



Oversight and Governance

Chief Executive's Department

Plymouth City Council

Ballard House

Plymouth PL1 3BJ

T 01752 305155

www.plymouth.gov.uk/democracy

Published 26/02/26

Delegated Decisions

Delegated Executive/Officer Decisions

Notice of call-in for non-urgent decisions must be given to the Democratic Services by 4.30 pm on Thursday 05 March 2026. 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/3hwmpzpzp>

The decisions detailed below may be implemented on Friday 06 March 2026, if they are not called-in.

Delegated Decisions

I. Councillor Sally Cresswell - Cabinet Member for Education, Apprenticeships and Skills:

- Ia. ESA03 25/26 - School admission arrangements 2027/2028 **(Pages 1 - 92)**
- Ib. ESA04 25/26 - School Term and Holiday Dates 2027/2028 **(Pages 93 - 108)**

EXECUTIVE DECISION

made by a **Cabinet Member**



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

Executive Decision Reference Number – ESA03 25/26

Decision			
1	Title of decision: School admission arrangements 2027/2028		
2	Decision maker (Cabinet member name and portfolio title): Councillor Sally Cresswell, Cabinet Member for Education, Apprenticeships and Skills		
3	Report author and contact details: Sharon Stowe, School Admissions Manager, Education, Participation and Skills Email: sharon.stowe@plymouth.gov.uk Telephone: 01752 307504		
4	Decision to be taken: That the determined school admission arrangements for 2027/2028 be agreed as attached, with the dates based on those for 2026/2027 subject to the following amendments: I. New process timetables for primary, junior, secondary and Key stage 4 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 2027/2028 school admission arrangements and coordinated schemes would leave the Council in breach of its statutory duties.		
7	Financial implications and risk: None.		
8	Legal Implications Not to determine the 2027/2028 school admission arrangements and coordinated schemes would leave the Council in breach of its statutory duties.		
9a	Is the decision a Key Decision? (Please contact Democratic Support for further advice)	Yes	No
			X
		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	

		X	in the case of revenue projects when the decision involves entering into new commitments and/or making new savings in excess of £1 million
		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	N/A	
10	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>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.</p> <p>We believe in Democracy – 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>We believe in Fairness – all the proposed expansions have had public consultation which demonstrates that we are fair and open in our decision making.</p> <p>We believe in Responsibility – Enables local residents and other stakeholders to participate in the decision making. Helps to address the growing need for additional facilities for primary and secondary age children, using resources wisely.</p> <p>We believe in Co-Operation – 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>	
11	Please specify any direct environmental implications of the decision (carbon impact)	None.	
Urgent decisions			
12	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:		

I2b		Scrutiny Chair Signature:	Date	
		Scrutiny Committee name:		
		Print Name:		
Consultation				
I3a	Are any other Cabinet members' portfolios affected by the decision?	Yes		
		No	<input checked="" type="checkbox"/>	(If no go to section I4)
I3b	Which other Cabinet member's portfolio is affected by the decision?	None.		
I3c	Date Cabinet member consulted	N/A		
I4	Has any Cabinet member declared a conflict of interest in relation to the decision?	Yes		If yes, please discuss with the Monitoring Officer
		No	<input checked="" type="checkbox"/>	
I5	Which Corporate Management Team member has been consulted?	Name	Amanda Davis	
		Job title	Service Director for Education, Participation and Skills	
		Date consulted	11 January 2026	
Sign-off				
I6	Sign off codes from the relevant departments consulted:	Democratic Support (mandatory)	JS69 25/26	
		Finance (mandatory)	DN.25.26.017	
		Legal (mandatory)	LS/00001312/4/AC/23/2/26	
		Human Resources (if applicable)	N/A	
		Corporate property (if applicable)	N/A	
		Procurement (if applicable)	N/A	
Appendices				
I7	Re f.	Title of appendix		

	A	School Admissions 2027/28 Consultation Briefing Paper							
	B	Equalities Impact Assessment							
	C	Draft Community Schools Admission Arrangements 27.28							
	D	Draft In-Year Co-ordinated Scheme of Admission 2027.2028 v1							
	E	Draft Maintained Nursery Admission Arrangements 27.28							
	F	Draft Primary Co-ordinated Scheme of Admission 2027.2028 v1							
	G	Draft Secondary Coordinated Scheme of Admission 2027.2028 v1							
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	X						
		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	26 February 2026				

Print Name	Councillor Sally Cresswell
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**SCHOOL ADMISSION ARRANGEMENTS
2027/2028**

Public consultation Breifing Paper



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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 2027/2028 school admission arrangements would leave the Council in breach of its statutory duties.

3. Timeline

Activity	Timetable for admission arrangements in 2026/2027
Earliest date to send admission arrangements to the Diocesan Board of education	1 October 2025 (last date 31 October 2025)
Earliest date to start consultation on proposed arrangements	1 October 2025
Plymouth own admission authority schools to send draft admission arrangements for consultation to Plymouth local authority (LA)	3 November 2025 to 8 November 2025
Plymouth consultation starts	1 December 2025
Plymouth consultation ends	11 January 2026
Deadline for completion of consultation on arrangements	31 January 2026

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 2026
Minimum length of consultation	Six weeks
Deadline for admission arrangements to be determined (even there have been no changes or no consultation)	28 February 2026
Deadline for notification of a qualifying scheme for coordination	28 February 2026
Deadline for admission authorities to send determined arrangements to LA	15 March 2026
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	15 March 2026
Deadline for objections to the Schools Adjudicator	15 May 2026

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 2027/2028, consultations have been held in accordance with the Code on the basis of the admission arrangements set out in the In-Year admission arrangements 2026/2027, The parent's guide for Primary, Junior, Secondary and Key Stage 4 2026, as suitably amended.

The proposals for change comprised:

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

6. The Consultation Survey

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 2026. 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 2027/2028 be based on those for 2026/2027 subject to the following amendments:

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

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EQUALITY IMPACT ASSESSMENT – EDUCATION, PARTICIPATION AND SKILLS – SCHOOL ADMISSION ARRANGEMENTS 2027/2028

SECTION ONE: INFORMATION ABOUT THE PROPOSAL

Author(s): The person completing the EIA template.	Sharon Stowe - School Admissions Support Manager	Department and service:	Education, Participation and Skills, School Admissions Team	Date of assessment:	19/01/2026
Lead Officer: Head of Service, Service Director, or Strategic Director.	Amanda Davis – Service Director	Signature:		Approval date:	29/01/2026
Overview:	The Determined Admission Arrangements take into account responses received during the consultation carried out between 1 December 2025 to 11 January 2026.				
Decision required:	Yes				

SECTION TWO: EQUALITY IMPACT ASSESSMENT SCREENING TOOL

Potential external impacts: Does the proposal have the potential to negatively impact service users, communities or residents with protected characteristics?	Yes	X	No	
Potential internal impacts: Does the proposal have the potential to negatively impact Plymouth City Council employees?	Yes		No	X
Is a full Equality Impact Assessment required? (if you have answered yes to either of the questions above then a full impact assessment is required and you must complete section three)	Yes	X	No	

If you do not agree that a full equality impact assessment is required, please set out your justification for why not.

SECTION THREE: FULL EQUALITY IMPACT ASSESSMENT

Protected characteristics (Equality Act, 2010)	Evidence and information (e.g. data and consultation feedback)	Adverse impact	Mitigation activities	Timescale and responsible department
Age	<p>Plymouth</p> <ul style="list-style-type: none"> • 16.4 per cent of people in Plymouth are children aged under 15. • 65.1 per cent are adults aged 15 to 64. • 18.5 percent are adults aged 65 and over. • 2.4 percent of the resident population are 85 and over. <p>South West</p> <ul style="list-style-type: none"> • 15.9 per cent of people are aged 0 to 14, 61.8 per cent are aged 15 to 64. • 22.3 per cent are aged 65 and over. <p>England</p> <ul style="list-style-type: none"> • 17.4 per cent of people are aged 0 to 14. • 64.2 per cent of people are aged 15 to 64. • 18.4 per cent of people are aged 65 and over. <p>(2021 Census)</p>	<p>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.</p> <p>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.</p>	<p>Monitor the number of out of age cohort applications received and approved.</p>	<p>Admissions officer responsible for the stage of entry. Monitored over the academic year.</p>

<p>Care experienced individuals</p> <p>(Note that as per the Independent Review of Children's Social Care recommendations, Plymouth City Council is treating care experience as though it is a protected characteristic).</p>	<p>It is estimated that 26 per cent of the homeless population in the UK have care experience. In Plymouth there are currently 7 per cent of care leavers open to the service (6 per cent aged 18-20 and 12 per cent of those aged 21+) who are in unsuitable accommodation.</p> <p>The Care Review reported that 41 per cent of 19-21 year old care leavers are not in education, employment or training (NEET) compared to 12 per cent of all other young people in the same age group.</p> <p>In Plymouth there are currently 50 per cent of care leavers aged 18-21 Not in Education Training or Employment (54 per cent of all those care leavers aged 18-24 who are open to the service).</p> <p>There are currently 195 care leavers aged 18 to 20 (statutory service) and 58 aged 21 to 24 (extended offer). There are more care leavers aged 21 to 24 who could return for support from services if they wished to.</p>	None	None	None
<p>Disability</p>	<p>9.4 per cent of residents in Plymouth have their activities limited 'a lot' because of a physical or mental health problem.</p> <p>12.2 per cent of residents in Plymouth have their activities limited 'a little' because of a physical or mental health problem (2021 Census)</p>	None	None	None

Gender reassignment	0.5 per cent of residents in Plymouth have a gender identity that is different from their sex registered at birth. 0.1 per cent of residents identify as a trans man, 0.1 per cent identify as non-binary and, 0.1 per cent identify as a trans women (2021 Census).	None	None	None
Marriage and civil partnership	40.1 per cent of residents have never married and never registered a civil partnership. 10 per cent are divorced, 6 percent are widowed, with 2.5 per cent are separated but still married. 0.49 per cent of residents are, or were, married or in a civil partnerships of the same sex. 0.06 per cent of residents are in a civil partnerships with the opposite sex (2021 Census).	None	None	None
Pregnancy and maternity	The total fertility rate (TFR) for England was 1.62 children per woman in 2021. The total fertility rate (TFR) for Plymouth in 2021 was 1.5.	None	None	None

<p>Race</p>	<p>In 2021, 94.9 per cent of Plymouth’s population identified their ethnicity as White, 2.3 per cent as Asian and 1.1 per cent as Black (2021 Census)</p> <p>People with a mixed ethnic background comprised 1.8 per cent of the population. 1 per cent of the population use a different term to describe their ethnicity (2021 Census)</p> <p>92.7 per cent of residents speak English as their main language. 2021 Census data shows that after English, Polish, Romanian, Chinese, Portuguese, and Arabic are the most spoken languages in Plymouth (2021 Census).</p>	<p>None</p>	<p>None</p>	<p>None</p>
<p>Religion or belief</p>	<p>48.9 per cent of the Plymouth population stated they had no religion. 42.5 per cent of the population identified as Christian (2021 Census).</p> <p>Those who identified as Muslim account for 1.3 per cent of Plymouth’s population while Hindu, Buddhist, Jewish or Sikh combined totalled less than 1 per cent (2021 Census).</p>	<p>None</p>	<p>None</p>	<p>None</p>
<p>Sex</p>	<p>51 per cent of our population are women and 49 per cent are men (2021 Census).</p>	<p>None</p>	<p>None</p>	<p>None</p>
<p>Sexual orientation</p>	<p>88.95 per cent of residents aged 16 years and over in Plymouth describe their sexual orientation as straight or heterosexual. 2.06 per cent describe their sexuality as bisexual, 1.97 per cent of people describe their sexual orientation as gay or lesbian. 0.42 per cent of residents describe their sexual orientation using a different term (2021 Census).</p>	<p>None</p>	<p>None</p>	<p>None</p>

SECTION FOUR: HUMAN RIGHTS IMPLICATIONS

Human Rights	Implications	Mitigation Actions	Timescale and responsible department
	None	None	N/A

SECTION FIVE: OUR EQUALITY OBJECTIVES

Equality objectives	Implications	Mitigation Actions	Timescale and responsible department
Work together in partnership to: <ul style="list-style-type: none"> ▪ promote equality, diversity and inclusion ▪ facilitate community cohesion ▪ support people with different backgrounds and lived experiences to get on well together 	None	None	N/A
Give specific consideration to care experienced people to improve their life outcomes, including access to training, employment and housing.	None	None	N/A
Build and develop a diverse workforce that represents the community and citizens it serves.	None	None	N/A
Support diverse communities to feel confident to report crime and anti-social behaviour, including hate crime and hate incidents, and work with partners to ensure Plymouth is a city where everybody feels safe and welcome.	None	None	N/A

COMMUNITY AND VOLUNTARY CONTROLLED PRIMARY SCHOOLS ADMISSION ARRANGEMENTS 2027/2028



KEY NOTES – ADMISSION ARRANGEMENTS 2027/2028

Admission authority	Plymouth City Council	
School	<ul style="list-style-type: none"> ▪ Compton CE Primary School ▪ Laira Green Primary School ▪ Lipson Vale 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 2022 - 31 August 2023	Any admission other than the Normal Point of Entry in years Reception/Foundation – year 6
Application period	16 November 2026 – 15 January 2027	From 1 September 2027
Offer date	16 April 2027	Will aim to notify parents within 10 school days, but it must be by 15 school days of application receipt
Published admission number	See section 4	

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.

Community and voluntary controlled schools follow Plymouth City Council's coordinated primary admissions scheme, along with the local In-Year admissions coordinated scheme, both available at:

www.plymouth.gov.uk/schooladmissions

The admission arrangements outlined within this document apply to community and voluntary controlled schools in Plymouth in the 2027/2028 academic year.

The schools referenced in this policy are fully inclusive and welcome applications from children with special educational needs and disabilities (SEND), as well as those with other protected characteristics under the Equality Act 2010. Admission arrangements are determined and implemented in accordance with the Equality Act's duties to ensure fairness and non-discrimination.

