred, apply for a place at an alternative school during the normal secondary transfer process. Parents of year 6 pupils already on the roll do not need to apply for a place in Year 7 at Millbay Academy.

The school is fully inclusive and welcomes applications for the admission of children with special educational needs and disabilities (SEND) and other protected characteristics defined by the Equality Act 2010. The school's admission arrangements are determined and implemented with the Equality Act duties

### **SECTION I**

#### **(i) Application process for Reception (normal point of entry)**

The admission arrangements outlined within this section apply to children starting in the Reception/Foundation Year for the first time in 2021/2022. The published admission number (PAN) for this year group is 60. The close date for application is 15 January 2021. Allocation results will be notified on National Offer Day (16 April 2021). The school follows Plymouth City Council's coordinated primary admissions scheme available at [www.plymouth.gov.uk/schooladmissions](http://www.plymouth.gov.uk/schooladmissions). Late applications (i.e. applications from 16 January 2021 until the first day of term in September 2021, but not made in time to enable the Local Authority to offer a place on National Offer Day) will be processed by the Local Authority after all on-time applications have been processed, which will unfortunately reduce the chances of the child being offered a place. Parents are therefore strongly advised to submit their applications on time.

All applicants must:

- (i) Complete the Common Application Form available from, and returnable to their home local authority;
- (ii) In addition, applicants applying under criteria 2.1 below must complete the exceptional medical or social grounds supplementary information form which is available on page 14 & 15 and return it direct to the School Admissions Team, Plymouth City Council<sup>1</sup>;
- (iii) In addition, applicants applying under oversubscription criteria 4 must complete the staff supplementary information form which is available on page 12 & 13 and return it direct to the School Admissions Team, Plymouth City Council<sup>1</sup>.

#### **(ii) Application process for Year 7 Secondary admissions (normal point of entry)**

The admission arrangements outlined within this section apply to children starting Year 7 for the first time in 2021/2022. The published admission number (PAN) for this year group is 60. The PAN relates to external applicants to the secondary phase of the school. The secondary phase has spaces for 120 children.

<sup>1</sup> At the time of the determination, Millbay Academy's predecessor school, Plymouth School of Creative Arts, received services from Plymouth City Council. If the school ceases this service, the function will be undertaken by the school or contracted to another provider.

Children attending the primary phase in Year 6 will automatically transfer to Year 7 and do not need to apply for a place. The closing date for application is 31 October 2021. Allocation results will be notified on 1 March 2022. Millbay Academy participates in Plymouth City Council's coordinated secondary admissions scheme available at [www.plymouth.gov.uk/schooladmissions](http://www.plymouth.gov.uk/schooladmissions)" [www.plymouth.gov.uk/schooladmissions](http://www.plymouth.gov.uk/schooladmissions). Late applications (i.e. applications received before the first day of term in September, but not made in time to enable the Local Authority to offer a place on National Offer Day) will be processed by the Local Authority after all on-time applications have been processed, which will unfortunately reduce the chances of the child being offered a place. Parents are therefore strongly advised to submit their applications on time.

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- (iii) In addition, applicants applying under oversubscription criteria 4 must complete the staff supplementary information form which is available on page 12 & 13 and return it direct to the School Admissions Team, Plymouth City Council.

### **(iii) Application process for In-year admissions (admissions outside of the normal point of entry)**

The admission arrangements outlined within this section apply to in-year admissions for Millbay Academy in the 2021/2022 academic year.

An In-Year admission is an application submitted on or after the first day of the school year for the intake year, or any other year group at any time. Requests for admission made after the normal round of admissions – after 31 August 2021 should be made direct to Plymouth City Council<sup>1</sup>.

With the exception of a child with an Education, Health and Care Plan (EHCP), all applications that meet the criteria will be considered under Plymouth City Council's Fair Access Protocol.

Parents should be aware that the PAN set for Reception and Year 7 applies only for the duration of the school year of entry (i.e. to applications both in and outside the normal admission round to Reception and Year 7 only). Such applications may be refused where there are no places remaining within the PAN set for that intake.

If an application is made for admission to a year group other than Reception or Year 7, the child will be admitted to the school, unless admitting the child would prejudice the efficient provision of education and / or use of resources.

