



ST MARY'S CE INFANT SCHOOL ADMISSION ARRANGEMENTS 2020/2021

Admission authority	The governing body of St Mary's CE Infant School
School status	Voluntary Aided
Catchment area	No
Supplementary Information Form	Yes - for those applying on faith grounds only
Application forms available online	www.plymouth.gov.uk/schooladmissions

	NORMAL POINT OF ENTRY	IN-YEAR ADMISSION
Age range for application	1 September 2015 - 31 August 2016	Any admission other than the normal point of entry in years Reception/Foundation – year 2
Application period	Monday 4 November 2019 – Wednesday 15 January 2020	From Tuesday 1 September 2020
Offer date	Thursday 16 April 2020	Within 20 school days of application receipt
Published admission number	60	Unless otherwise agreed, the published admission number at the normal point of entry applies to each year group as it moves through the school

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Plympton St Mary C of E Infant School is a Voluntary Aided school located in the Diocese of Exeter. The governing body of a Voluntary Aided school is the admission authority and has responsibility for admission policy.

This policy details the admission arrangements for our school and should be read in conjunction with the Junior, Primary and Infant and In-Year Coordinated Admissions Schemes and other agreed policies of Plymouth City Council, available at www.plymouth.gov.uk/schooladmissions. All policies and procedures seek to comply with the requirements of the School Admissions Code available at www.gov.uk/government/collections/statutory-guidance-schools.

HOW THE ADMISSION PROCESS WORKS

All parents must make an application for their child to be admitted to a maintained primary or infant school, using a Common Application Form from. Places are not allocated to a child automatically, even where:

- there is an older sibling attending here;
- a child attends a particular pre-school or nursery;
- a parent has expressed an interest at any time in the school;
- a child is a member of any religious community; or
- the child has always lived close to the school.

No places will be held in reserve for a child who applies late; the governing body cannot hold empty places if another child applies for admission.

We will share information with the City Council and will publicise the need to apply but the responsibility for making an application will be with the parent.

VISITING OUR SCHOOL

We welcome visits from parents and children considering applying for a place here. This is an opportunity for parents to see what we have to offer. Visits are not a compulsory part of the admissions process and will not affect decisions on whether a place can be offered at our school. If you would like to visit our school, you should contact the school to make an appointment.

SECTION I

(i) HOW TO APPLY FOR A PLACE AT THE NORMAL ROUND- RECEPTION

The normal round is the first opportunity for children to join a school. For us, that's at Reception. So that all parents who wish to apply for a place in the Reception class of a school can do so each local authority (LA) coordinates applications for the schools in its area. This means parents must apply to their home LA for a school place and will receive **one** offer of a school place at the same time as other parents. For our school, Plymouth is the LA which coordinates applications which have been made either direct to Plymouth or passed on by other LAs.

Every parent who wishes to express a preference for a place here must use a Common Application Form. For residents of Plymouth, this is available online at www.plymouth.gov.uk/schooladmissions or within the Starting School in Plymouth primary admissions booklet. A reference copy will be available at the school. Residents of neighbouring LAs – Torbay, Devon, Dorset, Cornwall and Somerset - must apply by contacting their own LA even if a place is requested here.

All applications must be made by the closing date; **15 January 2020**. In addition, parents applying

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for a place on religious grounds are advised to complete a supplementary information form. These forms are available direct from the school or from Plymouth City Council. Supplementary information forms should be completed and returned to the school by the closing date. Without a supplementary information form, the governing body will still consider the application but will not be in a position to prioritise it according to religious grounds or under the staff category.

What happens next?

Where there are fewer applicants than places available, all children will be admitted unless they can be offered a higher ranked preference. Only if there are more applications than there are places available will the governing body prioritise applications according to the oversubscription criteria below.

Plymouth City Council coordinates admissions for all junior, primary and infant schools. A parent could be in a position to be offered a place at more than one school. If that happens, a place will only be offered at the school which the parent preferred the most on the common application form. The home LA will write (or email if the application was online) on 16 April 2020 to advise which school place has been allocated.

Shortly afterwards, we will also contact successful parents to welcome them to the school and to make arrangements for admission itself.

What if an application is refused?

In all cases, a parent who is refused a place here or at any other school has a statutory right of appeal to an Independent Appeals Panel. This will review the decision and will decide whether the refusal was justified on the grounds that the school was full. Even if the Appeals Panel agrees that the school was full, it will also consider the impact on the child and family and may still award a place at the school.