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

SECTION 3

- (i) Staff Supplementary Information Form
- (ii) Exceptional Medical, Social Need Supplementary Information Form

SECTION 4

Published Admission Number (PAN)

SECTION 5

Definitions and Explanatory Notes

SECTION 6

Contacts and Further Information

SECTION I**(i) Reception/Foundation Admissions (Normal Point of Entry)**

The admission arrangements set out in this section apply to children entering Reception/Foundation Year for the 2027/2028 academic year. The Published Admission Number (PAN) for this year group is detailed in the school list in Section 3. Applications must be submitted by 15 January 2027. Allocation decisions will be communicated on 16 April 2027.

If the application is refused, parents will be given a written explanation detailing how admitting their child would prejudice the efficient education of others and/or the effective use of resources, enabling them to make an informed decision about whether to exercise their right to appeal.

All applicants must:

- (i) Complete the Common Application Form available from, and return it 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 directly 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 directly to the School Admissions Team, Plymouth City Council.

(ii) In-Year Admissions (Admissions outside the Normal Point of Entry)

The admission arrangements set out in this section apply to In-Year admissions during the 2027/2028 academic year. An In-Year admission refers to any school entry outside the normal admission period, such as transferring schools due to a house move or other personal reasons.

Requests for admission to Reception made after the normal admissions round – i.e., after 31 August 2027 – and requests for places in other year groups should be submitted directly to Plymouth City Council www.plymouth.gov.uk/schooladmissions.

All applications will be considered under Plymouth City Council's Fair Access Protocol except for children with an Education, Health and Care Plan (EHCP).

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 directly 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 directly to the School Admissions Team, Plymouth City Council.

The close date for application is the end of each day. Parents will be notified in writing of the outcome of an in-year application within 10 school days of receipt. In any case, notification will be provided no later than 15 school days after the application is received.

If a place is offered, arrangements will be made for the child to be admitted and start school as soon as possible, especially if the child is not currently attending school.

If the application is refused, parents will be given a written explanation detailing how admitting their child would prejudice the efficient education of others and/or the effective use of resources, enabling them to make an informed decision about whether to exercise their right to appeal.

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 must be admitted.
- At the Normal Point of Entry, if the number of applications is equal to or less than the Published Admission Number (PAN), all children must be admitted, unless a place at a higher-ranked school can be offered.
- For In-Year admissions where a place is available in the relevant year group, the child must be admitted unless the school can demonstrate that the 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 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:

Applicants will only be considered under this category if the parent, carer, or their representative can demonstrate that the child's exceptional medical or social needs can *only* be met by this school. The need must be specific to this school; while a child may have significant challenges requiring additional support, if such support can be provided by another school, the application will not be prioritised on this basis.

Exceptional need may also arise from the circumstances of the parent or carer. Supporting evidence must be provided in the form of a statement from a medical practitioner, social worker, or other relevant professional, confirming that the child's or parent's exceptional needs necessitate attendance at this school.

Applications without satisfactory supporting evidence will not be given priority on the grounds of exceptional need. It is expected that claims for exceptional medical or social need will only be made for the applicant's first-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 at the time of admission:**

Children will be considered siblings if they reside at the same home address as the applicant child and form part of the same single-family unit. This includes:

- a biological or adopted siblings
- step-siblings
- the biological or adopted child of a cohabiting partner
- foster siblings
- a child under a special guardianship order

In all cases the sibling must live with the applicant child as part of the same core family unit.

Children who are friends or cousins living in the same household with their own parents do not meet the criteria for sibling status.

Full details of any qualifying sibling must be clearly provided in the application form; failure to do so may result in the sibling link not being recognized and the application being assigned a lower admission criteria;

4. **Children of School Staff:**

Children may be given priority for admission if their parent or carer is a member of staff employed on a permanent contract at the school, and meets one of the following criteria:

- has been employed at the school for two or more years at the time the application is submitted;
- or
- has been recruited to fill a vacant post where there is a demonstrable skill shortage, as evidenced by completion of the staff supplementary information form;

This criteria applies to all staff employed directly by the school to which the application relates, including both teaching and non-teaching staff.

It does not apply to individuals who work on the school site but are employed by external organisations or contractors;

5. **All other children:** Who are not covered by a higher oversubscription criterion.

SECTION 3**STAFF SUPPLEMENTARY INFORMATION FORM 2027/2028**

Please note this is a supplementary information form for administration purposes only. It is not an application form for admission.

The information provided will be used solely to assist in ranking a submitted application in accordance with the published admission criteria.

For the purposes of this form, the term “staff” refers to individuals employed by the school on a teaching or non-teaching basis. This does not include individuals working on the school site who are employed by external organisations.

Please complete this form only if you meet one or both of the following criteria:

- 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 criteria a) or b) (as a qualifying member of school staff), you must:

- Take this form to the school of employment so Part B can be completed by the school.
- Return the completed form by 15 January 2027 to ensure inclusion in the Normal Point of Entry allocations made on 16 April 2027.

Forms received after the 15 January will still be considered but will not be included within the first round of allocations.

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:	

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 2027/2028**

Please note this is a supplementary information form for administration purposes only. It is not an application form for admission.

The information provided will be used solely to assist in ranking a submitted application in accordance with the published admission criteria.

Only complete this form if you are seeking admission priority on the grounds of exceptional medical or social need for either yourself or your child.

If you wish your application to be considered under Criteria 2: Exceptional Medical or Social Need, you must submit independent professional evidence that clearly explains:

- Why it is essential for your child (or yourself, as the parent/carer) to attend this specific school, and
- Why no other school can meet the identified need

Please ensure you have read the full definition of exceptional medical or social need as outlined in the school's admission policy.

To be included in the primary Normal Point of Entry allocations made on 16 April 2027, the completed form and supporting evidence must be returned by 15 January 2027.

Forms received after this date will still be considered but will not be included in the first round of allocations.

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/carer

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 4**Published Admission Number (PAN)**

Primary Schools/Infant schools	PAN 2026/2027	PAN 2027/2028
Compton C/E Primary School	60	60
Laira Green Primary School	30	30
Lipson Vale Primary School	60	60
Pennycross Primary School	60	60
Yealmpstone Farm Primary School	30	30

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SECTION 5**DEFINITIONS AND EXPLANATORY NOTES:**

Admission Authority	This is the designated body responsible for establishing and overseeing the admissions policy, as well as making decisions regarding individual applications for admission to the school.
Admission out of the normal age group	<p>Children are ordinarily offered a place in the year group corresponding to their date of birth. However, parents may request admission to a year group outside their child's chronological age range.</p> <p>Each request will be considered individually, with decisions made in the best interests of the child. The admission authority will consider a range of factors, including:</p> <ul style="list-style-type: none"> • The parent's views • The child's academic, social, and emotional development • Relevant medical history and the views of a medical professional • Whether the child has previously been educated outside their normal age group • Whether the child may have naturally fallen into a lower age group if not born prematurely • The views of the headteacher of the school(s) concerned <p>Parents should note that a decision made by one school does not automatically transfer to another, as each admission authority makes its own determination.</p> <p>If a request is refused, there is no statutory right of appeal. However, parents who feel their request was not properly considered, or believe the decision was unreasonable or unfair, may submit a complaint under the school's published Complaints Policy.</p>
Appeals	<p>If a school place is refused, the parent or carer has the right to appeal the decision to an independent appeal panel.</p> <p>Details about the appeal process, including how to submit an appeal, can be obtained from Plymouth City Council's School Admissions Team.</p>
Children of UK Armed Forces Personnel / Crown Servants	<p>Applications for the admission of children of UK service personnel with a confirmed posting, or Crown servants returning from overseas, will be accepted and processed in advance of the family's arrival in the area, as long as the application is accompanied by an official letter giving a relocation date.</p> <p>The address at which the child will live will be used to apply the oversubscription criteria, provided parents provide some evidence of the intended address. Alternatively, where this is requested by parents, a Unit or quartering address will be used for the purpose of applying the criteria in this policy.</p> <p>No places are specifically reserved for children of UK Armed Forces personnel. All applications are considered in accordance with the standard admissions criteria.</p>

<p>Documentary evidence</p>	<p>Once a place has been offered, the school may request evidence of the child's identity—typically a short birth certificate. This requirement may be waived if the child has previously been enrolled at another school in England that can confirm identity documentation has already been verified.</p> <p>The school may also request:</p> <ul style="list-style-type: none"> • Proof that the child's home address is genuine • Confirmation that the applicant is legally entitled to submit the admission application <p>These checks help ensure the integrity of the admissions process and compliance with statutory requirements.</p>
<p>Emergency Arrangements</p>	<p>In the event of a local, regional, or national public health lockdown, school admissions and appeals processes may be subject to amended timescales or operate under emergency regulations.</p> <p>Wherever possible, applications will continue to be processed in accordance with the In-Year Co-ordinated Admissions Scheme, to ensure that parents are not disadvantaged by the disruption.</p> <p>School places will be held open until it is both practical and safe for children to attend on site. In the interim, remote learning will be provided in line with provision for existing pupils. However, it is acknowledged that in some cases, parents may choose to temporarily continue remote learning through their child's current school until on-site attendance becomes feasible.</p>
<p>Fair Access Protocol</p>	<p>All Local Authorities are legally required to operate a Fair Access Protocol across their area, and all schools must participate in this arrangement.</p> <p>The purpose of the protocol is to ensure that vulnerable children, who are unable to secure a suitable school place through the standard In-Year admissions process, are provided with an admissions safety net. This mechanism helps to ensure that no child is left without access to education due to exceptional circumstances or barriers to placement.</p>
<p>Fees and charges</p>	<p>There is no charge for applying for a place at the school, for admission itself, or for the provision of education.</p> <p>The school will not request donations at any stage of the admissions process. Any contributions made following admission are entirely voluntary.</p> <p>Participation in activities such as school visits are not compulsory. A policy on charging for activities is available on request from the school office and can be viewed on the school's website.</p>
<p>Fraudulent applications/ withdrawal of allocated places</p>	<p>In accordance with the School Admissions Code 2021, an offer of a school place may be withdrawn under the following circumstances:</p> <ul style="list-style-type: none"> ▪ The offer was in error ▪ The parent or carer has not responded within a reasonable timeframe ▪ The offer was obtained through a fraudulent or intentionally misleading application. <p>An example of a misleading application includes knowingly providing an incorrect home address. In such cases, the application would be reassessed</p>

	<p>using the address that the local authority believes to be the child's actual residence.</p> <p>All suspected cases of fraud will be thoroughly investigated. Where fraud is confirmed, this may result in the withdrawal of the offer and could lead to criminal prosecution.</p>
Home address	<p>Any allegations received by the admission authority regarding the use of false accommodation addresses in the school applications will be fully investigated. If an application is found to contain intentionally misleading or fraudulent information, this may result in the withdrawal of an allocated place and could lead to criminal prosecution.</p> <p>In line with guidance from Plymouth City Council, schools may request proof of residence – such as recent utility bills – prior to admitting a child. The Local Authority will also conduct address verifications as deemed appropriate.</p> <p>A child's home address is defined as the address at which the child is normally resident. Where a child lives at more than one address, the home address will be considered to be the one where the child lives for the majority of the time.</p> <p>If the home address is unclear, the Admission Authority will determine the appropriate address by considering factors such as:</p> <ul style="list-style-type: none"> • the address to which the child is registered with their GP, hospital, dentist and / or optician, • The address where child-related benefits (if applicable) are paid. <p>For clarity, the application will be processed using the address that meets this definition, regardless of the address stated by the parent, if differ.</p>
Mode of study and start date	<p>School places are typically offered for admission to the Reception class at the beginning of the September term following a child's fourth birthday—before they reach compulsory school age.</p> <p>Parents have the right to:</p> <ul style="list-style-type: none"> • Defer their child's admission until the child reaches compulsory school age • Accept the place on a part-time basis until the child reaches compulsory school age <p>While September 2027 is the earliest point for Reception admission, it is not a compulsory start date. Parents may defer admission within the Reception year up to the beginning of the term following their child's fifth birthday, but no later than the end of the Easter term. Places cannot be deferred or held beyond this point.</p> <p>Parents choosing to defer must inform the Headteacher. The place offered will be held open and not allocated to another child. However, if the school is not informed and the child does not attend in September, the place may be withdrawn and reallocated.</p> <ul style="list-style-type: none"> • For Normal Point of Entry, the expected admission date is September 2027 • For In-Year admissions, the expected admission date is within two weeks of the allocation date or within six weeks of the original

	<p>application—whichever is later—unless alternative arrangements have been agreed with the school.</p> <table border="1" data-bbox="395 237 1461 622"> <thead> <tr> <th data-bbox="395 237 730 327">Child's fifth birthday</th> <th data-bbox="730 237 1461 327">Parent can defer admission, or child can attend part-time until the start of term in</th> </tr> </thead> <tbody> <tr> <td data-bbox="395 327 730 416">1 September – 31 December</td> <td data-bbox="730 327 1461 416">January</td> </tr> <tr> <td data-bbox="395 416 730 506">1 January – 31 March</td> <td data-bbox="730 416 1461 506">January OR April</td> </tr> <tr> <td data-bbox="395 506 730 622">1 April – 31 August</td> <td data-bbox="730 506 1461 622">January OR April OR September by making a fresh application for a Year 1 place (June 2028) or making a fresh normal round application for Reception in 2028/2029</td> </tr> </tbody> </table>	Child's fifth birthday	Parent can defer admission, or child can attend part-time until the start of term in	1 September – 31 December	January	1 January – 31 March	January OR April	1 April – 31 August	January OR April OR September by making a fresh application for a Year 1 place (June 2028) or making a fresh normal round application for Reception in 2028/2029
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1 September – 31 December	January								
1 January – 31 March	January OR April								
1 April – 31 August	January OR April OR September by making a fresh application for a Year 1 place (June 2028) or making a fresh normal round application for Reception in 2028/2029								
Multiple births	<p>Children of multiple births - defined as the birth of more than one child from a single pregnancy.</p> <p>We recognise that parents and carers often wish to keep twins, triplets, and other multiple birth siblings together in the same school. Where one child can be admitted within the Published Admission Number (PAN) or Admission Number (AN), the school may admit all siblings from the same multiple birth, even if this means exceeding the PAN or AN.</p> <p>In Reception, Year 1, and 2, any additional children admitted under these circumstances will be classified as 'excepted pupils' in accordance with the School Admissions Code.</p>								
Normal Point of Entry Admissions	<p>The Normal Point of Entry (NPE) refers to the first opportunity for a child to join a particular year group. This typically occurs at the start of the academic year in September, such as entry into Reception/Foundation Stage or Year 3.</p> <p>This definition applies even if the child's actual start date is deferred until later in the school year, provided the place was offered for admission at the beginning of the year.</p>								
Objections to admissions policy	<p>Advice on how to raise an objection to the terms of this admissions policy is available from the Office of the Schools Adjudicator.</p> <p>Any objections must be submitted no later than 15 May 2026.</p>								
Parent	<p>For the purposes of school admissions, a parent is defined as any individual who has parental responsibility for a child or who has care of the child, including carers and legal guardians.</p> <p>Where admission arrangements refer to "parents," this may apply to one parent or both, depending on the context.</p> <p>The school may request evidence of parental responsibility where an individual is acting in a parental role but does not hold formal legal responsibility for the child.</p>								