Where there are multiple applicants for a year group other than Reception Year and Year 7 and the school has determined that only a lower number of additional children can be admitted without prejudicing the efficient provision of education, and/or the efficient use of resources, the oversubscription criteria must be applied to determine which of the children are offered a place. The admission arrangements that will apply will be those determined for Reception Year and Year 7 that school year.

<sup>1</sup> At the time of the determination, Millbay Academy's predecessor school, Plymouth School of Creative Arts, received services from Plymouth City Council. If the school ceases this service, the function will be undertaken by the school or contracted to another provider.

The school has opted to participate in Plymouth City Council's coordinated scheme for in-year admissions. Applications should be made via Plymouth City Council. Millbay Academy follows Plymouth City Council's local coordinated in-year admissions scheme available at [www.plymouth.gov.uk/schooladmissions](http://www.plymouth.gov.uk/schooladmissions)

All applicants must:

- (i) Complete the Common Application Form available from and returnable to Plymouth City Council<sup>1</sup>;
- (ii) In addition, applicants applying under criteria 2.1 below must complete the exceptional medical or social grounds supplementary information form which is available on page 14 & 15 and return it direct to the School Admissions Team, Plymouth City Council;
- (iii) In addition, applicants applying under oversubscription criteria 4 must complete the staff supplementary information form which is available on page 12 & 13 and return it direct to the School Admissions Team, Plymouth City Council.

Unless otherwise agreed, the published admission number applies to each year group as it moves through the school. The close date for application is the end of each working day.

It is intended that parents are notified in writing of the outcome of an in-year application within 10 school days of receipt of the application. In any event, parents will be notified of the outcome in writing within 15 school days of receipt of the application.

Where a place is offered, arrangements will be made for the child to be admitted and start school as soon as possible, particularly where they are not currently attending school. Where the application is refused, parents will be provided with the reasons why the admission of their child would prejudice the efficient education of others, and/or the efficient use of resources, so that they can properly consider whether to exercise their right to appeal (see below).

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## SECTION 2

### **Oversubscription criteria for Millbay Academy for primary and secondary normal point of entry and for all in-year admissions**

Children with an Education, Health and Care Plan (EHCP) are admitted to school under separate statutory procedures which are managed by the child's home local authority, and not under this policy. A child with an Education, Health and Care Plan (EHCP) which names the school will be admitted. In the normal admission round (i.e. entry to Reception and Year 7) children with an EHCP will be admitted prior to the allocation of places to other children and the number of places available to other children within the PAN will be reduced.

At the normal point of entry, where there are fewer applicants than the PAN, all children will be offered a place. For in-year admissions, all children will be offered a place unless the school can demonstrate that the admission of an additional child would prejudice the provision of efficient education or the efficient use of resources.

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

1. **Looked after children and all previously looked after children.** A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order); and children who appear to the Admission Authority to have been in state care outside of England (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society), but ceased to be so as a result of being adopted.

Parents applying for a place in this category may need to provide documentary evidence with their application to confirm the child's status. This may include a signed letter from the child's social worker or former social worker confirming their current or previous status, an adoption, child arrangements or special guardianship order.

In the case of children adopted from state care outside England (as defined above), evidence of having been in state care outside England and of being adopted will be required. Ideally, this should be received by the application deadline in the normal admission round. When assessing the evidence provided, the DfE's guidance ([accessible here](#)) will be followed.

Where the Virtual School Head has already verified the child's status, parents should let the Local Authority / school know, as there should be no need for further evidence to be provided in this case.

2. **Children with exceptional medical or social grounds.** This category includes:

2.1 Other children with an exceptional medical or social need for a place at this school. Applicants will only be considered under this heading if the parent/carer or their representative can demonstrate that only the preferred school can meet the exceptional medical or social needs of the child. The need must be specific to this school: a child may have very challenging circumstances that require additional support but if that support could be provided at another school, there would be no exceptional need to attend this school. The exceptional need could be due to the parent/carer's circumstances. Evidence provided can be in the form of a testimony

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from a medical practitioner, social worker or other professional who can support the application on an 'exceptional' basis. Without satisfactory supporting evidence, we will not prioritise an application as demonstrating exceptional need. It is not expected that a parent/carer would seek a claim under exceptional medical or social need for a school that is not the first ranked preference school.

