



ST BUDEAUX FOUNDATION CE JUNIOR SCHOOL ADMISSION ARRANGEMENTS 2023/2024

Admission authority	The Board of Governors of St Budeaux Foundation CE Junior School	
School status	Voluntary Aided	
Catchment area	Yes	
Supplementary Information Form	Yes (i) for those applying on faith grounds only (ii) for those applying on exceptional medical or social need only	
Application forms available online	www.plymouth.gov.uk/schooladmissions	
	Normal Point of Entry	In-Year Admission
Age range for application	7 – 11 years 1 September 2015 – 31 August 2016	Any admission other than the normal point of entry in year 3 – year 6
Application period	Tuesday 15 November 2022 – Sunday 15 January 2023	From Friday 1 September 2023
Offer date	Tuesday 19 April 2022	Within 15 school days of application receipt
Published admission number	60	Unless otherwise agreed, the published admission number at the normal point of entry applies to each year group as it moves through the school

INDEX

SECTION 1

- (i) Application process for Year 3 admissions (normal point of entry)
- (ii) Application process for in-year admissions
- (iii) Oversubscription criteria

SECTION 2

- (i) Supplementary information form – Faith
- (ii) Supplementary information form – exceptional medical or social need

SECTION 3

Designated catchment area

St Budeaux Foundation C of E Junior School is a Voluntary Aided school located in the Diocese of Exeter. The Board of Governors of a Voluntary Aided school is the admission authority and has responsibility for admission policy.

This policy details the admission arrangements for our school and should be read in conjunction with the Junior and In-Year Co-ordinated Admissions Schemes and other agreed policies of Plymouth City Council, available at www.plymouth.gov.uk/schooladmissions. All policies and procedures seek to comply with the requirements of the School Admissions Code of Practice, available at www.gov.uk/government/publications/school-admissions-code--2.

HOW THE ADMISSION PROCESS WORKS

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

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

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

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

VISITING OUR SCHOOL

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

SECTION I

(i) HOW TO APPLY FOR A PLACE AT THE NORMAL POINT OF ENTRY – YEAR 3

Normal Point of Entry (NPE) admissions is when children can join the school for the first time in Year 3. So that all parents who wish to apply for a place in the school can do so each local authority (LA) coordinates applications for the schools in its area. This means parents must apply to their home LA for a school place and will receive **one** offer of a school place at the same time as other parents. For St Budeaux Foundation C of E Junior School, Plymouth City Council is the LA which coordinates applications which have been made either direct to Plymouth or passed on by other LAs.

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

All applications must be made by the closing date; **15 January 2023**. In addition, parents applying for a place on religious grounds and those applying on the grounds of exceptional medical or social need are requested to complete a supplementary information form. These forms are available direct from the school or from Plymouth City Council website www.plymouth.gov.uk/junioradmissions.

Supplementary information forms should be completed and returned to the school by the closing date. Without a supplementary information form, the Board of Governors will still consider the application but will not be in a position to prioritise it according to religious grounds or exceptional medical or social need.

What happens next?

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

Plymouth City Council coordinates admissions for all junior, primary and infant schools. A parent could be in a position to be offered a place at more than one school. If that happens, a place will only be offered at the school which the parent has ranked highest on the common application form. Parents will be notified of the allocation results on 17 April 2023 by the relevant LA.

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

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

An In-Year admission is any entry to school other than at the normal point, for example, transferring school due to a house move or for other personal reason. Requests for admission to Reception made after the normal round of admissions – after 31 August 2023 – and requests for places in other year groups should be made direct to Plymouth City Council.

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

Application should be made via Plymouth City Council at www.plymouth.gov.uk/schooladmissions. This school follows Plymouth City Council's local coordinated in-year admissions scheme available at www.plymouth.gov.uk/schooladmissions.

All applicants must:

- (i) Complete the Common Application Form available from and returnable to Plymouth City Council;

¹ At the time of determination, St Budeaux Foundation Junior School receives services from Plymouth City Council. If the school ceases this service, the function will be undertaken by the school or contracted to another provider.