Published Admission Number (PAN)	<p>The Published Admission Number (PAN) represents the minimum number of places available at the school for entry into Reception/Foundation Stage and Year 3. This number is determined based on:</p> <ul style="list-style-type: none"> • The physical capacity of the school • The anticipated demand from local, in-area children • Considerations for effective school organisation <p>Once the PAN is set, the school will not refuse admission to applicants if the number of applications is below the PAN.</p> <p>In cases of unexpectedly high demand, and where it is deemed feasible to admit additional pupils, the school will:</p> <ul style="list-style-type: none"> • Notify the Local Authority (LA) • Either increase the PAN formally or • Admit pupils above the PAN, where appropriate
Response	<p>Parents and carers must respond to an offer of a school place within the following timeframes:</p> <ul style="list-style-type: none"> • In-Year Admissions: within two weeks of the date of notification • Normal Point of Entry: within one week of the date of notification <p>All responses must be made to Plymouth City Council, not directly to the school.</p> <p>If no response is received within the specified period, the offer may be withdrawn, and the place may be reallocated to another applicant.</p> <p>Parent or carers who wish to decline the offer must do so in writing and should indicate the educational arrangements they intend to make for their child.</p>
Staff	<p>For the purposes of admissions criteria, “school staff” refers specifically to individuals who are employed directly by the school on a permanent contract at the time of application.</p> <p>This definition excludes individuals who work on the school site but are employed by external organisations or third-party providers, such as catering, cleaning, or support services contracted by the school.</p>
Statutory maximum infant class sizes	<p>The statutory maximum infant class size for Reception Year, Year 1 and Year 2 is 30 pupils per teacher. However, certain categories of children may still be admitted where this would result in a class size exceeding the statutory maximum.</p> <p>These categories are set out in regulations and summarised at Paragraph 2.16 of the School Admissions Code. Where this happens, the additional pupils are 'excepted pupils' who do not count towards the class size until it falls back to 30, when they will no longer be regarded as 'excepted pupils'.</p>
Tie-breaker	<p>Where it is necessary to choose between two or more children within the same admissions category, priority will be given to the child who lives closer to the school.</p>

	<ul style="list-style-type: none"> • Distance is measured in a straight-line using Plymouth City Council's electronic mapping system. • Measurement is taken from the spatial locator identified by the National Land and Property Gazetteer, which defines the address point based on a general internal location. • In the case of flats or apartments, all units within the building are treated as having the same measurement point, regardless of floor level. <p>If the distance tie-breaker does not distinguish between applicants, a random ballot will be conducted in accordance with the School Admissions Code. This process will be carried out by an officer of Plymouth City Council using an electronic random number generator.</p>
Waiting lists	<p>In-Year Admissions</p> <p>If a place cannot be offered at the school, the child's name will automatically be placed on the waiting list, provided the school was ranked higher than the school allocated.</p> <ul style="list-style-type: none"> • Late applicants and those already on the waiting list will be treated equally and placed on the same list, in accordance with the published admission criteria. • Waiting lists are maintained in strict order of priority as defined by the admissions policy, not by the date of application. <p>Waiting list retention periods:</p> <ul style="list-style-type: none"> • Applicants who applied before April 2028 will be removed from the waiting list at the end of July 2028. • Applicants who applied from April 2028 onward will remain on the waiting list until the end of July 2029. <p>Normal Point of Entry Admissions</p> <p>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 one allocated.</p> <ul style="list-style-type: none"> • Late applicants and those already on the waiting list will be treated equally and placed on the same list, in accordance with the published admission criteria. • Waiting lists for the Normal Point of Entry will be maintained until the end of August 2027. • Any vacancies that arise will be offered to the child at the top of the waiting list, based on the admissions criteria. <p>It is the parent's responsibility to notify the Admission Authority in writing if they no longer wish their child to remain on the waiting list.</p> <p>From 31 August 2027, the 2027/2028 Normal Point of Entry scheme will close. Beginning 1 September 2027, the In-Year Admissions Scheme will apply. Children remaining on the Normal Point of Entry waiting list will be automatically transferred to the school's In-Year waiting list.</p>

SECTION 6**CONTACTS AND FURTHER INFORMATION****Plymouth School Admissions Team**

Telephone: 01752 307469 (line open 11am to 3pm)

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

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LOCAL IN-YEAR COORDINATION

Local In-Year Scheme of Admission 2027/2028



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LOCAL IN-YEAR ADMISSIONS SCHEME 2027/2028**Introduction**

1. In accordance with paragraph 2.23 of the School Admissions Code 2021, local authorities are permitted to coordinate in-year admission applications across schools within their area. While coordination is not mandatory, all admission authorities are required to cooperate with any local arrangements put in place.

All admission authorities must ensure their admission arrangements are:

- fair – free from bias and discrimination
- clear – written so it is easy for parents and carers to understand; and
- objective – based on published, transparent criteria that are consistently applied

This requirement is designed to enable parents and carers to be able to look at the arrangements and to understand how school places are allocated and to be able to make an informed decision.

Admission arrangements must comply with the legal requirements of the School Admissions Code, the Equality Act 2010, and other relevant legislation. Authorities must publish the admission arrangements annually (28 February) and make them readily available to the public.

2. The provisions outlined in the School Admissions Code relating to factors admission authorities may consider when assessing applications apply equally to:
 - in-year admission applications, and
 - applications at the normal point of entry.

Admission authorities must not allocate places based on the order of preference expressed by the parent or carer (i.e., ‘first preference first’ arrangements are prohibited). The allocation process must rely solely on the published oversubscription criteria.

When considering applications, admission authorities:

- must not take into account reports or information on the pupil’s past behaviour, attendance, attitude, or achievement, except where the pupil exhibits “challenging behaviour” as defined in the relevant Fair Access Protocol.
- are prohibited from placing any conditions on the consideration or acceptance other than those explicitly stated in the published oversubscription criteria.
- applications must be considered without undue delay

The local authority must provide a suitable application form for the purpose.

3. Local authorities have a statutory responsibility to inform parents and carers, upon request, of any available school places across all schools within their area. This ensures that families have access to accurate and up to date information when making decisions about school admissions.

To support the local authority in maintaining accurate numbers, schools must:

- promptly inform the local authority of any arrivals or leavers that affect pupil numbers.

This will enable the local authority to provide reliable advice to parents and carers and will help identify and address any local capacity issues.

4. The local authority will administer the locally agreed admission scheme on behalf of participating schools within its area thereby relieving schools of the administrative burden associated with informing the local authority of all applications received and making formal responses to those applications in accordance with the requirements of the School Admissions Code and the School Appeals Code. This centralised scheme enables the local authority to monitor pupil movement across the city effectively, supporting its role in overseeing the fairness and effectiveness of admission arrangements, school place planning, and identifying children missing education. Applicants for schools that do not participate in the scheme will be referred to apply directly to those schools, which will manage their own admissions processes independently.

Interpretation

5. In the scheme:
 - **ACE** refers to 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** refers to 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** refers to a child that 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** refers to any application for a school 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)** refers to the local council. The local authority for Plymouth is Plymouth City Council;
 - **NoR** refers to the number of pupils on roll at a school in a particular year group;
 - **other agreed limit** refers to a number agreed with the City Council;
 - **AN** refers to the Admission Number for the year group;
 - **PAN** refers to the Published Admission Number for the year of entry at a school;
 - **participating school** refers to any state funded school for which the local authority is the admission authority, or any other state-funded school that has formally opted into locally co-ordinated in-year admissions scheme administered by the local authority.
 - **the specified year** refers to the school year 2027/2028, starting September 2027;
 - **school** refers to 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** refers to University Technical College.

6. The in-year admissions scheme for participating schools shall be determined, administered, and processed in accordance with the procedural requirements outlined in Schedule 1, and in line with the timescales set out in Schedule 2. These schedules form an integral part of the scheme and ensure consistency, transparency, and compliance with statutory requirements
7. The scheme shall apply to all participating infant, primary, junior and secondary schools within Plymouth, including academy schools, studio schools and University Technical Colleges (UTCs), but excluding special schools and independent schools. The scheme shall take effect for all in-year admissions from September 2027 onwards.
8. 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, junior school in year 3, secondary school in year 7 and 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.
9. 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.
10. Where a child is not resident with their parent or legal guardian, parental responsibility must be conferred directly on the individual with whom the child will live, rather than on a third party, commercial body or charitable organisation.

If the person whom the child is to reside is not a close relative, the arrangement constitutes a private fostering arrangement. In such cases, it is the responsibility of that person to notify the local authority's children's social care department of the arrangement, in accordance with the requirements of the Children's Act 1989 and the Children (Private Arrangements for Fostering) Regulations 2005.

11. The Local Authority reserves the right to request documentary evidence to verify that information given in an application is accurate and genuine. The Local Authority may seek confirmation from schools, other council departments, or relevant agencies such as the health authority. Parents or carers may also be required to provide supporting evidence when requested.
12. 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.

Where a school or its admission authority decides to increase the schools Admission Number (AN), the revised number shall remain in effect for the remainder of that academic year.

Any such increase will not affect the Fair Access Protocol (FAP) commitment, including the agreed 3% that all schools have undertaken to accept under the terms of the Protocol.

13. 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;

- Comply with the Law, and ensure that participating schools comply with the Law;
- 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 primary, junior, 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 local authority's 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 seeking a school place will be required to make a written application for a school place using the common application form available on the Local Authority's website 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 or carers seeking a school place in-year in another Local Authority 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. Any requests for admission received directly by a participating school – whether from other admissions authorities, parents or carers, or other Local Authorities - must be forwarded to Plymouth City Council without delay.

The common application form (CAF) must be used by parents or carers wishing to express one or more preferences for their child's admission to a school in Plymouth, in accordance with Section 86 of the School Standards and Framework Act 1998. This includes applications to academies, foundation, free, studio, trust or VA schools, or University Technical Colleges (UTCs).

Parent or carers submitting an application through the Local Authority 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 or carer to express up to three preferences in the rank order of preference;

- b) invite the parent or carer to give reasons for each preference;
5. 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 a parent or carer to provide supplementary information, only 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.
 7. When a participating school receives supplementary information, it shall not be regarded as a valid application unless the parent or carer has also completed the City Council common application form (CAF). If a 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 submitted by the parent or carer and, if not, will contact them to ask them to complete one.
 8. It is essential that the information held to the City Council regarding Number on Roll (NoR) for each year group is accurate and up to date.

In accordance with the Children Missing Education (CME) statutory guidance, schools are legally required to notify the City Council immediately when a pupil is placed on roll or removed from roll. Similarly, the School Admissions Code, admission authorities must notify the local authority of every application received and the outcome of each application.

To ensure compliance and promote effective safeguarding, all Plymouth schools must notify the School Admissions Team without delay of any pupil movements – including pupils leaving or joining the school - so that vacancies can be accurately identified and pupil's whereabouts appropriately monitored.

9. Plymouth schools that are not participating in this co-ordinated admission scheme are legally required to notify the Local Authority upon receipt of all applications for admission. They must also inform the Local Authority of the outcome of each application and to respond to requests for information by the Local Authority as soon as reasonably practical, but ideally within two school days.
10. Immediate provision of pupil tracking information by schools to the Local Authority is a legal requirement under the Children Missing Education (CME) Regulations and the School Admissions Code.

Instances of non-compliance will be raised with the school in the first instance. Where concerns remain unsolved the matter may be referred to the Education Skills and Funding Agency (ESFA) or the Department for Education (DfE), as appropriate.

Applications outside of the chronological age group

11. Children are ordinarily offered a place in the year group corresponding to their date of birth. However, parents may request admission to a year group outside their child's chronological age range.

Each request will be considered individually, with decisions made in the best interests of the child. The admission authority will consider a range of factors, including:

- The parent's views
- The child's academic, social, and emotional development
- Relevant medical history and the views of a medical professional

- Whether the child has previously been educated outside their normal age group
- Whether the child may have naturally fallen into a lower age group if not born prematurely
- The views of the headteacher of the school(s) concerned

If a request is refused, there is no statutory right of appeal. However, parents who feel their request was not properly considered, or believe the decision was unreasonable or unfair, may submit a complaint under the school's published Complaints Policy.

- (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 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;
 - where a request is refused there will be no right of appeal, but the parent may submit a complaint under Plymouth City Council's published Complaints Policy if the parent does not believe that the request was properly considered, or the decision of the admission authority was reasonable or fair;
- (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 a request is refused there will be no right of appeal, but the parent may submit a complaint under school's published Complaints Policy if the parent does not believe that the request was properly considered, or the decision of the admission authority was reasonable or fair;

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

Parents or carers must not assume that an admission authority's decision to educate outside their chronological age cohort will be accepted by another admission authority. There may be implications if the child subsequently changes school.

Children being considered for admission to a grammar school are required to undertake the relevant grammar school selection tests.

Processing application forms

12. In respect of participating schools any parent or 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 Local Authority for a non-participating school, the applicant will be referred to the school direct.
13. If a participating school is approached by a parent or 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 or 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 admission scheme close date for application and possible prejudice.

14. The close date for applications under this admission scheme will be midnight each day.
15. In the case of duplicate submissions, the later application submitted by the parent or 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 start at the school 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.

Determining consideration of the common application form

18. Where a school is full, any admission request will be reviewed in accordance with the City Council's Fair Access Protocol (FAP). All schools are required to participate in the Fair Access Protocol, regardless of whether they take part in the local in-year coordinated scheme.

