

School Admissions Policy 2024-25



All Saints Church of England Academy

Pennycross, Plymouth, Devon, PL5 3NE

01752 705131

www.asap.org.uk

enquiries@asap.org.uk

Our Ethos - we ask parents to respect our ethos and its importance to the school community. This does not affect the right of all parents to apply and be considered for a place here:

*To deliver **transformational education** and provide **experiences** that enable the entire **community to flourish**.*

All Saints Academy ensures that every student is well-educated, prepared for the future and is able to live life to the full.

All Saints Academy is the only Church of England secondary academy in Plymouth and is committed to educating students of the Christian faith, those who belong to other faiths and those who subscribe to no faith. We are committed to the values of love bravery and building our legacy and have hard working and dedicated staff.

Ted Wragg Trust

The Ted Wragg Trust is an ambitious and inclusive Trust of Schools strengthening our communities through excellent education. Schools work collaboratively towards our collective mission to transform lives and strengthen communities to make the world a better place. Love for each unique community within our family of schools is demonstrated through our values of ambition, selflessness and collaboration.

The Ted Wragg Trust was established in 2013 with the aim of local schools working together to be the best that they can be. The Trust has since grown from a one school Trust to a Multi-Academy Trust responsible for the education of over 12,000 children aged between 2-18 across Exeter, Plymouth, Crediton and East Devon. Our journey can be found [here](#).

We show our love by having the highest expectations for every child, every day, with social justice at our core. We are committed to supporting children to thrive so they can fulfil their greatest potential, and be the best that they can be. We are proud that more and more of our students are achieving their very best and going on to aspirational academic and vocational courses, which is allowing them to flourish in a full range of contexts.

As a family of schools, we put children at the centre of all we do. We deliver a high quality, knowledge rich and inspiring curriculum. Our caring and inspirational team, work together to equip students with the knowledge, skills and experience to become compassionate and courageous citizens, determined to make the world a better place.



Text in blue that is underlined [like this](#) is a link to further information, within this document or elsewhere.

Key Information - for explanatory notes, see [Appendix A](#)

Policy consultation period	5 December 2022 to 15 January 2023
Policy determined on	February 2023
Policy contact name and position	Mr Scott Simpson-Horne
Amendments after determination	The PAN was increased from 130 to 150 in November 2023 in response to higher demand for places. This higher PAN was used by Plymouth City Council in the offers for places at the normal round of admissions. This document was amended in February 2024 to reflect that admissions support was to be provided by Devon County Council Admissions Team from 1 March 2024. This includes the provision and presentation of admission appeals.
Department for Education school number	879-6905
Age range	11 to 16
Type of school	Academy secondary school
Admissions authority	Ted Wragg Trust
Normal round intake	Year 7
Published Admission Number 2024-25	150
Priority for children to another setting	No
Priority for children from a linked school	Bickleigh Down CofE Primary School Bishop Cornish CofE VA Primary School Compton CofE Primary School Ernesettle Community School Knowle Primary School Manadon Vale Primary School Marine Academy Primary Mary Dean's CofE Primary School Mayflower Academy Pennycross Primary School Riverside Community Primary School Shakespeare Primary School St Andrew's CofE VA Primary School St Budeaux Foundation CofE (Aided) Junior School St Edward's CofE Primary School St George's CofE Academy St Matthews CofE Primary and Nursery Academy St Peter's CofE Primary School Weston Mill Community Primary Academy
Designated religious character	Yes – Church of England
Admissions catchment area	No
School uniform	Yes
Application Form	Normal point of Entry – Apply through home LA In-Year Admissions – www.plymouth.gov.uk/schooladmissions
Supplementary Information Form	Yes – Staff criterion. See below Yes – Exceptional Medical and Social Need Criterion

Key Dates Normal round

When to apply	4 September 2023 to the National Closing Date: 31 October 2023
Decision	National Offer Date: 1 March 2024
When to appeal	From 1 March 2024 or from 20 school days after the refusal, whichever is later ¹
Deadline to submit appeal	28 March 2024
Deadline to hear appeal	17 June 2024 ²

Key Dates In-Year admission

When to apply	from 1 June 2024 for Year Groups 8 to 11 from 1 September 2024 for Year 7
Decision	within 15 school days of an application
When to submit appeal	from 20 school days after refusal
Deadline to hear appeal	within 30 school days of the form being submitted

¹ Appeals can be submitted sooner than this but appellants must be allowed 20 school days to prepare a written case if they wish.

² Where possible, appeals that are submitted after 31 May will be heard by 16 June. If that is not possible, they will be heard within 30 school days of the appeal form being submitted

Contacts for further information

Ted Wragg Trust

www.tedwraggtrust.co.uk

Diocesan Board of Education

01392 272686 schooladmissions@exeter.anglican.org

Devon Admissions Team

0345 155 1019 admissions@devon.gov.uk

Devon Admissions Appeal Panel

0345 155 1019 devon.cc/appeals

Plymouth School Admissions Team

01752 307469 school.admissions@plymouth.gov.uk

Devon School Admissions Service

0345 155 1019 admissions@devon.gov.uk

Clerk to the Independent School Admissions Appeals

0345 155 1019 devon.cc/appeals

Children's Education Advisory Service – advice for service families

RC-DCS-HQ-CEAS@mod.gov.uk

The Department for Education (DfE)