We organise our Reception and Key Stage One children into classes of 30. This is the legal maximum number of children allowed in a Key Stage One class with one qualified teacher. There are very limited exceptions which would allow a school to exceed 30 children in a Key Stage One class. Any appeal for a place here is subject to Key Stage One or Infant Class Size Legislation; a more limited form of appeal. Further information is available from the school or by contacting the Clerk to the Appeals Panel.

Withdrawing an offer

It is important that when we offer places to some and refuse others we do so fairly and consistently. Where we have reason to believe that false or deliberately misleading information has been provided we will reconsider the offer on the basis of the correct information. We may withdraw the offer if it would not have been made with the correct information, even if this is after admission. Places are offered on the basis of the address from which the child will attend school. Accurate information is particularly relevant for addresses. If necessary, we will ask for evidence of a child's home address before admission. If a parent knows or believes that the child's address will change before admission, he or she must inform us. We will require evidence of a new address where this would give a higher priority for admission.

Deferred admission

September 2020 is the earliest point for admission to the Reception class at this school but is not a compulsory start date. 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, taking all

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factors into account including the advice of educational professionals.

Those parents who decide that their child should defer must inform the Headteacher. 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 Headteacher that admission is to be deferred and does not admit the child in September, the place may be withdrawn and offered to another child.

Delayed admission

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. Parents have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. The place that was offered would be held open for them at the school. We encourage parents to discuss deferred or part time admission with us and any other relevant professionals. Places cannot be deferred and held open beyond the beginning of the final term of the school year for which the offer was made. If you decide that admission will be deferred, you must tell us so that we know to hold the place open. Where a parent doesn't tell us that admission is to be deferred and doesn't admit the child in September, it is possible that the place will be withdrawn and offered to another child.

Child's fifth birthday	Parent can defer admission or child can attend part-time until the start of term in
1 September – 31 December 2020	January 2021
1 January – 31 March 2021	January 2021 OR April 2021
1 April – 31 August 2021	January 2021 OR April 2021 OR September 2021 by making a fresh application for a Year 1 place (June 2021) or making a fresh normal round application for Reception in 2021/2022

Admission of children outside the normal age group

Places will normally be offered in the year group according to the child's date of birth but a parent may submit an application for a year group other than the child's chronological year group. 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 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 headteacher/manager of the school(s) concerned. 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. Where a place is refused in a different year group but a place is offered in the school, there will be no right of appeal.

(ii) HOW TO APPLY OUTSIDE THE NORMAL ROUND - IN-YEAR ADMISSIONS

An In-Year admission is any entry to school other than at the normal point, for example, transferring school due to a house move or for other personal reason. Requests for admission to Reception

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made after the normal round of admissions – after 31 August 2020 – and requests for places in other year groups should be made direct to Plymouth City Council.

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

Application should be made via Plymouth City Council at www.plymouth.gov.uk/schooladmissions. Community and voluntary controlled schools follow Plymouth City Council's local coordinated in-year admissions scheme available at www.plymouth.gov.uk/schooladmissions.

All applicants must:

- (i) Complete the Common Application Form available from and returnable to Plymouth City Council;
- (ii) In addition, applicants applying under the faith oversubscription criteria should complete the faith supplementary information form and return it direct to the school.

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. Offers should be made within twenty school days of the application submission date.

(iii) ADMISSIONS OVERSUBSCRIPTION CRITERIA FOR PLYMPTON ST MARY'S CE. (V.A.) INFANT SCHOOL

A child with an Education, Health and Care Plan (EHCP) which names our school will be admitted.

At the normal point of entry, where there are fewer applicants than PAN, all children will be admitted unless they can be offered a higher ranked preference. For in-year admissions where there is space in the school, all children will be admitted unless the school can demonstrate that admission would prejudice provision of efficient education or 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);
- 2. Children with exceptional medical or social grounds.** This category includes:
 - 2.1 Children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.
 - 2.2 Other children with exceptional medical or social grounds for needing a place at a particular school. Applicants will only be considered under this heading if the

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

Exceptional medical or social grounds 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;

3. Siblings of children who attend the school at the time of admission. Children will be classed as siblings if they live in the same household in a single family unit. This includes for example, full, half, step, or adoptive brothers or sisters.

