



Oversight and Governance

Chief Executive's Department

Plymouth City Council

Ballard House

Plymouth PL1 3BJ

T 01752 305155

www.plymouth.gov.uk/democracy

Published 16/02/22

Delegated Decisions

Delegated Executive/Officer Decisions

Delegated Executive and Officer decisions are published every Wednesday and are available at the following link - <https://tinyurl.com/ms6umor>

Cabinet decisions subject to call-in are published at the following link - <http://tinyurl.com/yddrql6>

Notice of call-in for non-urgent decisions must be given to the Democratic Support Unit by 4.30pm on Wednesday 23 February 2022. Please note – urgent decisions and non-key Council Officer decisions cannot be called in. Copies of the decisions together with background reports are available for viewing as follows:

- on the Council's Intranet Site at <https://modgov/mgDelegatedDecisions.aspx>
- on the Council's website at <https://tinyurl.com/jhnax4e>

The decisions detailed below may be implemented on Thursday 24 February 2022 if they are not called-in.

Delegated Decisions

1. **The Leader (Councillor Nick Kelly):**
 - 1.1. Stonehouse Creek Community Centre/ Bath Street (Pages 1 - 24)
2. **Councillor David Downie (Cabinet Member for Education, Skills and Transformation):**
 - 2.1. School Admission Arrangements 2023/2024 (Pages 25 - 100)
3. **Council Officer Decision - Paul Barnard (Service Director for Strategic Planning and Infrastructure):**
 - 3.1. Contract Award: Crownhill Road Design (Pages 101 - 114)

EXECUTIVE DECISION

made by a Cabinet Member




REPORT OF ACTION TAKEN UNDER DELEGATED AUTHORITY BY AN INDIVIDUAL CABINET MEMBER

Executive Decision Reference Number – L32 21/22

Decision	
1	Title of decision: Stonehouse Creek Community Centre/Bath St
2	Decision maker (Cabinet member name and portfolio title): Cllr Nick Kelly, Leader
3	Report author and contact details: Chris Duggan chris.duggan@plymouth.gov.uk 01752305428
4	<p>Decision to be taken: It is recommended that the Leader of the Council:</p> <ul style="list-style-type: none"> • Approves the Business Case • Allocates funding for the project into the Capital Programme funded by Corporate Borrowing to be paid back by way of loan to Shekinah • Allocates funding for the project to reimburse the Development Funding funded by Corporate Borrowing and cover the remaining costs not included in the loan • Authorises the exchange of properties • Authorises the loan agreement subject to due diligence • Authorises the short term tenancy of Bath St to Shekinah post exchange • Authorises the long term tenancy of Stonehouse Creek Community Centre changing rooms to the Council post exchange • Delegates the award of all other contracts and completion of all other agreements associated with this project to the Service Director for Economic Development
5	<p>Reasons for decision:</p> <p>To facilitate the wider regeneration of Bath St and the Millbay Boulevard whilst bringing the Council owned Stonehouse Creek Community Centre back into use and enhancing and expanding the valuable services Shekinah Mission provide to the City.</p>
6	<p>Alternative options considered and rejected:</p> <p>The Council could decide not to proceed with the proposal however Shekinah have been unable to identify satisfactory alternative accommodation and therefore if the move to Stonehouse Creek Community Centre is not facilitated it is unlikely they would relocate from Bath St. Therefore the associated land and property allocated under Joint Local Plan Policy PLY30 would not be available for redevelopment and Stonehouse Creek Community Centre would remain empty until an alternative use is found.</p>

7	Financial implications and risks: As set out in the attached business case.			
8	Is the decision a Key Decision? (please contact Democratic Support for further advice)	Yes	No	Per the Constitution, a key decision is one which:
			X	in the case of capital projects and contract awards, results in a new commitment to spend and/or save in excess of £3million in total
			X	in the case of revenue projects when the decision involves entering into new commitments and/or making new savings in excess of £1million
		X	is significant in terms of its effect on communities living or working in an area comprising two or more wards in the area of the local authority.	
	If yes, date of publication of the notice in the Forward Plan of Key Decisions			
9	Please specify how this decision is linked to the Council's corporate plan/Plymouth Plan and/or the policy framework and/or the revenue/capital budget:		The proposal helps to deliver the aspirations of Policy PLY30 of the Plymouth & South West Devon Joint Local Plan, whilst also creating bringing Stonehouse Creek Community Centre back into use and expanding on the valuable services Shekinah Mission provide to the City.	
10	Please specify any direct environmental implications of the decision (carbon impact)		Stonehouse Creek Community Centre will be brought back into use. In the longer term it is likely that the existing property at Bath Street will be demolished and a comprehensive development of the area will take place. The new build properties will need to meet the requirements and aspirations of Plymouth's Planning Policy.	
Urgent decisions				
11	Is the decision urgent and to be implemented immediately in the interests of the Council or the public?	Yes		(If yes, please contact Democratic Support (democraticsupport@plymouth.gov.uk) for advice)
		No	x	(If no, go to section 13a)
12a	Reason for urgency:			
12b	Scrutiny Chair Signature:		Date	
	Scrutiny Committee			

	name:			
	Print Name:			
Consultation				
I3a	Are any other Cabinet members' portfolios affected by the decision?	Yes	<input checked="" type="checkbox"/>	
		No	<input type="checkbox"/>	(If no go to section I4)
I3b	Which other Cabinet member's portfolio is affected by the decision?	Cllr Vivien Pengelly		
I3c	Date Cabinet member consulted	10 th January 2022		
I4	Has any Cabinet member declared a conflict of interest in relation to the decision?	Yes	<input type="checkbox"/>	If yes, please discuss with the Monitoring Officer
		No	<input checked="" type="checkbox"/>	
I5	Which Corporate Management Team member has been consulted?	Name	Anthony Payne	
		Job title	Strategic Director for Place	
		Date consulted	21 st December 2021	
Sign-off				
I6	Sign off codes from the relevant departments consulted:	Democratic Support (mandatory)	DS113 21/22	
		Finance (mandatory)	pl.21.22.260	
		Legal (mandatory)	MS/38099	
		Human Resources (if applicable)		
		Corporate property (if applicable)		
		Procurement (if applicable)		
Appendices				
I7	Ref.	Title of appendix		
	A	Briefing report for publication (Part I)		
	B	Briefing report not for publication (Part II)		
	C	Equalities Impact Assessment		
Confidential/exempt information				
I8a	Do you need to include any confidential/exempt information?	Yes	<input checked="" type="checkbox"/>	If yes, prepare a second, confidential ('Part II') briefing report and indicate why it is not for

		No	publication by virtue of Part I of Schedule 12A of the Local Government Act 1972 by ticking the relevant box in 18b below. (Keep as much information as possible in the briefing report that will be in the public domain)						
		Exemption Paragraph Number							
		1	2	3	4	5	6	7	
18b	Confidential/exempt briefing report title: Part II briefing report Inc. Appendices			x					
Background Papers									
19	Please list all unpublished, background papers relevant to the decision in the table below. Background papers are <u>unpublished</u> works, relied on to a material extent in preparing the report, which disclose facts or matters on which the report or an important part of the work is based. If some/all of the information is confidential, you must indicate why it is not for publication by virtue of Part I of Schedule 12A of the Local Government Act 1972 by ticking the relevant box.								
Title of background paper(s)			Exemption Paragraph Number						
			1	2	3	4	5	6	7
Cabinet Member Signature									
20	I agree the decision and confirm that it is not contrary to the Council's policy and budget framework, Corporate Plan or Budget. In taking this decision I have given due regard to the Council's duty to promote equality of opportunity, eliminate unlawful discrimination and promote good relations between people who share protected characteristics under the Equalities Act and those who do not. For further details please see the EIA attached.								
Signature				Date of decision	15 February 2022				
Print Name	Cllr Nick Kelly, Leader of Plymouth City Council								

EXECUTIVE DECISION

made by a Cabinet Member

Briefing Paper Part I



1.0 Executive summary

- 1.1 The proposal is for an exchange of the freehold of property between Shekinah Mission and the Council.
- 1.2 The properties to exchange are the Shekinah building at Bath St owned by Shekinah Mission and Stonehouse Creek Community Centre (SCCC) owned by the Council.
- 1.3 A loan agreement will be entered into with Shekinah which will enable them to remodel the former SCCC building to meet their requirements.
- 1.4 The Council will take a long term lease on the changing room element of the building, at a peppercorn rent, in order to preserve these facilities for the benefit of the adjacent playing fields.
- 1.5 A short term lease will be entered into with Shekinah which will enable them to remain in Bath St until the works to SCCC are completed.
- 1.6 The proposal would bring Stonehouse Creek Community Centre back into use.
- 1.7 The proposal would enable Shekinah to enhance their valuable services to the City and potentially enable wider services and involvement from local community groups.
- 1.8 The proposal would facilitate the comprehensive redevelopment of Millbay Boulevard by securing control of property in Bath St which is allocated under Joint Local Plan Policy PLY30.

2.0 Purpose of the report

2.1 This report and Business Case (attached as an appendix to the Part II paper) seek approval to allocate sufficient funding for the project into the Capital Programme. The report also seeks approval for the exchange of ownership of the properties, entering into a loan agreement and enter into the short term tenancy of Bath St to Shekinah post property exchange. Approval is also sought to enter into a lease agreement with Shekinah for the changing room element of SCCC.

3.0 Further information

- 3.1 SCCC has been empty for some years and this proposal will bring it back into use.
- 3.2 Vacant possession of Bath St will enable the comprehensive redevelopment of land in the area to facilitate the comprehensive redevelopment of Millbay Boulevard.
- 3.3 Shekinah's intention for SCCC is to offer a wide range of services from the building which could include:

- Skills training
- Health promotion
- Education
- Employment services
- Housing advice
- Medical support including an outreach GP service and a practice nurse
- Mental health support
- Counselling
- Learning exchange
- Opportunities for local community groups to utilise the facilities

3.4 Bath St will be available to Shekinah to occupy under a lease agreement whilst they undertake works to SCCC. The length of the tenancy is to be agreed once a programme for the works to SCCC is known however could be in region of 12 months with a tenant only break clause requiring one month notice. At the end of the term the Council will gain vacant possession.

3.5 The changing rooms within SCCC will be secured for use by users of the adjacent playing fields by way of a long term lease agreement between the Council and Shekinah.

4.0 Decision required

4.1 The decision required is approval for the exchange of properties, the funding required to loan to Shekinah, funding necessary to pay back the development funding associated with working up this project, authorisation to enter into the loan agreement, short/fixed term tenancy of Bath St and SCCC changing rooms and delegation of the award of all contracts associated with the project to the Service Director for Economic Development.

5.0 Recommendation

It is recommended that the Leader of the Council:

- Approves the Business Case
- Allocates funding for the project into the Capital Programme funded by Corporate Borrowing to be paid back by way of loan to Shekinah
- Allocates funding for the project to reimburse the Development Funding funded by Corporate Borrowing and cover the remaining costs not included in the loan
- Authorises the exchange of properties
- Authorises the loan agreement subject to due diligence
- Authorises the short term tenancy of Bath St to Shekinah post exchange
- Authorises the long term tenancy of SCCC changing rooms to the Council post exchange
- Delegates the award of all other contracts and completion of all other agreements associated with this project to the Service Director for Economic Development

The following relates to exempt or confidential matters (Para(s) 3 of Part 1, Schedule 12A of the Local Govt Act 1972). Any breach of confidentiality could prejudice the Council/person/body concerned & might amount to a breach of the councillors /employees codes of conduct.

Document is Restricted

This page is intentionally left blank

The following relates to exempt or confidential matters (Para(s) 3 of Part 1, Schedule 12A of the Local Govt Act 1972). Any breach of confidentiality could prejudice the Council/person/body concerned & might amount to a breach of the councillors /employees codes of conduct.

Document is Restricted

This page is intentionally left blank

EQUALITY IMPACT ASSESSMENT

Strategic Development Projects, Economic Development



STAGE 1: WHAT IS BEING ASSESSED AND BY WHOM?

What is being assessed - including a brief description of aims and objectives?	Proposal to exchange freehold of properties with Shekinah Mission (Stonehouse Creek Community Centre (SCCC) with Bath St) and provide a loan to Shekinah for them to undertake work to SCCC. Enter into a lease agreement to enable Shekinah to remain in Bath St until works to SCCC are completed. Enter into a lease agreement for the changing rooms at SCCC to ensure the facility is available to users of the adjacent playing fields.
Author	Chris Duggan
Department and service	Strategic Development Projects, Economic Development
Date of assessment	2 February 2022

STAGE 2: EVIDENCE AND IMPACT

Protected characteristics (Equality Act)	Evidence and information (e.g. data and feedback)	Any adverse impact See guidance on how to make judgement	Actions	Timescale and who is responsible
Age	None			
Disability	None			
Religion or belief	None			
Sex - including marriage, pregnancy and maternity	None			
Gender reassignment	None			
Race	None			
Sexual orientation - including civil partnership	None			

STAGE 3: ARE THERE ANY IMPLICATIONS FOR THE FOLLOWING? IF SO, PLEASE RECORD ACTIONS TO BE TAKEN

Local priorities	Implications	Timescale and who is responsible
Celebrate diversity and ensure that Plymouth is a welcoming city.	The proposed move of Shekinah into SCCC will enable them to continue and expand their valuable services to their existing client base. Shekinah are also open to discuss other community groups using the facility at SCCC.	Shekinah Mission through completion of the works to Stonehouse Creek and establishing new services and relationships with local residents.
Pay equality for women, and staff with disabilities in our workforce.	Shekinah will continue to run their award winning training and employment programmes	Shekinah Mission through service provision.
Supporting our workforce through the implementation of Our People Strategy 2020 – 2024	N/A	
Supporting victims of hate crime so they feel confident to report incidents, and working with, and through our partner organisations to achieve positive outcomes.	The services provided by Shekinah promote inclusivity and will provide access to services. Shekinah are also intending to extend opportunities for local people to get involved in learning and social activities at the centre	Shekinah through establishing new services at Stonehouse Creek.
Plymouth is a city where people from different backgrounds get along well.	Shekinah's proposals for SCCC will promote inclusivity and will provide access to services. It could include an array of services which would support people from different backgrounds. Services could include mental health support, training opportunities, counselling, money advice as well as meeting and event space for community groups and adult learning. Shekinah are also intending to extend opportunities for local people to get involved in learning and social activities at the centre	Shekinah through work to SCCC and establishing new services.
Human rights Please refer to guidance	It is not anticipated that people's human rights will be impacted by the scheme.	N/A

STAGE 4: PUBLICATION

Chris Duggan

Date: 2 February 2022

Principal Surveyor

This page is intentionally left blank

EXECUTIVE DECISION

made by a Cabinet Member



REPORT OF ACTION TAKEN UNDER DELEGATED AUTHORITY BY AN INDIVIDUAL CABINET MEMBER


Executive Decision Reference Number – ESCYP05 21/22

Decision				
1	Title of decision: School admission arrangements 2023/2024			
2	Decision maker (Cabinet member name and portfolio title): Councillor David Downie, Cabinet Member for Education, Skills and Transformation			
3	Report author and contact details: Amanda Paddison, Head of Business and Access Email: amanda.paddison@plymouth.gov.uk telephone: 01752 306734			
4	Decision to be taken: That the determined school admission arrangements for 2023/2024 be based on those for 2022/2023 subject to the following amendments: I. New timetables for primary and secondary schools at the normal point of entry;			
5	Reasons for decision: The Council is under a statutory duty to consult upon and then determine the admission arrangements for all community and voluntary controlled schools where admission arrangements change, and to ensure that as far as possible, the admission arrangements for other categories of school meet the requirements of the School Admissions Code. The Council is also under a statutory duty to devise and agree upon a coordinated scheme of admissions in respect of the normal points of entry.			
6	Alternative options considered and rejected: Not to determine the 2023/2024 school admission arrangements would leave the Council in breach of its statutory duties.			
7	Financial implications and Risks: None			
8	Is the decision a Key Decision? (please contact Democratic Support for further advice)	Yes	No	Per the Constitution, a key decision is one which: in the case of capital projects and contract awards, results in a new commitment to spend and/or save in excess of £3million in total in the case of revenue projects when the decision involves entering into new commitments and/or making new savings in excess of £1 million is significant in terms of its effect on communities living or working in an area comprising two or more wards in the
			✓	
			✓	

			area of the local authority.
9	<p>If yes, date of publication of the notice in the Forward Plan of Key Decisions</p> <p>Please specify how this decision is linked to the Council's corporate plan/Plymouth Plan and/or the policy framework and/or the revenue/capital budget:</p>		<p>The proposal helps to meet the City Vision, co-operative values, co-operative objectives, and co-operative outcomes in the following ways:</p> <p>City Vision – Britain’s Ocean City – providing improved and additional capacity for increasing the number of school age children in the City ensures there is a school place for every child and improves their education opportunities which will improve their quality of life. The Primary Basic Need programme delivers education infrastructure that supports the growth of the city, by supplying good quality education provision that meets need, it makes the city an attractive place to live and work</p> <p>Co-operative Value – We are democratic – we have ensured that we provide parents, staff and governors at the schools, local residents and other stakeholders with the opportunity to participate in the decision making on the proposals</p> <p>Co-operative Value – We are fair – all the proposed expansions have had public consultation which demonstrates that we are fair and open in our decision making.</p> <p>Objective – Growing Plymouth – Provides sufficient facilities for the growing number of children in Plymouth improving their academic attainment thereby improving their opportunities for the future.</p> <p>Outcome – Caring Plymouth – Enables local residents and other stakeholders to participate in the decision making</p> <p>Outcome – Pioneering Plymouth – Provides extended and improved services for children and their families making effective use of resources available. The basic need growth areas have been carefully mapped and the proposals in this report are targeted at narrowing the gaps in equality of access to education places.</p> <p>Helps to address the growing need for additional facilities for primary and secondary age children, using resources wisely.</p> <p>Outcome – Growing Plymouth – Provides sufficient education facilities for the growing number of children in Plymouth improving their education opportunities. Without basic need growth there is a serious risk that some children in the city will not be able to access a school place.</p>

