

Determined Admission Arrangements for 2009/2010 (Including Co-ordinated Primary and Secondary Schemes)

The Education (Determination of Admission Arrangements) (England) Regulations 1999, and The Education (Determination of Admission Arrangements) (Amendment) (England) Regulations 2002 require the Local Authority (LA) to have completed by 1 March 2008, its consultation with admission authorities within our 'relevant area' and with our neighbouring LAs on the proposed admission arrangements for community primary and secondary schools and then to have determined those arrangements by 15 April 2008.

The Education (Determination of Admission Arrangements) (Amendment) (England) Regulations 2007 require that the LA publish in a local newspaper, the extent to which maintained schools in the area have determined their admission arrangements.

This document also takes account of the School Admissions Code and provides details of the admission arrangements for maintained schools in Plymouth.

The 'relevant area' is defined as the administrative area of Plymouth City Council.

Contents

- 1. Summary of determined arrangements**
- 2. Co-ordinated Schemes of Admission**
- 3. Oversubscription criteria for community schools**
- 4. Oversubscription criteria for Voluntary Roman Catholic (VA RC) primary schools**
- 5. Oversubscription criteria for Voluntary Aided Church of England (VA CE) primary schools (except St Budeaux Foundation Junior School)**
- 6. Oversubscription criteria for St Budeaux Foundation Junior School**
- 7. Oversubscription criteria for Widewell Primary School Educational Trust**
- 8. Admission criteria for Devonport High School for Boys**
- 9. Admission criteria for Notre Dame Roman Catholic (RC) School**
- 10. Admission criteria for St Boniface's Roman Catholic (RC) College**
- 11. Published Admission Numbers (PANs)**

1. Summary of determined arrangements

The City Council has determined the 2009/10 admission arrangements for community and voluntary controlled schools following statutory consultations with these schools, the Local Admission Forum, the CE and RC Diocesan Education Authorities and Cornwall and Devon County Councils. (The Council also acted on behalf of the governing bodies of Devonport High School for Boys, Notre Dame RC School and all the voluntary aided primary schools in Plymouth).

The admission arrangements for 2009/10 will be the same as those for 2008/09, as published on the Council's website (www.plymouth.gov.uk/primaryadmissions, www.plymouth.gov.uk/secondaryadmissions and www.plymouth.gov.uk/inyearadmissions) with the following exceptions:

- a) that the timetables for primary and secondary school co-ordinated admissions schemes attached be adopted
- b) that the shared area with Lipson Vale Primary School become solely part of the designated catchment area for Lipson Vale Primary School.
- c) that the definition of home address be redefined as '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 home address will be the address to which the Child Benefit Allowance is payable.'
- d) that the tie-breaker for Oreston Primary School change from a straight line measurement to the shortest public walking route
- e) that the new primary school at Ham Drive:
 - be designated a catchment area comprising the combined catchment areas of the primary schools it will replace, i.e. North Prospect and South Trelawney Primary Schools;
 - be linked to both John Kitto and Tamarside Community Colleges

2. Co-ordinated Schemes of Admission

All local authorities are required, by regulations made under sections 89B and 89C of the School Standards and Framework Act 1998, to formulate and consult on a scheme for each academic year for co-ordinating admission arrangements for all maintained schools within their area (excluding maintained special schools and maintained nursery schools). Co-ordination schemes are intended to simplify the admission process for parents whilst reducing the likelihood of any child being left without a school place. Co-ordination establishes a mechanism that ensures that, as far as is practical, every child living in a local authority area who has applied in the normal admissions round receives one, and only one, offer of a school place on the same day. While it is for each local authority to decide the scheme that best suits its residents and its schools, they must ensure that they:

- a) comply with law and regulations, including all the process requirements (for example, the common application form allowing at least 3 preferences, information sharing with other local authorities, sending out not more than one offer to all seeking secondary places at its maintained schools or Academies on the same day); and
- b) do not disadvantage applications to their schools from families resident in other local authorities.

Co-ordination schemes do not affect the rights and duties of the governing bodies of voluntary aided and foundation schools to set and apply their own admission arrangements and oversubscription criteria. Admission authorities do not have to determine the same or similar oversubscription criteria, but must ensure that their own admission arrangements are compatible with, and do not undermine, the co-ordination scheme for their area. Full details of how the coordination scheme works must be included in the local authority's composite prospectus.

Main changes for 2009:

Primary:

- North Prospect Primary School and South Trelawney Primary School will merge in September 2009 to open as a new school in Ham Drive (name not yet decided);
- Chaucer and West Park Primary Schools will merge in September 2009 as a new primary school to be named Shakespeare Primary School;
- A residential area previously designated as a shared catchment area between Lipson Vale Primary School and Hyde Park Infant and Junior Schools will fall solely into the Lipson Vale Primary School designated area;
- Due to its peninsular location, the distance tie-breaker for Oreston Primary School will change from straight line measurement to shortest public walking route.

Secondary:

- North Prospect Primary School and South Trelawney Primary School will merge in September 2009 to open as a new school in Ham Drive (name not yet decided). This school will become a linked primary school to both Tamarside and John Kitto Community Colleges.
- Chaucer and West Park Primary Schools will merge in September 2009 as a new school to be named Shakespere Primary School. This school will become a linked primary school to John Kitto Community College.

The agreed co-ordinated schemes for 2008 admissions are as follows;

Co-ordinated Admissions Scheme for Primary Schools in Plymouth 2009/10

Introduction

1. This scheme is made by Plymouth City Council, the Local Authority for the City of Plymouth, acting under the provisions of *The Education (Co-ordination of Admission Arrangements) (Primary Schools) (England) Regulations 2002*, and in accordance with the *School Admissions Code of Practice 2007* (DCFS).

Interpretation

2. In the scheme:
 - **school** means a community or voluntary school (but not a special school) maintained by Plymouth City Council;
 - **admissions authority** in relation to a community or voluntary controlled school means the Local Authority and, in relation to a Voluntary Aided (VA) school, means the governing body of that school;
 - **Local Authority (LA)** means the local council. The LA for Plymouth is Plymouth City Council;
 - **the specified year** means the school year *2009/2010*, starting September *2009*;
 - **admission arrangements** means the arrangements for a particular school or schools which govern the procedures and decision making for the purposes of admitting pupils to the school;
 - **in-year admission** means any application for a place in the first year of entry to an infant, primary or junior school that is received on or after the date specified in *Schedule 2*, and applications for a place in any other year group received at any time from the commencement of the scheme;
 - **eligible for a place** means that a child has been placed on a school's ranked list at such a point which falls within the school's Published Admission Number;
 - **nearest appropriate school** means the primary school in whose catchment area an applicant resides or, if this school has no vacancies, the nearest school to the applicant's home address with a vacancy;
 - **PAN** means the Published Admission Number for the year of entry at a school.

The scheme

3. The scheme shall be determined and processed in accordance with the provisions set out in *Schedule 1* and the timetable set out in *Schedule 2*.
4. The scheme shall apply to every primary and junior school in Plymouth (except special schools) and shall take effect from *September 2008* for admissions to primary and junior schools in *September 2009*.

1. The scheme shall be based on the **equal preferences** system, as defined in the *School Admissions Code of Practice*.

