

STARTING JUNIOR SCHOOL 2019

A Junior School Admissions Guide for Parents



INTRODUCTION

Dear Parent

Welcome to the Starting Junior School guide for parents. This booklet is designed to help you apply for a Year 3 junior 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 15 January 2019. 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

INDEX

Section		Page
	Equal preference – how it works - flowchart	
	Glossary	
GENERAL		
1	Introduction	
2	Categories of school	
3	How the law applies to the Council	
4	Entry to Year 3 of a junior school	
5	Admission out of normal age group	
6	Who can apply for a school place?	
7	Why should I apply for a place?	
8	How do I apply for a place?	
9	Can I apply for a school outside of Plymouth?	
10	How places are allocated	
11	Special Educational Needs, Disabilities and Significant Medical or Psychological conditions	
12	Provision for service families	
13	What if I plan to move house?	
14	What if my application is late or I change my mind?	
15	Will my child get a place at my preferred school?	
16	When can I expect a decision?	
17	What if my child is not allocated a place at a school I nominated?	
18	What do I need to do when I receive the school place allocation?	
19	Is there a waiting list for places?	
20	Can I appeal?	
21	May I appeal again if my request is refused or my appeal dismissed?	
22	Withdrawing the offer of a school place	
23	Feeder infant/junior schools	
24	Making contact with a school	
25	Can my child get free travel to school or benefit from cheap bus fares?	
26	Sustainable travel	
27	Who is responsible for travel arrangements?	
28	School meals and milk	
29	Inclusion, Attendance and Welfare Service	
30	School uniform	
31	Fair Access	

32	School term and holiday dates	
33	Insurance	
34	Privacy notice and data protection	
35	Complaints	
36	Further information and advice	
ADMISSION POLICY		
37	Admission criteria	
38	Admission criteria: Hyde Park Junior School	
39	Admission criteria: Old Priory Junior Academy	
40	Admission criteria: St Budeaux Foundation C of E Aided School	
STATISTICS		
41	What happened last year?	
42	Action flowchart	
43	Timetable for application	
FORMS		
	Common Application Form (to be completed by all applicants)	
	Supplementary Information Form – (Hyde Park - Members of staff only)	
	Supplementary Information Form – (Old Priory - Members of staff only)	
	Supplementary Information Form – (St Budeaux Foundation C of E Aided School – Faith only)	
MISCELLANEOUS		
	Junior Schools in Plymouth – Schools directory	
	School location map	
	Your comments please	
	Checklist and acknowledgment slip	

SWITCH TO APPLYING ONLINE

Apply Online

Applications for first admission to a junior 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 (see pages X to X).

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 (see page X) 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 junior 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.
Catchment area	A school's designated admissions area in which applicants have high priority for places at the school.
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.
Designated area	A school's designated catchment admission area in which applicants have high priority for places at the school.
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 an infant or a primary school as a feeder school. The selection of a feeder school or schools as an oversubscription criterion must be transparent and made on reasonable grounds.
In the care of a local authority	A child 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.
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	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. 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.
Multiple applications	Where parents may apply for a number of schools and rank them in order of preference.
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.
Voluntary Aided (VA) school	A maintained school owned by a trust, usually denominational, where the governing body is the admissions authority.

I. 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 on page [x](#) 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. HOW THE LAW APPLIES TO THE COUNCIL

The 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 admissions scheme please contact the School Admissions Team or you can view it on the Plymouth website 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.

4. ENTRY TO YEAR 3 OF A JUNIOR SCHOOL

If your child was born between 1 September 2011 and 31 August 2012, you can apply for a junior school place. Most applicants for a junior school place are children completing Year 2 (the final year) at an infant school. However, children attending a primary school (which caters for children from the Reception Year to Year 6) can apply to join a junior school at Year 3 rather than remain in their primary school if this is the parents' preferred wish.

5. ADMISSION OUT OF 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 parents' 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 must 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.

- 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.

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.

6. 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 will 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.

7. WHY SHOULD I APPLY FOR A PLACE?

If your child is completing Year 2 at an infant school, you must apply for a school place unless you are making alternative educational arrangements e.g. private education. This applies:

- even if you have another child already on roll at the school
- even if your child attends the linked infant 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.

8. 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 to who you pay your Council Tax 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 Monday 5 November 2018. The closing date for applications is Tuesday 15 January 2019. 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.

9. CAN I APPLY FOR A SCHOOL OUTSIDE OF PLYMOUTH?

Yes, if you prefer – just list the school you prefer in your application.

If you live in Plymouth and wish your child to attend a school outside the Plymouth area, or live outside the Plymouth area and wish your child to attend a school in Plymouth, you will need to apply to the local authority in whose area you are resident.

10. 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 junior 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 are unsure what to do, please ask us for help by email at junior.admissions@plymouth.gov.uk or call 01752 307166.

Notes

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

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.

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

Children with special educational needs (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 exceptions 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.

12. 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.

13. 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 43 Timetable for application).

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

- The close date for application is Tuesday 15 January 2019. 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 43 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 24 May 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.

15. 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
- you ranked the school lower than the one at which a place has been offered.

16. WHEN CAN I EXPECT A DECISION?

If you apply for a junior school place by Tuesday 15 January 2019, we will post a letter to you on Tuesday 16 April 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 Tuesday 16 April 2019. You will not receive it until after this date.

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

A place will be allocated at the nearest appropriate junior 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.

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

You must tell us whether you wish to accept the place allocated or not 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. 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.

19. IS THERE A WAITING LIST FOR PLACES?

Yes.

- On your application form, you will have nominated up to three schools in rank order. 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.
- 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.

20. 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.

21. 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.

22. 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.

23. FEEDER INFANT/JUNIOR SCHOOLS

Each junior school is linked to an infant school as shown in the table below. 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. Children attending an infant school will have priority for admission to its linked junior school over children who do not (subject to the exceptions shown in the admission criteria).

Infant School	Linked Junior School
Hyde Park	Hyde Park
Plympton St Mary's CE	Old Priory
Plaistow Hill	St Budeaux Foundation

The primary/junior 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 secondary schools and their feeder primary/junior 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, Whiteleigh, 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.

24. 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.

