

THE NEXT STEP 2019

A Year 7 secondary admissions guide for parents



DEAR PARENT

Welcome to the Next Step guide for parents. This booklet is designed to help you apply for a Year 7 secondary school place for your child.

You can apply for school places online at www.plymouth.gov.uk/schooladmissions. Applying online is quick and easy and you will get an email acknowledgement as a receipt for your application. Alternatively, you can fill in the application form towards the back of this booklet (don't forget to use the receipt on the inside back cover).

You need to be aware that the deadline for application is 31 October 2018. If you apply late, the school that you prefer may already have been filled.

Please read this guide carefully before applying. It tells you about the schools in the area and explains how we deal with applications for places. We try to meet parents' wishes wherever possible, but not everyone will have their wishes met and the guide explains why.

If you need further advice or guidance about school admission arrangements, help is available from the School Admissions Team or from your local school.

May I take this opportunity to wish your child success and enjoyment at the continuance of their education. We are proud of our schools and the young people who attend them. Your child's education is very important to us. Rest assured that we will be working in close partnership with schools to ensure that the admissions process is as smooth as possible.

Yours faithfully

Alison Botham
Director of Children's Services

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SWITCH TO APPLYING ONLINE

Apply Online

Applications for first admission to secondary school should be made online by visiting www.plymouth.gov.uk/schooladmissions

- It is quick and easy to do
- You will get an email confirmation that your application has been received
- There is no risk that your application will get lost in the post
- The system is secure, keeping your data safe
- Available 24 hours a day 7 days a week up until the closing date.

If you apply online

- You can have your child's school allocation sent to you by email
- The system helps you by checking for errors and gives simple prompts to guide you through the application
- Use your unique identification number (UID) and the system will enter a lot of the information for you
- By making a note of your reference number, you can change the details on your application up until the closing date.

Where can I access the website to apply online?

If you do not have internet access at home, you can use computers at libraries or at the 1st Stop Shop.

Use this space to record your username and password which you have used to make your application.

Username	
Password	

EQUAL PREFERENCE – HOW IT WORKS

Find out who you pay your Council Tax to. This local authority is who you apply to for a school place for your child.

Make sure you apply on time to your home local authority.



Complete the Common Application Form, either online or in paper format and send it to your local authority. If you pay Council Tax to Plymouth, send it to Plymouth City Council.

On this form, you identify your first, second and third ranked preferences.



We put your child's name onto the School List for each school you have named on your application form. We do not look at your order of preference at this stage.

Applications are not dealt with on a first come first serve basis – although there is a closing date for application.



All of the names on each School List are ranked according to the admission criteria.

Your child's name will be on the School List for each school named in your application.



We look at the published admission number (PAN) for each school and mark the names of children at the top of each School List up to the PAN.

Each school will now have a list of potential applicants up to PAN and a waiting list of names.



We see how many School Lists your child's name appears on.

In some cases, your child's name might appear on more than one School List. In rare cases, they might not appear on any School List.



Where a child's name appears on more than one School List, it means that s/he is potentially eligible for a place at more than one school. We will therefore allocate the eligible one that you ranked highest on your list.

It is only at this point that we look at your ranked order of preference.

Where your child does not appear on any School List, it means that they will not be allocated a place at any of the schools you requested. In this case, we will allocate a place at the nearest school to you with a vacancy where your child meets the admission criteria.



For each school that you ranked higher than the one allocated (where your child meets the admission criteria), your child will be placed on a waiting list for a place. The list is kept in ranked order according to the school's admission criteria. Plymouth local authority operates these lists until the end of the summer holiday. After this date, the waiting list is kept by the relevant admission authority until at least the end of the December term.

You are entitled to lodge an appeal for a place at any school for which you have been refused as long as the school was ranked higher than the one allocated.



If a vacancy comes up in a school, we look at the waiting list for the school and will allocate the place to the next child on the waiting list.

You may check your place on the waiting list with the local authority or the admissions authority as appropriate.

GLOSSARY

Explanation of terms used

Academy	A state school, independent of the LA but publicly funded, where the governing body of the school is the admissions authority (unless the school is part of a multi academy trust).
Admission authority	The body responsible for the admission of children to a school.
Admission criteria	The categories - in priority order - into which each application falls if the school is oversubscribed.
Community School	A maintained school owned by the LA, which is also the admission authority.
Coordinated admissions scheme	Formal arrangements between all the admission authorities in each area designed to ensure that each applicant receives a single offer of a school place.
Education, Health and Care Plan (EHCP)	<p>A formal document describing a child's special educational needs (SEN) and how they will be provided for in school.</p> <p>They are made under the Children and Families Act 2014. Section 43 of that Act requires the school to comply with any Education Health and Care Plan naming it. Education Health and Care Plans have replaced Statements of Special Educational Need.</p>
Feeder school	Admission authorities can name a primary as a feeder school. The selection of a feeder school or schools as an oversubscription criteria must be transparent and made on reasonable grounds.
Free school	All-ability state-funded school set up in response to what local people say they want and need in order to improve education for children in their community.
In the care of a local authority	A child who is fostered or in the care of the local authority (see local authority). This term does not include those children under residence orders or those who have been adopted or with a special guardianship order.
Grammar school	A school which selects its pupils by academic ability and aptitude.
Local authority	The local council responsible for the provision of statutory education in each area (LA for short, previously known as the Local Education Authority or LEA for short).
A looked after child and previously looked after child	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).
Maintained schools	The collective term for Community, Voluntary, Foundation and Trust schools.
Multi academy trust	<p>A multi-academy trust (MAT) is a single entity established to undertake a strategic collaboration a number of schools. A group of schools form a single MAT which has overarching responsibility for their governance.</p> <p>The MAT is accountable for the performance of each school in the group, although each can still have their own governing body which operates subject to delegation of power from the MAT.</p>
Multiple applications	Where parents may apply for a number of schools and rank them in order of preference.

Non-selective school	A maintained secondary school that admits pupils of all abilities without selection.
Oversubscription criteria	(See admission criteria).
PAN	Published admission number, also referred to as the approved admission number
Parent	Any person who has parental responsibility.
School Appeals Panel	An independent body that decides the outcome of statutory appeals against the refusal of a place at a school nominated by the parent.
Statutory appeal	An appeal, to which every parent is entitled by law, against the refusal of a school place.
Time of admission	The start of the academic year in September.
Trust school	A maintained school owned by a Trust, where the governing body is the admissions authority.

1. INTRODUCTION

For most families, the admission arrangements will be quite simple and straightforward. The parent applies in good time and the child is introduced and admitted to their preferred school in due course. For some applicants, however, things may not run so smoothly. They may find that the place they want cannot be allocated because the school is full and they are then offered a place at another school. This booklet explains why this sometimes happens and what a parent can do about it.

The information contained in the booklet was correct at the time it was printed in August 2018, but readers should note that there may be changes to the published information that take effect during or after the 2018-19 academic year. The policies quoted in the booklet are the determined admission arrangements and were open for comment to the Office of the Schools Adjudicator (OSA). Subject to comment, policies may be changed by that office. The booklet cannot therefore form the basis of a contract with parents as arrangements may differ to those published in this document.

Please refer to the glossary for definitions of terms used in this publication.

The arrangements described in this booklet meet the legal requirements. The booklet explains in detail how the arrangements will work locally.

2. CATEGORIES OF SCHOOL

There are eight categories of school:

Academy	Academies are responsible for their own admission arrangements and are funded directly by central government.
Community	These are maintained by the local authority. The local authority admission policy is used.
Foundation	These are responsible for their own admission arrangements; however, they are 'maintained' by the local authority.
Free Schools	These have the same status as Academies and the Governing Board determines admission arrangements.
Independent	These operate on a fee paying basis and cover a variety of age ranges. Any application for a place should be made direct to the school as the local authority has no input into the admission arrangements for these schools.

Studio Schools and UTCs	These have the same status as Academies and the Governing Board determines admission arrangements.
Voluntary Aided	These are jointly supported by Church Diocesan Boards and the local authority. These schools are responsible for their own admission arrangements.
Voluntary Controlled	These were originally set up by voluntary bodies such as the Church of England and are maintained by the local authority. The local authority admissions policy is used.

3. WHICH SECONDARY SCHOOLS ARE AVAILABLE IN PLYMOUTH?

There are 17 secondary schools in Plymouth: 14 non-selective and three grammar schools. Non-selective schools admit children of all abilities aged 11 to 16 or 18 without selection. Grammar schools admit children aged 11 to 18 at the top end of the academic ability range, selected by means of the 11-plus exam. Faith schools give priority to the admission of children of the relevant faith if the school is oversubscribed.

4. HOW THE LAW APPLIES TO THE COUNCIL

Plymouth City Council is the local authority (LA) for Plymouth and, as such, must ensure that there are enough school places available for all children in the area within reasonable travelling distance of home.

By law, local authorities must coordinate applications to all schools within their area for the normal year of entry in September. This means that all applications are sent to the local authority and all decision letters come from it. Individual schools cannot consider applications nor can they offer places. If you would like to see a copy of the coordinated admission scheme please contact the School Admissions Team or you can view it at www.plymouth.gov.uk/schooladmissions.

All schools in Plymouth will comply with the School Admissions Code and the School Appeals Code available to download from the Department for Education website at www.gov.uk/government/collections/statutory-guidance-schools. In particular, we aim to ensure that parents living in Plymouth receive an offer of a school place. We do this by, amongst other things, sharing information provided by parents on application forms with other local admission authorities.

5. WHEN DO CHILDREN NORMALLY START SECONDARY SCHOOL?

Children normally start secondary education in the September following their eleventh birthday and remain in education or training until the age of 18 years old. In September 2019, those born between 1 September 2007 and 31 August 2008 (inclusive) will be due to start. If your child is due to transfer from primary to secondary education in September 2019 and you live in Plymouth, you must apply for a school place through the City Council by applying online or by downloading and completing the application form available on the school admissions webpage.

6. 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. The law requires that 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. Admission authorities 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.

- i. In respect of schools for which the City Council is the admission authority or in respect of own admission authorities who have delegated the function to the local authority: a decision will be made in conjunction with the Team Leader, School Admissions as to whether an application would be accepted for out of age cohort transfer reviewing the educational, social, and physical needs of the child as demonstrated by the case made.
- ii. In respect of own admission authority schools: a decision will be made by the governing board as to whether an application would be accepted for out of age cohort transfer reviewing the educational, social, and physical needs of the child as demonstrated by the case made.

Where an application is accepted out of age cohort, it will be considered in accordance with the normal admission arrangements.

Children being considered for early admission to a grammar school take the 11-plus tests. If you are thinking of requesting early admission you should consult your child's headteacher first. Early admission to a secondary school does not alter the age at which a child can leave education or training which is currently 18.

Please refer to the school's own admission policy for more information about out of age cohort applications.

7. WHO CAN APPLY FOR A SCHOOL PLACE?

A parent, a person with parental responsibility or a person who has care of the child can apply for a school place for the child.

Any person with legal parental responsibility (www.gov.uk/parental-rights-responsibilities) for a child is entitled to be involved in all major decisions affecting the child which includes where the child attends school. When an application is submitted for a school place, the person signing the application form is also confirming that everyone with parental responsibility is in agreement with the application. Occasionally, objections are later raised by a person with legal parental responsibility.

Where this happens, we will ask for evidence that the objecting parent/carer has legal parental responsibility and also ask both parties for evidence of court orders relating to education or a special guardianship order.

In the absence of such an order, we will make a decision in the best interest of the child taking into account any views submitted by persons with parental responsibility, the child's residence and who has day to day responsibility for the child e.g. transport to school. Where an objection is raised, parents/carers will be advised to seek legal advice with a view to obtaining a final court order relating to education/special guardianship. Once we receive evidence of this order, the case will be reviewed.

8. WHY SHOULD I APPLY FOR A PLACE?

Unless your child attends an all through school (Plymouth School of Creative Arts) and you wish your child to continue into the secondary phase at the school or you are making alternative educational arrangements e.g. private education, you must apply for a school place. This applies:

- even if you have another child already on roll at the school

- even if your child attends a linked feeder primary or junior school
- even if the school you want is the closest school to your home address.

If you do not apply for a school place on time, the schools you prefer may be filled by others who did apply for a place. No places are held in reserve for late applicants or certain categories of student. If you do not put a particular school on your application, you will not be considered for a place there unless we need to allocate a place at the nearest alternative school should we be unable to meet any of your preferred schools.

Parents of children being considered for placement in a special school or unit should also apply for a mainstream school place to secure their position in case the special placement is not forthcoming.

9. HOW DO I APPLY FOR A PLACE?

If you live in Plymouth you need to apply to Plymouth City Council for a school place. A good way to tell if you live within the Plymouth City boundary is to see who your Council Tax is paid to. Even if you live in Plymouth but your child goes to school outside Plymouth, you must still apply to the School Admissions Team, Plymouth City Council, Windsor House, Tavistock Road, Plymouth PL6 5UF.

Online

You can apply for a place at any state-funded school in England. If you have decided which schools to apply for, apply online at www.plymouth.gov.uk/schooladmissions. An email will be sent to confirm receipt of an online application.

Paper forms

Alternatively, if you prefer, you can apply by paper application using the form in this book or you can download forms from the school admissions webpage or obtain one from the School Admissions Team. If you decide to apply by paper, fill in the form and return it to the School Admissions Team or via your child's headteacher. To confirm receipt of a paper application complete the receipt on the inside back cover of this book and attach this to your application.

Application dates

You can apply from Tuesday 4 September 2018. The closing date for applications is **Wednesday 31 October 2018**. The online application is only available up until this date. If you apply late, you will need to complete a paper application form.

I live outside Plymouth

If you live outside Plymouth but want to apply for a school in Plymouth, do not complete the Plymouth application form. Instead, obtain an application form from your local authority and return it direct to them. That authority will then pass your details to us.