Exceptional medical or social need could include, for example:

- a serious medical condition, which can be supported by medical evidence
- a significant caring role for the child which can be supported by evidence from social services;

Exceptional need for admission here will not be accepted on the grounds that:

- a child may be separated from a friendship group;
- parents wish to avoid a child from the current or previous setting;
- transport arrangements would have to be changed;
- the child has a particular interest or ability in a subject or activity.

3. **Children with a sibling already attending the school at the time of admission.** Children will be classed as siblings if they live at the same home address as defined in this policy, as a single family unit. This includes a natural or adopted brother or sister, step-brother or sister, a natural, adopted or foster child of a cohabiting partner, or a foster brother or sister. In all cases the sibling must live with the applicant child as part of the same core family unit. Children who are children of friends or cousins living in the same household with different parents/carers are not included. The sibling's details must be clearly stated in the full application form. Failure to do so may result in this category not being identified and the application being placed in a lower category.
4. **Children whose parent/carer is a member of staff employed on a permanent contract by the school** for two or more years at the time at which the application for admission to the school is made or where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage evidenced by completion of the staff supplementary information form. (This covers staff working at the school to which the application relates but does not include staff who work on the school site for other employers);

For the avoidance of doubt a 'child' is defined as the staff member's natural or adopted child, whether living with the staff member or another parent, and a foster child placed with the staff member or a child of the staff member's spouse or cohabiting partner, living with the member of staff at the child's home address as defined by this policy. For the avoidance of doubt, children who are children of friends or cousins living in the same household with different parents/carers are not included, even if they live at the staff member's home address.

Only the employed parent's details must be entered onto the form with no details of another parent being given.

5. **Other children** not shown in a higher oversubscription criteria.

## NOTES:

**Admission out of the normal age group:** Places will normally be offered in the year group according to the child's date of birth. A parent has an absolute right to make a request that their child be admitted to a year group other than the child's chronological year group. Parents do not have a right to decide that their child

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be admitted outside their chronological year group. The request will be considered by Reach South Academy Trust, as Admission Authority, by sending your request to the school, marked for the attention of the Clerk to the Local Governing Body. A decision will be made on the basis of the circumstances of each case and in the best interests of the child concerned. This will include (but is not an exhaustive list) taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. The admission authority will also take into account the views of the Head Teacher. Parents must not assume that the decision of one school will transfer with the child to a different school as the decision rests with the individual admission authority. The Local Governing Body will notify parents of the outcome of their request formally in writing, explaining its reasons in sufficient detail for parents to understand that decision. Where a request is agreed in principle, this letter should accompany the application for admission subsequently made for a place at the school. Where a request is refused for admission outside of normal age group parents do not have a statutory right of appeal, but they may submit a complaint under the school's published complaints policy if they do not believe that their request was properly considered, or the decision of the Trust was reasonable or fair.

### **Request for Admission outside normal age group**

- 1.1 Parents have a right to request that their child is admitted to a year group other than their normal year group at the School. This may be to a year group below or above, and there may be a variety of reasons for making this request. For example, the child might be gifted, suffer from long-term or serious illness, or have been educated overseas and/or used to studying at a different level (these are examples only, not an exhaustive list).
- 1.2 However, parents do not have a right to decide that their child **will** be admitted outside their normal age group. Such requests must be considered by Reach South Academy Trust as the Admission Authority, in order to decide whether or not to agree the request **in principle**, or refuse the request, taking into account the factors set out below.
- 1.3 Requests for admission outside normal age group are not applications for admission, which must still be made in the usual way. Parents are strongly encouraged to make their requests in a timely manner, preferably well ahead of any application deadlines, so that they can obtain a decision in principle which will enable them to make informed decisions when they subsequently apply for admission. A separate request must be made to the Admission Authority for each school being considered.
- 1.4 Reach South Academy Trust as the Admissions Authority will make decisions on the basis of **the circumstances of each case** and in the **best interests of the child concerned**, taking into account the parents' views, information about the child's academic, social and emotional development, the child's medical history and the views of their medical professionals, whether they have previously been educated or attended nursery out of their normal age group, and whether they may naturally have fallen into a lower age group, if it were not for being born prematurely. They will also take into account the views of the Headteacher of the Academy and, where provided, the Headteacher of any current or previous school. This is not an exhaustive list, and parents may put forward any matters for the committee to consider.
- 1.5 Parents should make their requests by completing a Request for Admission Outside Normal Age Group Form and submitting it with any supporting documents to the School marked for the attention of the Clerk to the Local Governing Body. This form is available to download on the School's website or in hard copy from the School's main office.

