

School Admissions Policy 2023-24



All Saints Church of England Academy

Pennycross, Plymouth, Devon, PL5 3NE

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www.asap.org.uk

enquiries@asap.org.uk

Our Ethos - we ask parents to respect our ethos and its importance to the school community. This does not affect the right of all parents to apply and be considered for a place here:

'I have come that they may have life and have it to the full' John 10:10

All Saints Academy ensures that every student is well-educated, prepared for the future and is able to live life to the full.

All Saints Academy is the only Church of England secondary academy in Plymouth and is committed to educating students of the Christian faith, those who belong to other faiths and those who subscribe to no faith. We are a small friendly school, with hard working and dedicated staff.

Ted Wragg Trust

The Ted Wragg Trust is an ambitious and inclusive Trust of Schools strengthening our communities through excellent education.

The Ted Wragg Trust was formed in 2013 with the aim of creating an outstanding educational experience for all of Exeter's children no matter what their background or aptitudes. The Trust has since grown from a one school Trust to a 12 school Multi-Academy Trust and is responsible for the education of over 7000 children aged between 2-16.

The Ted Wragg Trust has the highest expectations for every child, every day, with social justice at our core. We are determined for everyone to fulfil their greatest potential, to be the best that they can be. Our inclusive Trust has a relentless commitment to help transform lives through learning.

Since joining the Trust all of our schools have identified significant improvements in terms of Ofsted, progress, attainment and attendance. More and more of our students are achieving their very best and making aspirational life choices, which is allowing them to flourish in a whole range of contexts.

The Ted Wragg Trust puts children at the centre of all we do. We deliver a high quality, knowledge rich and inspiring curriculum. Our caring and inspirational team, work together to equip students with the knowledge, skills and experience to become compassionate and courageous citizens, determined to make the world a better place.



Text in blue that is underlined [like this](#) is a link to further information, within this document or elsewhere.

Key Information - for explanatory notes, see [Appendix A](#)

Policy consultation period	15 November 2021 to 7 January 2022
Policy determined on	January or February 2022
Policy contact name and position	Mr Scott Simpson-Horne
Amendments after determination	-
Department for Education school number	879-6905
Age range	11 to 16
Type of school	Academy secondary school
Admissions authority	Ted Wragg Trust
Normal round intake	Year 7
Published Admission Number 2023-24	130
Priority for children to another setting	No
Priority for children from a linked school	Bickleigh Down CofE Primary School Bishop Cornish CofE VA Primary School Compton CofE Primary School Knowle Primary School Manadon Vale Primary School Marine Academy Primary Mary Dean's CofE Primary School Mayflower Academy Pennycross Primary School Riverside Community Primary School Shakespeare Primary School St Andrew's CofE VA Primary School St Budeaux Foundation CofE (Aided) Junior School St Edward's CofE Primary School St George's CofE Academy St Matthews CofE Primary and Nursery Academy St Peter's CofE Primary School
Designated religious character	Yes – Church of England
Admissions catchment area	No
School uniform	Yes
Application Form	www.plymouth.gov.uk/schooladmissions or with a paper form available by calling 01752 307469 or at devon.cc/admissions or from the school office.
Supplementary Information Form	Yes – only to be used for the staff criterion. See below

Key Dates Normal round

When to apply	5 September 2022 to the National Closing Date which is 31 October 2022
Decision	National Offer Date which is 1 March 2023
When to appeal	From 29 March 2023 or from 20 school days after the refusal, whichever is later ¹
Deadline to submit appeal	31 March 2023
Deadline to hear appeal	16 June 2023 ²

Key Dates In-Year admission

When to apply	from 1 June 2023 for Year Groups 8 to 11 from 1 September 2023 for Year 7
Decision	within 15 school days of an application
When to submit appeal	from 20 school days after refusal
Deadline to hear appeal	within 30 school days of the form being submitted

¹ Appeals can be submitted sooner than this but appellants must be allowed 20 school days to prepare a written case if they wish.

