



Key notes – admission arrangements 2017/18		
School name	All Saints CE Academy Plymouth	
Admission authority	The governing body of All Saints CE Academy	
School status	Academy	
Catchment area	No	
Supplementary Information Form	Yes: - for those applying on faith grounds only	
Application forms available online	www.plymouth.gov.uk/schooladmissions	
	NORMAL POINT OF ENTRY – Y7	IN-YEAR ADMISSION
Age range for application	1 September 2005 - 31 August 2006	Any admission other than the normal point of entry in years 7-11
Application period	5 September 2016 – 31 October 2016	From 1 September 2017
Offer date	1 March 2017	Within 20 school days of application receipt
Published admission number	180	Unless otherwise agreed, the published admission number at the normal point of entry applies to each year group as it moves through the school

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An academy in the education system in England is a school that is directly funded by central government (the Department for Education) and is independent of local government control.

The Governing Body of All Saints CE Academy forms the admission authority. The admission authority will comply with provisions within the School Admissions Code and the School Appeals Code available at www.gov.uk/government/collections/statutory-guidance-schools.

The admission arrangements outlined within this document apply to All Saints CE Academy, Plymouth in the 2017/18 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

All Saints CE Academy Plymouth

(i) Admissions to Year 7

The admission arrangements outlined in this section apply to children starting in Year 7 for the first time in 2017/18. The published admission number (PAN) for this year group is 180. The closing date for applications is 31 October 2016. Allocation results will be notified on 1 March 2017 (or the next working day where 1 March is not a normal working day). All Saints CE Academy follows Plymouth City Council's co-ordinated secondary admissions scheme.

All applicants must complete the Common Application Form available from, and returnable to their home local authority.

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

Where there are fewer applicants than the PAN, all children will be admitted unless they can be offered a higher ranked preference. In the event that the 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. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).
2. **Children whose siblings currently attend the academy and who will continue to do so on the date of admission.** Sibling means children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters;
3. **Children who are (or whose parents are) faithful and regular worshippers at an Anglican Church.** Regular Worship is defined as attendance at an Anglican Church at least once a month for at least one year. A Supplementary Information form will need to be completed if applying under this criterion and returned to the school by

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

the closing date for applications – 31st October.

4. **Children who are (or whose parents are) faithful and regular worshippers at churches included in ‘Churches Together in England’ or the ‘Evangelical Alliance’.** Regular Worship is defined as attendance at a church included in ‘Churches Together in England’ or the ‘Evangelical Alliance’ at least once a month for at least one year. A supplementary information form will need to be completed if applying under this criterion and returned to the school by the closing date for applications – 31st October.
5. **Children from the following feeder primary schools:** Hyde Park Junior School, Knowle Primary School, Manadon Vale Primary School, Mayflower Community School, Montpelier Primary School, Pennycross Primary School, Shakespeare Primary School, St Andrew’s C of E [VA], St Budeaux C of E [VA] Junior School, St George’s C of E [VA] Academy, St Matthews C of E Primary and Nursery Academy, St Peter’s C of E [VA] Primary School, Compton C of E [VC] Primary School, Mary Dean’s C of E [VC] Primary School, St Edward’s C of E [VC] Primary School;
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 the spatial locator identified by the National Land and Property Gazetteer. The spatial locator is the address point based on a general internal point. Flats are therefore taken to be the same measurement point regardless of floor of location.

Notes:

Admission out of the normal age group:

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

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.

Home address: Any allegations received by the admission authority of people providing false accommodation addresses when applying for school places shall be fully investigated and, if found to be true, allocated places may be withdrawn, as appropriate. Schools have been advised by Plymouth City Council¹ to ask parents 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

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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 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 Council¹. In the absence of a response, the offer may be revoked and the place may be reallocated to someone else.

Tie-breaker: Where we have to choose between two or more children in the same category as each other, then the nearer to the school the child lives - as measured by a straight line on the map using Plymouth City Council's¹ electronic mapping system - the higher the priority. Measurement points will be from the spatial locator identified by the National Land and Property Gazetteer. The spatial locator is the address point based on a general internal point. Flats are therefore taken to be the same measurement point regardless of floor of location.

Definite 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 All Saints CE Academy, the child's name will automatically be added to the waiting list for any school ranked higher than the school allocated. Those on a waiting list and late applicants will be treated equally and placed on the same list. Waiting lists will be held in the order of the published admission criteria and will be maintained until the end of the summer holidays 2017. 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 2017, the in-year admissions scheme applies and the admission criteria and waiting list procedure will change.

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

Feeder schools

Secondary School	Feeder Primary School
All Saints CE Academy	<ul style="list-style-type: none">• Hyde Park Junior School• Knowle Primary School• Manadon Vale Primary School• Mayflower Community School• Montpelier Primary School• Pennycross Primary School• Shakespeare Primary School• St Andrew's C of E [VA] Primary School• St Budeaux C of E [VA] Junior School• St George's C of E [VA] Academy• St Matthews C of E Primary and Nursery Academy• St Peter's C of E [VA] Primary School• Compton C of E [VC] Primary School• Mary Dean's C of E [VC] Primary School• St Edwards C of E [VC] Primary School

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(ii) Sixth form admissions

Where a school 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 school will have a different application timetable and number of places to offer. Applications should be made direct to the school.

