



Oversight and Governance

Chief Executive's Department

Plymouth City Council

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Published 10/02/21

Delegated Decisions

Delegated Executive/Officer Decisions

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

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

Notice of call-in for non-urgent decisions must be given to the Democratic Support Unit by 4.30 pm on Wednesday 17 February 2021. Please note – urgent decisions and non-key Council Officer decisions cannot be called in. Copies of the decisions together with background reports are available for viewing as follows:

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

The decisions detailed below may be implemented on Thursday 18 February 2021 if they are not called-in.

Delegated Decisions

- 1. Councillor Jon Taylor (Cabinet Member for Education, Skills and Transformation):**
 - 1.a School Admission Arrangements 2022/2023 **(Pages 1 - 96)**

- 2. Councillor Mark Coker - Cabinet Member for Strategic Planning and Infrastructure:**
 - 2.a The City of Plymouth (Traffic Regulation Orders) (Amendment Order No. 2020.2137233 Plympton St Maurice) Order 2021 **(Pages 97 - 138)**

- 3. Council Officer Decision - Paul Barnard (Service Director for Strategic Planning and Infrastructure):**
 - 3.a TCF Tranche One - Somerset Place to Ponsonby Road Contract Award **(Pages 139 - 152)**

EXECUTIVE DECISION

made by a Cabinet Member



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


Executive Decision Reference Number – EST02 20/21

Decision				
1	Title of decision: School admission arrangements 2022/2023			
2	Decision maker (Cabinet member name and portfolio title): Councillor Jon Taylor, Cabinet Member for Education, Skills and Transformation			
3	Report author and contact details: Amanda Paddison, Head of Business and Access Email: amanda.paddison@plymouth.gov.uk telephone: 01752 306734			
4	<p>Decision to be taken: That the determined school admission arrangements for 2022/2023 be based on those for 2021/2022 subject to the following amendments:</p> <ol style="list-style-type: none"> 1. New timetables for primary and secondary schools at the normal point of entry; 2. Re-wording of the oversubscription criteria for Looked After and Previously Looked After Children; the criteria itself is not altering. 3. Re- wording of the oversubscription criteria for staff; this criteria has been amended to include all staff employed at an individual school. 			
5	<p>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.</p>			
6	<p>Alternative options considered and rejected: Not to determine the 2022/2023 school admission arrangements would leave the Council in breach of its statutory duties.</p>			
7	<p>Financial implications: None</p>			
8	<p>Is the decision a Key Decision? (please contact Democratic Support for further advice)</p>	Yes	No	<p>Per the Constitution, a key decision is one which:</p> <p>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</p> <p>in the case of revenue projects when the decision involves entering into new</p>
			✓	
			✓	

			commitments and/or making new savings in excess of £1 million
		✓	is significant in terms of its effect on communities living or working in an area comprising two or more wards in the area of the local authority.
9	<p>Please specify how this decision is linked to the Council's corporate plan/Plymouth Plan and/or the policy framework and/or the revenue/capital budget:</p>	<p>The proposal helps to meet the City Vision, co-operative values, co-operative objectives, and co-operative outcomes in the following ways:</p> <p>City Vision – Britain's Ocean City – providing improved and additional capacity for increasing the number of school age children in the City ensures there is a school place for every child and improves their education opportunities which will improve their quality of life. The Primary Basic Need programme delivers education infrastructure that supports the growth of the city, by supplying good quality education provision that meets need, it makes the city an attractive place to live and work</p> <p>Co-operative Value – We are democratic – we have ensured that we provide parents, staff and governors at the schools, local residents and other stakeholders with the opportunity to participate in the decision making on the proposals</p> <p>Co-operative Value – We are fair – all the proposed expansions have had public consultation which demonstrates that we are fair and open in our decision making.</p> <p>Objective – Growing Plymouth – Provides sufficient facilities for the growing number of children in Plymouth improving their academic attainment thereby improving their opportunities for the future.</p> <p>Outcome – Caring Plymouth – Enables local residents and other stakeholders to participate in the decision making</p> <p>Outcome – Pioneering Plymouth – Provides extended and improved services for children and their families making effective use of resources available. The basic need growth areas have been carefully mapped and the proposals in this report are targeted at narrowing the gaps in equality of access to education places.</p> <p>Helps to address the growing need for additional facilities for primary and secondary age children, using resources wisely.</p> <p>Outcome – Growing Plymouth – Provides sufficient education facilities for the growing number of children in Plymouth improving their education opportunities. Without basic need growth there is a serious risk that some children in the city will not be able to access a school place.</p>	

