

Key notes – admission arrangements 2023/24		
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)	
Supplementary Information Form – Exceptional Social or Medical Need	Yes: for children with an exceptional social or medical need (SECTION 5)	
Application forms available online	www.plymouth.gov.uk/schooladmissions	
<p>Amendments to this policy after determination in February 2021 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. Specify that applicants will be notified of in-year application decisions within 15 school days Remove provision that all in-year applications for children without an EHCP will be considered under the Plymouth Fair Access Protocol. Error correction and compliance amendments: It was also amended to correct an error in the heading for the oversubscription criteria for in-year admissions at section 2 Clarify that in-year oversubscription criteria for Christian children includes Foundation and Other Christianeligible children 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 2011 – 31 August 2012	Any admission other than the normal point of entry in years 7-11
Application period	4 September 2022 – 31 October 2023	From 1 September 2022
Offer Date	1 March 2023	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

INDEX

SECTION 1 Secondary admissions (normal point of entry at Year 7)

SECTION 2 In-Year admissions (admissions outside the normal point of entry)

SECTION 3 Supplementary Information Form – Faith: for parents with children applying on faith grounds

SECTION 4 Supplementary Information Form – Staff: for those staff members who wish for their children to attend All Saints Academy

SECTION 5 Supplementary Information Form – Exceptional Social or Medical Need

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.

The admission arrangements outlined within this document apply to All Saints CofE Academy, Plymouth in the 2023/2024 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.

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 2023/2024. The published admission number (PAN) for this year group is 130. The closing date for application is 31 October 2022. Allocation results will be notified on 1 March 2023. The school follows Plymouth City Council's coordinated secondary admissions scheme available at www.plymouth.gov.uk/schooladmissions.

Eligibility Groups for All Saints Academy Plymouth

Within the 130 places for new Year 7 children, we recognise three groups for eligibility and we make sure that the following numbers of places are available in each group at the first offer of places on 1 March 2023. This is to ensure that children from each group are able to access the school. After the first offers are made, we will still prioritise children according to whether they would have been eligible under the groups. The eligibility groups are subject to oversubscription criteria detailed below:

FOUNDATION	OTHER CHRISTIAN	OTHER FAITH	OPEN
57	32	8	33
Category	Eligibility		

<p>FOUNDATION (57)</p>	<ul style="list-style-type: none"> • 57 places are available for children who are eligible if they or their parents regularly attend worship at a Church of England church. • Regular attendance means an average of one service of worship per month at a Church of England church over the 12 months prior to the admissions application. • Evidence must be provided by completing the school's Faith: Supplementary Information Form (Section 3). • In the event that during the period specified for attendance at worship the church 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 alternative premises have been available for public worship.
<p>OTHER CHRISTIAN (32)</p>	<ul style="list-style-type: none"> • 32 places are available for children who are eligible if they or their parents regularly attend worship at a church which is a member of Churches Together in Britain and Ireland or Churches Together in England or The Evangelical Alliance. • Regular attendance means an average of one service of worship per month at a church over the 12 months prior to the admissions application. • Evidence must be provided by completing the school's Faith: Supplementary Information Form (Section 3). • In the event that during the period specified for attendance at worship the church 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 alternative premises have been available for public worship.
<p>OTHER FAITH (8)</p>	<ul style="list-style-type: none"> • 8 places are available for children who are eligible if they or their parents regularly attend worship recognised by a faith other than Christianity. • Regular attendance means an average of one service of worship per month at the place of worship over the 12 months prior to the admissions application. • Evidence must be provided by completing the school's Faith: Supplementary Information Form (Section 3). • In the event that during the period specified for attendance at worship the 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 place of worship or alternative premises have been available for public worship.
<p>OPEN (33)</p>	<ul style="list-style-type: none"> • 33 places are available for children who do not meet the criteria for Foundation, Other Christian Church or Other Faith places.

In the event of the Christian places not being fully subscribed, the balance will be transferred to Other Faith places first and then, if there are still places not subscribed, to Open places.