0870 000 2288 www.education.gov.uk

Office of the Schools Adjudicator

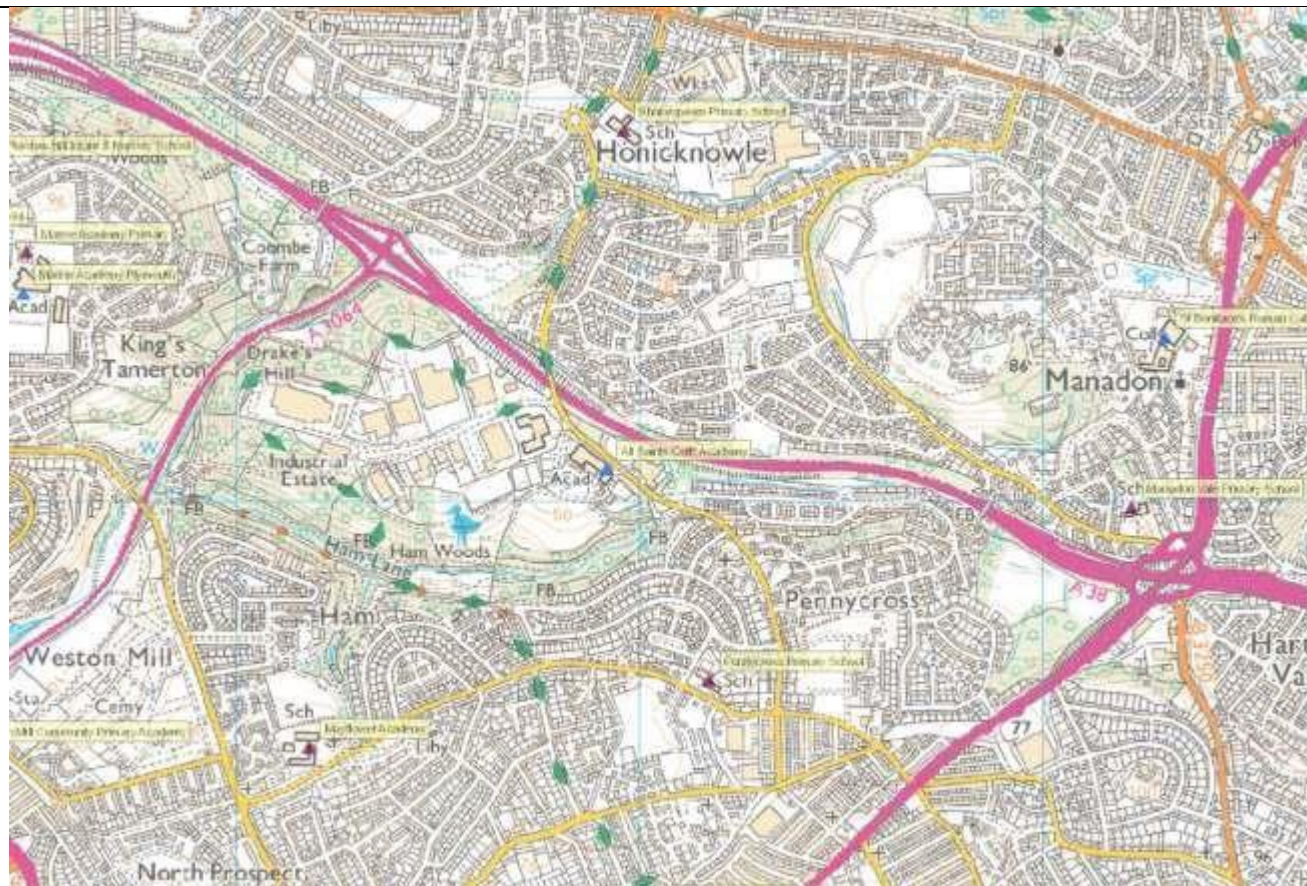
01325 735303 www.education.gov.uk/schoolsadjudicator

Education and Skills Funding Agency (ESFA)

www.gov.uk/government/organisations/education-and-skills-funding-agency

School location

All Saints does not operate a catchment area for school admissions priority. The map below shows where we are located;



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Oversubscription Criteria – Normal Round Admissions into Year 7

To be used only when there are more applications for places than there are places available.

A child whose Education, Health and Care Plan names the school will be admitted without regard for these criteria.

- 1. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order³ including those who appear to the admission authority to have been in state care outside England and ceased to be in state care as a result of being adopted.**
- 2. Priority will next be given to a child with an Exceptional Need to attend this school. A school can prioritise admission for a child where there is an exceptional need to attend that school and not another school.**
- 3. Priority will next be given to children who are siblings⁴ of pupils on roll at this school.**
- 4. Priority will next be given to other children on roll at a named linked school.**
- 5. Priority will next be given to children of members of staff⁵ who have been employed at this school for more than two years or recruited within the past two years to fill a vacancy for which there was a skills shortage.**
- 6. Priority will next be given to other children.**

Tiebreaker – Where we have to choose between two or more children in the same category as each other, then the nearer to the school the child lives - as measured by a straight line on the map using Plymouth City Council's electronic mapping system - the higher the priority. If the tie-breaker is not sufficient to distinguish between applicants in a particular category, there will be a random ballot as set out in the School Admissions Code. This will be undertaken by a person independent of the school, using an electronic random number generator.

Oversubscription Criteria – In-Year Admissions

To be used only when there are more applications for places than there are places available.

