

Key notes – admission arrangements 2021/22		
School name	All Saints Church of England Academy Plymouth	
Admission Authority	The Ted Wragg Trust	
School status	Academy	
Catchment area	No	
Supplementary Information Form –Faith	Yes: for those parents with children applying on faith grounds only (SECTION 3)	
Supplementary Information Form –Staff	Yes: for those staff members who wish for their children to attend All Saints Academy (SECTION 4)	
Application forms available online	<a href="http://www.plymouth.gov.uk/schooladmissions">www.plymouth.gov.uk/schooladmissions</a>	
<p>Amendments to this policy after determination in February 2020</p> <p>School Admissions Code 2021. This policy was amended to reflect the statutory requirement from 1 September 2021 to:</p> <p>prioritise children adopted from state care outside England. See oversubscription criterion 1.</p> <p>Specify that applicants will be notified of in-year application decisions within 15 school days</p> <p>Remove provision that all in-year applications for children without an EHCP will be considered under the Plymouth Fair Access Protocol.</p> <p>Error correction and compliance amendments:</p> <p>It was also amended to reflect the conversion to academy status within the Ted Wragg Trust and to correct an error in the heading for the oversubscription criteria for <b>in-year admissions</b> at section 2</p> <p>Clarify that in-year oversubscription criteria for Christian children includes Foundation and Other Christian-eligible children.</p> <p>Priority for feeder schools removed from the in-year over-subscription criteria as an unlawful provision.</p> <p>Removed hierarchical nature of staff-child priority on the Staff SIF. Both elements have equal priority and should not be read as a) and b)</p>		
	Normal point of entry to Year 7	In-Year admission
Age range for	1 September 2009 – 31 August 2010	Any admission other than the normal point of entry in years 7-11
Application period	4 September 2020 – 31 October 2020	From 1 September 2020
Offer Date	1 March 2021	Within 20 days of application receipt
Published Admission Number	130	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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## *Our Mission*

*'I have come that they may have life and have it to the full' John 10:10*

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 a small friendly school, with hard working and dedicated staff.

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 Ted Wragg Trust is the admission authority. It will comply with provisions. The admission authority will comply with provisions within the School Admissions Code and the School Appeals Code available at [www.gov.uk/government/publications/school-admissions-code-2](http://www.gov.uk/government/publications/school-admissions-code-2).

The admission arrangements outlined within this document apply to All Saints CofE Academy, Plymouth in the 2022/2023 academic year. This policy should be read in conjunction with the Secondary and In-Year Coordinated schemes of admission available at [www.plymouth.gov.uk/schooladmissions](http://www.plymouth.gov.uk/schooladmissions).

## **SECTION 1**

### **All Saints CofE Academy, Plymouth**

#### **Secondary admissions (normal point of entry at Year 7)**

The admission arrangements outlined within this section apply to children starting in Year 7 for the first time in 2021/2022. The published admission number (PAN) for this year group is 130. The closing date for applications is 31 October 2020. Allocation results will be notified on 1 March 2021. The school follows Plymouth City Council's coordinated secondary admissions scheme, available at [www.plymouth.gov.uk/schooladmissions](http://www.plymouth.gov.uk/schooladmissions).

All applicants must:

- (i) Complete the Common Application Form available from, and returnable to their home local authority;
- (ii) In addition, applicants applying under criteria 3 or 4 below must complete the supplementary information form – faith and return it directly to the School;
- (iii) In addition, applicants applying under criteria 5 below must complete the staff supplementary information form and return it direct to the School Admissions Team, Plymouth City Council.

#### **Oversubscription criteria for All Saints CofE Academy for secondary normal point of entry**

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 School 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 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.** 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 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 – Faith 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. This form can be found on the school website.
3. **Children who are (or whose parents are) members of other faiths.** Other faiths is defined as attendance at a church or religious place of worship (E.g. Roman Catholic, churches covered under the 'Churches Together in England' or the 'Evangelical Alliance'). A Supplementary Information Form – Faith 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. This form can be found on the school website.
4. **Children from the following feeder Church primary schools:** Bickleigh Down CofE Primary School, Bishop Cornish CofE VA Primary School, Compton CofE Primary School, Mary Dean's CofE 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;
5. **Children whose parent/carer is a member of staff employed on a permanent contract at this school** for two or more years at the time at which the application for admission to the school is made or where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage evidenced by completion of the supplementary information form - staff. (This covers staff working at the school to which the application relates but does not include staff who work on the school site for other employers);
6. **Children with a sibling already attending this school at the time of admission.** Children will be classed as siblings if they live in the same household in a single family unit. This includes for example, full, half, step, or adoptive brothers or sisters;
7. **Other children** not shown in a higher oversubscription criteria.

#### **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. A decision will be made 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. The admission authority 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 school, 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.

