

PLYMPTON ACADEMY



Admission criteria 2016/17

To apply to Plympton Academy

- (i) Complete the Common Application Form available from <http://www.plymouth.gov.uk/secondaryapplicationforms> , and returnable to their home local authority;
- (ii) In addition, applicants applying under criteria 5 below must complete the Plymouth Supplementary Information Form and return it direct to the School Admissions Team, Plymouth City Council.

The Governing Body of Plympton Academy is the admission authority for Plympton Academy. The admission authority will comply with provisions within the School Admissions Code and the School Appeals Code available at www.gov.uk/government/publications/School-admissions-code.

The admission arrangements outlined within this document apply to Plympton Academy, Plymouth in the 2016/17 academic year. This policy should be read in conjunction with the Secondary and In-Year Co-ordinated schemes of admission available at www.plymouth.gov.uk/Schooladmissions.

SECTION 1

(i) Secondary admissions (normal point of entry at Year 7)

The admission arrangements outlined within this section apply to children starting in Year 7 for the first time in 2016/17. The published admission number (PAN) for this year group is 180. The close date for application is 31 October 2015. Allocation results will be notified on 1 March 2016. The Academy follows Plymouth City Council's co-ordinated secondary admissions scheme available at www.plymouth.gov.uk/Schooladmissions.

All applicants must:

- (iii) Complete the Common Application Form available from, and returnable to their home local authority;**
- (iv) In addition, applicants applying under criteria 5 below must complete the Plymouth Supplementary Information Form and return it direct to the School Admissions Team, Plymouth City Council.**

(ii) In-Year admissions (admissions outside the normal point of entry)

The admission arrangements outlined within this section apply to in-year admissions for Plympton Academy in the 2016/17 academic year.

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

An In-Year admission is any entry to Academy other than at the normal point, for example, transferring school/academy due to a house move or for other personal reason. Requests for admission to Year 7 made after the normal round of admissions – after 31 August 2016 – and requests for places in other Year Groups should be made direct to Plymouth City Council.

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

Application should be made via Plymouth City Council¹ at www.plymouth.gov.uk/Schooladmissions. Community Schools follow Plymouth City Council's local co-ordinated in-year admissions scheme available at www.plymouth.gov.uk/Schooladmissions.

All applicants must:

- (i) Complete the Common Application Form available from and returnable to Plymouth City Council¹;
- (ii) In addition, applicants applying under oversubscription criteria 5 must complete the Plymouth Supplementary Information Form and return it direct to the School Admissions Team, Plymouth City Council¹.

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

SECTION 2

Oversubscription criteria for Plympton Academy for secondary normal point of entry and in-year admissions

A child with an Education, Health and Care Plan (EHCP) or Statement of Special Educational Needs (SEN) which names the Academy 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 Academy is oversubscribed, the admission authority will apply the following oversubscription criteria in order of priority:

1. **Looked after children and all previously looked after children.** A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school/academy. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or become subject to a child arrangements order or special guardianship order);

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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 academy 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 Academy 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 attending a feeder primary school.** A feeder primary school is linked to the secondary school/academy. A list of feeder primary schools is available in the Next Step Parent's Guide;
5. **Children whose parent is a member of staff employed at the Academy** for two or more years at the time at which the application for admission to the Academy 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;
6. **Other children** measured by a straight line on the map using Plymouth City Council's electronic mapping system¹ – the shorter the distance, the higher the priority. Measurement points will be from an internal point of the building concerned (the visual centre of the building(s)). 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 Academy, the parent/carers will have the right of appeal to an independent appeal panel. Information relating to the appeal process can be obtained from Plymouth City Council's School Admissions Team¹.

Home address: Any allegations received by the admission authority of people providing false or accommodation addresses when applying for school/academy places shall be fully investigated and, if found to be true, allocated places may be withdrawn, as appropriate. School/academies have been advised by Plymouth City Council to ask parents to provide proof of residence (for example utility bills) before admitting a child. Plymouth Local Authority (LA) will also carry out checks as appropriate¹. A child's home address is defined as the address at which the child is normally resident or, where a child lives at more than one address, the address at which the child lives for the majority of the time. Where the home address is unclear, the Admission Authority will determine the appropriate address taking into account factors such as the address to which the Child Benefit Allowance or Child Tax Credit is payable, registration for medical services etc.

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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 an academy place within 2 weeks of the date of notification of availability of an academy place. Response must be made to Plymouth City Council. In the absence of a response, the offer may be revoked and the place may be reallocated to someone else.

Tie-breaker: Where we have to choose between two or more children in the same category as each other, then the nearer to the academy the child lives - as measured by a straight line on the map using Plymouth City Council’s electronic mapping system¹ - the higher the priority. Measurement points will be from an internal point of the building concerned (the visual centre of the building(s)). 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 Council¹.

Waiting lists: If a place cannot be offered at the preferred academy, the child’s name will automatically be added to the waiting list for any school/academy ranked higher than the academy 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 2016 in respect of the normal point of entry. Any vacancies that arise will be allocated to the child at the top of the waiting list.