A child whose Education, Health and Care Plan names the school will be admitted without regard for these criteria.

- 1. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order³ including those who appear to the admission authority to have been in state care outside England and ceased to be in state care as a result of being adopted.**
- 2. Priority will next be given to a child with an Exceptional Need to attend this school A school can prioritise admission for a child where there is an exceptional need to attend that school and not another school.**
- 3. Priority will next be given to children who are siblings⁴ of pupils on roll at this school.**
- 4. Priority will next be given to children of members of staff⁵ who have been employed at this school for more than two years or recruited within the past two years to fill a vacancy for which there was a skills shortage.**
- 5. Priority will next be given to other children.**

Tiebreaker – Where we have to choose between two or more children in the same category as each other, then the nearer to the school the child lives - as measured by a straight line on the map using Plymouth City Council's electronic mapping system - the higher the priority. If the tie-breaker is not sufficient to distinguish between applicants in a particular category, there will be a random ballot as set out in the School Admissions Code. This will be undertaken by a person independent of the school, using an electronic random number generator.

³ An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

⁴ 'Sibling' means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a step brother or sister or other child living in the same household as part of a single-family unit at the date of their application for a place. Siblings are those on roll in Year 7 to Year 11 or with a formal offer of admission to those year groups.

⁵ This will be any salaried person employed at this school when the application is made. Where the duties of a member of staff are undertaken at different schools in a federation or chain of schools, there will be admissions priority only at one school. This will be at the member of staff's base school. Where that can't be identified, priority will be at the school where he or she expects to work for most of the time in the current academic year.

School Admissions Policies

Every school must have an admissions policy for each academic year. The admission authority must ensure that the practices and criteria used to decide on the allocation of school places are fair, clear and objective.

This policy is written to comply with the mandatory requirements of the [School Admissions Code 2021](#), the [School Admissions Appeals Code 2022](#) and all other relevant legislation so that:

- Parents know they must apply for a place and how and when to apply
- Parents know what will happen after they apply
- It is clear to all, including our school community, how many places are available
- Our school community understands our admission procedures
- We are committed to a fair, consistent and transparent admissions process

It should be read along with Plymouth City Council's Plymouth Parents Guide, its Co-ordinated Admissions Schemes, its Fair Access Protocol and its Education Transport Policy.

Once an admissions policy is determined, it can't be amended except where it is permitted or required under the terms of the Admissions Code. Any amendments will be detailed in the Key Information section [above](#).

How to apply for admission – at the normal round

Parents apply for a place by completing the Common Application Form that is issued by the Local Authority (LA) where the child lives. For residents of another council area (including Torbay and Devon), parents must use the Common Application Form provided locally. This will be forwarded to Plymouth City Council.

There is a National Closing date for applications. Applications can be submitted after this but will be considered as late, after all timely applications unless the parent can demonstrate that he or she was unable to apply on time.

Applications for normal round admission are managed under Plymouth's [Primary Co-ordinated Admissions Scheme](#). Decisions will be sent to parents on the National Offer Day by the Council where the child lives.

How to apply for admission – in-year to any Year Group

This school will participate in Plymouth City Council's [In-Year Co-ordinated Admissions Scheme](#) for 2024-25. After the normal round intake, parents apply for a place at this school by completing the LA Common Application Form, regardless of where the child lives. This is available at www.plymouth.gov.uk/schooladmissions.

Applications can be made at any time after the Year Group has started⁶ but will not be processed sooner than 6 school weeks before the place is required.⁷ They will be considered in date order with all those received at the school or by the School Admissions Team each day considered together.

The responsibility for decisions lies with the admissions authority for the school which may meet virtually (for example by conference call). Decision-making cannot be made by a single individual. Decisions will be sent to parents by the School Admissions Team.

The school will notify the LA of numbers on roll in the school within 2 school days when requested to do so. This enables the LA to be able to advise parents. When notified of an application, we will give the view of the school on whether a place should be offered within 5 school days. This is to ensure that a decision can be communicated to the parent within 15 school days.⁸

Appeals against a refusal to admit a child

Parents will have the right of appeal against a decision to refuse admission to a Panel that is independent of the school admission authority and the LA.⁹

⁶ This means after 1 September of Year 7.

⁷ This will be 12 school weeks in advance for children of UK service personnel.

⁸ School Admissions Code 2022 section 2.28

⁹ Where a child has been permanently excluded from two or more schools there is no need for an admission authority to comply with parental preference for a period of two years from the last exclusion.

Admission of children outside their normal age group

Parents may request that their child is admitted outside their normal age group. They should include a request with their application, specifying why admission out of normal year group is being requested. We¹⁰ will decide based on the circumstances of the case and in the best interests of the child concerned. We will ask parents to provide as much supporting evidence as they wish to say why they are requesting admission outside the normal age group for a child. We will consider:

- the parent's views;
- the views of the school's head teacher;
- information about the child's academic, social and emotional development submitted by the parent;
- information about the child's medical history and the views of a relevant medical professional submitted by the parent;
- whether the child has previously been educated out of their normal age group;
- guidance from the Department for Education on the admission of summer-born children to Reception;
- whether the child may have fallen into a lower age group if it were not for being born prematurely.

Parents should consider the implications of a child being taught out of the normal age group. Any school the child later moves on to will not be obliged to continue to educate their child out of the normal age group.