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- 1.6 In all cases, the Local Governing Body will notify parents of the outcome of their request formally in writing, explaining its reasons in sufficient detail for parents to understand why it came to that decision. Where the request is agreed in principle, this letter should accompany the application for admission subsequently made for a place at the School.
- 1.7 Parents do not have a statutory right of appeal against a refusal of a request for admission outside normal age group, but they may submit a complaint under the School's published Complaints Policy if they do not believe the request was dealt with properly.

Requests should be made in writing with any supporting documentation marked for the attention of the Clerk to the LGB.

**Appeals:** In the event that an applicant is denied a place at the school, the parent/carer will have the right of appeal to an independent appeal panel. Information relating to the appeal process will be included with refusal letter, together with the details of the parent's right to appeal, where the appeal should be sent and the deadline for an appeal to be lodged with the written grounds of appeal. Further information can also be obtained from the school's website.

**Fraudulent applications/withdrawal of allocated places:** The School Admissions Code allows an offer of a school place to be withdrawn if:

- it has been offered in error or
- a parent has not responded within a reasonable period of time or
- it is established that the offer was obtained through a fraudulent or intentionally misleading application. An example of this would be knowingly using an incorrect home address for a child. In these cases the application would be considered using the information that the local authority believes to be correct, for example using the home address where the local authority considers that the child actually lives.

All suspected fraudulent applications will be investigated and if a case is found, it could lead to criminal prosecution.

**Home address:** Any allegations received by the admission authority of people providing false or accommodation addresses when applying for school places shall be fully investigated and, if found to be true, it could lead to a criminal prosecution and withdrawal of an allocated place. Schools have been advised by Plymouth City Council to ask parents/carers to provide proof of residence (for example utility bills) before admitting a child. Plymouth local authority (LA) will also carry out checks as appropriate<sup>1</sup>. A child's home address is defined as the address at which the child is normally resident or, where a child lives at more than one address, the address at which the child lives for the majority of the time. Where the home address is unclear, the Admission Authority will determine the appropriate address taking into account factors such as the address to which child is registered with their GP, hospital, dentist and / or optician, and / or where child related benefits (if eligible) are payable. For the avoidance of doubt, the application will be processed using the address that meets this definition, rather than the address stated by the parent in the application, if different.

**Children of UK Armed Forces Personnel / crown servants:** Applications for the admission of children of UK service personnel with a confirmed posting, or Crown servants returning from overseas, will be accepted and processed in advance of the family's arrival in the area, as long as the application is accompanied by an official letter giving a relocation date.

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The address at which the child will live will be used to apply the oversubscription criteria, provided parents provide some evidence of the intended address. Alternatively, where this is requested by parents, a Unit or quartering address will be used for the purpose of applying the criteria in this policy.

**Mode of study and start date:** There is a legal requirement that all children begin full time education by the beginning of the term following their fifth birthday, this is referred to as compulsory school age. Places are offered to children for admission at the beginning of the September term after the fourth birthday. That is before they reach compulsory school age.

All parents can defer admission within the Reception year until the beginning of the term following their child's **fifth** birthday. This is a decision for the parent to make. Parents have a right to defer the date their child starts school, for up to a maximum of two terms (i.e. up until the Easter end of term holiday). Places cannot be deferred or retained beyond this point. Parents also have an absolute right to decide that their child will attend school part time until the child reaches compulsory school age. This right can be exercised throughout the school year (i.e. all three terms in the case of summer born children). Parents may choose to combine these rights. September 2022 is the earliest point for admission to the Reception class at a primary school but is not a compulsory start date.

