



# ALL SAINTS

## ACADEMY PLYMOUTH

Key notes – admission arrangements 2018/19		
School name	All Saints CE Academy Plymouth	
Admission authority	The Board of Governors 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	<a href="http://www.plymouth.gov.uk/schooladmissions">www.plymouth.gov.uk/schooladmissions</a>	
	<b>NORMAL POINT OF ENTRY – Y7</b>	<b>IN-YEAR ADMISSION</b>
Age range for application	1 September 2006 - 31 August 2007	Any admission other than the normal point of entry in years 7-11
Application period	4 September 2017 – 31 October 2017	From 1 September 2018
Offer date	1 March 2018	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 Board of Governors 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 [www.gov.uk/government/publications/school-admissions-code--2](http://www.gov.uk/government/publications/school-admissions-code--2).

The admission arrangements outlined within this document apply to All Saints CE Academy, Plymouth in the 2018/19 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](http://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 2018/19. The published admission number (PAN) for this year group is 180. The closing date for applications is 31 October 2017. Allocation results will be notified on 1 March 2018 (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) 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 application.** 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 the closing date for applications – 31<sup>st</sup> October.
- 4. Children who are (or whose parents are) faithful and regular worshippers at**

<sup>1</sup> 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.

**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 – 31<sup>st</sup> 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 Edward’s C of E [VC] Primary 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,;
6. **Other children** measured by a straight line on the map using Plymouth City Council’s electronic mapping system<sup>1</sup> – 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 Team<sup>1</sup>.

**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 Council<sup>1</sup> to ask parents to provide proof of residence (for example utility bills) before admitting a child. Plymouth local authority<sup>1</sup> (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.

<sup>1</sup> 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.

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

**Response:** Parents/carers must respond to an allocation of a school place within two weeks of the date of notification of availability of a school place or, in the case of an in-year admission, within six school weeks of the original application for a school place whichever is the later. Response must be made to Plymouth City Council<sup>1</sup>. In the absence of a response, the offer may be revoked and the place may be reallocated to someone else.

**Tie-breaker:** Where we have to choose between two or more children in the same category as each other, then the nearer to the school the child lives - as measured by a straight line on the map using Plymouth City Council's<sup>1</sup> 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 Council<sup>1</sup>.

**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 2018. 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 2018, the in-year admissions scheme applies and the admission criteria and waiting list procedure will change.

<sup>1</sup> 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"><li>• Hyde Park Junior School</li><li>• Knowle Primary School</li><li>• Manadon Vale Primary School</li><li>• Mayflower Community School</li><li>• Montpelier Primary School</li><li>• Pennycross Primary School</li><li>• Shakespeare Primary School</li><li>• St Andrew's C of E [VA] Primary School</li><li>• St Budeaux C of E [VA] Junior School</li><li>• St Edwards C of E [VC] Primary School</li><li>• St George's C of E [VA] Academy</li><li>• St Matthews C of E Primary and Nursery Academy</li><li>• St Peter's C of E [VA} Primary School</li><li>• Compton C of E [VC] Primary School</li><li>• Mary Dean's C of E [VC] Primary School</li></ul>

<sup>1</sup> 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.

## **(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) 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 application.** 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;

<sup>1</sup> 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 2018.
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 2018.
5. **Other children** measured by a straight line on the map using Plymouth City Council’s electronic mapping system<sup>1</sup> – 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 Team<sup>1</sup>.

**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.

**Homeaddress:** Any allegations received by the admission authority of people providing false or accommodation addresses when applying for school places shall be fully investigated and, if found to be true, allocated places may be withdrawn, as appropriate. Schools have been advised by Plymouth City Council<sup>1</sup> to ask parents to provide proof of residence (for example utility bills) before admitting a child. Plymouth Local Authority<sup>1</sup> (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).

**Tie-breaker:** Where we have to choose between two or more children in the same  
<sup>1</sup> 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.

category as each other, then the nearer to the school the child lives - as measured by a straight line on the map using Plymouth City Council's<sup>1</sup> 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 <sup>th</sup> April 2018	Within three weeks of application	1 <sup>st</sup> September 2018

<sup>1</sup> 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 2018/19 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 Council<sup>1</sup> at [www.plymouth.gov.uk/schooladmissions](http://www.plymouth.gov.uk/schooladmissions). The school follows Plymouth City Council's<sup>1</sup> 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), 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, parent/carers will be asked if they wish their child to be added to a waiting list and to confirm their wish for their child to remain on a waiting list in order that the list can be kept up to date. 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.