**Fraudulent applications/withdrawal of allocated places:** The School Admissions Code allows an offer of a school place to be withdrawn if:

- it has been offered in error or
- a parent has not responded within a reasonable period of time or
- it is established that the offer was obtained through a fraudulent or intentionally misleading application. An example of this would be knowingly using an incorrect home address for a child. In these cases the application would be considered using the information that the local authority believes to be correct, for example using the home address where the local authority considers that the child actually lives.

All suspected fraudulent applications will be investigated and if a case is found, it could lead to criminal prosecution.

**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, it could lead to a criminal prosecution and withdrawal of an allocated place. Schools have been advised by Plymouth City Council to ask parents/carers to provide proof of residence (for example utility bills) before admitting a child. Plymouth Local Authority (LA) will also carry out checks as appropriate<sup>1</sup>. 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 the birth of more than one child from a single pregnancy. 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, 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<sup>1</sup> by the operation of an electronic random number generator.

**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. 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. Parent/carers declining the offer of a place should notify the educational arrangements they plan to provide for their child.

**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 electronic mapping system<sup>1</sup> - 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<sup>1</sup> by the operation of an electronic number generator.

**Waiting lists:** If a place cannot be offered at this school, the child's name will automatically be added to the waiting list as long as the school was 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 2021 in respect of the normal point of entry. Any vacancies that arise will be allocated to the child at the top of the waiting list.

From 1 September 2021, the in-year admissions scheme applies and the waiting list procedure will change in that parents/carers will be asked to confirm their wish for their child to remain on a waiting list in order that the list can be kept up to date.

## **SECTION 2**

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

The admission arrangements outlined within this section apply to in-year admissions for All Saints CofE Academy in the 2021/2022 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 reason. Requests for admission to Year 7 made after the normal round of admissions – after 31 August 2021 – and requests for places in other year groups should be made directly to All Saints, using the admission form on their website.

Application should be made directly to All Saints, using the admission form on the website.

Unless otherwise agreed, the published admission number applies to each year group as it moves through the school. Decisions will be made within 15 school days of the application submission date.

### **Oversubscription criteria for All Saints CofE Academy for secondary normal point of entry**

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 (or other agreed admission number), all children will be admitted unless they can be offered a higher ranked preference. In the event that the School 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 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.** 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 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 – Faith will need to be completed if applying under this criterion and returned to the school. This form can be found on the school website.
3. **Children who are (or whose parents are) members of other faiths.** Other faiths is defined as attendance at a church or religious place of worship (E.g. Roman Catholic, churches covered under the 'Churches Together in England' or the 'Evangelical Alliance'). A Supplementary Information Form – Faith 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. This form can be found on the school website.
4. **Children whose parent/carer is a member of staff employed on a permanent contract at this school** for two or more years at the time at which the application for admission to the school is made or where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage evidenced by completion of the staff supplementary information form.(This covers staff working at the school to which the application relates but does not include staff who work on the school site for other employers);
5. **Children with a sibling already attending this school at the time of admission.** Children will be classed as siblings if they live in the same household in a single family unit. This includes for example, full, half, step, or adoptive brothers or sisters;
6. **Other children** not shown in a higher oversubscription criteria.

### **Prejudice to efficient education**

The Trust has considered the implications of admitting more children to the year group than the published admission number. To admit an additional child in a school such as All Saints, Trust has to weigh up the advantage to the individual child against the disadvantage to existing children resulting from:

- Oversized teaching groups and therefore the quality of teaching and learning in the group overall. In certain subjects there are also health and safety implications;
- Undue pressure on the school's accommodation by enlarged class sizes.

### **Prejudice to the efficient use of resources**

The Trust has also considered the implications with regard to the resourcing of the school whereby to admit further students the school will be prejudicial to the efficient use of resources. Examples of this, although not an exhaustive list, are:

- Where admission numbers have already reached the intake level where the school has been staffed to;
- Where the school has reached the capacity of accommodation available and other schools in the area have spare capacity.

The arrangements for the admission of children to All Saints Academy have been made in accordance with the requirements of legislation and therefore comply with the School Admissions Code, 2021.

**SECTION 3** (a computer editable version of this form can be found on the All Saints Church of England Academy Plymouth website: <https://www.asap.org.uk/information/admissions/>)

**SUPPLEMENTARY INFORMATION FORM – FAITH 2021/22**

**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 admission authority will prioritise applications where evidence can be provided that a faith criterion has been met. If you wish your application to be prioritised on the basis of faith, please complete Part A and Part B and return this form to the School by the closing date of:

- **31 October 2020 for admission to Year 7 at the normal point of entry**

**You must 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.

<input type="checkbox"/>	<p><b>Criterion 2</b> Children who are (or whose parents are) faithful and regular worshippers at an Anglican Church.</p> <ul style="list-style-type: none"> <li>• Regular Worship is defined as attendance at an Anglican Church at least once a month for at least one year.</li> </ul>
<input type="checkbox"/>	<p><b>Criterion 3</b> Children who are (or whose parents are) members of other faiths.</p> <ul style="list-style-type: none"> <li>• Other faiths is defined as attendance at a church or religious place of worship (E.g. Roman Catholic, churches covered under the ‘Churches Together in England’ or the ‘Evangelical Alliance’).</li> </ul>

I confirm that I have submitted a Common Application Form.