10. MEETINGS AT SCHOOLS FOR PARENTS AND PUPILS

All Saints CE Academy	Wednesday 26 September	6 to 8pm
Coombe Dean School	Thursday 13 September	7 to 9pm

Devonport High School for Boys	Refer to school for dates	
Devonport High School for Girls	Tuesday 11 September	6 to 8pm
	Wednesday 12 September	2.15 to 3.30pm
Eggbuckland Community College	Tuesday 18 September	6 to 8.30pm
Hele's School	Wednesday 12 September	5 to 8pm
	Friday 21 September	9.15 to 10.30am
Lipson Co-operative Academy	Monday 10 September	6 to 8.30pm
	Thursday 20 September	4 to 7pm
Marine Academy Plymouth	Thursday 6 September	5.30 to 7.30pm
	Friday 7 September	9.15
Notre Dame RC School	Wednesday 19 September	4 to 7pm
Plymouth High School for Girls	Tuesday 18 September	2 to 3.30pm and 6 to 8.30pm
Plymouth School of Creative Arts	Thursday 4 October	6 to 8pm
Plympton Academy	Tuesday 25 September	5 to 7.30pm
	Thursday 27 September	All day
	Friday 28 September	All day
Plymstock School	Tuesday 17 September	6.30pm
St Boniface's RC College	Tuesday 18 September	6 to 7.30pm
Sir John Hunt Community Sports College	Monday 10 September	5.30 to 7.30pm
	Wednesday 19 September	9.30 to 10.30am and 11.30 am to 12.30pm
Stoke Damerel Community College	Wednesday 12 September	6 to 8.30pm
Tor Bridge High	Thursday 20 September	5 to 8pm
	Friday 21 September	Morning

Please confirm details with individual schools prior to attending open evenings. Contact details for Plymouth schools can be found in the school directory section of this booklet.

II. WHAT IF I WANT A SCHOOL OUTSIDE PLYMOUTH?

If you live in Plymouth and want to apply for a school outside Plymouth, complete and return the form on the school admissions webpage or in this guide for parents. We will then send details of your request to the appropriate local authority. We will write to you on Friday 1 March 2019 to let you know if a place can be offered at the school.

For secondary schools in Saltash and Torpoint, Cornwall Council is the local authority and the deadline for applications is 31 October 2018.

Contact School Admissions Team, Cornwall Council, 3 West, County Hall, Treyew Road, Truro TR1 3AY. Telephone 0300 1234 101 or email schooladmissions@cornwall.gov.uk for further information.

For secondary schools in Ivybridge and Tavistock, Devon County Council is the local authority and the deadline for applications is 31 October 2018.

Contact School Admissions Services, Room L60, County Hall, Topsham Road, Exeter EX2 4QU
Telephone 0345 155 1019 or email admissions@devon.gov.uk for further information.

Details of open evenings for parents and pupils are set out below. Please confirm details with individual schools prior to attending open evenings.

Ivybridge Community College 01752 691000	Wednesday 19 September 6pm Wednesday 26 September 6pm
Saltash.net Community School 01752 843715	Wednesday 3 October 6pm Thursday 4 October 6pm
Tavistock College 01822 614231	Thursday 27 September 5.30 to 7.30pm Thursday 13, 27 September and Thursday 11, 25 October – open mornings 9.15 to 10.45am
Torpoint Community College 01752 812511	Refer to school for times

12. WHAT IF MY CHILD ATTENDS BICKLEIGH DOWN CE PRIMARY OR WEMBURY PRIMARY AND WANTS A SCHOOL IN PLYMOUTH?

If you live in the South Hams area of Devon you may prefer that your child attend a school in Plymouth (Bickleigh Down CE Primary is a linked primary school for Tor Bridge High and Wembury Primary is a linked primary school for Coombe Dean School). If so, you will need to complete the application form in the Devon Next Step booklet or online at www.devon.gov.uk/admissionsonline. Residents of South Hams should not complete the Plymouth City Council application form. At the appropriate time, Devon County Council will inform us of your interest in a Plymouth school and your request will be considered at the same time as those from Plymouth residents.

13. HOW PLACES ARE ALLOCATED

Each school has a limited number of places available depending largely on the physical capacity of its buildings. The number of places available is called the Published Admission Number (or PAN for short), and listed in the Schools Directory section. If the number of applications exceeds the PAN, all are put in priority order, according to the individual school's admission criteria, and places allocated to those highest in the admission criteria up to the PAN.

Each school you list on the application form will be treated as an application for a place and, in the first instance, given equal weight (subject to the individual school's oversubscription criteria). This might mean that two or even three of these schools could offer you a place. Where this happens, your own order of priority, as set out on the application form, will determine at which school a place is allocated. In other words, if your child is eligible in principle for a place at more than one school, the school allocated will be the eligible one that you ranked highest in your application.

If none of the schools you list can offer a place, a place will be allocated at the nearest appropriate school to your home address with a vacancy after all applications with a stated preference have been dealt with.

- Please ensure that you list the schools in your ranked order of preference, put the one that you prefer most at the top of your list.
- Don't name the school three times – it will only be considered as one preference.
- Don't name a school if you definitely don't want a place there.
- Please do not assume that we know what you want or that we know the reasons why you want a place at a particular school – you must tell us.

If you do not wish to put down three schools in your application, you may reduce your chances of getting a place at one of your preferred schools. For instance, if you only put down one school and we cannot meet that stated preference, your application will be put aside and looked at again once we have dealt with every other form which gave a stated preference. Your child will then be allocated a place at the nearest appropriate school with a vacancy after all of the other allocations have been made. Such an allocation is termed an 'alternative allocation'.

If you are unsure what to do, please ask [us](mailto:secondary.admissions@plymouth.gov.uk) for help by email at secondary.admissions@plymouth.gov.uk or call 01752 307469.

Notes

You must apply to your home local authority for a school place. Your home authority is the one to whom you pay your Council Tax.

On the Common Application Form, you should list your first, second and third ranked preferences.

Applications are not dealt with on a first come first served basis.

Any change of preference to the application should be put in writing to the City Council's School Admissions Team and not the school.

Applying for second and third preference ranked schools will not prejudice your first preference rank. It is important that you list your schools in the order of your preference. If your local non-selective school (the one you live closest to) is not at the top of your list, it is strongly recommended that you include it in the list to try to secure a place there should your preferred school(s) be oversubscribed.

14. SPECIAL EDUCATIONAL NEEDS, DISABILITIES, AND SIGNIFICANT MEDICAL OR PSYCHOLOGICAL CONDITIONS

Children with special education need (SEN) all have learning difficulties or disabilities that make it harder for them to learn than most children of the same age. They may need extra or different help from that given to other children of the same age. With very few exceptions, the needs of children with SEN are met by any mainstream school by providing the appropriate extra help. This means that your child's SEN will not be considered as a reason for them to be allocated a place at any particular school.

The exception to this is: Children with an existing Education, Health and Care Plan (EHCP) who have their places at mainstream schools allocated before all other applications are considered for the normal year of entry. If your child has an EHCP, you will need to discuss with your local authority which school you would prefer them to attend. Once the school is named on your child's EHCP, then a place will be allocated there. If you are a Plymouth resident you should still complete an application form for the place, naming the agreed school as a preference and ticking the 'EHCP' box on the form.

15. PROVISION FOR SERVICE FAMILIES

In respect of families of service personnel with a confirmed posting to the area or crown servants returning from overseas to live in the area, we will allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a unit postal address or quartering area address when considering the application against the oversubscription criteria. A service child will not be refused a place because the family does not currently live in the area. In accordance with the provision of the School Admissions Code, no places will be reserved for service families in case they are moved to this area.

16. WHAT IF I PLAN TO MOVE HOUSE?

- If you move house before allocations are made, your child's position in the order of priority for places at a particular school may change, depending on where you live now and where you plan to move to. **You must notify the School Admissions Team if you plan to change address before the allocations are made – you must inform us even if you are not planning to change your school preference.** You would be expected to provide us with clear proof of the move by submitting, for example, a solicitor's letter confirming that contracts have been exchanged on a specified property. Confirmation of intention to buy, or that a contract has been signed, is usually insufficient proof. In most cases, the new address cannot be used until this evidence is provided as a proposed move may fall through – please refer to the school's own admission policy for further details.
- If you are planning to leave the area or change address but have not arranged your move yet, still complete the application form for a school place using your current address in case the move does not happen. As stated above, as soon as the move is confirmed and you can provide the necessary proof, contact us so that we can amend your application.
- If you are moving out of the area or have made alternative arrangements for schooling and no longer need the place allocated to your child, you must let us know so that we can reallocate that place to someone else on the waiting list.
- It may not be possible to change your details after the allocation procedure has started (see section 50 Timetable for application).

17. WHAT IF MY APPLICATION IS LATE OR I CHANGE MY MIND?

- The close date for application is Wednesday 31 October 2018. The online application form is only available up until the close date for application. If you are applying after the close date for application you will need to fill in the form available to download from the school admissions website or from the School Admissions Team and return it as soon as possible.
- You can alter your application as many times as you like before the application deadline. We will act upon your latest application which means that we will disregard any earlier application received from you.
- Applications/changes of preference received after the published close date will be classed as a late application unless there is a valid reason for the late application e.g. a proven change of address.
 - i. If there is a valid reason for the late application/change of preference, we will try to include you in the first allocation round. However, it is not possible to include a late application after the allocation process has started (see section 50 Timetable for application).

- ii. If there is no acceptable reason for a late application, your application will be considered after all the on-time applicants have been offered places. This may mean that regularly oversubscribed schools will be full before late applications are considered.
- A further allocation round will be held on Friday 29 March 2019. If you miss the initial round, your application will be held until that time. Thereafter applications will be considered upon receipt.
- It is very important when notifying a change of preference, to also tell us if you no longer wish to be considered for a place in a school previously listed in an application. This is because you will remain on any waiting list for the schools previously requested unless you tell us otherwise and if a place becomes available at a higher preference school, you will be allocated that place regardless of the change of preference.
- **All changes must be submitted in writing.** If this presents a problem, please speak with the School Admissions Team.

Note

It is not normally possible to change your ranked preferences in the period after the application close date and before the allocated school is notified. Please therefore think very carefully about your ranked school preferences before submitting your application.

18. WILL MY CHILD GET A PLACE AT MY PREFERRED SCHOOL?

Yes, if there is a place and the school is suitable for the child's age, aptitude and ability.

No, if the relevant year group is full and:

- to admit the child "would prejudice the provision of efficient education or the efficient use of resources" (to quote the 1998 Education Act) or
- they fail to qualify for a grammar school place or
- you ranked the school lower than the one at which a place has been offered.

19. WHEN CAN I EXPECT A DECISION?

If you apply for a secondary school place by Wednesday 31 October 2018, we will post a letter to you on Friday 1 March 2019 to let you know at which school your child has been allocated a place. If you apply for a school place online to Plymouth City Council and ask to be notified of the allocation by email we will send you an email on the allocation day in addition to the letter.

You must respond to the allocation within two weeks of the date of the offer to let us know whether or not you intend to take up the place. If you tell us that you do not want to take up the place, or if you do not make a response within the required time period, the place may be taken away from you and allocated to someone else.

Note

Your allocation letter will be posted to you on 1 March 2019. You will not receive it until after this date.

20. WHAT IF MY CHILD IS NOT ALLOCATED A PLACE AT A SCHOOL I NOMINATED?

A place will be allocated at the nearest appropriate secondary school to your home with a vacancy, but only if it is not possible to allocate a place at one of the schools you applied for.

21. WHAT DO I NEED TO DO WHEN I RECEIVE THE SCHOOL PLACE ALLOCATION?

You must tell us whether or not you wish to accept the place allocated within two weeks of the offer.

- You can submit your response online at www.plymouth.gov.uk/schooladmissions.
- If you prefer, or if you did not apply online or are resident in another local authority, you can send your response by email or post.
- If you accept the place, your child will still be on the waiting list(s) for any schools higher ranked (different arrangements apply for Devonport High School for Boys). If a vacancy comes up and your child is allocated to a higher ranked school, the allocation will outweigh your previous acceptance of the lower ranked school.
- If you reject the place allocated, it will be re-allocated to someone else.
- If we do not receive your response to the allocation, the place will be withdrawn and re-allocated to someone else.

Note

Your child will still be on the waiting list(s) for any schools ranked higher than the one allocated. If a vacancy comes up and your child is allocated to a higher ranked school, the allocation will outweigh your previous acceptance of the lower ranked school. This means that when we allocate the higher ranked place, we will take away the previous school allocated and give it to someone else.

If, after the initial allocation has been made, you no longer wish to be on the waiting list for a higher ranked school, you must tell us in writing.

22. IS THERE A WAITING LIST FOR PLACES?

Yes.

- On your application form, you will have nominated up to three schools in rank order. With the exception of Devonport High School for Boys, if you are not offered your highest ranked school, your child's name will automatically be placed on a waiting list for the schools that you ranked higher than the one actually offered (see admission criteria for Devonport High School for Boys).
- If a place becomes available, your case will be considered alongside others on the waiting list, any appeal cases, and any late applications, in accordance with the published admission criteria.
- The length of time a child's name is on a waiting list cannot be taken into account when places become available.
- If a vacancy arises and your child is next on the waiting list for a place, we will allocate that place to your child as you ranked the school higher than the one we allocated. We will reallocate the place previously held to someone else regardless of whether or not you had notified your acceptance of the allocation.
- If you do not wish to remain on a waiting list, you must put this in writing to us.
- The waiting list will be maintained up until Saturday 31 August 2019. From Sunday 1 September 2019 the in-year admissions criteria will apply and parents will be invited to join the in-year waiting list if they are eligible to do so.

23. CAN I APPEAL?

Yes, you are entitled to lodge a statutory appeal for a place at any school for which your application has been refused.

If a place becomes available before the appeal is heard, your case would be considered alongside any other appeals, those on the waiting list, and any late applications, in accordance with the published admission criteria. If your child is allocated to that place, your appeal will be cancelled.

Foundation, Free, Trust and Voluntary Aided schools and Academies may have their own appeal arrangements. Further details are available direct from the school.

Each Admission Authority will set a timetable for appeal. The deadline to submit an appeal will be at least 20 school days from the date of notification that the application was unsuccessful. Appeals will be heard within 40 school days of the deadline for lodging appeals. In the case of late applications, appeals should be heard within 40 school days from the deadline for lodging appeals where possible, or within 30 school days of the appeal being lodged.

Information given in respect of an application will be shared at an appeal irrespective of whether the person making the appeal is the applicant unless evidence is provided showing that a court order is in place limiting the information that another party with parental responsibility is entitled to have.