Applications will normally be considered up to PAN or another agreed limit. Looked After Children can be admitted to the school even if it is above PAN or any other agreed limit, unless the Virtual School provides written agreement that, in very exceptional circumstances, admission would not be in the child's best interests.

Certain categories of children, including those with behavioural challenges, may require additional consideration and support. Others may be considered as particularly vulnerable.

Further details of the Fair Access Protocol for both primary and secondary schools are available on the City Council website:

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

Requests for transfer of school between participating schools

19. Parent or carers are entitled to request a change of school at any time during the year. However, a school transfer should not be undertaken lightly, particularly mid-year, as many children may become unsettled by a new school environment and could be affected emotionally and academically.

Transfers should be avoided once examination options have been selected, which may be as early as Year 9, as it can be difficult for alternative schools to accommodate chosen options and exam boards.

As part of the application process, the headteacher of the child's current school will be notified of the request, as they may wish to provide information to support consideration of the application. The requested school will be provided with an adapted copy of the application form to enable them to rank the application appropriately.

Children and young people who are LBGTQ+

20. Children and young people who are LBGTQ+ should feel able to apply to a school without any restriction. In co-educational schools or colleges, the gender with which the child identifies has no bearing on an admissions decision.

Plymouth's application forms requests the child's gender. At this stage, the gender as stated on the birth certificate should be entered. Additional information regarding gender identity and any reasoning for selection of a particular school can be provided on the application form.

21. In the case of transgender applicants, where a parent requests a placement in a single-sex school that does not correspond with the child's birth gender, the application will be considered on an individual basis.

These decisions are complexed, and not all children may be able to make such decisions independently at the time of transfer. As part of the consideration process, the Local Authority may seek evidence from the family demonstrating that the issues have been carefully considered. In most cases, this would include independent evidence from a medical professional or another relevant professional who has been involved with the child.

Parent or carer responsibility

22. Any person with legal parental responsibility for a child is entitled to be involved in all major decisions affecting that child, including decisions regarding school placement.

When an application is submitted for a school place, the person signing the application form is confirming that all individuals with parental responsibility has been informed of the application.

Where objections are subsequently raised by a person with parental responsibility, the Local Authority shall advise parents or carers to resolve disputes through agreement, mediation or the courts. Neither the Local Authority nor a school shall intervene in or adjudicate upon parental disputes.

Mode of attendance

23. Children are entitled to a full-time place in the September following their fourth birthday. Where parent or 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 a child in the foundation year, parent or carers may choose to defer their child's admission until later in the same school year. However, deferral cannot extend beyond the point at which the child reaches compulsory school age or, for children born between 1 April and 31 August, beyond the beginning of the final term of the school year for which the offer was made.

Arrangements for deferred entry must be made directly with the school. Deferred admissions will normally take place from the start of the January or April term as appropriate. If the child does not start at the agreed deferred start date, the place offered may be withdrawn and may be reallocated to another applicant.

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

25. All requests for a school place under this admission scheme will normally be dealt with within 15 school days. For applications to grammar schools, additional time may be required for the assessment of the pupil's ability through the relevant selection tests. Similarly, where an application is referred to the Fair Access Panel for consideration, there may be delays due to the scheduling and timing of panel meetings. Therefore, it may not always be possible to meet the 15-school day turnaround in every case.
26. In all cases, the eligibility of an application will be determined in accordance with the school's published admission arrangements and oversubscription criteria applicable to the year of entry. Decisions will also take into account the current number on roll at the requested school, and will be made in line with the provisions of the School Admissions Code and all relevant legislation regulations.
27. Within 10 school days of receipt of the application:
- the City Council will ascertain availability of place(s) at any nominated community or VC school for which it is the admission authority;
 - 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;
 - the school that the applicant currently attends will be informed of the request to transfer and will be asked for information that will help in the consideration of the transfer request;
 - where a parent or carer has nominated a school outside Plymouth, the City Council shall refer the applicant to the Local Authority in that area for advice on the application process.
28. Secondary Schools: Within five school days of receiving application information from the City Council, the relevant admission authority must confirm to the City Council whether a place can be offered to the applicant.

Primary Schools: Within three school days of receiving application information from the City Council, the relevant admission authority must confirm to the City Council whether a place can be offered to the applicant.

The decision must be based solely on Number on Roll (NoR) or other agreed limit, and the school's published oversubscription criteria. The City Council may ask the school to confirm NoR and Admission Number (AN).

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, they 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 is unable to access their current educational provision, they will normally be allocated a place at an alternative school, usually

the nearest appropriate school with an available 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 or carers by email the outcome of their application. 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 schools nominated on the common application form;
 - information about the statutory right of appeal against the decisions to refuse places at the nominated schools;
 - information about the school's waiting lists;
 - 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 emails 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 email, parent or carers must notify acceptance of a school place. Failure to notify acceptance may result in withdrawal of the place offered. Parent or carer is declining the offer of a place should notify the educational arrangements they plan to provide for their child.
33. Where a child is offered a school place following an in-year application, and the offer is accepted, the school must make arrangements for the child to start as soon as possible and certainly before the Last Admission Date (LAD), particularly where the child is out of school.

If the parent does not admit the child to the school by the Last Admission Date (LAD), the offer of the place may be withdrawn.

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 Local Authority if they wish. The list will be kept in the order of the oversubscription criteria. Each child added 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 as long as the change or additional preference is received within the same term as the original application.

In the case of own admission authority schools, parent or 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 relevant selection tests.

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

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

37. The waiting list will be maintained until the end of July, at which point all pupils will be removed from the list, except for those whose applications were submitted during the summer term or who are in Year 7.

It is the responsibility of the parent or carer to notify the Local Authority in writing if they no longer wish their child to remain on the waiting list. Likewise, it is the parent or carer's responsibility to submit a new application if they wish their child to remain on the schools waiting list beyond this point.

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 40 school days from the deadline for lodging appeals where possible, or 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 Education Health Care Plan (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 need 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 Local Authority. The Local Authority has a duty to check these returns before submitting to the Department for Education (DfE).
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 2027	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. ▪ 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.
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. ▪ The City Council may ask the school to confirm NoR and PAN.
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. ▪ The City Council shall notify all parent/carers by email that they are being offered a place at a school.
Within two weeks of the date of the application response email.	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.	<ul style="list-style-type: none"> ▪ 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.
By the 15 May 2028	<ul style="list-style-type: none"> ▪ The City Council will write to all schools requesting confirmation of their Published Admission Number (PAN) and Admission Numbers (ANs), as well as details of how the schools intend to organise their class groups for the forthcoming academic year.
By the 26 May 2028	<ul style="list-style-type: none"> ▪ The relevant admission authority will inform the City Council of their Published Admission

	Number (PAN) and Admission Numbers (ANs), as well as details of how the schools intend to organise their class groups for the forthcoming academic year
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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 all own admission authority schools. It is assumed that all academies who purchase the School Admissions Package are participating in the scheme, and that all other own admission authority schools are part of the scheme unless they formally opt out by administering their own admissions directly.

The local scheme includes a timetable for in-year admissions, allowing secondary schools five school days and primary schools three school days from the date of receipt of the application to respond to the Local Authority, indicating whether the request for admission is accepted or rejected. Any refusal must be made in accordance with the requirements of the School Admissions Code. Where a place is refused, the applicant must be formally notified and offered the right of appeal to an independent appeal panel.

Where a school does not participate in the local coordinated admissions scheme, the Local Authority retains a responsibility to ensure the fair allocation of school places and to champion the interests of parent and carers where it appears that a child has been unfairly denied a school place.

PROVISION OF INFORMATION

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

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

The Children Missing Education statutory guidance dated September 2016 requires that all schools (including academies and independent schools) notify the Local Authority 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 1998 requires that an admission authority comply with a parent's or carer's stated school preference, unless doing so would prejudice the provision of efficient education or the efficient use of resources.

Prejudice is unlikely to be established where the number of pupils in a relevant age group does not exceed the admission number determined for that group.

In schools where selection is wholly based on selection or aptitude, with a view to admitting only pupils with high ability or aptitude, a place may be refused where the application is incompatible with the schools selection, even if there are places available.

Where an applicant has been identified as having challenging behaviour, as defined in the Fair Access Protocol, the application should be considered in accordance with the Local Authority's Fair Access Protocol.

ALLOCATION OF PLACES

The local coordinated scheme sets out a clear 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 expect that all schools keep the Local Authority informed of pupil mobility. This enables the Local Authority to fulfil its statutory duty to monitor and report on school place availability.

Given the limited grounds for refusing a school place, it is reasonable for the Local Authority to make a provisional allocation of a school place in any case where it is known that the requested school has a vacancy in the relevant year group.

The Local Authority will confirm the allocation if no negative response is received from the school within:

- five school days of notice for secondary schools, and
- three school days of notice for primary schools.

ESCALATION

Where possible, escalation to an outside agency should be avoided, and every effort should be made to resolve any issues through local negotiation. In every case where a school place is refused, the parent or carer (and the student in the case of post-16 education) 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 that does not comply with the School Admissions Code or the School Appeals Code should be aware that taking a case to an independent appeal panel is likely to be unsuccessful. In such circumstances, the panel would generally find in favour of the applicant, which could damage the school's credibility and result in additional costs being incurred by the school.

The Local Authority has the power to direct the governing body of a maintained school for which they are the admission authority to admit a child in their area even when the school is full. The Local Authority 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.

The Local Authority 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 Local Authority 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 Local Authority has the right to instruct the school to admit a child;
- In the case of an academy school, the Local Authority 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 objections.

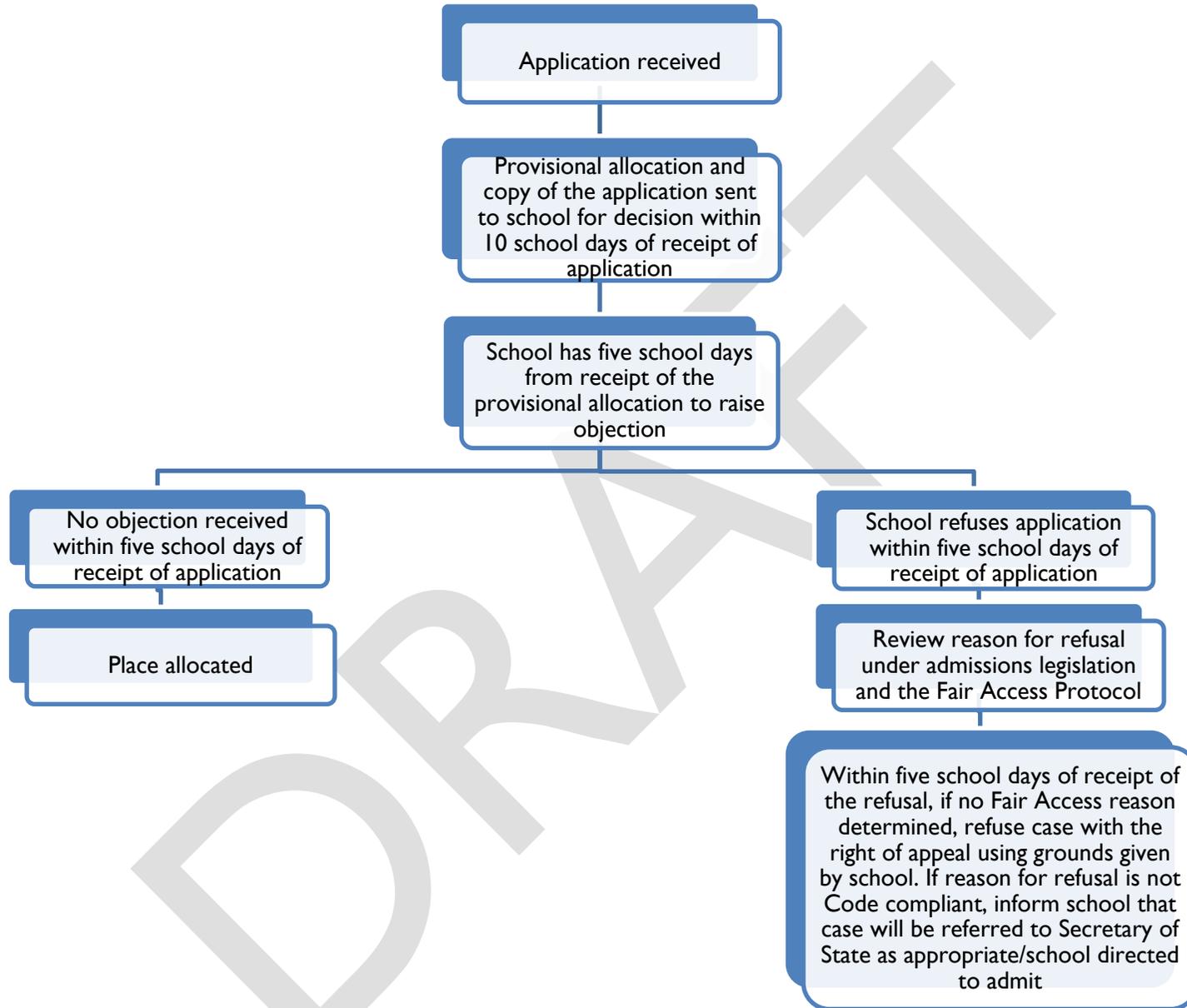
- In the absence of an objection within this time period, the allocation will be confirmed to the parent.
- On receipt of a negative response within the five-school daytime period, the LA will open negotiation for a further five school days. If after this point in time, agreement for admission has not 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 Local Authority 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/MAT.

Escalation procedure

See chart below.

GLOSSARY

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



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MAINTAINED NURSERY SCHOOLS

Admissions Arrangements for 2027/2028



Plymouth City Council is the admission authority for community and voluntary controlled maintained nursery schools within the area of Plymouth.

The admission arrangements set out in this document apply to all community and voluntary controlled maintained nursery schools in Plymouth for the 2027/2028 academic year.

The schools referenced in this policy are fully inclusive and welcome applications from children with special educational needs and disabilities (SEND), as well as those with other protected characteristics under the Equality Act 2010. Admission arrangements are determined and implemented in accordance with the Equality Act's duties to ensure fairness and non-discrimination.