- (ii) In addition, applicants applying under the faith oversubscription criteria should complete the faith supplementary information form and return it direct to the school;
- (i) In addition, applicants applying under the exceptional medical/social need criteria in 2 must complete the exceptional medical or social grounds supplementary information form and return it direct to the school.

Unless otherwise agreed, the published admission number applies to each year group as it moves through the school. The close date for application is the end of each working day. Offers should be made within twenty school days of the application submission date.

(iii) ADMISSIONS OVERSUBSCRIPTION CRITERIA FOR ST BUDEAUX FOUNDATION C OF E JUNIOR SCHOOL FOR NORMAL POINT OF ENTRY AND IN-YEAR ADMISSIONS

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

Where there are fewer applicants than PAN, all children will be admitted unless they can be offered a higher ranked preference. For in-year admissions where there is space in the school, all children will be admitted unless the school can demonstrate that admission would prejudice provision of efficient education or efficient use of resources.

Where we receive more applications than the number of places available - the Planned Admission Number - the Board of Governors will prioritise applications using the following criteria:

OVERSUBSCRIPTION CRITERIA

- 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);

Children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

- 2. Children with exceptional medical or social need.** Children with an exceptional medical or social need for a place at this school. Applicants will only be considered under this heading if the parent/carer or their representative can demonstrate that only the preferred school can meet the exceptional medical or social needs of the child. The need must be specific to this school: a child may have very challenging circumstances that require additional support but if that support could be provided at another school, there would be no exceptional need to attend this school. The exceptional need could be due to the parent/carer's circumstances. Evidence provided can be in the form of a testimony from a medical practitioner, social worker or other professional who can support the application on an 'exceptional' basis. Without satisfactory supporting evidence, we will not prioritise an application as demonstrating exceptional need. It is not expected that a parent/carer would seek a claim under exceptional medical or social need for a school that is not the first ranked preference school.

Exceptional medical or social need could include, for example:

- a serious medical condition, which can be supported by medical evidence

¹ At the time of determination, St Budeaux Foundation Junior School receives services from Plymouth City Council. If the school ceases this service, the function will be undertaken by the school or contracted to another provider.

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

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

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

3. Children attending the linked infant school at the time of admission - Plaistow Hill Infant School – in the following order:

3.1 Brothers or sisters of children who attend the junior 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;

3.2 Children from church going families, for example, who attend a Christian place of worship at least once a month. Faithful and regular worship at a Christian Church is defined as regular attendance (at least monthly for a period of two years immediately prior to the point of application) with supporting evidence from parents/carers and the church minister. This reference should include regularity of attendance and be returned to the school by the closing date for applications.

In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship

Parents applying for a place on religious grounds are requested to complete the supplementary information form;

3.3 Other applicants attending Plaistow Hill Infant School at the time of admission.

4. Children who live inside the school's catchment area:

4.1 Brothers or sisters of children who attend the junior 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;

4.2 Other applicants who live in the school's catchment area.

5. Children who live outside the school's catchment area:

5.1 Brothers or sisters of children who attend the junior 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;

5.2 Children from church going families for example, who attend a Christian place of worship at least once a month. Faithful and regular worship at a Christian Church is defined as regular attendance (at least monthly for a period of two years immediately prior to the point of application) with supporting evidence from parents/carers and the church minister. This reference should include regularity of attendance and be returned to the school by the closing date for applications.

In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship

Parents applying for a place on religious grounds are requested to complete the supplementary information form.

5.3 Other applicants who live outside the school's catchment area.

Admission out of the normal age group: Places will normally be offered in the year group according to the child's date of birth but a parent may submit an application for a year group other than the child's chronological year group. A decision will be made on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. The admission authority will also take into account the views of the headteacher of the school(s) concerned. Parents must not assume that the decision of one school will transfer with the child to a different school as the decision rests with the individual admission authority. Where a place is refused in a different year group but a place is offered in the school, there will be no right of appeal.

Appeals: In the event that an applicant is denied a place at the school, the parent/carer will have the right of appeal to an independent appeal panel. Information relating to the appeal process can be obtained from Plymouth City Council's School Admissions Team¹.

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

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

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

¹ At the time of determination, St Budeaux Foundation Junior School receives services from Plymouth City Council. If the school ceases this service, the function will be undertaken by the school or contracted to another provider.