From the commencement of the September term in 2016, the in-year admissions scheme applies and the waiting list procedure will change in that parents will be asked to confirm their wish for their child to remain on a waiting list in order that the list can be kept up to date.

Feeder Schools

Secondary Academy	Feeder primary School
Plympton Academy	<ul style="list-style-type: none"> ▪ Chaddlewood Primary School ▪ Glen Park Primary School ▪ Plympton St Maurice Primary School ▪ Yealmpstone Farm Primary School

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Only complete this form if you are:

A member of staff employed by the academy for two or more years at the time at which the application for admission to the academy 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 2016/17

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 academy for two or more years at the time at which the application for admission to the academy 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, Windsor House, Tavistock Road Plymouth, PL6 5UF.

To be completed by the parent/carer

Full name of child:	Date of birth:
Please name the member of staff employed by the academy:	
Name of Academy:	
Name of parent/carer:	Relation to child:
Signature:	Date:

Data Protection

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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.

SECTION 3

Sixth form admissions

The admission arrangements outlined within this document apply to admissions to Plympton Academy sixth form in the 2016/17 academic year. The arrangements apply to children transferring from Year 11 in a secondary school to Year 12 in a secondary school.

Where an academy operates a sixth form, students are normally accepted from other school bases as long as the school has capacity and the applicant meets the relevant admission criteria. Each academy will have a different application timetable and number of places to offer. Applications should be made direct to the academy.

The number of students who have applied for each course will need to be taken into account, meaning that extra students can sometimes be accommodated over the admission number if the student's chosen course is not full.

The admission arrangements apply equally to those seeking admission from year 11 within the academy to those seeking transfer from other schools/academies. All those seeking admission to Year 12 must achieve the necessary grades for access onto the courses they have chosen.

A child with an Education, Health and Care Plan (EHCP) or Statement of Special Educational Needs (SEN) which names the applicant's preferred academy will be admitted to that academy subject to achieving the necessary grades for access onto the courses they have chosen.

Any student refused the offer of a place in Year 12 has the right of appeal to an independent appeals panel.

Where the number of eligible external applicants for a course of study exceeds the places available then admission will be determined in accordance with the following priority of admission criteria:

1. **Looked after children and all previously looked after children.** A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to an academy. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or become 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

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the preferred academy 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 academy 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. **Other children** measured by a straight line on the map using Plymouth City Council's¹ electronic mapping system – the shorter the distance, the higher the priority. Measurement points will be from an internal point of the building concerned (the visual centre of the building(s)). 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 academy, the parent/carer will have the right of appeal to an independent appeal panel. Information relating to the appeal process can be obtained from Plymouth City Council's School Admissions Team¹.

False or misleading applications: Where the academy/college has made the offer of a place in Year 12 on the basis of a fraudulent or intentionally misleading application which has effectively denied a place in the sixth form to a pupil with a stronger claim, the offer of a place will be withdrawn.

Home address: any allegations received by the admission authority of people providing false or accommodation addresses when applying for school/academy places shall be fully investigated and, if found to be true, allocated places may be withdrawn, as appropriate. School/academies have been advised by Plymouth City Council¹ to ask parents/carers to provide proof of residence (for example utility bills) before admitting a child. Plymouth Local Authority¹ (LA) will also carry out checks as appropriate. A child's home address is defined as the address at which the child is normally resident or, where a child lives at more than one address, the address at which the child lives for the majority of the time. Where the home address is unclear, the Admission Authority will determine the appropriate address taking into account factors such as the address to which the Child Benefit Allowance or Child Tax Credit is payable, registration for medical services etc.

Multiple births: defined as children of multiple birth (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

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

Tie-breaker: where we have to choose between two or more children in the same category as each other, then the nearer to the academy the child lives - as measured by a straight line on the map using Plymouth City Council's¹ electronic mapping system - the higher the priority. Measurement points will be from an internal point of the building concerned (the visual centre of the building(s)). 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.

Timetable for application:

School/Academy name	Year 12 PAN (excluding those transferring from the academy's own Year 11).	Application date	Normal notification date	Late applications accepted until
Plympton Academy	50	Dec 2016	March 2017	Sept 2017

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CONTACTS AND FURTHER INFORMATION

Academy

Plympton Academy

Moorland Road

Plympton

Plymouth

Devon

PL7 2RS

Telephone: 01752 338373

Email: headteacher@Plympton.plymouth.sch.uk

Website: www.Plympton.plymouth.sch.uk

School Appeals

Telephone 01752 307469

Telephone 01752 258933

Education Welfare Service

Telephone 01752 307405

www.plymouth.gov.uk

The Department for Education Schools (DFE)

Website: www.gov.uk

Telephone: 0370 000 2288

Parent Partnership Service

Telephone 01752 258933 / 0800 953113

parentpartnership@plymouth.gov.uk

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