We will reach a decision on which Year Group is appropriate for the child. We will then reach a decision whether a place can be offered as it would for any application in that Year Group. Where we don't agree to early admission it will be our view that this is not a suitable school for the child at that age.

Emergency arrangements

In the event that a local, regional or national public health lockdown is imposed, school admission and appeals arrangements may operate to amended timescales or under emergency regulations. Wherever possible, admission applications will continue to be processed under the terms of the In-Year Co-ordinated Admissions Scheme so that parents are not disadvantaged. Places will be held open until it is practical and safe for children to attend on site. Remote learning will be made available as for existing pupils although we recognise that in some circumstances, a parent may feel it is expedient to take up remote learning from the current school on a temporary basis.

Provision may be available for vulnerable and key worker children on site or at an alternative setting, according to circumstances at that time.

¹⁰ This means the admissions authority for the school. Some functions may be delegated to a committee or to officers within the LA.

Appendix A – Explanatory notes for Ted Wragg Trust state-funded secondary schools unless explicitly varied in a school policy.¹¹ The oversubscription criteria for this school are detailed [above](#). Further admissions information can be found in Plymouth City Council’s [Plymouth Parents Guide](#)

Admission authority	<p>This is the body with legal responsibility for the admissions policy and decisions in response to applications for admission. This includes proposing, consulting on, determining and publishing the policy. The admission authorities for different types of school are:</p> <p>Academy: the academy trust or multi-academy trust Community school: the LA Foundation school: the school’s governing board Free school: the academy trust or multi-academy trust Studio school: the academy trust or multi-academy trust University Technical College (UTC): academy trust or multi-academy trust Voluntary Aided school (VA): the school’s governing board Voluntary Controlled school (VC): the LA</p>
Admission Number (AN)	<p>The AN is the equivalent of the PAN after the intake year. It is the number of places we expect to be able to provide in the Year Group. It will often be the same as the PAN that was originally determined for that group of children when it first entered the school. It may be increased or decreased in response to changes in demand or in the school’s accommodation or organisation. See also PAN.</p>
Appeal	<p>When an application is refused, this is very often because we believe it would “prejudice the provision of efficient education or the efficient use of resources”. (see the School Standards and Framework Act 1998).</p> <p>Any refusal will be in writing and inform the applicant of the</p> <ul style="list-style-type: none"> • reason for refusal • right to an appeal to be heard by an independent panel • right to a place on a waiting list for vacancies <p>An appeals service is available for state-funded schools before the Devon Independent School Admissions Appeals Panel. Further information about the process is available from the Appeals Clerk. Appeal papers will either be sent with the refusal letter or can be requested from the LA.</p>
Appeals Timetable	<p>The deadline for submitting appeals allows appellants at least 20 school days to prepare and submit a written appeal. The appeal must then be heard within 40 school days for the normal round and within 30 days for in-year admissions.</p> <p>Allocation date for the normal round Year 7** intake: Wednesday 1 March 2024 Deadline for appeal forms to be submitted: Thursday 28 March 2024 Appeals will be heard within 40 school days, by: Monday 17 June 2024</p> <p>Where possible, appeals that are submitted after 28 March will be heard by 17 June. If that is not possible, they will be heard within 30 school days of the appeal form being submitted.</p>
Application	<p>For normal round admissions, applications are considered to have been made on the National Closing Date (31 October for secondary schools) or the date when the application was submitted or amended if later.</p> <p>In-year applications are considered to have been made on the date they are received, including any supporting evidence that is required – for example, a new address or evidence of a Child’s in Care status or a Supplementary Information Form.</p> <p>It is an applicant’s responsibility to make sure that the admissions authority or LA is informed about changes to circumstances and eligibility for priority if, for instance, a sibling is taken onto our roll or the home address changes.</p>

<p>Catchment Area</p>	<p>Many schools operate an admissions catchment area. This is the geographical area that the school is primarily intended to serve. There is a higher admissions priority for children who live in it. Living outside a catchment or priority area does not prevent a child from being admitted to the school where there are vacancies. Children living in a residential property split by the boundary line will be considered to be living within the catchment area. The boundary line will then be reviewed for future applicants.</p> <p>Eligibility for catchment priority where this is part of a school's arrangements is not a guarantee of admission. This school does not operate a catchment area. Oversubscription criteria for this school are detailed above.</p>
<p>Children adopted from state care outside England</p>	<p>These children must have the same admissions priority as Children in Care. Evidence of having been in state care and then having been adopted will be required. Guidance on what constitutes as state Care in any country will be available from the LA Virtual School.</p>
<p>Children formerly in Care (Looked After)</p>	<p>These children were looked after until they were adopted (see the Adoption and Children Act 2002 section 46) or made the subject of a child arrangements order or a special guardianship order (Children Act section 14A). Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014.</p> <p>All admissions policies must give priority to Looked After and Previously Looked After Children and those adopted from state care outside of England.</p> <p>Eligibility for looked after or formerly looked after priority is not a guarantee of admission although there is a presumption in favour of admission in most circumstances. Oversubscription criteria for this school are detailed above.</p>
<p>Chronological Year Group</p>	<p>This is the group of children usually taught together according to their date of birth. Children born between 1 September and 31 August have the same chronological Year Group. This is sometimes called the normal age group.</p>
<p>Compulsory School Age</p>	<p>Children reach compulsory school age and must be in full-time education on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.</p> <p>Children are no longer of compulsory school age when they reach the School Leaving Age; the last Friday in the June of the academic year during which a child has their 16th birthday.</p>
<p>Delayed admission</p>	<p>Parents of summer-born children can request that their child's admission to Reception class is delayed from the September after the fourth birthday to the September after the fifth birthday which is the point at which they are required to be in suitable education. The decision rests with the admissions authority for a school and must be made in the best interests of the child. Where it is agreed, the parent must then make an application for admission in the appropriate normal round alongside all other applicants.</p> <p>As delayed admission children are then out of their chronological year group, parents should make contact with schools in good time before transfers to make a similar request to be admitted to that school out of the chronological year group: for in-year moves or normal round admission to junior schools, secondary school or otherwise. The admission authorities for other schools must take into account the child's school history but are not bound by the decision to agree delayed admission previously taken.</p> <p>Delayed admission should not be confused with deferred admission which involves putting off admission to the Reception class within the same academic year. Deferred admission children remain in their chronological year group.</p> <p>Guidance on delayed admission is available from the LA.</p>