10	Please specify any direct environmental implications of the decision (carbon impact)	None		
Urgent decisions				
11	Is the decision urgent and to be implemented immediately in the interests of the Council or the public?	Yes		(If yes, please contact Democratic Support (democraticsupport@plymouth.gov.uk) for advice)
		No	✓	(If no, go to section 13a)
12a	Reason for urgency:			
12b	Scrutiny Chair Signature:		Date	
	Scrutiny Committee name:			
	Print Name:			
Consultation				
13a	Are any other Cabinet members' portfolios affected by the decision?	Yes	✓	
		No		(If no go to section 14)
13b	Which other Cabinet member's portfolio is affected by the decision?	Cllr Jemima Laing – Cabinet Member for Children and Young People		
13c	Date Cabinet member consulted	16/12/2020		
14	Has any Cabinet member declared a conflict of interest in relation to the decision?	Yes		If yes, please discuss with the Monitoring Officer
		No	✓	
15	Which Corporate Management Team member has been consulted?	Name	Alison Botham	
		Job title	Director of Children's Services	
		Date consulted	07/12/2021	
Sign-off				
16	Sign off codes from the relevant departments consulted:	Democratic Support (mandatory)	DS89 20/21	
		Finance (mandatory)	djn.20.21.222	

		Legal (mandatory)	It/36073/290121						
		Human Resources (if applicable)							
		Corporate property (if applicable)							
		Procurement (if applicable)							
Appendices									
17	Ref.	Title of appendix							
	A	Briefing report for publication							
	B	Equalities Impact Assessment							
	C	Draft Maintained Nursery Schools Admission Criteria 22/23							
	D	Draft Community Primary Schools Admission Arrangements 22/23							
	E	In-year Coordinated Scheme of Admission 22/23							
	F	Plymouth High School for Girls Admission Criteria 22/23							
	G	Primary Coordinated Scheme 22/23							
	H	Secondary Coordinated Scheme 22/23							
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	5 February 2021			
Print Name	Councillor Jon Taylor						

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MAINTAINED NURSERY SCHOOLS

Oversubscription criteria 2022/2023



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

The admission arrangements outlined within this document apply to community nursery schools in Plymouth in the 2022/2023 academic year.

Nursery admission criteria

The admission arrangements outlined in this document apply to admissions to community nursery schools in the 2022/2023 academic year.

Determining the admissions policy for community and voluntary controlled maintained nursery schools and classes is the responsibility of the local authority, which is required to comply with the statutory framework for the early years foundation stage (2017). The local authority delegates the responsibility for administering the admission process for nursery schools and classes to the governing bodies of these schools. Places in nursery schools and classes usually become available when the oldest children enter a Primary School. Places may become available at other times if children leave nursery.

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

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

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

I April to 31 August

I September to 31 December

I January to 31 March

Oversubscription Criteria

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

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

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

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

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

Exceptional medical or social need could include, for example:

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

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

- a child may be separated from a friendship group;
- parents wish to avoid a child from the current or previous setting;
- transport arrangements would have to be changed;
- the child has a particular interest or ability in a subject or activity.

5. **Children with a sibling already attending the school applied for at the time of admission.** Children will be classed as siblings if they live in the same household in a single family unit. This includes for example, full, half, step, or adoptive brothers or sisters;
6. **Other children** not shown in a higher oversubscription criteria.