In the event of Other Faith places not being fully subscribed the balance will be allocated to Christian places first and then, if there are still places, to Open places.

Oversubscription criteria for All Saints CofE Academy for normal point of entry

<p>Normal Round Oversubscription criteria 2022-23; to be used only if we have more applications than places within each eligibility groups (see notes above)</p>	<ol style="list-style-type: none"> 1. Looked After Children or previously Looked After Children who were immediately adopted or made the subject of a child arrangements order or a special guardianship order 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. Children for whom an exceptional medical or social need to attend this school is demonstrated¹. 3. Children with a sibling on roll here at the point of application. 4. Children of members of staff employed for more than two years up to the point of application or recruited within the past two years to fill a vacancy for which there was a skills shortage². 5. Other children.
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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

¹ In addition, applicants applying under exceptional medical or social need to fill in the Supplementary Information Form – Exceptional Social or Medical Need (Section 5).

² In addition, applications from staff members need to fill in the Supplementary Information Form – Staff: for those staff members who wish for their children to attend All Saints Academy (Section 4).

bills) before admitting a child. Plymouth Local Authority (LA) will also carry out checks as appropriate¹. A child's home address is defined as the address at which the child is normally resident or, where a child lives at more than one address, the address at which the child lives for the majority of the time. Where the home address is unclear, the Admission Authority will determine the appropriate address taking into account factors such as the address to which the Child Benefit Allowance or Child Tax Credit is payable, registration for medical services etc.

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 Council¹ 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 Council¹. 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.

Exceptional need for admission to our school: 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. In order to seek priority on this basis, parents must complete the Supplementary Information Form for Exceptional Need. This is available at the end of this document. All applicants must complete an application form.

The exceptional need could be due to the parent's circumstances. Exceptional need could include:

- A serious medical condition, which can be supported by medical evidence;
- Significant caring responsibilities, which can be supported by a social worker;
- Where one or both parents or the child has a disability that may make travel to another school more difficult, which can be supported by medical evidence.

These examples aren't 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.

- if there are medical reasons that make it essential for a child to attend this school, the parent must provide supporting information from a doctor, together with any other relevant information. This must make a compelling case as to why the child's needs or the parent's can only be met here; having a medical condition will not automatically result in a place here. It isn't essential for the doctor to name our school and we wouldn't expect a doctor to have enough, 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.
- for social reasons, parents must provide independent evidence from a relevant professional supporting the family. The supporting evidence must set out the reasons why this school is the most suitable and the difficulties that would be caused if the child had to attend another school. It isn't essential for the professional supporting the family to have in-depth knowledge of our school but the evidence must explain exactly what the needs are and what specialist support and facilities are required.

Exceptional need for admission here will not be accepted on the grounds that:

- a child may be separated from a friendship group;

- parents wish 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.

Evidence from a relevant professional, independent of the family will be required in every case and should be made available in time for us to rank the application using the school's oversubscription criteria. This should provide a reasoned and unequivocal opinion establishing why the child would suffer a significant detriment by not being admitted to this school. Evidence should be from a GP, consultant or other health care worker or social care officer working with the child. Without satisfactory supporting evidence, we will not prioritise an application as demonstrating exceptional need. We may seek our own advice to establish whether this is the only school that could meet a child's needs.

Parents can indicate on a common application form that they believe there is an exceptional need for admission here. It isn't expected that a parent will seek this priority at a school that was not named as the first preference. The onus is on parents to submit their supporting evidence and to provide further evidence if requested to do so. Parents who apply using a common application form from another LA without a tick box for exceptional need should put a note in the reasons for their preference that they are requesting exceptional need priority and provide the required supporting evidence.

If we accept that exceptional need has been demonstrated, the application will be prioritised. This does not guarantee that a place will be available. Where we don't agree that the need is exceptional, the application will be prioritised according to other oversubscription criteria.

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 system¹ - 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 Council¹ 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 2023, 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 2023/2024 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 2023 – 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 our website and copied below.

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 in-year entry

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.