Benefit is paid and from which the child is registered with a medical GP. Any other evidence provided by parents will also be considered in reaching a decision on the home address for admissions purposes. This may be necessary, for instance, where parents don't agree on the child's home address. Parents are urged to reach agreement or seek a Specific Issues Order from a court to decide which parent should or should not pursue an application. Where they do not, we will determine the home address.

Mode of study and start date: There is a legal requirement that all children begin full time education by the beginning of the term following their fifth birthday, this is referred to as compulsory school age. Children join this school after they have reached compulsory school age.

For normal point of entry: the expected point of admission will be September 2023.

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

Multiple births: Defined as the birth of more than one baby from a single pregnancy. We understand that parents/carers would like to keep twins, triplets and other children of multiple birth together. Where the admission criteria is applied and it is not possible to offer places to all children of the same multiple birth family we would work with the family to find the best solution for them and their children. Should it transpire that it is not possible to offer place(s) to all children within that multiple birth, there will be a random ballot as set out in the School Admissions Code. This will be undertaken by an officer of Plymouth City Council¹ by the operation of an electronic random number generator.

Response: Parents/carers must respond to an allocation of a school place within:

- two weeks of the date of notification of availability of a school place for In-Year admissions
- one week of the date of notification of a school place for Normal Point of Entry.

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

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 random 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 August 2023 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 31 August 2023 the 2023/2024 Normal Point of Entry scheme closes. From 1 September 2023 the In-Year admissions scheme applies. Children on the waiting list for Normal Point of Entry will automatically be moved to the school's In-Year waiting list. If an application is refused under the schools In-Year admission scheme parents/carers will be asked to confirm their wish for their child to be added to the schools waiting list.

¹ At the time of determination, St Budeaux Foundation Junior School receives services from Plymouth City Council. If the school ceases this service, the function will be undertaken by the school or contracted to another provider.

DEFINITIONS AND EXPLANATORY NOTES

Admissions authority	This is the body responsible for the policy and for reaching decisions in response to admissions applications. For a Voluntary Aided school, this is the Board of Governors.
Christian Church	A church which subscribes to the doctrine of the Holy Trinity or a church recognised by Churches Together in England.
Church going family	Faithful and regular worship at a Christian Church is defined as regular attendance (at least monthly) with supporting evidence from parents/carers and the church minister through completion of the supplementary information form.
Documentary evidence	Once a place has been offered to a child, we may ask for evidence of identity – usually a short birth certificate. This may not be necessary where the child has been on roll at another school in England which can confirm that evidence has been seen at that school. We may also request evidence that a child’s address is genuine or that the person who made an application for admission was legally permitted to do so.
Fair Access Protocol	All LAs are legally required to operate a Fair Access Protocol across their area and schools must take part in the Protocol. This ensures that children who are vulnerable, unable to access an appropriate school place under the standard In-Year admission arrangements for the area have an admissions safety net.
Fees and charges	There is no charge for applying for a place here, for admission or for the provision of education. We will not request donations before or during the admissions process and any donations made to the school following admissions are entirely voluntary. No activities such as school visits are compulsory. A policy on charging for activities is available on request from the school office and can be viewed on our website.
Home-school Agreement	Admission to school is not conditional on signing a home-school agreement. However, we will ask parents to agree with this after children have been admitted as we believe they are a positive way of promoting greater involvement between parents in their child’s education.
Normal Point of Entry Admissions	This is where a child joins the school at the first opportunity for admission to the Year Group, for example, at the beginning of September in Year 3 (even if the start is deferred until later in the school year).
Objections to admissions policy	Advice is available from the Office of the Schools Adjudicator on how to object to the terms of this policy. Objections must be made by 15 May 2022.
Parent	A parent is any person who has parental responsibility or care of the child. When we say parent, we also mean carer or guardian. Where

	admission arrangements refer to parents this can mean one parent or both. We may ask for evidence of parental responsibility where a person is acting as a parent but does not hold formal parental responsibility.
Published Admission Number or PAN	<p>This is the minimum number of places available at the school in Year 3. In limited circumstances, more will be admitted. It is calculated taking into account the physical capacity of the school, the level of demand expected from local, in-area children and sensible school organisation.</p> <p>Once we set this number, we won't refuse admission for applications below the PAN. If there is unexpectedly high demand and we believe we could admit more children, we will inform the LA and either increase the PAN or admit children above-PAN.</p>
Regular worshipper	Either the parent or child attends church services on at least a monthly basis, and for a minimum period of two years, immediately prior to the point of application. This can be verified by completing our SIF.