25. CAN MY CHILD GET FREE TRAVEL TO SCHOOL OR BENEFIT FROM CHEAP BUS FARES?

Children under eight years old who live more than two miles, and children of eight or older who live more than three miles, from their nearest school (or a special school or unit) 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 the statutory walking distance. Free travel may also be provided at the local authority's 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 their nearest primary school (or special school or unit) and the school measures more than two miles from home. This also includes pupils attending a school on the grounds of religion or belief.

Application forms are available from the School Transport Team on 01752 308770.

Further information on entitlement to free travel and an online application form is available at

www.plymouth.gov.uk/schoolsandeducation/travellingschool.

All major bus operators in Plymouth offer child fares, various season tickets and day rider tickets for children of statutory school age.

26. 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.

27. 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.

28. 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, or 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 2019), 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 <http://www.plymouth.gov.uk/schoolseducationchildcareskillsandemployability/catered/freeschoolmeals>. 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.

29. 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 the City Council website at <http://www.plymouth.gov.uk/schoolsandeducation/attendancebehaviourandwelfare>.

30. 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 parents with the cost of purchasing items of uniform.

31. 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.

32. 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 boards 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 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 2010 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.

33. INSURANCE

The 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.

34. 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/aboutcouncil/accessinformation/dataprotection.

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.

35. COMPLAINTS

You are entitled to complain if you are unhappy with the way in which we have handled your application. If you wish to lodge a complaint against the Council then contact the City Council's contact centre on 01752 668000 in the first instance.

36. FURTHER INFORMATION AND ADVICE CONTACT:

- Any primary or secondary school
- Plymouth City Council:
 - School Admissions Team – 01752 307166
 - 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 Infant to Junior 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.

TRANSFERRING FROM INFANT TO JUNIOR SCHOOL IN YEAR 3

37. SCHOOL 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's 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 Primary Coordinated Scheme of Admissions available at www.plymouth.gov.uk/childrenandfamilies/schoolseducationskillsandemployability/schooladmissions/howweallocateschoolplaces. All schools will comply with the coordinated scheme.

38. ADMISSION CRITERIA: HYDE PARK JUNIOR SCHOOL

The admission arrangements outlined in this section apply to children starting in Year 3 for the first time in 2019/2020. The published admission number (PAN) for this year group is 90. The close date for application is 15 January 2019. Allocation results will be notified on 16 April 2019. The school follows Plymouth City Council's coordinated primary 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 6 must complete the staff supplementary information form and return it direct to the School Admissions Team, Plymouth City Council.

Oversubscription criteria for Hyde Park Junior School for normal point of entry (Year 3)

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 attending Hyde Park Infant School with a sibling** already attending the linked 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. **Other children attending Hyde Park Infant School;**
 5. **Children with a sibling already attending Hyde Park 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;
 6. **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);
 7. **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 Team.

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

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

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

Home address: Any allegations received by the admission authority of people providing false or accommodation addresses when applying for school places shall be fully investigated and, if found to

be true, it could lead to a criminal prosecution and withdrawal of an allocated place. Schools have been advised by Plymouth City Council to ask parents/carers to provide proof of residence (for example utility bills) before admitting a child. Plymouth local authority (LA) will also carry out checks as appropriate. 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 Council. In the absence of a response, the offer may be revoked and the place may be reallocated to someone else.

Tie-breaker: Where we have to choose between two or more children in the same category as each other, then the nearer to the school the child lives - as measured by a straight line on the map using Plymouth City Council's electronic mapping system - the higher the priority. Measurement points will be from the spatial locator identified by the National Land and Property Gazetteer. The spatial locator is the address point based on a general internal point. Flats are therefore taken to be the same measurement point regardless of floor of location. If the tie-breaker is not sufficient to distinguish between applicants in a particular category, there will be a random ballot as set out in the School Admissions Code. This will be undertaken by an officer of Plymouth City Council by the operation of an electronic random number generator.

Waiting lists: 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.

Junior School	Linked school
Hyde Park Junior School	Hyde Park Infant School

39. ADMISSION CRITERIA: OLD PRIORY JUNIOR ACADEMY

Published Admission Number (PAN) for Year 3	68
Do we have a catchment area?	No
Department for Education school number	879 - 2699
Age range of children in this school?	7-11

What kind of school is this?	Academy
Who is the Admissions authority?	The academy trust
Do we belong to a federation or chain of schools?	St. Christopher's Primary Multi-Academy Trust
When will children in the normal age group for Year 3 have been born? see notes below	1 September 2011 to 31 August 2012
When can parents apply for admission to Year 3?	4 September 2018 to 15 January 2019**
How can parents apply for admission to Year 3?	online at www.plymouth.gov.uk/primaryadmissions paper forms at www.plymouth.gov.uk/primaryadmissions or from the school office
Is there a Supplementary Information Form (SIF) for additional priority?	Yes_ on faith grounds and for children of staff
When will places be offered for Year 3?	16 April 2019
When should appeals for admissions to Year 3 be submitted?	13 May 2019
Any child whose Education, Health and Care Plan (EHCP) names this school will be admitted.	
<p>Oversubscription criteria (to be used only if we need to prioritise applications - see notes below):</p> <ol style="list-style-type: none"> 1. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order. 2. Priority will next be given to children based on their exceptional medical or social needs or those of a parent with evidence from a medical specialist or social worker of the child's or parent's need and why they must attend this school rather than any other, based on those needs. 3. Priority will next be given to children on roll at St. Mary's Church of England Infant School who are siblings of pupils on roll at this school.* 4. Priority will next be given to other children on roll at St. Mary's Church of England Infant School. 5. Priority will next be given to children who are siblings of pupils on roll at this school. 6. Priority will next be given to children of members of staff who have been employed at this school for more than two years or recruited within the past two years to fill a vacancy for which there was a skills shortage. 7. Other children. <p>*Priority for children at a linked school only applies at the normal round, not for In-Year admissions. **For children resident in Plymouth, the application date is from 5 November 2018 to 15 January 2019.</p>	
<p>Tie breaker – to prioritise applications in the same oversubscription criterion, we will use:</p> <ol style="list-style-type: none"> a) straight-line distance from home to school and, b) where distances are equal (within a metre) we will use a Random Ballot. 	