NOTES:

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

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

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

Home address: A child's home address is defined as the address at which the child is normally resident or, where a child lives at more than one address, the address at which the child lives for the majority of the time. Where the home address is unclear, the Admission Authority will determine the appropriate address taking into account factors such as the address to which the Child Benefit Allowance or Child Tax Credit is payable, registration for medical services etc. Oversubscribed nursery schools and classes are advised to ask parents/carers to provide proof of residence before admitting the child. Any allegations received by the admission authority of people providing false or accommodation addresses when applying for school places shall be fully investigated and, if found to be true, it could lead to a criminal prosecution and withdrawal of an allocated place.

Multiple births: Multiple births are defined as the birth of more than one baby from a single pregnancy. We understand that parents/carers would like to keep twins, triplets and other children of multiple birth together. Where the admission criteria is applied and it is not possible to offer places to all children of the same multiple birth family we would work with the family to find the best solution for them and their children. Should it transpire that it is not possible to offer place(s) to all children within that multiple birth, the parent/carer will be invited to nominate which child should be allocated the place.

Tie-breaker: Where we have to choose between two or more children in the same category as each other, then the nearer to the school the child lives - as measured by a straight line on the map using Plymouth City Council's electronic mapping system - the higher the priority. Measurement points will be from the spatial locator identified by the National Land and Property Gazetteer. The spatial locator is the address point based on a general internal point. Flats are therefore taken to be the same measurement point regardless of floor or location. If the tie-breaker is not sufficient to distinguish between applicants in a particular category, there will be a random ballot as set out in the School Admissions Code. This will be undertaken by an officer of Plymouth City Council by the operation of an electronic random number generator.

PAN (given as full time equivalent)

Nursery Schools	PAN 2021/2022	PAN 2022/2023
Ham Drive Nursery School	52	52
Plymbridge Nursery School	65	65

EXCEPTIONAL MEDICAL OR SOCIAL NEED FOR ADMISSION
SUPPLEMENTARY INFORMATION FORM 2022/2023

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

Only complete this form if you are seeking admission priority on the grounds of exceptional need.

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

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

Return the form to: the school applied for.

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.

CONTACTS AND FURTHER INFORMATION**Schools****Ham Drive Nursery School and Day Care**

Ham Drive

Ham

Plymouth

PL2 2NJ

Telephone: 01752 366389

ham.drive.nursery@plymouth.gov.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

COMMUNITY AND VOLUNTARY CONTROLLED PRIMARY SCHOOLS

Primary Schools oversubscription criteria 2022/2023

KEY NOTES – ADMISSION ARRANGEMENTS 2022/2023		
Admission authority	Plymouth City Council	
School	<ul style="list-style-type: none"> ▪ Compton CE Primary School ▪ High View Primary School ▪ Laira Green Primary School ▪ Lipson Vale Primary School ▪ Mary Dean's CE Primary School ▪ Pennycross Primary School ▪ Yealmpstone Farm Primary School 	
School status	Community or voluntary controlled	
Catchment area	No	
Supplementary Information Form	Yes – parents who are members of staff only Yes – exceptional medical and social need for admission	
Application forms available online	www.plymouth.gov.uk/schooladmissions	
	Normal point of entry	In-Year admission
Age range for application	1 September 2017 - 31 August 2018	Any admission other than the normal point of entry in years Reception/Foundation – year 6
Application period	Monday 8 November 2021 – Saturday 15 January 2022	From Thursday 1 September 2022
Offer date	Tuesday 19 April 2022	Within 20 school days of application receipt
Published admission number	See section 3	Unless otherwise agreed, the published admission number at the normal point of entry applies to each year group as it moves through the school

INDEX

SECTION 1

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

SECTION 2

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

SECTION 3

Published admission number (PAN)

Plymouth City Council is the admission authority for community and voluntary controlled schools in Plymouth. Community and voluntary controlled schools will comply with provisions within the School Admissions Code and the School Appeals Code available at www.gov.uk/government/publications/school-admissions-code--2.

The admission arrangements outlined within this document apply to community and voluntary controlled schools in Plymouth in the 2022/2023 academic year.