Note

Appeal arrangements differ for children with EHCPs, where it is the Special Educational Needs and Disability Tribunal that hears appeals against the school named in a Plan.

You do not need to reject the place allocated to your child to be able to appeal for any school for which your application has been refused.

24. MAY I APPEAL AGAIN IF MY REQUEST IS REFUSED OR MY APPEAL DISMISSED?

Repeat appeals for the same school in the same school year are not considered unless there are significant and relevant changes in the applicant's circumstances, or those of the school in question. Where an application is not considered, there can be no further review or appeal.

25. WITHDRAWING AN OFFER OF A SCHOOL PLACE

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.

26. WHAT IS A LINKED FEEDER PRIMARY SCHOOL?

Most primary schools in Plymouth are linked to a particular secondary school. This means that there are close links between them including, for example, regular meetings between teachers to discuss the

curriculum; the transfer of pupils; and other matters of mutual interest. The primary school a child attends and whether it is a feeder school to the nominated secondary school may affect the child's position in the order of priority for a place if the school is oversubscribed. A list of non-selective schools and their feeder primary schools is set out below.

Non-selective School	Feeder Primary Schools
All Saints CE Academy	Compton CE, Hyde Park Junior, Knowle, Manadon Vale, Mary Dean's CE, Mayflower, Montpelier, Pennycross, Shakespeare, St Andrew's CE, St Budeaux Foundation CE Junior, St Edward's CE, St George's CE, St Matthew's CE, St Peter's CE
Coombe Dean	Goosewell, Wembury (Devon)
Eggbuckland	Austin Farm, Compton CE, Eggbuckland Vale, St Edward's CE, St Matthew's CE, Widey Court
Hele's	Boringdon, Old Priory Junior, Woodford
Lipson	High View, Laira Green, Lipson Vale, Mount Street, Prince Rock, Salisbury Road, St Andrew's CE, St Peter's CE
Marine Academy Plymouth	First priority: Marine Academy Primary (MAP2)
	Second priority: Ernesettle, Mayflower, Riverside, St Budeaux Foundation CE Junior, Victoria Road, Weston Mill
Notre Dame	Plymouth: Cathedral School of St Mary's, Holy Cross, Keyham Barton, St Joseph's, St Paul's, St Peter's RC Any other Catholic primary school
Plympton Academy	Chaddlewood, Glen Park, St Maurice, Yealmpstone Farm
Plymstock	Dunstone, Elburton, Hooe, Oreston, Pomphlett
St Boniface's	Plymouth: Cathedral School of St Mary's, Holy Cross, Keyham Barton, St Joseph's, St Paul's, St Peter's RC Any other Catholic primary school
Sir John Hunt	Beechwood, Mary Dean's CE, Oakwood, St Matthew's CE, Whitleigh, Woodfield
Stoke Damerel	College Road, Drake, Ford, High Street, Marlborough, Montpelier, Morice Town, Mount Wise, Pilgrim, St George's CE, Stoke Damerel, Stuart Road
Tor Bridge High	Bickleigh Down CE (Devon), Leigham, St Matthew's CE, Thornbury, Tor Bridge, Widewell

Note

All three Plymouth grammar schools have links with all primary schools in the City. Plymouth School of Creative Arts does not have a feeder school as the school is classed as 'all through' which means that the children at the primary school can continue at the secondary school without application if they so wish.

27. MAKING CONTACT WITH A SCHOOL

A parent who contacts a school to enquire about admissions can arrange a visit to the school and expect the headteacher or the school administrator to explain the admission arrangements.

Please be aware that each school will have its own policies on matters such as school uniform, curriculum, school organisation, bullying, home school agreements etc. You are advised to read the school's own brochure/webpages so that you are aware of the expectations that the school will have of your child before applying for a place at the school.

28. WILL MY CHILD GET FREE TRAVEL TO SCHOOL OR BENEFIT FROM CHEAP BUS FARES?

Local authority responsibility for transport depends on where a child lives. Pupils of secondary school age who live more than three miles from their nearest school are entitled to travel free to and from school. Where the nearest school is full and unable to admit a child, the local authority may nominate and provide free travel to the nearest alternative school if this is beyond three miles. Free travel may also be provided at our discretion for exceptional reasons, for example on medical grounds.

Pupils who have Special Educational Needs will be assessed for free travel as above to their nearest mainstream school or to a special school or unit if they have been placed there by the local authority. Their needs will also be considered when making the assessment for entitlement to free travel. A passenger assistant will be provided if necessary. The local authority will decide on the most suitable mode of transport. There is no entitlement to free travel if the pupil is attending a school other than the nearest school due to parental preference.

Pupils who are entitled to free school meals, or whose parents are in receipt of the maximum level of Working Tax Credit, will qualify for free travel to school if they are attending one of their three nearest qualifying schools and the school measures between two and six miles from home. For pupils attending a school on the grounds of religion or belief the mileage is extended up to 15 miles.

You can apply for school transport online or fill in a paper form, available from the School Transport Team on telephone 01752 308770. All major bus operators in Plymouth offer child fares, various season tickets and day rider tickets for children of statutory school age. Further information on entitlement to free travel is available at

www.plymouth.gov.uk/schoolsandeducation/schooltransport/freeschooltransport.

29. SUSTAINABLE TRAVEL

At the start and end of the school day about 20% of traffic is related to schools and colleges. The obvious effect of this is apparent every morning, increased congestion, pollution and risk to safety. Plymouth City Council promotes sustainable school travel and you can help. When making your school choices, take a moment to consider how your children will travel to school. Is there an opportunity to walk or cycle? If you live further away could you use public transport, car share or 'Park and Stride'. Encouraging sustainable choices from an early age will have a positive effect on our health, safety and environment, with children gaining valuable life and social skills along the way. We can all have an impact on the wider environment by acting smarter and reducing our carbon footprint.

To view your options for home to school travel using bus, cycle, train and walking please visit:

www.plymouth.gov.uk/plymotion and www.travelinesw.com.

Note

The local authority responsibility for transport depends on where a child lives. If you do not live

in Plymouth, please ask your home LA for details of transport entitlement.

30. WHO IS RESPONSIBLE FOR TRAVEL ARRANGEMENTS?

For children receiving free school transport, parents are responsible for ensuring their child's safety between home and the school transport picking-up and setting-down points. Where there is no entitlement to free travel, the parent is entirely responsible for making and paying for all the travel arrangements.

There is a review/appeals procedure for school transport disputes between parents and the local authority, details of which are available at

www.plymouth.gov.uk/schoolsandeducation/schooltransport/freeschooltransport.

For information on suitable bus routes to school, please contact Traveline at www.travelinesw.com.

31. SCHOOL MEALS AND MILK

Meals are available in all Plymouth schools as are facilities for those who wish to bring sandwiches. We do not provide milk for pupils other than that which some schools sell to pupils.

Free school meals are available to all children of parents who receive Universal Credit with an annual net earned income of no more than £7,400, Income Support, Income Based Job-Seekers Allowance, or Child Tax Credit with no entitlement to Working Tax Credit and an income as assessed by the Inland Revenue that does not exceed the threshold of £16,190 (up to 31 March 2018), or Guarantee element of State Pension Credit, or Income Related Employment and Support Allowance or Support under Part VI of the Immigration and Asylum Act 1999.

Further details and an application form can be downloaded from

www.plymouth.gov.uk/schoolseducationchildcareskillsandemployability/schoolmeals. Application forms and further advice are also available from schools, or from the Free School Meals Team on 01752 307410. Application forms should be returned to your child's school for authorisation.

32. INCLUSION, ATTENDANCE AND WELFARE SERVICE

The Inclusion, Attendance and Welfare Service provides support and advice on school attendance, children missing education, bullying, exclusion, alternative educational provision, child employment and entertainment performance licences, links to other child welfare agencies, and child protection procedures. Most schools in Plymouth have a named Education Welfare Officer. For further information telephone 01752 307405 or visit

www.plymouth.gov.uk/schoolsandeducation/attendancebehaviourandwelfare.

33. SCHOOL UNIFORM

Most schools require pupils to wear a school uniform, with the exception of the Sixth Form. Individual school websites set out the policy on school uniform. The local authority no longer offers crisis payments for assistance in purchasing a school uniform. Parents/carers should contact the school, which may be able to assist with the cost of purchasing items of uniform.

34. FAIR ACCESS

Each local authority must have a Fair Access Protocol, agreed with the majority of schools in its area to ensure that - outside the normal admissions round - unplaced children, especially the most

vulnerable, are offered a place at a suitable school as quickly as possible. In agreeing a protocol, the local authority must ensure that no school - including those with available places - is asked to take a disproportionate number of children who have been excluded from other schools, or who have challenging behaviour. The protocol must include how the local authority will use provision to ensure that the needs of pupils who are not ready for mainstream schooling are met.

The Fair Access protocol applies to all schools in Plymouth, including Foundation, Trust, Voluntary Aided and Free schools, Academies, Studio Schools and UTCs.

Copies of the Fair Access policy are available at www.plymouth.gov.uk/schooladmissions and can be obtained from the School Admissions Team.

35. SCHOOL TERM AND HOLIDAY DATES FOR 2019/20

School term and holiday dates are set by the local authority (LA) for Community and Voluntary Controlled (VC) schools and maintained nursery schools. Own admission authority schools may not follow the term dates set by the local authority, although we recommend that all the schools in Plymouth adopt them. School governing boards set occasional and professional development days for their schools, known as non-pupil days. The governing bodies of individual schools will allocate five non-pupil days within their term dates and also five occasional days which are usually attached to a school holiday.

Parents or carers are advised to contact schools direct for confirmation of their school term dates and non-pupil days.

Term dates 2019 to 2020 (recommended by Plymouth City Council)

Term	Starts	Ends	Holiday
One*	2 September 2019	18 October 2019	21 October 2019 to 25 October 2019
Two	28 October 2019	20 December 2019	23 December 2019 to 3 January 2020
Three	6 January 2020	14 February 2020	17 February 2020 to 21 February 2020
Four**	19 February 2020	27 March 2020	30 March 2020 to 13 April 2020
Five***	14 April 2020	22 May 2020	25 May 2020 to 29 May 2020
Six****	1 June 2020	23 July 2020	24 July to 31 August

* Term one starts on 2 September 2019 but children may return to school on 3 September 2019 because of 'occasional days'. You will need to check with your school for this information.

**Term four starts on 19 February 2020 but children may return to school on 24 February 2020 because of 'occasional days'. You will need to check with your school for this information.

***Term five includes the Bank Holiday on 4 May 2020.

**** Term six ends on 23 July 2020 but some schools may end on 22 July 2020 because of 'occasional days'. You will need to check with your school for this information.

36. INSURANCE

Plymouth City Council is insured against legal liability for any injury, loss or damage caused to pupils as a result of negligence on its part or that of its employees. Pupils are not insured for personal accident while on school premises or on work experience schemes. However, cover is provided for

pupils on organised school trips and visits: headteachers and principals can provide details. Pupils are expected to accept responsibility for their personal possessions, including money. Parents may wish to consider taking out their own insurance to cover any risks.

37. PRIVACY NOTICE AND DATA PROTECTION

The Council is collecting your personal data and school preferences for the purpose of an application for admission to a school.

All information provided for your application may be processed and kept by your current school; your preferred school(s); other local authorities/schools who may administer applications for your preferred school(s); school appeal panels and administrators in the event of refusal of a school place; other people with parental responsibility for the child to which the application relates; other departments within or outside the council who deal with matters connected to or ancillary to your child; government departments for statistical purposes and other agencies for the prevention and detection of fraud.

PCC will only keep your information until the end of the academic year that your child's entry cohort reaches the date to cease compulsory education. We will never share or use your information for marketing purposes. Your information will be stored and processed in line with the principles of the Data Protection Act 2018. You have certain rights under the Data Protection Act and the EU General Data Protection Regulations (GDPR), which include the right to access, rectification and erasure. To enforce these rights or enquire about any other aspects of data protection, please contact the Data Protection Officer, Plymouth City Council, Ballard House, West Hoe Road, Plymouth PL1 3BJ. Email: dataprotectionofficer@plymouth.gov.uk. PCC is registered as a data controller with the Information Commissioner's Office (registration number: Z7262171).

The Council's Privacy notice for this service can be found at:

www.plymouth.gov.uk/aboutwebsite/privacypolicy.

Note

If your application is completed on behalf of someone else or personal details or contact data about a third party are provided, then it is your responsibility to make sure that you have informed the other person of what you have told the Council (not applicable for complaints or investigations).

Each individual school will have its own privacy notice and you should make sure that you are aware of their policy in this respect.

38. COMPLAINTS

You are entitled to submit a complaint if you are unhappy with the way in which we have handled your application. If you wish to lodge a complaint against us then please telephone our contact centre on 01752 668000 in the first instance.

39. FURTHER INFORMATION AND ADVICE CONTACT:

- Any primary or secondary school
- Plymouth City Council:
 - School Admissions Team – 01752 307469
 - Inclusion, Attendance and Welfare Service – 01752 307405

- 0-25 Special Education Needs and Disability Team (0-25 SEND Team – EHCP enquiries) – 01752 307409
- Free School Meals – 01752 307410
- School Transport – 01752 308770
- 1st Stop Shop – 01752 668000
- Education other than at School – 01752 307471

Other Organisations:

- Parent Support Adviser (PSA) - the majority of schools within Plymouth have a Parent Support Adviser. The PSA is able to assist parents with the application process and also with the transition from Primary to Secondary education.
- [Plymouth Information, Advice and Support for SEND](#) – based at the Jan Cutting Healthy Living Centre, Beacon Park Road, Plymouth, PL2 2PQ. Telephone 01752 258933 or 0800 953 1131 provides information, advice and support relating to Special Educational Needs and Disabilities (SEND) for parents, carers, children and young people within the Plymouth local authority area. For further information visit www.plymouthias.org.uk.
- [ACE Education](#) - aims to offer a comprehensive range of advice and information on education issues. Information is based on current education law and guidance and covers state funded education for children aged 5-16 years in England only. Normal opening hours are Monday to Wednesday from 10.00am to 1.00pm term time only. For further information telephone 0300 0115 142 or visit www.ace-ed.org.uk.

