



ADMISSIONS POLICY

Plymouth City Council is the admission authority for community and voluntary controlled schools in Plymouth. All schools, including community and voluntary controlled schools will comply with provisions within the School Admissions Code and the School Appeals Code.

The admission arrangements outlined within this document apply to community and voluntary controlled schools in Plymouth as well as to Stoke Damerel Primary School, Stuart Road Primary School and Weston Mill Primary School who were community schools at the time that the consultation took place for the 2015/16 academic year.

(i) Reception/Foundation admissions (normal point of entry)

The arrangements apply to children starting in the Reception/Foundation Year for the first time in 2015/16. The published admission number (PAN) for this year group is shown at the end of this section. The close date for application is 15 January 2015. Allocation results will be notified on 16 April 2015. The schools follow Plymouth City Council's co-ordinated primary admissions scheme.

All applicants must:

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

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

Where there are less 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. **A 'looked after child' or a child who was previously looked after** but immediately after being looked after became subject to an adoption, residence, or special guardianship order. 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);

2. **A child with exceptional medical or social grounds.** Applicants will only be considered under this heading if the parent/carer or their representative can demonstrate that only the preferred school can meet the exceptional medical or social needs of the child. This can be in the form of a testimony from a medical practitioner, social worker or other professional who can support the application on an 'exceptional' basis.

Exceptional medical or social grounds could include, for example:

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

3. **Children with a sibling already attending the school at the time of admission.** Children are siblings if they are a full, half, step, or adoptive brother or sister, and live in the same family unit and household;
4. **Children whose parent is a member of staff employed at 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 Plymouth Supplementary Information Form;
5. **Other children** measured by a straight line on the map using Plymouth City Council's electronic mapping system – the shorter the distance, the higher the priority. Measurement points will be from an internal point of the building concerned (usually the visual centre of the building). Flats are therefore taken to be the same measurement point regardless of floor of location.

NOTES:

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

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

Mode of study: parents/carers may request that their child attend on a part time basis until compulsory school age. Arrangements should be made with the school direct.

Multiple births: defined as children of multiple birth (including those born within the same academic year cohort). We understand that parents/carers would like to keep twins, triplets and other children of multiple birth together. Where the admission criteria is applied and it is

not possible to offer places to all children of the same multiple birth family we would work with the family to find the best solution for them and their children. Should it transpire that it is not possible to offer place(s) to all children within that multiple birth, the parent will be invited to nominate which child should be allocated the place(s).

Response: Parents/carers must respond to an allocation of a school place within 2 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.

Start date: once a place has been allocated, parents can request that the date that their child is admitted to school is deferred until later in the school year or until the child reaches compulsory school age in that school year. Deferred entry is arranged with the school direct. Deferred admissions will take place at the start of the January or April term as appropriate. Parents/carers cannot assume deferment. If the child does not start at the agreed date, the place may be revoked and 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 an internal point of the building concerned (usually the visual centre of the building). Flats are therefore taken to be the same measurement point regardless of floor of location.

Definitive tie-breaker: in the event of there still being a tie, there will be a random ballot using an electronic random number generator. Such a ballot will be supervised by an officer of Plymouth City Council.

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 2015. Any vacancies that arise will be allocated to the child at the top of the waiting list. From the commencement of the September term in 2015, the in-year admissions scheme applies and the admission criteria and waiting list procedure will change.

(ii) In-Year admissions

The admission arrangements outlined within this document apply to community and voluntary controlled schools in Plymouth as well as to Stoke Damerel Primary School, Stuart Road Primary School and Weston Mill Primary School who were community schools at the time that the consultation took place for the 2015/16 academic year.

An In-Year admission is any entry to school other than at the normal point, for example, transferring school due to a house move or for other personal reason. Application should be made via Plymouth City Council at www.plymouth.gov.uk/schooladmissions. The schools follow Plymouth City Council's local co-ordinated in-year admissions scheme.

All applicants must:

- (i) Complete the Common Application Form available from, and returnable to Plymouth City Council;
- (ii) In addition, applicants applying under criteria 4 below must complete the Plymouth Supplementary Information Form and return it direct to the School Admissions Team, Plymouth City Council.

Unless otherwise agreed, the published admission number applies to each year group as it moves through the school.