Those parents who decide that their child should defer must inform the Head Teacher. The place offered for their child **will be held open and will not be offered to another child**. Where a parent does not inform the Head Teacher that admission is to be deferred and does not send their child to school in September, the place may be withdrawn and offered to another child by 30 September 2022.

For normal point of entry: the expected point of admission will be September 2022.

For in-year admissions: where an child is offered a school place following an in-year application, and the offer is accepted, arrangements will be made for the child to start school as soon as possible, particularly where the child is out of school

**Multiple births:** Defined as the birth of more than one baby from a single pregnancy. In Reception Year and Year 7, where at least one child achieves an offer of a place at the School within the PAN in the normal way, but their twin, triplet(s) or sibling(s) of a higher multiple birth do not achieve an offer of a place, the school will admit their twin, triplet(s) or sibling(s) of a higher multiple birth to avoid them having to attend different schools even where this means exceeding the PAN. These additional children will be 'excepted pupils' as set out below.

In Years 1 to 6 and 8 to 11, where at least one child can be accommodated without prejudicing the efficient education of others or use of resources, and without breaching the statutory maximum infant class size, their twins, triplet(s) and sibling(s) of a higher multiple birth will also be offered a place to avoid them having to attend different schools. In Years 1 and 2, these additional children will be 'excepted pupils' as set out below (this does not apply in the other year groups, where the statutory maximum infant class size does not apply).

**Response:** Parents/carers must respond to an allocation of a school place within two weeks of the date of notification of availability of a school place or, in the case of an in-year admission, within six school weeks of the original application for a school place whichever is the later. Response must be made to Plymouth City Council<sup>1</sup>. In the absence of a response, the offer may be revoked and the place

may be reallocated to someone else. Parent/carers declining the offer of a place should notify the educational arrangements they plan to provide for their child.

**Sibling at the school:** As Millbay Academy is an all through school, a child meeting the sibling

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definition and attending either the primary or the secondary school is classed as a sibling.

**Tie-breaker:** Where there are 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 Plymouth City Council's electronic mapping system<sup>1</sup> - the higher the priority. Measurement points will

be from the spatial locator identified by the National Land and Property Gazetteer. The spatial locator is the address point based on a general internal point. Flats are therefore taken to be the same measurement point regardless of floor of location. In the event of there still being a tie, there will be a random ballot using an electronic random number generator. Such a ballot will be supervised by an officer of Plymouth City Council<sup>1</sup>.

**Waiting lists:** Waiting lists will be held in the order of the published oversubscription criteria and will be maintained until the end of the summer holidays 2023 in respect of Reception Year and Year 7. Any vacancies that arise will be allocated to the child at the top of the waiting list.

Children placed at the school under the Local Authority's Fair Access Protocol will take priority over children on the waiting list.

From 1 September 2023, the in-year admissions scheme applies and the waiting list procedure will change in that parent/carers will be asked if they wish their child to be added to a waiting list and to confirm their wish for their child to remain on a waiting list in order that the list can be kept up to date.

**Statutory maximum infant class sizes:** The statutory maximum infant class size for Reception Year, Year 1 and Year 2 is 30 pupils per teacher. However, certain categories of children may still be admitted where this would result in a class size exceeding the statutory maximum. These categories are set out in regulations and summarised at Paragraph 2.16 of the School Admissions Code. Where this happens, the additional pupils are 'excepted pupils' who do not count towards the class size until it falls back to 30, when they will no longer be regarded as 'excepted pupils'.

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## SECTION 3

### **STAFF SUPPLEMENTARY INFORMATION FORM 2021/2022**

Please note this is a supplementary information form for administration purposes only and is not an application form. It will be used to rank a submitted application according to the published admission criteria.

**Only complete this form if you are:**

- a) **A member of staff employed on a permanent contract by the school (and working at the school applied for) for two or more years at the time at which the application for admission to the school is made;**
- or
- b) **A member of staff recruited to fill a vacant post for which there is a demonstrable skill shortage.**

If you are applying under a) or b) above, you need to take this form to the school of employment for the school to complete part B. You then need to return the completed form by 31 October 2020 to be included in the normal point of entry allocations made on 1 March 2021. Forms received after this date will still be considered but will not be included within the first allocation round. For an in-year admission to any year group, the form should be submitted with the application form. Return the form to: School Admissions Team, Education, Participation and Skills, Plymouth City Council, Windsor House, Tavistock Road Plymouth, PL6 5UF.