4. Children from church going families i.e. attend a Christian place of worship at least once a month. Faithful and regular worship at a Christian Church is defined as regular attendance (at least monthly) with supporting evidence from parents/carers and the church minister. This reference should include regularity of attendance and returned to the school by the closing date for applications.

5. Other applicants 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 but a parent may submit an application for a year group other than the child's chronological year group. 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 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 headteacher of the school(s) concerned. 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. Where a place is refused in a different year group but a place is offered in the school, there will be no right of appeal.

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 can be obtained from Plymouth City Council's School Admissions Team.

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.

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

Home address: Where we ask for evidence of the address from which a child would attend school, this would usually be written confirmation of a house purchase or a formal tenancy agreement.

We will not accept more than one address as the child's home address. The terms of a child arrangements order may clarify what that is. In the absence of a child arrangements order, we will consider the home address to be with the parent with primary day to day care and control of the child. In reaching this decision, evidence will be requested to show the address to which any Child Benefit is paid and from which the child is registered with a medical GP. 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, for instance, 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, we will determine the home address.

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.

Parents have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. The place that was offered would be held open for them at the school. Places cannot be deferred and held open beyond the beginning of the final term of the school year for which the offer was made. If you decide that admission will be deferred, you must tell the allocated school so that the place can be held open. Where a parent does not inform the school that admission is to be deferred or does not admit the child at the expected point, it is likely that the place will be withdrawn and offered to another child.

For normal point of entry: the expected point of admission will be September 2020.

For in-year admissions: the expected point of admission will be within two weeks of the date of the allocation or within six weeks of the original application whichever is the later (unless other arrangements have been made with the school).

Multiple births: Defined as the birth of more than one baby from a single pregnancy. We understand that parents/carers would like to keep twins, triplets and other children of multiple birth together. Where the admission criteria is applied and it is not possible to offer places to all children of the same multiple birth family we would work with the family to find the best solution for them and their children. Should it transpire that it is not possible to offer place(s) to all children within that multiple birth, there will be a random ballot as set out in the School Admissions Code. This will be undertaken by an officer of Plymouth City Council by the operation of an electronic random number generator.

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. Parent/carers declining the offer of a place should notify the educational arrangements they plan to provide for their child. Response must be made to Plymouth City Council. In the absence of a response, the offer may be revoked and the place may be reallocated to someone else.

Tie-breaker: Where we have to choose between two or more children in the same category as each other, then the nearer to the school the child lives - as measured by a straight line on the map using Plymouth City Council's electronic mapping system - the higher the priority. Measurement points will be from the spatial locator identified by the National Land and Property Gazetteer. The

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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. If the tie-breaker is not sufficient to distinguish between applicants in a particular category, there will be a random ballot as set out in the School Admissions Code. This will be undertaken by an officer of Plymouth City Council by the operation of an electronic random number generator.

Waiting lists: A child refused a place will be automatically entered onto a waiting list for vacancies. This will be kept either until a place is available or the parent no longer wishes to stay on the waiting list. Lists are kept in oversubscription order and are not affected by the length of time a child has been on the list. A child’s place may rise or fall on the list as places are offered and new applications are made.

DEFINITIONS AND EXPLANATIONS

Admissions authority	This is the body responsible for the policy and for reaching decisions in response to admissions applications. For a Voluntary Aided school, this is the Governing Body.
Christian Church	A church which subscribes to the doctrine of the Holy Trinity or a church recognised by Churches Together in England.
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.
Fair Access Protocol	All LAs are legally required to operate a Fair Access Protocol across their area and schools must take part in the Protocol. This ensures that children who are vulnerable, unable to access an appropriate school place under the standard In-Year admission arrangements for the area have an admissions safety net.
Fees and charges	There is no charge for applying for a place here, for admission 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 admissions 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 and can be viewed on our website.
Home-school Agreement	Admission to school is not conditional on signing a home-school agreement. However, we will ask parents to agree with this after children have been admitted as we believe they are a positive way of promoting greater involvement between parents in their child’s education.