SCHEDULE 1

PART I - THE SCHEME

1. There shall be a standard form known as the Common Application Form (CAF).
2. The CAF shall be used for the purpose of admitting pupils into the first year of an infant, primary or junior school, in the admissions round leading up to the date specified in *Schedule 2*.
3. The CAF shall be used as a means of expressing one or more preferences, in accordance with the School Standards and Framework Act 1998, Section 86, by parents wishing to express a preference for their child to be admitted to a school in Plymouth (including Voluntary Aided (VA) schools).
4. The CAF and the written information that accompanies it shall:
 - a) invite the parent to express up to three preferences by completing the form in rank order of preference.
 - b) invite the parent to give reasons for each preference.
 - c) explain that the parent will receive no more than one offer of a school place and that:
 - i) a place will be offered at the highest ranking, nominated school for which the child is eligible for a place; and
 - ii) if a place cannot be offered at a nominated school, a place will be offered at an alternative school.
 - d) specify the closing date and where it must be returned, in accordance with paragraph
5. The City Council shall make appropriate arrangements and take all reasonable steps to ensure that the CAF is available on request from the Council and from all infant and primary schools as well as preschools in respect of admissions to year R and all infant schools in respect of admissions to year 3 of a junior school in Plymouth. The CAF shall be accompanied by a written explanation of the scheme.
6. All preferences expressed on the CAF are valid applications. The governing body of a VA school may require parents who wish to nominate, or have nominated, their school on the CAF, to provide additional information, only where the additional information is required for the governing body to apply its over-subscription criteria to the application. Where supplementary information is required the applicant must return it to the relevant school.
7. When a VA school receives supplementary information, it shall not be regarded as a valid application unless the parent has also completed either the Plymouth CAF or, if resident in another area, their home area's application form, and the school is nominated on it. Where supplementary information is received directly by a VA school, the school shall inform the City Council so that it can verify whether a CAF or neighbouring area's

application form has been received from the parent and, if not, contact the parent to ask them to complete one.

8. The closing date for the Council to receive applications for Year R and year 3 of a junior school is as specified in *Schedule 2*.
9. Completed CAFs should be returned to the City Council either via an infant or primary school or direct, so that the Council can keep track of parents who do not complete a CAF.
10. Schools shall keep a record of all application forms forwarded to the Council.

Determining offers in response to the CAF

11. The City Council shall act as a clearing house for the allocation of places by the relevant admission authorities in response to the CAFs. The Council shall decide to offer or refuse a place only in response to any preference expressed on the CAF where:
 - a) it is acting in its separate capacity as an admission authority, or
 - b) an applicant is eligible for a place at more than one school, or
 - c) an applicant is not eligible for a place at any school that the parent has nominated.

The Council shall allocate places in accordance with the provisions set out in paragraph 13 of this Schedule.

12. By the date specified in *Schedule 2*, the Council shall notify the admission authority for each VA school of every nomination that has been made for that school, forwarding them copies of the CAF and any supplementary information received by this date, which schools require in order to apply their over-subscription criteria. Where parents have nominated a school outside Plymouth, the Council shall also notify the relevant authority by this date.
13. By the date specified in *Schedule 2*, the admission authority for each school shall consider all applications for its school, apply the school's oversubscription criteria (if appropriate) and provide the Council with a list of those applicants ranked according to the school's oversubscription criteria.
14. By the date specified in *Schedule 2*, the Council shall match this ranked list against the ranked lists of the other schools nominated and where the child is:
 - eligible for a place at only one of the nominated schools, that school shall be allocated to the child;
 - eligible for a place at two or more of the nominated schools, he or she shall be allocated a place at whichever of these is the highest ranked preference.
 - not eligible for a place at any of the nominated schools, he or she shall be allocated a place at the nearest appropriate school with a vacancy.
15. By the date specified in *Schedule 2*, the Council shall inform each of its infant, primary and junior schools of the pupils to be offered places at the school, and inform other LAs of places in Plymouth schools to be offered to their residents.

16. On the date specified in *Schedule 2*, the Council shall notify all parents by first class post that they are being offered a place at a school. This letter will include:

- the name of the school at which a place is offered;
- the reasons why the child is not being offered a place at each of the other schools nominated on the CAF;
- information about the statutory right of appeal against the decisions to refuse places at the other nominated schools;
- an invitation to parents to contact the Council if they want to be considered for any places that might become available in schools they ranked higher than the school they are offered in the re-allocation process set out in *Schedule 2*;
- contact details for the school; the City Council; and those nominated VA schools where the child was not offered a place, so that the parent may lodge an appeal with the governing body;
- information about places still available at other schools;
- a request to notify the Council without delay if, for any reason, the parent no longer wishes to accept the place offered.

17. Where no CAF is submitted by the date specified in *Schedule 2*, a place shall be offered at the nearest appropriate school with a vacancy. The Council shall seek evidence to establish to which children this applies.

Waiting Lists

18. Each admission authority shall maintain waiting lists and re-allocate any places that may have become vacant since the notification date specified in *Schedule 2* to applicants who have not yet been offered a place, for example, late applicants whose preferences have not yet been considered. A parent may ask for his or her child to be placed on a waiting list, to be re-allocated a place if one becomes available after the specified notification date, at any school ranked higher on the CAF than the school that was offered.

19. Accordingly, where a child has been allocated a place:

- at the parent's first preference school, he or she will not be considered for re-allocation;
- at the parent's second preference school, he or she may be placed on the waiting list of the first preference school, but not the third;
- at the parent's third preference school, he or she may be placed on the waiting lists of the first and second preference schools.
- at a school that the parent did not nominate on the CAF, he or she may be placed on the waiting lists of any schools that were nominated.

20. Waiting lists shall be kept up until the date specified in *Schedule 2* as the start of the in-year admissions procedure. No waiting lists shall be kept for any school thereafter by any admission authority.

PART II - LATE APPLICATIONS

21. The closing date for applications in the normal admissions round is specified in *Schedule 2*. As far as is reasonably practicable, applications for places in the normal admissions round that are received late *for good reason* shall be accepted provided they are received before the date specified in *Schedule 2* as the start of the allocation procedure. What will be considered as *good reason* include:

- when a single parent has been ill for some time, or has been dealing with the death of a close relative;
- where a family has just moved into the area or is returning from abroad (proof of ownership or tenancy of a property in Plymouth will be required in these cases).

The Council will also consider other circumstances and decide each case on its own merits.

22. Applications received after the date specified in *Schedule 2* as the start of the allocation procedure, but before the date specified in *Schedule 2* as the start of the in-year admissions procedure, shall be considered after the allocation procedure has ended, the date for which is also specified in *Schedule 2*. If possible, late applicants will be offered a school place on the notification date specified in *Schedule 2* but, if not, normally within three weeks of the City Council receiving the application.

23. Late applications made direct to any school on the CAF shall be forwarded to the City Council without delay. Where only the supplementary information is received, the school shall inform the Council without delay so that it can verify whether a CAF has been received from the parent and, if not, contact the parent and ask them to complete one. The Council shall enter the details onto its central database and, after consultation with the relevant admission authority, offer a place at the school highest in the parent's order of preference that has a vacancy or, if not, at the nearest appropriate school with a vacancy.

PART III - IN-YEAR ADMISSIONS

24. Applications for year R in a primary or infant school, or year 3 in a junior school received on or after the date specified in *Schedule 2*, and for places in other year groups shall be treated as in-year admissions and considered in accordance with the relevant oversubscription criteria. Applications will be considered no more than 6 weeks before the date that the school place is required and the applicant will be normally expected to take up the place within 2 weeks of allocation of that place.