Distance measurement	Measurements for school admissions purposes are straight-line 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 of the child's home (the residential building). Flats are therefore taken to be the same measurement point regardless of floor of location.
Documentary evidence	<p>Once a place has been offered to a child, we may ask for evidence of identity – usually a short birth certificate. This may not be necessary where the child has been on roll at another school in England which can confirm that evidence has been seen at that school.</p> <p>We may also request evidence that a child's address is genuine or that the person who made an application for admission was legally permitted to do so.</p>
Education, Health and Care Plans	<p>An Education, Health and Care Plan is a formal document issued by the LA describing a child's additional needs and how they will be provided for in a school. Any child whose EHCP names this school will be admitted. This will reduce the number of places available to other children accordingly. For In-Year admissions, the child will be admitted whether or not we have reached the PAN or other AN for the Year Group.</p> <p>Before a Plan is issued or amended the LA will consult with schools and ask whether it considers it could meet the child's needs, as set out in the Plan.</p>
Education Transport	<p>Parents should consider how their child will get to school for the whole of their time on roll. Parents are advised not to rely on lifts, car shares or public service vehicles always being available. Supported transport is provided by the LA for Plymouth-resident children attending schools that are the closest available when the parent could apply. The home address must be further than a minimum walking distance according to the child's age: 3 miles for children at a secondary school. See Plymouth's Education Transport Policy for further information.</p> <p>There is an extended entitlement for secondary-aged children from low-income households who attend a school because of faith reasons. This allows for free transport to the school between 2 and 15 miles.</p> <p>Applications for transport must be made direct to the LA where a child lives.</p> <p>A school's admissions straight-line measurement policy does not apply to LA school transport decisions. It is possible that a school is the closest available for admissions purposes, using straight-line measurement, but not the closest school for the purposes of entitlement to free school transport from the LA.</p> <p>Parents who rely on free transport are strongly advised to check whether there is an entitlement with the Education Transport Team before accepting the offer of a school place.</p>
Equally ranked preference scheme	<p>When making an application, parents can express a preference for one, two or three schools. They should be named in the order the parent would most like a place to be provided. It might be possible for each school to offer a place. If that happens, a place will only be offered at whichever of the schools that could offer a place the parent ranked highest. So, if places are available at School 1 and School 3, a place will be offered at School 1 only. Equally ranked preference schemes are a legal requirement which enable parents to apply for the school they prefer without risking admission to the closest school or a catchment school.</p> <p>Schools are not informed by the LA whether an application is a first, second or third preference.</p>
Exceptional Need to attend this school	A school can prioritise admission for a child where there is an exceptional need to attend that school and not another school.

	<p>Eligibility for this priority where it forms part of a school's arrangements is not a guarantee of admission. We do give additional priority on this basis. Oversubscription criteria for this school are detailed above.</p>
Extended schooling	<p>Further information on services beyond the normal school day is available from the school office or website.</p>
Fair Access Protocol	<p>All LAs are legally required to operate an Fair Access Protocol across their area and all state-funded schools must take part in the Protocol. This ensures that children who are vulnerable and unable to access an appropriate school place under the standard admission arrangements for the area have an admissions safety net. This may mean that a child is admitted here even though the school is full and other children have been refused admission.</p> <p>It is possible for a child to be refused admission here but allocated a place under the Fair Access Protocol, including when there are children on a waiting list.</p>
Faith oversubscription criteria	<p>Schools designated with a designated religious character may give additional priority for admission where faith criteria are met by an applicant.</p> <p>Eligibility for faith priority (if this forms part of a school's arrangements) is not a guarantee of admission. We do not give additional priority on this basis. Oversubscription criteria for this school are detailed above.</p>
Fees and charges	<p>There is no charge for applying for a place here, for admission itself or for the provision of education. We will not request donations before or during the admissions process and any donations made to the school following admission are entirely voluntary. No activities such as school visits are compulsory. A policy on charging for activities is available on request from the school office.</p>
General Data Protection Regulation	<p>Information about an admissions application will be shared with relevant LAs and with another school when a place has been offered.</p> <p>Where one parent seeks information about an application or to locate a child, the priority will be to safeguard the child and immediate family. Unless it is established that the other parent may not lawfully receive information about the child, the following information will be shared: the preferences expressed, the date of the application, name of the applicant and the outcomes of those preferences. Details about the reasons for an application will not be shared with the other parent.</p>
Home Address	<p>Places are offered based on where the child will attend school, not necessarily where they live when the application is made. If a school has vacancies, then it doesn't matter whether the home address is in a catchment area or relatively close to the school.</p> <p>The home address is where a child normally lives. Where a child lives with parents with shared parental responsibility, each for part of a week or for one week in turn, the home address is determined by a joint declaration from the parents which may set out the pattern of residence. The address used will be the address from which the child attends school on most mornings in a normal school week.</p> <p>If no declaration is received and there is no relevant Court Order, the home address will be the address at which the child is registered with a GP. If this is not possible or is in dispute, any other evidence provided by parents will also be considered in reaching a decision on the home address for admissions purposes. This may be necessary where parents don't agree on the child's home address. Parents are urged to reach agreement or seek a Specific Issues Order from a court to decide which parent should or should not pursue an application. Where they do not, the admissions authority will determine the home address for admissions purposes.</p>