Parent’s name			
Please sign here		Date	

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 2020 for admission to Year 7 at the normal point of entry**

can this information be considered as on time by the Trust 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.

**In the event that during the period specified for attendance at worship the church [or, in relation to those of other faiths, relevant place of worship] has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church [or in relation to those of other faiths, relevant place of worship] or alternative premises have been available for public worship.**

<b>PART B – to be completed by a Church Priest, Minister or Faith Leader</b>	
Church / Place of Worship	
Priest, Minister or Faith Leader	
Address	
Telephone	

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

<input type="checkbox"/>	<p><b>Criterion 2</b> Children who are (or whose parents are) faithful and regular worshippers at an Anglican Church.</p> <ul style="list-style-type: none"> <li>Regular Worship is defined as attendance at an Anglican Church at least once a month for at least one year.</li> </ul>
<input type="checkbox"/>	<p><b>Criterion 3</b> Children who are (or whose parents are) members of other faiths.</p> <ul style="list-style-type: none"> <li>Other faiths is defined as attendance at a church or religious place of worship (E.g. Roman Catholic, churches covered under the 'Churches Together in England' or the 'Evangelical Alliance').</li> </ul>

I confirm that the information above is correct.

Please sign here		Date	
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**In the event that during the period specified for attendance at worship the church [or, in relation to those of other faiths, relevant place of worship] has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church [or in relation to those of other faiths, relevant place of worship] or alternative premises have been available for public worship.**

**Thank you for your assistance in completing this  
Supplementary Information Form.**

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 agents 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.

**SECTION 4** (a computer editable version of this form can be found on the All Saints Church of England Academy Plymouth website: <https://www.asap.org.uk/information/admissions/>)

**SUPPLEMENTARY INFORMATION FORM - STAFF 2021/2022**

Please note this is a supplementary information form for administration purposes only and is not an application form. It will be used to rank a submitted application according to the published admission criteria.

**Only complete this form if you are:**

**A member of staff employed on a permanent contract by the school (and working at the school applied for) for two or more years at the time at which the application for admission to the school is made;**

**or**

**A member of staff recruited to fill a vacant post for which there is a demonstrable skill shortage.**

If you are applying for priority under this category, you need to take this form to the School to complete part B. You then need to return the completed form by 31 October 2020 to be included in the normal point of entry allocations made on 1 March 2021. Forms received after this date will still be considered but will not be included within the first allocation round. Return the form to the School or the LA where your child lives. For an in-year admission to any year group, the form should be submitted with the application form.

**Part A - To be completed by the parent/carer**

<b>Child's full name:</b>	
Date of birth:	
Member of staff employed by the school:	
Name of school of employment:	All Saints Church of England Academy Plymouth
Name of parent/carer:	
Relationship to child:	
Signature:	
Date:	

**PART B - To be completed by the school of employment**

Child's full name:		
Date of birth:		
Name of member of staff employed by the school:		
The above-named member of staff is employed in the following capacity:	A member of staff employed on a permanent contract by the school (and working at the school applied for) for two or more years at the time at which the application for admission to the school is made <input type="checkbox"/> Yes	A member of staff recruited to fill a vacant post for which there is a demonstrable skill shortage <input type="checkbox"/> Yes
Name of school:	All Saints Church of England Academy Plymouth	
Name of person completing the form:		
Position held in school:		
Signature:		
Date:		
Telephone number:		
School stamp:		

**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 agents 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.

## **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)

### **The Ted Wragg Trust**

Website: [www.tedwraggtrustt.co.uk](http://www.tedwraggtrustt.co.uk)

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

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

### **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 a place at the school, school appeals and the coordinated schemes of admission.

### **School Appeals**

Telephone 01752 398164  
[schoolappeals@plymouth.gov.uk](mailto:schoolappeals@plymouth.gov.uk)

### **Inclusion, Attendance and Welfare Service**

Telephone 01752 307405  
[www.plymouth.gov.uk/schoolsandeducation/attendancebehaviourandwelfare](http://www.plymouth.gov.uk/schoolsandeducation/attendancebehaviourandwelfare)

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

Website [www.education.gov.uk](http://www.education.gov.uk)

### **The Education & Skills Funding Agency (ESFA)**

Telephone: 0370 000 2288  
Website: [www.gov.uk/government/organisations/education-and-skills-funding-agency](http://www.gov.uk/government/organisations/education-and-skills-funding-agency)

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

[www.education.gov.uk/schoolsadjudicator](http://www.education.gov.uk/schoolsadjudicator)

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

Telephone 01752 258933 or 0800 953 1131  
[www.plymouthias.org.uk](http://www.plymouthias.org.uk)