The Admissions Policy

This admissions policy is written to comply with the requirements of the School Admissions Code, School Admissions Appeals Code and other relevant legislation so that

- parents will know how to apply for a school place, when to apply and what happens when an application is made;
- our governors, head teacher and members of staff understand what to do;
- we are committed to fair, clear and consistent admissions procedures.

It should be read along with Plymouth City Council's guide to admissions, its Coordinated Admissions

Schemes, Fair Access Protocol and Education Transport Policy.

Once an admissions policy is determined, it cannot be changed unless an amendment is required to correct a typographical error, to ensure that the policy complies with the Codes where it is identified to be non-compliant, in response to a determination of the Office of the School's Adjudicator or where approval has been received to a request for an In-Year Variation. Any amendments that are made will be detailed in the Policy Version section above.

How the Admissions Process works – all Parents have to apply

Without exception, all parents have to make a formal application for admission to a state-funded school. Places aren't allocated automatically and no child has a guarantee for admission. This includes children with siblings at a school or those at a nursery or other Early Years setting. We welcome visits from parents - and their children - who are considering applying for a place here. This is an opportunity to see what this school has to offer. Visits aren't a compulsory part of the admissions process and won't affect decisions on whether a place can be offered here. Parents can arrange visits by contacting the school office.

This school participates in the LA's primary admissions and In-Year co-ordinated admissions schemes.

Schools can't hold places in reserve in case a local parent forgets to apply or in case a family moves to the area later – there are very limited circumstances when an application can be refused. The responsibility for making applications and for providing information or evidence in support of an application lies with parents.

How to apply for a place at the Normal Round – Year 3

The normal round is the first opportunity for children to join a school. For all junior schools, that's at the beginning of Year 3. Parents apply using a Common Application Form from the LA where the child lives. In Plymouth that can be done at www.plymouth.gov.uk/primaryadmissions or by completing a hard copy application form. If an application is made outside Plymouth, it will be passed to Plymouth City Council which co-ordinates all applications for this school. Through this process, every parent who applies will receive a single offer on the National Offer Day.

There is an annual national closing date for applications - **15 January**. Applications submitted after this will be late unless the parent can demonstrate that he or she was unable to apply by the deadline. This may be because of illness that prevented an application being made or because of a house move to the area. Otherwise, late applications will be considered after those received on time. Plymouth will send a list of all of the children whose parents have applied to come here to us. All normal round applications are considered in line with Plymouth's Primary Coordinated Admissions Scheme.

When to apply for a place

Parents should apply between **1 November 2018****, the opening date of the normal round application process and the national closing date of **15 January 2019**. The opening date may vary in other LA areas.

What happens after an application is made?

If there are fewer applications than places then no application is refused at the normal round. If there are more applications than there are places available, applications will be prioritised according to our oversubscription criteria above. Plymouth will make offers and refuse applications on behalf of the admissions authority for this school. The Scheme is an equally ranked preference scheme which means we won't know the order parents name their preferred schools. Shortly after local authorities make offers to parents, we will contact those parents who have been offered a place here to welcome them to the school and to make arrangements for admission itself.

Outcomes of the application process

If a place can be offered, the parent will receive a letter confirming the offer of a place and we will

look forward to the child starting with us either in the next Reception intake.

For unsuccessful applications, parents will receive a refusal letter and can appeal to an Independent Appeals Panel. We will add the child's name to a waiting list for vacancies.

Admission of children outside their normal age group

Parents may request that their child is admitted outside their normal age group. To do so parents should include a request with their application, specifying why admission out of normal year group is being requested.

When such a request is made, we will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the head teacher and any supporting evidence provided by the parent.

We will ask parents to say in writing with as much supporting evidence as they wish to provide why they are requesting admission outside the normal age group for a child. The admissions authority will consider this evidence and reach a decision in the child's best interests. It will take into account:

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

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

The admissions authority will reach a decision on which year group it believes is appropriate for the child. It will then reach a decision on whether a place can be offered as it would for any application in that year group.

Exceptional need for admission to our school

We give higher priority for children where there is an exceptional need to attend this school and not another school. The need must be specific to this school: a child may have very challenging circumstances that require additional support but if that support could also be provided at another school, there would be no exceptional need to attend this school. The exceptional need could be due to the parent's circumstances. Exceptional need could include:

- A serious medical condition, which can be supported by medical evidence;
- Significant caring responsibilities, which can be supported by a social care officer;
- Where one or both parents or the child has a disability that may make travel to another school more difficult, which can be supported by medical evidence.

These examples aren't meant to be exhaustive or exclusive. Neither should it be assumed that similar circumstances would impact on different children and families in the same way.

- If there are medical reasons that make it essential for a child to attend this school, the parent must provide supporting information from a doctor together with any other relevant information. This must make a compelling case as to why the child's needs or the parent's can only be met here; a medical condition in itself will not automatically result in a place here. It

isn't essential for the doctor to name our school and we would not expect a doctor to have sufficient, specific knowledge of the school but the evidence should explain exactly what the child's needs are and what specialist support and facilities the child requires.

- for social or educational reasons, parents must provide independent evidence from a relevant professional supporting the family. The supporting evidence must set out the particular reasons why this school is the most suitable and the difficulties that would be caused if the child had to attend another school. It isn't essential for the professional supporting the family to have in-depth knowledge of our school but the evidence must explain exactly what the needs are and what specialist support and facilities the child requires.

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 school;
- child-care arrangements before or after school would have to be changed;
- transport arrangements would have to be changed;
- there is a medical condition such as asthma that doesn't require specialised treatment;
- the child has a particular interest or ability in a subject or activity.

Evidence from a relevant professional, independent of the family will be required in every case and should be made available in time for us to rank the application using the school's oversubscription criteria. This should provide a reasoned and unequivocal opinion establishing why the child would suffer a significant detriment by not being admitted to this school. Evidence should be from a GP, consultant or other health care worker or social care officer working with the child. Without satisfactory supporting evidence, we will not prioritise an application as demonstrating exceptional need. We may seek our own advice to establish whether we are the only school that could meet a child's needs.