SECTION I

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

The admission arrangements outlined in this section apply to children starting in the Reception/Foundation Year for the first time in 2022/2023. The published admission number (PAN) for this year group is shown in the school list at Section 3 and in the Starting School guide for parents. The close date for application is 15 January 2022. Allocation results will be notified on 19 April 2022. Community and voluntary controlled schools follow Plymouth City Council's coordinated primary admissions scheme available at www.plymouth.gov.uk/schooladmissions.

All applicants must:

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

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

The admission arrangements outlined within this section apply to in-year admissions during the 2022/2023 academic year.

An In-Year admission is any entry to school other than at the normal point, for example, transferring school due to a house move or for other personal reason. Requests for admission to Reception made after the normal round of admissions – after 31 August 2022 – and requests for places in other year groups should be made direct to Plymouth City Council.

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

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

All applicants must:

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

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

SECTION 2

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

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

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

In the event that the School is oversubscribed, the admission authority will apply the following oversubscription criteria in order of priority:

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

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

2. **Children with exceptional medical or social need.** This category includes:

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

Exceptional medical or social need could include, for example:

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

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

- a child may be separated from a friendship group;
- parents wish to avoid a child from the current or previous setting;
- transport arrangements would have to be changed;

- the child has a particular interest or ability in a subject or activity.
3. **Children with a sibling already attending this school applied for at the time of admission.** Children will be classed as siblings if they live in the same household in a single family unit. This includes for example, full, half, step, or adoptive brothers or sisters.
 4. **Children whose parent/carer is a member of staff employed on a permanent contract at this school.**
 - for two or more years at the time at which the application for admission to the school is made;
 - or
 - where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage evidenced by completion of the staff supplementary information form.

This covers all staff working at the school to which the application relates but does not include staff who work on the school site for other employers;
 5. **Other children** not shown in a higher oversubscription criteria.

NOTES:

Admission out of the normal age group: Places will normally be offered in the year group according to the child's date of birth but a parent may submit an application for a year group other than the child's chronological year group. A decision will be made on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. The admission authority will also take into account the views of the Head Teacher of the school(s) concerned. Parents must not assume that the decision of one school will transfer with the child to a different school as the decision rests with the individual admission authority. Where a place is refused in a different year group but a place is offered in the school, there will be no right of appeal.

Appeals: In the event that an applicant is denied a place at the school, the parent/carer will have the right of appeal to an independent appeal panel. Information relating to the appeal process can be obtained from Plymouth City Council's School Admissions Team.

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

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

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

Home address: Any allegations received by the admission authority of people providing false or accommodation addresses when applying for school places shall be fully investigated and, if found to be true, it could lead to a criminal prosecution and withdrawal of an allocated place. Schools have

been advised by Plymouth City Council to ask parents/carers to provide proof of residence (for example utility bills) before admitting a child. Plymouth local authority (LA) will also carry out checks as appropriate. A child's home address is defined as the address at which the child is normally resident or, where a child lives at more than one address, the address at which the child lives for the majority of the time. Where the home address is unclear, the Admission Authority will determine the appropriate address taking into account factors such as the address to which the Child Benefit Allowance or Child Tax Credit is payable, registration for medical services etc.

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

Parents have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. September 2022 is the earliest point for admission to the Reception class at a primary school but is not a compulsory start date. All parents can defer admission within the Reception year until the beginning of the term following their child's **fifth** birthday. This is a decision for the parent to make, taking all factors into account including the advice of educational professionals.

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

For normal point of entry: the expected point of admission will be September 2022.

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

Multiple births: Defined as the birth of more than one baby from a single pregnancy. We understand that parents/carers would like to keep twins, triplets and other children of multiple birth together. Where the admission criteria is applied and it is not possible to offer places to all children of the same multiple birth family we would work with the family to find the best solution for them and their children. Should it transpire that it is not possible to offer place(s) to all children within that multiple birth, there will be a random ballot as set out in the School Admissions Code. This will be undertaken by an officer of Plymouth City Council by the operation of an electronic random number generator.