40. ADMISSION CRITERIA

The admission criteria shown below portrays the oversubscription criteria for each school, it is important that you read the full admission policy shown on the city council website at www.plymouth.gov.uk/childrenandfamilies/schoolseducationskillsandemployability/schooladmissions/agreedschooladmissionarrangements or the individual school's website for full details as the admission details in this booklet concentrate on the oversubscription criteria and explanatory notes only.

Policies should be read in conjunction with the Secondary Co-ordinated Scheme of Admissions available at

www.plymouth.gov.uk/childrenandfamilies/schoolseducationskillsandemployability/schooladmissions/howweallocateschoolplaces. All schools will comply with the co-ordinated scheme.

41. ADMISSION CRITERIA: COOMBE DEAN SCHOOL, EGGBUCKLAND COMMUNITY COLLEGE, HELE'S SCHOOL, LIPSON CO-OPERATIVE ACADEMY, MARINE ACADEMY PLYMOUTH, PLYMPTON ACADEMY, PLYMSTOCK SCHOOL, SIR JOHN HUNT COMMUNITY SPORTS COLLEGE, STOKE DAMEREL COMMUNITY COLLEGE AND TOR BRIDGE HIGH

Secondary admissions (normal point of entry at Year 7)

The admission arrangements outlined within this section apply to children starting in Year 7 for the first time in 2019/2020. The published admission number (PAN) for this year group is shown in the School Directory section. The close date for application is 31 October 2018. Allocation results will be notified on 1 March 2019. The schools follow Plymouth City Council's coordinated secondary admissions scheme available at www.plymouth.gov.uk/schooladmissions.

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 5 below must complete the staff supplementary information form and return it direct to the School Admissions Team, Plymouth City Council.

Oversubscription criteria for secondary normal point of entry

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

Where there are fewer applicants than the PAN, all children will be admitted unless they can be offered a higher ranked preference. 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. **A child with exceptional medical or social grounds.** 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. 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. **Children with a sibling already attending 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 attending a feeder primary school.** A feeder primary school is linked to the secondary school. (See section 26 for full list of feeder primary schools).
 5. **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);
 6. **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 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 head teacher 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 Team¹.

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 appropriate¹. 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 the Child Benefit Allowance or Child Tax Credit is payable, registration for medical services etc.

Multiple births: Defined as the birth of more than one child 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, the parent/carer will be invited to nominate which child should be allocated the place.

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. Response must be made to Plymouth City Council¹. 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 system¹ - 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. 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 Council¹ by the operation of an electronic number generator.

Waiting lists: If a place cannot be offered at the preferred school, the child's name will automatically be added to the waiting list for any school ranked higher than the school allocated. Those on a waiting list and late applicants will be treated equally and placed on the same list. Waiting lists will be held in the order of the published admission criteria and will be maintained until the end of the summer holidays 2019 in respect of the normal point of entry. Any vacancies that arise will be allocated to the child at the top of the waiting list.

From 1 September 2019, the in-year admissions scheme applies and the waiting list procedure will change in that parents/carers will be asked to confirm their wish for their child to remain on a waiting list in order that the list can be kept up to date.

¹At the time of determination, own admission authority schools purchase services from Plymouth City Council. If the schools cease this service, the function will be taken over by the school or contracted to another provider.

42. ADMISSION CRITERIA: PLYMOUTH SCHOOL OF CREATIVE ARTS

The admission arrangements outlined within this section apply to children starting Year 7 for the first time in 2019/2020. 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. Children attending the primary phase in Year 6 and who continually attend until the last day of the summer term [term 6] have automatic right to progress to the secondary phase (without applying for a secondary school place) because the school is an all-through school. Any remaining places will be available for children not in attendance at Plymouth School of Creative Arts in Year 6 who apply for a place at the school for Year 7. The close date for application is 31 October 2018. Allocation results will be notified on 1 March 2019. Plymouth School of Creative Arts follows Plymouth City Council's coordinated secondary admissions scheme available at www.plymouth.gov.uk/schooladmissions.

All applicants must:

- (i) Complete the Common Application Form available from, and returnable to their home local authority;
- (ii) In addition, applicants applying under oversubscription criteria 4 must complete the staff supplementary information form and return it direct to the School Admissions Team, Plymouth City Council.

Oversubscription criteria for Plymouth School of Creative Arts for primary and secondary normal point of entry and for all in-year admissions

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

At the normal point of entry, where there are fewer applicants than the PAN, all children will be admitted unless they can be offered a higher ranked preference. 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. **A child with exceptional medical or social grounds.** 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. 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. **Children with a sibling already attending 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 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);
 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 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 head teacher 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 Team¹.

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 appropriate¹. 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 the Child Benefit Allowance or Child Tax Credit is payable, registration for medical services etc.

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, the parent/carer will be invited to nominate which child should be allocated the place.

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. Response must be made to Plymouth City Council¹. In the absence of a response, the offer may be revoked and the place may be reallocated to someone else.

Sibling at the school: As Plymouth School of Creative Arts is an all through school, a child meeting the sibling definition and attending either the primary or the secondary school is classed as a sibling.

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 system¹ - 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 Council¹.

Waiting lists: If a place cannot be offered at the preferred school, the child's name will automatically be added to the waiting list for any school ranked higher than the school allocated at the normal point of entry. Those on a waiting list and late applicants will be treated equally and placed on the same list. Waiting lists will be held in the order of the published admission criteria and will be maintained until the end of the summer holidays 2019 in respect of the normal point of entry. Any vacancies that arise will be allocated to the child at the top of the waiting list.

From 1 September term in 2019, the in-year admissions scheme applies and the waiting list procedure will change in that parents/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.

¹At the time of determination, own admission authority schools receives services from Plymouth City Council. If the school ceases this service, the function will be taken over by the school or contracted to another provider.

43. ADMISSION CRITERIA: ALL SAINTS CE ACADEMY PLYMOUTH

Admissions to Year 7

The admission arrangements outlined in this section apply to children starting in Year 7 for the first time in 2019/20. The published admission number (PAN) for this year group is 180. The closing date for applications is 31 October 2018. Allocation results will be notified on 1 March 2019 (or the next working day where 1 March is not a normal working day). All Saints CE Academy follows Plymouth City Council's coordinated secondary admissions scheme.

All applicants must complete the Common Application Form available from, and returnable to their home local authority.

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

Where there are fewer applicants than the PAN, all children will be admitted unless they can be offered a higher ranked preference. In the event that the Academy 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 whose siblings currently attend the academy and who will continue to do so on the date of application.** Sibling means children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters;

3. **Children who are (or whose parents are) faithful and regular worshippers at an Anglican Church.** Regular Worship is defined as attendance at an Anglican Church at least once a month for at least one year. A Supplementary Information form will need to be completed if applying under this criterion and returned to the school by the closing date for applications – 31st October.
4. **Children who are (or whose parents are) faithful and regular worshippers at churches included in ‘Churches Together in England’ or the ‘Evangelical Alliance’.** Regular Worship is defined as attendance at a church included in ‘Churches Together in England’ or the ‘Evangelical Alliance’ at least once a month for at least one year. A supplementary information form will need to be completed if applying under this criterion and returned to the school by the closing date for applications – 31st October.
5. **Children from the following feeder primary schools:** Hyde Park Junior School, Knowle Primary School, Manadon Vale Primary School, Mayflower Community Academy, Montpelier Primary School, Pennycross Primary School, Shakespeare Primary School, St Andrew’s C of E [VA], St Budeaux Foundation C of E [VA] Junior School, St Edward’s C of E [VC] Primary School, St George’s C of E [VA] Academy, St Matthews C of E Primary and Nursery Academy, St Peter’s C of E [VA] Primary School, Compton C of E [VC] Primary School, Mary Dean’s C of E [VC] Primary School;
6. **Other children** measured by a straight line on the map using Plymouth City Council’s electronic mapping system¹ – the shorter the distance, 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.

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. We will make a decision 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. We will also take into account the views of the head teacher 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 academy, 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 Team¹.

Home address: Any allegations received by the admission authority of people providing false 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 Council¹ to ask parents to provide proof of

residence (for example utility bills) before admitting a child. Plymouth local authority¹ (LA) will also carry out checks as appropriate. 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 the Child Benefit Allowance or Child Tax Credit is payable, registration for medical services etc.

Multiple births: Defined as children of multiple birth (twins, triplets etc). 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, the parent will be invited to nominate which child should be allocated the place(s).

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. Response must be made to Plymouth City Council¹. 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's¹ electronic mapping system - 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.

Definite tie breaker: 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 Council¹.

Waiting Lists: If a place cannot be offered at All Saints CE Academy, the child's name will automatically be added to the waiting list for any school ranked higher than the school allocated. Those on a waiting list and late applicants will be treated equally and placed on the same list. Waiting lists will be held in the order of the published admission criteria and will be maintained until the end of the summer holidays 2019. Any vacancies that arise will be allocated to the child at the top of the waiting list.

From the commencement of the September term in 2019, the in-year admissions scheme applies and the admission criteria and waiting list procedure will change.

¹At the time of determination, All Saints CE Academy purchases services from Plymouth City Council. If the school ceases this service, the function will be undertaken by the school or contracted to another provider.

44. ADMISSION CRITERIA: DEVONPORT HIGH SCHOOL FOR BOYS

The admission arrangements outlined within this document apply to Devonport High School for Boys, which is an academy grammar school in Plymouth in the 2019/20 academic year. This policy should be read in conjunction with the Secondary and In-Year Coordinated schemes of admission available at www.plymouth.gov.uk/schooladmissions.

Published admission number

The admission number in Year 7 is 180.

Admission arrangements

Admission to Devonport High School for Boys (DHSB) is on the basis of selection by reference to ability.

Devonport High School for Boys uses papers designed by an external assessment authority in English and Maths. Candidates will also take an internally set English paper (testing composition skills).

When the external paper scores have been standardised the Admission Panel (the Headteacher, Admissions Officer and a representative of the Governing Body) will meet to discuss the results which will be placed in one of three categories.

A	Candidates who achieve a qualifying mark in the external papers and a qualifying mark in the DHSB English paper equal to or higher than that of the 180 th candidate.	The candidate has qualified and is eligible for consideration for a place at the school.
B	Candidates who achieve a qualifying mark in the external papers and a qualifying mark in the DHSB English paper lower than that of the 180 th candidate.	The candidate has qualified and is eligible for consideration for a place on the DHSB waiting list.
C	Candidates who do not achieve the qualifying mark in the external papers and/or qualifying mark in the DHSB English paper	The candidate has not qualified and so is ineligible to be considered for a place at this selective school.

All candidates will be listed and their names will be returned to the Plymouth Local Authority (LA). The LA will share this information with the Home LA of the candidate who will then allocate a place at the highest ranked school that the applicant is qualified for. On the first working day in March each Home LA will write to parents to advise on the school place allocated.

Right of appeal

Parents of a candidate who has been unsuccessful have the right of an appeal to an independent admission appeal panel and should contact DHSB for the forms and further details. Contact details: clerk@dhsb.org or 01752 208787.

The timetable for admission appeals is published on the DHSB website by 28 February each year.

DHSB and the independent admission appeal panel will comply with the School Admission Appeal Code. The panel will take account of the evidence provided by the parents (that may include the primary Headteacher's recommendations and work provided by the primary school) and the DHSB English paper (as evidence of first-draft prose).

Outcome of tests

DHSB will inform parents of the outcome of the tests well before the closing date for secondary applications in order that parents will have time to make an informed choice of school. Candidates who are placed in Category A and B are not guaranteed a place at DHSB.

Before the application of the oversubscription criteria, children placed in Category A with a statement

of special educational need or an Education, Health and Care Plan, which names the school, will be admitted.

Where the number of qualified applicants for admission exceeds the number of places available, the following criteria will be applied, in the order of priority set out below:

Oversubscription criteria

- i. Looked after children and all previously looked after children who achieve a qualifying mark.
- ii. 174 candidates who achieve a qualifying mark in rank order.
- iii. Up to six students, who achieve a qualifying mark, who are registered and in receipt of the pupil premium at the date of testing. Evidence will be required at the time of allocation.
- iv. Other candidates who achieve a qualifying mark in rank order.

To resolve any tied positions within this list the following criteria will be used (strictly in this order)

- i. Students who are registered and in receipt of the pupil or service premium at the date of testing. Evidence will be required at the time of allocation.
- ii. Children of a member of staff who has been employed at the school for two or more years at the time at which the application for admission to the school is made or Children of a member of staff who is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- iii. The mark for the DHSB English paper.
- iv. If there is still a tie then distance from DHSB will be used to favour those living nearer to the school. Priority will be determined on the basis of distance between home and DHSB measured by a straight line on the map using Plymouth City Council's electronic mapping system – the shorter the distance, 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.
- v. Finally, a random number generator will be used. This will be supervised by a member of the Local Authority.

Late Registrations

(Registration for the admission exams received by DHSB from 1 September 2018 to 31 October 2018)

1. Arrangements will be made for the 11+ tests to be taken. Test results will only be included in the first allocation round if the admission authority is satisfied that the parent could not reasonably have known about the requirement and deadline for registration.

Late applications

(applications received by the LA from 1 November 2018 to 31 August 2019)

1. Parents should make an application to their Home LA.
2. Arrangements will be made for the 11+ test to be taken. Places will be allocated to those who qualify if there is a vacancy. If there are no vacancies then the candidate will be placed on the school waiting list in accordance with the oversubscription criteria.

Waiting List

Category B candidates who apply for a place at the school will be eligible for a place on the waiting list. A candidate's place on the list will be in accordance with the oversubscription criteria only. The waiting list will be maintained until 31 July 2020. Please notify DHSB if you wish your child to be removed from the waiting list.

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. We 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.

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).

The pupil premium is additional funding paid annually to schools under section 14 of the Education Act 2002 for the purposes of supporting the attainment of disadvantaged children.

The service premium is additional funding paid annually to schools under section 14 of the Education Act 2002 for the purposes of supporting the pastoral needs of the children of Armed Services personnel.

45. ADMISSION CRITERIA: DEVONPORT HIGH SCHOOL FOR GIRLS AND PLYMOUTH HIGH SCHOOL FOR GIRLS

The same admission arrangements apply to Devonport High School for Girls which is an academy and Plymouth High School for Girls which is a community grammar school.