25. Schools shall not admit above the PAN for the year group in question without the authorisation of the relevant admissions authority, which may direct the Headteacher to admit a child even if this would mean exceeding the PAN.

26. Applicants who are refused a place at a school shall be informed of the right of appeal and referred to their home LA for advice on alternative schools. The City Council will seek

to keep track of in-year admission applications and intervene as appropriate to ensure that pupils are placed in a school without undue delay.

PART IV - MANAGING COMPLIANCE WITH THE INFANT CLASS SIZE DUTY

27. Section 1 of the School Standards & Framework Act 1998 imposes a limit on “class sizes for infant classes” i.e. any class where *the majority* of children will have reached the age of 5, 6 or 7 *by the end of the academic year*. More detailed regulations say that:

“no infant classshall contain more than 30 pupils while an ordinary teaching session is conducted by a single school teacher”.

28. Regulations prescribe the limited circumstances in which pupils may be admitted as exceptions to the infant class size limit. These exceptions are:

- a. children with statements of special educational needs who are admitted to the school after the normal admission round;
- b. children moving into the area outside the normal admission round for whom there is no other available school within a reasonable distance. From February 2007, **legislation has required admission authorities to get local authority confirmation that a child falls into this category before admitting them as a permitted exception.** This means that the LA will need to check whether there are places available for the child at any other school within a reasonable distance of their home;
- c. children admitted outside the normal admission round because the person responsible for making the original decision recognises that an error was made in implementing the school’s admission arrangements and that a place should have been offered;
- d. children admitted where an admissions appeal panel upholds an appeal;
- e. from February 2007, where the child is looked after and the local authority which is the corporate parent either (as admission authority) decides to admit the child to one of its community or voluntary controlled school, or directs another admission authority to admit the child outside the normal admissions round.

In these cases, the child will be an excepted pupil for the remainder of the academic year in which they were admitted unless they could readily be accommodated within another suitable infant class in the same school. This means that, for that academic year, the admission authority does *not* have to take measures to comply with the infant class size duty e.g. employing an additional teacher. But it would have to do so for the next academic year.

29. Schools are required to accurately complete Census returns for submission to the LA. The LA has a duty to check these returns before submitting to the Department for Children and Families Service.

30. Schools that do not comply with infant class size restrictions will be required to take qualifying measures in order to comply with the class size limit.

SCHEDULE 2

Timetable for admissions to Year R in an infant or primary school

| | |
|------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| By 9 January 2009 | <ul style="list-style-type: none">• Common Application Forms are returned to the City Council.• Supplementary information, as required, is sent direct to the relevant VA school. |
| By 30 January 2009 | <ul style="list-style-type: none">• The Council sends to VA schools, and to other Local Authorities, details of relevant applications received.• The Council notifies each community and voluntary controlled school of the number of applications for the school and how the applications were ranked. |
| By 13 February 2009 | <ul style="list-style-type: none">• VA schools provide the Council with ranked lists of applicants.• The allocation procedure starts. |
| By 6 March 2009 | <ul style="list-style-type: none">• The allocation procedure ends.• The Council has matched the ranked lists of all schools and allocated places.• The Council notifies each school of the applicants who have been offered places at the school.• The Council notifies other LEAs of applicants from their areas who have been offered places in Plymouth schools. |
| 27 March 2009 | <i>The Council sends notifications to parents.</i> |
| From 11 September 2009 | <ul style="list-style-type: none">• Applications for Year R are treated as in-year admissions. |

Timetable for admissions to Year 3 in a junior school

| | |
|------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| By 10 October 2008 | <ul style="list-style-type: none"> • Common Application Forms are returned to the City Council. • Supplementary information, as required, is sent direct to the relevant VA school. |
| By 3 November 2008 | <ul style="list-style-type: none"> • The Council sends to VA schools, and to other Local Authorities, details of relevant applications received. • The Council notifies each community and voluntary controlled school of the number of applications for the school and how the applications were ranked. |
| By 14 November 2008 | <ul style="list-style-type: none"> • VA schools provide the Council with ranked lists of applicants. • The allocation procedure starts. |
| By 21 November 2008 | <ul style="list-style-type: none"> • The allocation procedure ends. • The Council has matched the ranked lists of all schools and allocated places. • The Council notifies each school of the applicants who have been offered places at the school. • The Council notifies other LAs of applicants from their areas who have been offered places in Plymouth schools. |
| 28 November 2008 | <p><i>The Council sends notifications to parents.</i></p> |
| From 11 September 2009 | <ul style="list-style-type: none"> • Applications for Year 3 are treated as in-year admissions. |

Co-ordinated Admissions Scheme for Secondary Schools in Plymouth 2009/10

Introduction

1. This scheme is made by Plymouth City Council, the Local Authority (LA) for the City of Plymouth, acting under the provisions of *The Education (Co-ordination of Admission Arrangements) (Secondary Schools) (England) Regulations 2002*, and in accordance with the *School Admissions Code of Practice 2007* (DCFS).

Interpretation

2. In the scheme:

- **school** means a community, foundation or voluntary school (but not a special school) maintained by Plymouth City Council;
- **admission authority** in relation to a community or voluntary controlled school means the Local Authority and, in relation to a foundation or Voluntary Aided (VA) school, means the governing body of that school;
- **Local Authority (LA)** means the local council. The LA for Plymouth is Plymouth City Council;
- **the specified year** means the school year *2009/10*, starting September *2009*;
- **admission arrangements** means the arrangements for a particular school or schools which govern the procedures and decision making for the purposes of admitting pupils to the school;
- **in-year admission** means any application for a place in the first year of secondary education that is received on or after the date specified in the scheme, and applications for a place in any other year group received at any time from the commencement of the scheme.
- **eligible for a place** means that a child has been placed on a school's ranked list at such a point which falls within the school's published admission number.
- **nearest appropriate school** means the comprehensive school or community college in whose catchment area an applicant resides or, if this school has no vacancies, the nearest comprehensive school or community college to the applicant's home address with a vacancy.
- **PAN** means the Published Admission Number for the year of entry at a school.

The scheme

3. The scheme shall be determined and processed in accordance with the provisions set out in *Schedule 1* and the timetable set out in *Schedule 2*.
4. The scheme shall apply to every secondary school in Plymouth (except special schools) and shall take effect from September *2008* for admissions to secondary schools in September *2009*.

5. The scheme shall be based on the **equal preferences** system, as defined in the *School Admissions Code of Practice*.

SCHEDULE 1

PART I - THE SCHEME

1. There shall be a standard form known as the Common Application Form (CAF).
2. The CAF shall be used for the purpose of admitting pupils into the first year of secondary education (year 7) in the admissions round leading up to the date specified in *Schedule 2*.
3. The CAF shall be used as a means of expressing one or more preferences, in accordance with the School Standards and Framework Act 1998, Section 86, by parents resident in Plymouth wishing to express a preference for their child to be admitted to a school in Plymouth (including VA and foundation schools), or located in another LA's area (including VA and foundation schools).
4. The CAF and the written information that accompanies it shall:
 - a) invite the parent to express up to three preferences by completing the form - including, where relevant, any schools outside the Plymouth area - in rank order of preference.
 - b) invite the parent to give reasons for each preference.
 - c) explain that the parent will receive no more than one offer of a school place and that:
 - i) a place shall be offered at the highest ranking, nominated school for which the child is eligible for a place; and
 - ii) if a place cannot be offered at a nominated school, a place shall be offered at an alternative school.
 - d) specify the closing date and where it must be returned, in accordance with paragraphs 9 and 10.
5. The City Council shall make appropriate arrangements to ensure that the CAF is available on request from the Council and from all primary and junior schools in Plymouth, and is accompanied by a written explanation of the scheme.
6. The City Council shall make appropriate arrangements and take all reasonable steps to ensure that every parent resident in Plymouth who has a child in their last year of primary education has access to a CAF and a written explanation.
7. All preferences for community schools expressed on the CAF are valid applications. The governing body of a VA or foundation school may also require parents who wish to nominate, or have nominated, their school on the CAF, to provide such additional information as is required for the governing body to apply its over-subscription criteria to the application. Where additional information is required, the applicant shall return it direct to the relevant school.