<p>In Year Oversubscription criteria 2022-23 to be used after 1 March 2022 only.</p>	<ol style="list-style-type: none">1. Looked After Children or previously Looked After Children who were immediately adopted or made the subject of a child arrangements order or a special guardianship order 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. Children for whom an exceptional medical or social need to attend this school is demonstrated¹.3. 3a. Children who are eligible for a Christian Faith² place with a sibling on roll at the school at the point of application. 3b. Other children who are eligible for a Christian Faith place.4. 4a. Children who are eligible for an Other Faith place with a sibling on roll at the point of application. 4b. Other children who are eligible for an Other Faith place.5. Other children with a sibling on roll at the point of application.6. Children of members of staff employed for more than two years at the point of application or recruited within the past two years to fill a vacancy for which there was a skills shortage³.7. Other children.
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¹ In addition, applicants applying under exceptional medical or social need to fill in the Supplementary Information Form – Exceptional Social or Medical Need (Section 5).

² This means children with either Foundation or Other Christian eligibility.

Prejudice to efficient education

³ In addition, applications from staff members need to fill in the Supplementary Information Form – Staff: for those staff members who wish for their children to attend All Saints Academy (Section 4).

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, the admission authority 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 2023/2024

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 Trust 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 2022 for admission to Year 7 at the normal point of entry**

You must also complete a local authority common application form.

PART A – to be completed by the parent

Full name of child or children	
Date of Birth	

Please place a tick in a box if it describes your child's circumstances.

Foundation Place <input type="checkbox"/>	57 places are available for children who are eligible if they or their parents regularly attend worship at a Church of England church. <ul style="list-style-type: none"> Regular attendance means an average of one service of worship per month at a Church of England church over the 12 months prior to the admissions application.
Other Christian Church Place <input type="checkbox"/>	32 places are available for children who are eligible if they or their parents regularly attend worship at a church which is a member of Churches Together in Britain and Ireland or Churches Together in England or The Evangelical Alliance. <ul style="list-style-type: none"> Regular attendance means an average of one service of worship per month at a church over the 12 months prior to the admissions application.
Other Faith Place <input type="checkbox"/>	8 places are available for children who are eligible if they or their parents regularly attend worship recognised by a faith other than Christianity. <ul style="list-style-type: none"> Regular attendance means an average of one service of worship per month at the place of worship over the 12 months prior to the admissions application.

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 2022 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.

Part B - to be completed by a Church Priest, Minister or Faith Leader	
Church/Place of Worship	
Priest, minister, Faith Leader	
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.

Foundation Place <input type="checkbox"/>	57 places are available for children who are eligible if they or their parents regularly attend worship at a Church of England church. <ul style="list-style-type: none"> Regular attendance means an average of one service of worship per month at a Church of England church over the 12 months prior to the admissions application.
Other Christian Church Place <input type="checkbox"/>	32 places are available for children who are eligible if they or their parents regularly attend worship at a church which is a member of Churches Together in Britain and Ireland or Churches Together in England or The Evangelical Alliance. <ul style="list-style-type: none"> Regular attendance means an average of one service of worship per month at a church over the 12 months prior to the admissions application.
Other Faith Place <input type="checkbox"/>	8 places are available for children who are eligible if they or their parents regularly attend worship recognised by a faith other than Christianity. <ul style="list-style-type: none"> Regular attendance means an average of one service of worship per month at the place of worship over the 12 months prior to the admissions application.

I confirm that the information provided above is accurate.

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 2023/2024

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 2022 to be included in the normal point of entry allocations made on 1 March 2023. 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

Child's full name:	
Date of birth:	
Member of staff employed by the school:	
Name of school of employment:	All Saints Church of England Academy
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.

SECTION 5 (a computer editable version of this form can be found on the All Saints website: <https://www.asap.org.uk/information/admissions/>)

Supplementary Information Form - Exceptional Social or Medical Need 2023-24

To be completed only where a parent is seeking admissions priority on the grounds of exceptional need.

Parents who wish to have an Exceptional Social or Medical Need considered with their application (criterion 2) must submit independent professional evidence which explains clearly why it is essential to attend the school and no other school.