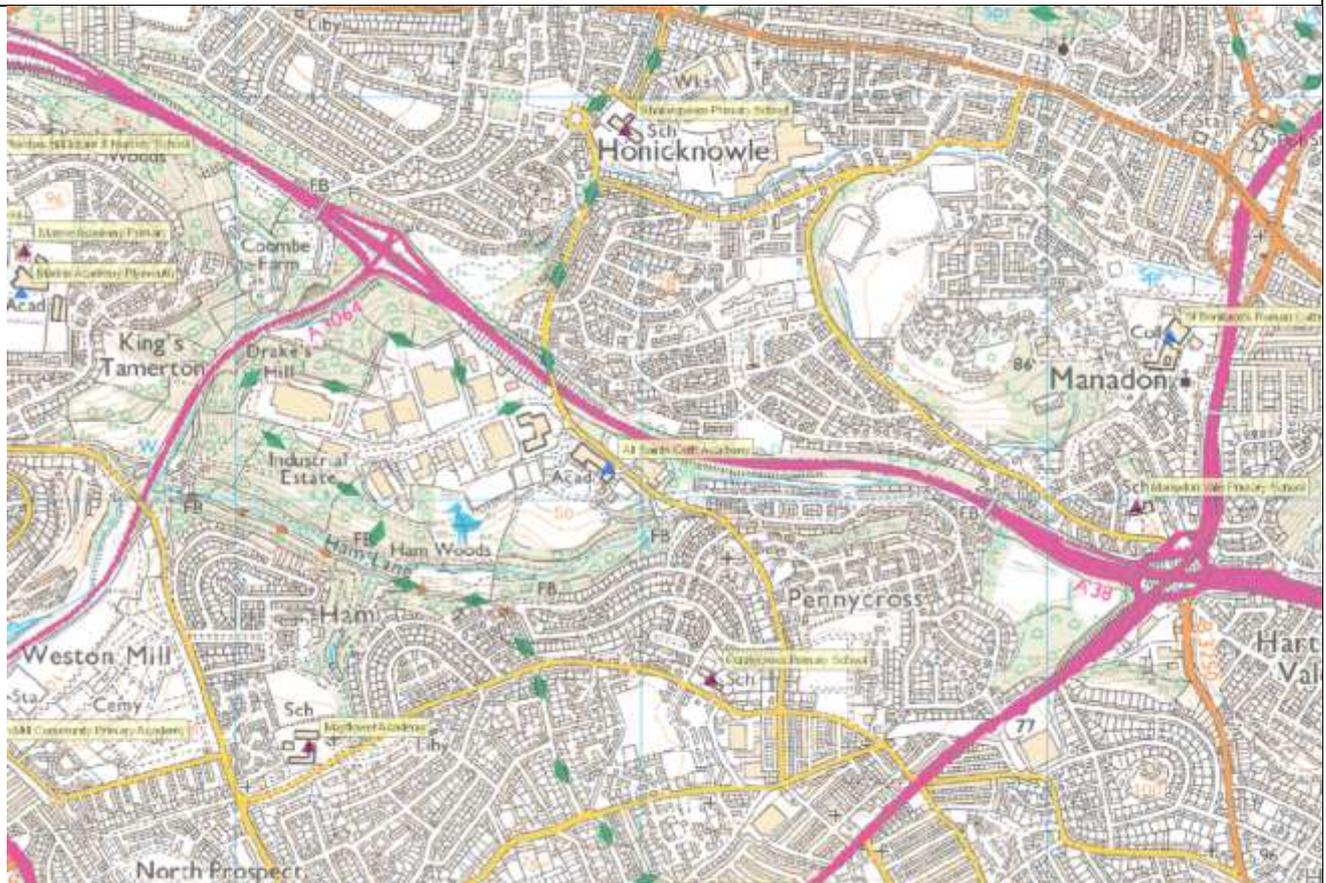
² Where possible, appeals that are submitted after 31 May will be heard by 16 June. If that is not possible, they will be heard within 30 school days of the appeal form being submitted.

Contacts for further information

Ted Wragg Trust
www.tedwraggtrust.co.uk
Diocesan Board of Education
01392 272686 schooladmissions@exeter.anglican.org
Plymouth School Admissions Team
01752 307469 school.admissions@plymouth.gov.uk
Devon School Admissions Service
0345 155 1019 admissions@devon.gov.uk
Clerk to the Independent School Admissions Appeals
0345 155 1019 devon.cc/appeals
Children's Education Advisory Service – advice for service families
RC-DCS-HQ-CEAS@mod.gov.uk
The Department for Education (DfE)
0870 000 2288 www.education.gov.uk
Office of the Schools Adjudicator
01325 735303 www.education.gov.uk/schoolsadjudicator

School location

All Saints does not operate a catchment area for school admissions priority. The map below shows where we are located; it can be viewed in more detail at devon.cc/schoolareamaps.



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Oversubscription Criteria – Normal Round admissions into Year 7

To be used only when there are more applications for places than there are places available.
A child whose Education, Health and Care Plan names the school will be admitted without regard for these criteria.

- 1. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order³ including those who appear to the admission authority to have been in state care outside England and ceased to be in state care as a result of being adopted.**
- 2. Priority will next be given to children who are siblings⁴ of pupils on roll at this school.**
- 3. Priority will next be given to other children on roll at a named linked school.**
- 4. Priority will next be given to children of members of staff⁵ who have been employed at this school for more than two years or recruited within the past two years to fill a vacancy for which there was a skills shortage.**
- 5. Priority will next be given to other children.**

Tiebreaker – to prioritise applications in the same oversubscription criterion at the normal round and in-year:

- a) straight-line distance from home to school and then,
- b) where distances are equal (within a metre) an electronic list randomiser will be used.