10	Please specify any direct environmental implications of the decision (carbon impact)	None		
Urgent decisions				
11	Is the decision urgent and to be implemented immediately in the interests of the Council or the public?	Yes		(If yes, please contact Democratic Support (democraticsupport@plymouth.gov.uk) for advice)
		No	✓	(If no, go to section 13a)
12a	Reason for urgency:			
12b	Scrutiny Chair Signature:		Date	
	Scrutiny Committee name:			
	Print Name:			
Consultation				
13a	Are any other Cabinet members' portfolios affected by the decision?	Yes		
		No	✓	(If no go to section 14)
13b	Which other Cabinet member's portfolio is affected by the decision?			
13c	Date Cabinet member consulted			
14	Has any Cabinet member declared a conflict of interest in relation to the decision?	Yes		If yes, please discuss with the Monitoring Officer
		No	✓	
15	Which Corporate Management Team member has been consulted?	Name	Alison Botham	
		Job title	Director of Children's Services	
		Date consulted	06/12/2021 to 16/01/2022	
Sign-off				
16	Sign off codes from the relevant departments consulted:	Democratic Support (mandatory)	DS112 21/22	
		Finance (mandatory)	djn.21.22.256	
		Legal (mandatory)	LS/38050/AC/8/2/22	

		Human Resources (if applicable)						
		Corporate property (if applicable)						
		Procurement (if applicable)						
Appendices								
17	Ref.	Title of appendix						
	A	School admissions 2023/24 consultation briefing paper						
	B	Community admission arrangements 2023/24						
	C	In-Year coordinated scheme of admission 2023/24						
	D	Maintained nursery school admission criteria 2023/24						
	E	Primary Coordinated Scheme 2023/24						
	F	Secondary Coordinated Scheme 2023/24						
Confidential/exempt information								
18a	Do you need to include any confidential/exempt information?	Yes	If yes, prepare a second, confidential ('Part II') briefing report and indicate why it is not for publication by virtue of Part I of Schedule 12A of the Local Government Act 1972 by ticking the relevant box in 18b below. (Keep as much information as possible in the briefing report that will be in the public domain)					
		No						
		Exemption Paragraph Number						
		1	2	3	4	5	6	7
18b	Confidential/exempt briefing report title:							
Background Papers								
19	Please list all unpublished, background papers relevant to the decision in the table below. Background papers are <u>unpublished</u> works, relied on to a material extent in preparing the report, which disclose facts or matters on which the report or an important part of the work is based. If some/all of the information is confidential, you must indicate why it is not for publication by virtue of Part I of Schedule 12A of the Local Government Act 1972 by ticking the relevant box.							
	Title of background paper(s)				Exemption Paragraph Number			

	1	2	3	4	5	6	7
Cabinet Member Signature							
20	I agree the decision and confirm that it is not contrary to the Council's policy and budget framework, Corporate Plan or Budget. In taking this decision I have given due regard to the Council's duty to promote equality of opportunity, eliminate unlawful discrimination and promote good relations between people who share protected characteristics under the Equalities Act and those who do not. For further details please see the EIA attached.						
Signature			Date of decision	15 February 2022			
Print Name	Cllr Dave Downie, Cabinet Member for Education, Skills, Children and Young People						

This page is intentionally left blank

SCHOOL ADMISSION ARRANGEMENTS 2023/2024

Public consultation



INDEX

1. [Background Information](#)
2. [Proposal and Rationale](#)
3. [Timeline](#)
4. [Methodology](#)
5. [The Consultation](#)
6. [The Consultation Survey](#)
7. [Decision to be taken](#)
8. [Equality Impact Assessment](#)

1. Background Information

Plymouth City Council is the admission authority for all community and voluntary controlled schools in the City. The School Standards and Framework Act 1998, as amended by the Education Act 2002 and the School Admissions Code (the Code) require all admission authorities to consult on admission arrangements at least every seven years and always when arrangements change. Each year, admission authorities must determine the admission arrangements that are to apply. This paper relates to coordinated admission schemes and the admission arrangements for community and voluntary controlled schools only.

Determination of the admission arrangements for schools which are their own admission authority rests with the governing board of the individual school.

Improving school admission arrangements helps to maximise parental preference, which in turn enables the Council to identify more accurately where surplus capacity is located, thereby helping to meet the corporate objective of removing surplus school places.

Schools are a key facility within their local communities and support wider cohesion in the area. An equality impact assessment is included in this report. The determined admission arrangements are compliant with the Code. The Code takes account of primary legislation and regulations most relevant to admissions decisions and comments on the provisions of the Equality Act 2010, the Human Rights Act 1998 and the School Standards and Framework Act 1998.

2. Proposal and Rationale

In respect of all community and voluntary controlled schools, the Council is under a statutory duty, where admission arrangements change, to consult upon and then determine the admission arrangements. The Council also has a statutory duty to ensure that as far as possible, the admission arrangements for other categories of school meet the requirements of the Code. The Council is also under a statutory duty to devise and agree upon a coordinated scheme of admissions in respect of the normal points of entry.

Not to determine the 2023/2024 school admission arrangements would leave the Council in breach of its statutory duties.

3. Timeline

Activity	Timetable for admission arrangements in 2023/2024
Earliest date to send admission arrangements to the Diocesan Board of education	1 October 2021 (last date 31 October 2021)
Earliest date to start consultation on proposed arrangements	1 October 2021
Plymouth own admission authority schools to send draft admission arrangements for consultation to Plymouth local authority (LA)	8 November 2021 to 12 November 2021
Plymouth consultation starts	Monday 6 December 2021
Plymouth consultation ends	Sunday 16 January 2022

Deadline for completion of consultation on arrangements	31 January 2022
Deadline for the local authority to formulate a coordinated scheme for state funded schools in their area, including any new school or Academy which is expected to open.	1 January 2022
Minimum length of consultation	Six weeks
Deadline for admission arrangements to be determined (even there have been no changes or no consultation)	Monday 28 February 2022
Deadline for notification of a qualifying scheme for coordination	Monday 28 February 2022
Deadline for admission authorities to send determined arrangements to LA	Tuesday 15 March 2022
Deadline for LA to publish on its website details of all new schools to open that year & details of where all other school arrangements can be viewed	Monday 15 March 2021
Deadline for objections to the Schools Adjudicator	Sunday 15 May 2022

4. Methodology

When consulting on admission arrangements, the Council is required to consult all maintained schools in Plymouth, neighbouring admission authorities, and parents as well as others who the Council feel, have an interest in education. The Council detailed the arrangements for the consultation on its website and an online response form was available. The consultation was advertised using posters in schools, press notices, emails to Plymouth and surrounding district schools, MPs, City Councillors and others who the Council felt may have had an interest in admission arrangements. The Code also emphasises the local authority's role in ensuring that the admission arrangements for all admission authorities in the area, including academies, free, trust, foundation, studio, UTC and voluntary aided schools comply with the Code. Councils are under a duty to formulate and agree coordinated admissions schemes with the majority of admission authorities in its area.

5. The Consultation

For admissions in 2023/2024, consultations have been held in accordance with the Code on the basis of the admission arrangements set out in the In-Year admission arrangements 2022/2023, Another Step 2022, The Next Step 2022, Starting Junior School in Plymouth 2022 and Starting School in Plymouth 2022, as suitably amended.

The proposals for change comprised:

- I. New timetables for primary and secondary schools at the normal point of entry;

6. The Consultation Survey

Comments were received in response to the consultation as follows:

Consultation category	Undecided	Support	Against	No opinion
Primary, infant and junior coordinated admission scheme	0	0	0	0
Secondary coordinated admission scheme	0	0	0	0
In-Year locally admission coordinated scheme	0	0	0	0
Nursery school oversubscription criteria	0	0	0	0
Primary school oversubscription criteria	0	0	0	0
Secondary school oversubscription criteria	0	0	0	0

7. Decision to be taken

Having completed the consultation process, the Council, as the admission authority for community and voluntary controlled schools, must determine the admission arrangements by 28 February 2022. In addition, the Council must also have agreed a qualifying scheme for coordination with the majority of schools in its area.

No objections have been received to the admission arrangements proposals during the period of consultation. It is therefore the recommendation is that the policy documents should be agreed as consulted upon.

It is proposed that the determined school admission arrangements for 2023/2024 be based on those for 2022/2023 subject to the following amendments:

- I. New timetables for primary, junior, secondary and Key Stage 4 schools at the normal point of entry;

EQUALITY IMPACT ASSESSMENT

Education Participation and Skills – school admission arrangements 2023/2024



STAGE 1: WHAT IS BEING ASSESSED AND BY WHOM?

What is being assessed - including a brief description of aims and objectives?	School Admission arrangements for community and voluntary controlled schools for admission in the 2023/2024 academic year. The determined admission arrangements take into account responses received during the consultation carried out between 6 December 2021 and 16 January 2022 and met the legal requirements specified in the School Admissions Code.
Author	Sharon Stowe – School Admissions Support Manager
Department and service	Education, Participation and Skills, School Admissions Team
Date of assessment	

STAGE 2: EVIDENCE AND IMPACT

Protected characteristics (Equality Act)	Evidence and information (eg data and feedback)	Any adverse impact See guidance on how to make judgement	Actions	Timescale and who is responsible
Age	The determined admission arrangements for community and voluntary controlled schools meet the requirements of the School Admissions Code. Educational provision is made for children from the term following their fourth birthday as specified in law. Whilst school admission policies are applicable to	Education out of age cohort could result in additional provision to be made in school place planning but this is not a quantity that can be predicted. There is a danger that parents may request a place out of age cohort because the appropriate year group is full rather than looking at the best interest of the child.	Monitor the number of out of age cohort applications received and approved.	Admissions officer responsible for the stage of entry. Monitored over the academic year.

	<p>students within specified birth cohorts, provision is made for the parent/carer to apply for admission to non-birth cohort age group. Such requests will be considered fairly and the manner of consideration is specified within each admission policy and is compliant with the law.</p>			
<p>Disability</p>	<p>The determined admission arrangements for community and voluntary controlled schools meet the requirements of the School Admissions Code with links to other relevant legislation.</p> <p>Children with an Education, Health and Care will be ranked ahead of other applicants within the admission criteria and will be admitted to the school requested as this a requirement within the School Admissions Code.</p> <p>Priority is made within the admission criteria for the admission of children with exceptional medical or social need. Information regarding evidence required is clearly given in the admission policy.</p> <p>Special arrangements can be made in the case of selection testing admission arrangements to a grammar school where a</p>	<p>None</p>	<p>None</p>	<p>None</p>

	child has a disability. In such a case, the admission authority will try to match the provision already made within school to ensure a level playing field.			
Faith/religion or belief	<p>The determined admission arrangements for community and voluntary controlled schools meet the requirements of the School Admissions Code.</p> <p>None of the community or voluntary controlled schools prioritise children according to faith and will consider applicants equally regardless of faith, religion or belief.</p>	None	None	None
Gender - including marriage, pregnancy and maternity	<p>The determined admission arrangements for community and voluntary controlled schools meet the requirements of the School Admissions Code.</p> <p>This information is not collected or normally taken account of in the school admissions process. Taking account of gender would not be compliant with the School Admissions Code unless the school is designated as a single sex school.</p>	None	None	None
Gender reassignment	The determined admission arrangements for community and voluntary controlled	None	None	None

	<p>schools meet the requirements of the School Admissions Code.</p> <p>This information is not collected or taken account of in the school admissions process. Taking account of gender reassignment would not be compliant with the School Admissions Code.</p>			
Race	<p>The determined admission arrangements for community and voluntary controlled schools meet the requirements of the School Admissions Code.</p> <p>This information is not collected or taken account of in the school admissions process. Taking account of race would not be compliant with the School Admissions Code.</p>	None	None	None
Sexual orientation - including civil partnership	<p>The determined admission arrangements for community and voluntary controlled schools meet the requirements of the School Admissions Code.</p> <p>This information is not collected or taken account of in the school admissions process.</p> <p>Children and young people who are LGBT should feel able to apply to a school without any restrictions. Where a school or college is co-educational, the gender a person associates with has no</p>	None	None	None

	<p>bearing on an admissions application. Plymouth's application forms ask for the child's gender. At this point, the gender appropriate to the birth certificate should be entered. Further information relating to gender identity and the reasoning for selection of a particular school can be given on the application form.</p> <p>In the case of transgender applicants, where a parent selects a placement in a single sex school opposite to the birth gender, the application will be considered and a decision made on the individual circumstances of the case. This is a complex decision and not all children will be competent to take it at the time of transfer. As part of the case consideration, we would seek evidence from the family that they have thought through the issues carefully and in most cases would expect them to be able to provide us with some independent evidence from a medical professional or other worker who has been involved in the situation.</p>			
--	--	--	--	--

STAGE 3: ARE THERE ANY IMPLICATIONS FOR THE FOLLOWING? IF SO, PLEASE RECORD ACTIONS TO BE TAKEN

Local priorities	Implications	Timescale and who is responsible
Reduce the gap in average hourly pay between men and women by 2022.	None	N/A
Increase the number of hate crime incidents reported and maintain good satisfaction rates in dealing with racist, disablist, homophobic, transphobic and faith, religion and belief incidents by 2022.	None	N/A
Good relations between different communities (community cohesion)	None	N/A
Human rights Please refer to guidance	None	N/A

STAGE 4: PUBLICATION

Responsible Officer: Amanda Paddison

Date 18 January 2022

Head of Service Business and Access

COMMUNITY AND VOLUNTARY CONTROLLED PRIMARY SCHOOLS

Primary Schools oversubscription criteria 2023/2024

KEY NOTES – ADMISSION ARRANGEMENTS 2023/2024		
Admission authority	Plymouth City Council	
School	<ul style="list-style-type: none"> ▪ Compton CE Primary School ▪ *High View Primary School ▪ Laira Green Primary School ▪ Lipson Vale Primary School ▪ Mary Dean's CE Primary School ▪ Pennycross Primary School ▪ Yealmpstone Farm Primary School 	
School status	Community or voluntary controlled	
Catchment area	No	
Supplementary Information Form	Yes – parents who are members of staff only Yes – exceptional medical and social need for admission	
Application forms available online	www.plymouth.gov.uk/schooladmissions	
	Normal point of entry	In-Year admission
Age range for application	1 September 2018 - 31 August 2019	Any admission other than the normal point of entry in years Reception/Foundation – year 6
Application period	Tuesday 15 November 2022 – Sunday 15 January 2023	From Friday 1 September 2023
Offer date	Monday 17 April 2023	Within 15 school days of application receipt
Published admission number	See section 3	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

- (i) Application process for Reception/Foundation admissions (normal point of entry)
- (ii) Application process for in-year admissions

SECTION 2

- (i) Oversubscription criteria for community and voluntary controlled schools for normal point of entry and in-year admissions
- (ii) Staff supplementary information form
- (iii) Exceptional medical or social need supplementary information form

SECTION 3

Published admission number (PAN)

*Note: High View Primary School is a maintained school with Plymouth City Council as the admission authority. Currently the school is undergoing a due diligence process which will convert the school from a maintained school to an academy with a view to them joining the following trust - Learning Academies Trust. The expected date for the trust to become the admission authority for the school is April 2022. If this process is completed and agreed, High View Primary School will be removed from these admission arrangements.

Plymouth City Council is the admission authority for community and voluntary controlled schools in Plymouth. Community and voluntary controlled schools 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 community and voluntary controlled schools in Plymouth in the 2023/2024 academic year.

SECTION I

(i) Reception/Foundation admissions (normal point of entry)

The admission arrangements outlined in this section apply to children starting in the Reception/Foundation Year for the first time in 2023/2024. The published admission number (PAN) for this year group is shown in the school list at Section 3. The close date for application is 15 January 2023. Allocation results will be notified on 17 April 2023. Community and voluntary controlled schools follow Plymouth City Council's coordinated primary admissions scheme available at 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 2 below must complete the exceptional medical or social grounds supplementary information form and return it direct to the School Admissions Team, Plymouth City Council;
- (iii) In addition, applicants applying under criteria 4 must complete the staff supplementary information form and return it direct to the School Admissions Team, Plymouth City Council.

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

The admission arrangements outlined within this section apply to in-year admissions during 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 Reception made after the normal round of admissions – after 31 August 2023 – and requests for places in other year groups should be made direct to Plymouth City Council.

With the exception of a child with an Education, Health and Care Plan (EHCP), all applications will be considered under Plymouth City Council's Fair Access Protocol.

Application should be made via Plymouth City Council at www.plymouth.gov.uk/schooladmissions. Community and voluntary controlled schools follow Plymouth City Council's local coordinated in-year admissions scheme available at www.plymouth.gov.uk/schooladmissions.