8. When a VA or foundation school receives additional information, it shall not be regarded as a valid application unless the parent has also completed either the Plymouth CAF or, if resident in another area, their home area's application form, and the school is nominated on it. Where supplementary information is received directly by a VA or foundation school, the school shall inform the City Council so that it can verify whether a CAF has been received from the parent and, if not, contact the parent to ask them to complete one.

Processing CAFs

9. The closing date for the Council to receive applications for Year 7 is as specified in *Schedule 2*.
10. Completed CAFs for Year 6 children who live in Plymouth and are on roll at a Plymouth primary school shall be returned to the City Council either via a primary school or direct, so that the Council can keep track of parents who do not complete a CAF.
11. Schools shall keep a record of all application forms forwarded to the Council.

Determining offers in response to the CAF

12. The City Council shall act as a clearing house for the allocation of places by the relevant admission authorities in response to the CAFs. The Council will only make any decision with respect to the offer or refusal of a place in response to any preference expressed on the CAF where:
 - a) it is acting in its separate capacity as an admission authority, or
 - b) an applicant is eligible for a place at more than one school, or
 - c) an applicant is not eligible for a place at any school that the parent has nominated.

The Council shall allocate places in accordance with the provisions set out in paragraph 14 of this Schedule.

13. By the date specified in *Schedule 2*, the Council shall notify the admission authority for each foundation and VA school of every nomination that has been made for that school, forwarding them copies of the CAF and any supplementary information received by this date, which schools require in order to apply their over-subscription criteria. Where a parent has nominated a school outside Plymouth, the Council shall also notify the relevant authority by this date.
14. By the date specified in *Schedule 2*, the admission authority for each school shall consider all applications for its school, apply the school's oversubscription criteria (if appropriate) and provide the Council with a list of those applicants ranked according to the school's oversubscription criteria.
15. By the date specified in *Schedule 2*, the Council shall match this ranked list against the ranked lists of the other schools nominated and where the child is:
 - eligible for a place at only one of the nominated schools, that school shall be allocated to the child;
 - eligible for a place at two or more of the nominated schools, he or she shall be

allocated a place at whichever of these is the highest ranked preference.

- not eligible for a place at any of the nominated schools, he or she shall be allocated a place at the nearest appropriate school with a vacancy.

16. By the date specified in *Schedule 2*, the Council shall inform each of its secondary schools of the pupils to be offered places at the school, and other LAs of places in Plymouth schools to be offered to their residents.

17. On the National Allocation Date (1st March each year or next working day should 1st March fall on a non-working day, parents shall be notified by first class post that they are being offered a place at a school. This letter shall include:

- the name of the school at which a place is offered;
- the reasons why the child is not being offered a place at each of the other schools nominated on the CAF;
- information about their statutory right of appeal against the decisions to refuse places at the other nominated schools;
- an invitation to parents to contact the Council if they want to be considered for any places that might become available in schools they ranked higher than the school they are offered in the re-allocation process set out in *Schedule 2*;
- contact details for the school; the City Council; and those nominated foundation and VA schools where the child was not offered a place, so that the parent may lodge an appeal with the governing body; and
- the assessment decision to those parents whose child sat a grammar school selection test;
- information about places still available at other schools;
- a request to notify the Council without delay if, for any reason, the parent no longer wishes to accept the place offered.

18. Where no CAF is submitted by the national allocation date, a place shall be offered at the nearest appropriate school with a vacancy. The City Council shall seek evidence to establish to which children this applies.

19. Neither the City Council nor any school shall inform any parent before the national allocation date of whether a place will be or has been allocated at any school to any child who is the subject of an application.

Waiting Lists

20. Each admission authority will maintain waiting lists and re-allocate any places that may have become vacant since 1st March to applicants who have not yet been offered a place, for example, late applicants whose preferences have not yet been considered. A parent may ask for his or her child to be placed on a waiting list, to be re-allocated a place if one becomes available after the notification date, at any school ranked higher on

the CAF than the school that was offered.

21. Accordingly, where a child has been allocated a place:

- at the parent's first preference school, he or she shall not be considered for re-allocation;
- at the parent's second preference school, he or she may be placed on the waiting list of the first preference school, but not the third;
- at the parent's third preference school, he or she may be placed on the waiting lists of the first and second preference schools.
- at a school that the parent did not nominate on the CAF, he or she may be placed on the waiting lists of any schools that were nominated.

22. Waiting lists shall be kept until the date specified in *schedule 2* as the start of the in-year admissions procedure for year 7. During this time, each admission authority will allocate any Year 7 places that subsequently become available in accordance with its own admission criteria and in response to any further applications received.

Selection Tests

23. Where a selection test is part of the school's admission arrangements, the admission authority for the school shall make it clear to the parent that they are required to express a preference for that school on the CAF and lodge it with the City Council before the child is tested. No school shall allow a child to undertake any selection test (whether a test of ability or aptitude) which is required as part of that school's admission arrangements, unless that school is nominated on the CAF. Parents shall not be notified of the result of any selection tests before the allocation date specified in *Schedule 2*.

PART II - LATE APPLICATIONS

24. The closing date for applications in the normal admissions round is specified in *Schedule 2*. As far as is reasonably practicable, applications for places in the normal admissions round that are received late *for good reason* will be accepted provided they are received before the date specified in *Schedule 2* as the start of the allocation procedure. What will be considered as *good reason* include:

- when a single parent has been ill for some time, or has been dealing with the death of a close relative;
- where a family has just moved into the area or is returning from abroad (proof of ownership or tenancy of a property in Plymouth will be required in these cases).

The Council will also consider other circumstances and decide each case on its own merits.

25. Applications received after the date specified in *Schedule 2* as the start of the allocation procedure, but before the date specified in *Schedule 2* as the start of the in-year

admissions procedure, shall be considered after the allocation procedure has ended, the date for which is also specified in *Schedule 2*. If possible, late applicants shall be offered a school place on the national allocation date but, if not, normally within three weeks of the City Council receiving the application.

26. Late applications made direct to any school on the CAF shall be forwarded to the City Council without delay. Where only the supplementary information is received, the school shall inform the Council without delay so that it can verify whether a CAF has been received from the parent and, if not, contact the parent and ask them to complete one. The Council shall enter the details onto its central database and, after consultation with the relevant admission authority, offer a place at the school highest in the parent's order of preference that has a vacancy or, if not, at the nearest appropriate school with a vacancy.

PART III - IN-YEAR ADMISSIONS

27. Applications for Year 7 received on or after the date specified in *Schedule 2*, and for places in other year groups shall be treated as in-year admissions and considered in accordance with the relevant oversubscription criteria. Applications will be considered no more than 6 weeks before the date that the school place is required and the applicant will normally be expected to take up the place within 2 weeks of allocation of that place.