³ An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

⁴ 'Sibling' means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a step brother or sister or other child living in the same household as part of a single-family unit at the date of their application for a place. Siblings are those on roll in Year 7 to Year 11 or with a formal offer of admission to those year groups.

⁵ This will be any salaried person employed at this school when the application is made. Where the duties of a member of staff are undertaken at different schools in a federation or chain of schools, there will be admissions priority only at one school. This will be at the member of staff's base school. Where that can't be identified, priority will be at the school where he or she expects to work for most of the time in the current academic year.

School Admissions Policies

Every school must have an admissions policy for each academic year. The admission authority must ensure that the practices and criteria used to decide on the allocation of school places are fair, clear and objective.

This policy is written to comply with the mandatory requirements of the [School Admissions Code 2021](#), the [School Admissions Appeals Code 2012](#) and all other relevant legislation so that:

- Parents know they must apply for a place and how and when to apply
- Parents know what will happen after they apply
- It is clear to all, including our school community, how many places are available
- Our school community understands our admission procedures
- We are committed to a fair, consistent and transparent admissions process

It should be read along with Plymouth City Council's [Starting School in Plymouth Booklet](#), its [Co-ordinated Admissions Schemes](#), its [Fair Access Protocol](#) and its [Education Transport Policy](#).

Once an admissions policy is determined, it can't be amended except where it is permitted or required under the terms of the Admissions Code. Any amendments will be detailed in the Key Information section [above](#).

How to apply for admission – at the normal round

Parents apply for a place by completing the Common Application Form that is issued by the Local Authority (LA) where the child lives. For residents of another council area (including Torbay and Devon), parents must use the Common Application Form provided locally. This will be forwarded to Plymouth City Council.

There is a National Closing date for applications. Applications can be submitted after this but will be considered as late, after all timely applications unless the parent can demonstrate that he or she was unable to apply on time.

Applications for normal round admission are managed under Plymouth's [Primary Co-ordinated Admissions Scheme](#). Decisions will be sent to parents on the National Offer Day by the Council where the child lives.

How to apply for admission – in-year to any Year Group

This school will participate in Plymouth City Council's [In-Year Co-ordinated Admissions Scheme](#) for 2023-24. After the normal round intake, parents apply for a place at this school by completing the LA Common Application Form, regardless of where the child lives. This is available at www.plymouth.gov.uk/schooladmissions or by calling the LA for a paper version.

Applications can be made at any time after the Year Group has started⁶ but will not be processed sooner than 6 school weeks before the place is required.⁷ They will be considered in date order with all those received at the school or by the School Admissions Team each day considered together.

The responsibility for decisions lies with the admissions authority for the school which may meet virtually (for example by conference call). Decision-making cannot be made by a single individual. Decisions will be sent to parents by the School Admissions Team.

The school will notify the LA of numbers on roll in the school within 2 school days when requested to do so. This enables the LA to be able to advise parents. When notified of an application, we will give the view of the school on whether a place should be offered within 5 school days. This is to ensure that a decision can be communicated to the parent within 15 school days.⁸

Appeals against a refusal to admit a child

Parents will have the right of appeal against a decision to refuse admission to a Panel that is independent of the school admission authority and the LA.⁹

⁶ This means after 1 September of Year 7.

⁷ This will be 12 school weeks in advance for children of UK service personnel.

⁸ School Admissions Code 2021 section 2.28

⁹ Where a child has been permanently excluded from two or more schools there is no need for an admission authority to comply with parental preference for a period of two years from the last exclusion.

Admission of children outside their normal age group

Parents may request that their child is admitted outside their normal age group. They should include a request with their application, specifying why admission out of normal year group is being requested. We¹⁰ will decide based on the circumstances of the case and in the best interests of the child concerned. We will ask parents to provide as much supporting evidence as they wish to say why they are requesting admission outside the normal age group for a child. We will consider:

- the parent's views;
- the views of the school's head teacher;
- information about the child's academic, social and emotional development submitted by the parent;
- information about the child's medical history and the views of a relevant medical professional submitted by the parent;
- whether the child has previously been educated out of their normal age group;
- guidance from the Department for Education on the admission of summer-born children to Reception;
- whether the child may have fallen into a lower age group if it were not for being born prematurely.

Parents should consider the implications of a child being taught out of the normal age group. Any school the child later moves on to will not be obliged to continue to educate their child out of the normal age group.