All applicants must:

- (i) Complete the Common Application Form available from and returnable to Plymouth City Council;
- (ii) In addition, applicants applying under criteria 2 below must complete the exceptional medical or social grounds supplementary information form and return it direct to the School Admissions Team, Plymouth City Council;
- (iii) In addition, applicants applying under oversubscription criteria 4 must complete the staff supplementary information form and return it direct to the School Admissions Team, Plymouth City Council.

Unless otherwise agreed, the published admission number applies to each year group as it moves through the school. The close date for application is the end of each working day. Offers should be made within fifteen school days of the application submission date.

SECTION 2

Oversubscription criteria for community and voluntary controlled schools for normal point of entry and in-year admissions

A child with an Education, Health and Care Plan (EHCP) which names the school will be admitted.

At the normal point of entry, where there are fewer applicants than the PAN, all children will be admitted unless they can be offered a higher ranked preference. For in-year admissions where there is space in the school, all children will be admitted unless the school can demonstrate that admission would prejudice provision of efficient education or efficient use of resources.

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.** 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).

Children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society

2. **Children with exceptional medical or social need.**

Children with an exceptional medical or social need for a place at this school. Applicants will only be considered under this heading if the parent/carer or their representative can demonstrate that only the preferred school can meet the exceptional medical or social needs of the child. The need must be specific to the school: a child may have very challenging circumstances that require additional support but if that support could be provided at another school, there would be no exceptional need to attend this school. The exceptional need could be due to the parent/carer's circumstances. Evidence provided can be in the form of a testimony from a medical practitioner, social worker or other professional who can support the application on an 'exceptional' basis. Without satisfactory supporting evidence, we will not prioritise an application as demonstrating exceptional need. It is not expected that a parent/carer would seek a claim under exceptional medical or social need for a school that is not the first ranked preference school.

Exceptional medical or social need could include, for example:

- a serious medical condition, which can be supported by medical evidence
- a significant caring role for the child which can be supported by evidence from social services;

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;
- transport arrangements would have to be changed;

- the child has a particular interest or ability in a subject or activity.
3. **Children with a sibling already attending the school applied for 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.
 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 all staff working at the school to which the application relates but does not include staff who work on the school site for other employers. Definition of staff for this purpose, is for those teaching and non-teaching staff at the school;

5. **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. 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.

Mode of study and start date: There is a legal requirement that all children begin full time education by the beginning of the term following their fifth birthday, this is referred to as compulsory school age. Places are offered to children for admission at the beginning of the September term after the fourth birthday. That is before they reach compulsory school age.

Parents have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. September 2023 is the earliest point for admission to the Reception class at a primary school but is not a compulsory start date. All parents can defer admission within the Reception year until the beginning of the term following their child's **fifth** birthday. This is a decision for the parent to make, taking all factors into account including the advice of educational professionals.

Those parents who decide that their child should defer **must** inform the Head Teacher. The place offered for their child **will be held open and will not be offered to another child**. Where a parent does not inform the Head Teacher that admission is to be deferred and does not admit the child in September, the place may be withdrawn and offered to another child.

For normal point of entry: the expected point of admission will be September 2023.

For in-year admissions: the expected point of admission will be within two weeks of the date of the allocation or within six weeks of the original application whichever is the later (unless other arrangements have been made with the school).

Multiple births: Defined as the birth of more than one baby 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 by the operation of an electronic random number generator.

Staff: This relates to all staff working at the school on a permanent contract to which the application relates but does not include staff who work on the school site for other employers.

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 for In-Year admissions
- one week of the date of notification of a school place for Normal Point of Entry.

Responses must be made to Plymouth City Council. 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 - 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.

Waiting lists: If a place cannot be offered at the preferred school, the child's name will automatically be added to the waiting list for any school ranked higher than the school allocated. 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 August 2023 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 31 August 2023 the 2023/2024 Normal Point of Entry scheme closes. From 1 September 2023 the In-Year admissions scheme applies. Children on the waiting list for Normal Point of Entry will automatically be moved to the school's In-Year waiting list. If an application is refused under the schools In-Year admission scheme parents/carers will be asked to confirm their wish for their child to be added to the schools waiting list. Waiting lists will be held in the order of the published admission.

STAFF SUPPLEMENTARY INFORMATION FORM 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. Definition of staff for this purpose, is for those teaching and non-teaching staff at the school.

Only complete this form if you are:

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

If you are applying under a) or b) above, you need to take this form to the school of employment for the school to complete part B. You then need to return the completed form by **15 January 2023** to be included in the normal point of entry allocations made on 17 April 2023. Forms received after this date will still be considered but will not be included within the first allocation round.

For an in-year admission to any year group, the form should be submitted with the application form. Return the completed form via email to school.admissions@plymouth.gov.uk.

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:	
Name of parent/carer:	
Relationship to child:	
Signature:	
Date:	

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.

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:		
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.

EXCEPTIONAL MEDICAL OR SOCIAL NEED FOR ADMISSION**SUPPLEMENTARY INFORMATION FORM 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 seeking admission priority on the grounds of exceptional need.

If you wish us to consider whether your child has exceptional medical or social need to attend this school (criteria 2) you must submit independent professional evidence which explains clearly why it is essential to attend this school and no other school. Please make sure that you have read the description of exceptional medical or social need in the admission policy for the school.

You will need to return the completed form and evidence by 15 January 2023 to be included in the primary normal point of entry allocations made on 17 April 2023. Forms received after this date will still be considered but will not be included within the first allocation round.

For an in-year admission to any year group the form and evidence should be submitted at the same time as the application form.

Return the completed form via email to school.admissions@plymouth.gov.uk.

To be completed by the parent/carers

Child's full name:	
Date of birth:	
School applied for:	
Nature of the supporting evidence that you are submitting, provided by a relevant professional:	

Evidence is attached:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Name(s) and organisations of the professional(s) providing supporting evidence:	
Name of parent/carer:	
Relationship to child:	
Signature:	
Date:	

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 3 – Published admission number (PAN)

Primary Schools/Infant schools	PAN 2022/2023	PAN 2023/2024
Compton C/E Primary School	60	60
High View Primary School	45	45
Laira Green Primary School	45	45
Lipson Vale Primary School	60	60
Mary Dean's C/E Primary School	50	50
Pennycross Primary School	60	60
Yealmpstone Farm Primary School	60	60

CONTACTS AND FURTHER INFORMATION**Plymouth School Admissions Team**

Telephone: 01752 307469

The website at www.plymouth.gov.uk/schooladmissions has information about applying for a place at a school, school appeals and the coordinated schemes of admission.

School Appeals

Telephone 01752 398164

schoolappeals@plymouth.gov.uk

Inclusion, Attendance and Welfare Service

Telephone 01752 307405

www.plymouth.gov.uk/schoolsandeducation/attendancebehaviourandwelfare

The Department for Education Schools (DFE)

Telephone: 0370 000 2288

www.education.gov.uk

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

This page is intentionally left blank

LOCAL IN-YEAR COORDINATION

Local in-year scheme of admission 2023/2024



2023/2024 LOCALLY AGREED IN-YEAR ADMISSIONS SCHEME

Introduction

1. The School Admissions Code allows local authorities to coordinate in-year admission requests (2.23 of the School Admissions Code 2021). All admission authorities must have fair, clear and objective admission arrangements so that parent/carers can look at the arrangements and easily decide how places will be allocated at that school.
2. The provisions in the Code relating to factors that can be taken into account when considering an application apply equally to in-year applications and applications at the normal point of entry. School places must not be allocated with reference to 'first preference first' arrangements. No account may be taken, amongst other things, of reports from previous schools about past behaviour (unless the child has "challenging behaviour" as defined in the appropriate Fair Access Scheme), attendance, attitude or achievement. Admission authorities cannot place any conditions on the consideration of any application other than those in the oversubscription criteria published in their admission arrangements.
3. Applications must be considered without undue delay and the local authority must provide a suitable application form for the purpose.
4. Local authorities must, on request, inform parent/carers about places still available in all of the schools in its area. In turn, schools must inform the local authority of any movement within the school so that up to date data can be maintained.
5. The local authority will administer the locally agreed scheme on behalf of participating schools in its area. By so doing, the administrative burden is removed from schools in regard to their duty to inform the local authority of all applications received and to make formal response to the application in compliance with the School Admission and School Appeals Codes. This scheme will also enable monitoring of pupil movement within the city which will assist the local authority in its role to monitor effective admission arrangements, school place planning and children missing education. Applicants for schools not participating in this scheme will be referred to the school direct.

Interpretation

6. In the scheme:
 - **ACE** means the Alternative Complementary Education Services;
 - **admissions authority** in relation to a community or voluntary controlled school means the local authority and, in relation to an academy, foundation, free, studio, trust, VA school or UTC, means the Board of Governors of that school or the Multi Academy Trust where this applies;
 - **admission arrangements** means the arrangements for a particular school or schools which govern the procedures and decision making for the purposes of admitting pupils to the school;
 - **eligible for a place** means that a child has been placed on a school's ranked list at such a point which falls within the school's published admission number (PAN) or other agreed limit;
 - **in-year admission** means any application for a place in the first year of entry to an infant, primary, junior, key stage 4 or secondary school that is received on or after the date specified in Schedule 2, and applications for a place in any other year group received at any time from the commencement of the scheme;

- **local authority (LA)** means the local council. The LA for Plymouth is Plymouth City Council;
 - **NoR** means the number of pupils on roll at a school in a particular year group;
 - **other agreed limit** means a number agreed with the City Council;
 - **AN** means the admission number for the year group;
 - **PAN** means the published admission number for the year of entry at a school;
 - **participating school** means a state funded school other than one which receives funding direct from the government for the admission process unless that institution buys into the LA's school admissions service. In the main, this will affect academies, free schools, studio schools and UTC's.
 - **the specified year** means the school year 2023/2024, starting September 2023;
 - **school** means a maintained community, foundation, free, trust, voluntary aided (VA) and voluntary controlled school or an academy, studio school or UTC (but not a special school);
 - **UTC** means university technical college.
7. The scheme for participating schools shall be determined and processed in accordance with the provisions set out in Schedule 1 and the timetable set out in Schedule 2.
 8. The scheme shall apply to participating infant, primary, junior and secondary schools in Plymouth (including academy schools, studio schools and UTCs but excluding special schools and independent schools) and shall take effect from entry in September 2023.
 9. The primary coordinated admissions scheme and the secondary coordinated admissions scheme cover the admission of children to school at the normal point of entry (e.g. starting reception/foundation, starting junior school in year 3, starting secondary school in year 7 and starting in Year 9 or 10 at a key stage four school such as a UTC or studio school). However, a number of children will require admission to school at other times and these admissions, known as in-year admissions will be covered under this scheme with the exception of admissions to nursery schools and years 12 and 13, which are outside the scope of these arrangements.
 10. Applications for admission to nursery schools and years 12 and 13 should be submitted to the school(s) direct and must be considered in accordance with the admission arrangements appropriate to that entry point.
 11. Where a child is not resident with his or her parent/carer, parental responsibility must be conferred by the parent/carer directly on the person with whom the child is to reside and not on a third party or a commercial or charitable organisation. Where this involves a person who is not a close relative of the child, it is the responsibility of that person to refer the arrangement to social care as a private fostering arrangement.
 12. The LA reserves the right to require documentary evidence before accepting that information given in an application is genuine. The LA may consult with schools, other council departments or the health authority or may ask parents to provide evidence.
 13. The scheme shall be based on an **equal preferences** system. The PAN set for a particular year of entry will normally be maintained as that year group progresses through the school.

14. In regard to admissions to schools, the Plymouth School Admissions Team will:

- Act as champion for children and families;
- Offer advice to parents and schools;
- Monitor and challenge the admission arrangements of schools within Plymouth;
- Operate an admissions scheme (this scheme) for admissions other than at the normal point of entry normal point of entry to infant, primary, junior, secondary and key stage four schools in Plymouth;
- Operate an admissions scheme for normal point of entry to secondary and key stage four schools in Plymouth;
- Operate a Fair Access policy to ensure that outside the normal admissions round - unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible;
- Act as the admission authority for community and voluntary controlled schools;
- Assist schools to rank their applications according to their oversubscription criteria;
- Manage school waiting lists as required;
- Support schools in the preparation and presentation of school admission appeals;
- Liaise with other teams within Plymouth City Council and other LAs in the planning of school places;
- Report to the Office of the Schools Adjudicator on admissions for all schools in Plymouth for which we coordinate admissions;
- Offer a traded service to academy schools to support them in the delivery of their responsibilities for school admissions.

SCHEDULE 1

PART 1 - THE SCHEME

1. All parents seeking a school place will be required to make a written application for a school place using the common application form available from the LA known as the 'In-year application form'.
2. The common application form shall be used by all applicants' wishing to apply for a school place at a participating school in Plymouth other than at the normal point of entry. Parent/carers seeking a school place in-year in another LA should contact that LA for advice on how to submit an application for a school place.
3. The scheme comes into force from the date specified in Schedule 2. Once completed, the common application form will be submitted to Plymouth City Council. Any requests for admission received by a participating school direct (e.g. from other admission authorities, parent/carers, other LAs) must be forwarded to Plymouth City Council without delay. The common application form shall be used as a means of expressing one or more preferences, in accordance with the School Standards and Framework Act 1998, Section 86, by parent/carers wishing to express a preference for their child to be admitted to a school in Plymouth (including academies, foundation, free, studio, trust or VA schools or UTCs). Parent/carers submitting an application via the LA may specify up to three school preferences on their application.

4. The common application form and the written information that accompanies it shall:
 - a) invite the parent/carer to express up to three preferences in the rank order of preference;
 - b) invite the parent/carer to give reasons for each preference;
 - c) explain that the parent/carer may receive an offer of a school place and that:
 - i) a place will be offered at the highest ranking, nominated school for which the child is eligible for a place; and
 - ii) if a place cannot be offered at a nominated school, a place may be offered at an alternative school;
 - iii) any refusal of a place applied for will explain clearly why a place has not been allocated and will explain the right and procedure for appeal.
5. The City Council shall make appropriate arrangements and take all reasonable steps to ensure that the common application form is available on the City Council's website. The website will also display a guide for parents which provides a written explanation of the scheme.
6. The admission authority for a school may require parent/carers to provide supplementary information, only where the supplementary information is required for the admission authority to apply its over-subscription criteria or Fair Access scheme to the application and where the information is not already collected on the common application form.
7. When a participating school receives supplementary information, it shall not be regarded as a valid application unless the parent/carer has also completed the City Council common application form. Where supplementary information is received directly by a school in the absence of a common application form, the school shall inform the City Council so that it can verify whether a common application form has been received from the parent/carer and, if not, contact the parent/carer to ask them to complete one.
8. It is necessary that the information available to the City Council regarding NoR in any year group is accurate and up to date. There is also a legal requirement on schools, in the Children Missing Education statutory guidance, to inform the City Council immediately when a pupil is taken on or off roll. Likewise, in the School Admissions Code, admission authorities must notify the local authority of every application received and the result of the application. To this end, all Plymouth schools will inform the School Admissions Team of pupil movement – both of those leaving and those starting at the school without delay so that vacancies can be identified and a pupil's whereabouts tracked for safeguarding reasons.
9. Plymouth schools not participating in this scheme are required by law to notify the LA of applications received on receipt and also to notify the outcome of the application and to respond to requests for information by the LA.
10. Immediate provision of pupil tracking information by schools to the LA is a legal requirement under the Children Missing Education Regulations as well as the School Admissions Code. Non-compliance will be raised with the school in the first instance and if necessary, raised with the Education Skills and Funding Agency or the Department for Education as appropriate.

Applications outside of the chronological age group

11. Places will normally be offered in the year group according to the child's date of birth but a parent/carer 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/carer'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 headteacher of the school(s) concerned. Parent/carers 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.

- (i) In respect of schools for which the City Council is the admission authority or in respect of own admission authorities who have delegated the function to the local authority:
 - a decision will be made in conjunction with the School Admissions Support Manager as to whether an application would be accepted for out of age cohort transfer reviewing the educational, social, and physical needs of the child as demonstrated by the case made.
- (ii) In respect of other own admission authority schools:
 - a decision will be made by the admission authority as to whether an application would be accepted for out of age cohort transfer reviewing the educational, social, and physical needs of the child as demonstrated by the case made.

Where an application is accepted out of age cohort, it will be considered in accordance with the normal admission arrangements.

Parents must not assume that an admission authority's decision to educate out of age cohort will be accepted by another admission authority and that potentially, there may be issues should the child change school.

Children being considered for admission to a grammar school take the relevant grammar selection tests.

Processing application forms

12. In respect of participating schools any parent/carer approaching a school with a view to admission must be referred to the City Council for the City Council to act upon the admission request. Should an application be received by the LA for a non-participating school, the applicant will be referred to the school direct.
13. If a participating school is approached by a parent/carer seeking admission and determines that the admission request is on behalf of a vulnerable child who requires priority admission and the school has room in the year group, the school should arrange for the parent/carer to complete the common application form and immediately notify the City Council. The City Council will, where possible, prioritise that application by establishing whether the admission could cause prejudice to other applications received and notify the school without delay of the outcome. This measure should streamline the process for urgent admission requests. Note however that any admission request could not be considered until the day following receipt due to the scheme close date for application and possible prejudice.