For a normal round entry into Year 7 in September 2023, the evidence should be submitted by the closing date for applications of 31 October 2022.

Evidence submitted after the closing date may mean the application is considered as late.

Parents must also complete a Local Authority Common Application Form

For an In-Year admission into any Year Group, the evidence should be submitted with the application.

PART A – to be completed by the parent	
Full name of child	
Date of Birth	
School you are applying for	All Saints Church of England Academy
Does this school give priority for exceptional social or medical need?	Yes
Please tick the 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 children based on their exceptional medical or social needs or those of their parents.

Extract from the school's admissions arrangements:

Exceptional social or medical need:

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.

In order to seek priority on this basis, parents must complete the Supplementary Information Form for Exceptional Need.

The exceptional need could be due to the parent's circumstances. Exceptional need could include:

- A serious medical condition, which can be supported by medical evidence;
- Significant caring responsibilities, which can be supported by a social worker;
- Where one or both parents or the child has a disability that may make travel to another school more difficult, which can be supported by medical evidence.

These examples aren't 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.

- if there are medical reasons that make it essential for a child to attend this school, the parent must provide supporting information from a doctor, together with any other relevant information. This must make a compelling case as to why the child's needs or the parent's can only be met here; having a medical condition will not automatically result in a place here. It isn't essential for the doctor to name our school and we wouldn't expect a doctor to have enough, 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.
- for social reasons, parents must provide independent evidence from a relevant professional supporting the family. The supporting evidence must set out the reasons why this school is the most suitable and the difficulties that would be caused if the child had to attend another school. It isn't essential for the professional supporting the family to have in-depth knowledge of our school but the evidence must explain exactly what the needs are and what specialist support and facilities are required.

Exceptional need for admission here will not be accepted on the grounds that:

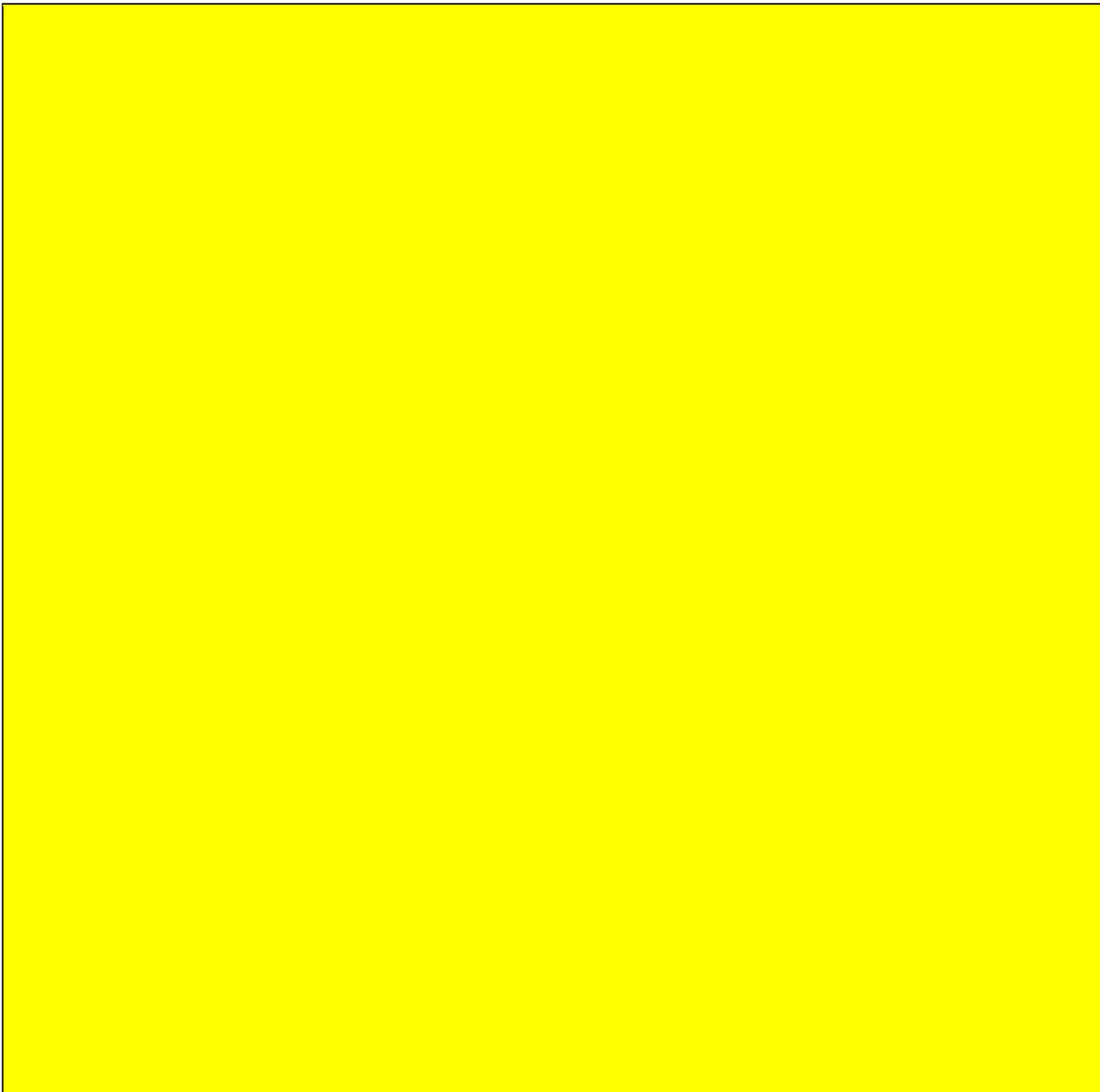
- a child may be separated from a friendship group;
- parents wish to avoid a child from the current or previous setting;
- child-care arrangements before or after school would have to be changed;
- transport arrangements would have to be changed;
- there is a medical condition such as asthma that doesn't require specialised treatment;
- the child has an interest or ability in a subject or activity.