We will reach a decision on which Year Group is appropriate for the child. We will then reach a decision whether a place can be offered as it would for any application in that Year Group. Where we don't agree to early admission it will be our view that this is not a suitable school for the child at that age.

Emergency arrangements

In the event that a local, regional or national public health lockdown is imposed, school admission and appeals arrangements may operate to amended timescales or under emergency regulations. Wherever possible, admission applications will continue to be processed under the terms of the In-Year Co-ordinated Admissions Scheme so that parents are not disadvantaged. Places will be held open until it is practical and safe for children to attend on site. Remote learning will be made available as for existing pupils although we recognise that in some circumstances, a parent may feel it is expedient to take up remote learning from the current school on a temporary basis.

Provision may be available for vulnerable and key worker children on site or at an alternative setting, according to circumstances at that time.

¹⁰ This means the admissions authority for the school. Some functions may be delegated to a committee or to officers within the LA.

Appendix A – Explanatory notes for state-funded secondary schools unless explicitly varied in a school policy.¹¹ The oversubscription criteria for this school are detailed [above](#). Further admissions information can be found in Plymouth City Council’s [Plymouth Parents Guide](#)

Admission authority	<p>This is the body with legal responsibility for the admissions policy and decisions in response to applications for admission. This includes proposing, consulting on, determining and publishing the policy. The admission authorities for different types of school are:</p> <p>Academy: the academy trust or multi-academy trust Community school: the LA Foundation school: the school’s governing board Free school: the academy trust or multi-academy trust Studio school: the academy trust or multi-academy trust University Technical College (UTC): academy trust or multi-academy trust Voluntary Aided school (VA): the school’s governing board Voluntary Controlled school (VC): the LA</p>
Admission Number (AN)	<p>The AN is the equivalent of the PAN after the intake year. It is the number of places we expect to be able to provide in the Year Group. It will often be the same as the PAN that was originally determined for that group of children when it first entered the school. It may be increased or decreased in response to changes in demand or in the school’s accommodation or organisation. See also PAN.</p>
Appeal	<p>When an application is refused, this is very often because we believe it would “prejudice the provision of efficient education or the efficient use of resources”. (see the School Standards and Framework Act 1998).</p> <p>Any refusal will be in writing and inform the applicant of the</p> <ul style="list-style-type: none"> • reason for refusal • right to an appeal to be heard by an independent panel • right to a place on a waiting list for vacancies <p>An appeals service is available for state-funded schools before the Devon Independent School Admissions Appeals Panel. Further information about the process is available from the Appeals Clerk. Appeal papers will either be sent with the refusal letter or can be requested from the LA.</p>
Appeals Timetable	<p>The deadline for submitting appeals allows appellants at least 20 school days to prepare and submit a written appeal. The appeal must then be heard within 40 school days for the normal round and within 30 days for in-year admissions.</p> <p>Allocation date for the normal round Year 7** intake: Wednesday 1 March 2023 Deadline for appeal forms to be submitted: Friday 31 March 2023 Appeals will be heard within 40 school days, by: Friday 16 June 2023</p> <p>Where possible, appeals that are submitted after 31 March will be heard by 16 June. If that is not possible, they will be heard within 30 school days of the appeal form being submitted.</p>
Application	<p>For normal round admissions, applications are considered to have been made on the National Closing Date (31 October for secondary schools) or the date when the application was submitted or amended if later.</p> <p>In-year applications are considered to have been made on the date they are received, including any supporting evidence that is required – for example, a new address or evidence of a Child’s in Care status or a Supplementary Information Form.</p>

¹¹ Those schools supported by the Devon County Council Admissions Service.