14. The close date for applications under this scheme will be midnight each working day.
15. In the case of duplicate submissions, the later application submitted by the parent/carer will overwrite an earlier submission.
16. Changes of preference must be submitted in writing via email, verbal changes will not be accepted.
17. Applications will normally be accepted no more than six school weeks before the date that the school place is required and the applicant will normally be expected to take up the place within two weeks of allocation of that place or within six weeks from the date of application whichever is the later. Failure to take up the place within the expected time may lead to withdrawal of the allocated place.
 - In the case of UK service personnel this application period may be extended up to 12 school weeks if the application is accompanied by an official government letter which declares a relocation date and a Unit postal address or quartering area address this area.
 - In the case of children attending a specialist unit at a Plymouth school or a child with an EHCP, the application period will be extended to 12 school weeks to allow enhanced transition processes.
 - In the case of a child currently in the care of the local authority, the application period will be extended to 12 school weeks to allow a smooth transition.
 - In the case of a child referred to the Fresh Start Panel, the period may be extended up to 12 school weeks.

Determining consideration of the common application form

18. On receipt of a common application form, the request will be reviewed in the light of the City Council's Fair Access Protocol. All schools must participate in the Fair Access Protocol regardless of whether or not they participate in the local in-year coordinated scheme.

For the majority of children, the application to transfer school will be straightforward. The PAN set for the normal point of entry is usually applied to all year groups. Applications will be considered up to PAN or other agreed limit. Looked after children or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order will be admitted to the school even where that school is above PAN or other agreed limit as long as the regulations relating to infant class size are not compromised and the school can confirm that it will not be prejudicial to provision of efficient education or the efficient use of resources to admit the child. In particular, this will relate to health and safety considerations.

Certain categories of children may face challenges, including behaviour, which require additional consideration and support. Others may be classed as particularly vulnerable.-Details of the Fair Access Protocol for Primary and Secondary are available on the City Council website at:

[Primary Fair Access Policy](#) [Secondary Fair Access Policy](#)

Requests for transfer of school between participating schools

19. Parent/carers are entitled to request a change of school at any time during the year. However, a transfer of school isn't a decision to be taken lightly, particularly mid-way through a year. Many children can become unsettled by a change of school environment and may suffer emotionally as well as academically. Once examination options have been selected, which may be as early as Year 9, a transfer of school should be avoided because it will be difficult to match chosen options and exam boards in alternative schools. As part of the application process, the headteacher of the

child's current school will always be notified of the request to change schools as they may wish to submit information to help consideration of your case. The school requested in the application may be provided with an adapted copy of your application to enable ranking of your application and once an allocation has been made, the school will receive a copy of your full application.

Children and young people who are LBGT – (lesbian, gay, bisexual, transgender)

20. Children and young people who are LBGT should feel able to apply to a school without any restrictions. Where a school or college is co-educational, the gender a person associates with has no bearing on an admissions application. Plymouth's application forms ask for the child's gender. At this point, the gender appropriate to the birth certificate should be entered. Further information relating to gender identity and the reasoning for selection of a particular school can be given on the application form.
21. In the case of transgender applicants, where a parent selects a placement in a single sex school opposite to the birth gender, the application will be considered and a decision made on the individual circumstances of the case. This is a complex decision and not all children will be competent to take it at the time of transfer. As part of the case consideration, we would seek evidence from the family that they have thought through the issues carefully and in most cases would expect them to be able to provide us with some independent evidence from a medical professional or other worker who has been involved in the situation.

Parent/carer responsibility

22. Any person with legal parental responsibility for a child is entitled to be involved in all major decisions affecting the child(ren) which includes where the child attends school. When an application is submitted for a school place, the person signing the application form is also confirming that everyone with parental responsibility has been informed that the application is being made. Occasionally, objections are later raised by a person with legal parental responsibility.

Where this happens, we will ask parents to resolve parental disputes which cannot be resolved by agreement between themselves through either mediation or court. Neither the local authority nor a school should intervene in the dispute.

Mode of attendance

23. Children are entitled to a full time place in the September following their fourth birthday. Where parent/carers wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age. Arrangements should be made with the school direct.
24. Once a place has been allocated to children in the foundation year, parent/carers can defer the date their child is admitted to school until later in the school year but not beyond the point at which they reach compulsory school age or, for children born between 1 April and 31 August not beyond the beginning of the final term of the school year for which the offer was made. Deferred entry is arranged with the school direct. Deferred admissions will take place at the start of the January or April term as appropriate. If the child does not start at the agreed date, the place may be revoked and may be reallocated to someone else.

Determining offers in response to the common application form for participating schools

25. All requests for a school place under this scheme will usually be dealt with within 15 school days. In the case of applications for entry to grammar schools, it will be necessary for pupil's ability to be assessed either through examination or report dependant on the age of the candidate. Also, where a request is passed to a Placement Panel for consideration, delays will be incurred due to the timing of panel hearings. It may not therefore be possible to meet the 15 day turnaround in all

cases.

26. In all cases, eligibility will be determined in accordance with the published oversubscription criteria, admission arrangements applicable to the year of entry and the number on roll at the requested school and in accordance with the provisions of the School Admissions Code and applicable Regulations.
27. Within 10 school days of receipt of the application:
- a. the City Council will ascertain availability of place(s) at any nominated community or VC school for which it is the admission authority;
 - b. the City Council will notify the admission authority for each academy, foundation, free, studio, trust or VA school or UTC of every nomination that has been made for that school, and if requested, forwarding a report detailing the relevant information contained in the common application form or a copy of the common application form (without the rank order of preference) and any supplementary information received which schools require in order to apply their over-subscription criteria;
 - c. the school that the applicant currently attends will be informed of the request to transfer and will be asked whether there is any information that will help in the consideration of the transfer request. This information will not be shared with an allocated school until the allocation has been made and is intended to identify positively, cases that may fall under the Fair Access Protocol as well as safeguarding issues;
 - d. where a parent/carer has nominated a school outside Plymouth, the City Council shall refer the applicant to the LA in that area for advice on the application process.
28. Within five school days of receipt of the application information from the City Council the relevant admission authority will confirm to the City Council whether a place can be offered to the applicant based solely on NoR or other agreed limit and the oversubscription criteria. The City Council may ask the school to confirm NoR and PAN. If there are more applicants than spaces available, schools who are their own admission authority will have to submit a ranked list of applicants to be considered for admission (unless that function has been delegated to the City Council). The City Council will confirm availability of places in schools in its area to interested parties.
29. Within 15 school days of receipt of the application, the City Council shall match the application to the schools nominated and where the child is:
- eligible for a place at only one of the nominated schools, that school shall be allocated to the child;
 - eligible for a place at two or more of the nominated schools, he or she shall be allocated a place at whichever of these is the highest ranked preference;
 - not eligible for a place at any of the nominated schools and not able to access the current educational provision, he or she shall normally be allocated a place at another school, usually the nearest appropriate school with a vacancy .
30. Within 15 school days of receipt of the application, the City Council shall inform each school of the pupils to be allocated places at the school.
31. Within 15 school days of receipt of the application, the City Council shall notify all parent/carers by email that they are being offered a place at a school. This correspondence will include:
- the name of the school at which a place is offered;

- the reasons why the child is not being offered a place at each of the other schools nominated on the common application form;
- information about the statutory right of appeal against the decisions to refuse places at the other nominated schools;
- information about how to join school waiting lists;
- via the website, contact details for the school; the City Council; and those nominated academy, foundation, free, trust or VA schools where the child was not offered a place, so that the parent/carer may lodge an appeal against refusal of a place;
- a requirement to notify the City Council whether the applicant intends to accept or decline the place offered to the child.

In respect of applications handled by the City Council, offer letters for this scheme will be issued by the City Council on behalf of participating schools.

32. Within two school weeks of the date of the offer letter, parent/carers must notify acceptance of a school place. Failure to notify acceptance may result in withdrawal of the place offered. Parent/carers declining the offer of a place should notify the educational arrangements they plan to provide for their child.
33. The school should arrange for the child to be admitted as soon as possible after the allocation has been made, and where there has been a change of address this should be within a maximum of 10 school days from the allocation date. Where there has been no change of address, and distance is not the reason for moving schools, the school may exceptionally, and for operational reasons, delay admission to the beginning of the next school term at the very latest.

Fraudulent applications/withdrawal of allocated places

34. 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.

Waiting Lists

35. Each admission authority shall maintain waiting lists with a view to re-allocation of any places that may become available. Participating own admission authority schools may delegate this task to the LA if they wish. The list will be kept in the order of the oversubscription criteria. Each added child will require the list to be ranked again in line with the published oversubscription criteria. Priority must not be given to children based on the date their application was received or their name was added to the list. In respect of schools for which the City Council holds a waiting list, a child may be placed on a waiting list to be re-allocated a place if one becomes available after the original allocation, at any school ranked higher on the application form than the school that was offered. By change of preference, a child may join a waiting list for a school not previously requested. In the case of own admission authority schools, parent/carers will need to contact the school direct to discuss the procedure for waiting lists. In the case of Devonport High School for Girls,

Plymouth High School for Girls and Devonport High School for Boys, eligibility to join the waiting list is dependent upon score attained in the selection examination.

36. Accordingly, where a child has been allocated a place:
- at the parent/carer's first ranked preference school, he or she will not be considered for re-allocation;
 - at the parent/carer's second ranked preference school, he or she may be placed on the waiting list of the first ranked preference school, but not the third;
 - at the parent/carer's third ranked preference school, he or she may be placed on the waiting lists of the first and second ranked preference schools;
 - at a school that the parent/carer did not nominate on the common application form, he or she may be placed on the waiting lists of any schools that were nominated.
37. If the parent/carer does not wish their child to be on a particular waiting list, this must be confirmed in writing to the City Council. The parent/carer may need to amend the school preference order in such a case. The admission authority may ask parent/carers to renew their intent to remain on the waiting list and may remove a child's name from the list if there is a negative or nil response.

Appeals

38. Parents/carers are entitled to lodge a statutory appeal for a place at any school for which their application has been refused. However, where the refusal is based on class size limits (the law requires that no Key Stage 1 [infant] class [where the majority of children will have reached the age of 5, 6 or 7 by the end of the academic year] shall be a class of more than 30 pupils for any normal lesson with their teacher), the grounds for appeal are strictly limited to:
- whether the child would have been offered a place if the admission arrangements had been properly implemented; or
 - whether the child would have been offered a place if the arrangements had not been contrary to mandatory provisions in the School Admissions Code and the School Standards and Framework Act 1998; and/or
 - whether the decision to refuse admission was not one which a reasonable admission authority would have made in the circumstances of the case.
39. If a place becomes available before the appeal is heard, the case would be considered alongside others on the waiting list in accordance with the published admission criteria. If the child is allocated to that place, the appeal will be cancelled.
40. A foundation, free, trust or voluntary aided school, studio school, UTC or an academy may have their own appeal arrangements. Further details are available direct from the school.
41. Appeals will be heard within 30 school days of the appeal being lodged.
42. Information about the appeals process will be available from the City Council or the relevant admission authority as appropriate.

PART II - MANAGING COMPLIANCE WITH THE INFANT CLASS SIZE DUTY

43. Section 1 of the School Standards & Framework Act 1998 (as amended by the Education Act 2002) and The School Admissions (Infant Class Sizes) (England) Regulations 2012 limit the size of an infant class during an ordinary teaching session.

44. Infant classes (those where the majority of children will reach the age of 5, 6 or 7 during the school year) **must not** contain more than 30 pupils with a single school teacher. Additional children may be admitted under limited exceptional circumstances. These children will remain an 'excepted pupil' for the time they are in an infant class or until the class numbers fall back to the current infant class size limit. The excepted children are:
- a) children admitted outside the normal admissions round with an EHCP specifying a school;
 - b) looked after children and previously looked after children admitted outside the normal admissions round;
 - c) children admitted, after initial allocation of places, because of a procedural error made by the admission authority or local authority in the original application process;
 - d) children admitted after an independent appeals panel upholds an appeal;
 - e) children who move into the area outside the normal admissions round for whom there is no other available school within reasonable distance;
 - f) children of UK service personnel admitted outside the normal admissions round;
 - g) children whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil;
 - h) children with special educational needs who are normally taught in a special educational needs unit attached to the school, or registered at a special school, who attend some infant classes within the mainstream school.
45. Schools are required to accurately complete Census returns for submission to the LA. The LA has a duty to check these returns before submitting to the Department for Education.
46. Schools that do not comply with infant class size restrictions will be required to take qualifying measures in order to comply with the class size limit.

SCHEDULE 2**Timetable for in-year admissions to a participating Plymouth school**

From 1 September 2023	In-year admission scheme commences.
Up to six school weeks before the date a school place is required. Extended to 12 school weeks for the following category of applicant: <ul style="list-style-type: none"> ▪ UK service personnel if the application is accompanied by an official government letter which declares a relocation date and a Unit postal address or quartering area address in this area; ▪ Children attending a specialist unit at a Plymouth school; ▪ A child with an EHCP; ▪ A child currently in the care of the local authority. 	Application forms accepted from parent/carers.
Within ten school days of the initial receipt of an application.	<ul style="list-style-type: none"> ▪ The City Council ascertains availability of place(s) at nominated schools. <p>The City Council notifies the admission authority for each academy, foundation, free, studio, trust or VA school or UTC of every nomination that has been made for that school.</p>
Within five school days of receipt of the application information from the City Council.	<ul style="list-style-type: none"> ▪ The relevant admission authority will confirm to the City Council whether a place can be offered to the applicant based solely on NoR or other agreed limit and the oversubscription criteria. <p>The City Council may ask the school to confirm NoR and PAN.</p>
Within 15 school days of receipt of the application.	<ul style="list-style-type: none"> ▪ The City Council shall inform each school of the pupils to be allocated places at the school. <p>The City Council shall notify all parent/carers by second class post/email that they are being offered a place at a school.</p>
Within two weeks of the date of the application response letter.	Parent/carers to respond to application response letters direct to the City Council.
Within two school weeks of the date of allocation or six school weeks of the application for a school place whichever is the later.	The child should start at the allocated school or, in the case of child entering the Reception/Foundation year who is below compulsory school age and whose parent/carer wishes to defer entry, deferred arrangements must be agreed with the school.

IN-YEAR ADMISSIONS

Escalation process

BACKGROUND

Plymouth City Council (the local authority or LA) operates a local in-year coordinated admission scheme which is available to own admission authority schools. It is taken that all academies who purchase the school admissions package are part of the scheme and that all other own admission authority schools are part of the scheme unless they opt out by administering admissions directly.

Included in the local scheme is a timetable for admissions which allows schools five school days from the date of receipt of the application to make a response to the LA to either accept or reject the request for admission. Reasons given for rejection must be compliant with the School Admissions Code. On rejection, an applicant will be formally refused a place at the requested school and offered the right of appeal to an independent panel.

Where a school is not included in the local coordinated admissions scheme, the LA still has a role to play in the fair allocation of places and must champion the parent should a parent have been unfairly denied a school place.

PROVISION OF INFORMATION

All schools are required to provide the LA with information relating to school admissions and school place availability.

Paragraph 2.30 of the School Admissions Code 2021 places a duty on the own admission authority schools to notify the LA of an application for a school place and its outcome in order that the LA can maintain data on place availability.

The Children Missing Education statutory guidance dated September 2016 requires that all schools (including academies and independent schools) notify the LA when removing a child from a school register other than at normal transition point. Schools must also notify the addition of a pupil within 5 days.

REFUSAL OF A SCHOOL PLACE

The School Admissions Code 2021 is very clear on the grounds for refusing admission to an applicant.

Paragraph 2.8 specifies that with the exception of designated grammar schools, all maintained schools, including schools designated with a religious character, that have enough places available **must** offer a place to every child who has applied for one, without condition or the use of any oversubscription criteria.

Paragraph 2.9 confirms that admission authorities **must not** refuse to admit a child solely because:

- a) they have applied later than other applicants;
- b) they are not of the faith of the school in the case of a school designated with a religious character;
- c) they followed a different curriculum at their previous school;
- d) information has not been received from their previous school; or e) they have missed entrance tests for selective places.

Section 86 of the School Standards and Framework Act requires that an admission authority comply with a parent's stated preference school unless compliance with the preference would prejudice the provision of efficient education or the efficient use of resources. It would be difficult to argue prejudice where the number of pupils in a relevant age group does not exceed the number

determined for that age group. Where selection is wholly based on selection or aptitude, with a view to admitting only pupils with high ability or aptitude, refusal of admission is allowed where the application is incompatible with the arrangements for selection or aptitude (even if there are places available).

Where an applicant has determined challenging behaviour as defined in the Fair Access Protocol, the application for admission should be considered in accordance with the LA Fair Access Protocol.

ALLOCATION OF PLACES

The local coordinated scheme clearly lays sets out the timetable for handling in-year admission requests.

As all schools have a legal obligation to comply with the provisions of the School Admissions Code and the School Appeals Code, it is reasonable to take it that all schools keep the LA up to date regarding pupil mobility in order that the LA can fulfil its statutory duty to monitor and inform place availability. Coupled with the limited reasons for refusal of a school place, it is reasonable for the LA to make a provisional allocation of a school place in every case where it is known that the requested school has a vacancy in the year group and for the LA to confirm that allocation if there is no negative response from the school within five school days of notice of allocation.

ESCALATION

Where possible, escalation to an outside agency should be avoided and every attempt should be made to resolve any issues via local negotiation. In every case of refusal of a school place, the parent (and the student in the case of post 16 studies), has the right of appeal to an independent appeal panel. In this case, paragraph 3.5 of the Appeals Code requires that if a school has incorrectly/unlawfully applied its admission arrangements the panel must uphold the appeal – i.e.