Evidence from a relevant professional, independent of the family will be required in every case and should be made available in time for us to rank the application using the school's oversubscription criteria. This should provide a reasoned and unequivocal opinion establishing why the child would suffer a significant detriment by not being admitted to this school. Evidence should be from a GP, consultant or other health care worker or social care officer working with the child. Without satisfactory supporting evidence, we will not prioritise an application as demonstrating exceptional need. We may seek our own advice to establish whether this is the only school that could meet a child's needs.

Parents can indicate on a common application form that they believe there is an exceptional need for admission here. It isn't expected that a parent will seek this priority at a school that was not named as the first preference. The onus is on parents to submit their supporting evidence and to provide further evidence if requested to do so. Parents who apply using a common application form from another LA without a tick box for exceptional need should put a note in the reasons for their preference that they are requesting exceptional need priority and provide the required supporting evidence.

If we accept that exceptional need has been demonstrated, the application will be prioritised. This does not guarantee that a place will be available. Where we don't agree that the need is exceptional, the application will be prioritised according to other oversubscription criteria.

Nature of the supporting evidence you are submitting, provided by a relevant professional



Evidence is attached

Yes / No

Name(s) and organisation(s) of the professional(s) providing supporting evidence

Parent's name		Date	
Please sign here			

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

Website www.asap.org.uk

The Ted Wragg Trust

Website: www.tedwraggtrustt.co.uk

Exeter Diocesan Board of Education

Telephone contact 01392 294938

Website: 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 has information about applying for a place at the school, school appeals and the coordinated schemes of admission.

School Appeals

Telephone 01752 398164

Email schoolappeals@plymouth.gov.uk

Inclusion, Attendance and Welfare Service

Telephone 01752 307405

www.plymouth.gov.uk/schoolsandeducation/attendancebehaviourandwelfare

The Department for Education Schools (DFE)

Website 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

Office of the Schools Adjudicator www.education.gov.uk/schoolsadjudicator

Plymouth Information, Advice and Support for SEND

Telephone 01752 258933 or 0800 953 1131

www.plymouthias.org.uk