	<p>It is an applicant's responsibility to make sure that the admissions authority or LA is informed about changes to circumstances and eligibility for priority if, for instance, a sibling is taken onto our roll or the home address changes.</p>
Catchment Area	<p>Many schools operate an admissions catchment area. This is the geographical area that the school is primarily intended to serve. There is a higher admissions priority for children who live in it. Living outside a catchment or priority area does not prevent a child from being admitted to the school where there are vacancies. Children living in a residential property split by the boundary line will be considered to be living within the catchment area. The boundary line will then be reviewed for future applicants.</p> <p>Eligibility for catchment priority where this is part of a school's arrangements is not a guarantee of admission. This school does not operate a catchment area. Oversubscription criteria for this school are detailed above.</p>
Children adopted from state care outside England	<p>These children must have the same admissions priority as Children in Care. Evidence of having been in state care and then having been adopted will be required. Guidance on what constitutes as state Care in any country will be available from the LA Virtual School.</p>
Children formerly in Care (Looked After)	<p>These children were looked after until they were adopted (see the Adoption and Children Act 2002 section 46) or made the subject of a child arrangements order or a special guardianship order (Children Act section 14A). Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014.</p> <p>All admissions policies must give priority to Looked After and Previously Looked After Children and those adopted from state care outside of England.</p> <p>Eligibility for looked after or formerly looked after priority is not a guarantee of admission although there is a presumption in favour of admission in most circumstances. Oversubscription criteria for this school are detailed above.</p>
Chronological Year Group	<p>This is the group of children usually taught together according to their date of birth. Children born between 1 September and 31 August have the same chronological Year Group. This is sometimes called the normal age group.</p>
Compulsory School Age	<p>Children reach compulsory school age and must be in full-time education on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.</p> <p>Children are no longer of compulsory school age when they reach the School Leaving Age; the last Friday in the June of the academic year during which a child has their 16th birthday.</p>
Delayed admission	<p>Parents of summer-born children can request that their child's admission to Reception class is delayed from the September after the fourth birthday to the September after the fifth birthday which is the point at which they are required to be in suitable education. The decision rests with the admissions authority for a school and must be made in the best interests of the child. Where it is agreed, the parent must then make an application for admission in the appropriate normal round alongside all other applicants.</p> <p>As delayed admission children are then out of their chronological year group, parents should make contact with schools in good time before transfers to make a similar request to be admitted to that school out of the chronological year group: for in-year moves or normal round admission to junior schools, secondary school or otherwise. The admission authorities for other schools must take into account the child's school history but are not bound by the decision to agree delayed admission previously taken.</p> <p>Delayed admission should not be confused with deferred admission which involves putting off admission to the Reception class within the same academic year. Deferred admission children remain in their chronological year group.</p>

	Guidance on delayed admission is available from the LA.
Distance measurement	Measurements for school admissions purposes are straight-line from the main entrance to a child's home (the residential building) to the star marker for the school on Devon's Geographical Information System, an electronic mapping system which can be viewed at www.devon.gov.uk/schoolareamaps .
Documentary evidence	Once a place has been offered to a child, we may ask for evidence of identity – usually a short birth certificate. This may not be necessary where the child has been on roll at another school in England which can confirm that evidence has been seen at that school. We may also request evidence that a child's address is genuine or that the person who made an application for admission was legally permitted to do so.
Education, Health and Care Plans	An Education, Health and Care Plan is a formal document issued by the LA describing a child's additional needs and how they will be provided for in a school. Any child whose EHCP names this school will be admitted. This will reduce the number of places available to other children accordingly. For In-Year admissions, the child will be admitted whether or not we have reached the PAN or other AN for the Year Group. Before a Plan is issued or amended the LA will consult with schools and ask whether it considers it could meet the child's needs, as set out in the Plan.
Education Transport	Parents should consider how their child will get to school for the whole of their time on roll. Parents are advised not to rely on lifts, car shares or public service vehicles always being available. Supported transport is provided by the LA for Plymouth-resident children attending schools that are the closest available when the parent could apply. The home address must be further than a minimum walking distance according to the child's age: 3 miles for children at a secondary school. See Plymouth's Education Transport Policy for further information. There is an extended entitlement for secondary-aged children from low-income households who attend a school because of faith reasons. This allows for free transport to the school between 2 and 15 miles. Applications for transport must be made direct to the LA where a child lives. A school's admissions straight-line measurement policy does not apply to LA school transport decisions. It is possible that a school is the closest available for admissions purposes, using straight-line measurement, but not the closest school for the purposes of entitlement to free school transport from the LA. Parents who rely on free transport are strongly advised to check whether there is an entitlement with the Education Transport Team before accepting the offer of a school place.
Equally ranked preference scheme	When making an application, parents can express a preference for one, two or three schools. They should be named in the order the parent would most like a place to be provided. It might be possible for each school to offer a place. If that happens, a place will only be offered at whichever of the schools that could offer a place the parent ranked highest. So, if places are available at School 1 and School 3, a place will be offered at School 1 only. Equally ranked preference schemes are a legal requirement which enable parents to apply for the school they prefer without risking admission to the closest school or a catchment school. Schools are not informed by the LA whether an application is a first, second or third preference.
Exceptional Need to attend this school	A school can prioritise admission for a child where there is an exceptional need to attend that school and not another school.