‘...where it finds that the admission arrangements did not comply with admissions law or had not been correctly and impartially applied, and the child would have been offered a place if the arrangements had complied or had been correctly and impartially applied’

A school not complying with the School Admissions Code or the School Appeals Code would be unwise to take the case to an independent appeal panel as the panel would find in favour of the applicant, the school could lose credibility and the school would incur costs.

A LA has the power to direct the governing body of a maintained school for which they are not the admission authority to admit a child in their area even when the school is full. The LA can only make such a direction in respect of a child in the local authority’s area who has been refused entry to, or has been permanently excluded from, every suitable school within a reasonable distance.

A LA also has the power to direct the admission authority for any maintained school in England (other than a school for which they are the admission authority) to admit a child who is looked after by the local authority, even when the school is full. The LA must not choose a school from which the child is permanently excluded but may choose a school whose infant classes are already at the maximum size.

- In the case of schools for which Plymouth City Council is the admission authority (community and voluntary controlled schools), the LA has the right to instruct the school to admit a child;
- In the case of an academy school, the LA can request that the Secretary of State intervene. The Secretary of State has the power under an Academy’s Funding Agreement to direct the Academy to admit a child, and can seek advice from the Adjudicator in reaching a decision. Escalation is by use of an online form available at <https://www.gov.uk/government/publications/academy-admission-request-form/academy-admission-direction-request-form>.

- In the case of all schools, the Secretary of State also has powers to direct maintained schools and LAs under section 496 and 497 of the Education Act 1996 when they have breached education law or acted unreasonably in applying it.

Once a provisional allocation has been made to a school, the school has five school days to raise objection.

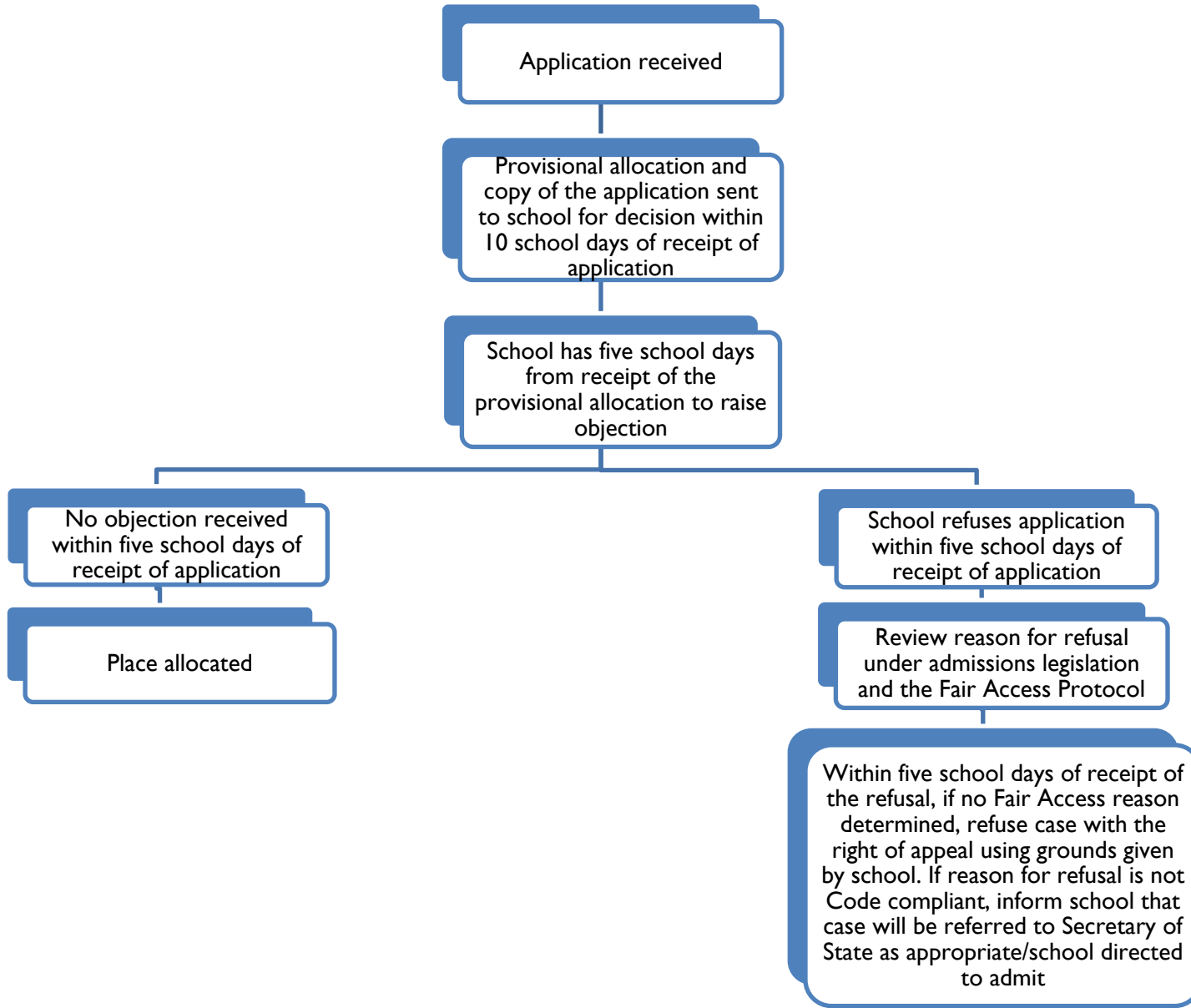
- In the absence of an objection within this time period, the allocation will be confirmed to the parent.
- On receipt of a negative response within the five school day time period, the LA will open negotiation via telephone calls and also by email for a further five school days. If after this point in time, agreement for admission has not been reached, the application will be refused with the right of appeal to an independent appeal panel confirming the reasons for refusal as defined by the school. If the LA believes that the reason for refusal of the admission request is not compliant with the Code, the case will be escalated as appropriate. This may necessitate a direction to admit the child or a referral to the Secretary of State and/or the diocese in the case of a religious school.

Escalation procedure

See chart below.

GLOSSARY

Term	Explanation
LA	Local authority.
School day	Schools days are defined within term dates and exclude school holidays, public holidays and weekends.



This page is intentionally left blank

MAINTAINED NURSERY SCHOOLS

Oversubscription criteria 2023/2024



Plymouth City Council is the admission authority for community nursery schools in Plymouth.

The admission arrangements outlined within this document apply to community nursery schools in Plymouth in the 2023/2024 academic year.

Nursery admission criteria

The admission arrangements outlined in this document apply to admissions to community nursery schools in the 2023/2024 academic year.

Determining the admissions policy for community and voluntary controlled maintained nursery schools and classes is the responsibility of the local authority, which is required to comply with the statutory framework for the early years foundation stage (2021). The local authority delegates the responsibility for administering the admission process for nursery schools and classes to the governing bodies of these schools. Places in nursery schools and classes usually become available when the oldest children enter a Primary School. Places may become available at other times if children leave nursery.

All children are entitled to access up to 15 hours a week of free nursery education at the request of the parent/carer from the beginning of the term after their third birthday. In addition to this universal offer, a further 15 hours of free childcare is available for children of working parents who meet the eligibility criteria through the government's 30 hour childcare initiative.

Funding of up to 15 hours a week is also available for some 2-year-olds based on eligibility criteria (known in Plymouth as ME2 Funding). This funding is available from the beginning of the term after the child's second birthday.

Whilst the Local Authority works within six terms for maintained schools, for the purposes of nursery education the term dates are defined by the DFE. These are as follows:

| April to 31 August

| September to 31 December

| January to 31 March

Oversubscription Criteria

Each maintained nursery school and class has a limited number of places available depending largely on the physical capacity of its buildings. The number of places available is called the published admission number (or PAN for short). In the event that the number of applications to a maintained nursery school or class exceeds its PAN, the following admission criteria will be applied in the following order of priority;

1. **Looked after children and all previously looked after children.** A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).

Children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care in a place

outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society

2. **A child known by the local authority to have special educational needs and/or a disability (SEND) and whose needs can be best met at the preferred nursery** – applications made under this criterion would need to be supported by written evidence from an appropriate professional;
3. **A vulnerable child with either a Child Protection or a Child in Need Plan or Early Help Assessment (previously known as Common Assessment Framework)** – applications made under this criterion would need to be supported by evidence from the child's social worker and/or health visitor explaining the advantage of the child attending the preferred nursery as opposed to any other;
4. **A child with exceptional medical or social grounds.** Children with an exceptional medical or social need for a place at the pre-school/nursery. Applicants will only be considered under this heading if the parent/carer or their representative can demonstrate that only the preferred pre-school/nursery can meet the exceptional medical or social needs of the child. The need must be specific to the pre-school/nursery: a child may have very challenging circumstances that require additional support but if that support could be provided at another pre-school/nursery, there would be no exceptional need to attend this pre-school/nursery. The exceptional need could be due to the parent/carer's circumstances. Evidence provided can be in the form of a testimony from a medical practitioner, social worker or other professional who can support the application on an 'exceptional' basis. Without satisfactory supporting evidence, we will not prioritise an application as demonstrating exceptional need. If you are applying under the exceptional need category, you must complete and return the supplementary information form and return it to the pre-school/nursery with the appropriate evidence. If you do not return this supplementary information form, your application will not be considered under this category.

Exceptional medical or social need could include, for example:

- a serious medical condition, which can be supported by medical evidence
- a significant caring role for the child which can be supported by evidence from social services;

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;
- transport arrangements would have to be changed;
- the child has a particular interest or ability in a subject or activity.

5. **Children with a sibling already attending the pre-school/nursery applied for 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.

NOTES:

Application for primary school: Attendance at a pre-school/nursery class attached to a primary school gives no guarantee that a child will continue into the school where the pre-school/nursery is located.

Attendance: There is a universal entitlement to 15 hours of funded education for all three and four year olds. Eligible families may be entitled to an increase in hours up to 30 hours per week at the discretion of the pre-school/nursery and dependent upon capacity.

In the case of children who have attained their fourth birthday by 1 September, parents/carers may request that their child attend on a part time or full time basis until compulsory school age. Approval is subject to the recommendation of the school following discussion with the parent/carer and the nursery/pre-school (if appropriate) and is in the best interest of the child.

Home address: 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. Oversubscribed nursery schools and classes are advised to ask parents/carers to provide proof of residence before admitting the child. Any allegations received by the admission authority of people providing false or accommodation addresses when applying for pre-school/nursery places shall be fully investigated and, if found to be true, it could lead to a criminal prosecution and withdrawal of an allocated place.

Multiple births: Multiple births are defined as the birth of more than one baby 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, the parent/carer will be invited to nominate which child should be allocated the place.

Tie-breaker: Where we have to choose between two or more children in the same category as each other, then the nearer to the pre-school/nursery 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.

PAN (given as full time equivalent)

Nursery Schools	PAN 2022/2023	PAN 2023/2024
Ham Drive Nursery School	52	52
Plymbridge Nursery School	65	65

EXCEPTIONAL MEDICAL OR SOCIAL NEED FOR ADMISSION
SUPPLEMENTARY INFORMATION FORM 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 seeking admission priority on the grounds of exceptional need.

If you wish us to consider whether your child has exceptional medical or social need to attend this school (criteria 4) you must submit independent professional evidence which explains clearly why it is essential to attend this pre-school/nursery and no other pre-school/nursery. Please make sure that you have read the description of exceptional medical or social need in the admission policy for the school.

You will need to return the completed form and evidence when you apply for a pre-school/nursery place.

Return the form to: the pre-school/nursery applied for.

To be completed by the parent/carer

Child's full name:	
Date of birth:	
Pre-School/nursery applied for:	
Nature of the supporting evidence that you are submitting, provided by a relevant professional:	

Evidence is attached:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Name(s) and organisations of the professional(s) providing supporting evidence:	
Name of parent/carer:	
Relationship to child:	
Signature:	
Date:	

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**Schools****Ham Drive Nursery School and Day Care**

Ham Drive

Ham

Plymouth

PL2 2NJ

Telephone: 01752 366389

ham.drive.nursery@plymouth.gov.ukwww.hamdrivenursery.plymouth.sch.uk**Plym Bridge Nursery School and Day Care**

Miller Way

Estover

Plymouth

PL6 8UN

Telephone: 01752 786444 or 01752 793495

reception@plymbridge.netwww.plymbridge.net**The Department for Education Schools (DFE)**

Telephone: 0370 000 2288

www.education.gov.uk**Office of the Schools Adjudicator**

Telephone 01325 735303

www.education.gov.uk/schoolsadjudicator

PRIMARY COORDINATED ADMISSIONS SCHEME

Normal Point of entry 2023/2024



Introduction

The School Standards and Framework Act 1998, as amended by the Education Act 2002 and supported by The School Admission (Admission Arrangements and Coordination of Admission Arrangements) (England) Regulations 2012, requires local authorities to formulate a scheme for coordinating admission arrangements for all maintained schools in their area. Academies, free schools, studio schools and university technical colleges (UTCs) are required to participate in the coordinated scheme except that in the first year of opening, a free school, studio school or UTC may choose whether to participate in the local qualifying scheme.

This scheme is determined by Plymouth City Council, the local authority for Plymouth.

Interpretation

1. In the scheme:

- **admission arrangements** means the arrangements for a particular school or schools which govern the procedures and decision making for the purposes of admitting pupils to the school;
 - **admissions authority** in relation to a community or voluntary controlled school means the local authority and, in relation to an academy, foundation, free, trust or VA school, means the Board of Governors of that school or the multi academy trust where this applies;
 - **eligible for a place** means that a child has been placed on a school's ranked list at such a point which falls within the school's published admission number (PAN);
 - **in-year admission** means any application for a place in the first year of entry to an infant, primary or junior school that is received on or after the date specified in Schedule 2, and applications for a place in any other year group received at any time from the commencement of the scheme;
 - **local authority (LA)** means the local council. The LA for Plymouth is Plymouth City Council;
 - **nearest appropriate school** means the nearest appropriate school to the applicant's home address with a vacancy;
 - **PAN** means the published admission number for the year of entry at a school;
 - **school** means a maintained community, foundation, free, trust, voluntary aided (VA) school and voluntary controlled school or an academy studio school or UTC (but not a special school);
 - **the specified year** means the school year 2023/2024, starting September 2023.
2. The scheme shall be determined and processed in accordance with the provisions set out in Schedule 1 and the timetable set out in Schedule 2.
3. This scheme applies to all types of state funded infant, primary and junior schools in Plymouth with the exception of special schools and boarding schools. State funded schools include

academies, foundation, free and voluntary aided schools. This scheme will take effect from September 2022 for admissions to primary and junior schools in September 2023.

4. The scheme shall be based on the **equal preferences** system.
5. Where a child is not resident with his or her parent/carer, parental responsibility must be conferred by the parent/carer directly on the person with whom the child is to reside and not on a third party or a commercial or charitable organisation. Where this involves a person who is not a close relative of the child, it is the responsibility of that person to refer the arrangement to social care as a private fostering arrangement.
6. In regard to admissions to schools, the Plymouth School Admissions Team will:
 - Act as champion for children and families;
 - Offer advice to parents and schools;
 - Monitor and challenge the admission arrangements of schools within Plymouth;
 - Operate an admissions scheme (this scheme) for normal point of entry to infant, primary and junior schools in Plymouth;
 - Operate a local in-year admissions scheme to coordinate admissions to school at points outside the normal point of entry in Reception to year 6;
 - Operate a Fair Access policy to ensure that outside the normal admissions round - unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible;
 - Act as the admission authority for community and voluntary controlled schools,
 - Assist schools to rank their applications according to their oversubscription criteria;
 - Manage school waiting lists as required;
 - Support schools in the preparation and presentation of school admission appeals;
 - Liaise with other teams within Plymouth City Council and other LAs in the planning of school places;
 - Report to the Office of the Schools Adjudicator on admissions for all schools in Plymouth for which we coordinate admissions;
 - Offer a traded service to academy schools to support them in the delivery of their responsibilities for school admissions.

SCHEDULE I

PART I - THE SCHEME

All parents seeking a school place will be required to make a written application for a school place using the common application form. The City Council will take measures to advertise the application process but the onus for making and submitting an application for a school place rests with the parent.

- I. The common application form shall be used for the purpose of admitting pupils into:
 - the first year of an infant, primary or junior school

- any other year group in the case of a new primary school opening or where an existing school extends its age range to admit children into a year group for the first time in the admissions round leading up to the date specified in Schedule 2.
2. The common application form shall be used as a means of expressing one or more preferences, in accordance with the School Standards and Framework Act 1998, Section 86, by parents/carers resident in Plymouth wishing to express a preference for their child to be admitted to a state funded school in Plymouth (including academy, foundation, free, trust and VA schools), or located in another LA's area (including academy, foundation, free, trust and VA schools).
 3. The common application form and the written information that accompanies it shall:
 - a) invite the parent/carer to express up to three preferences by completing the form - including, where relevant, any schools outside the Plymouth area - in rank order of preference;
 - b) invite the parent/carer to give reasons for each preference;
 - c) explain that the parent/carer will receive no more than one offer of a school place and that:
 - i) a place will be offered at the highest ranking, nominated school for which the child is eligible for a place; and
 - ii) if a place cannot be offered at a nominated school, a place will be offered at an alternative school; and
 - iii) any refusal of a place applied for will explain clearly why a place has not been allocated and will explain the right and procedure for appeal;
 - d) specify the closing date and where it must be returned.
 5. The City Council shall make appropriate arrangements to ensure that the common application form is available on the City Council's website in respect of admissions to year R and to year 3 of a junior school in Plymouth. The website will also display a guide for parents which provides a written explanation of the scheme.
 6. The City Council shall make appropriate arrangements and take all reasonable steps to ensure that every parent/carer resident in Plymouth who has a child due to start infant or primary school or who has a child in their last year of infant education has access to a common application form and a written explanation of the application process.
 7. All preferences expressed on the common application form are valid applications. The admission authority for a school may require parent/carers to provide supplementary information, only where the supplementary information is required for admission authority to apply its over-subscription criteria to the application and where the information is not already collected on the common application form.
 8. When a school receives supplementary information, it shall not be regarded as a valid application unless the parent/carer has also completed either the City Council common application form or, if resident in another area, their home area's common application form, and the school is nominated on it. Where supplementary information is received directly by a school, the school shall inform the City Council so that it can verify whether a common application form or neighbouring area's application form has been received from the parent/carer and, if not, contact the parent/carer to

ask them to complete one.