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

With the exception of a child with an Education, Health and Care Plan or Statement of Special Educational Needs, all applications will be considered under Plymouth City Council's Fair Access Protocol.

In the event that the School is oversubscribed, the admission authority will apply the following oversubscription criteria in order of priority:

1. **A 'looked after child' or a child who was previously looked after.** A looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).
2. **A child with exceptional medical or social grounds.** Applicants will only be considered under this heading if the parent/carer or their representative can demonstrate that only the preferred school can meet the exceptional medical or social needs of the child. This can be in the form of a testimony from a medical practitioner, social worker or other professional who can support the application on an 'exceptional' basis.
Exceptional medical or social grounds could include, for example:
 - a serious medical condition, which can be supported by medical evidence
 - a significant caring role for the child which can be supported by evidence from social services;
3. **Children with a sibling already attending the school at the time of admission.** Children are siblings if they are a full, half, step, or adoptive brother or sister, and live in the same family unit and household;
4. **Children whose parent is a member of staff employed at 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 Plymouth Supplementary Information Form;
5. **Other children** measured by a straight line on the map using Plymouth City Council's electronic mapping system – the shorter the distance, the higher the priority. Measurement points will be from an internal point of the building concerned (usually the visual centre of the building). Flats are therefore taken to be the same measurement point regardless of floor or location.

NOTES:

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

Home address: any allegations received by the admission authority of people providing false

or accommodation addresses when applying for school places shall be fully investigated and, if found to be true, allocated places may be withdrawn, as appropriate. Schools have been advised by Plymouth City Council to ask parents to provide proof of residence (for example utility bills) before admitting a child. Plymouth Local Authority (LA) will also carry out checks as 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.

Mode of study: Parents/carers may request that their child attend on a part time basis until compulsory school age. Arrangements should be made with the school direct.

Multiple births: Defined as children of multiple birth (including those born within the same academic year cohort). We understand that parents/carers would like to keep twins, triplets and other children of multiple birth together. Where the admission criteria is applied and it is not possible to offer places to all children of the same multiple birth family we would work with the family to find the best solution for them and their children. Should it transpire that it is not possible to offer place(s) to all children within that multiple birth, the parent will be invited to nominate which child should be allocated the place(s).

Response: Parents/carers must respond to an allocation of a school place within 2 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.

Start date: Once a place has been allocated, parents can request that the date that their child is admitted to school is deferred until later in the school year or until the child reaches compulsory school age in that school year. Deferred entry is arranged with the school direct. Deferred admissions will take place at the start of the January or April term as appropriate. Parents/carers cannot assume deferment. If the child does not start at the agreed date, the place may be revoked and 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 an internal point of the building concerned (usually the visual centre of the building). Flats are therefore taken to be the same measurement point regardless of floor or location.

Definitive tie-breaker: In the event of there still being a tie, there will be a random ballot using an electronic random number generator. Such a ballot will be supervised by an officer of Plymouth City Council.

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. As part of the allocation response, parents/carers will be asked to confirm the wish to remain on the waiting list(s). Parents/carers will be required to renew their intent to remain on the waiting list(s), usually in the autumn, spring and summer. Failure to confirm the wish to remain on the waiting list(s) will lead to removal from the list(s). 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. Any vacancies that arise will be allocated to the child at the top of the waiting list.

Admission out of the normal age group : Places will normally be offered in the Year Group

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

Only complete this form if you are:

A member of staff employed by the school for two or more years at the time at which the application for admission to the school is made or a member of staff for or where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

PLYMOUTH SUPPLEMENTARY INFORMATION FORM 2015/16

Please note this is a supplementary information form for administration purposes only and is not an application form. It will 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 by the school for two or more years at the time at which the application for admission to the school is made;**
- b) A member of staff for or where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.**

If you are applying under the oversubscription category of a) or b) above, complete this form and return it to the School Admissions Team, Education Learning and Family Support, Plymouth City Council, Civic Centre, Plymouth, PL1 2AA.

To be completed by the parent

Full Name of child:	Date of birth:
Please name the member of staff employed by the School:	
Name of parent:	Relation to child:
Signature:	Date:

Data Protection

All information supplied will be processed and held by Plymouth City Council. Information may be shared with other relevant admission authorities and Government Departments where there is a Legal requirement to do so.