	<p>Eligibility for this priority where it forms part of a school's arrangements is not a guarantee of admission. We do give additional priority on this basis. Oversubscription criteria for this school are detailed above.</p>
Extended schooling	<p>Further information on services beyond the normal school day is available from the school office or website.</p>
Fair Access Protocol	<p>All LAs are legally required to operate an Fair Access Protocol across their area and all state-funded schools must take part in the Protocol. This ensures that children who are vulnerable and unable to access an appropriate school place under the standard admission arrangements for the area have an admissions safety net. This may mean that a child is admitted here even though the school is full and other children have been refused admission.</p> <p>It is possible for a child to be refused admission here but allocated a place under the Fair Access Protocol, including when there are children on a waiting list.</p>
Faith oversubscription criteria	<p>Schools designated with a designated religious character may give additional priority for admission where faith criteria are met by an applicant.</p> <p>Eligibility for faith priority (if this forms part of a school's arrangements) is not a guarantee of admission. We do give additional priority on this basis. Oversubscription criteria for this school are detailed above.</p>
Fees and charges	<p>There is no charge for applying for a place here, for admission itself or for the provision of education. We will not request donations before or during the admissions process and any donations made to the school following admission are entirely voluntary. No activities such as school visits are compulsory. A policy on charging for activities is available on request from the school office.</p>
General Data Protection Regulation	<p>Information about an admissions application will be shared with relevant LAs and with another school when a place has been offered.</p> <p>Where one parent seeks information about an application or to locate a child, the priority will be to safeguard the child and immediate family. Unless it is established that the other parent may not lawfully receive information about the child, the following information will be shared: the preferences expressed, the date of the application, name of the applicant and the outcomes of those preferences. Details about the reasons for an application will not be shared with the other parent.</p>
Home Address	<p>Places are offered based on where the child will attend school, not necessarily where they live when the application is made. If a school has vacancies, then it doesn't matter whether the home address is in a catchment area or relatively close to the school.</p> <p>The home address is where a child normally lives. Where a child lives with parents with shared parental responsibility, each for part of a week or for one week in turn, the home address is determined by a joint declaration from the parents which may set out the pattern of residence. The address used will be the address from which the child attends school on most mornings in a normal school week.</p> <p>If no declaration is received and there is no relevant Court Order, the home address will be the address at which the child is registered with a GP. If this is not possible or is in dispute, any other evidence provided by parents will also be considered in reaching a decision on the home address for admissions purposes. This may be necessary where parents don't agree on the child's home address. Parents are urged to reach agreement or seek a Specific Issues Order from a court to decide which parent should or should not pursue an application. Where they do not, the admissions authority will determine the home address for admissions purposes.</p>

	<p>Where we ask for evidence of a new address from which a child would attend school, this would often be written confirmation of a house purchase or a formal tenancy agreement. We recognise that some families may be unable to provide this. Parents who can't provide this evidence should contact us or the LA. There is no intention to disadvantage families where there is a genuine reason why evidence cannot be provided.</p>
Home-School Agreement	<p>Admission to school is not conditional on signing a home-school agreement where one is used by a school. Some schools ask parents to sign a Home-School Agreement after children have been offered a place as a positive way of promoting greater involvement in a child's education.</p>
In-Year admissions	<p>This is where a child joins the school at any time after the normal round, the first opportunity for admission to the school.</p>
Linked School	<p>A school which works with another to develop curriculum links and to ease transition for pupils from infant school to junior school and from primary school to secondary school. Sometimes called a feeder school.</p> <p>Eligibility for linked or feeder school priority (if this is part of a school's arrangements) is not a guarantee of admission. We do not give additional priority on this basis. Oversubscription criteria for this school are detailed above.</p>
Looked After Children	<p>These children are Looked After by or provided with accommodation in the exercise of its functions (see the Children Act 1989 section 22(1)) by a LA.</p>
Member of staff	<p>Many schools give admissions priority to the children of members of staff. This will be any salaried person employed at the school when the application is made. Where the duties of a member of staff are undertaken at different schools in a federation or chain of schools, there will be admissions priority only at one school. This will be at the member of staff's base school. Where that can't be identified, priority will be at the school where he or she expects to work for most of the time in the current academic year.</p> <p>All members of staff are considered to be important part of the school community: teaching and non-teaching. This includes members of staff employed by a third party, whose duties are solely at the school.</p> <p>Eligibility for children of staff priority (if this is part of a school's arrangements) is not a guarantee of admission. We do give additional priority on this basis. Oversubscription criteria for this school are detailed above.</p>
Multiple birth siblings	<p>Random allocation will not be applied to multiple birth siblings (twins and triplets etc.) tied for the final place. Where one can be admitted within the PAN or AN, schools will admit them all and exceed the PAN if necessary.</p>
Nodal points	<p>A nodal point is a geographical location, used when a school is oversubscribed, to measure distance to an applicant's home. This can ensure the school serves pupils closest to it but also those living in other areas, for example areas that have more limited access to school places or where a straight-line measurement does not fairly represent proximity to the school. Nodal points are sometimes known as Admissions Points or Centroid Points.</p> <p>The term nodal point may also describe a specific location on school premises for distance measurement purposes.</p>
Normal Round Admissions	<p>This is where a child joins the school at the first opportunity for admission to the Year Group.</p>
Objections to admissions policy	<p>Advice is available from the Office of the Schools Adjudicator on how to object to this policy. Objections must be made by 15 May 2022.</p>