SECTION 2**ST BUDEAUX FOUNDATION JUNIOR SCHOOL****(i) Faith supplementary information form 2023/2024****To be completed only where a parent is seeking Admission priority on faith criteria**

Please read the admissions policy before completing this form. Where there are more applications than there are places, we will prioritise applications where our faith criterion has been met. Please complete and return this form to the school by the closing date of **15 January 2023** to be included in the normal point of entry allocations made on 17 April 2023. Only where both parts are completed can this information can be considered as on time and your application prioritised accordingly. Forms received after this date will still be considered but will not be included within the first allocation round.

For an in-year admission to any year group, the form should be submitted with the application form.

You must also complete a local authority common application form.

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

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

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

<input type="checkbox"/> Criterion 3.2 or 5.2	<p>Children from church going families i.e. attend a Christian place of worship at least once a month. Faithful and regular worship at a Christian Church is defined as regular attendance (at least monthly) with supporting evidence from parents/carers and the church minister. This reference should include regularity of attendance and returned to the school by the closing date for applications.</p> <p>In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship</p>
---	--

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.

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

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

<input type="checkbox"/> Criterion 3.2 or 5.2	<p>Children from church going families i.e. attend a Christian place of worship at least once a month over a two year period immediately prior to the point of application. Faithful and regular worship at a Christian Church is defined as regular attendance (at least monthly) with supporting evidence from parents/carers and the church minister. This reference should include regularity of attendance and returned to the school by the closing date for applications.</p> <p>In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship</p>
---	---

I confirm that the information provided above is accurate.

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

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

Data Protection

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

¹ At the time of determination, St Budeaux Foundation Junior School receives services from Plymouth City Council. If the school ceases this service, the function will be undertaken by the school or contracted to another provider.

EXCEPTIONAL MEDICAL OR SOCIAL NEED FOR ADMISSION**SUPPLEMENTARY INFORMATION FORM 2023/2024**

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

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

If you wish us to consider whether your child has exceptional medical or social need to attend this school (criteria 2) you must submit independent professional evidence which explains clearly why it is essential to attend this school and no other school. Please make sure that you have read the description of exceptional medical or social need in the admission policy for the school.

You will need to return the completed form and evidence by **15 January 2023** to be included in the primary normal point of entry allocations made on 17 April 2023. Forms received after this date will still be considered but will not be included within the first allocation round.

For an in-year admission to any year group the form and evidence should be submitted with the application form.

Return the form via email to school.admissions@plymouth.gov.uk.