Applications outside of the chronological age group

9. Places will normally be offered in the year group according to the child's date of birth but a parent/carer 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/carer'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 headteacher of the school(s) concerned. Parent/carers 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.
- (i) In respect of schools for which the City Council is the admission authority or in respect of own admission authorities who have delegated the function to the local authority:
 - a decision will be made in conjunction with the School Admissions Support Manager, as to whether an application would be accepted for out of age cohort transfer reviewing the educational, social, and physical needs of the child as demonstrated by the case made.
 - (ii) In respect of other own admission authority schools:
 - a decision will be made by the admission authority as to whether an application would be accepted for out of age cohort transfer reviewing the educational, social, and physical needs of the child as demonstrated by the case made.

Where an application is accepted out of age cohort, it will be considered in accordance with the normal admission arrangements.

Parents must not assume that an admission authority's decision to educate out of age cohort will be accepted by another admission authority and that potentially, there may be issues should the child change school.

Processing common application forms

10. The closing date for the City Council to receive applications for Year R of an infant or primary school and year 3 of a junior school is as specified in Schedule 2.
11. Completed common application forms for children who live in Plymouth shall be returned to the City Council direct.
12. In the case of duplicate submissions, the later application submitted by the parent/carer will overwrite an earlier submission.
13. Where conflicting preferences are received from more than one parent/carer, the City Council will contact both parties and request that they reach agreement on the school preferences for the child. In the absence of provision of a court order (or other legal grounds) preventing access, the City Council will inform another parent that an application has been made and the schools that have been named as preferences as both parents are entitled to an involvement in decisions about their children. In the unlikely event that no agreement can be reached and an offer is made to each parent, an offer will not be held open once the child has been physically admitted to another school. Where the outcome of preferences for more than one parent would result in duplicate

offers being made for the same school, only one place will be offered for the child.

14. Changes of preference must be submitted in writing, verbal changes will not be accepted. Changes can be made up until the close date for application for inclusion in the first allocation round on 17 April 2023.

Determining offers in response to the common application form

15. The City Council shall act as a clearing house for the allocation of places by the relevant admission authorities in response to the common application forms. The City Council shall decide to offer or refuse a place only in response to any preference expressed on the common application form where:

- a) it is acting in its separate capacity as an admission authority, or
- b) an applicant is eligible for a place at more than one school, or
- c) an applicant is not eligible for a place at any school that the parent/carer has nominated.

The City Council shall allocate places in accordance with the provisions set out in paragraph 15 of this Schedule.

16. By the date specified in Schedule 2, where a parent/carer has nominated a school outside Plymouth, the City Council shall also notify the relevant authority by this date.
17. By the date specified in Schedule 2, in the case where the admission authority is undertaking the ranking of applications against the admission criteria, the City Council shall notify the admission authority for each academy, foundation, free, trust and VA school of every nomination that has been made for that school. The City Council will forward a report detailing the relevant information contained in the common application form and any supplementary information received by this date, which schools require in order to apply their over-subscription criteria.
18. By the date specified in Schedule 2, the admission authority for each school undertaking the ranking of applications against the admission criteria, shall consider all applications for its school, apply the school's over-subscription criteria (if appropriate) and provide the City Council with a list of those applicants ranked according to the school's over-subscription criteria. Schools who are their own admission authority may, subject to agreement by the City Council, defer this task to the City Council.
19. By the date specified in Schedule 2, the City Council shall match this ranked list against the ranked lists of the other schools nominated and where the child is:
- eligible for a place at only one of the nominated schools, that school shall be allocated to the child;
 - eligible for a place at two or more of the nominated schools, he or she shall be allocated a place at whichever of these is the highest ranked preference;
 - not eligible for a place at any of the nominated schools, he or she shall be allocated a place at the nearest appropriate school with a vacancy.
20. By the date specified in Schedule 2, the City Council shall inform each the infant, primary and junior schools in their area of the pupils to be offered places at the school, and inform other LAs of places in Plymouth schools to be offered to their residents.

21. Once the allocation procedure has started, it will not be possible to consider any changes to an application. Any changes would be considered in the next allocation round.
22. On the National Allocation Date (16 April each year or the next working day should 16 April fall on a non-working day), parent/carers shall be notified that they are being offered a place at a school. The notification will include:
 - the name of the school at which a place is offered;
 - if appropriate, the reasons why the child is not being offered a place at the other schools nominated on the common application form;
 - if appropriate, information about the statutory right of appeal against the decisions to refuse places at the other nominated schools;
 - information about school waiting lists;
 - via the website, contact details for the school; the City Council; and those nominated academy, foundation, free, trust or VA schools where the child was not offered a place, so that the parent/carer may lodge an appeal with the governing body;
 - a requirement to notify the City Council whether the applicant intends to accept or decline the place allocated to the child.

Parent/carers who applied for a school place online and who requested electronic confirmation will receive an email on the notification date to confirm the school allocated.

Allocation letters for those who applied online but stated that they did not want to receive the allocation electronically will be issued by the City Council on behalf of all schools until the date specified in schedule 2 as the end of the coordinated scheme. Allocation letters must not be sent by individual schools. After the co-ordinated scheme ends, the local in-year coordinated scheme comes into force.

23. By the date specified in Schedule 2, parent/carers must notify acceptance of a school place. Failure to notify acceptance may result in withdrawal of the place offered. Parent/carers declining the offer of a place should notify the educational arrangements they plan to provide for their child.
24. Where no common application form is submitted by the notification date, a place shall be offered at the nearest appropriate school with a vacancy in response to a late application. The City Council shall seek evidence to establish to which children this applies.
25. Neither the City Council nor any school shall inform any parent/carer before the national allocation date of whether a place will be or has been allocated at any school to any child who is the subject of an application.
26. There is an expectation that each child will start at their allocated school on the first day of term, or, in the case of children starting in the Reception year, the deferred date as agreed between the parent/carer and the school. If they do not enrol and there are no proven medical reasons which prevent attendance, the place will be revoked and reallocated to someone else.

Children and young people who are LBGT – (lesbian, gay, bisexual, transgender)

27. Children and young people who are LBGT should feel able to apply to a school without any restrictions. Where a school or college is co-educational, the gender a person associates with has no bearing on an admissions application. Plymouth's application forms ask for the child's

gender. At this point, the gender appropriate to the birth certificate should be entered. Further information relating to gender identity and the reasoning for selection of a particular school can be given on the application form.

28. In the case of transgender applicants, where a parent selects a placement in a single sex school opposite to the birth gender, the application will be considered and a decision made on the individual circumstances of the case. As part of the case consideration, we would seek evidence from the family that they have thought through the issues carefully and in most cases, would expect them to be able to provide us with some independent evidence from a medical professional or other worker who has been involved in the situation.

Parental responsibility

29. Any person with legal parental responsibility for a child is entitled to be involved in all major decisions affecting the child(ren) which includes where the child attends school. When an application is submitted for a school place, the person signing the application form is also confirming that everyone with parental responsibility is in agreement with the application. Occasionally, objections are later raised by a person with legal parental responsibility.

Where this happens, we will ask parents to resolve parental disputes which cannot be resolved by agreement between themselves through either mediation or court. Neither the local authority nor a school should intervene in the dispute.

Mode of attendance

30. Children are entitled to a full time place in the September following their fourth birthday. Where parent/carers wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age. Arrangements should be made with the school direct.
31. Once a place has been allocated, parent/carers can defer the date their child is admitted to school until later in the school year but not beyond the point at which they reach compulsory school age or, for children born between 1 April and 31 August not beyond the beginning of the final term of the school year for which the offer was made. Deferred entry is arranged with the school direct. Deferred admissions will take place at the start of the January or April term as appropriate. If the child does not start at the agreed date, the place may be revoked and may be reallocated to someone else.

Waiting Lists

32. For the duration of this scheme, the City Council shall maintain waiting lists and re-allocate any places that may have become vacant since the allocation date specified in Schedule 2 to applicants who have not yet been offered a place, for example, late applicants whose preferences have not yet been considered. A child will automatically be placed on a waiting list, to be re-allocated a place if one becomes available after the notification date, at any school ranked higher on the common application form than the school that was offered. By change of preference, a child may join a waiting list for a school not previously requested. Each added child will require the list to be ranked again in line with the published oversubscription criteria.

33. Accordingly, where a child has been allocated a place:
- at the parent/carer's first ranked preference school, he or she will not be considered for re-allocation;
 - at the parent/carer's second ranked preference school, he or she may be placed on the waiting

list of the first ranked preference school, but not the third;

- at the parent/carer's third ranked preference school, he or she may be placed on the waiting lists of the first and second ranked preference schools;
- at a school that the parent/carer did not nominate on the common application form, he or she may be placed on the waiting lists of any schools that were nominated.

If the parent/carer does not wish their child to be on a particular waiting list, this must be confirmed in writing to the City Council. The parent/carer may need to amend the school preference order in such a case.

34. Waiting lists shall be kept up until the date specified in Schedule 2 as the start of the in-year admissions procedure. From that date, the procedures outlined in the in-year coordinated scheme apply and where appropriate, waiting lists will be passed to own admission authority schools.

Fraudulent applications

35. The LA reserves the right to ask parents for proof of address. A child's home address is the address where they are normally resident. Any allegations received by the admission authority of people providing false accommodation addresses when applying for school places shall be fully investigated and, if found to be true, it could lead to a criminal prosecution and withdrawal of an allocated place.

The right of appeal

36. Parents/carers are entitled to lodge a statutory appeal for a place at any school for which their application has been refused. However, where the refusal is based on class size limits (the law requires that no Key Stage 1 [infant] class [where the majority of children will have reached the age of 5, 6 or 7 by the end of the academic year] shall be a class of more than 30 pupils for any normal lesson with their teacher), the grounds for appeal are strictly limited to:
- whether the child would have been offered a place if the admission arrangements had been properly implemented; or
 - whether the child would have been offered a place if the arrangements had not been contrary to mandatory provisions in the School Admissions Code and the School Standards and Framework Act 1998; and/or
 - whether the decision to refuse admission was not one which a reasonable admission authority would have made in the circumstances of the case.
37. If a place becomes available before the appeal is heard, the case would be considered alongside any other appeals, those on the waiting list, and any late applications, in accordance with the published admission criteria. If the child is allocated to that place, the appeal will be cancelled.
38. A foundation, free, trust or voluntary aided school or an academy may have their own appeal arrangements. Further details are available direct from the school.
39. Appeals will be heard within 30 school days of the appeal being lodged. A timetable for appeal will be published on Plymouth City Council's website by 28 February each year.

PART II - LATE APPLICATIONS

40. The closing date for applications in the normal admissions round is specified in Schedule 2. As far as is reasonably practicable, applications for places in the normal admissions round that are

received late for good reason shall be accepted provided they are received before the date specified in Schedule 2 as the start of the allocation procedure. What will be considered as good reason include:

- when a single parent/carer has been ill for some time, or has been dealing with the death of a close relative;
- where a family has just moved into the area or is returning from abroad (proof of ownership or tenancy of a property in Plymouth will be required in these cases);
- the City Council will also consider other circumstances and decide each case on its own merits.

41. Applications received after the date specified in Schedule 2 as the start of the allocation procedure, but before the date specified in Schedule 2 as the start of the in-year admissions procedure, shall normally be considered after the allocation procedure has ended, the date for which is also specified in Schedule 2. If possible, late applicants will be offered a school place on the notification date specified in Schedule 2 but, if not, normally within four weeks of the City Council receiving the application.
42. Late applications need to be made direct to the City Council. Where only the supplementary information is received, the school shall inform the City Council without delay so that it can verify whether a common application form has been received from the parent/carer and, if not, contact the parent/carer and ask them to complete one. The City Council shall enter the details onto its central database and, after consultation with the relevant admission authority, offer a place at the school highest in the parent/carer's order of preference that has a vacancy or, if not, at the nearest appropriate school with a vacancy.

PART III - IN-YEAR ADMISSIONS

43. Applications received on or after the first day of the first school term of the admission year will be treated as an in-year application as will an application for admission to an age group other than the relevant age group. Note that a separate scheme applies to in-year admissions.

Children who are the subject of a direction to admit or who are allocated to a school in accordance with the Fair Access Protocol will take precedence over any child on a waiting list.

PART IV - MANAGING COMPLIANCE WITH THE INFANT CLASS SIZE DUTY

44. Section 1 of the School Standards & Framework Act 1998 (as amended by the Education Act 2002) and the School Admissions (Infant Class Sizes) (England) Regulations 2012 limit the size of an infant class during an ordinary teaching session.
45. Infant classes (those where the majority of children will reach the age of 5, 6 or 7 during the school year) **must not** contain more than 30 pupils with a single school teacher. Additional children may be admitted under limited exceptional circumstances. These children will remain an 'excepted pupil' for the time they are in an infant class or until the class numbers fall back to the current infant class size limit. The excepted children are:
- a) children admitted outside the normal admissions round with statements of special educational needs specifying a school;

- b) looked after children and previously looked after children admitted outside the normal admissions round;
- c) children admitted, after initial allocation of places, because of a procedural error made by the admission authority or local authority in the original application process;
- d) children admitted after an independent appeals panel upholds an appeal;
- e) children who move into the area outside the normal admissions round for whom there is no other available school within reasonable distance;
- f) children of UK service personnel admitted outside the normal admissions round;
- g) children whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil;
- h) children with special educational needs who are normally taught in a special educational needs unit attached to the school, or registered at a special school, who attend some infant classes within the mainstream school.

46. Schools are required to accurately complete Census returns for submission to the LA. The LA has a duty to check these returns before submitting to the Department for Education.
47. Schools that do not comply with infant class size restrictions will be required to take qualifying measures in order to comply with the class size limit.

SCHEDULE 2

Timetable for admissions to Year R in an infant, primary or junior school

From Tuesday 15 November 2022	Availability of guide for parents and relevant application forms.
By Sunday 15 January 2023	<ul style="list-style-type: none"> ▪ Common application forms are submitted to the City Council. ▪ Supplementary information, as required, is sent direct to the relevant LA, academy, foundation, free, trust or VA school.
By Friday 10 February 2023	<ul style="list-style-type: none"> ▪ The City Council sends details of relevant applications received to other Local Authorities. ▪ The City Council notifies each relevant academy, foundation, free, trust and VA school of the number of applications for the school so that the school can rank applications against the admission criteria. ▪ The City Council notifies each Plymouth school of the number of first, second and third preference applications for the school.
By Friday 3 March 2023	Academy, foundation, free, trust and VA schools provide the City Council with ranked lists of applicants.
Monday 5 March 2023	The allocation procedure starts.

By Thursday 6 April 2023	<ul style="list-style-type: none"> ▪ The City Council has matched the ranked lists of all schools and allocated places. ▪ The City Council notifies other LAs of applicants from their areas who have been offered places in Plymouth schools.
By Monday 10 April 2023	The City Council notifies each school of the applicants who have been offered places at the school and each school to confirm any amendments.
Friday 14 April 2023	Allocation procedure ends
Monday 17 April 2023	The City Council sends allocation notifications to parent/carers.
By Monday 24 April 2023	Parent/carers to respond to allocation notifications.
Monday 24 April 2023	Latest submission date for applications to be included in the 2 nd allocation round.
Monday 22 May 2023	The City Council sends allocation notifications to parent/carers in respect of the 2nd allocation round.
Monday 29 May 2023	Parent/carers to respond to allocation notifications in respect of the 2nd allocation round.
From Friday 1 September 2023	Applications for Year R or Y3 are treated as in-year admissions.

This page is intentionally left blank

SECONDARY COORDINATED ADMISSIONS SCHEME

Normal point of entry – 2023/2024



Introduction

The School Standards and Framework Act 1998, as amended by the Education Act 2002 and supported by The School Admission (Admission Arrangements and Coordination of Admission Arrangements) (England) Regulations 2012, requires local authorities to formulate a scheme for coordinating admission arrangements for all maintained schools in their area. Academies, free schools, studio schools and university technical colleges (UTCs) are required to participate in the coordinated scheme except that in the first year of opening, a free school, studio school or UTC may choose whether to participate in the local qualifying scheme.

This scheme is determined by Plymouth City Council, the local authority for Plymouth.