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

Response: Parents/carers must respond to an allocation of a school place within two weeks of the date of notification of availability of a school place. Response must be made to Plymouth City Council. In the absence of a response, the offer may be revoked and the place may be reallocated to someone else. Parent/carers declining the offer of a place should notify the educational arrangements they plan to provide for their child.

Tie-breaker: Where we have to choose between two or more children in the same category as each other, then the nearer to the school the child lives - as measured by a straight line on the map using Plymouth City Council's electronic mapping system - the higher the priority. Measurement points will be from the spatial locator identified by the National Land and Property Gazetteer. The spatial locator is the address point based on a general internal point. Flats are therefore taken to be the same measurement point regardless of floor of location. If the tie-breaker is not sufficient to distinguish between applicants in a particular category, there will be a random ballot as set out in the School Admissions Code. This will be undertaken by an officer of Plymouth City Council by the operation of an electronic random number generator.

Waiting lists: If a place cannot be offered at the preferred school at the normal point of entry, the child's name will automatically be added to the waiting list for any school ranked higher than the school allocated at the normal point of entry. Those on a waiting list and late applicants will be treated equally and placed on the same list. Waiting lists will be held in the order of the published admission criteria and will be maintained until the end of the summer holidays 2022 in respect of the normal point of entry. Any vacancies that arise will be allocated to the child at the top of the waiting list.

From 1 September 2022, the in-year admissions scheme applies and the waiting list procedure will change in that parent/carers will be asked if they wish their child to be added to a waiting list and to confirm their wish for their child to remain on a waiting list in order that the list can be kept up to date.

STAFF SUPPLEMENTARY INFORMATION FORM 2022/2023

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

Only complete this form if you are:

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

or

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

If you are applying under a) or b) above, you need to take this form to the school of employment for the school to complete part B. You then need to return the completed form by 15 January 2022 to be included in the normal point of entry allocations made on 19 April 2022. Forms received after this date will still be considered but will not be included within the first allocation round. For an in-year admission to any year group, the form should be submitted with the application form. Return the form to: School Admissions Team, Education, Participation and Skills, Plymouth City Council, Windsor House, 215 Tavistock Road Plymouth, PL6 5UF.

Part A - To be completed by the parent/carer

Child's full name:	
Date of birth:	
Member of staff employed by the school:	
Name of school of employment:	
Name of parent/carer:	
Relationship to child:	
Signature:	
Date:	

Data Protection

The information collected on this form will be processed and may be stored electronically by the school in compliance with the Data Protection Act. The data may be shared with Plymouth City Council or other agents of the school, but only for administrative or other service provision purposes and with Government Departments where there is a legal requirement to do so. In accordance with the School Admissions Code, should information given be found to be fraudulent then the offer of a school place can be withdrawn. If you would like further information about Data Protection, please contact the school. By signing or submitting this form you acknowledge that you have read, understood and agreed to this data processing.

PART B - To be completed by the school of employment

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

Data Protection

The information collected on this form will be processed and may be stored electronically by the school in compliance with the Data Protection Act. The data may be shared with Plymouth City Council or other agents of the school, but only for administrative or other service provision purposes and with Government Departments where there is a legal requirement to do so. In accordance with the School Admissions Code, should information given be found to be fraudulent then the offer of a school place can be withdrawn. If you would like further information about Data Protection, please contact the school. By signing or submitting this form you acknowledge that you have read, understood and agreed to this data processing.

EXCEPTIONAL MEDICAL OR SOCIAL NEED FOR ADMISSION**SUPPLEMENTARY INFORMATION FORM 2022/2023**

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

Only complete this form if you are seeking admission priority on the grounds of exceptional need.

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

You will need to return the completed form and evidence by 15 January 2022 to be included in the primary normal point of entry allocations made on 19 April 2022. Forms received after this date will still be considered but will not be included within the first allocation round. For an in-year admission to any year group the form and evidence should be submitted with the application form.

Return the form to: School Admissions Team, Education, Participation and Skills, Plymouth City Council, Windsor House, 215 Tavistock Road Plymouth, PL6 5UF.