#### **Part A - To be completed by the parent/carer**

<b>Child's full name:</b>	
Date of birth:	
Member of staff employed by the school:	
Name of parent/carer:	
Relationship to child:	
Signature:	
Date:	

#### **Data Protection**

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

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**PART B - To be completed by the school of employment**

The above named member of staff is employed in the following capacity:	A member of staff employed on a permanent contract by the school (and working at the school applied for) for two or more years at the time at which the application for admission to the school is made <input type="checkbox"/> Yes	A member of staff recruited to fill a vacant post for which there is a demonstrable skill shortage <input type="checkbox"/> Yes
Name of school:		
Name of person completing the form:		
Position held in school:		
Signature:		
Date:		
Telephone number:		

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

## **EXCEPTIONAL MEDICAL OR SOCIAL NEED FOR ADMISSION**

### **SUPPLEMENTARY INFORMATION FORM 2021/2022**

Please note this is a supplementary information form for administration purposes only and is not an application form. It will be used to rank a submitted application according to the published admission criteria.

**Only complete this form if you are seeking admission priority on the grounds of exceptional need.**

If you wish us to consider whether your child has exceptional medical or social need to attend this school (criteria 2.2) you must submit independent professional evidence which explains clearly why it is essential to attend this school and no other school. Please make sure that you have read the description of exceptional medical or social need in the admission policy for the school.

You will need to return the completed form and evidence by 31 October 2020 to be included in the secondary normal point of entry allocations made on 1 March 2021. Forms received after this date will still be considered but will not be included within the first allocation round. For an in-year admission to any year group, or a sixth form application, the form and evidence should be submitted with the application form.

Return the form to: School Admissions Team, Education, Participation and Skills, Plymouth City Council, Windsor House, Tavistock Road Plymouth, PL6 5UF. For sixth form admissions, return this form direct to the school with your application.

#### **Part A - To be completed by the parent/carer**

<b>Child's full name:</b>	
Date of birth:	
School applied for:	
Nature of the supporting evidence that you are submitting, provided by a relevant professional:	

Evidence is attached:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Name(s) and organisations of the professional(s) providing supporting evidence:	
Name of parent/carer:	
Relationship to child:	
Signature:	
Date:	

### **Data Protection**

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

## **CONTACTS AND FURTHER INFORMATION**

### **School**

Millbay Academy

The Red House

22 Millbay Road

Plymouth

Devon

PL1 3EG

Telephone: 01752 221927

[info@schoolofcreativearts.co.uk](mailto:info@schoolofcreativearts.co.uk)

[www.plymouthschoolofcreativearts.co.uk](http://www.plymouthschoolofcreativearts.co.uk)

### **Plymouth School Admissions Team**

Reception/Foundation intake at the normal point of entry: Telephone: 01752 307166

Year 7 intake at the normal point of entry: Telephone: 01752 307469

In-Year admissions: Telephone: Primary 01752 307170 or 307110, Secondary 01752 307467

The website at [www.plymouth.gov.uk/schooladmissions](http://www.plymouth.gov.uk/schooladmissions) has information about applying for a place at the school, school appeals, and the coordinated admission schemes.

### **School Appeals**

Telephone 01752 398164

### **Inclusion, Attendance and Welfare Service**

Telephone: 01752 307405

[www.plymouth.gov.uk/schoolsandeducation/attendancebehaviourandwelfare](http://www.plymouth.gov.uk/schoolsandeducation/attendancebehaviourandwelfare)

### **The Department for Education Schools (DFE)**

Telephone: 0370 000 2288

[www.education.gov.uk](http://www.education.gov.uk)

### **Office of the Schools Adjudicator**

[www.education.gov.uk/schoolsadjudicator](http://www.education.gov.uk/schoolsadjudicator)

### **Plymouth Information, Advice and Support for SEND**

Telephone 01752 258933 or 0800 953 1131

Website: [www.plymouthias.org.uk](http://www.plymouthias.org.uk)