Parents can indicate on a common application form that they believe there is an exceptional need for admission here. It is not expected that a parent will seek this priority at a school that was not named as the first preference. The onus is on parents to submit their supporting evidence and to provide further evidence if requested to do so. Parents who apply using a common application form from another LA without a tick box for exceptional need should put a note in the reasons for their preference that they are requesting exceptional need priority and provide the required supporting evidence.

If we accept that exceptional need has been demonstrated, the application will be prioritised under oversubscription criterion 2. This does not guarantee that a place will be available. Where we don't agree that the need is exceptional, the application will be prioritised according to other oversubscription criteria.

Admission Appeals

We will refuse admission when we believe that the year group is full and we are unable to meet the child's needs without causing prejudice to efficient education or the efficient use of resources. Whenever an application is refused, there will be a formal decision letter which will give a reason for refusal and advice about the parent's right of appeal to an Appeals Panel that is independent of this school.

Definitions and Explanatory Notes

Admission Number or AN	This is the equivalent of the Published Admission Number for years 4 to 6. It is the number of places available in the year group. It will often be the same as the PAN originally determined for that year group when it was Year 3. It may be increased or
------------------------	--

	decreased where the amount of accommodation has changed or because of reorganisation in the school. We will discuss with the LA before setting an Admissions Number that is different to the original PAN for the year group.
Appeals	<p>If we have to refuse admission, the refusal will be because we believe it would “prejudice the provision of efficient education or the efficient use of resources”. This is the principal justification under the School Standards and Framework Act 1998 for refusing admission. If we refuse admission, it will be in writing, there will be the right of appeal to an Independent Appeals Panel and to a place on a waiting list. If an application for admission is unsuccessful, parents have a statutory right of appeal to a panel which is independent of the school. Appeal papers will either be sent with the refusal letter or can be requested from the LA. Parents have at least 20 school days to return the papers, together with any supporting evidence. (Papers can be submitted earlier than 20 days if a parent chooses to).</p> <p>The Clerk to the Independent Appeals Panel will give at least 10 days’ notice of the appeal date. Parents will also be told when to submit any further information to be considered. Parents will receive evidence from us before the appeal hearing. After appeals are heard, decision letters should be sent within five school days; notice of the decision is available by telephone before then.</p> <p>Appeals at the normal round of admissions to Year 3 will be heard within 40 school days of the deadline for lodging appeals. Where the application was not made in time for a decision to be made on the national offer date, they will be heard within that 40 day period or, if that is not possible, within 30 days of the appeal being lodged. In-year admission appeals must be heard within 30 school days of the appeal being lodged.</p>
Application	<p>For normal round admissions, applications are made on the national closing date of 15 January 2019 or the date when the application was submitted or amended with new information if later. In-year applications are made on the date they are received, together with evidence of a new address if that is required.</p> <p>It is a parent’s responsibility to make sure that the admissions authority or LA is informed about changes to circumstances and eligibility for priority if, for instance, a sibling is taken onto our roll after the closing date or the home address changes.</p>
Children formerly Looked After	These children were looked after until they were adopted (see the Adoption and Children Act 2002 section 46) or made the subject of a child arrangements order or a special guardianship order (Children Act section 14A). Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014.
Data Protection	Where one parent seeks information about an application for admission or to locate a child, we will seek a view from the LA about what information should be made available. The priority will be to safeguard the child and immediate family. The school and the LA will seek confirmation and evidence from the parent living with the child that there is no lawful reason why information should be withheld from the non-resident parent.
Distance measurement	<p>We will receive additional admissions support from the Devon Schools Admissions Team for the academic year 2019-20, including distance measurement. This will be based on Devon LA’s Geographical Information System, an electronic mapping system. Should this arrangement not be renewed, alternative provision will be made to measure using an equivalent system.</p> <p>The main gate of the school is the pedestrian and vehicle access gate on Ridgeway.</p>

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. The LA may also request evidence that a child's address is genuine or that the person who made an application for admission was legally permitted to do so.
Education, Health and Care Plans	Any child whose Education, Health and Care Plan names this school will be admitted. This will reduce the number of places available to other children accordingly. For In-Year admissions, the child will be admitted whether or not we have reached the PAN or other limit for the year group. An Education, Health and Care Plan is a formal document issued by the local authority describing a child's additional needs and how they will be provided for in a school.
Education Transport	<p>Parents should consider how their child will get to school for the whole of their time on roll. Parents are advised not to rely on lifts, car shares or public service vehicles always being available. Supported transport will be provided by the LA for Plymouth-resident children attending this school if it is the closest school available when the parent could apply. The home address must be further than a walking distance of two miles. Applications for transport should be made direct to the Local Authority where a child lives. Our admissions direct line measurement policy does not apply to Plymouth's school transport decisions.</p> <p>It is possible that this is the closest available school for admissions purposes, using straight-line measurement, but not the closest school for the purposes of entitlement to free school transport from the LA. Parents who rely on free transport are strongly advised to check whether there is an entitlement with the Education Transport Team before accepting a school place.</p>
Home Address	<p>Places are offered here on the basis of where the child will attend school, not necessarily where they live when the application is made. If we have vacancies then it doesn't matter whether the home address is very close to the school or not – though the admissions authority would only offer places to a child who will be living close enough to the school to attend on a daily basis.</p> <p>The home address is where a child normally lives. Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school. If no joint declaration is received where the residence is split equally by the closing date for applications, the home address will be taken as the address where the child is registered with the doctor. 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, the admissions authority will determine the home address. If the residence is not split equally between both parents then the address used will be the address where the child spends the majority of the school week.</p> <p>Where we ask for evidence of a new address from which a child would attend school, this would often be written confirmation of a house purchase or a formal tenancy agreement. We recognise that some families may be unable to provide this. Parents who can't provide this evidence should contact us or the LA. There is no intention to penalise families where there is a genuine reason why evidence cannot be provided.</p>