<sup>1</sup> 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.

## All Saints Church of England Academy, Plymouth

### Supplementary Information Form 2018-19

**To be completed only where a parent is seeking admissions priority on faith criteria.**

Please read the admissions policy before completing this form.

Where there are more applications than there are places, the Board of Governors will prioritise applications where evidence can be provided that a faith criterion has been met. If you wish your application to be prioritised, please complete Part A and Part B and return this form to the School by the closing date of:

- **31 October 2017 for admission to Year 7 at the normal point of entry**
- **30 April 2018 for admission to Year 12 at the normal point of entry**

**You must also complete a Local Authority Common Application Form.**

Where there are more applications than there are places for in-year applications, the Board of Governors will prioritise applications where evidence can be provided that a faith criterion has been met. If you wish your application to be prioritised, please complete Part A and Part B and return this form to the School as soon as possible.

**You should also complete a Local Authority Common Application Form.**

<b>PART A – to be completed by the parent</b>	
Full name of child or children	
Date of Birth	
Please place a tick in a box if it describes your child's circumstances.	
Criterion 3 <input type="checkbox"/>	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.
Criterion 4 <input type="checkbox"/>	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.
I confirm that I have submitted a Common Application Form.	
Parent's name	

<sup>1</sup> 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.

Please sign here		Date	
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Once you have completed Part A, please pass the form to your priest, minister, faith leader or church official who should complete Part B on the back of this form and return it to the School. Only where both parts are completed and the form is returned by:

- **31 October 2017 for admission to Year 7 at the normal point of entry**
- **30 April 2018 for admission to Year 12 at the normal point of entry**

can this information can be considered as on time by the Board of Governors and your application prioritised accordingly. For in-year applications, the form should be returned as soon as possible. Failure to return this form will mean your application will be considered under the “non faith” criteria.

<b>Part B - to be completed by a Church Priest or Minister</b>	
Church	
Priest or minister	
Address	
Telephone	

Please place a tick in a box if it describes the child’s circumstances, from your knowledge, with regard to the text in bold.

Criterion 3 <input type="checkbox"/>	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 <b>applications.</b>
Criterion 4 <input type="checkbox"/>	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 <b>applications.</b>

I confirm that the information provided above is accurate.

Please sign here		Date	
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**Thank you for your assistance in completing this Supplementary Information Form.**

<sup>1</sup> 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.

NB: If a family is refused a place at the school and appeals against the governors' decision, this form may be used as evidence at the appeal. For the purposes of assessing eligibility to education transport on faith grounds, information on this form may be used to confirm that your application for a place at the school was on religious grounds.

### **Data Protection**

The information collected on this form will be processed and may be stored electronically by the school in compliance with the Data Protection Act. The data may be shared with Plymouth City Council or other agent of the school, but only for administrative or other service provision purposes and with Government Departments where there is a legal requirement to do so. In accordance with the School Admissions Code, should information given be found to be fraudulent then the offer of a school place can be withdrawn. If you would like further information about Data Protection, please contact the school. By signing or submitting this form. You acknowledge that you have read, understood and agreed to this data processing.

<sup>1</sup> 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](mailto:enquiries@asap.org.uk)  
Website [www.asap.org.uk](http://www.asap.org.uk)

### **Exeter Diocesan Board of Education**

Telephone contact 01392 294938  
Website: [governance@exeter.anglican.org](mailto:governance@exeter.anglican.org)

### **Churches Together in England**

Telephone 020 7529 8131  
Website: [www.churches-together.net](http://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](http://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](http://www.plymouth.gov.uk)

### **The Department for Education Schools (DFE)**

Telephone: 0370 000 2288  
Website: [www.gov.uk](http://www.gov.uk)

### **Office of the Schools Adjudicator**

Telephone 01325 735303  
Website: [www.education.gov.uk/schoolsadjudicator](http://www.education.gov.uk/schoolsadjudicator)

### **Plymouth Information, Advice and Support for SEND**

Telephone 01752 258933  
Website: [www.plymouthias.org.uk](http://www.plymouthias.org.uk)

<sup>1</sup> 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

#### Policy version

This policy was determined by the admissions authority on 02 February 2017 following a public consultation between 19 December 2016 and 29 January 2017. It will be reviewed and determined annually. The next consultation period will be between December 2017 and January 2018.

<sup>1</sup> 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.