Offers	<p>When a place is offered by Plymouth City Council on behalf of a school, parents must respond to the Council within 10 school days of the date of notification of availability of a school place. Schools will contact parents after the LA offer to make admission arrangements - if a parent doesn't confirm the place is required within 10 school days of the offer, the school or the LA will try to contact the parent again. If there is no response within 5 school days of that contact, the offer may be withdrawn.</p> <p>It is important that when places are offered or refused it is done fairly and consistently. Where the LA or a school has reason to believe that false or deliberately misleading information has been provided, the decision to offer will be reconsidered using correct information. The offer may then be withdrawn if it would not have been made with the correct information, even if this is after admission. Places are offered based on the address from which the child will attend school.</p> <p>Accurate information is particularly relevant for addresses. A school or the LA may ask for evidence of a child's home address as part of the decision-making process. If a parent believes that the child's address will change before admission, the school or LA must be informed. The parent may be required to provide evidence of a new address where this would give a higher priority for admission.</p> <p>Places will only be withdrawn if offered in error, if the parent has not responded to an offer within a reasonable time or if the offer was obtained through a fraudulent or intentionally misleading application which secured the offer of a place when the response would otherwise have been a refusal.</p>
Overseas children	<p>All applications, including those submitted from outside the country, will be processed without regard for nationality or immigration status.</p> <p>Foreign nationals who wish to apply for a state-funded school place should check that they have a right of abode or that the conditions of their immigration status otherwise permit them to access a state-funded school.</p> <p>Advice for parents of foreign nationals and children overseas is available from the LA.</p>
Oversubscription criteria	<p>Where the number of applications exceeds the number of places available in the Year Group, the admission authority for a school will use its published oversubscription criteria to prioritise applications. They are detailed in the relevant section of each school's admissions policy. Oversubscription criteria are not used where there are vacancies.</p> <p>Eligibility for priority under any oversubscription criterion used by a school is not a guarantee of admission. Oversubscription criteria for this school are detailed above.</p>
PAN or Published Admission Number	<p>This is the minimum number of places available at the school at the normal round intake. In limited circumstances, more will be admitted. It is calculated considering the physical capacity of the school, the level of demand expected from local children living in a school's catchment area and sensible, lawful school organisation. Once set applications will not be refused below the PAN at the normal round. If there is unexpectedly high demand and a school believes it could admit more children, the PAN will be increased. A school may admit children above-PAN where their circumstances suggest their need to be admitted outweighs prejudice to efficient education at the school.</p>
Parent (or carer or guardian)	<p>For school admission purposes, a parent is any person who has parental responsibility or care of the child. When we say parent, we also mean carer or guardian. Where admission arrangements refer to parents this can mean one parent or both. A school or the LA may ask for evidence of parental responsibility where a person is acting as a parent but does not hold formal parental responsibility.</p> <p>Sometimes there is a dispute between parents over which school a child should attend. Decisions in response to an admissions application will take into account imminent court hearings that may have an impact on parental responsibility and living arrangements. Neither a school nor the LA will become involved in parental disputes.</p>