Looked After Children	These children are Looked After by or provided with accommodation in the exercise of its functions (see the Children Act 1989 section 22(1)) by a local authority.
Member of staff	This will be any salaried person employed at this school when the application is made. Where the duties of a member of staff are undertaken at different schools in a federation or chain of schools, there will be admissions priority only at one school. This will be at the member of staff's base school where that can be identified. Where it can't be identified, priority will be at the school where the member of staff is expecting to work for the majority of the time in the current academic year.
Multiple birth siblings	<p>Where applications are received from families with multiple birth siblings (twins, triplets, etc.), every effort will be made to allocate places here, including offering admission above PAN wherever possible. This recognises the exceptional nature of the emotional bonds between multiple birth siblings. Where that is not possible, parents will be invited to decide which of the children should be allocated the available place(s) or seek admission to an alternative school with sufficient vacancies to accommodate both or all of the multiple birth siblings.</p> <p>Where we don't have sufficient space to admit all of the multiple birth siblings and one or more is refused admission, we don't consider that we would be obliging the children to attend different schools. It is the parent's responsibility to decide not to place the children in another school that does have sufficient room.</p> <p>Random allocation will not be applied to multiple birth siblings (twins and triplets etc.) from the same family tied for the final place. We will admit them all and exceed our PAN.</p>
Overseas children	We will treat all applications from children coming from overseas in accordance with European Union law or Home Office rules for non-UK nationals. We will not offer places to children while they are overseas except for citizens of the European Union unless a valid visa permitting entry into the country is provided. We will seek the latest advice on this matter in response to developments and the withdrawal of the United Kingdom from the European Union.
Parent	<p>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.</p> <p>Sometimes there is a dispute between parents over which school a child should attend. When we take decisions over admissions we will seek advice from the LA and will take into account imminent court hearings that may have an impact on parental responsibility and living arrangements.</p>
Service families	<p>For children of UK service personnel and other Crown Servants we will consider a family posted to the area as meeting residence criteria even if a home address has not been identified and a unit address is used. This requires written confirmation from the relevant government department: the Ministry of Defence, the Foreign and Commonwealth Office or Government Communications Headquarters.</p> <p>We will consider in-year admissions for families of UK service personnel posted to a new area and of crown servants returning to the country up to 16 school weeks in advance.</p> <p>There is no additional admissions priority for children of service families.</p>

Sibling	<p>'Sibling' means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a step brother or sister or other child living in the same household as part of the same family who, in any of these cases, will be living at the same address at the date of their application for a place.</p> <p>A younger sibling who has been offered a place within the normal admissions round will be considered as if he or she were on roll for the purposes of oversubscription priority where a child seeks admission in-year.</p> <p>Where we don't have sufficient space to admit a sibling of a child already attending here, and one or more child is refused admission, the LA doesn't consider that it would be obliging the children to attend different schools. It is the parent's responsibility to decide not to place the children in another school that does have sufficient room.</p>
Supplementary Information Form or SIF	<p>A form in addition to the LA common application form. Some schools use SIFs to collect information necessary to apply one or more of their oversubscription criteria. We have a SIF to verify whether a child should have additional priority because he or she is a child of a member of staff. It should be submitted by the closing date for normal round admissions or as soon as possible.</p>
Tie breaker	<p>To distinguish between children in a particular oversubscription criterion, priority will be determined on the basis of distance between home and school. This is measured in a straight line from an entrance door of the residential dwelling to the centre of the main pedestrian and vehicle gate on Ridgeway on Devon LA's Geographical Information System (GIS). Children who live closer to the school have a higher priority for admission. Where two or more children reside within a block of flats, they will be deemed to live at an equal distance from the school.</p> <p>If the tie-breaker above is not sufficient to distinguish between applicants in a particular oversubscription criterion, there will be a random ballot. This will be undertaken by a person independent of the school by the operation of an electronic list randomiser.</p> <p>Random allocation will not be applied to multiple birth siblings (twins and triplets etc.) from the same family tied for the final place. We will admit them all and exceed our PAN.</p>
Waiting Lists	<p>We will operate a waiting list for each year group until the end of the academic year. This will be maintained by us and shared with the LA. Our waiting lists will only contain the names of children who have formally applied and been refused admission.</p> <p>Waiting lists will be recalculated at the end of August 2019 at which point normal round priority on the grounds that the child attended a linked infant school no longer applies.</p> <p>Children's positions on the waiting list will be determined solely in accordance with the oversubscription criteria. Positions will be reordered whenever anyone is added to or leaves the waiting list. Therefore, a child's name can go up or down on the list. The length of time on a waiting list does not affect a child's position. Parents must confirm they wish the child to remain on the waiting list at the end of the academic year in July otherwise the child's name will be removed from the list.</p>

**For children resident in Plymouth, the application date is from 5 November 2018 to 15 January 2019.

40. ADMISSION CRITERIA: ST BUDEAUX FOUNDATION C OF E JUNIOR SCHOOL

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 Coordinated Admissions Schemes and other agreed policies of Plymouth City Council, available at www.plymouth.gov.uk/schooladmissions. All policies and procedures seek to comply with the requirements of the School Admissions Code 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 from. 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.

HOW TO APPLY FOR A PLACE AT THE NORMAL ROUND – YEAR 3

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

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

All applications must be made by the closing date; **15th January 2019**. In addition, parents applying for a place on religious grounds are requested to complete a supplementary information form. These forms are available direct from the school or from Plymouth City Council. Supplementary information forms should be completed and returned to the school by the closing date. Without a supplementary information form, the Board of Governors will still consider the application but will not be in a position to prioritise it according to religious grounds.

What happens next?

Where there are fewer applications than places, all children will be admitted unless they can be offered a higher ranked preference. Only if there are more applications than there are places available will the 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 preferred the most on the common application form. The home LA will write (or email if the application was online) on 16 April 2019 to advise which school place has been allocated.

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

What if an application is refused?

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

Withdrawing an offer

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

Admission of children outside the normal age group

Places will normally be offered in the year group according to the child's date of birth but a parent may submit an application for a year group other than the child's chronological year group. A decision will be made on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born Prematurely. The admission authority will also take into account the views of the headteacher 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.

ADMISSIONS OVERSUBSCRIPTION CRITERIA FOR ST BUDEAUX FOUNDATION C OF E JUNIOR SCHOOL

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. 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);
2. **Children attending the linked infant school at the time of admission - Plaistow Hill Infant School:**

- 2.1 **Exceptional, medical and social grounds.** 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.