The admission arrangements outlined in this section apply to children starting Year 7 for the first time in 2019/2020. The published admission number (PAN) for this year group is 120 in each school. The closing date for applications is 31 October 2018. Allocation results will be notified on 1 March 2019. Devonport High School for Girls and Plymouth High School for Girls follow Plymouth City Council's coordinated secondary admissions scheme available at www.plymouth.gov.uk/schooladmissions.

Admission to each school is on the basis of selection by reference to ability. Only candidates who attain the required standard in the prescribed arrangements for selection are eligible to be considered for admission to the relevant school. The prescribed arrangements involve candidates' participation in the 11-plus examination. The 11-plus examination will take place before the closing date for submission of the application form for a school place and parents/carers are required to register their child to take the examination. Normally, only those pupils who complete the registration and sit the examination at the published date will be included in the allocations for 1 March 2019.

All applicants must:

- (i) Complete the Common Application Form available from, and returnable to their home local authority;
- (ii) In addition, applicants in receipt of free school meals pupil premium or Ever 6 FSM³ should complete the free school meals pupil premium or Ever 6 FSM supplementary information form and return it direct to the School Admissions Team, Plymouth City Council¹. If the evidence is not received, the candidate will not be accepted as meeting the criteria for eligibility of that entitlement.

Children with an Education, Health and Care Plan (EHCP) that names the school will be admitted first subject to them achieving the cut off score or above for the school for this year of entry.

Where the number of applications for admission exceeds the number of places available at each school, places are offered in the following order of:

1. Looked after and previously looked after children² who achieve a score equal to or higher than the lowest cut off score for this school in the previous three years, by rank order of highest score in the 11-plus examination;
2. Up to 12 places will be allocated to candidates who achieve a score equal to or higher than the lowest cut off score for this school in the previous three years and who qualify for the free school meals pupil premium or Ever 6 FSM³ by rank order of highest score in the 11-plus examination;
3. Other candidates by rank order of highest score in the 11-plus examination.

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/carer 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/carer'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 of the school(s) concerned. Parents/carers 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 Team¹.

Cut off score: The cut off score is the score attained by the last candidate allocated to the school under oversubscription criteria 3 above.

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/carer 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 Council¹ to ask parents/carers to provide proof of residence (for example utility bills) before admitting a pupil. Plymouth Local Authority¹ (LA) will also carry out checks as appropriate. A pupil's home address is defined as the address at which the pupil is normally resident or, where a pupil lives at more than one address, the address at which the pupil 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 the Child Benefit Allowance or Child Tax Credit is payable, registration for medical services etc.

Looked after and previously looked after children²: 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).

Pupil premium via eligibility for free school meals³: This means pupils recorded in the January school census who are known to have been eligible for free school meals (FSM) at any point in the last six years (known as Ever 6 FSM) and those currently in receipt of free school meals.

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. Response must be made to Plymouth City Council¹. In the absence of a response, the offer may be revoked and the place may be reallocated to someone else.

Tie-break: Should it prove necessary to distinguish between candidates with identical aggregate scores, the following criteria apply in order of priority:

- a) Pupils who qualify for the free school meals pupil premium or Ever 6 FSM³
- b) Pupils whose home address is nearest the preferred school. Measurements are taken by a straight line on a map using the Council's electronic mapping system¹ – the shorter the distance 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.
- c) 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 Council¹.

Waiting lists: Candidates not allocated a place will automatically be placed on a waiting list which will be ranked according to the published admission criteria. Those on a waiting list and late applicants will be treated equally and placed on the same list. The waiting list will be maintained up until the end of the summer holiday 2019. Should a vacancy become available, the place will be offered to the next pupil on the list.

From 1 September 2019, the in-year admissions criteria will apply and parents/carers will be invited to join the in-year waiting list if they are eligible to do so. Only candidates whose 11-plus score is not more than 2 marks below the cut off score for the relevant school applied for will be invited to join the in-year waiting list. Parents/carers will be required to renew their intent to remain on the waiting

list, usually in the autumn, spring and summer. If the Council¹ does not receive a form within the specified timescale, the candidate's name will be removed from the waiting list.

1 At the time of determination, Devonport High School for Girls purchases services from Plymouth City Council. If the school ceases this service, the function will be taken over by the school or contracted to another provider.

2 Looked after and 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).

3 This means pupils recorded in the January school census who are known to have been eligible for free school meals (FSM) at any point in the last six years (known as Ever 6 FSM) and those currently in receipt of free school meals.

46. PLYMOUTH CITY COUNCIL'S 11- PLUS PROCEDURE

The Plymouth 11-plus procedure is used for assessing students whose parents/carers apply for a place at a Plymouth grammar school and for no other purpose. It is designed to measure a child's academic ability, to determine whether they would be suited to a grammar school education. Great care is taken to try to ensure that no child is allocated to a course of education to which they would be unsuited and that the standard of entry to the grammar schools remains consistent from year to year.

The 11-plus examination will be completed before the close date for application for a school place.

The procedure comprises GL Assessment (GLAss) standardised tests in Maths and English in a multiple choice format, normally taken at one of the grammar schools during the autumn term. For boys, an English composition paper also forms part of the marks. For girls, a local English paper will also be used but this does not form part of the overall score as it is only used for additional information in cases of appeal.

Process	Boys	Girls
11-plus test date one	Saturday 15 September 2018 GL Assessment English paper (multiple choice) English composition paper (two separate papers)	Saturday 15 September 2018 GL Assessment English paper (multiple choice) Local written English passage (does not count toward assessed mark but used in cases of appeal) (two separate papers)
11-plus test date two	Saturday 22 September 2018 GL Assessment Maths paper (multiple choice)	Saturday 22 September 2018 GL Assessment Maths paper (multiple choice)
11-plus results notified	Wednesday 10 October 2018 (posted)	Thursday 11 October 2018 (notified)

The results of the 11-plus examination might help you to decide which schools to apply for when you complete the application form for a school place. You will need to apply to your home local authority for a school place by Wednesday 31 October 2018. If you live in Plymouth, you can complete your application online from Tuesday 4 September 2018.

47. ADMISSION CRITERIA: NOTRE DAME RC SCHOOL

Secondary admissions (normal point of entry)

The admission arrangements outlined in this section apply to children starting in Year 7 for the first time in 2019/20. The published admission number (PAN) for this year group is 140. The closing date for applications is 31 October 2018. Allocation results will be notified on 1 March 2019 (or the next working day where 1 March is not a normal working day). Notre Dame RC School follows Plymouth City Council's coordinated secondary admissions scheme available at www.plymouth.gov.uk/schooladmissions.

All applicants must:

- (i) Complete the Common Application Form available from, and returnable to their home local authority.
- (ii) In addition, applicants should complete the school's own supplementary information form if the application is made on faith grounds. If you only complete the local authority form your application will be valid, but the school may not be able to rank your application against the faith admission criteria. If you only complete the school's form your application will not be valid and will not be considered.

Oversubscription criteria for Notre Dame RC School for normal point of entry and in-year admissions

A child with an Education, Health and Care Plan (EHCP) or Statement of Special Educational Needs (SEN) which names the school will be admitted.

Where there are fewer applicants than the PAN, all children will be admitted unless they can be offered a higher ranked preference. In the event that the Academy 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. Students who are Roman Catholic.

This should be evidenced either by completion of the supplementary information form, signed by the RC Parish Priest to confirm baptism or that the child is enrolled as a catechumen or by attaching an RC baptism certificate to the supplementary information form.

3. Girls attending a feeder school.

A feeder school is any Catholic Primary School.

4. Girls who are baptised or recognised members of a Christian denomination or other faith.

This should be evidenced either by completion of the supplementary information form, signed by a Christian Minister/Priest/Senior Leader of their faith community to confirm baptism or by attaching a baptism certificate to the supplementary information form. Where a faith community does not recognise or carry out baptisms, the form must be signed by the faith leader to confirm membership of the community.

5. Girls for whom exceptional medical or social justification is demonstrated.

This should be evidenced by written testimony from a medical practitioner, social worker or other professional that demonstrates that only Notre Dame School can meet the exceptional needs of the child. This evidence should be returned direct to Notre Dame School by 31st October 2018.

6. **Girls of no particular faith tradition whose parents/guardians nonetheless wish their child to receive faith-based schooling within the Catholic Christian tradition.**
7. **Other applicants** who do not fall into the above categories.

In the event of oversubscription within any criterion, the allocation of places will be decided by:

- a) Girls with siblings who are still attending Notre Dame School, Plymouth, at the time of their admission. ("Siblings" means brothers or sisters. They are defined as children with at least one natural or adoptive parent in common, living at the same or a different address).
- b) Within each category, children of multiple birth (including those born within the same academic cohort) where an application is submitted for the admission of all children of that multiple birth will be placed at the top of that admission category. Should it transpire that it is not possible to offer place(s) to all children within that multiple birth, the parent will be invited to nominate which should be allocated the place(s).
- c) The basis of distance between home and school. Measurements are taken by a straight line on a map using Plymouth City Council's electronic mapping system¹ – the shorter the distance 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 or location.

Notes:

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.

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, allocated places may be withdrawn, as appropriate. Schools have been advised by Plymouth City Council to ask parents to provide proof of residence (for example utility bills) before admitting a child. Plymouth Local Authority (LA) will also carry out checks as appropriate¹. 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 the Child Benefit Allowance or Child Tax Credit is payable, registration for medical services etc.

Multiple births: Defined as children of multiple birth (including those born within the same academic year cohort). 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, the parent will be invited to nominate which child should be allocated the place(s).

Parents seeking a place for their child outside of their normal age group: To make an application for admission out of age cohort, please include a letter to accompany your Supplementary Information Form explaining the reason for this request (for example, for a gifted and talented child,

or a child who has experienced ill-health). To support such an application, documentary evidence should be submitted. These applications will be reviewed by the Governors Admission Committee.

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. 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.

Definitive tie-breaker: 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 Council¹.

Waiting lists: If a place cannot be offered at the preferred school, the child's name will automatically be added to the waiting list for any school ranked higher than the school allocated. Those on a waiting list and late applicants will be treated equally and placed on the same list. Waiting lists will be held in the order of the published admission criteria and will be maintained until the end of the summer holidays 2019 in respect of the normal point of entry. Any vacancies that arise will be allocated to the child at the top of the waiting list.

From the commencement of the September term in 2019, the in-year admissions scheme applies and the waiting list procedure will change in that parents will be asked to confirm their wish for their child to remain on a waiting list in order that the list can be kept up to date.

Note

If you live in Plymouth and want to apply for a place at Notre Dame RC School, you should complete and return not only the Council's form but also the school's own Supplementary Information Form, available on request from the school or downloaded from the school's website. If you only complete the City Council's form, your application will be valid but the school may not be able to rank your application against their admission criteria. If you only complete the school's form, your application will not be valid and will not be considered.

¹ At the time of determination, Notre Dame RC School purchases services from Plymouth City Council. If the school ceases this service, the function will be taken over by the school or contracted to another provider.

48. ADMISSION CRITERIA: ST BONIFACE'S CATHOLIC COLLEGE

Secondary admissions (normal point of entry)

The admission arrangements outlined within this document apply to St Boniface's Catholic College in the 2019/20 academic year. This policy should be read in conjunction with the Secondary and In-Year Coordinated schemes of admission available at www.plymouth.gov.uk/schooladmissions.

Any parent who makes an application is presumed to want their son to benefit from the specifically Christian ethos of the College. This does not affect the rights of parents who are not of the Catholic faith to be considered for a place.

The admission arrangements outlined in this section apply to children starting in Year 7 for the first time in 2019/20. The published admission number (PAN) for this year group is 136. The closing date for applications is 31 October 2018. Allocation results will be notified on 1 March 2019 (or the next working day where 1 March is not a normal working day). St Boniface's Catholic College follows Plymouth City Council's coordinated secondary admissions scheme available at www.plymouth.gov.uk/schooladmissions.

All applicants must:

- (i) Complete the Common Application Form available from, and returnable to their home local authority.
- (ii) In addition, applicants should complete the school's own supplementary information form or provide their baptism certificate if the application is made on faith grounds.

If you only complete the Local Authority form your application will be valid, but the school may not be able to rank your application against their admission criteria. If you only complete the school's form your application will not be valid and will not be considered.

Oversubscription criteria for St Boniface's Catholic College for normal point of entry and in-year admissions

A child with an Education, Health and Care Plan (EHCP) or Statement of Special Educational Needs (SEN) which names the school will be admitted.

Where there are fewer applicants than the PAN, all children will be admitted unless they can be offered a higher ranked preference. In the event that the Academy 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. **Baptised boys who regularly practise their faith.** Evidence required is the baptism certificate plus a priest's signature on the supplementary information form (SIF). Catechumens will also be considered under this criterion.
3. **Other baptised Catholic boys.** Evidence required is a baptism certificate only.
4. **Boys attending a feeder school.** A feeder school is any Catholic Primary School.
5. **Practising members of other Christian Churches.** Evidence required is the signature of the vicar or minister of the church they attend. The signature on the SIF will confirm that the family are known to practice their religion.
6. **Any other Christian boy who can provide evidence of baptism.**
7. **A boy who is a member of another recognised faith** whose SIF is signed by a senior leader of that faith confirming membership.
8. **All other boys.**

Notes:

A Catholic Child: is a child baptised according to the rites of the Roman Catholic Church.

Another recognised faith community: is a world recognised faith such as Islam, Judaism, Buddhism and Hinduism.

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.

By Catechumen: we mean a child enrolled on the rite of Christian Initiation of Children (RCIC) programme. This will be verified by the parish priest or the person leading the programme.

Home address: Any allegations received by the admission authority of people providing false accommodation addresses when applying for school places shall be fully investigated and, if found to be true, allocated places may be withdrawn, as appropriate. Schools have been advised by Plymouth City Council to ask parents to provide proof of residence (for example utility bills) before admitting a child. Plymouth Local Authority (LA) will also carry out checks as appropriate¹. 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 the Child Benefit Allowance or Child Tax Credit is payable, registration for medical services etc.

Multiple births: Defined as children of multiple birth (including those born within the same academic year cohort). 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, the parent will be invited to nominate which child should be allocated the place(s).