28. Schools shall not admit above the PAN for the year group in question without the authorisation of the relevant admissions authority, which may direct the Headteacher to admit a child even if this would mean exceeding the PAN. Applicants who are refused a place at a school shall be informed of the right of appeal and referred to their home LA for advice on alternative schools. The City Council will seek to keep track of in-year admission applications and intervene as appropriate to ensure that pupils are placed in a school without undue delay.

SCHEDULE 2

Timetable

- | | |
|-------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| By 17 October 2008 | <ul style="list-style-type: none">• Common Application Forms are returned to the City Council, as appropriate, via primary schools.• Supplementary information, as required, is sent direct to the relevant VA school. |
| By 14 November 2008 | <ul style="list-style-type: none">• The Council sends to VA and foundation schools, and to other LAs, details of relevant applications received.• The Council notifies each community school of the number of applications for the school and how the applications are ranked. |
| By 9 January 2009 | <ul style="list-style-type: none">• VA and foundation schools provide the Council with ranked lists of applicants.• The allocation procedure starts. |
| By 26 January 2009 | <ul style="list-style-type: none">• 11-plus selection tests are completed. |
| By 13 February 2009 | <ul style="list-style-type: none">• The allocation procedure ends.• The Council has matched the ranked lists of all schools and allocated places.• The Council notifies each school of the applicants who will be offered places at the school on 2 March.• The Council notifies other LAs of applicants from their areas who will be offered places in Plymouth schools on 2 March. |
| 2 March 2009 | <ul style="list-style-type: none">• The Council sends notifications to parents. |
| From 11 September 2009 | <ul style="list-style-type: none">• Applications for Year 7 are treated as in-year admissions. |
-

3. Oversubscription criteria for community schools

The criteria do not differ from those adopted for 2007 entry. The criteria are therefore as follows: -

A Admission criteria: community and voluntary controlled primary schools

Applies to all primary schools except Church of England voluntary aided schools, Roman Catholic voluntary aided schools and Widewell Foundation Primary School.

In the event that a *community* or *voluntary controlled* primary school is over-subscribed, the Council will apply the following admission criteria in order of priority:

- 1 Children living in the school's catchment area with a sibling already attending the school at the time of admission or, for admission to an infant school, attending the linked junior school.
- 2 Other children living in the school's catchment area.
- 3 Children living outside the school's catchment area with a sibling already attending the school at the time of admission or, for admission to an infant school, attending the linked junior school.
- 4 Other children living outside the school's catchment area.

Exceptions will be made:

- a child whose SEN statement names the parent's preferred school will be admitted to that school;
- overriding priority will be given to the admission of a child in the care of a local authority;
- on exceptional medical or social grounds;
 - This could include for example;
 - a serious medical condition, which can be supported by medical evidence
 - the recent death of a parent
 - 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.

- where a child requires admission to a designated special needs centre or other specialist provision attached to the school;
- where necessary to meet the requirements of a school's Trust Deed.

Sibling: children are siblings if they are a full, half, step, or adoptive brother or sister, and live in the same family unit and household.

Tie-breaker (except Oreston Primary School): where we have to choose between two or more children in the same category as each other, priority will be determined on the basis of distance between home and school. Measurements are taken by a straight line on a map using the 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.

Tie-breaker (Oreston Primary School): where we have to choose between two or more children in the same category as each other, priority will be determined on the basis of distance between home and school. Measurements are taken by public walking route – 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.

Catchment Area: if you are not sure in which catchment area you live, contact the School Admissions Team on 01752 307166 for advice.

Home Address: any allegations received by the Council of people providing false or accommodation addresses when applying for school places shall be fully investigated and, if found to be substantiated, allocated places may be withdrawn, as appropriate. Over-subscribed schools are advised to ask parents to provide proof of residence (for example utility bills) before admitting the child. The 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 home address will be the address to which the Child Benefit Allowance is payable.

B Admission criteria: community junior schools

Applies to all junior schools except St Budeaux Foundation School, which is a Church of England voluntary aided school.

In the event that a community or voluntary controlled junior school is oversubscribed, the Council will apply the following admission criteria in order of priority:

1. Children attending a linked infant school with a sibling already attending the linked junior school at the time of admission;
2. Other children attending the linked infant school;
3. Children living in the school's catchment area with a sibling already attending the junior school at the time of admission;
4. Other children living in the school's catchment area;
5. Children living outside the school's catchment area with a sibling already attending the junior school at the time of admission;
6. Other children living outside the school's catchment area.

Exceptions will be made as follows:

- a child whose Special Educational Needs (SEN) statement names the school will be admitted to that school;
- overriding priority will be given to the admission of a child in the care of a local authority;
- the Planned Admission Number will be exceeded, as necessary, to allow for the admission of all children whose parents seek their transfer from the linked infant school, subject to consultation with the junior school concerned;
- on exceptional medical or social grounds. This could include for example;
 - a serious medical condition, which can be supported by medical evidence
 - the recent death of a parent
 - 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;

- where a child requires admission to a designated special needs centre or other specialist provision attached to the school;
- where necessary to meet the requirements of a school's Trust Deed.

Sibling: children are siblings if they are a full, half, step, or adoptive brother or sister, and live in the same family unit and household.

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 the Council's electronic mapping system - the higher the priority.

Home address: any allegations received by the Council of people providing false or accommodation addresses when applying for school places shall be fully investigated and, if found to be substantiated, allocated places may be withdrawn, as appropriate. Over-subscribed schools are advised to ask parents to provide proof of residence (for example utility bills) before admitting the child. The 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 home address will be the address to which the Child Benefit Allowance is payable.

Junior schools: pupils attending an infant school have high priority for admission to the linked junior school at the normal transfer stage. For children seeking to transfer from other schools, the above admission criteria will apply if there are any vacancies to fill after pupils from the linked infant school have been admitted.

C Admission criteria: Community secondary comprehensive schools

Where a community comprehensive school is over-subscribed, the following criteria apply in order of priority

Category

- 1** Children living in the catchment area with a sibling who will be attending the school at the time of admission.
- 2** Other children living in the catchment area: no sibling, but attending a linked primary school.

- 3 Other children living in the catchment area: no sibling and not attending a linked primary school.
- 4 Children living outside the catchment area with a sibling who will be attending the school at the time of admission.
- 5 Children living outside the catchment area: no sibling, but attending a linked primary school.
- 6 Other children living outside the catchment area.

Notes:

- a) A child whose SEN statement names the parent's preferred school will be admitted to that school.
- b) Overriding priority will be given to the admission of a child in the care of a Local Authority.
- c) Children are *siblings* if they are a full, half, step, or adoptive brother or sister, and living in the same family unit and household.
- d) If it is necessary to differentiate between children in category 4, those attending a linked primary school have priority over other children within that category.
- e) If it is necessary to distinguish between children in a particular category, or between pupils in a sub-category of category 4 (see note (d) above), priority will be determined on the basis of distance between home and school. Measurements are taken by a straight line on a map using the 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.
- f) Priority may be given to the admission of a child for whom exceptional medical or social justification is demonstrated. This could include for example;
 - a serious medical condition, which can be supported by medical evidence
 - the recent death of a parent
 - 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.

- g) Priority may be given to the admission of a child for whom admission to the nearest alternative school at which a place is available would require unreasonable transport arrangements.
- h) Priority may be given to a child who is to be admitted to a designated SEN support centre or who otherwise requires specialist provision available at the school in question.