Parents/carers or their representative will have to 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;

- 2.2 **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;
- 2.3 **Children from church going families,** for example, who attend a Christian place of worship at least once a month. Parents applying for a place on religious grounds are requested to complete the supplementary information form;
- 2.4 **Other applicants** attending Plaistow Hill Infant School at the time of admission.

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

- 3.1 **Exceptional, medical and social grounds.** 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.

Parents/carers or their representative will have to 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.

- 3.2 **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;
- 3.3 **Children from church going families,** for example, who attend a Christian place of worship at least once a month. Parents applying for a place on religious grounds are requested to complete the supplementary information form;
- 3.4 **Other applicants** who live in the school's catchment area.

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

- 4.1 **Exceptional, medical and social grounds.** 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.

Parents/carers or their representative will have to 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.

- 4.2 **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.
- 4.3 **Children from church going families** who, for example, attend a Christian place of worship at least once a month. Parents applying for a place on religious grounds are requested to complete the supplementary information form;
- 4.4 **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 Team.

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

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

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

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

We will not accept more than one address as the child's home address. The terms of a child arrangements order may clarify what that is. In the absence of a child arrangements order, we will consider the home address to be with the parent with primary day to day care and control of the child. In reaching this decision, evidence will be requested to show the address to which any Child Benefit is paid and from which the child is registered with a medical GP. Any other evidence provided by parents will also be considered in reaching a decision on the home address for admissions purposes. This may be necessary, for instance, where parents don't agree on the child's home address. Parents are urged to reach agreement or seek a Specific Issues Order from a court to decide which parent should or should not pursue an application. Where they do not, we will determine the home address.

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 or, in the case of an in-year admission, within six school weeks of the original application for a school place whichever is the later. Response must be made to Plymouth City Council. In the absence of a response, the offer may be revoked and the place may be reallocated to someone else.

Tie-breaker: Where we have to choose between two or more children in the same category as each other, then the nearer to the school the child lives - as measured by a straight line on the map using Plymouth City Council's electronic mapping system - the higher the priority. Measurement points will be from the spatial locator identified by the National Land and Property Gazetteer. The spatial locator is the address point based on a general internal point. Flats are therefore taken to be the same measurement point regardless of floor of location. If the tie-breaker is not sufficient to distinguish between applicants in a particular category, there will be a random ballot as set out in the School Admissions Code. This will be undertaken by an officer of Plymouth City Council by the operation of an electronic random number generator.

Waiting lists: A child refused a place will be automatically entered onto a waiting list for vacancies. This will be kept either until a place is available or the parent no longer wishes to stay on the waiting list. Lists are kept in oversubscription order and are not affected by the length of time a child has

been on the list. A child's place may rise or fall on the list as places are offered and new applications are made.

Definitions and Explanatory Notes

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.
Overseas children	We will treat all applications from children coming from overseas in accordance with European Union law or Home Office rules for non EU nationals. We will not offer places to children while they are overseas except for citizens of the European Union.
Parent	A parent is any person who has parental responsibility or care of the child. When we say parent, we also mean carer or guardian. Where admission arrangements refer to parents this can mean one parent or both. We may ask for evidence of parental responsibility where a person is acting as a parent but does not hold formal parental responsibility.
Published Admission Number or PAN	<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>

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.

41. WHAT HAPPENED LAST YEAR?

Data as at allocations on 18 April 2018. Please remember that, because parental preferences can change, this should not be taken as an indication of future school place allocations.

Applications to Junior School for September 2018. Number of places allocated in each category are in brackets. Last distance is in miles unless otherwise stated.

School name	PAN	Preference	Named school	In Care	Exceptional Need	Feeder and Sibling	Feeder	Sibling	Staff	Other	Distance of other last allocated	Applications	Allocations
Hyde Park Junior School	90	1	0 (0)	0 (0)	0 (0)	24 (24)	65 (65)	1 (0)	0 (0)	5 (1)	0.74	95	90
		2	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	4 (0)		4	0
			0 (0)	0 (0)	0 (0)	24 (24)	65 (65)	1 (0)	0 (0)	9 (1)	0.74	99	90
Old Priory Junior Academy	68	1	0 (0)	1 (1)	0 (0)	18 (17)	36 (36)	0 (0)	0 (0)	1 (1)	0.14	56	55
		2	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)		0	0
		3	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	1 (0)		1	0
			0 (0)	1 (1)	0 (0)	18 (17)	36 (36)	0 (0)	0 (0)	2 (1)	0.14	57	55

St Budeaux Foundation CE Junior School

PAN	Preference	SEN	Looked after Children	Children attending the linked Infant school - Exceptional Medical and Social Grounds	Children attending the linked Infant school - Siblings of children who attend the Junior school	Children attending the linked Infant school - Children of church going families	Children attending the linked Infant school - Other applicants	Children who live in side the Schools Catchment area - Exceptional Medical and Social Grounds	Children who live in side the Schools Catchment area - Siblings of children who attend the Junior school
CRITERIA			1	2.1	2.2	2.3	2.4	3.1	3.2
60	1	0 (0)	0 (0)	0 (0)	6 (6)	33 (33)	0 (0)	0 (0)	0 (0)
	2	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)
	3	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)
		0 (0)	0 (0)	0 (0)	6 (6)	33 (33)	0 (0)	0 (0)	0 (0)

Children who live in side the Schools Catchment area - Children of church going families	Children who live in side the Schools Catchment area - Other applicants	Children who live outside the schools catchment area - Exceptional Medical and Social Grounds	Children who live outside the schools catchment area - Siblings of children who attend the Junior school	Children who live outside the schools catchment area - Children of church going families	Children who live outside the schools catchment area - Other applicants	Applications	Allocations	Distance
3.3	3.4	4.1	4.2	4.3	4.4			
0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	39	39	1.66
0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	1 (0)	1	0	0
0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)		0	0
0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	1 (0)	40	39	0

Schools for whom appeals for admission were heard:

No statutory appeals were heard for admission to year 3 of the junior schools in Plymouth in respect of the 2018 admissions.