Parent means:

- any natural parent
- any person who although not a natural parent, has parental responsibility for a child
- any person who, although not a natural parent, has care of the child

Parents seeking a place for their child outside of their normal age group: To make an application for admission out of age cohort, please include a letter to accompany your Supplementary Information form explaining the reason for this request (for example, for a gifted and talented child, or a child who has experienced ill-health). To support such an application, documentary evidence should be submitted. These applications will be reviewed by the Governors Admission Committee.

Practising: means attending Mass weekly for Roman Catholic families. Parents will indicate their parish on the college's supplementary information form (SIF). A priest's signature on the SIF will be the required evidence for regular practice.

For members of other Christian Churches or other recognised world faiths practising means regular attendance at Church or other place of worship. Parents will indicate their parish/place of worship on the college's supplementary information form (SIF) A Vicar's, Priest's or Leaders signature on the SIF will be required as evidence of regular practice.

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. 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.

Sibling: means children living in the same household. Typically this will be brother(s) and sister(s) or children with the same person having parental responsibility.

Tie-breaker: In any situation the application of the above criteria results in more children with an equal right to admission to the school than the number of available places within a single criterion, places will be allocated in the following order:

1. Brothers of pupils who will be on roll in September 2019.
2. Final tie-break will be made by a lottery. The names of those with an equal right to admission will be allocated to numbered counters. These will then be drawn and the order in which they are drawn will give the order of priority for the allocation of the places available. The places

will be allocated, in order, up to the number of places available. This process will be carried out under the supervision of an independent observer.

Definitive tie-breaker: 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 Council¹.

Waiting lists: If a place cannot be offered at the preferred school, the child's name will automatically be added to the waiting list for any school ranked higher than the school allocated. Those on a waiting list and late applicants will be treated equally and placed on the same list. Waiting lists will be held in the order of the published admission criteria and will be maintained until the end of the summer holidays 2019 in respect of the normal point of entry. Any vacancies that arise will be allocated to the child at the top of the waiting list.

From the commencement of the September term in 2019, the in-year admissions scheme applies and the waiting list procedure will change in that parents will be asked to confirm their wish for their child to remain on a waiting list in order that the list can be kept up to date.

Note

If you live in Plymouth and want to apply for a place at St Boniface's Catholic College, you should complete and return not only the Council's form but also the school's own Supplementary Information Form, available on request from the school or downloaded from the school's website. If you only complete the City Council's form, your application will be valid but the school may not be able to rank your application against their admission criteria. If you only complete the school's form, your application will not be valid and will not be considered.

¹ At the time of determination, St Boniface's Catholic College purchases services from Plymouth City Council. If the school ceases this service, the function will be undertaken by the school or contracted to another provider.

49. WHAT HAPPENED LAST YEAR?

Data as at allocations on 1 March 2018. Please remember that because parental preferences can change, this should not be taken as an indication of future school place allocations.

Applications to Secondary School for September 2018. Number of places allocated in each category are in brackets.

School name	PAN	Preference	Named school	In Care	Pupil premium	Exceptional Need	Sibling	Feeder	Staff	Other	Other last admitted distance (miles)	Applications	Allocations
Coombe Dean	180	1	6 (6)	1 (1)	0 (0)	0 (0)	54 (53)	27 (26)	1 (1)	92 (69)	3.67	181	156
		2	0 (0)	0 (0)	0 (0)	0 (0)	5 (2)	30 (1)	0 (0)	193 (15)	3.69	228	18
		3	0 (0)	0 (0)	0 (0)	0 (0)	5 (0)	10 (0)	0 (0)	114 (6)	3.66	129	6
			6 (6)	1 (1)	0 (0)	0 (0)	64 (55)	67 (27)	1 (1)	399 (90)	3.69	538	180
Eggbuckland Community College	180	1	3 (3)	2 (2)	0 (0)	0 (0)	47 (46)	70 (70)	1 (1)	35 (29)	2.49	158	151
		2	0 (0)	0 (0)	0 (0)	0 (0)	4 (0)	18 (6)	0 (0)	88 (15)	2.50	110	21
		3	0 (0)	0 (0)	0 (0)	0 (0)	3 (1)	33 (3)	0 (0)	67 (4)	2.10	103	8
			3 (3)	2 (2)	0 (0)	0 (0)	54 (47)	121 (79)	1 (1)	190 (48)	2.50	371	180
Hele's School	210	1	1 (1)	4 (4)	0 (0)	0 (0)	76 (76)	65 (65)	1 (1)	44 (41)	5.29	191	188
		2	0 (0)	0 (0)	0 (0)	0 (0)	5 (1)	23 (0)	0 (0)	135 (11)	5.14	163	12
		3	0 (0)	0 (0)	0 (0)	0 (0)	3 (0)	8 (0)	0 (0)	108 (10)	4.97	119	10
			1 (1)	4 (4)	0 (0)	0 (0)	84 (77)	96 (65)	1 (1)	287 (62)	5.29	473	210
Lipson Cooperative Academy	180	1	0 (0)	2 (2)	0 (0)	0 (0)	65 (60)	71 (68)	0 (0)	34 (34)	3.99	172	164

		2	0 (0)	0 (0)	0 (0)	0 (0)	7 (1)	28 (6)	0 (0)	37 (5)	2.72	72	12
		3	0 (0)	0 (0)	0 (0)	0 (0)	1 (0)	31 (1)	1 (0)	37 (3)	2.05	70	4
			0 (0)	2 (2)	0 (0)	0 (0)	73 (61)	130 (75)	1 (0)	108 (42)	3.99	314	180
Marine Academy Plymouth	180	1	1 (1)	0 (0)	0 (0)	0 (0)	63 (61)	110 (105)	0 (0)	23 (4)	0.42	197	171
		2	0 (0)	0 (0)	0 (0)	0 (0)	7 (1)	17 (7)	0 (0)	47 (1)	0.36	71	9
		3	0 (0)	0 (0)	0 (0)	0 (0)	1 (0)	15 (0)	0 (0)	27 (0)	0.00	43	0
				1 (1)	0 (0)	0 (0)	0 (0)	71 (62)	142 (112)	0 (0)	97 (5)	0.42	311
Plymouth School of Creative Arts	60	1	1 (1)	1 (1)	0 (0)	0 (0)	13 (12)	0 (0)	0 (0)	46 (36)	2.97	61	50
		2	0 (0)	0 (0)	0 (0)	0 (0)	2 (1)	0 (0)	0 (0)	61 (8)	2.94	63	9
		3	0 (0)	0 (0)	0 (0)	0 (0)	2 (0)	0 (0)	0 (0)	29 (1)	1.93	31	1
				1 (1)	1 (1)	0 (0)	0 (0)	17 (13)	0 (0)	0 (0)	136 (45)	2.97	155
Plympton Academy	180	1	4 (4)	0 (0)	0 (0)	0 (0)	55 (54)	65 (64)	1 (1)	23 (23)	6.50	148	146
		2	0 (0)	1 (0)	0 (0)	0 (0)	2 (0)	28 (0)	1 (0)	101 (9)	5.56	133	9
		3	0 (0)	0 (0)	0 (0)	0 (0)	1 (0)	6 (0)	0 (0)	72 (4)	4.86	79	4
				4 (4)	1 (0)	0 (0)	0 (0)	58 (54)	99 (64)	2 (1)	196 (36)	6.50	360
Plymstock School	290	1	2 (2)	3 (3)	0 (0)	0 (0)	89 (89)	90 (90)	1 (1)	127 (86)	2.50	312	271
		2	0 (0)	0 (0)	0 (0)	0 (0)	9 (2)	33 (0)	2 (0)	159 (14)	2.59	203	16
		3	0 (0)	0 (0)	0 (0)	0 (0)	1 (0)	7 (1)	2 (0)	87 (2)	2.58	97	3

			2 (2)	3 (3)	0 (0)	0 (0)	99 (91)	130 (91)	5 (1)	373 (102)	2.59	612	290
Sir John Hunt Community Sports College	150	1	3 (3)	2 (2)	0 (0)	0 (0)	46 (44)	58 (57)	0 (0)	53 (22)	0.90	162	128
		2	0 (0)	0 (0)	0 (0)	0 (0)	2 (2)	23 (12)	0 (0)	64 (3)	0.72	89	17
		3	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	15 (4)	0 (0)	24 (1)	0.64	39	5
			3 (3)	2 (2)	0 (0)	0 (0)	48 (46)	96 (73)	0 (0)	141 (26)	0.90	290	150
Stoke Damerel Community College	240	1	15 (15)	5 (5)	0 (0)	0 (0)	83 (82)	112 (111)	0 (0)	46 (2)	0.27	261	215
		2	0 (0)	0 (0)	0 (0)	0 (0)	4 (1)	46 (17)	0 (0)	45 (0)	0.00	95	18
		3	0 (0)	0 (0)	0 (0)	0 (0)	3 (0)	21 (7)	2 (0)	25 (0)	0.00	51	7
			15 (15)	5 (5)	0 (0)	0 (0)	90 (83)	179 (135)	2 (0)	116 (2)	0.27	407	240
Tor Bridge High	210	1	3 (3)	1 (1)	0 (0)	0 (0)	92 (90)	88 (87)	0 (0)	73 (23)	1.66	257	204
		2	0 (0)	0 (0)	0 (0)	0 (0)	6 (0)	15 (4)	0 (0)	96 (0)	0.00	117	4
		3	0 (0)	0 (0)	0 (0)	0 (0)	1 (0)	10 (1)	0 (0)	45 (1)	1.22	56	2
			3 (3)	1 (1)	0 (0)	0 (0)	99 (90)	113 (92)	0 (0)	214 (24)	1.66	430	210

Faith Schools

School	PAN	Preference	Named School	In Care	Sibling	Faithful and Regular worshippers at an	Faithful and Regular worshippers at	Feeder	Other	Last admitted distance (other)	Applications	Allocations
All Saints C of E Academy	180	1	0 (0)	1 (1)	55 (55)	0 (0)	0 (0)	33 (33)	7 (7)	2.65	96	96
		2	0 (0)	0 (0)	4 (2)	0 (0)	0 (0)	15 (3)	25 (1)	1.62	44	6
		3	0 (0)	0 (0)	4 (1)	0 (0)	0 (0)	12 (2)	22 (0)	1.04	38	3
		19										59
			0 (0)	1 (1)	63 (58)	0 (0)	0 (0)	60 (39)	54 (8)	2.65	178	164

	PAN	Preference	Named school	In care	Baptised Catholic	Girls attending a Feeder	Baptised Christian denomination or other faith	Exceptional medical or social justification is demonstrated	No faith tradition	All Other applicants	Last admitted distance (other)	Applications	Allocations
Notre Dame RC School	140	1	1 (1)	1 (1)	16 (16)	15 (15)	17 (17)	3 (3)	16 (16)	17 (17)	19.91	86	86
		2	0 (0)	0 (0)	3 (3)	4 (2)	1 (1)	0 (0)	2 (2)	33 (11)	4.80	43	19
		3	0 (0)	0 (0)	6 (0)	7 (3)	5 (2)	0 (0)	5 (1)	43 (4)	5.29	66	10
		19											5
				1 (1)	1 (1)	25 (19)	26 (20)	23 (20)	3 (3)	23 (19)	93 (33)	19.91	117

School	PAN	Preference	Named school	In Care	Baptised practicing Catholic	Other Baptised Catholic Boys	Attending a Feeder	Practising members of other Christian Churches	Other Christian Catholic Boys	Other Recognised Faiths and Any other	All other applicants	Last admitted distance (other)	Applications	Allocations
St Boniface Catholic College	136	1	3 (3)	1 (1)	7 (7)	0 (0)	11 (11)	0 (0)	2 (2)	2 (2)	34 (34)	10.14	60	60
		2	0 (0)	0 (0)	1 (0)	0 (0)	2 (1)	0 (0)	0 (0)	0 (0)	27 (7)	7.34	30	8
		3	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	27 (4)	2.34	27	4
		19												20
				3 (3)	1 (1)	8 (7)	0 (0)	13 (12)	0 (0)	2 (2)	2 (2)	88 (45)	10.14	117

Grammar Schools

School	PAN	Preference	Applications	Allocations
Devonport High School for Boys	180	1	210	179
		2	13	1
		3	3	0
			226	180
Devonport High School for Girls	120+4	1	193	123
		2	94	1
		3	9	0
			296	124
Plymouth High School for Girls	120	1	116	82
		2	176	38
		3	17	0
			309	120

Schools for whom appeals for admission were heard:

School	Appeals allowed	Appeals dismissed
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Coombe Dean School	0	5
Devonport High School for Boys	4	4
Devonport High School for Girls	1	5
Marine Academy Plymouth	1	0
Plymouth High School for Girls	2	2
Plymouth School of Creative Arts	1	1
Plymstock School	0	4
Stoke Damerel Community College	1	7
Sir John Hunt Community College	0	1
Tor Bridge High	2	6

Note

Results will be dependent on parental preference. Last year's results should not therefore be taken as a set indicator for future results.

50. TIMETABLE FOR APPLICATION

Timetable for admissions to the first year of secondary education (Year 7)

From Tuesday 4 September 2018	Availability of guide for parents and relevant application forms.
Monday 23 April 2018 – Friday 31 August 2018	11-plus registration takes place for Plymouth grammar schools
Saturday 15 and Saturday 22 September 2018	11-plus selection examinations take place for grammar schools
Wednesday 10 October 2018	11-plus results issued for boys (post)
Thursday 11 October 2018	11-plus results issued for girls (email/post)
By Wednesday 31 October 2018	<ul style="list-style-type: none"> ▪ Common application forms are returned to the City Council. Proof of date of posting will be required for applications received after this date in order to verify the submission date ▪ Supplementary information, as required, is sent direct to the relevant LA, academy, foundation, free, studio, trust, UTC and VA school.
By Friday 30 November 2018	<ul style="list-style-type: none"> ▪ The City Council sends details of relevant applications received to other Local Authorities The City Council notifies each relevant academy, foundation, free, studio, trust, UTC and VA school of the number of applications for the school so that the school can rank applications against the admission criteria. ▪ The City Council notifies each Plymouth secondary and key stage four school of the number of first, second and third preference applications for the school.
By Thursday 10 January 2019	Academy, foundation, free, studio, trust, UTC and VA schools provide the City Council with ranked lists of applicants.
Friday 1 February 2019	The allocation procedure starts.
By Friday 8 February 2019	<ul style="list-style-type: none"> ▪ The City Council has matched the ranked lists of all schools and allocated places. ▪ The City Council notifies other LAs of applicants from their areas who will be offered places in Plymouth schools.
By Wednesday 27 February 2019	The City Council notifies each school of the applicants who will be offered places at the school.
Friday 1 March 2019	The City Council sends allocation notifications to parent/carers.
By Friday 15 March 2019	<ul style="list-style-type: none"> ▪ Parent/carers to respond to allocation notifications. ▪ Latest submission date for applications to be included in the 2nd allocation round.
By Wednesday 27 March 2019	Late 11+ Testing, results to be issued on 2 nd round of

	allocations
Friday 29 March 2019	2nd round of allocations - The City Council sends allocation notifications to parent/carers
Friday 12 April 2019	Parent/carers to respond to allocation notifications in respect of the 2nd allocation round.
From Sunday 1 September 2019	Applications for Year 7 or the first year of entry to a Studio School or UTC are treated as in-year admissions.