- i) Children attending Manadon Vale Primary School who live in that part of its catchment area which is within the catchment area of Eggbuckland Community College have priority 2 status for places at Eggbuckland Community College.
- j) Children attending Hyde Park Junior School who live in that part of its catchment area which is within the catchment area of Lipson Community College have priority 2 status for places at Lipson Community College.
- k) Children attending the new school at Ham Drive have priority 2 status for both Tamarside Community College and John Kitto Community College.
- l) Allegations of parents providing false or accommodation addresses when applying for school places shall be fully investigated and, if found to be substantiated, allocated places may be withdrawn as appropriate. Primary schools check addresses provided by parents of Year 6 pupils on secondary school preference forms against the school register. The Local Authority will also carry out checks as appropriate.
- m) **Home Address:** any allegations received by the Council of people providing false or accommodation addresses when applying for school places shall be fully investigated and, if found to be substantiated, allocated places may be withdrawn, as appropriate. Over-subscribed schools are advised to ask parents to provide proof of residence (for example utility bills) before admitting the child. The 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 home address will be the address to which the Child Benefit Allowance is payable.

4. Oversubscription criteria for Voluntary Roman Catholic (VA RC) primary schools

There are no changes from the previous year's admission policy.

(Applies only to the following: Cathedral School of St Mary; Holy Cross; Keyham Barton; St Joseph's; St Paul's; St Peter's Roman Catholic Primary Schools.)

Where a Roman Catholic Voluntary Aided (RC VA) primary school is over-subscribed, the governing body will apply the following admission criteria in order of priority:

1. a baptised Roman Catholic child. (*Evidence*: baptismal certificate or letter from a Roman Catholic priest confirming their knowledge of the child's baptism)
2. (i) a child who has a sibling who will still be attending the school when the child is due to enter. (*Evidence*: the supplementary form available from the school will allow applicants to name the sibling)
(ii) a child who has a sibling who will still be attending another Roman Catholic school within Plymouth when the child is due to enter. (*Evidence*: the supplementary form available from the school will allow applicants to name the sibling)
3. a child whose normal residence is with at least one parent who is a baptised Roman Catholic. (*Evidence*: parent's baptismal certificate or letter from a Catholic priest confirming their knowledge of the parent's baptism)
4. a child who is a member of another Christian denomination. (*Evidence*: baptismal certificate or equivalent or letter from a minister)
5. a child who is a member of another recognised Faith tradition. (*Evidence*: letter from a Faith leader confirming their knowledge of the child)
6. a child who seeks a Roman Catholic education
7. other applicants

Exceptions may be made, as follows:

- a child in the care of a local authority who is a baptised Roman Catholic shall be given priority over other baptised Roman Catholic children;
- a child in the care of a local authority who is not a baptised Roman Catholic shall be given priority over non-Roman Catholic children;
- a child with exceptional medical or social needs;
- where a child requires admission to a designated special needs centre or other specialist provision attached to the school;
- where a child has a SEN Statement (a school is required to admit the child if the school has been named in the Statement);
- where necessary to meet the requirements of a school's Trust Deed.

The Cathedral School of St Mary: categories 2 and 3 (above) will be reversed.
Tie-breaker: priority will be given to the child from one of the designated feeder parishes for the school and, if this produces a tie, this will be the child who lives the nearest the school, measured by a straight line on a map using the Council's mapping system.

5. Oversubscription criteria for VA CE primary schools (except St Budeaux Foundation Junior School)

This applies only to the following: St Andrew's Primary; St George's Primary; St Mary's Infant; St Peter's Church of England (CE) Primary Schools.

Where one of these CE Voluntary Aided (VA) schools is over-subscribed, the governing body will apply the following admission criteria in priority order:

Children who live in the school's catchment area:

1. brothers or sisters of children who attend the school;
2. children from church going families, for example, who attend a Christian place of worship at least once a month;
3. other applicants.

Children who live outside the school's catchment area:

1. brothers or sisters of children who attend the school;
2. children from church going families, as described above;
3. other applicants.

Exceptions: children with SEN statements nominating the school will be admitted; children in the care of a local authority from church going families will be given priority over other children from church going families; other children in the care of a local authority will be given priority over other children.

Plympton St Mary's CE Infant School: first priority will include children with brothers and sisters attending Old Priory Junior School.

Endorsement: where an application is made on religious grounds, applicants are asked to write on the back of the application form the name and address of their Minister or Priest, so that he or she may be contacted.

Tie-breaker: for all CE VA schools with the exception of St George's Primary School: in the event of two applications in the same category being considered for a remaining place, priority will be given to whoever lives nearer to the school as measured by a straight line on a map using the Council's mapping system.

Tie-breaker for St George's Primary School: in the event of two applications in the same category being considered for a remaining place, priority will be given to whoever lives nearer to the school as measured by the shortest walking route.

6. Oversubscription criteria for St Budeaux Foundation Junior School

There are no changes from the previous year's admission policy.

The admission arrangements for St Budeaux Foundation Junior School have been incorporated into the co-ordinated admissions scheme from the 2008 admissions cycle. This means that applicants seeking a transfer to the school in year 3 at the normal time of admission will need to complete a common application form for submission to Plymouth City Council. All applications will be considered according to the following criteria;
Applies only to St Budeaux Foundation Junior. Where the school is over-subscribed, the governing body will apply the following admission criteria in priority order as the published admission number is 60:

Children attending the linked infant school:

1. brothers or sisters of children who attend the junior school at the time of admission;
2. children from church going families, for example, who attend a Christian place of worship at least once a month;
3. other applicants.

Children who live inside the school's catchment area:

1. brothers or sisters of children who attend the junior school at the time of admission;
2. children from church going families, as described above;
3. other applicants.

Children who live outside the school's catchment area:

1. brothers or sisters of children who attend the junior school at the time of admission;
2. children from church going families, as described above;
3. other applicants.

Exceptions: children with Special Educational Needs (SEN) statements nominating the school will be admitted; children in the care of a local authority from church going families will be given priority over other children from church going families; other children in the care of a local authority will be given priority over other children. The Planned Admission Number will be exceeded, as necessary, to allow for the admission of all children whose parents seek their transfer from the linked infant school, subject to consultation with St Budeaux Foundation School.

Endorsement: where an application is made on religious grounds, applicants are asked to write on the back of the application form the name and address of their Minister or Priest, so that he or she may be contacted.

Tie-breaker: In the event of two applications in the same category being considered for a remaining place, priority will be given to whoever lives nearer to the school as measured by a straight line on a map using the Council's electronic mapping system.

7. Oversubscription criteria for Widewell Primary School Educational Trust

ADMISSIONS POLICY

Our admissions policy endeavours to fulfil aims and ethos of Widewell School Educational Trust. We believe that siblings are entitled to be educated in the same environment in order that a productive partnership is built up with parents. We believe that we have a valuable and integral role to play in serving the local community.

The number of intended admissions for the year commencing 1st September 2009, will be 30.

Where applications for admission exceed the number of places available, the following criteria will be applied, in the order set out below, to decide which children to admit:

1. Looked After Children and children with a statement of special educational need

An application for admission to school must be made by the person with parental responsibility and / or the child's social worker.

2. Where the child will have a brother or sister attending the school at the time of entry.

Step or half brother or sister (but not **cousins**) residing at the same address or adopted children of parents who have a natural child attending Widewell Primary will establish the sibling connection.