Interpretation

1. In the scheme:

- **admission arrangements** means the arrangements for a particular school or schools which govern the procedures and decision making for the purposes of admitting pupils to the school;
- **admissions authority** in relation to a community or voluntary controlled school means the local authority and, in relation to an academy, foundation, free, studio, trust or VA school or a UTC, means the Board of Governors of that school or the multi academy trust where this applies;
- **eligible for a place** means that a child has been placed on a school's ranked list at such a point which falls within the school's published admission number (PAN);
- **in-year admission** means any application for a place in the first year of secondary education or entry year to a studio school or UTC that is received on or after the date specified in Schedule 2, and applications for a place in any other year group received at any time from the commencement of the scheme;
- **local authority (LA)** means the local Council. The LA for Plymouth is Plymouth City Council;
- **nearest appropriate school** means the nearest appropriate school to the applicant's home address with a vacancy;
- **PAN** means the published admission number for the year of entry at a school;
- **school** means a maintained community, foundation, free, trust or voluntary aided (VA) school or an academy, studio school or UTC (but not a special school);
- **the specified year** means the school year 2023/2024 starting September 2023.

2. The scheme shall be determined and processed in accordance with the provisions set out in Schedule 1 and the timetable set out in Schedule 2.

3. The scheme applies to all types of state funded secondary and key stage four schools in Plymouth

with the exception of special schools and boarding schools. State funded schools include academies, foundation, free, studio, trust and VA schools and a UTC. Applications for entry to a sixth form are not administered under this scheme – applications must be made direct to the individual school. This scheme will take effect from September 2022 for admissions to secondary schools in September 2023.

4. The scheme shall be based on the **equal preferences** system.
5. Where a child is not resident with his or her parent/carer, parental responsibility must be conferred by the parent/carer directly on the person with whom the child is to reside and not on a third party or a commercial or charitable organisation. Where this involves a person who is not a close relative of the child, it is the responsibility of that person to refer the arrangement to social care as a private fostering arrangement.
6. In regard to admissions to schools, the Plymouth School Admissions Team will:
 - Act as champion for children and families;
 - Offer advice to parents and schools;
 - Monitor and challenge the admission arrangements of schools within Plymouth;
 - Operate an admissions scheme (this scheme) for normal point of entry to secondary and key stage four schools in Plymouth;
 - Operate a local in-year admissions scheme to coordinate admissions to school at points outside the normal point of entry in Year 7 to Year 11;
 - Operate a Fair Access policy to ensure that outside the normal admissions round - unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible;
 - Act as the admission authority for community and voluntary controlled schools,
 - Assist schools to rank their applications according to their oversubscription criteria;
 - Manage school waiting lists as required;
 - Support schools in the preparation and presentation of school admission appeals;
 - Liaise with other teams within Plymouth City Council and other LAs in the planning of school places;
 - Report to the Office of the Schools Adjudicator on admissions for all schools in Plymouth for which we coordinate admissions;
 - Offer a traded service to academy schools to support them in the delivery of their responsibilities for school admissions.

SCHEDULE I

PART I - THE SCHEME

1. All parents/carers seeking a school place will be required to make a written application for a school place using the common application form. The City Council will take measures to advertise the application process but the onus for making and submitting an application for a school place rests with the parent.
2. The common application form shall be used for the purpose of admitting pupils into:

- the first year of secondary education (Year 7) or the first year of entry to a studio school or UTC (Year 9 or 10 as appropriate).
 - any other year group in the case of a new secondary or key stage four school opening or where an existing school extends its age range to admit children into a year group for the first time in the admissions round leading up to the date specified in Schedule 2.
3. The common application form shall be used as a means of expressing one or more preferences, in accordance with the School Standards and Framework Act 1998, Section 86, by parents/carers resident in Plymouth wishing to express a preference for their child to be admitted to a state funded school in Plymouth (including academy, foundation, free, studio, trust or VA school), or located in another LA's area (including academy, foundation, free, studio, trust or VA school or a UTC).
 4. The common application form and the written information that accompanies it shall:
 - a) invite the parent/carer to express up to three preferences by completing the form - including, where relevant, any schools outside the Plymouth area - in rank order of preference;
 - b) invite the parent/carer to give reasons for each preference;
 - c) explain that the parent/carer will receive no more than one offer of a school place and that:
 - i) a place shall be offered at the highest ranking, nominated school for which the child is eligible for a place; and
 - ii) if a place cannot be offered at a nominated school, a place shall be offered at an alternative school; and
 - iii) any refusal of a place applied for will explain clearly why a place has not been allocated and will explain the right and procedure for appeal;
 - d) specify the closing date and where it must be returned.
 5. The City Council shall make appropriate arrangements to ensure that the common application form is available on the City Council's website in respect of admissions to year 7 of a secondary school or the entry year of a studio school. The website will also display a guide for parents which provides a written explanation of the scheme.
 6. The City Council shall make appropriate arrangements and take all reasonable steps to ensure that every parent/carer resident in Plymouth who has a child in their last year of primary education or who is due to complete Year 8 or 9 of secondary school has access to a common application form and a written explanation of the application process.
 7. All preferences expressed on the common application form are valid applications. The admission authority for a school may require that parent/carers provide supplementary information where the supplementary information is required for the admission authority to apply its over-subscription criteria to the application and where the information is not already collected on the common application form.
 8. When a school receives supplementary information, it shall not be regarded as a valid application unless the parent/carer has also completed either the City Council common application form or, if resident in another area, their home area's common application form, and the school is nominated on it. Where supplementary information is received directly by an academy, foundation, free, studio, trust or VA school or a UTC, the school shall inform the City Council so that it can verify whether a common application form has been received from the parent/carer and, if not, contact the parent/carer to ask them to complete one.

Applications outside of the chronological age group

9. Places will normally be offered in the year group according to the child's date of birth but a parent/carer 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/carer'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 headteacher of the school(s) concerned. Parent/carers 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.
- (i) In respect of schools for which the City Council is the admission authority or in respect of own admission authorities who have delegated the function to the local authority:
- a decision will be made in conjunction with the School Admissions Support Manager, School Admissions as to whether an application would be accepted for out of age cohort transfer reviewing the educational, social, and physical needs of the child as demonstrated by the case made.
- (ii) In respect of other own admission authority schools:
- a decision will be made by the admission authority as to whether an application would be accepted for out of age cohort transfer reviewing the educational, social, and physical needs of the child as demonstrated by the case made.

Where an application is accepted out of age cohort, it will be considered in accordance with the normal admission arrangements.

Children being considered for early admission to a grammar school take the 11-plus examination. Having decided that the child is suitable for early admission to secondary school, if the child is not successful in the 11-plus examination, they will be placed in a non-selective secondary school – they would not be able to revert back to their birth age in order to take the examination again in the following year. If you are thinking of requesting early admission you should consult your child's headteacher first. Early admission to a secondary school does not alter the age at which a child can leave education or training.

Parents must not assume that an admission authority's decision to educate out of age cohort will be accepted by another admission authority and that potentially, there may be issues should the child change school.

Processing common application forms

10. The closing date for the City Council to receive applications for Year 7 or the entry year to a studio school or UTC is as specified in Schedule 2.
11. Completed common application forms for children who live in Plymouth shall be returned to the City Council direct.
12. In the case of duplicate submissions, the later application submitted by the parent/carer will overwrite an earlier submission.
13. Where conflicting preferences are received from more than one parent/carer, the City Council will contact both parties and request that they reach agreement on the school preferences for the child. In the absence of provision of a court order (or other legal grounds) preventing access,

the City Council will inform another parent that an application has been made and the schools that have been named as preferences as both parents are entitled to an involvement in decisions about their children. In the unlikely event that no agreement can be reached and an offer is made to each parent, an offer will not be held open once the child has been physically admitted to another school. Where the outcome of preferences for more than one parent would result in duplicate offers being made for the same school, only one place will be offered for the child.

- 14 Changes of preference must be submitted in writing, verbal changes will not be accepted. Changes can be made up until the close date for application for inclusion in the first allocation round on 1 March 2023.

Determining offers in response to the common application form

16. The City Council shall act as a clearing house for the allocation of places by the relevant admission authorities in response to the common application forms. The City Council shall decide to offer or refuse a place only in response to any preference expressed on the common application form where:
- a) it is acting in its separate capacity as an admission authority, or
 - b) an applicant is eligible for a place at more than one school, or
 - c) an applicant is not eligible for a place at any school that the parent/carer has nominated.
- The City Council shall allocate places in accordance with the provisions set out in paragraph 15 of this Schedule.
17. By the date specified in Schedule 2, where a parent/carer has nominated a school outside Plymouth, the City Council shall also notify the relevant authority by this date.
18. By the date specified in Schedule 2, in the case where the admission authority is undertaking the ranking of applications against the admission criteria, the City Council shall notify the admission authority for each academy, foundation, free, studio, trust or VA school or a UTC of every nomination that has been made for that school. The City Council will forward a report detailing the relevant information contained in the common application form and any supplementary information received by this date, which schools require in order to apply their over-subscription criteria.
19. By the date specified in Schedule 2, the admission authority for each school undertaking the ranking of applications against the admission criteria, shall consider all applications for its school, apply the school's over-subscription criteria (if appropriate) and provide the City Council with a list of those applicants ranked according to the school's over-subscription criteria. Schools who are their own admission authority may, subject to agreement by the City Council, defer this task to the City Council.
20. By the date specified in Schedule 2, the City Council shall match this ranked list against the ranked lists of the other schools nominated and where the child is:
- eligible for a place at only one of the nominated schools, that school shall be allocated to the child;
 - eligible for a place at two or more of the nominated schools, he or she shall be allocated a place at whichever of these is the highest ranked preference.
 - not eligible for a place at any of the nominated schools, he or she shall be allocated a place at the nearest appropriate school with a vacancy.
21. By the date specified in Schedule 2, the City Council shall inform each of its secondary schools

and Key Stage 4 school, of the pupils to be offered places at the school, and inform other LAs of places in Plymouth schools to be offered to their residents.

22. Once the allocation procedure has started, it will not be possible to consider any changes to an application. Any changes would be considered in the next allocation round.
23. On the National Allocation Date (1 March each year or the next working day should 1 March fall on a non-working day), parent/carers shall be notified that they are being offered a place at a school. The notification will include:
 - the name of the school at which a place is offered;
 - if appropriate, the reasons why the child is not being offered a place at each of the other schools nominated on the common application form;
 - if appropriate, information about their statutory right of appeal against the decisions to refuse places at the other nominated schools;
 - information about school waiting lists;
 - via the website, contact details for the school; the City Council; and those nominated academy, foundation, free, trust and VA schools where the child was not offered a place, so that the parent/carer may lodge an appeal with the admission authority;
 - a requirement to notify the City Council whether the applicant intends to accept or decline the place allocated to the child.

Parent/carers who applied for a school place online and who requested electronic confirmation will receive an email on the national allocation date to confirm the school allocated.

Allocation letters for those who applied online but stated that they did not want to receive the allocation electronically will be issued by the City Council on behalf of all schools until the date specified in schedule 2 as the end of the coordinated scheme. Allocation letters must not be sent by individual schools. After the coordinated scheme ends, the local in-year coordinated scheme comes into force.

24. By the date specified in Schedule 2, parent/carers must notify acceptance of a school place. Failure to notify acceptance may result in withdrawal of the place offered. Parent/carers declining the offer of a place should notify the educational arrangements they plan to provide for their child.
25. Neither the City Council nor any school shall inform any parent/carer before the national allocation date of whether a place will be or has been allocated at any school to any child who is the subject of an application.

Children and young people who are LBGT – (lesbian, gay, bisexual, transgender)

26. Children and young people who are LBGT should feel able to apply to a school without any restrictions. Where a school or college is co-educational, the gender a person associates with has no bearing on an admissions application. Plymouth's application forms ask for the child's gender. At this point, the gender appropriate to the birth certificate should be entered. Further information relating to gender identity and the reasoning for selection of a particular school can be given on the application form.
27. In the case of transgender applicants, where a parent selects a placement in a single sex school opposite to the birth gender, the application will be considered and a decision made on the individual circumstances of the case. As part of the case consideration, we would seek evidence from the family that they have thought through the issues carefully and in most cases would

expect them to be able to provide us with some independent evidence from a medical professional or other worker who has been involved in the situation.

Parental responsibility

28. Any person with legal parental responsibility for a child is entitled to be involved in all major decisions affecting the child(ren) which includes where the child attends school. When an application is submitted for a school place, the person signing the application form is also confirming that everyone with parental responsibility has been informed that the application has been made. Occasionally, objections are later raised by a person with legal parental responsibility.

Where this happens, we will ask parents to resolve parental disputes which cannot be resolved by agreement between themselves through either mediation or court. Neither the local authority nor a school should intervene in the dispute

Waiting Lists

29. For the duration of this scheme, the City Council shall maintain waiting lists and re-allocate any places that may have become vacant since the allocation date specified in Schedule 2 to applicants who have not yet been offered a place, for example, late applicants whose preferences have not yet been considered. With the exception of Devonport High School for Boys, a child will automatically be placed on a waiting list, to be re-allocated a place if one becomes available after the notification date, at any school ranked higher on the common application form than the school that was offered. By change of preference, a child may join a waiting list for a school not previously requested. In the case of Devonport High School for Boys, eligibility to join the waiting list is dependent upon score attained in the selection examination. Each added child will require the list to be ranked again in line with the published oversubscription criteria.

30. Accordingly, where a child has been allocated a place:

- at the parent/carer's first ranked preference school, he or she shall not be considered for re-allocation;
- at the parent/carer's second ranked preference school, he or she may be placed on the waiting list of the first ranked preference school, but not the third;
- at the parent/carer's third ranked preference school, he or she may be placed on the waiting lists of the first and second ranked preference schools;
- at a school that the parent/carer did not nominate on the common application form, he or she may be placed on the waiting lists of any schools that were nominated.

If the parent/carer does not wish their child to be on a particular waiting list, this must be confirmed in writing to the City Council. The parent/carer may need to amend the school preference order in such a case.

31. Waiting lists shall be kept until the date specified in Schedule 2 as the start of the in-year admissions procedure. From that date, the procedures outlined in the in-year coordinated scheme apply and where appropriate, waiting lists will be passed to own admission authority schools.

Selection assessments and tests

32. Where a selection assessment or test is part of the school's admission arrangements, parent/carers will be invited to register their children for the selection assessment/examination. Following a completed registration, the child will participate in the 11-plus examination and the

admission authority will inform the parent/carer of the outcome of the selection assessments/tests before the close date for submission of the common application form making it clear that this does not equate to a guarantee of a selective school place.

33. Where a parent/carer fails to complete the registration process their child for the selection assessment/examination, the child will not be included in the assessment/examination process for the allocations on the national allocation date in March. Late requests for selection assessments/testing will only be considered on exceptional grounds for inclusion in the first allocation round. In such a case, parent/carers will need to make a case why it was not possible for them to have reasonably been aware of the assessment/examination process.

Fraudulent applications

34. The LA reserves the right to ask parents for proof of address. A child's home address is the address where they are normally resident. Any allegations received by the admission authority of people providing false accommodation addresses when applying for school places shall be fully investigated and, if found to be true, it could lead to a criminal prosecution and withdrawal of an allocated place

The right of appeal

35. Parents/carers are entitled to lodge a statutory appeal for a place at any school for which their application has been refused.
36. If a place becomes available before the appeal is heard, the case would be considered alongside any other appeals, those on the waiting list, and any late applications, in accordance with the published admission criteria. If the child is allocated to that place, the appeal will be cancelled.
37. A foundation, free, trust or voluntary aided school, studio school, UTC or an academy may have their own appeal arrangements. Further details are available direct from the school.
38. Appeals will be heard within 30 school days of the appeal being lodged. A timetable for appeal will be published on Plymouth City Council's website by 28 February each year.

PART II - LATE APPLICATIONS

39. The closing date for applications in the normal admissions round is specified in Schedule 2. As far as is reasonably practicable, applications for places in the normal admissions round that are received late for good reason will be accepted provided they are received before the date specified in Schedule 2 as the start of the allocation procedure. What will be considered as good reason include:
- when a single parent/carer has been ill for some time, or has been dealing with the death of a close relative;
 - where a family has just moved into the area or is returning from abroad (proof of ownership or tenancy of a property in Plymouth will be required in these cases);
 - the City Council will also consider other circumstances and decide each case on its own merits.
40. Applications received after the date specified in Schedule 2 as the start of the allocation procedure, but before the date specified in Schedule 2 as the start of the in-year admissions procedure, shall be considered after the allocation procedure has ended, the date for which is also specified in Schedule 2. If possible, late applicants will be offered a school place on the national allocation date but, if not, normally within four weeks of the City Council receiving the

application.

41. Late applications need to be made direct to the City Council. Where only the supplementary information is received, the school shall inform the City Council without delay so that it can verify whether a common application form has been received from the parent/carer and, if not, contact the parent/carer and ask them to complete one. The City Council shall enter the details onto its central database and, after consultation with the relevant admission authority, offer a place at the school highest in the parent/carer's order of preference that has a vacancy or, if not, at the nearest appropriate school with a vacancy.

PART III – IN-YEAR ADMISSIONS

42. Applications received on or after the first day of the first school term of the admission year will be treated as an in-year application as will an application for admission to an age group other than the relevant age group. Note that a separate scheme applies to in-year admissions.

Children who are the subject of a direction to admit or who are allocated to a school in accordance with the Fair Access Protocol will take precedence over any child on a waiting list.