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. All those seeking admission to Year 12 must achieve 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.

The Academy Trust will publish specific criteria in relation to minimum academic entrance requirements for admission to the post-16 provision. This will be based upon GCSE grades or other measures of prior attainment. Both internal and external pupils wishing to enter the sixth form will be expected to have the minimum academic entry requirements for the sixth form.

In addition to the sixth form's minimum academic entry requirements, pupils will need to satisfy minimum entrance requirements for the courses for which they are applying. If either internal or external applicants fail to meet the minimum course requirements they will be given the option of pursuing any alternative courses for which they do meet the minimum requirements.

A child with an Education, Health and Care Plan (EHCP) or Statement of Special Educational Needs (SEN) which names the school will be admitted 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 a school. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).
2. **Children whose siblings currently attend the school and who will continue to do so on the date of admission.** Sibling means children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters;

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

3. **Children who are (or whose parents are) faithful and regular worshippers at an Anglican Church.** Regular Worship is defined as attendance at an Anglican Church at least once a month for at least one year. A supplementary information form will need to be completed if applying under this criterion and returned to the school by the closing date for applications – 30 April 2017.
4. **Children who are (or whose parents are) faithful and regular worshippers at churches included in ‘Churches Together in England’ or the ‘Evangelical Alliance’.** Regular Worship is defined as attendance at a church included in ‘Churches Together in England’ or the ‘Evangelical Alliance’ at least once a month for at least one year. A supplementary information form will need to be completed if applying under this criterion and returned to the school by the closing date for applications – 30 April 2017.
5. **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 the spatial locator identified by the National Land and Property Gazetteer. The spatial locator is the address point based on a general internal point. Flats are therefore taken to be the same measurement point regardless of floor of location.

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 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 places shall be fully investigated and, if found to be true, allocated places may be withdrawn, as appropriate. Schools have been advised by Plymouth City Council¹ to ask parents 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 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).

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

Tie-breaker: Where we have to choose between two or more children in the same category as each other, then the nearer to the school the child lives - as measured by a straight line on the map using Plymouth City Council's¹ electronic mapping system - the higher the priority. Measurement points will be from the spatial locator identified by the

National Land and Property Gazetteer. The spatial locator is the address point based on a general internal point. Flats are therefore taken to be the same measurement point regardless of floor of location.

Definite 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 name	Year 12 PAN (excluding those transferring from the schools own Year 11).	Application date	Normal notification date	Late applications accepted until
All Saints CE Academy Plymouth	30	30 th April 2017	Within three weeks of application	1 st September 2017

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

(iii) In-year admissions

The admission arrangements outlined within this document apply to admissions to All Saints CE Academy Plymouth from the 2017/18 academic year.

An In-Year admission is any entry to school other than at the normal point, for example, transferring school due to a house move or for other personal reasons. . Application should be made via Plymouth City Council¹ at www.plymouth.gov.uk/schooladmissions. The school follows Plymouth City Council's¹ local co-ordinated in-year admissions scheme.

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

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.

The admission criteria that applies to entry at Year 7 and to the Sixth Form detailed above apply to in-year admission applicants.

In respect of an in-year admission request to years 7 to 11: If a place cannot be offered at the preferred school, the child's name will automatically be added to the waiting list for any school ranked higher than the school allocated. As part of the allocation response, parents/carers will be asked to confirm the wish to remain on the waiting list(s). Parents/carers will be required to renew their intent to remain on the waiting list(s), usually in the autumn, spring and summer. Failure to confirm the wish to remain on the waiting list(s) will lead to removal from the list(s). Those on a waiting list and late applicants will be treated equally and placed on the same list. Waiting lists will be held in the order of the published admission criteria. Any vacancies that arise will be allocated to the child at the top of the waiting list.

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

CONTACTS AND FURTHER INFORMATION

Academy

All Saints CE Academy Plymouth

Pennycross

Plymouth

PL5 3NE

Telephone: 01752 705131

Email enquiries@asap.org.uk

Website www.asap.org.uk

Exeter Diocesan Board of Education

Telephone contact 01392 294938

Website: governance@exeter.anglican.org

Churches Together in England

Telephone 020 7529 8131

Website: www.churches-together.net

Plymouth School Admissions Team

Year 7 intake at the normal point of entry: 01752 307469

In-Year admissions: Telephone Secondary 01752 307467

The website at www.plymouth.gov.uk/schooladmissions has information about applying for an in-year place at the school, school appeals, and the Local In-Year Admissions scheme.

School Appeals

Telephone 01752 307469

Telephone 01752 258933

Inclusion, Attendance and Welfare Service

Telephone 01752 307405

Website: www.plymouth.gov.uk

The Department for Education Schools (DFE)

Telephone: 0370 000 2288

Website: www.gov.uk

Office of the Schools Adjudicator

Telephone 01325 735303

Website: www.education.gov.uk/schoolsadjudicator

Plymouth Information, Advice and Support for SEND

Telephone 01752 258933

Website: www.plymouthias.org.uk

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Policy version

This policy was determined by the admissions authority on 04 February 2016 following a public consultation between 15 December 2015 and 31 January 2016. It will be reviewed and determined annually. The next consultation period will be between 15 December 2016 and 31 January 2017.

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