Nursery Admission Criteria

Determining the admissions policy for community and voluntary controlled maintained nursery schools and classes is the responsibility of the local authority, which must comply with the Statutory Framework for the Early Years Foundation Stage (2024).

The local authority delegates the responsibility for administering the admission process for nursery schools and classes to the governing bodies of those schools.

Places in nursery schools and classes usually become available when the oldest children move on to Primary School. However, places may also become available at other times if children leave nursery.

Early Education Entitlement

All children are entitled to access up to 15 hours a week of free nursery education, at the request of the parent or carer from the beginning of the term following their third birthday.

In addition to this universal entitlement, a further 15 hours of free childcare is available for children of working parents who meet the government's 30-hour childcare eligibility.

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

Whilst the local authority operates within a six-term year for maintained schools, for the purposes of nursery education the term dates are defined by the Department of Education (DfE). These are as follows:

- 1 April to 31 August
- 1 September to 31 December
- 1 January to 31 March

Admission Numbers

Each maintained nursery school and class has a limited number of places available, determined by the physical capacity of its buildings. The number of places available is called the Published Admission Number (PAN).

Published Admission Number (PAN) (given as full time equivalent)

Nursery Schools	PAN 2026/2027	PAN 2027/2028
Ham Drive Nursery School	52	52
Plymbridge Nursery School	65	65

Oversubscription Criteria

In the event that the number of applications for a maintained nursery school or class exceeds its PAN, places will be allocated according to the oversubscription criteria set out below, 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 arrangement 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, a Child in Need Plan or an Early Help Assessment:

Applications made under this criterion 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 need:

Applicants will only be considered under this category if the parent, carer, or their representative can demonstrate that the child's exceptional medical or social needs can *only* be met by this pre-school/nursery. The need must be specific to this pre-school/nursery; while a child may have significant challenges requiring additional support, if such support can be provided by another pre-school/nursery, the application will not be prioritised on this basis.

Exceptional need may also arise from the circumstances of the parent or carer. Supporting evidence must be provided in the form of a statement from a medical practitioner, social worker, or other relevant professional, confirming that the child's or parent's exceptional needs necessitate attendance at this pre-school/nursery.

Applications without satisfactory supporting evidence will not be given priority on the grounds of exceptional need. It is expected that claims for exceptional medical or social need will only be made for the applicant's first-preference pre-school/nursery.

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 considered siblings if they reside at the same home address as the applicant child and form part of the same single-family unit. This includes:

- a biological or adopted siblings
- step-siblings
- the biological or adopted child of a cohabiting partner
- foster siblings
- a child under a special guardianship order

In all cases the sibling must live with the applicant child as part of the same core family unit.

Children who are friends or cousins living in the same household with their own parents do not meet the criteria for sibling status.

Full details of any qualifying sibling must be clearly provided in the application form; failure to do so may result in the sibling link not being recognized and the application being assigned a lower admission criteria;

6. All other children: Who are not covered by a higher oversubscription criterion.

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 per week of funded early education for all three and four year old children.

Eligible families may be entitled to an increase in provision of up to 30 hours per week, in line with the government's extended entitlement for working parents. The allocation of these additional hours is at the discretion of the pre-school or nursery and is subject to available capacity.

For children who have attained their fourth birthday by 1 September, parents or carers may request that their child attend on a part-time or full-time basis until their child reaches compulsory school age. Approval for such arrangements will be subject to the recommendation of the pre-school or nursery following discussion with the parent or carer. Any decision will be made 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. Where a child lives at more than one address, the home address will be considered to be the one where the child lives for the majority of the time.

If the home address is unclear, the Admission Authority will determine the appropriate address by considering factors such as:

- the address to which the child is registered with their GP, hospital, dentist and / or optician,
- the address where child-related benefits (if applicable) are paid.

For clarity, the application will be processed using the address that meets this definition, regardless of the address stated by the parent, if differ.

Multiple births: Children of multiple births - defined as the birth of more than one child from a single pregnancy.

We recognise that parents and carers often wish to keep twins, triplets and other multiple birth siblings together in the same pre-school or nursery. Where one child can be admitted within the Published Admission Number (PAN) or Admission Number (AN), the pre-school or nursery may admit all siblings from the same multiple birth, even if this means exceeding the PAN or AN.

Tie-breaker: Where it is necessary to choose between two or more children within the same admissions category, priority will be given to the child who lives closer to the school.

- distance is measured in a straight-line using Plymouth City Council's electronic mapping system.
- measurement is taken from the spatial locator identified by the National Land and Property Gazetteer, which defines the address point based on a general internal location.
- in the case of flats or apartments, all units within the building are treated as having the same measurement point, regardless of floor level.

If the distance tie-breaker does not distinguish between applicants, a random ballot will be conducted in accordance with the School Admissions Code. This process will be carried out by an officer of Plymouth City Council using an electronic random number generator.

**EXCEPTIONAL MEDICAL OR SOCIAL NEED FOR ADMISSION
SUPPLEMENTARY INFORMATION FORM**

Please note this is a supplementary information form for administration purposes only. It is not an application form for admission.

The information provided will be used solely to assist in ranking a submitted application accordance with the published admission criteria.

Only complete this form if you are seeking admission priority on the grounds of exceptional medical or social need for either yourself or your child.

If you wish your application to be considered under Criteria 4: Exceptional Medical or Social Need, you must submit independent professional evidence that clearly explains:

- why it is essential for your child (or yourself, as the parent/carer) to attend this specific school, and
- why no other school can meet the identified need

Please ensure that you have read the full definition of exceptional medical or social need as outlined in the pre-school's/nursery admission policy.

Please return the completed application form together with all required supporting evidence (e.g., proof of address, birth certificate, etc.).

Return the form directly to the pre-school or nursery to which you are applying.

To be completed by the parent or carer

Child's full name:	
Date of birth:	
Pre-school or 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**Ham Drive Nursery School and Day Care**

Ham Drive
Ham
Plymouth
PL2 2NJ

Telephone: 01752 366389

ham.drive.nursery@plymouth.gov.uk

www.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.net

www.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

Plymouth Information, Advice and Support for SEND

Telephone 01752 258933 or 0800 953 1131

www.plymouthias.org.uk

Early Years Service

www.plymouth.gov.uk/contact-early-years-service

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PRIMARY COORDINATED ADMISSIONS SCHEME

Normal Point of Entry 2027/2028



DRAFT

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.

All admission authorities must ensure their admission arrangements are:

- fair – free from bias and discrimination
- clear – written so it is easy for parents and carers to understand; and
- objective – based on published, transparent criteria that are consistently applied

This requirement is designed to enable parents and carers to be able to look at the arrangements and to understand how school places are allocated and to be able to make an informed decision.

Admission arrangements must comply with the legal requirements of the School Admissions Code, the Equality Act 2010, and other relevant legislation. Authorities must publish the admission arrangements annually (28 February) and make the readily available to the public.

The provisions outlined in the School Admissions Code relating to factors admission authorities may consider when assessing applications apply equally to:

- in-year admission applications, and
- applications at the normal point of entry.

Admission authorities must not allocate places based on the order of preference expressed by the parent or carer (i.e., 'first preference first' arrangements are prohibited). The allocation process must rely solely on the published oversubscription criteria.

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

Interpretation

I. In the scheme:

- **admission arrangements** refers to 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 (MAT) where this applies;
- **eligible for a place** refers to a child that 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** refers to any application for a school 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)** refers to the local council. The Local Authority for Plymouth is Plymouth City Council;
 - **nearest appropriate school** refers to the nearest appropriate school to the applicant's home address with a vacancy;
 - **PAN** refers to the Published Admission Number for the year of entry at a school;
 - **school** refers to 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** refers to the school year 2027/2028, starting September 2027.
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 2026 for admissions to primary, infant and junior schools in September 2027.
 4. The scheme shall be based on the **equal preferences** system.
 5. Where a child is not resident with their parent or legal guardian, parental responsibility must be conferred directly on the individual with whom the child will live, rather than on a third party, commercial body or charitable organisation.

If the person whom the child is to reside is not a close relative, the arrangement constitutes a private fostering arrangement. In such cases, it is the responsibility of that person to notify the local authority's children's social care department of the arrangement, in accordance with the requirements of the Children's Act 1989 and the Children (Private Arrangements for Fostering) Regulations 2005.

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 Local Authority's in the planning of school places;
- Report to the Office of the Schools Adjudicator (OSA) 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 and carers seeking a school place will be required to make a written application for a school place using a Common Application Form (CAF) available on the Local Authority's website. 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 and carer.
2. 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 for the first time in the admissions round leading up to the date specified in Schedule 2.
3. The Common Application Form (CAF) 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 or 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 Local Authority's area (including academy, foundation, free, trust and VA schools).
4. The Common Application Form (CAF) and the written information that accompanies it shall:
 - a) invite the parent or carer to express up to three preferences by completing the application form - including, where relevant, any schools outside the Plymouth area - in rank order of preference;
 - b) invite the parent or carer to give reasons for each preference;
 - c) explain that the parent or 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 ensure that the Common Application Form (CAF) is made available and accessible on the City Council's official website for the purpose of admissions to:
 - The Reception/Foundation year group; and

- The entry to Year 3 of a junior school. The website shall also display a guide for parents, providing a written explanation of the scheme.

The City Council shall ensure that the website includes a comprehensive guide for parents, providing a clear written explanation of the scheme and the application process.

6. The City Council shall take reasonable steps to ensure that every parent or carer resident in Plymouth who:
 - Has a child due to start infant or primary school; or
 - Who has a child in their final year of infant education

Is provided with access to a Common Application Form (CAF) together with a written explanation of the application process.

7. All preferences expressed on the Common Application Form (CAF) shall be treated as valid. An admission authority may require a parent or carer to provide supplementary information only where such information is necessary for the admission authority to apply its oversubscription criteria to the application, and only where the information is not already collected on the Common Application Form (CAF).
8. Where a school receives supplementary information, such information shall not be regarded as a valid application unless the parent or carer has also completed either the City Council Common Application Form (CAF) or, if resident in another local authority area, their home authority's Common Application Form (CAF), and the school is nominated on that form. Where supplementary information is received directly by a school, the school shall notify the City Council so that the Council can verify whether a Common Application Form (CAF) or neighbouring authority's Common Application Form (CAF) has been submitted by the parent or carer and, if not, contact the parent or carer to request completion of the appropriate form.

Applications outside of the chronological age group

9. Children are ordinarily offered a place in the year group corresponding to their date of birth. However, parents may request admission to a year group outside their child's chronological age range.

Each request will be considered individually, with decisions made in the best interests of the child. The admission authority will consider a range of factors, including:

- The parent's views
- The child's academic, social, and emotional development
- Relevant medical history and the views of a medical professional
- Whether the child has previously been educated outside their normal age group
- Whether the child may have naturally fallen into a lower age group if not born prematurely
- The views of the headteacher of the school(s) concerned

If a request is refused, there is no statutory right of appeal. However, parents who feel their request was not properly considered, or believe the decision was unreasonable or unfair, may submit a complaint under the school's published Complaints Policy.

- (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 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;
 - where a request is refused there will be no right of appeal, but the parent may submit a complaint under Plymouth City Council's published Complaints Policy if the parent does not believe that the request was carefully considered, or the decision of the admission authority was reasonable or fair;
- (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 a request is refused there will be no right of appeal, but the parent may submit a complaint under school's published Complaints Policy if the parent does not believe that the request was carefully considered, or the decision of the admission authority was reasonable or fair;

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

Parents or carers must not assume that an admission authority's decision to educate outside their chronological age cohort will be accepted by another admission authority. There may be implications if the child subsequently changes 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 shall be as specified in Schedule 2.
11. The completed Common Application Form (CAF) for children residing within Plymouth shall be returned directly to the City Council.
12. In the event of duplicate submissions, the later application submitted by the parent or carer shall take precedence and shall overwrite any earlier submission.
13. Where conflicting preferences are received from more than one parent or carer, the City Council shall contact both parties and request that they reach agreement on the school preferences for the child, either through mediation or by obtaining a court order. Neither the admission authority nor the local authority shall intervene in such disputes.

In the absence of a court order (or other legal grounds) preventing access, the City Council shall inform each parent that an application has been made and of the schools named as preferences, as both parents are entitled to be involved in decisions concerning their child's education.

In the event that no agreement can be reached, both applications shall be processed, and an offer shall be made to each parent. An offer of a school place will not be held open once the child has physically been admitted to another school. Where the outcome of preferences from more than one parent would result in duplicate offers being made for the same school, only one place shall 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 16 April 2027.

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 (CAF). 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 nominated by the parent or carer.

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

By the date specified in Schedule 2, where a parent or carer has nominated a school outside Plymouth, the City Council shall notify the relevant admission authority by that date.

16. By the date specified in Schedule 2, where the admission authority is undertaking the ranking of applications against its admission criteria, the City Council shall notify the admission authority for each academy, foundation, free, trust, and voluntary aided (VA) school of every nomination that has been made for that school. The City Council shall forward to each such school a report detailing the relevant information contained in the Common Application Form (CAF), together with any supplementary information received by that date, which the school requires in order to apply its over-subscription criteria.
17. 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, where appropriate; and
 - provide the City Council with a list of those applicants ranked according to the school's over-subscription criteria.

Schools that are their own admission authority may, subject to agreement by the City Council, defer this task to the City Council.

18. By the date specified in Schedule 2, the City Council shall match each ranked list against the ranked lists of the other schools nominated. Allocation of places shall be determined as follows:
- where a child is eligible for a place at only one of the nominated schools, that school shall be allocated to the child;
 - where a child is eligible for a place at two or more of the nominated schools, the child shall be allocated a place at whichever of these is the highest ranked preference;
 - where a child is not eligible for a place at any of the nominated schools, the shall be allocated a place at the nearest appropriate school with a vacancy.
19. By the date specified in Schedule 2, the City Council shall inform each infant, primary and junior schools within its area of the pupils to be offered places at that school. The City Council shall also inform other local authorities of places in schools within Plymouth to be offered to their residents.