FORMS

EVERYONE MUST COMPLETE THIS FORM

Secondary Common Application Form: September 2019 – for applications to Year 7 only at a secondary school.

If you live in Plymouth and wish to apply for a secondary school place, read the guide for parents, complete this application form and return it by Wednesday 31 October 2018 at the very latest to either your child's primary school or Plymouth City Council at the address below. You may nominate up to three schools in rank order and give your reasons overleaf. Please read the admission criteria for the schools you are applying for as you may need to complete a supplementary information form as well this one. Plymouth City Council reserves the right to withdraw the offer of a school place where an applicant has knowingly provided false or misleading information and it could lead to a criminal prosecution. We will also share the information on this form within the Council, with other admission authorities, and with others with parental responsibility for the child.

Name of child (block capitals please)		Sex (M or F)	Date of birth		
Surname			Day	Month	Year
First name		Middle name			
Child's home address - normal place of residence					
		Postcode			
Telephone number					
Email address					
Current School					

Please tick the box if the child named above has a EHCP or is undergoing statutory assessment

Please tick the box if the child named above is in the care of a local authority or classed as 'Looked After' (see glossary)

I would like my child to be allocated a place at one of the following schools (in rank order)

Ist ranked preference secondary school

2nd ranked preference secondary school	
3rd ranked preference secondary school	

The law requires that everyone with parental responsibility for a child can contribute to decisions about the education of the child. The local authority will assume that in signing this form you are saying that everyone who is entitled to participate in the decision agrees that this application should be lodged. It will also be taken that you have read the guide for parents.

Your name			
Your signature		Date	
What is your relationship to the child named in this application?			

Does the child named in this application normally live with you? (refer to glossary) Yes No

I confirm that I have read the guide for parents

Please also complete the other side of this form and return it to the child's primary school (if in Plymouth) or direct to School Admissions, Education, Participation and Skills, Plymouth City Council, Windsor House, Tavistock Road, Plymouth PL6 5UF Telephone: 01752 307469

For each school nominated overleaf, please list below any older brothers or sisters who already attend the school. You may also give your reasons for nominating each school. If you wish to claim exceptional medical or social need, you must read the individual school’s admission criteria to see if this is possible and you must provide evidence. Please continue on a separate sheet of paper if necessary.

Name your 1st ranked preference secondary school here:

--

Name any older brothers or sisters attending this school

Date of birth

Reasons for preferring this school:

--

Name your 2nd ranked preference secondary school here:

--

Name any older brothers or sisters attending this school

Date of birth

Reasons for preferring this school:

--

Name your 3rd ranked preference secondary school here:

--

Name any older brothers or sisters attending this school

Date of birth

--	--

Reasons for preferring this school:	

Please now check that you have signed and dated the form (overleaf) before returning it.

Privacy and data protection

Plymouth City Council is collecting your personal data for the purpose of an application for admission to a school. We undertake to ensure that your personal data will only be used in accordance with our privacy notice which can be accessed at www.plymouth.gov.uk/aboutwebsite/privacypolicy. The Data Protection Officer can be contacted at dataprotectionofficer@plymouth.gov.uk. PCC is registered as a data controller with the Information Commissioner's Office (registration number: Z7262171).

Note: Individual schools/agencies will have their own privacy and data protection statement. You should make sure that you are aware of their policy in this respect.

STAFF SUPPLEMENTARY INFORMATION FORM 2019/20**For members of staff only at schools listed in sections 41 and 42**

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 work 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 will need to take this form to your child's current school for the school to complete part B. You then need to return the completed form by 31 October 2018 to be included in the allocations made on 1 March 2019. Forms received after this date will still be considered but will not be included within the first allocation round. 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

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

Privacy and data protection

Plymouth City Council is collecting your personal data for the purpose of an application for admission to a school. We undertake to ensure that your personal data will only be used in accordance with our privacy notice which can be accessed at www.plymouth.gov.uk/aboutwebsite/privacypolicy. The Data Protection Officer can be contacted at dataprotectionofficer@plymouth.gov.uk. PCC is registered as a data controller with the Information Commissioner's Office (registration number: Z7262171).

Note: Individual schools/agencies will have their own privacy and data protection statement. You should make sure that you are aware of their policy in this respect.

PART B - To be completed by the school attended

Child's full name:		
Date of birth:		
Name of member of staff employed by the school:		
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 work 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:		
School stamp:		

Privacy and data protection

Plymouth City Council is collecting your personal data for the purpose of an application for admission to a school. We undertake to ensure that your personal data will only be used in accordance with our privacy notice which can be accessed at www.plymouth.gov.uk/aboutwebsite/privacypolicy. The Data Protection Officer can be contacted at dataprotectionofficer@plymouth.gov.uk. PCC is registered as a data controller with the Information Commissioner's Office (registration number: Z7262171).

Note: Individual schools/agencies will have their own privacy and data protection statement. You should make sure that you are aware of their policy in this respect.

ALL SAINTS CHURCH OF ENGLAND ACADEMY, PLYMOUTH SUPPLEMENTARY INFORMATION FORM 2019-20

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, the Board of Governors will prioritise applications where evidence can be provided that a faith criterion has been met. If you wish your application to be prioritised on the basis of faith, please complete Part A and Part B and return this form to the School by the closing date of

- **31 October 2018 for admission to Year 7 at the normal point of entry**

You must also complete a local authority Common Application Form.

PART A – to be completed by the parent

Full name of child or children

Date of Birth

Please place a tick in a box if it describes your child's circumstances.

<input type="checkbox"/> Criterion 3	Children who are (or whose parents are) faithful and regular worshippers at an Anglican Church. Regular worship is defined as attendance at an Anglican Church at least once a month for at least one year. A Supplementary Information form will need to be completed if applying under this criterion and returned to the school by the closing date for applications.
<input type="checkbox"/> Criterion 4	Children who are (or whose parents are) faithful and regular worshippers at churches included in 'Churches Together in England' or the 'Evangelical Alliance'. Regular worship is defined as attendance at a church included in 'Churches Together in England' or the 'Evangelical Alliance' at least once a month for at least one year. A Supplementary Information form will need to be completed if applying under this criterion and returned to the school by the closing date for applications.

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. Only where both parts are completed and the form is returned by: **31 October 2018 for admission to Year 7 at the normal point of entry** can this information can be considered as on time by the Board of Governors and your application prioritised accordingly. Failure to return this form will mean your application will be considered under the "non faith" criteria.

Part B - to be completed by a Church Priest or Minister

Church	
Priest or minister	
Address	
Telephone	

Please place a tick in a box if it describes the child's circumstances, from your knowledge, with regard to the text in bold.

<input type="checkbox"/> Criterion 3	Children who are (or whose parents are) faithful and regular worshippers at an Anglican Church. Regular Worship is defined as attendance at an Anglican Church at least once a month for at least one year. A Supplementary Information form will need to be completed if applying under this criterion and returned to the school by the closing date for applications.
<input type="checkbox"/> Criterion 4	Children who are (or whose parents are) faithful and regular worshippers at churches included in 'Churches Together in England' or the 'Evangelical Alliance'. Regular Worship is defined as attendance at a church included in 'Churches Together in England' or the 'Evangelical Alliance' at least once a month for at least one year. A Supplementary Information form will need to be completed if applying under this criterion and returned to the school by the closing date for applications.

I confirm that the information provided above is accurate.

Please sign here		Date	
------------------	--	------	--

Thank you for your assistance in completing this Supplementary Information Form.

NB: If a family is refused a place at the school and appeals against the governors' decision, this form may be used as evidence at the appeal. For the purposes of assessing eligibility to education transport on faith grounds, information on this form may be used to confirm that your application for a place at the school was on religious grounds.

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.

Only complete this form if you are eligible for free school meals pupil premium or Ever 6 FSM at the closing date for submission of the Common Application Form, are applying for a place at Devonport High School for Girls or Plymouth High School for Girls and your daughter has participated in the Plymouth 11-plus examination or late selection test procedure.

SUPPLEMENTARY INFORMATION FORM FREE SCHOOL MEALS PUPIL PREMIUM OR EVER 6 FSM 2019/2020

You should only complete this form if:

- a) You have named Devonport High School for Girls or Plymouth High School for Girls on the Common Application Form;
and
- b) Your child is in receipt of free school meals, pupil premium or Ever 6 FSM.

You will need to take this form to your child's current school for the school to complete part B. You then need to return the completed form by 31 October 2018 to be included in the allocations made on 1 March 2019. Forms received after this date will still be considered but will not be included within the first allocation round. 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

Child's full name:	
Date of birth:	
I confirm that my child is in receipt of free school meals, pupil premium or Ever 6 FSM	<input type="checkbox"/> Yes
Name of school currently attended:	
Name of parent/carer:	
Relationship to child:	
Signature:	
Date:	

Privacy and data protection

Plymouth City Council is collecting your personal data for the purpose of an application for admission to a school. We undertake to ensure that your personal data will only be used in accordance with our privacy notice which can be accessed at www.plymouth.gov.uk/aboutwebsite/privacypolicy. The Data Protection Officer can be contacted at dataprotectionofficer@plymouth.gov.uk. PCC is registered as a data controller with the Information Commissioner's Office (registration number: Z7262171).

Note: Individual schools/agencies will have their own privacy and data protection statement. You should make sure that you are aware of their policy in this respect.

PART B**To be completed by the school attended**

Child's full name:	
Date of birth:	
I confirm that the child named above is currently in receipt of free school meals, pupil premium or Ever 6 FSM:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Name of school currently attended:	
Name of person completing the form:	
Position held in school:	
Signature:	
Date:	
Telephone number:	
School stamp:	

Privacy and data protection

Plymouth City Council is collecting your personal data for the purpose of an application for admission to a school. We undertake to ensure that your personal data will only be used in accordance with our privacy notice which can be accessed at www.plymouth.gov.uk/aboutwebsite/privacypolicy. The Data Protection Officer can be contacted at dataprotectionofficer@plymouth.gov.uk. PCC is registered as a data controller with the Information Commissioner's Office (registration number: Z7262171).

Note: Individual schools/agencies will have their own privacy and data protection statement. You should make sure that you are aware of their policy in this respect.

NOTRE DAME ROMAN CATHOLIC SCHOOL

Looseleigh Lane, Derriford, Plymouth PL6 5HN
 Tel 01752 775101 Fax 01752 768120

SUPPLEMENTARY INFORMATION FORM

For entry into Year 7 in September 2019

FOR USE WITH THE LOCAL AUTHORITY COMMON APPLICATION FORM

HAVE YOU COMPLETED THE LOCAL AUTHORITY COMMON APPLICATION FORM?

Surname			
First name(s)			
Date of Birth			
Address			
	Postcode		
Home Telephone		Mobile Number	
Email address			
School now attending			
Address of School			

PUPILS RELIGION/DENOMINATION

Roman Catholic Other Christian denomination / Other faith (please state) _____

No particular faith, but wish to receive faith-based schooling within the Catholic Christian tradition

EVIDENCE OF BAPTISM/DEDICATION/OTHER

Baptism Certificate attached Form countersigned below by priest/minister/faith leader

Parish Priest / Minister of Faith / Faith Leader (please print)	
Signature	

From (Place of Worship)	
-------------------------	--

SIBLINGS AT THE TIME OF ADMISSION ATTENDING NOTRE DAME R C SCHOOL:

Name of Sibling	
-----------------	--

Name of Sibling	
-----------------	--

PARENT/GUARDIAN NAME (PLEASE PRINT)

Title		Initial		Surname	
-------	--	---------	--	---------	--

Title		Initial		Surname	
-------	--	---------	--	---------	--

Parent/Guardian Signature		Date	
------------------------------	--	------	--

Please see next page for guidance notes

NOTRE DAME ROMAN CATHOLIC SCHOOL

Looseleigh Lane, Derriford, Plymouth PL6 5HN
Tel 01752 775101 Fax 01752 768120

GUIDANCE NOTES FOR COMPLETION OF THE FORM

Full admission criteria available at www.ndonline.org and in the Next Step Booklet.

For girls who are baptised Roman Catholic:

This should be evidenced by a Baptism Certificate

Or

By this form being signed by your RC Parish Priest to confirm baptism or that the child is enrolled as a catechumen.

For girls who are baptised or recognised members of a Christian denomination or other faith:

This should be evidenced by a Baptism Certificate

Or

By this form being signed by a Christian Minister/Priest/Senior Leader of your faith community to confirm baptism.

Where a faith community does not recognise or carry out baptisms, the form must be signed by the faith leader to confirm membership of the community.

Data Protection Act 1998

The school is registered under the Data Protection Act for holding personal data. The school has a duty to protect this information and to keep it up to date. The school is required to share some of the data with the Education Authority and with Department for Education.

Please do not forget to complete and return the local authority Common Application Form TO THE LOCAL AUTHORITY.

This form should be returned to:

The Admissions Secretary

Notre Dame R C School

Looseleigh Lane

Derriford

PLYMOUTH

PL6 5HN

Only complete this form if you are applying for a place at St Boniface's Catholic College. Return this form to the school.