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

42. ACTION FLOWCHART

If your child is in Year 2 of an infant school		
You should apply for a place in a junior school.	OR	You may apply for a place in a primary school.
▼		▼
Complete the application form online or in the forms section of the guide, naming up to three junior schools in rank order of preference (the one you want most at the top of your list).		Contact your preferred primary school during term 6 in the summer to see if a place is available for your child.
▼		▼
If you name the linked junior school as a preference, your application will be given high priority.		If you have any difficulties, contact the School Admissions Team on 01752 307166.
▼		
If you have filled in the form in this guide, send it back to either your child's infant school or direct to the School Admissions Team at Education, Participation and Skills, Plymouth City Council, Windsor House, Tavistock Road, Plymouth PL6 5UF		
▼		
The Council will consider all applications.		
▼		
The Council will write to you on Tuesday 16 April 2019 to tell you which school your child has been allocated a place at.		

43. TIMETABLE FOR APPLICATION

Timetable for admissions to Year R in an infant/primary school or Year 3 in a junior school

From Monday 5 November 2018	Availability of guide for parents and relevant application forms.
By Tuesday 15 January 2019	<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, trust or VA school.
By Monday 4 February 2019	<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, trust 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 school of the number of first, second and third preference applications for the school.
By Friday 15 February 2019	Academy, foundation, free, trust and VA schools provide the City Council with ranked lists of applicants.
Monday 25 February 2019	The allocation procedure starts.
By Friday 29 March 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 have been offered places in Plymouth schools.
By Monday 1 April 2019	The City Council notifies each school of the applicants who have been offered places at the school.
Monday 1 April 2019	Allocation procedure ends
Tuesday 16 April 2019	The City Council sends allocation notifications to parent/carers.
By Tuesday 7 May 2019	Parent/carers to respond to allocation notifications.
Tuesday 7 May 2019	Latest submission date for applications to be included in the 2 nd allocation round.
Friday 24 May 2019	The City Council sends allocation notifications to parent/carers in respect of the 2nd allocation round.
Friday 7 June 2019	Parent/carers to respond to allocation notifications in respect of the 2nd allocation round.
From Sunday 1 September 2019	Applications for Year R or Y3 are treated as in-year admissions.

FORMS**EVERYONE MUST COMPLETE THIS FORM****Infant to Junior transition Common Application Form: September 2019**

If you live in Plymouth and wish to apply for a junior school place, read the guide for parents, complete this application form and return it by Tuesday 15 January 2019 at the very latest to either a Plymouth infant school or Plymouth City Council at the address given below. You may nominate up to three junior 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 a parent has knowingly provided false or misleading information; and to 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 (including postcode)					
			Postcode		
Telephone number					
Email address					
Infant School					

Please tick the box if the child named above has an 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 on [p 7](#))

I would like my child to be allocated a place at one of the following schools (in rank order)	
1st ranked preference junior school	
2nd ranked preference junior school	

3rd ranked preference junior 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 School Admissions, Education, Participation and Skills, Plymouth City Council, Windsor House, Tavistock Road, Plymouth PL6 5UF
Telephone: 01752 307166

For each school nominated overleaf, please list below any older brothers or sisters who already attend and will still be attending the junior school if the child who is the subject of this application were admitted to it. 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 junior school here:	
Name any older brothers or sisters attending this school	Date of birth
Reasons for preferring this school:	

Name your 2nd ranked preference junior school here:	
Name any older brothers or sisters attending this school	Date of birth
Reasons for preferring this school:	

Name your 3rd ranked preference junior school here:

Name any older brothers or sisters attending this school	Date of birth
Reasons for preferring this school:	

Please now check 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/websitetermsandconditions/privacypolicy/privacynotices. 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.

HYDE PARK JUNIOR SCHOOL STAFF SUPPLEMENTARY INFORMATION FORM 2019/20

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 15 January 2019 to be included in the allocations made on 16 April 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.

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/websitetermsandconditions/privacypolicy/privacynotices. 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/websitetermsandconditions/privacypolicy/privacynotices. 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.

OLD PRIORY JUNIOR ACADEMY

Old Priory Junior Academy

Staff Supplementary Information Form 2019-20

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

Where there are more applications than there are places, we will prioritise applications where a faith criterion has been met. Please complete and return this form to the school by 15 January 2019 or as soon as possible thereafter for admissions at the start of the junior year.

You must also complete a Local Authority Common Application Form. Please read the admissions policy, including definitions, before completing this form.

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

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

<input type="checkbox"/>	Criterion 6	Priority will next be given to children of members of staff ¹ who have been employed at this school for more than two years or recruited within the past two years to fill a vacancy for which there was a skills shortage.
--------------------------	-------------	--

I confirm that I have submitted a Local Authority Common Application Form.

Privacy and Data Protection:

Your personal data is being used by The School and Devon County Council’s Admissions Service for the purposes of an application for admission to school. We undertake to ensure your personal data will only be used in accordance with our privacy notice which can be accessed at <http://devon.cc/admissionsGDPR> Please confirm that you give your consent to the School and Council using your personal data as outlined in our privacy notice, by signing below. You have the right to withdraw your consent at any time. Should you wish to withdraw consent, please contact the Admissions Team at admissions@devon.gov.uk or 0345 115 1019. If you wish to exercise any of your rights under the General Data Protection Regulations, please contact the Council’s Data Protection Officer at 01392 383000 or at accesstoinformationsecure@devon.gcsx.gov.uk. For more information about Data protection, please contact the School or visit <https://new.devon.gov.uk/accesstoinformation/data-protection>.

Parent’s name		Date	
Please sign here			

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

Please return this form to: **Old Priory Junior Academy, Ridgeway, Plympton, Plymouth, Devon PL7 1QN**

¹This will be any salaried person employed at this school. Where the duties of a member of staff are undertaken at different schools in a federation or chain of schools, there will be admissions priority only at one school. This will be at the member of staff’s base school where that can be identified. Where it can’t be identified, we will expect that priority will be at the school where the member of staff is expecting to work for the majority of the time in the current academic year.

ST BUDEAUX FOUNDATION JUNIOR SCHOOL**Faith supplementary information form 2019/2020**

**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 2019** or as soon as possible thereafter.

You must also complete a local authority common application form.