20. Once the allocation procedure has started, it shall not be possible to consider any changes to an application. Any changes shall be considered only in the next allocation round.
21. On the National Allocation date (16 April each year, or the next working day where 16 April falls on a non-working day), parent and carers shall be notified of the offer of a school place. The notification shall include:
 - the name of the school at which a place is offered;
 - where appropriate, the reasons why the child is not being offered a place at other schools nominated on the Common Application Form (CAF);
 - where appropriate, information regarding the statutory right of appeal against decisions to refuse places at the other nominated schools;
 - information about school waiting lists;
 - information, via the City Council's website, on statutory school appeals; and
 - a requirement to notify the City Council whether the applicant intends to accept or decline the place allocated to the child.

Allocation emails will be issued by the City Council on behalf of all schools until the date specified in schedule 2 as the end of the co-ordinated scheme. Individual schools must not issue allocation letters or emails. After the coordinated scheme ends, the local in-year co-ordinated scheme shall come into force.

22. By the date specified in Schedule 2, parent and carers must notify the City Council of their acceptance of a school place. Failure to notify acceptance may result in withdrawal of the place offered. Parents and carers declining the offer of a place shall notify the City Council in writing the educational arrangements they intend to provide for their child.
23. Neither the City Council nor any school shall inform any parent or carer, prior to the National Allocation date, whether a place shall be or has been allocated at any school to any child who is the subject of an application.
24. There is an expectation that each child shall commence attendance 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 or carer and the school. Where a child does not enrol and there are no proven medical reasons preventing attendance, the place shall be revoked and may be reallocated to another applicant.

Children and young people who are LBGTQ+

25. Children and young people who are LBGTQ+ should feel able to apply to a school without any restrictions. In co-educational schools or colleges, the gender with which the child identifies has no bearing on an admissions application.

Plymouth's application forms requests the child's gender. At this stage, the gender as stated on the birth certificate should be entered. Additional information regarding gender identity and reasoning for selection of a particular school can be provided on the application form.

These decisions are complex, and not all children may be able to make such decisions independently at the time of transfer. As part of the consideration process, the Local Authority may seek evidence from the family demonstrating that the issues have been carefully considered. In most cases, this would include independent evidence from a medical professional or another relevant professional who has been involved with the child.

Parental responsibility

26. Any person with legal parental responsibility for a child is entitled to be involved in all major decisions affecting that child, including decisions regarding school placement.

When an application is submitted for a school place, the person signing the application form is also confirming that all individuals with parental responsibility have been informed of the application.

Where objections are subsequently raised by a person with parental responsibility, the Local Authority shall advise parents or carers to resolve disputes through agreement, mediation or the courts. Neither the Local authority nor a school shall intervene in or adjudicate upon parental dispute.

Mode of attendance

27. Children are entitled to a full-time place in the September following their fourth birthday. Where parent or 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 directly.
28. Once a place has been allocated to a child in the foundation year, parent or carers may choose to defer their child's admission until later in the same school year. However, deferral cannot extend beyond the point at which the child reaches compulsory school age or, for children born between 1 April and 31 August, beyond the beginning of the final term of the school year for which the offer was made.

Arrangements for deferred entry must be made directly with the school. Deferred admissions will normally take place at the start of the January or April term as appropriate. If the child does not start at the agreed deferred start date, the place offered may be withdrawn and may be reallocated to another applicant.

Waiting Lists

29. For the duration of this scheme, the City Council shall maintain waiting lists and re-allocate any places that become vacant after the allocation date specified in Schedule 2 to applicants who have not yet been offered a place, including late applicants whose preferences have not yet been considered.

A child shall 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 (CAF) than the school originally offered.

By submitting a change of preference, a child may join a waiting list for a school not previously requested. Each added child shall require the list to be ranked in accordance with the published oversubscription criteria.

30. Accordingly, where a child has been allocated a place:
- at the parent or carer's first ranked preference school, the child shall not be considered for re-allocation;
 - at the parent or carer's second ranked preference school, the child shall be placed on the waiting list of the first ranked preference school, but not the third;
 - at the parent or carer's third ranked preference school, the child shall be placed on the

waiting lists of the first and second ranked preference schools;

- at a school that the parent or carer did not nominate on the Common Application Form (CAF), the child shall be placed on the waiting lists of any schools that were nominated.

Where a parent or carer does not wish their child to remain on a particular waiting list, this must be confirmed in writing to the City Council. In such cases, the parent or carer may be required to amend the school preference order.

31. Waiting lists shall be maintained until the date specified in Schedule 2. From that date, the procedures set out in the in-year coordinated scheme apply, and, where appropriate, waiting lists will be transferred to schools that are their own admission authority.

Fraudulent applications/withdrawal of allocated school places

32. 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.

Appeals

33. Parents or 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.
34. If a place becomes available before the appeal is heard, the case would be considered alongside 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.
35. A foundation, free, trust or voluntary aided school or an academy may have their own appeal arrangements. Further details are available directly from the school.
36. Appeals will be heard within 40 school days from the deadline for lodging appeals where possible or with 30 school days of the appeal being lodged.

37. A timetable for appeal will be published on the City Council's website by 28 February each year.

PART II - LATE APPLICATIONS

38. The closing date for applications in the normal admissions round is specified in Schedule 2. As far as is reasonably practicable, applications received after this date may still be accepted if there is a good reason for the delay and if the application was submitted before the start of the allocation procedure (also specified in Schedule 2).

Circumstances that will normally be regarded as good reason include:

- A single parent or carer being unwell for an extended period, or coping with the death of a close relative.
 - A family moving into the area or is returning from abroad (in such cases, proof of property ownership or tenancy in Plymouth will be required).
 - Other exceptional circumstances, which will be considered individually by the City Council, with each case decided on its own merits.
39. Applications received after the start of the allocation procedure (date specified in Schedule 2), but before the start of the in-year admissions procedure (date specified in Schedule 2), will normally be considered once the allocation procedure has concluded (the date specified in Schedule 2).

Where possible, late applicants will be offered a school place on the notification date set out in Schedule 2. If this is not, feasible, a place will normally be offered within four weeks of the City Council receiving the application.

40. Late applications must be submitted directly to the City Council. Where a school receives only a Supplementary Information Form (SIF) it shall notify the City Council without delay so that the City Council can verify whether a Common Application Form (CAF) has been received. If not, the City Council will contact the parent or carer and request that one be completed.

The City Council will then record that application details on its central database and, following consultation with the relevant admission authority, will offer a place at the highest in the parent or carer's stated order of preference that has a vacancy. If no preferred school has a vacancy, a place will be offered at the nearest appropriate school with available places.

PART III - MANAGING COMPLIANCE WITH THE INFANT CLASS SIZE DUTY

41. 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.

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 schoolteacher. 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 Education, Health, and Care Plans (EHCP) specifying the 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.

PART IV - 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 in-year applications. The same applies to applications for admission to an age group other than the relevant entry age group. Please note that a separate scheme governs in-year admissions.

Children who are the subject of a direction to admit, or who are allocated to a school under the Fair Access Protocol, will take precedence over any child placed on a waiting list

43. Schools are required to complete Census returns accurately and submit them to the Local Authority. The Local Authority has a duty to review these returns before forwarding them to the Department for Education (DfE).

Any school found not to be in compliance with infant class size restrictions will be required to implement qualifying measures in ensure adherence to the statutory class size limit.

SCHEDULE 2**Timetable for admissions to Year R in an infant, primary and Year 3 to a junior school**

From Monday 16 November 2026	Availability of guide for parents and relevant application forms.
By Friday 15 January 2027	<ul style="list-style-type: none"> ▪ Common application forms are submitted to the City Council. ▪ Supplementary information, as required, are sent direct to the relevant local authority, academy, foundation, free, trust or voluntary aided (VA) school.
By Friday 5 February 2027	<ul style="list-style-type: none"> ▪ The City Council sends details of relevant applications received to other Local Authorities. ▪ The City Council will forward details of applications to each relevant academy, foundation, free, trust and Voluntary Aided (VA) school. Each school will rank the applications in accordance with its published admission criteria. ▪ The City Council notifies each Plymouth school of the number of first, second and third preference applications for the school.
By Friday 26 February 2027	<ul style="list-style-type: none"> ▪ Academy, foundation, free, trust and VA schools shall provide the City Council with a completed list of ranked applicants, prepared in accordance with their published admission criteria.
Monday 1 March 2027	The allocation procedure starts.
By Friday 2 April 2027	<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 local authorities of applicants from their areas who have been offered places in Plymouth schools.
By Wednesday 14 April 2027	<ul style="list-style-type: none"> ▪ The City Council notifies each school of the applicants who have been offered places at the school and each school to confirm any amendments.
Thursday 15 April 2027	The allocation procedure ends
Friday 16 April 2027	<ul style="list-style-type: none"> ▪ The City Council sends allocation notifications to parent and carers.
By Friday 23 April 2027	<ul style="list-style-type: none"> ▪ Parent and carers to respond to allocation notifications.
Friday 23 April 2027	<ul style="list-style-type: none"> ▪ Latest submission date for applications and changes of preferences to be included in the 2nd

	allocation round.
Monday 26 April 2027	<ul style="list-style-type: none"> ▪ The City Council sends updated acceptance list to schools.
Thursday 20 May 2027	<ul style="list-style-type: none"> ▪ The City Council notifies each school of the applicants who will be offered places at the school.
Friday 21 May 2027	<ul style="list-style-type: none"> ▪ The City Council sends allocation notifications to parent and carers in respect of the 2nd allocation round.
Friday 28 May 2027	<ul style="list-style-type: none"> ▪ Parent and carers to respond to allocation notifications in respect of the 2nd allocation round.
From Wednesday 1 September 2027	<ul style="list-style-type: none"> ▪ Applications for Year R or Year 3 are treated as in-year admissions.

DRAFT

**SECONDARY COORDINATED ADMISSIONS
SCHEME**

Normal Point of Entry – 2027/2028



DRAFT

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.

All admission authorities must ensure their admission arrangements are:

- fair – free from bias and discrimination
- clear – written so it is easy for parents and carers to understand; and
- objective – based on published, transparent criteria that are consistently applied

This requirement is designed to enable parents and carers to be able to look at the arrangements and to understand how school places are allocated and to be able to make an informed decision.

Admission arrangements must comply with the legal requirements of the School Admissions Code, the Equality Act 2010, and other relevant legislation. Authorities must publish the admission arrangements annually (28 February) and make the readily available to the public.

The provisions outlined in the School Admissions Code relating to factors admission authorities may consider when assessing applications apply equally to:

- in-year admission applications, and
- applications at the normal point of entry.

Admission authorities must not allocate places based on the order of preference expressed by the parent or carer (i.e., 'first preference first' arrangements are prohibited). The allocation process must rely solely on the published oversubscription criteria

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

Interpretation

I. In the scheme:

- **admission arrangements** refers to 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 (MAT) where this applies;
- **eligible for a place** refers to a child that 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 limited;
- **in-year admission** refers to any application for a school place in the first year of secondary education or entry year to a studio school or University Technical College (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)** refers to the local Council. The Local Authority for Plymouth is Plymouth City Council;
 - **nearest appropriate school** refers to the nearest appropriate school to the applicant's home address with a vacancy;
 - **PAN** refers to the Published Admission Number for the year of entry at a school;
 - **school** refers to 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** refers to the school year 2027/2028 starting September 2027.
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 directly to the individual school. This scheme will take effect from September 2026 for admissions to secondary schools in September 2027.
 4. The scheme shall be based on the **equal preferences** system.
 5. Where a child is not resident with their parent or legal guardian, parental responsibility must be conferred directly on the individual with whom the child will live, rather than on a third party, commercial body or charitable organisation.

If the person whom the child is to reside is not a close relative, the arrangement constitutes a private fostering arrangement. In such cases, it is the responsibility of that person to notify the local authority's children's social care department of the arrangement, in accordance with the requirements of the Children's Act 1989 and the Children (Private Arrangements for Fostering) Regulations 2005.

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 Local Authority's in the planning of school places;
- Report to the Office of the Schools Adjudicator (OSA) 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 and carers seeking a school place will be required to make a written application for a school place using the Common Application Form (CAF) available on the Local Authority's website. 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 and carer.
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 (CAF) 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 or 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 Local Authority'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 or carer to express up to three preferences by completing the application form - including, where relevant, any schools outside the Plymouth area - in rank order of preference;
 - b) invite the parent or carer to give reasons for each preference;
 - c) explain that the parent or 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 ensure that the Common Application Form (CAF) is made available and accessible on the City Council's official website for the purpose of applications to:
 - Admissions to Year 7 of a secondary school; and

- The entry year of a studio school or University Technical College (UTCs).

The City Council shall ensure that the website includes a comprehensive guide for parents, providing a clear written explanation of the scheme and the application process.

6. The City Council shall take reasonable steps to ensure that every parent or carer resident in Plymouth who:
 - Has a child in their final year of primary education; or
 - Has a child due to complete Year 8 of secondary school

Is provided with access to the Common Application Form (CAF) together with a written explanation of the application process.

7. All preferences expressed on the Common Application Form (CAF) shall be treated as valid. An admission authority may require a parent or carer to provide supplementary information, only where such information is necessary for the admission authority to apply its over-subscription criteria to the application, and only where the information is not already collected on the Common Application Form (CAF).
8. Where a school receives supplementary information, such information shall not be regarded as a valid application unless the parent or carer has also completed either the City Council Common Application Form (CAF) or, if resident in another area, local authority area, their home authority's Common Application Form (CAF), and the school is nominated on that form. Where supplementary information is received directly by a school, the school shall notify the City Council so that the Council can verify whether a Common Application Form (CAF) or neighbouring authority's Common Application Form (CAF) has been submitted by the parent or carer and, if not, contact the parent or carer to request completion of the appropriate form.

Applications outside of the chronological age group

9. Children are ordinarily offered a place in the year group corresponding to their date of birth. However, parents may request admission to a year group outside their child's chronological age range.

Each request will be considered individually, with decisions made in the best interests of the child. The admission authority will consider a range of factors, including:

- The parent's views
- The child's academic, social, and emotional development
- Relevant medical history and the views of a medical professional
- Whether the child has previously been educated outside their normal age group
- Whether the child may have naturally fallen into a lower age group if not born prematurely
- The views of the headteacher of the school(s) concerned

If a request is refused, there is no statutory right of appeal. However, parents who feel their request was not properly considered, or believe the decision was unreasonable or unfair, may submit a complaint under the school's published Complaints Policy.