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Key Stage 1 class size legislation	This limits the number of children in a Reception, Year 1 or Year 2 class (or a class where the majority of children are aged 5, 6 or 7 years) to 30 children for each teacher. There are a number of permitted exceptions to this limit. Being an exception to Key Stage 1 class size legislation is not a guarantee of admission as there may be insufficient space in the classroom to admit another child.
Normal Round Admissions	This is where a child joins the school at the first opportunity for admission to the Year Group, for example, at the beginning of September in Reception (even if the start is deferred until later in the school year).
Objections to admissions policy	Advice is available from the Office of the Schools Adjudicator on how to object to the terms of this policy. Objections must be made by 15 May 2019.
Overseas children	We will treat all applications from children coming from overseas in accordance with European Union law or Home Office rules for non EU nationals. We will not offer places to children while they are overseas except for citizens of the European Union.
Parent	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. We may ask for evidence of parental responsibility where a person is acting as a parent but does not hold formal parental responsibility.
Published Admission Number or PAN	This is the minimum number of places available at the school in Reception. In limited circumstances, more will be admitted. It is calculated taking into account the physical capacity of the school, the level of demand expected from local, in-area children and sensible school organisation. Once we set this number, we won't refuse admission for applications below the PAN. If there is unexpectedly high demand and we believe we could admit more children, we will inform the LA and either increase the PAN or admit children above-PAN.
Regular worshipper	Either the parent or child attends church services on at least a monthly basis, and for a minimum period of one year, immediately prior to the point of application. This can be verified by completing our SIF.

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PLYMPTON ST MARY C OF E INFANT SCHOOL
Faith supplementary information form 2020/2021



To be completed only where a parent is seeking Admission priority on faith criteria

To be completed only where a parent is seeking admissions priority on faith criteria. Please read the admissions policy before completing this form. Where there are more applications than there are places, we will prioritise applications where our faith criterion has been met. Please complete and return this form to the school by the closing date of **15 January 2020** or as soon as possible thereafter.

You must also complete a local authority common application form.

Please read the admissions policy, including the 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 4	Children from church going families i.e. attend a Christian place of worship at least once a month. Faithful and regular worship at a Christian Church is defined as regular attendance (at least monthly) with supporting evidence from parents/carers and the church minister. This reference should include regularity of attendance and returned to the school by the closing date for applications.
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I confirm that I have submitted a common application form.

Parent's name			
Please sign here		Date	

Once you have completed Part A, please pass the form to your priest, minister, faith leader or church official who should complete Part B on the back of this form and return it to the school.

Normal point of entry: only where both parts are completed and the form is returned by **15 January 2020** can this information can be considered as on time and your application prioritised accordingly.

In-year applications: the form should be returned as soon as possible.

If you do not return this form, your application will be considered under the "non-faith" criteria.

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Part B - to be completed by a Church Priest or Minister	
Full name of child	
Church	
Priest or minister	
Address	
Telephone	

Please tick box if it describes the child's circumstances.

<input type="checkbox"/> Criterion 4	Children from church going families i.e. attend a Christian place of worship at least once a month. Faithful and regular worship at a Christian Church is defined as regular attendance (at least monthly) with supporting evidence from parents/carers and the church minister. This reference should include regularity of attendance and returned to the school by the closing date for applications.
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I confirm that the information provided above is accurate.

Please sign here		Date	
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Thank you for your assistance in completing this Supplementary Information Form. Please note that if a family is refused a place at the school and appeals against the decision, this form may be used as evidence at the appeal.

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 agent 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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CONTACTS AND FURTHER INFORMATION

School

Plympton St Mary CE Infant School
8 Market Road
Plympton
Plymouth
PL7 1QW
01752 337912

www.plymptonstmaryinfants.com

admin@stmarysinfants.org.uk

Exeter Diocesan Board of Education

Telephone contact 01392 294938

governance@exeter.anglican.org

Churches Together in England

Telephone 020 7529 8131

www.churches-together.net

Plymouth School Admissions Team

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

In-Year admissions: Telephone Primary 01752 307170 or 307110

The website at www.plymouth.gov.uk/schooladmissions has information about applying for a place at the school, school appeals, and the coordinated schemes of admission.

School Appeals

Telephone 01752 398164

school.appeals@plymouth.gov.uk

Inclusion, Attendance and Welfare Service

Telephone 01752 307405

www.plymouth.gov.uk/schoolsandeducation/attendancebehaviourandwelfare

The Department for Education Schools (DFE)

Telephone: 0370 000 2288

www.education.gov.uk

Office of the Schools Adjudicator

Telephone 01325 735303

www.education.gov.uk/schoolsadjudicator

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