3. Proximity of the child's home to the school main pedestrian gate being accorded the higher priority.

This will be judged by the shortest measured walking distance by public right of way* from home to school.

*A public right of way is one which is determined by the Countryside Act 1968. Where applicants live in the same block of flats, internal walkways will be treated as public rights of way when calculating distance travelled. (Measurements will be taken from the door of each individual dwelling. A child living on a lower floor will take priority over another living higher up in the block.)

4. Children for whom it is essential to be admitted because of special circumstances to do with significant medical, social or special educational needs.

It is open to any parent to make an application under this criterion.

The recommendation for this specific school should demonstrate knowledge of Widewell Primary in terms of resources and organisation, which deems it essential that the named pupil be admitted to the school.

This criterion relates to the **child's** special needs and not to any member of the child's family.

Pupils will be admitted without reference to ability or aptitude.

Twins, Triplet and other children of multiple births

In the event that the school has one place to offer and the next child on the waiting list is one of twins, triplets or other children of multiple births, the Admissions Committee will, in the first instance, randomly select the child to offer the place to. The school will also have the right to inform the parents that it may prefer the other, or another child, have the place instead of the child initially randomly selected.

Split residence

Where a child lives with parents with shared 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 the residential address for the purpose of admission to school. If the residence is not split equally between both parents then the address used will be the address where the child spends the major part of the school week.

8. Admission criteria for Devonport High School for Boys

- 1.1. **Approved Admission Number:** The admission number in Year 7 will be 174.
- 1.2. **Admission arrangements**
- 1.2.1. Admission to the school is on the basis of selection by reference to ability or aptitude.
- 1.2.2. Devonport High School for Boys uses papers designed by the National Foundation of Educational Research (NFER) to meet the needs of the selective schools.
- 1.2.3. In mid November, Plymouth LA will provide the School with the details of the candidates from the city, Devon and Cornwall who have identified DHSB as one of their preferred schools and arrangements will be made to test these candidates.
- 1.2.4. The tests will comprise an assessment of potential through NFER Verbal Reasoning and Mathematics papers. Additionally candidates will take an internally set English paper (testing composition and comprehension skills). These tests will be conducted at Devonport High School for Boys on two consecutive Saturday mornings in mid January.
- 1.2.5. The programme for the two Saturday mornings will be:
Week 1) Familiarisation and English paper and Week 2) NFER Verbal Reasoning and NFER Mathematics papers
- 1.2.6. When the scores have been standardised the Admissions Panel will meet to discuss the results: The Admissions Panel will consist of the Headmaster, Deputy Head (Pastoral), Admissions Officer and member(s)/representative(s) of the Governing Body of the school. The results will be placed in one of two bands:
- | | | | |
|---|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|-----------------|
| A | Candidates who achieve a qualifying NFER mark [#] equal to or higher than that of the 174 th candidate, plus at least half marks in English paper [[#] <i>NB scores that exceed the 75th percentile score, as notified by NFER</i>] | The candidate has qualified and is eligible for consideration for a place at the school. | See para. 1.2.7 |
| B | Candidates who do not achieve the qualifying mark, and/or sufficient marks in the English paper and who are below 174 th position in the rank order | That the candidate has not qualified and so is ineligible to be considered for a place at this selective school | See para. 1.2.8 |
- 1.2.7. The Category A candidates will be listed and their names will be returned to the Plymouth LA. The LA will share this information with Devon and Cornwall LAs who will then allocate a place at the highest ranked school that the applicant is qualified for. On the first working day in March each 'Home LA' will write to parents to advise on the school place allocated.
- 1.2.8. Right of review/appeal: after allocation day, parents of candidates who fall within category B may apply to have their son's test result reviewed by the Admissions Panel to assess if they qualify for admission, should a place be available. The panel will take account of the evidence provided by the parents (that may include the primary Headteacher's' recommendations and work provided by the primary school) and the English test paper (as evidence of first-draft prose). Those deemed to have qualified will be transferred to category A and will be eligible for any place that may become available, the order being ruled by the over-subscription criteria (see below).

In addition, all parents have the right of an appeal to an independent panel and should contact the school for the forms and further details.

1.3. Waiting list and subscription criteria:

- 1.3.1. Those boys who have an NFER standardised score in the top 25% but who have not qualified because their score is below that of the 174th candidate may request to be on our waiting list. The following criteria will be used by the school to rank the candidates on this list if any places become available before the end of September in the year of admission.
- i) Priority will go to boys with a qualifying score who a) have a statement of special educational needs that names the school, and/or b) are in LA care
 - ii) Of the remaining, those achieving the highest NFER score will have priority.
To resolve any tied positions within this ranked list the following three criteria will be used (strictly in this order)
 - iii) Those who have siblings at Devonport High School for Boys or Devonport High School for Girls or Plymouth High School for Girls then will have priority.
 - iv) In the event of an unresolved tie, then the mark for the English paper will be used to discriminate between candidates.
 - v) Finally, if there is still a tie then distance from the school, measured in a straight line on a map, will be used to favour those living nearer to the school.
- 1.3.2 Parents of any boys taking the 11+ test late and who qualify by virtue of a score higher than the 174th candidate (i.e. category A) who are not initially allocated a place, will be automatically placed on our waiting list. This list gives priority strictly by the oversubscription criteria (see 1.3.1) for any places that may become available during the summer.

1.4. Application procedure:

- 1.4.1. Parents must apply for a place at the school by completing the application form provided by their home LA (i.e. the LA serving their home address) and returning it to them by post or on-line by the closing date published for that LA, usually the last term-time Friday in October. *Parents naming DHSB are also asked to return to the school the data form (enclosed with the prospectus or on-line at the www.dhsb.org) by the last term-time Friday in October to help ensure that the administrative arrangements can be completed for the testing in January.*
- 1.4.3. The School will administer the 11+ test to all the boys identified by the LA and will, as is required, inform the LA of the admission decisions. Parents will be informed by the Home LA of their son's school allocation on the first working day in March.
- 1.4.4. All parents are entitled to a review and an appeal against non-admission. Requests for such reviews/appeals will be passed on to the school by the LA and will be considered by the school's admission panel and subsequently, if parents wish, by the independent appeals panel

1.5 Late applications:

- 1.5.1. If there are vacancies then arrangements will be made for the 11+ test to be taken (see section 1.2 and 1.3.2). Places will be allocated to those who qualify. The oversubscription criteria will be applied if necessary (see section 1.3)
- If there are no vacancies, parents will have the option for their son to sit the 11+ test and, if qualified, to be added to the waiting list (see 1.3.2)

9. Admission criteria for Notre Dame Roman Catholic (RC) School

The planned admission number (PAN) for entry in Year 7 in 2009/10 is 132. In applying our admissions criteria:

- *Parents of prospective students for entry in 2009 must apply using both the Common Application Form (CAF) from the Local Authority and the School's own application form available for download on line and as hard copy from the school.*
- *Children with Statements of Special Educational Need and Looked After Children will be admitted before any other child ranked by the criteria below.*

All other applications will be ranked on the criteria listed below:

1. Girls who are baptised Roman Catholics and this is acknowledged by their school application form being countersigned by their RC parish priest.
2. Girls who are baptised or recognised members of a Christian denomination or other Faith and this is acknowledged by their application form being countersigned by a Christian Minister/ Priest or a senior leader of their faith community.
3. Girls attending a Linked Primary School whose application form is countersigned by a Christian Minister/ Priest or a senior leader of their faith community.
4. Girls of no particular faith tradition whose parents/guardians nonetheless wish their child to receive faith-based schooling within the Catholic Christian tradition.
5. Other applicants who do not fall into the above categories.
In the event of oversubscription within any criterion, the allocation of places will be decided by:
 - a) Girls with siblings who are still attending a Catholic Secondary School within Plymouth at the time of their application.
("Siblings" means brothers or sisters. They are defined as children with at least one natural or adoptive parent in common, living at the same or a different address.)
 - b) "The basis of distance between home and school. Measurements are taken by a straight line on a map using the 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."