Prejudice to efficient education	It is lawful to refuse admission where taking another child would cause a prejudice to “efficient education or the efficient use of resources” at this school. This is the point when we would say the Year Group or the class is full. In most cases, prejudice would occur when the AN for the Year Group has been reached but it may also be when a class of mixed Year Groups is full.
Pupil Premium	<p>Schools can give admissions priority where a child is eligible for Pupil Premium funding if included in the school’s oversubscription criteria.</p> <p>Eligibility for Pupil Premium priority (if this is part of the school’s arrangements) is not a guarantee of admission. Oversubscription criteria for this school are detailed above.</p>
Service families	<p>For children of UK service personnel and other Crown Servants we will consider a family posted to the area as meeting residence criteria even if a home address has not been identified and a unit address is used. Measurements for prioritisation purposes will be from the main entrance to the residential property or the centre of the front gate of the unit address if necessary. This requires written confirmation from the relevant government department: The Ministry of Defence, the Foreign and Commonwealth Office or Government Communications Headquarters.</p> <p>Schools will consider in-year admissions for families of UK service personnel posted to a new area and of crown servants returning to the country up to 16 school weeks in advance.</p> <p>There is no additional admissions priority for children of service families.</p>
Sibling	<p>‘Sibling’ means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a stepbrother or sister or other child living in the same household as part of a single-family unit at the date of their application for a place.</p> <p>A sibling who has been offered a place within the normal admissions round will be considered as if he or she were on roll for the purposes of oversubscription priority where a child seeks admission in-year.</p> <p>A sibling who has been offered an in-year place for the beginning of the next term will be considered as if he or she were on roll for the purposes of oversubscription priority where a child seeks admission at the normal round.</p> <p>Children must be on roll in year groups 7 to 11 to be eligible as siblings for admissions purposes.</p> <p>Eligibility for sibling priority (if this is part of the school’s arrangements) is not a guarantee of admission. Oversubscription criteria for this school are detailed above.</p>
Supplementary Information Form or SIF	<p>A form in addition to the LA common application form. Some schools use SIFs to collect information necessary to apply one or more of their oversubscription criteria.</p> <p>SIFs need only be completed to provide information related to a specific oversubscription criterion, not by applicants who aren’t seeking priority according to those criteria.</p> <p>An application form must be completed in all cases.</p>
Tie breaker	To distinguish between children in an oversubscription criterion, priority will be determined based on distance between home and school. This is measured in a straight line from an entrance door of the residential dwelling to the centre of the main entrance to the school site using Devon LA’s Geographical Information System (GIS). Children who live closer to the school have a higher priority for admission. Where two or more children reside within a block of flats, they will be deemed to live at an equal distance from the school.

	<p>If the tiebreaker above is not enough to distinguish between applicants in an oversubscription criterion, there will be a random ballot. This will be undertaken by a person independent of the school by the operation of an electronic list randomiser.</p> <p>Random allocation will not be applied to multiple birth siblings (twins and triplets etc.) from the same family tied for the final place. Schools will admit them all.</p>
Uniform	<p>Children attending many schools are expected to wear a uniform. Where this is the case, information about where this can be purchased and support for families who may be unable to afford items of uniform will be available from the school office and website.</p> <p>Students at All Saints are expected to wear their full uniform with pride. This includes on their way to School and home.</p>
Waiting Lists	<p>Schools will operate a waiting list for each year group until the end of the academic year. This will be maintained by the LA on behalf of the school and shared with the school. Waiting lists will only contain the names of children who have formally applied and been refused admission.</p> <p>Children's positions on the waiting list will be determined solely in accordance with a school's oversubscription criteria. Positions will be reordered whenever anyone is added to or leaves the waiting list. Therefore, a child's name can go up or down on the list. The length of time on a waiting list does not affect a child's position.</p> <p>Parents must confirm they wish the child to remain on the waiting list when requested to do so and must reapply at the end of the academic year. This is to ensure the list is kept up to date.</p>
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All Saints Church of England Academy Staff Supplementary Information Form 2023-24

To be completed only where a parent is seeking admissions priority under the “children of staff” criterion.

Where there are more applications than there are places, we will prioritise applications where a faith criterion has been met. Please complete and return this form to the School by **31 October 2022** or as soon as possible thereafter for admissions at the start of Year 7.

You must also complete a Local Authority Common Application Form

Please complete and return this form to the school as soon as possible for in-year admissions.

You must also complete a Plymouth In-Year Common Application Form

Please read the admissions policy, including definitions, before completing this form.

PART A – to be completed by the parent	
Full name of child	
Date of Birth	

Please tick box if it describes your child’s circumstances.

<input type="checkbox"/>	Criterion 3	Priority will next be given to children of members of staff ¹² who have been employed at this school for more than two years or recruited within the past two years to fill a vacancy for which there was a skills shortage.
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Your personal data is being used by The School, Plymouth City Council and Devon County Council’s Admissions Service for the purposes of an application for admission to school. We undertake to ensure your personal data will only be used in accordance with our privacy notice which can be accessed at <https://new.devon.gov.uk/privacy/privacy-notices/> Please confirm that you give your consent to the School and Council using your personal data as outlined in our privacy notice, by signing below. You have the right to withdraw your consent at any time. Should you wish to withdraw consent or exercise any of your rights under the General Data Protection Regulation, please contact the School.

I confirm that I have submitted a LA Common Application Form.

Parent’s name		Date	
Please sign here			

If you don’t return this form, your application will be considered under other criteria.

Please return this form to:

All Saints Church of England Academy, Pennycross, Plymouth, Devon PL5 3NE

¹² This will be any salaried person employed at this school. Where the duties of a member of staff are undertaken at different schools, there will be admissions priority only at one school. This will be at the member of staff’s base school, where he or she undertakes duties for the majority of the time. Where that cannot be identified, priority will be at the school where he or she expects to work for most of the time in the current academic year. All members of staff are an important part of the school community. This includes members of staff employed by a third party, whose duties are solely at the school.