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 3 – Published admission number (PAN)

Primary Schools/Infant schools	PAN 2021/2022	PAN 2022/2023
Compton C/E Primary School	60	60
High View Primary School	45	45
Laira Green Primary School	45	45
Lipson Vale Primary School	60	60
Mary Dean's C/E Primary School	50	50
Pennycross Primary School	60	60
Yealmpstone Farm Primary School	60	60

CONTACTS AND FURTHER INFORMATION

Plymouth School Admissions Team

Telephone: 01752 307469

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

School information

Information about the schools covered in this policy can be found through the Plymouth School Directory available at

www.plymouth.gov.uk/childrenfamiliesandchildcare/schoolseducationskillsandemployability/findschool.

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 2022/2023



2022/2023 LOCALLY AGREED IN-YEAR ADMISSIONS SCHEME

Introduction

1. The School Admissions Code allows local authorities to coordinate in-year admission requests (2.21 of the School Admissions Code 2014). All admission authorities must have fair, clear and objective admission arrangements so that parent/carers can look at the arrangements and easily decide how places will be allocated at that school.
2. The provisions in the Code relating to factors that can be taken into account when considering an application apply equally to in-year applications and applications at the normal point of entry. School places must not be allocated with reference to ‘first preference first’ arrangements. No account may be taken, amongst other things, of reports from previous schools about past behaviour (unless the child has “challenging behaviour” as defined in the appropriate Fair Access Scheme), attendance, attitude or achievement. Admission authorities cannot place any conditions on the consideration of any application other than those in the oversubscription criteria published in their admission arrangements.
3. Applications must be considered without undue delay and the local authority must provide a suitable application form for the purpose.
4. Local authorities must, on request, inform parent/carers about places still available in all of the schools in its area. In turn, schools must inform the local authority of any movement within the school so that up to date data can be maintained.
5. The local authority will administer the locally agreed scheme on behalf of participating schools in its area. By so doing, the administrative burden is removed from schools in regard to their duty to inform the local authority of all applications received and to make formal response to the application in compliance with the School Admission and School Appeals Codes. This scheme will also enable monitoring of pupil movement within the city which will assist the local authority in its role to monitor effective admission arrangements, school place planning and children missing education. Applicants for schools not participating in this scheme will be referred to the school direct.

Interpretation

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

- **local authority (LA)** means the local council. The LA for Plymouth is Plymouth City Council;
 - **NoR** means the number of pupils on roll at a school in a particular year group;
 - **other agreed limit** means a number agreed with the City Council;
 - **AN** means the admission number for the year group;
 - **PAN** means the published admission number for the year of entry at a school;
 - **participating school** means a state funded school other than one which receives funding direct from the government for the admission process unless that institution buys into the LA's school admissions service. In the main, this will affect academies, free schools, studio schools and UTC's.
 - **the specified year** means the school year 2022/2023, starting September 2022;
 - **school** means a maintained community, foundation, free, trust, voluntary aided (VA) and voluntary controlled school or an academy, studio school or UTC (but not a special school);
 - **UTC** means university technical college.
7. The scheme for participating schools shall be determined and processed in accordance with the provisions set out in Schedule 1 and the timetable set out in Schedule 2.
 8. The scheme shall apply to participating infant, primary, junior and secondary schools in Plymouth (including academy schools, studio schools and UTCs but excluding special schools and independent schools) and shall take effect from entry in September 2022.
 9. The primary coordinated admissions scheme and the secondary coordinated admissions scheme cover the admission of children to school at the normal point of entry (e.g. starting reception/foundation, starting junior school in year 3, starting secondary school in year 7 and starting in Year 9 or 10 at a key stage four school such as a UTC or studio school). However, a number of children will require admission to school at other times and these admissions, known as in-year admissions will be covered under this scheme with the exception of admissions to nursery schools and years 12 and 13, which are outside the scope of these arrangements.
 10. Applications for admission to nursery schools and years 12 and 13 should be submitted to the school(s) direct and must be considered in accordance with the admission arrangements appropriate to that entry point.
 11. Where a child is not resident with his or her parent/carer, parental responsibility must be conferred by the parent/carer directly on the person with whom the child is to reside and not on a third party or a commercial or charitable organisation. Where this involves a person who is not a close relative of the child, it is the responsibility of that person to refer the arrangement to social care as a private fostering arrangement.
 12. The LA reserves the right to require documentary evidence before accepting that information given in an application is genuine. The LA may consult with schools, other council departments or the health authority or may ask parents to provide evidence.
 13. The scheme shall be based on an **equal preferences** system. The PAN set for a particular year of entry will normally be maintained as that year group progresses through the school.