10. Admission criteria for St Boniface's Roman Catholic (RC) College

Following an opportunity to visit the College, parents of prospective pupils for entry in September 2009 will be invited to apply direct to the College. The deadline for applications will be Friday before the October half term in 2008. Applications will be dealt with in accordance with the admissions policy.

School Admissions Arrangements for September 2009-10

- Following an opportunity to visit the College, parents/guardians and prospective students for entry in September 2009 will be invited to apply for a place through both the Common Application Form [CAF] from the LA and the College's own application form which includes the production, by parents/guardians, of some supplementary information and in accordance with the College Admissions Policy. The deadline for applications will be the Friday before the October half term in 2008.
- The following are the proposed Admission arrangements for 2009-10.
- The Planned Admission Number [PAN] for the College will be set at 128 pupils in year seven.
- All applications to the College will be ranked against the admission criteria below. In the case of over subscription in any of the criteria, the tie will be resolved using the nearest to school by the most **direct route to school as a line on the map**.
- ***All applications will be ranked on an equal preference scheme.***
- **The ranking of the applications will be done according to the following criteria .**
 1. Children with a Statement of Special Educational Needs, after consultation with the College and where the College is named as the most suitable school.
 2. Children who are in public care.
 3. Baptised Roman Catholic boys whose College application form is countersigned by a Roman Catholic Priest. A Baptismal Certificate for the named applicant to be supplied to the College at the time of making application.
 4. Baptised/Dedicated Christians of other denominations or members of other Faiths who have a sibling at the College or at Notre Dame Catholic School or who are in attendance at a Roman Catholic linked primary school and whose application form is signed by a Christian Minister of Religion or Senior Leader of the Faith Community. A baptismal/dedication certificate [for Christian applicants] to be supplied to the College at the time of application.
 5. Boys currently enrolled in a programme of preparation for Baptism into the Roman Catholic Church. Confirmation of enrolment will be required from a Roman Catholic priest.
 6. Baptised/Dedicated Christians of other denominations whose application for admission is signed by a Christian Minister of Religion and a baptismal/dedication certificate for the applicant is supplied to the College at the time of application.
 7. Boys whose residence is with one parent who is a baptised Christian. The parent's Baptismal Certificate, or the signature of a Christian Minister of Religion confirming their knowledge of the parent's baptism, will be required.

8. A boy who is a member of another recognised faith community whose application form is signed by a senior Leader of that faith and is supported by a letter from a Senior Leader of that Faith community.
9. A boy whose parents seek admission to the school and who can demonstrate, with evidence, both an understanding and sympathy for the ethos of the College.
10. All other boys whose parents express a preference for the College, for whatever reason, who make a valid application on the College's Application Form and a Common Application Form [CAF] including the school among its preferences.

Notes of the above criteria

- ❖ Siblings are full, half, step or adoptive brother or sister and living in the same family unit and household
- ❖ If it is necessary to distinguish between applicants in a particular category, priority will be determined on the basis of distance between home and school measured along the shortest line on a map, the shorter the distance the higher the priority.
Hinduism, Islam, Judaism, Sikhism are examples of recognised other faiths.

11. Published Admission Numbers (PANs)

| Primary Schools | PAN 2009 |
|---------------------------------|-----------------|
| Austin Farm Primary | 45 |
| Boringdon Primary | 60 |
| Cathedral of St. Mary RC Infant | 17 |
| Chaddlewood Primary | 60 |
| College Road Primary | 30 |
| Compton Primary | 50 |
| Drake Primary | 30 |
| Dunstone Primary | 30 |
| Eggbuckland Vale Primary | 60 |
| Elburton Primary | 60 |
| Ernesettle Primary | 45 |
| Estover Primary | 30 |
| Ford Primary | 30 |
| Glen Park Primary | 60 |
| Goosewell Primary | 90 |
| Ham Drive Primary | 60 |
| High Street Primary | 30 |
| Highfield Primary | 30 |
| Holy Cross RC Primary | 30 |
| Hooe Primary | 30 |
| Hyde Park Infant | 90 |
| Hyde Park Junior | 90 |
| Keyham Barton RC Primary | 30 |
| Knowle Primary | 60 |
| Laira Green Primary | 45 |
| Leigham Primary | 60 |
| Lipson Vale Primary | 55 |
| Manadon Vale Primary | 60 |
| Marlborough Primary | 30 |
| Mary Dean's Primary | 50 |
| Montpelier Primary | 90 |
| Morice Town Primary | 30 |
| Mount Street Primary | 30 |
| Mount Wise Primary | 30 |
| Old Primaryory Junior | 60 |
| Oreston Primary | 45 |
| Pennycross Primary | 45 |
| Pilgrim Primary | 30 |
| Plaistow Hill Infant | 60 |
| Plympton St Mary CE Infant | 60 |
| Plympton St Maurice Primary | 30 |
| Plym View Primary | 30 |
| Pomphlett Primary | 30 |
| Prince Rock Primary | 30 |

| | |
|---------------------------------|----|
| Riverside Primary | 60 |
| Salisbury Road Primary | 60 |
| Shakespeare Primary | 60 |
| Southernway Beechwood Primary | 60 |
| Southernway Oakwood Primary | 45 |
| St Andrew's CE Primary | 30 |
| St Budeaux CE Foundation Junior | 60 |
| St Edward's Primary | 30 |
| St George's CE Primary | 15 |
| St Joseph's RC Primary | 17 |
| St Paul's RC Primary | 30 |
| St Peter's CE Primary | 25 |
| St Peter's RC Primary | 30 |
| Stoke Damerel Primary | 45 |
| Stuart Road Primary | 30 |
| Thornbury Primary | 45 |
| Victoria Road Primary | 30 |
| Weston Mill Primary | 45 |
| Whitleigh Primary Primary | 60 |
| Widewell Primary | 30 |
| Widey Court Primary | 90 |
| Woodfield Primary | 30 |
| Woodford Infant | 60 |
| Woodford Junior | 60 |
| Yealmpstone Farm Primary | 30 |

| Secondary Schools | PAN 2009 |
|---------------------------------|-----------------|
| Coombe Dean School | 180 |
| Devonport High School (Boys) | 174 |
| Devonport High School (Girls) | 120 |
| Eggbuckland Community College | 243 |
| Estover Community College | 210 |
| Hele's School | 210 |
| John Kitto Community College | 240 |
| Lipson Community College | 240 |
| Notre Dame RC VA School (Girls) | 132 |
| Plymouth High School for Girls | 120 |
| Plymstock School | 260 |
| Ridgeway School | 210 |
| Sir John Hunt Community College | 180 |
| St Boniface's RC College (Boys) | 128 |

| | |
|---------------------------------|-----|
| Stoke Damerel Community College | 240 |
| Tamarside Community College | 240 |