- (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 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;

- where a request is refused there will be no right of appeal, but the parent may submit a complaint under Plymouth City Council's published Complaints Policy if the parent does not believe that the request was carefully considered, or the decision of the admission authority was reasonable or fair;
- (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 a request is refused there will be no right of appeal, but the parent may submit a complaint under school's published Complaints Policy if the parent does not believe that the request was carefully considered, or the decision of the admission authority was reasonable or fair;

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

Parents or carers must not assume that an admission authority's decision to educate outside their chronological age cohort will be accepted by another admission authority. There may be implications if the child subsequently changes 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 University Technical College (UTC) is as specified in Schedule 2.
11. The completed Common Application Form (CAF) for children residing in Plymouth shall be returned directly to the City Council.
12. In the event of duplicate submissions, the later application submitted by the parent or carer shall take precedence and shall overwrite any earlier submission.
13. Where conflicting preferences are received from more than one parent or carer, the City Council shall contact both parties and request that they reach agreement on the school preferences for the child, either through mediation or by obtaining a court order. Neither the admission authority nor the local authority shall intervene in such disputes.

In the absence of a court order (or other legal grounds) preventing access, the City Council shall inform each parent that an application has been made and of the schools named as preferences, as both parents are entitled to be involved in decisions concerning their child's education.

In the event that no agreement can be reached, both applications shall be processed, and an offer shall be made to each parent. An offer of a school place will not be held open once the child has physically been admitted to another school. Where the outcome of preferences from 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 2027.

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 Form (CAF). The City Council shall decide to offer or refuse a place only in response to any preference expressed on the Common Application Form (CAF) 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 nominated by the parent or carer.

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

By the date specified in Schedule 2, where a parent or carer has nominated a school outside Plymouth, the City Council shall also notify the relevant authority by this date.

16. By the date specified in Schedule 2, where the admission authority is undertaking the ranking of applications against its admission criteria, the City Council shall notify the admission authority for each academy, foundation, free, studio, trust or voluntary aided (VA) school or University Technical College (UTC) of every nomination that has been made for that school. The City Council shall forward to each such school a report detailing the relevant information contained in the Common Application Form (CAF) together with any supplementary information received by that date, which the school requires in order to apply its over-subscription criteria.
17. 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, where 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.

18. By the date specified in Schedule 2, the City Council shall match each ranked list against the ranked lists of the other schools nominated. Allocation of places shall be determined as follows:
- where a child is eligible for a place at only one of the nominated schools, that school shall be allocated to the child;
 - where a child is eligible for a place at two or more of the nominated schools, the child shall be allocated a place at whichever of these is the highest ranked preference.
 - where a child is not eligible for a place at any of the nominated schools, the child shall be allocated a place at the nearest appropriate school with a vacancy.
19. By the date specified in Schedule 2, the City Council shall inform each secondary school and Key Stage 4 schools within its area of the pupils to be offered places at that school. The City Council shall also inform other local authorities of places in schools within Plymouth to be offered to their residents.
20. Once the allocation procedure has started, it shall not be possible to consider any changes to an application. Any changes shall be considered only in the next allocation round.

21. On the National Allocation Date (1 March each year or the next working day should 1 March fall on a non-working day), parent and carers shall be notified of the offer of a place at a school. The notification shall include:
- the name of the school at which a place is offered;
 - where appropriate, the reasons why the child is not being offered a place at the other schools nominated on the Common Application Form (CAF);
 - where appropriate, information regarding the statutory right of appeal against decisions to refuse places at the other nominated schools;
 - information about school waiting lists;
 - information via the City Council's website on statutory school appeals; and
 - a requirement to notify the City Council whether the applicant intends to accept or decline the place allocated to the child.

Allocation emails will be issued by the City Council on behalf of all schools until the date specified in schedule 2 as the end of the co-ordinated scheme. Individual schools must not issue allocation letters or emails. After the co-ordinated scheme ends, the local in-year co-ordinated scheme shall come into force.

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

22. Neither the City Council nor any school shall inform any parent or carer prior to the National Allocation date, whether a place shall be or has been allocated at any school to any child who is the subject of an application.
23. There is an expectation that each child shall commence at their allocated school on the first day of term, or the deferred date as agreed between the parent or carer and the school. Where a child does not enrol and there are no proven medical reasons preventing attendance, the place shall be revoked and may be reallocated to another applicant.

Children and young people who are LBGTQ+

24. Children and young people who are LBGTQ+ should feel able to apply to a school without any restrictions. In co-educational schools or colleges, the gender with which the child identifies has no bearing on an admissions application.

Plymouth's application forms requests the child's gender. At this stage, the gender as stated on the birth certificate should be entered. Additional information regarding gender identity the reasoning for selection of a particular school can be provided on the application form.

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.

These decisions are complex, and not all children may be able to make such decisions independently at the time of transfer. As part of the consideration process, the Local Authority may seek evidence from the family demonstrating that the issues have been carefully considered. In most cases, this would include independent evidence from a medical professional or another relevant professional who has been involved with the child.

Parental responsibility

25. Any person with legal parental responsibility for a child is entitled to be involved in all major decisions affecting that child, including decisions regarding school placements.

When an application is submitted for a school place, the person signing the application form is also confirming that all individuals with parental responsibility have been informed of the application.

Where objections are subsequently raised by a person with parental responsibility, the Local Authority shall advise parents and carers to resolve disputes through agreement, mediation or the court. Neither the Local Authority nor a schools hall intervene in or adjudicate upon parental dispute.

Waiting Lists

26. For the duration of this scheme, the City Council shall maintain waiting lists and re-allocate any places that become vacant after the allocation date specified in Schedule 2 to applicants who have not yet been offered a place, including, late applicants whose preferences have not yet been considered.

With the exception of Devonport High School for Boys, a child shall 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 (CAF) than the school originally offered.

By submitting a 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 shall require the list to be ranked in accordance with the published oversubscription criteria.

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

- at the parent or carer's first ranked preference school, the child shall not be considered for re-allocation;
- at the parent or carer's second ranked preference school, the child shall be placed on the waiting list of the first ranked preference school, but not the third;
- at the parent or carer's third ranked preference school, the child shall be placed on the waiting lists of the first and second ranked preference schools;
- at a school that the parent or carer did not nominate on the Common Application Form (CAF), the child shall be placed on the waiting lists of any schools that were nominated.

Where a parent or carer does not wish their child to remain on a particular waiting list, this must be confirmed in writing to the City Council. In such cases the parent or carer may be required to amend the school preference order.

28. Waiting lists shall be maintained until the date specified in Schedule 2. From that date, the procedures set out in the in-year co-ordinated scheme apply, and, where appropriate, waiting lists will be transferred to schools that are their own admission authority.

Selection assessments and tests

29. For entry in to Year 7 at a Grammar school a selection examination forms part of the school's admission arrangements. Parent and carers will be invited to register their child for the examination.

Once registration has been completed, the child will participate in the 11-plus examination. Following this, the admission authority will notify the parent or carer of the outcome of the 11-plus examination before the closing date for submission of the Common Application Form (CAF).

It is important to note that receiving the outcome of the 11-plus examination does not a guaranteed place at a selective school. The results simply indicate whether the child has met the required standard for consideration under the school's admission criteria.

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

Fraudulent applications/withdrawal of allocated school places

31. The School Admissions Code allows an offer of a school place to be withdrawn if:

- it has been offered in error
- 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.

Appeals

32. Parents or carers are entitled to lodge a statutory appeal for a place at any school for which their application has been refused.
33. If a place becomes available before the appeal is heard, the case would be considered alongside 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.
34. A foundation, free, trust or voluntary aided school, studio school, UTC or an academy may have their own appeal arrangements. Further details are available directly from the school.
35. Appeals will be heard within 40 school days from the deadline for lodging appeals where possible or with 30 school days of the appeal being lodged.
36. A timetable for appeal will be published on the City Council's website by 28 February each year.

PART II - LATE APPLICATIONS

37. The closing date for applications in the normal admissions round is specified in Schedule 2. As far as is reasonably practicable, applications received after this date may still be accepted if there is a good reason for the delay and if the application was submitted before the start of the allocation procedure (also specified in Schedule 2).

38. Circumstances that will normally be regarded as good reason include:

- a single parent or carer being unwell for an extended period, or coping with the death of a close relative;
- a family moving into the area or is returning from abroad (in such cases, proof of property ownership or tenancy in Plymouth will be required);
- other exceptional circumstances, which will be considered individually by the City Council with each case decided on its own merits.

39. Applications received after the start of the allocation procedure (date specified in Schedule 2), but before the start of the in-year admissions procedure (date specified in Schedule 2), will normally be considered once the allocation procedure has concluded (the date specified in Schedule 2)

Where possible, late applicants will be offered a school place on the notification date set out in Schedule 2. If this is not, feasible, a place will normally be offered within four weeks of the City Council receiving the application.

40. Late applications must be made directly to the City Council. Where a school receives only the Supplementary Information Form (SIF) it shall notify the City Council without delay so that the City Council can verify whether a Common Application Form (CAF) has been received. If not, the City Council will contact the parent or carer and request that one be completed.

The City Council will then record that application details on its central database and, following consultation with the relevant admission authority, will offer a place at the highest in the parent or carer's stated order of preference that has a vacancy. If no preferred school has a vacancy, a place will be offered at the nearest appropriate school with available places.

PART III – IN-YEAR ADMISSIONS

41. Applications received on or after the first day of the first school term of the admission year will be treated as in-year applications. The same applies to applications for admission to an age group other than the relevant entry age group. Please note that a separate scheme governs in-year admissions.

Children who are the subject of a direction to admit, or who are allocated to a school under 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)

Monday 27 April 2026 – Monday 31 August 2026	11-plus registration takes place for Plymouth grammar schools
From Thursday 3 September 2026	Availability of guide for parents and relevant application forms.
Saturday 12 and Saturday 19 September 2026	11-plus selection examinations take place for grammar schools
Friday 9 October 2026	11-plus results issued for boys (post)
Thursday 15 October 2026	11-plus results issued for girls (email)
By Saturday 31 October 2026	<ul style="list-style-type: none"> ▪ Common application forms are submitted to the City Council. ▪ Supplementary information, as required, are sent direct to the relevant local authority, academy, foundation, free, studio, trust, UTC and VA school.
By Friday 4 December 2026	<ul style="list-style-type: none"> ▪ The City Council sends details of relevant applications received to other Local Authorities. ▪ The City Council will forward details of applications to each relevant academy, foundation, free, studio, trust, UTC and VA school. Each school will rank the applications in accordance with its published 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 8 January 2027	<ul style="list-style-type: none"> ▪ Academy, foundation, free, studio, trust, UTC and VA schools shall provide the City Council with a completed list of ranked applicants, prepared in accordance with their published admission criteria.
Friday 29 January 2027	The allocation procedure starts.
By Friday 12 February 2027	<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 local authorities of applicants from their areas who will be offered places in Plymouth schools.
By Friday 26 February 2027	<ul style="list-style-type: none"> ▪ The City Council notifies each school of the applicants who will be offered places at the school.
Friday 26 February 2027	The allocation procedure ends
Monday 1 March 2027	<ul style="list-style-type: none"> ▪ The City Council sends allocation notifications to parent and carers.

By Monday 8 March 2027	<ul style="list-style-type: none"> ▪ Parent and carers to respond to allocation notifications. ▪ Latest submission date for applications to be included in the 2nd allocation round.
Wednesday 11 March 2027	<ul style="list-style-type: none"> ▪ The City Council sends updated acceptance list to schools.
By Thursday 25 March 2027	<ul style="list-style-type: none"> ▪ Late 11+ Testing, results to be issued on 2nd round of allocations
By Thursday 25 March 2027	<ul style="list-style-type: none"> ▪ The City Council sends a further updated acceptance list to schools.
Friday 23 April 2027	<ul style="list-style-type: none"> ▪ The City Council notifies each school of the applicants who will be offered places at the school.
Friday 23 April 2027	<ul style="list-style-type: none"> ▪ 2nd round of allocations - The City Council sends allocation notifications to parent and carers
Friday 30 April 2027	<ul style="list-style-type: none"> ▪ Parent and carers to respond to allocation notifications in respect of the 2nd allocation round.
From Wednesday 1 September 2027	<ul style="list-style-type: none"> ▪ Applications for Year 7 or the first year of entry to a Studio School or UTC are treated as in-year admissions.