	Where we ask for evidence of a new address from which a child would attend school, this would often be written confirmation of a house purchase or a formal tenancy agreement. We recognise that some families may be unable to provide this. Parents who can't provide this evidence should contact us or the LA. There is no intention to disadvantage families where there is a genuine reason why evidence cannot be provided.
Home-School Agreement	Admission to school is not conditional on signing a home-school agreement where one is used by a school. Some schools ask parents to sign a Home-School Agreement after children have been offered a place as a positive way of promoting greater involvement in a child's education.
In-Year admissions	This is where a child joins the school at any time after the normal round, the first opportunity for admission to the school.
Linked School	<p>A school which works with another to develop curriculum links and to ease transition for pupils from infant school to junior school and from primary school to secondary school. Sometimes called a feeder school.</p> <p>Eligibility for linked or feeder school priority (if this is part of a school's arrangements) is not a guarantee of admission. We do not give additional priority on this basis. Oversubscription criteria for this school are detailed above.</p>
Looked After Children	These children are Looked After by or provided with accommodation in the exercise of its functions (see the Children Act 1989 section 22(1)) by a LA.
Member of staff	<p>Many schools give admissions priority to the children of members of staff. This will be any salaried person employed at the school when the application is made. Where the duties of a member of staff are undertaken at different schools in a federation or chain of schools, there will be admissions priority only at one school. This will be at the member of staff's base school. Where that can't be identified, priority will be at the school where he or she expects to work for most of the time in the current academic year.</p> <p>All members of staff are considered to be important part of the school community: teaching and non-teaching. This includes members of staff employed by a third party, whose duties are solely at the school.</p> <p>Eligibility for children of staff priority (if this is part of a school's arrangements) is not a guarantee of admission. We do not give additional priority on this basis. Oversubscription criteria for this school are detailed above.</p>
Multiple birth siblings	Random allocation will not be applied to multiple birth siblings (twins and triplets etc.) tied for the final place. Where one can be admitted within the PAN or AN, schools will admit them all and exceed the PAN if necessary.
Normal Round Admissions	This is where a child joins the school at the first opportunity for admission to the Year Group.
Objections to admissions policy	Advice is available from the Office of the Schools Adjudicator on how to object to this policy. Objections must be made by 15 May 2023 .

Offers	<p>When a place is offered by Plymouth City Council on behalf of a school, parents must respond to the Council within 7 school days of the date of notification of availability of a school place. Schools will contact parents after the LA offer to make admission arrangements - if a parent doesn't confirm the place is required within 7 school days of the offer, the school or the LA will try to contact the parent again. If there is no response within 5 school days of that contact, the offer may be withdrawn.</p> <p>It is important that when places are offered or refused it is done fairly and consistently. Where the LA or a school has reason to believe that false or deliberately misleading information has been provided, the decision to offer will be reconsidered using correct information. The offer may then be withdrawn if it would not have been made with the correct information, even if this is after admission. Places are offered based on the address from which the child will attend school.</p> <p>Accurate information is particularly relevant for addresses. A school or the LA may ask for evidence of a child's home address as part of the decision-making process. If a parent believes that the child's address will change before admission, the school or LA must be informed. The parent may be required to provide evidence of a new address where this would give a higher priority for admission.</p> <p>Places will only be withdrawn if offered in error, if the parent has not responded to an offer within a reasonable time or if the offer was obtained through a fraudulent or intentionally misleading application which secured the offer of a place when the response would otherwise have been a refusal.</p>
Overseas children	<p>All applications, including those submitted from outside the country, will be processed without regard for nationality or immigration status.</p> <p>Foreign nationals who wish to apply for a state-funded school place should check that they have a right of abode or that the conditions of their immigration status otherwise permit them to access a state-funded school.</p> <p>Advice for parents of foreign nationals and children overseas is available from the LA.</p>
Oversubscription criteria	<p>Where the number of applications exceeds the number of places available in the Year Group, the admission authority for a school will use its published oversubscription criteria to prioritise applications. They are detailed in the relevant section of each school's admissions policy. Oversubscription criteria are not used where there are vacancies.</p> <p>Eligibility for priority under any oversubscription criterion used by a school is not a guarantee of admission. Oversubscription criteria for this school are detailed above.</p>
PAN or Published Admission Number	<p>This is the minimum number of places available at the school at the normal round intake. In limited circumstances, more will be admitted. It is calculated considering the physical capacity of the school, the level of demand expected from local children living in a school's catchment area and sensible, lawful school organisation. Once set applications will not be refused below the PAN at the normal round. If there is unexpectedly high demand and a school believes it could admit more children, the PAN will be increased. A school may admit children above-PAN where their circumstances suggest their need to be admitted outweighs prejudice to efficient education at the school.</p>
Parent (or carer or guardian)	<p>For school admission purposes, a parent is any person who has parental responsibility or care of the child. When we say parent, we also mean carer or guardian. Where admission arrangements refer to parents this can mean one parent or both. A school or the LA may ask for evidence of parental responsibility where a person is acting as a parent but does not hold formal parental responsibility.</p> <p>Sometimes there is a dispute between parents over which school a child should attend. Decisions in response to an admissions application will take into account imminent court hearings that may have an impact on parental responsibility and living arrangements. Neither a school nor the LA will become involved in parental disputes.</p>