SCHEDULE 2

Timetable for admissions to the first year of secondary education (Year 7) or the first year of entry to a studio school (Year 9 or 10 as appropriate)

Tuesday 19 April 2022 – Wednesday 31 August 2022	11-plus registration takes place for Plymouth grammar schools
From Monday 5 September 2022	Availability of guide for parents and relevant application forms.
Saturday 17 and Saturday 24 September 2022	11-plus selection examinations take place for grammar schools
Friday 14 October 2022	11-plus results issued for boys (post)
Friday 14 October 2022	11-plus results issued for girls (email/post)
By Monday 31 October 2022	<ul style="list-style-type: none"> ▪ Common application forms are returned to the City Council. Proof of date of posting will be required for applications received after this date in order to verify the submission date ▪ Supplementary information, as required, is sent direct to the relevant LA, academy, foundation, free, studio, trust, UTC and VA school.
By Wednesday 30 November 2022	<ul style="list-style-type: none"> ▪ The City Council sends details of relevant applications received to other Local Authorities. The City Council notifies each relevant academy, foundation, free, studio, trust, UTC and VA school of the number of applications for the school so that the school can rank applications against the admission criteria. ▪ The City Council notifies each Plymouth secondary and key stage four school of the number of first, second and third preference applications for the

	school.
By Friday 6 January 2023	Academy, foundation, free, studio, trust, UTC and VA schools provide the City Council with ranked lists of applicants.
Monday 30 January 2023	The allocation procedure starts.
By Friday 10 February 2023	<ul style="list-style-type: none"> ▪ The City Council has matched the ranked lists of all schools and allocated places. ▪ The City Council notifies other LAs of applicants from their areas who will be offered places in Plymouth schools.
By Tuesday 28 February 2023	The City Council notifies each school of the applicants who will be offered places at the school.
Wednesday 1 March 2023	The City Council sends allocation notifications to parent/carers.
By Wednesday 8 March 2023	<ul style="list-style-type: none"> ▪ Parent/carers to respond to allocation notifications. ▪ Latest submission date for applications to be included in the 2nd allocation round.
By Friday 31 March 2023	Late 11+ Testing, results to be issued on 2 nd round of allocations
Friday 14 April 2023	2nd round of allocations - The City Council sends allocation notifications to parent/carers
Friday 21 April 2023	Parent/carers to respond to allocation notifications in respect of the 2nd allocation round.
From Friday 1 September 2023	Applications for Year 7 or the first year of entry to a Studio School or UTC are treated as in-year admissions.

EXECUTIVE DECISION

made by a Council Officer



REPORT OF ACTION TAKEN UNDER DELEGATED AUTHORITY BY AN INDIVIDUAL COUNCIL OFFICER

Executive Decision Reference Number – COD21 21/22

Decision	
1	<p>Title of decision: Contract Award: Crownhill Road Design</p>
2	<p>Decision maker (Council Officer name and job title): Paul Barnard, Service Director for Strategic Planning and Infrastructure</p>
3	<p>Report author and contact details: Holley King, Strategic Transport Programme Coordinator Holley.king@plymouth.gov.uk</p>
4a	<p>Decision to be taken: Award of contract to Balfour Beatty for Stage 1 of two-stage Design & Build Contract, to complete the full detailed design of the Crownhill Road Sustainable Transport Scheme.</p>
4b	<p>Reference number of original executive decision or date of original committee meeting where delegation was made: Reference number: Executive Decision L43 19/20</p>
5	<p>Reasons for decision: To progress detailed design incorporating public consultation feedback and enable the construction tender process to commence.</p>
6	<p>Alternative options considered and rejected: Alternative option: Do not award contract. Rejected as design required to complete the project. After completion of a procurement review in conjunction with the procurement team, the recommended delivery of the design was through the SCAPE framework as it represented best value for money for the options available.</p>
7	<p>Financial implications and risks: External Transforming Cities Fund (TCF) funding has been secured to deliver this scheme, and failure to delivery within the allotted timescales would result in loss of funding and reputational damage to PCC.</p>

8	Is the decision a Key Decision? (please contact Democratic Support for further advice)	Yes	No	Per the Constitution, a key decision is one which:
			X	in the case of capital projects and contract awards, results in a new commitment to spend and/or save in excess of £3million in total
			X	in the case of revenue projects when the decision involves entering into new commitments and/or making new savings in excess of £1million
			X	is significant in terms of its effect on communities living or working in an area comprising two or more wards in the area of the local authority.
8b	If yes, date of publication of the notice in the Forward Plan of Key Decisions			
9	Please specify how this decision is linked to the Council's corporate plan/Plymouth Plan and/or the policy framework and/or the revenue/capital budget:	This scheme supports policies within the joint Local Plan, specifically policy DEV29 as it will help provide sustainable transport choices. There is no anticipated impact on capital / revenue budget as external funding has been secured for this work.		
10	Please specify any direct environmental implications of the decision (carbon impact)	No know impact. This is a service provision which is predominately desk-top design work.		

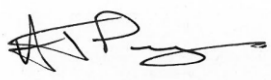
Urgent decisions

11	Is the decision urgent and to be implemented immediately in the interests of the Council or the public?	Yes		(If yes, please contact Democratic Support for advice)
		No	X	(If no, go to section 13a)
12a	Reason for urgency:			
12b	Scrutiny Chair signature:		Date	
	Scrutiny Committee name:			
	Print Name:			

Consultation

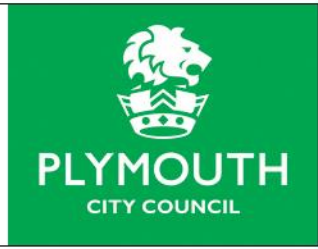
13a	Are any other Cabinet members' portfolios affected by the decision?	Yes	X	
		No		(If no go to section 14)

13b	Which other Cabinet member's portfolio is affected by the decision?	Councillor Jonathan Drean Cabinet Member for Transport							
13c	Date Cabinet member consulted	26 January 2022							
14	Has any Cabinet member declared a conflict of interest in relation to the decision?	Yes						If yes, please discuss with the Monitoring Officer	
		No	X						
15	Which Corporate Management Team member has been consulted?	Name	Anthony Payne						
		Job title	Strategic Director of Place						
		Date consulted	14 February 2022						
Sign-off									
16	Sign off codes from the relevant departments consulted:	Democratic Support (mandatory)	DS113 21/22						
		Finance (mandatory)	pl.21.22.266						
		Legal (mandatory)	MS/3/15.02.21						
		Human Resources (if applicable)	N/A						
		Corporate property (if applicable)	N/A						
		Procurement (if applicable)	SN/PS/618/ED/0222						
Appendices									
17	Ref.	Title of appendix							
	A	Briefing report for publication (<i>mandatory</i>)							
	B	Equalities Impact Assessment (<i>where required</i>)							
Confidential/exempt information									
18a	Do you need to include any confidential/exempt information?	Yes							If yes, prepare a second, confidential ('Part II') briefing report and indicate why it is not for publication by virtue of Part I of Schedule 12A of the Local Government Act 1972 by ticking the relevant box in 18b below.
		No	X						
		Exemption Paragraph Number							
		1	2	3	4	5	6	7	
18b	Confidential/exempt briefing report title:								

Background Papers										
19	<p>Please list all unpublished, background papers relevant to the decision in the table below.</p> <p>Background papers are <u>unpublished</u> works, relied on to a material extent in preparing the report, which disclose facts or matters on which the report or an important part of the work is based. If some/all of the information is confidential, you must indicate why it is not for publication by virtue of Part 1 of Schedule 12A of the Local Government Act 1972 by ticking the relevant box.</p>									
Title of background paper(s)				Exemption Paragraph Number						
				1	2	3	4	5	6	7
Council Officer Signature										
20	<p>I agree the decision and confirm that it is not contrary to the Council's policy and budget framework, Corporate Plan or Budget. In taking this decision I have given due regard to the Council's duty to promote equality of opportunity, eliminate unlawful discrimination and promote good relations between people who share protected characteristics under the Equalities Act and those who do not. For further details please see the EIA attached.</p>									
Signature				Date of decision	14 February 2022					
Print Name	Anthony Payne									

CONTRACT AWARD REPORT - SUMMARY

Crownhill Road: Pre-Construction



PART I Report

I. INTRODUCTION

- 1.1. This contract award report is in relation to the procurement of a contract for Pre-Construction Services and Design for the Crownhill Road Transforming Cities Fund (TCF) scheme. The works under this contract involve detailed design of a range of civil engineering activities including alterations to kerbs, central reservations and traffic islands; drainage works, traffic signal installations; and carriageway reconstruction and surfacing.
- 1.2. Delegated Authority for the procurement was authorised by the Council Leader through [Executive Decision L43 19/20](#) in July 2020. The procurement approach to utilise the SCAPE Procure Civil Engineering & Infrastructure Framework was chosen due to the funding programme constraints and to ensure value for money through the use of the Framework assessment of time, cost and quality criteria.
- 1.3. This Contract Award procures the Pre-Construction works using two forms of contract under the SCAPE procurement process:
 - Pre-Construction NEC Professional Services Contract for Design Services
 - Pre-Construction Scape Project Order

2. BACKGROUND

- 2.1. Crownhill Road is a dual carriageway with a single lane in each direction. The corridor is wide, accommodating non-mandatory cycle lanes and wide hatched areas. There remains a central reserve along most of its length. The existing corridor allows for the provision of bus and cycle lanes in each direction and single lanes for general traffic, without the requirement for significant widening
- 2.2. The proposals under this design package would create nearside bus lanes in each direction, with two lanes of general traffic in the offside lanes. The bus lanes would be shared with cyclists in the nearside lanes, providing full segregation between cyclists and the general traffic.
- 2.3. The revised road layout will improve bus journey times and reliability. This offers social and economic benefit to public transport users, especially to commuters with shortened journey times, and residents with reduced air pollution. The improvements to road surfacing, traffic islands, signage, and road markings will increase safety for all users, and improvements to cycle, and bus provision will increase the attractiveness and efficiency of sustainable transport options locally and more widely within Plymouth.
- 2.4. The key objectives of the scheme are:
 - Improved bus and cycle infrastructure provision, connecting transport links throughout Plymouth, and creating more attractive and improved sustainable transport options.
 - Improved vehicle and pedestrian movement at existing junctions
- 2.5. The main construction of the scheme is anticipated to start in late summer 2022 and the initial phase covered by TCF funding is expected to be completed by spring 2023.

3. PROCUREMENT PROCESS

- 3.1. The Council's Procurement team have undertaken a thorough review of the procurement options available for this scheme. This review concluded that the best option is to utilise the SCAPE Procure Civil Engineering & Infrastructure Framework and not to run an Above

GPA Threshold procurement process. This was agreed through delegated authority of [Executive Decision L43 19/20](#).

- 3.2. The Head of Legal Services is satisfied that the Framework has been lawfully procured and that PCC may use (“call off”) under it.
- 3.3. This procurement path will ensure value for money as the SCAPE Framework is an OJEU compliant and OJEU procured framework. It was subject to EU wide competition when it was set up to ensure/maximise value for money and quality.
- 3.4. The contract is set up as a two-stage design and build, with the option to reduce the scope of the construction works, if required due to budget and/or programme pressures. It is the intention for the second (construction) stage to be awarded to Balfour Beatty.
- 3.5. Balfour Beatty were awarded the contract as a sole supplier based on their competitive tender and is able to further demonstrate value for money by competitively tendering the sub-contracted work packages through its extensive supply chain. This means that all of the project spend under this framework will have been subject to competition. Even though Balfour Beatty is the sole supplier under this framework this does not result in a monopolistic situation as Balfour Beatty were subject to EU wide competition to win the framework opportunity in the first place and the construction work for the project will be competitively tendered by Balfour Beatty. PCC can have input into that sub-contracting process.

4. FINANCIAL IMPLICATIONS

- 4.1. This contract award is for the Pre-Construction activities for the Crownhill Road TCF scheme.
- 4.2. The total value under this award is £518,896.66. This is to be delivered by two forms of contract under the SCAPE procurement process made up of:
 - £375,035.61 Pre-Construction NEC Professional Services Contract for Design Services
 - £143,951.05 Pre-Construction SCAPE Project Order
- 4.3. Procurement of further stages of the SCAPE Framework Procurement Pathway will be the subject of subsequent Contract Award reports.
- 4.4. The funding for this award has already been accounted for through the business case and [Executive Decision L43 19/20](#) in July 2020. This decision released £51,263,677 of for Transforming Cities Fund projects expenditure, including the pre-construction services for Crownhill Road TCF scheme.
- 4.5. There are therefore no new financial implications resulting from this contract award.

5. RECOMMENDATIONS

- 5.1. It is recommended that a contract award for the Crownhill Road Pre-Construction works be awarded to Balfour Beatty Ltd through the SCAPE Framework.

This page is intentionally left blank

EQUALITY IMPACT ASSESSMENT

Strategic Planning & Infrastructure



STAGE 1: WHAT IS BEING ASSESSED AND BY WHOM?

What is being assessed - including a brief description of aims and objectives?	Crownhill Road Sustainable Transport Scheme – Pre-construction Services and Design
Author	Holley King
Department and service	Strategic Planning & Infrastructure
Date of assessment	26/01/2022

STAGE 2: EVIDENCE AND IMPACT

Protected characteristics (Equality Act)	Evidence and information (e.g. data and feedback)	Any adverse impact See guidance on how to make judgement	Actions	Timescale and who is responsible
Age	<p>The average age in Plymouth (38.6 years) is below the England average (40 years), and the South West (44.1 years).</p> <p>Children and young people (CYP) under 18 account for 20% of our population, with 18% being under 16.</p> <p>It is estimated that 6.3% of young people in our city aged between 16 and 18 years are not in</p>	<p>The scheme is not anticipated to have any adverse impact on specific age groups.</p> <p>It is anticipated to benefit residents in Plymouth from all age groups through allowing more choice and improved sustainable transport options and improved air quality.</p>	N/A	N/A

	<p>Education, Employment or Training.5</p> <p>The proportion of the working age population (15 - 64) is higher at 64.3% than regionally (61.1%) but similar to the national proportion (64.5%)</p>			
Disability	<p>A total of 31,164 people (from 28.5% of households) declared themselves as having a long-term health problem or disability (national figure 25.7% of households), compared with the total number of people with disabilities in UK (11,600,000) (2011 Census)</p> <p>In 2020, 8,550 people were living with sight loss in Plymouth. 1,280 people were registered blind or partially sighted.</p>	<p>The scheme is not anticipated to have any adverse impact on specific disability groups. It is anticipated that the scheme benefits will extend to all residents of by allowing more choice and improved sustainable transport options and improved air quality.</p>	<p>Crossings and other facilities will be provided to support the visually and mobility impaired.</p>	N/A
Religion or belief	<p>Christian: 58.1%</p> <p>Islam: 0.8%</p> <p>Buddhism: 0.3%</p> <p>Hinduism: 0.2%</p> <p>Judaism: 0.1%</p> <p>Sikhism: <0.1%</p> <p>No religion: 32.9%</p>	<p>The scheme is not anticipated to have any adverse impact on specific faiths, religions or beliefs.</p>	N/A	N/A
Sex - including marriage, pregnancy and maternity	<p>Overall 50.3% of the Plymouth population are female and 49.7% are male: this reflects the</p>	<p>The scheme is not anticipated to have any adverse impact on any specific genders.</p>	N/A	N/A

	national figure of 50.6% females and 49.4% males.			
Gender reassignment	There are no official estimates for gender reassignment at either national or local level. However, in a study funded by the Home Office, the Gender Identity Research and Education Society (GIRES) estimate that between 300,000 and 500,000 people aged 16 or over in the UK are experiencing some degree of gender variance.	The scheme is not anticipated to have any adverse impact on specific gender reassignment.	N/A	N/A
Race	White (all): 96.1% Mixed (all): 1.3% Asian (all): 1.5% Black (all): 0.7% Other: 0.4%	The scheme is not anticipated to have any adverse impact on specific race.	N/A	N/A
Sexual orientation - including civil partnership	Figures from the annual population survey have revealed that the number of people identifying as lesbian, gay or bisexual in the UK has increased from 1.6% in 2014 to 2.2% in 2018, an increase of more than a third. The Office of National Statistics said that those “in their late teens and early 20s are more likely to identify as LGB than older age groups,” while “more than two-thirds of the LGB population are single and have never	The scheme is not anticipated to have any adverse impact on specific sexual orientation group.	N/A	N/A

	married or entered into a civil partnership.”			
--	---	--	--	--

STAGE 3: ARE THERE ANY IMPLICATIONS FOR THE FOLLOWING? IF SO, PLEASE RECORD ACTIONS TO BE TAKEN

Local priorities	Implications	Timescale and who is responsible
Celebrate diversity and ensure that Plymouth is a welcoming city.	The scheme will reduce congestion improve journey times and safety on A38 junctions, improving the image of the city.	
Pay equality for women, and staff with disabilities in our workforce.	It is not anticipated that this priority will be negatively impacted upon by the scheme.	
Supporting our workforce through the implementation of Our People Strategy 2020 – 2024	The delivery of this scheme allows for development of project management skills and sustainable transport and highways design and construction experience for PCC staff.	
Supporting victims of hate crime so they feel confident to report incidents, and working with, and through our partner organisations to achieve positive outcomes.	It is not anticipated that this priority will be negatively impacted upon by the scheme.	
Plymouth is a city where people from different backgrounds get along well.	The scheme will help provide improved connectivity between neighbouring areas.	
Human rights Please refer to guidance	It is not anticipated that people’s human rights will be impacted upon by the scheme.	

STAGE 4: PUBLICATION

Responsible Officer – Paul Barnard

Date 26/01/2022

Head of Service

This page is intentionally left blank