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

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

preference;

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

Applications outside of the chronological age group

11. Places will normally be offered in the year group according to the child's date of birth but a parent/carer may submit an application for a year group other than the child's chronological year group. A decision will be made on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent/carer's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. The admission authority will also take into account the views of the headteacher of the school(s) concerned. Parent/carers must not assume that the decision of one school will transfer with the child to a different school as the decision rests with the individual admission authority. Where a place is refused in a different Year Group but a place is offered in the school, there will be no right of appeal.

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

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

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

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

Processing application forms

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

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

Determining consideration of the common application form

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

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

Certain categories of children may face challenges, including behaviour, which require additional consideration and support. Others may be classed as particularly vulnerable. Details of the Fair Access Protocol are available on the City Council website at www.plymouth.gov.uk/childrenandfamilies/schoolseducationskillsandemployability/schooladmission/howweallocateschoolplaces.

Requests for transfer of school between participating schools

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

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

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

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

Parent/carer responsibility

22. Any person with legal parental responsibility for a child is entitled to be involved in all major decisions affecting the child(ren) which includes where the child attends school. When an application is submitted for a school place, the person signing the application form is also confirming that everyone with parental responsibility has been informed that the application is being made. Occasionally, objections are later raised by a person with legal parental responsibility.
23. Where this happens, we will ask for evidence of legal parental responsibility and will also ask all parties for evidence of court orders relating to education. In the absence of such an order, we will make a decision in the best interest of the child taking into account any views submitted by persons with parental responsibility, the child's residence and who has day to day responsibility for the child e.g. transport to school. Where an objection is raised, parent/carers will be advised to seek legal advice with a view to obtaining a final court order relating to education/special guardianship. Once we receive evidence of this order, the case will be reviewed.

Mode of attendance

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

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

26. All requests for a school place under this scheme will usually be dealt with within 20 school days. In the case of applications for entry to grammar schools, it will be necessary for pupil's ability to be assessed either through examination or report dependant on the age of the candidate. Also, where a request is passed to a Placement Panel for consideration, delays will be incurred due to the timing of panel hearings. It may not therefore be possible to meet the 20 day turnaround in all cases.
27. In all cases, eligibility will be determined in accordance with the published oversubscription criteria, admission arrangements applicable to the year of entry and the number on roll at the requested school and in accordance with the provisions of the School Admissions Code and applicable Regulations.
28. Within 10 school days of receipt of the application:
- a. the City Council will ascertain availability of place(s) at any nominated community or VC school for which it is the admission authority;
 - b. the City Council will notify the admission authority for each academy, foundation, free, studio, trust or VA school or UTC of every nomination that has been made for that school, and if requested, forwarding a report detailing the relevant information contained in the common application form or a copy of the common application form (without the rank order of preference) and any supplementary information received which schools require in order to apply their over-subscription criteria;
 - c. the school that the applicant currently attends will be informed of the request to transfer and will be asked whether there is any information that will help in the consideration of the transfer request. This information will not be shared with an allocated school until the allocation has been made and is intended to identify positively, cases that may fall under the Fair Access Protocol as well as safeguarding issues;
 - d. where a parent/carer has nominated a school outside Plymouth, the City Council shall refer the applicant to the LA in that area for advice on the application process.
29. Within five school days of receipt of the application information from the City Council the relevant admission authority will confirm to the City Council whether a place can be offered to the applicant based solely on NoR or other agreed limit and the oversubscription criteria. The City Council may ask the school to confirm NoR and PAN. If there are more applicants than spaces available, schools who are their own admission authority will have to submit a ranked list of applicants to be considered for admission (unless that function has been delegated to the City Council). The City Council will confirm availability of places in schools in its area to interested parties.
30. Within 20 school days of receipt of the application, the City Council shall match the application to the schools nominated and where the child is:
- eligible for a place at only one of the nominated schools, that school shall be allocated to the child;
 - eligible for a place at two or more of the nominated schools, he or she shall be allocated a place at whichever of these is the highest ranked preference;
 - not eligible for a place at any of the nominated schools and not able to access the current educational provision, he or she shall normally be allocated a place at another school, usually the nearest appropriate school with a vacancy .
31. Within 20 school days of receipt of the application, the City Council shall inform each school of