Prejudice to efficient education	It is lawful to refuse admission where taking another child would cause a prejudice to “efficient education or the efficient use of resources” at this school. This is the point when we would say the Year Group or the class is full. In most cases, prejudice would occur when the AN for the Year Group has been reached but it may also be when a class of mixed Year Groups is full.
Pupil Premium	<p>Schools can give admissions priority where a child is eligible for Pupil Premium funding if included in the school’s oversubscription criteria.</p> <p>Eligibility for Pupil Premium priority (if this is part of the school’s arrangements) is not a guarantee of admission. Oversubscription criteria for this school are detailed above.</p>
Service families	<p>For children of UK service personnel and other Crown Servants we will consider a family posted to the area as meeting residence criteria even if a home address has not been identified and a unit address is used. Measurements for prioritisation purposes will be from the main entrance to the residential property or the centre of the front gate of the unit address if necessary. This requires written confirmation from the relevant government department: The Ministry of Defence, the Foreign and Commonwealth Office or Government Communications Headquarters.</p> <p>Schools will consider in-year admissions for families of UK service personnel posted to a new area and of crown servants returning to the country up to 12 school weeks in advance.</p> <p>There is no additional admissions priority for children of service families.</p>
Sibling	<p>‘Sibling’ means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a stepbrother or sister or other child living in the same household as part of a single-family unit at the date of their application for a place.</p> <p>Children who are children of friends or cousins living with their parents in the same household are not included. The sibling’s details must be clearly stated in the full application form. Failure to do so may result in this category not being identified and the application being placed in a lower category.</p> <p>A sibling who has been offered a place within the normal admissions round will be considered as if he or she were on roll for the purposes of oversubscription priority where a child seeks admission in-year.</p> <p>A sibling who has been offered an in-year place for the beginning of the next term will be considered as if he or she were on roll for the purposes of oversubscription priority where a child seeks admission at the normal round.</p> <p>Children must be on roll in year groups 7 to 11 to be eligible as siblings for admissions purposes.</p> <p>Eligibility for sibling priority (if this is part of the school’s arrangements) is not a guarantee of admission. Oversubscription criteria for this school are detailed above.</p>
Supplementary Information Form or SIF	<p>A form in addition to the LA common application form. Some schools use SIFs to collect information necessary to apply one or more of their oversubscription criteria.</p> <p>SIFs need only be completed to provide information related to a specific oversubscription criterion, not by applicants who aren’t seeking priority according to those criteria.</p> <p>An application form must be completed in all cases.</p>

Tie breaker	<p>Where we have to choose between two or more children in the same category as each other, then the nearer to the school the child lives - as measured by a straight line on the map using Plymouth City Council's electronic mapping system - the higher the priority. Measurement points will be from 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. If the tie-breaker is not sufficient to distinguish between applicants in a particular category, there will be a random ballot as set out in the School Admissions Code. This will be undertaken by an officer of Plymouth City Council by the operation of an electronic random number generator.</p>
Uniform	<p>Children attending many schools are expected to wear a uniform. Where this is the case, information about where this can be purchased and support for families who may be unable to afford items of uniform will be available from the school office and website.</p> <p>Students at All Saints are expected to wear their full uniform with pride. This includes on their way to School and home.</p>
Waiting Lists	<p>Schools will operate a waiting list for each year group until the end of the academic year. This will be maintained by the LA on behalf of the school and shared with the school. Waiting lists will only contain the names of children who have formally applied and been refused admission.</p> <p>Children's positions on the waiting list will be determined solely in accordance with a school's oversubscription criteria. Positions will be reordered whenever anyone is added to or leaves the waiting list. Therefore, a child's name can go up or down on the list. The length of time on a waiting list does not affect a child's position.</p> <p>Parents must confirm they wish the child to remain on the waiting list when requested to do so and must reapply at the end of the academic year. This is to ensure the list is kept up to date.</p>
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All Saints Church of England Academy Staff Supplementary Information Form 2024-25

To be completed only where a parent is seeking admissions priority under the “children of staff” criterion.

Where there are more applications than there are places, we will prioritise applications based on our oversubscription criteria. Please complete and return this form to the School by **31 October 2023** or as soon as possible thereafter for admissions at the start of Year 7.

You must also complete a Local Authority Common Application Form

Please complete and return this form to the school as soon as possible for in-year admissions.

You must also complete a Plymouth In-Year Common Application Form

Please read the admissions policy, including definitions, before completing this form.

PART A – to be completed by the parent

Full name of child	
Date of Birth	

Please tick box if it describes your child’s circumstances.