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EXECUTIVE DECISION

made by a **Cabinet Member**



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

Executive Decision Reference Number – ESA04 25/26

Decision											
1	Title of decision: School Term and Holiday Dates 2027/2028										
2	Decision maker (Cabinet member name and portfolio title): Councillor Sally Cresswell (Cabinet Member for Education, Skills and Apprenticeships)										
3	Report author and contact details: Sharon Stowe. sharon.stowe@plymouth.gov.uk										
4	Decision to be taken: To approve the proposed school term and holiday dates for 2027/2028										
5	Reasons for decision: School term and holiday dates are set by the local authority for Community and Voluntary Controlled (VC) schools and maintained nursery schools. Own admission authority schools may not follow the term dates set by the local authority. However, it is proposed that model calendars be agreed and publicised in order to encourage consistency between schools and neighbouring local authorities.										
6	Alternative options considered and rejected: No action could result in schools within Plymouth setting different term and holiday dates from their neighbours creating problems for both parents and staff.										
7	Financial implications and risk: None.										
8	Legal Implications There are no legal implications arising from this report.										
9a	Is the decision a Key Decision? (Please contact Democratic Support for further advice)	<table border="1"> <thead> <tr> <th>Yes</th> <th>No</th> </tr> </thead> <tbody> <tr> <td></td> <td>X</td> </tr> <tr> <td></td> <td>X</td> </tr> <tr> <td></td> <td>X</td> </tr> </tbody> </table>	Yes	No		X		X		X	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 £1million 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.
Yes	No										
	X										
	X										
	X										

	If yes, date of publication of the notice in the Forward Plan of Key Decisions	N/A		
10	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>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.</p> <p>We believe in Democracy – 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>We believe in Fairness – all the proposed expansions have had public consultation which demonstrates that we are fair and open in our decision making.</p> <p>We believe in Responsibility – Enables local residents and other stakeholders to participate in the decision making. Helps to address the growing need for additional facilities for primary and secondary age children, using resources wisely.</p> <p>We believe in Co-Operation – 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>		
11	Please specify any direct environmental implications of the decision (carbon impact)	There are no environmental implications as a result of this decision.		
Urgent decisions				
12	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)
12 a	Reason for urgency:			
12 b	Scrutiny Chair Signature:		Date	
	Scrutiny Committee name:			
	Print Name:			

Consultation			
13 a	Are any other Cabinet members' portfolios affected by the decision?	Yes	
		No	X
		(If no go to section 14)	
13 b	Which other Cabinet member's portfolio is affected by the decision?		
13 c	Date Cabinet member consulted		
14	Has any Cabinet member declared a conflict of interest in relation to the decision?	Yes	
		No	X
		If yes, please discuss with the Monitoring Officer	
15	Which Corporate Management Team member has been consulted?	Name	Amanda Davis
		Job title	Service Director for Education, Participation and Skills
		Date consulted	11 January 2026
Sign-off			
16	Sign off codes from the relevant departments consulted:	Democratic Support (mandatory)	JS72 25/26
		Finance (mandatory)	DN.25.26.028
		Legal (mandatory)	LS/00001312/5/AC/23/2/26
		Human Resources (if applicable)	N/A
		Corporate property (if applicable)	N/A
		Procurement (if applicable)	N/A
Appendices			
17	R	Title of appendix	
	ef		
	.		
	A	Briefing report for publication: CONSULTATION ON PROPOSED SCHOOL TERM AND HOLIDAY DATES 2027-2028	
B	Equalities Impact Assessment		
C	School Term Dates 2027-2028		

Confidential/exempt information								
18 a	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	X					
		Exemption Paragraph Number						
		1	2	3	4	5	6	7
18 b	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	26 February 2026				
Print Name	Councillor Sally Cresswell							

CONSULTATION ON PROPOSED SCHOOL TERM AND HOLIDAY DATES 2027-2028



School term and holiday dates are set by the local authority for Community and Voluntary Controlled (VC) schools and maintained nursery schools. Own admission authority schools may not follow the term dates set by the local authority. As in previous years, we are proposing to consult on and publicise term dates for 2027-2028 and recommend that all the schools in Plymouth adopt them. Both Devon and Cornwall Councils are proposing to take the same approach. The dates for 2026-2027 have already been agreed and are available on the PCC website.

As with the 2026-2027 dates, the proposed 2027-2028 dates for Plymouth schools closely match those proposed by Devon County Council and Cornwall Council, variations are due to Plymouth working on a 200-day calendar, Devon on 197 days and Cornwall on 195 days.

The proposed dates for Plymouth schools continue to support the City Council's aims of setting school terms of more or less equal length and reducing the number of part weeks at the beginning and end of terms.

The tables below compare the proposed dates for Plymouth, Devon and Cornwall Councils.

2027-2028

TERM	Plymouth	Devon	Cornwall
1	1 Sept – 22 Oct 2027	2 Sept – 22 Oct 2027	TBC
2	1 Nov – 17 Dec 2027	1 Nov – 22 Dec 2027	
3	4 Jan – 11 Feb 2028	6 Jan – 11 Feb 2028	
4	21 Feb – 31 Mar 2028	21 Feb – 31 Mar 2028	
5	18 Apr- 26 May 2028	18 Apr- 26 May 2028	
6	5 June – 24 July 2028	5 June – 25 July 2028	

* Governing bodies can choose to use three of their Occasional Days to make the February holiday a full week.

We undertook a consultation with stakeholders to ascertain the views of all interested parties on the proposed school term and holiday dates. There were no negative responses.

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EQUALITY IMPACT ASSESSMENT – SCHOOL TERM DATES

SECTION ONE: INFORMATION ABOUT THE PROPOSAL

Author(s): The person completing the EIA template.	Sharon Stowe	Department and service:	Education, Participation & Skills	Date of assessment:	9 January 2026
Lead Officer: Head of Service, Service Director, or Strategic Director.	Amanda Davis	Signature:		Approval date:	29/01/2026
Overview:	<p>The Equality Act (2010) extended statutory protection across nine ‘protected characteristics’. It recognised new forms of discrimination and introduced the Public Sector Equality Duty (PSED). Those organisations subject to the PSED must, in the exercise of their functions, have due regard to the need to promote equality and specifically:</p> <ul style="list-style-type: none"> • eliminate unlawful discrimination, harassment and victimisation and other prohibited conduct; • advance equality of opportunity between people who share a protected characteristic and those who do not; • and promote good relations between people who share a protected characteristic and those who don’t. <p>The Equality Act states that we must exercise due regard to equality when we make decisions, in a way that is reasonable and proportionate to the decision being taken. To discharge this duty and demonstrate our commitment to promoting equality, we have completed an equality impact assessment (EIA).</p> <p>School term and holiday dates are set out by the local authority for Community and Voluntary controlled (VC) schools and maintained nursery schools. Own admission authority schools may not follow the term dates set by the local authority. However, as in previous years, we have consulted on and publicised term dates and will recommend that all schools in Plymouth adopt them. Both Devon County Council and Cornwall County Council are proposing to take the same approach.</p> <p>Promoting standard school term dates and holiday calendars will help ensure that the holiday dates of parents and children coincide and help safeguard the health, safety and wellbeing of the most vulnerable and disadvantaged children, supporting them to make the most of their learning. Co-ordinating dates with neighbouring authorities will help reduce unauthorised pupil absence and prevent/reduce crime and disorder and anti-social behaviour by ensuring that the holiday dates of parents and children coincide.</p> <p>Coordinating term dates with neighbouring authorities and standardising the length of terms promote planning and learning opportunities; support school staff in improving school performance; reduce stress levels of school staff with children at school in neighbouring authorities.</p>				

Decision required:	To approve the proposed school term and holiday dates for 2027-2028.
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SECTION TWO: EQUALITY IMPACT ASSESSMENT SCREENING TOOL

Potential external impacts: Does the proposal have the potential to negatively impact service users, communities or residents with protected characteristics?	Yes		No	x
Potential internal impacts: Does the proposal have the potential to negatively impact Plymouth City Council employees?	Yes		No	x
Is a full Equality Impact Assessment required? (if you have answered yes to either of the questions above then a full impact assessment is required, and you must complete section three)	Yes		No	x
If you do not agree that a full equality impact assessment is required, please set out your justification for why not.	No adverse impacts are anticipated.			

SECTION THREE: FULL EQUALITY IMPACT ASSESSMENT

Protected characteristics (Equality Act, 2010)	Evidence and information (e.g. data and consultation feedback)	Adverse impact	Mitigation activities	Timescale and responsible department
Age	<p>Plymouth</p> <ul style="list-style-type: none"> • 16.4 per cent of people in Plymouth are children aged under 15. • 65.1 per cent are adults aged 15 to 64. • 18.5 percent are adults aged 65 and over. • 2.4 percent of the resident population are 85 and over. <p>South West</p> <ul style="list-style-type: none"> • 15.9 per cent of people are aged 0 to 14, 61.8 per cent are aged 15 to 64. • 22.3 per cent are aged 65 and over. <p>England</p> <ul style="list-style-type: none"> • 17.4 per cent of people are aged 0 to 14. • 64.2 per cent of people are aged 15 to 64. • 18.4 per cent of people are aged 65 and over. <p>(2021 Census)</p>		Not applicable	Not applicable

<p>Care experienced individuals</p> <p>(Note that as per the Independent Review of Children's Social Care recommendations, Plymouth City Council is treating care experience as though it is a protected characteristic).</p>	<p>It is estimated that 26 per cent of the homeless population in the UK have care experience. In Plymouth there are currently 7 per cent of care leavers open to the service (6 per cent aged 18-20 and 12 per cent of those aged 21+) who are in unsuitable accommodation.</p> <p>The Care Review reported that 41 per cent of 19-21 year old care leavers are not in education, employment or training (NEET) compared to 12 per cent of all other young people in the same age group.</p> <p>In Plymouth there are currently 50 per cent of care leavers aged 18-21 Not in Education Training or Employment (54 per cent of all those care leavers aged 18-24 who are open to the service).</p> <p>There are currently 195 care leavers aged 18 to 20 (statutory service) and 58 aged 21 to 24 (extended offer). There are more care leavers aged 21 to 24 who could return for support from services if they wished to.</p>		Not applicable	Not applicable
<p>Disability</p>	<p>9.4 per cent of residents in Plymouth have their activities limited 'a lot' because of a physical or mental health problem.</p> <p>12.2 per cent of residents in Plymouth have their activities limited 'a little' because of a physical or mental health problem (2021 Census)</p>		Not applicable	Not applicable

Gender reassignment	0.5 per cent of residents in Plymouth have a gender identity that is different from their sex registered at birth. 0.1 per cent of residents identify as a trans man, 0.1 per cent identify as non-binary and, 0.1 per cent identify as a trans women (2021 Census).		Not applicable	Not applicable
Marriage and civil partnership	40.1 per cent of residents have never married and never registered a civil partnership. 10 per cent are divorced, 6 percent are widowed, with 2.5 per cent are separated but still married. 0.49 per cent of residents are, or were, married or in a civil partnerships of the same sex. 0.06 per cent of residents are in a civil partnerships with the opposite sex (2021 Census).		Not applicable	Not applicable
Pregnancy and maternity	The total fertility rate (TFR) for England was 1.62 children per woman in 2021. The total fertility rate (TFR) for Plymouth in 2021 was 1.5.		Not applicable	Not applicable

Race	<p>In 2021, 94.9 per cent of Plymouth's population identified their ethnicity as White, 2.3 per cent as Asian and 1.1 per cent as Black (2021 Census)</p> <p>People with a mixed ethnic background comprised 1.8 per cent of the population. 1 per cent of the population use a different term to describe their ethnicity (2021 Census)</p> <p>92.7 per cent of residents speak English as their main language. 2021 Census data shows that after English, Polish, Romanian, Chinese, Portuguese, and Arabic are the most spoken languages in Plymouth (2021 Census).</p>		Not applicable	Not applicable
Religion or belief	<p>48.9 per cent of the Plymouth population stated they had no religion. 42.5 per cent of the population identified as Christian (2021 Census).</p> <p>Those who identified as Muslim account for 1.3 per cent of Plymouth's population while Hindu, Buddhist, Jewish or Sikh combined totalled less than 1 per cent (2021 Census).</p>		Not applicable	Not applicable
Sex	<p>51 per cent of our population are women and 49 per cent are men (2021 Census).</p>		Not applicable	Not applicable
Sexual orientation	<p>88.95 per cent of residents aged 16 years and over in Plymouth describe their sexual orientation as straight or heterosexual. 2.06 per cent describe their sexuality as bisexual, 1.97 per cent of people describe their sexual orientation as gay or lesbian. 0.42 per cent of residents describe their sexual orientation using a different term (2021 Census).</p>		Not applicable	Not applicable

SECTION FOUR: HUMAN RIGHTS IMPLICATIONS

Human Rights	Implications	Mitigation Actions	Timescale and responsible department
		Not applicable	Not applicable

SECTION FIVE: OUR EQUALITY OBJECTIVES

Equality objectives	Implications	Mitigation Actions	Timescale and responsible department
<p>Work together in partnership to:</p> <ul style="list-style-type: none"> ▪ promote equality, diversity and inclusion ▪ facilitate community cohesion ▪ support people with different backgrounds and lived experiences to get on well together 		Not applicable	Not applicable
<p>Give specific consideration to care experienced people to improve their life outcomes, including access to training, employment and housing.</p>		Not applicable	Not applicable
<p>Build and develop a diverse workforce that represents the community and citizens it serves.</p>		Not applicable	Not applicable
<p>Support diverse communities to feel confident to report crime and anti-social behaviour, including hate crime and hate incidents, and work with partners to ensure Plymouth is a city where everybody feels safe and welcome.</p>		Not applicable	Not applicable

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SCHOOL TERM DATES 2027/2028

	September 27					October 27					November 27					December 27				
Monday		06	13	20	27		04	11	18	25	01	08	15	22	29		06	13	20	27
Tuesday		07	14	21	28		05	12	19	26	02	09	16	23	30		07	14	21	28
Wednesday	01	08	15	22	29		06	13	20	27	03	10	17	24		01	08	15	22	29
Thursday	02	09	16	23	30		07	14	21	28	04	11	18	25		02	09	16	23	30
Friday	03	10	17	24		01	08	15	22	29	05	12	19	26		03	10	17	24	31

	January 28					February 28					March 28					April 28				
Monday	03	10	17	24	31		07	14	21	28		06	13	20	27	03	10	17	24	
Tuesday	04	11	18	25		01	08	15	22	29		07	14	21	28	04	11	18	25	
Wednesday	05	12	19	26		02	09	16	23		01	08	15	22	29	05	12	19	26	
Thursday	06	13	20	27		03	10	17	24		02	09	16	23	30	06	13	20	27	
Friday	07	14	21	28		04	11	18	25		03	10	17	24	31	07	14	21	28	

	May 28					June 28					July 28					August 28				
Monday	01	08	15	22	29		05	12	19	26	03	10	17	24	31		07	14	21	28
Tuesday	02	09	16	23	30		06	13	20	27	04	11	18	25		01	08	15	22	29
Wednesday	03	10	17	24	31		07	14	21	28	05	12	19	26		02	09	16	23	30
Thursday	04	11	18	25		01	08	15	22	29	06	13	20	27		03	10	17	24	31
Friday	05	12	19	26		02	09	16	23	30	07	14	21	28		04	11	18	25	

The school year comprises:

Teaching days (statutory)	191
Professional development days ¹	5
Occasional days ²	5
sub-total	201
School holidays	53
Bank holidays	8
Saturdays and Sundays	104
Total	366

School terms:

term	start	end	days
1	2 Sep 27	22 Oct 27	37
2	1 Nov 27	20 Dec 27	36
3	4 Jan 28	11 Feb 28	29
4	21 Feb 28	31 Mar 28	30
5	18 Apr 28	26 May 28	28
6	5 Jun 28	25 Jul 28	36
Total			196

Notes:

- 1 Professional Development Days to be allocated by each school from within the specified term dates.
- 2 Occasional Days to be allocated by each school from within the specified term dates: an allocation as suggested would support the equal distribution of term lengths.

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