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

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

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

<input type="checkbox"/> Criterion 2.3, 3.3 or 4.3	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.
--	---

I confirm that I have submitted a common application form.

Parent's name			
Please sign here		Date	

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

Normal point of entry: only where both parts are completed and the form is returned by **15 January 2019** can this information can be considered as on time and your application prioritised accordingly.

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

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

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 2.3, 3.3 or 4.3	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.
--	---

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.

MAINTAINED AND STATE JUNIOR SCHOOLS IN PLYMOUTH

School name; address; telephone; website and email	Headteacher/ Principal	Type	Age range	PAN 2019	Forecast NoR 2020
Hyde Park Junior School Hyde Park Road, Plymouth PL3 4RH 01752 225314 www.hydeparkjuniorschool.co.uk hyde.park.junior.school@plymouth.gov.uk	Miss T Jackson	C	7-11	90	345
Old Priory Junior Academy Ridgeway, Plymouth PL7 IQN 01752 338199 Fax: 01752 348788 www.oldpriory.com admin@oldpriorystcmat.org	Mrs E Hermon-Wright	A	7-11	68	235
St Budeaux Foundation CE Junior School Priestley Avenue, Higher St Budeaux, Plymouth PL5 2DW 01752 365217 Fax: 01752 351011 www.stbfs.co.uk admin@sbfs.plymouth.sch.uk	Mrs C Drage	VA	7-11	60	159

Key

A Academy – the governing body is the admission authority

CE Church of England School

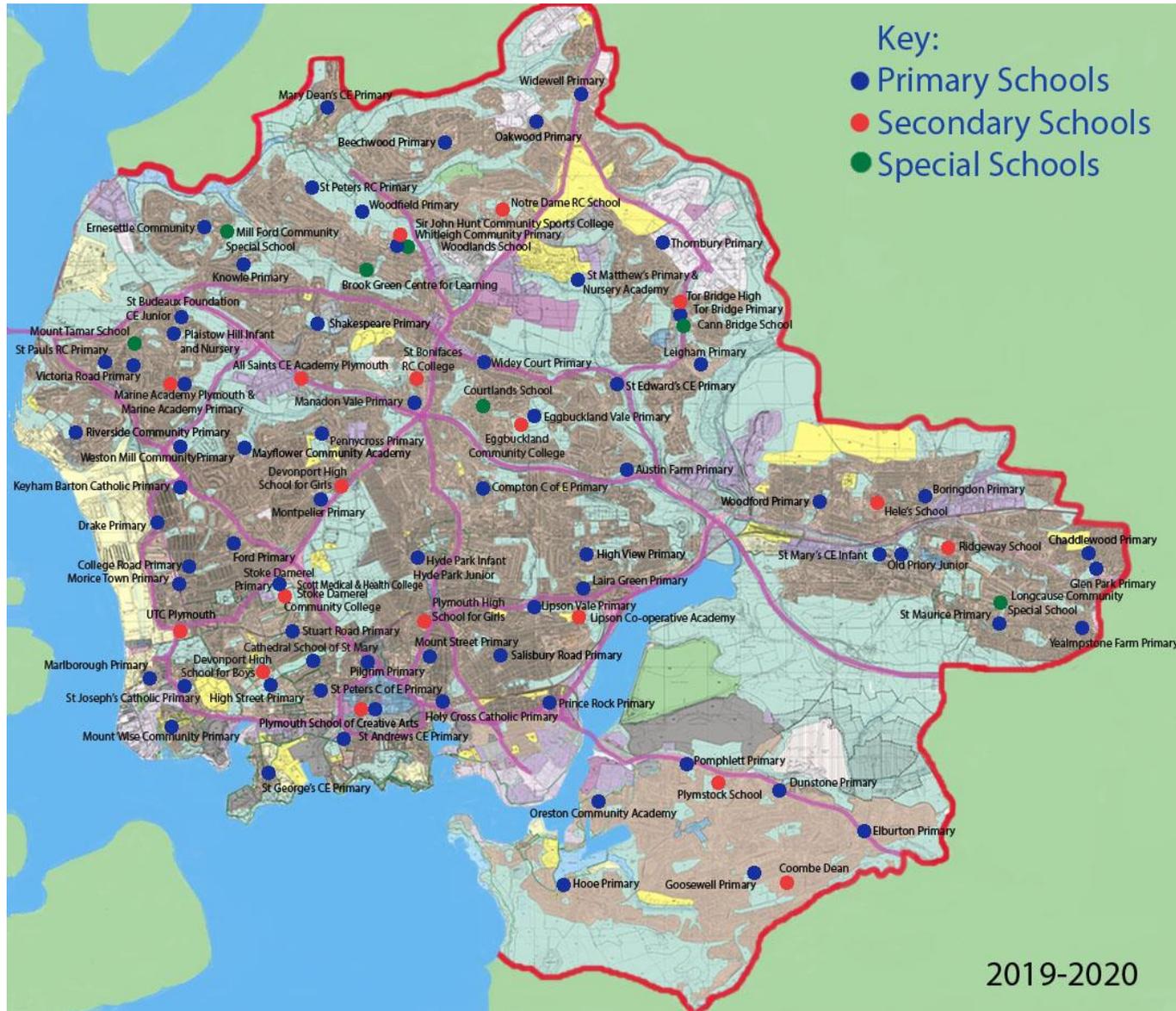
PAN Published admission number – September 2019

C Community School – the local authority is the admission authority

NoR Number on roll forecast- January 2020

VA Voluntary Aided School – the governing body is the admission authority

SCHOOL LOCATION MAP HERE



JUNIOR 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 Junior school for the 2019/20 academic year.

(signature of Alison Hotham)

**Alison Botham
Director of Children's Services**

To:
.....
.....
.....
.....
.....

Insert back cover as below

Starting Junior School 2019

Published by Plymouth City Council

Version: **X** - August 2018

CONTACT

School Admissions Team

Education, Participation and Skills

Plymouth City Council

Windsor House, Tavistock Road, Plymouth, PL6 5UF

01752 307166

junior.admissions@plymouth.gov.uk

www.plymouth.gov.uk/schooladmissions