<input type="checkbox"/>	Criterion 3	Priority will next be given to children of members of staff ¹² who have been employed at this school for more than two years or recruited within the past two years to fill a vacancy for which there was a skills shortage.
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Your personal data is being used by the school, Plymouth City Council for the purposes of an application for admission to school. We undertake to ensure your personal data will only be used in accordance with our privacy notice. Please confirm that you give your consent to the School and Plymouth City Council using your personal data as outlined in our privacy notice, by signing below. You have the right to withdraw your consent at any time. Should you wish to withdraw consent, please contact Plymouth City Council’s Admissions Team. If you wish to exercise any of your rights under the General Data Protection Regulation, please contact the Plymouth City Council’s Data Protection Officer. For more information about data protection contact the school.

I confirm that I have submitted a LA Common Application Form.

Parent’s name		Date	
Please sign here			

If you don’t return this form, your application will be considered under other criteria.

Please return this form to:

All Saints Academy Plymouth

¹² This will be any salaried person employed at this school. Where the duties of a member of staff are undertaken at different schools, there will be admissions priority only at one school. This will be at the member of staff’s base school, where he or she undertakes duties for the majority of the time. Where that cannot be identified, priority will be at the school where he or she expects to work for most of the time in the current academic year. All members of staff are an important part of the school community. This includes members of staff employed by a third party, whose duties are solely at the school.

All Saints Church of England Academy Exceptional Medical and Social Need Supplementary Information Form 2024-25

To be completed only where a parent is seeking admissions priority under the “exceptional medical and social need” criterion.

Where there are more applications than there are places, we will prioritise applications based on our oversubscription criteria. Please complete and return this form to the School by **31 October 2023** or as soon as possible thereafter for admissions at the start of Year 7.

You must also complete a Local Authority Common Application Form

Please complete and return this form to the school as soon as possible for in-year admissions.

You must also complete a Plymouth In-Year Common Application Form

Please read the admissions policy, including definitions, before completing this form.

PART A – to be completed by the parent	
Full name of child	
Date of Birth	

Please tick box below if you believe there is an exceptional social or medical need for your child to attend this school.

<input type="checkbox"/> Criterion 2	Priority will next be given to those children based on their exceptional medical or social need or those of their parents.
<p>Exceptional social or medical need:</p> <p>We give higher priority for children where there is an exceptional need to attend this school and not another school. The need must be specific to this school: a child may have very challenging circumstances that require additional support but if that support could also be provided at another school, there would be no exceptional need to attend this school.</p> <p>All applicants must complete an application form.¹⁹ In order to seek priority on this basis, applicants must also complete this Supplementary Information Form for Exceptional Need to request admissions priority.</p> <p>The exceptional need could be due to the child’s or to the parent’s circumstances. It could include:</p> <ul style="list-style-type: none"> • A serious medical condition, which can be supported by medical evidence; • Significant caring responsibilities, which can be supported by a social worker; • Where the child or one or both parents has a disability that would make travel to any other school more difficult. <p>These examples are not meant to be exhaustive or exclusive. Neither should it be assumed that similar circumstances would impact on different children and families in the same way. The responsibility lies with applicants to submit supporting evidence and to provide further evidence if requested to do so.</p> <ul style="list-style-type: none"> • applicants must provide supporting evidence from a doctor or other relevant professional, together with any other relevant information; • evidence must make a compelling case why the need that has been identified can only be met here and the anticipated difficulties that would arise if the child had to attend another school; • having a particular medical condition or social vulnerability will not automatically result in a place here; • it is not essential for the person providing the evidence to name our school or to have detailed and specific knowledge of the school, but the evidence should explain exactly what the child's needs are and what specialist support and facilities are required; • evidence should be submitted in reasonable time for it to be considered before reaching a decision and for the application to be ranked against our oversubscription criteria as necessary. <p>Each case will be considered on its own merits but exceptional need for admission will not be accepted on the grounds that:</p> <ul style="list-style-type: none"> • a child may be separated from a friendship group; • preference to avoid a child from the current or previous setting; • child-care arrangements before or after school would have to be changed; • transport arrangements would have to be changed; 	

- there is a medical condition such as asthma that doesn't require specialised treatment;
- the child has an interest or ability in a subject or activity.

We may seek our own advice to establish whether this is the only school that could meet a child's needs.

If we accept that the child would experience a significant detriment by not being able to attend this school, we will agree that there is an exceptional need to attend this school. The application will be prioritised. This does not guarantee that a place will be available.

Where we do not agree that the need is exceptional, the application will be prioritised according to other oversubscription criteria.

Supporting evidence attached:	Yes/No
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Nature of the supporting evidence you are submitting:	
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Your personal data is being used by the school, Plymouth City Council for the purposes of an application for admission to school. We undertake to ensure your personal data will only be used in accordance with our privacy notice. Please confirm that you give your consent to the School and Plymouth City Council using your personal data as outlined in our privacy notice, by signing below. You have the right to withdraw your consent at any time. Should you wish to withdraw consent, please contact Plymouth City Council's Admissions team. If you wish to exercise any of your rights under the General Data Protection Regulation, please contact the Plymouth City Council's Data Protection Officer. For more information about data protection contact the school.

I confirm that I have submitted a LA Common Application Form.

Parent's name		Date	
Please sign here			

If you don't return this form, your application will be considered under other criteria.

Please return this form to:

All Saints Academy Plymouth