ST BONIFACE'S CATHOLIC COLLEGE

21 Boniface Lane, Manadon Park, Plymouth PL5 3AG

SUPPLEMENTARY INFORMATION FORM (SIF)

FOR USE WITH THE LOCAL AUTHORITY COMMON APPLICATION FORM

51. MONTH AND YEAR OF ENTRY

Month and Year of Entry	SURNAME
-------------------------	---------

Surname	FIRST NAME(S)
---------	---------------

First name(s)	DATE OF
---------------	---------

Date of Birth	ADDRESS.....
---------------	--------------

Address	Postcode
---------	----------

Home Telephone	Mobile Number
----------------	---------------

Email address	POST CODE
---------------	-----------

School now attending	HOME
----------------------	------

Address of School	MOBILE NUMBER
-------------------	---------------

Address of School	E-MAIL ADDRESS(S)
-------------------	-------------------

Pupils religion / denomination	SCHOOL NOW
--------------------------------	------------

Date of Baptism / Dedication / Other	ADDRESS OF
Please attach a copy of your child's Baptism / Dedication certificate to this form if applicable	

Parish Priest / Minister of Faith / Faith Leader (please print)	PUPIL'S RELIGION /
---	--------------------

Signature	PUPIL'S RELIGION /
-----------	--------------------

63. DATE OF BAPTISM /

DEDICATION / OTHER.....
THE NEXT STEP 2019

Please attach a copy of your child's Baptism / Dedication Certificate to this form if applicable

From (Place of Worship)	
-------------------------	--

SIBLINGS AT THE TIME OF ADMISSION ATTENDING ST BONIFACE'S CATHOLIC COLLEGE:

Name of Sibling	
-----------------	--

Name of Sibling	
-----------------	--

PARENT/GUARDIAN NAME (please print)

Title		Initial		Surname		
Title		Initial		Surname		
Parent/Guardian Signature					Date	

NB: Please see the admissions criteria – available on our website www.stbonifaces.com.

Privacy and data protection

We are collecting your personal data for the purpose of an application for admission to a school. Your personal data will only be used in accordance with our privacy notice which can be accessed at www.stbonifaces.com.

MAINTAINED AND STATE SECONDARY SCHOOLS IN PLYMOUTH

School name; address; email; telephone and fax; mixed unless otherwise listed	Headteacher/ Principal	Type	Age Range	PAN 2019	Forecast NoR 2020
ALL SAINTS CE ACADEMY PLYMOUTH Honicknowle Lane, Pennycross, Plymouth PL5 3NE T 01752 705131 www.asap.org.uk enquiries@asap.org.uk	L Sargent	A	11-19*	180	890
COOMBE DEAN SCHOOL Charnhill Way, Elburton, Plymouth PL9 8ES T 01752 406961 Fax 01752 482140 www.coombedean.co.uk/ office@coombedean.co.uk	Mr R Woodland	A	11-18	180	1056
DEVONPORT HIGH SCHOOL FOR BOYS Paradise Road, Plymouth PL1 5QP T 01752 208787 Fax 01752 208788 www.dhsb.org/ headteacher@dhsb.org	Mr D Roberts	A	11-18	180	1244
DEVONPORT HIGH SCHOOL FOR GIRLS Lyndhurst Road, Plymouth PL2 3DL T 01752 705024 www.devonportgirls.plymouth.sch.uk dhsg@dhsg.co.uk	Mrs A Hemsi	A	11-18	120	849
EGGBUCKLAND COMMUNITY COLLEGE Westcott Close, Plymouth PL6 5YB T 01752 779061 www.eggbuckland.org.uk mailbox@eggbuckland.com	Mr M Corrigan	A	11-18	180	974

School name; address; email; telephone and fax; mixed unless otherwise listed	Headteacher/ Principal	Type	Age Range	PAN 2019	Forecast NoR 2020
HELE'S SCHOOL Seymour Road, Plymouth PL7 4LT T 01752 337193 www.heles.plymouth.sch.uk/ heles.school@plymouth.gov.uk	Miss J Mason	A	11-18	210	1291
LIPSON CO-OPERATIVE ACADEMY Bernice Terrace, Plymouth PL4 7PG T 01752 671318 Fax 01752 252140 www.lipsonco-operativeacademy.coop/ lca@lipson.plymouth.sch.uk	Mrs L Budd	A	11-18	180	1109
MARINE ACADEMY PLYMOUTH Trevithick Road, Plymouth PL5 2AF T 01752 213939 www.marineacademy.org.uk contact@marineacademy.org.uk	Mr N Ward	A	11-19	180	922
NOTRE DAME RC SCHOOL (GIRLS) Looseleigh Lane, Plymouth PL6 5HN T 01752 775101 Fax 01752 768120 www.ndonline.org info@ndonline.org	Mrs K White	A	11-18	140	720
PLYMOUTH HIGH SCHOOL (GIRLS) St Lawrence Road, Plymouth PL4 6HT T 01752 208308 http://www.phsg.org/ phs@phsg.org	Mr S Willis (Interim Head)	CG	11-18	120	829

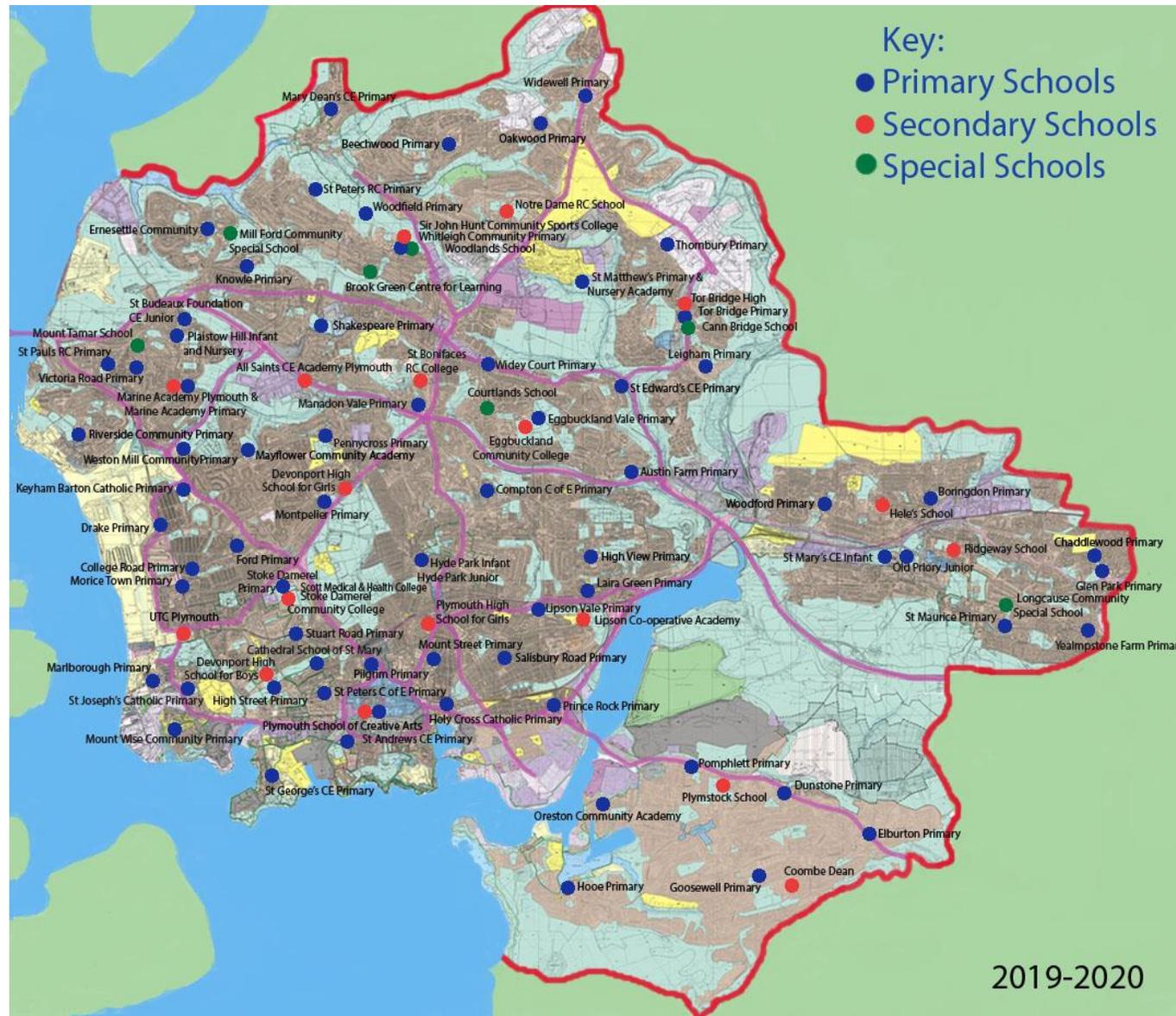
School name; address; email; telephone and fax; mixed unless otherwise listed	Headteacher/ Principal	Type	Age Range	PAN 2019	Forecast NoR 2020
PLYMOUTH SCHOOL OF CREATIVE ARTS 22 Millbay Road, Millbay, Plymouth, PL1 3EG T 01752 221927 http://plymouthschoolofcreativearts.co.uk/ info@schoolofcreativearts.co.uk	Mr D Strudwick	FS	4-16	60	585
PLYMPTON ACADEMY Moorland Road, Plymouth PL7 2RS T 01752 338373 www.plympton.academy enquiries@plympton.academy	Ms L Boorman	A	11-18	180	923
PLYMSTOCK SCHOOL Church Road, Plymouth PL9 9AZ T 01752 402679 www.plymstockschool.org.uk/ info@plymstockschool.org.uk	Mr R Diment	A	11-18	290	1618
ST BONIFACE'S CATHOLIC COLLEGE (BOYS) 21 Boniface Lane, Plymouth PL5 3AG T 01752 779051 Fax 01752 774692 www.stbonifaces.com mail@stbonifaces.com	Mr N Maslen (Interim Head)	A	11-18	136	475
SIR JOHN HUNT COMMUNITY SPORTS COLLEGE Lancaster Gardens, Plymouth PL5 4AA T 01752 201020 www.sirjohnhunt.plymouth.sch.uk/ admin@sirjohnhunt.plymouth.sch.uk	Mrs J Bevan (Acting Head)	T	11-19	150	834

School name; address; email; telephone and fax; mixed unless otherwise listed	Headteacher/ Principal	Type	Age Range	PAN 2019	Forecast NoR 2020
STOKE DAMEREL COMMUNITY COLLEGE Somerset Place, Plymouth PL3 4BD T 01752 556065 Fax 01752 562323 www.sdcc.net info@sdcc.net	Miss A Frier	A	11-18	240	1311
TOR BRIDGE HIGH Miller Way, Plymouth PL6 8UN T 01752 207907 Fax 01752 207888 www.torbridge.net receptionhigh@torbridge.net	Mr G Roser (Acting Head)	A	11-18	210	1283

Key

A	Academy	CG	Community Grammar	FS	Free School
T	Trust	NoR	Number on Roll (forecast) January 2019	PAN	Published Admission Number (number of places available to external applicants) – September 2018
*	Consulting on removal of Sixth Form				

SCHOOL LOCATION MAP



SECONDARY SCHOOL ADMISSIONS IN PLYMOUTH – YOUR COMMENTS PLEASE

Does this booklet contain the information you need? Is it easy to read? Is it set out clearly enough? Your views on the booklet's content and style would be welcome, so that we can continually improve it and the service we provide. Please take a few minutes to complete the questionnaire below and return it to the School Admissions Team, Education, Participation and Skills, Plymouth City Council, Windsor House, Tavistock Road, Plymouth PL6 5UF.

1	How helpful was the information provided?	<input type="checkbox"/> Very helpful	<input type="checkbox"/> Helpful	<input type="checkbox"/> Adequate	<input type="checkbox"/> Unhelpful	<input type="checkbox"/> Very unhelpful
2	Was the information you required easy to find?	<input type="checkbox"/> Very easy	<input type="checkbox"/> Easy	<input type="checkbox"/> Adequate	<input type="checkbox"/> Difficult	<input type="checkbox"/> Very difficult
3	How clear was the style and presentation of the booklet?	<input type="checkbox"/> Very clear	<input type="checkbox"/> Clear	<input type="checkbox"/> Adequate	<input type="checkbox"/> Unclear	<input type="checkbox"/> Very unclear
4	How easy was it to understand the application form?	<input type="checkbox"/> Very easy	<input type="checkbox"/> Easy	<input type="checkbox"/> Adequate	<input type="checkbox"/> Difficult	<input type="checkbox"/> Very difficult
5	How long did it take to complete the application form? <input type="checkbox"/> 0-5 minutes <input type="checkbox"/> 6-10 minutes <input type="checkbox"/> 11-15 minutes <input type="checkbox"/> 16-20 minutes <input type="checkbox"/> 21-30 minutes <input type="checkbox"/> More than 30 minutes					
6	Were there any parts of the booklet you did not understand? If so, which?					
7	Is any additional information needed? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please specify below					

8	Where did you hear about the need to apply for a school place?
9	How could the information provided be improved?
10	Do you have any other comment to make?

CHECKLIST

- Have you researched schools before making a decision?
- Have you used the receipt for your form submission?
- Have you submitted your form by the closing date?
- Who did you submit it to?
- Have you received an acknowledgement that your application has been received?

If you would like a confirmation receipt for your application form, please complete the tear off slip below with your name and address, attach an appropriate priced stamp and return it along with your application form to:

School Admissions Team, Education, Participation and Skills, Plymouth City Council, Windsor House, Tavistock Road, Plymouth, PL6 5UF

The 'office use' box will be date stamped as confirmation of receipt of your application. The receipt should be returned to you within 14 days.

Note: If you do not attach a stamp, your receipt will NOT be returned to you.

RETURN SLIP



Office use

Affix stamp here

I confirm receipt of your application form for a place at a Secondary school for the 2019/20 academic year.

To:

.....

.....

.....

.....

.....

.....

Alison Botham
Director of Children's Services

Insert back cover as below

Next Step 2019

Published by Plymouth City Council

Version: 1 - August 2018

CONTACT

School Admissions Team

Education, Participation and Skills

Plymouth City Council

Windsor House, Tavistock Road, Plymouth, PL6 5UF

01752 307469

secondary.admissions@plymouth.gov.uk

www.plymouth.gov.uk/schooladmissions