To be completed by the parent/carer

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

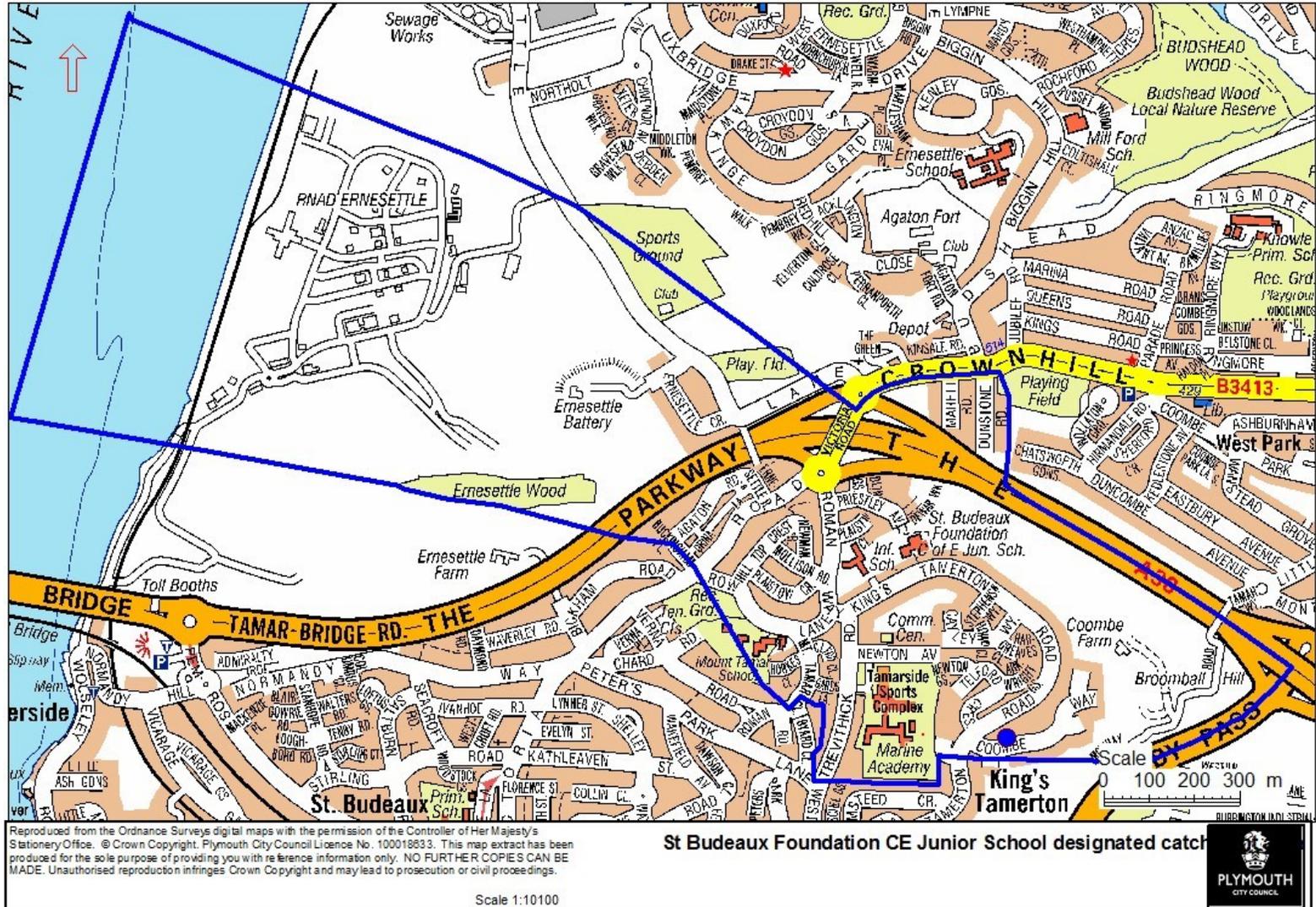
Evidence is attached:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Name(s) and organisations of the professional(s) providing supporting evidence:	
Name of parent/carer:	
Relationship to child:	
Signature:	
Date:	

Data Protection

The information collected on this form will be processed and may be stored electronically by the school in compliance with the Data Protection Act. The data may be shared with Plymouth City Council or other 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.

SECTION 3

St Budeaux Foundation Junior School catchment area



CONTACTS AND FURTHER INFORMATION

St Budeaux Foundation C of E (Aided) Junior School

Priestley Avenue,

St Budeaux,

Plymouth

PL5 2DW

Telephone: 01752 365217

admin@sbfsc.plymouth.sch.uk

www.stbfs.co.uk

Exeter Diocesan Board of Education

Telephone contact 01392 294939

governance@exeter.anglican.org

Churches Together in England

Telephone 020 7529 8131

www.churches-together.net

Plymouth School Admissions Team

Telephone 01752 307469

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

School Appeals

Telephone 01752 398164

schoolappeals@plymouth.gov.uk

Inclusion, Attendance and Welfare Service

Telephone 01752 307405

www.plymouth.gov.uk/schoolsandeducation/attendancebehaviourandwelfare

The Department for Education (DFE)

Telephone: 0370 000 2288

www.education.gov.uk

Office of the Schools Adjudicator

Telephone 01325 735303

www.education.gov.uk/schoolsadjudicator