the pupils to be allocated places at the school.

32. Within 20 school days of receipt of the application, the City Council shall notify all parent/carers by either email or second class post that they are being offered a place at a school. This correspondence will include:
- the name of the school at which a place is offered;
 - the reasons why the child is not being offered a place at each of the other schools nominated on the common application form;
 - information about the statutory right of appeal against the decisions to refuse places at the other nominated schools;
 - information about how to join school waiting lists;
 - via the website, contact details for the school; the City Council; and those nominated academy, foundation, free, trust or VA schools where the child was not offered a place, so that the parent/carer may lodge an appeal against refusal of a place;
 - a requirement to notify the City Council whether the applicant intends to accept or decline the place offered to the child.

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

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

Fraudulent applications/withdrawal of allocated places

35. 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

36. Each admission authority shall maintain waiting lists with a view to re-allocation of any places that may become available. Participating own admission authority schools may delegate this task to the LA if they wish. The list will be kept in the order of the oversubscription criteria. Each added child will require the list to be ranked again in line with the published oversubscription criteria. Priority

must not be given to children based on the date their application was received or their name was added to the list. In respect of schools for which the City Council holds a waiting list, a child may be placed on a waiting list to be re-allocated a place if one becomes available after the original allocation, at any school ranked higher on the application form than the school that was offered. By change of preference, a child may join a waiting list for a school not previously requested. In the case of own admission authority schools, parent/carers will need to contact the school direct to discuss the procedure for waiting lists. In the case of Devonport High School for Girls, Plymouth High School for Girls and Devonport High School for Boys, eligibility to join the waiting list is dependent upon score attained in the selection examination.

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

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

38. If the parent/carer does not wish their child to be on a particular waiting list, this must be confirmed in writing to the City Council. The parent/carer may need to amend the school preference order in such a case. The admission authority may ask parent/carers to renew their intent to remain on the waiting list and may remove a child's name from the list if there is a negative or nil response.

Appeals

39. 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.

40. 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.

41. 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.

42. Appeals will be heard within 30 school days of the appeal being lodged.

43. 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

44. Section 1 of the School Standards & Framework Act 1998 (as amended by the Education Act 2002) and The School Admissions (Infant Class Sizes) (England) Regulations 2012 limit the size of an infant class during an ordinary teaching session.
45. Infant classes (those where the majority of children will reach the age of 5, 6 or 7 during the school year) **must not** contain more than 30 pupils with a single school teacher. Additional children may be admitted under limited exceptional circumstances. These children will remain an 'excepted pupil' for the time they are in an infant class or until the class numbers fall back to the current infant class size limit. The excepted children are:
- a) children admitted outside the normal admissions round with an EHCP specifying a school;
 - b) looked after children and previously looked after children admitted outside the normal admissions round;
 - c) children admitted, after initial allocation of places, because of a procedural error made by the admission authority or local authority in the original application process;
 - d) children admitted after an independent appeals panel upholds an appeal;
 - e) children who move into the area outside the normal admissions round for whom there is no other available school within reasonable distance;
 - f) children of UK service personnel admitted outside the normal admissions round;
 - g) children whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil;
 - h) children with special educational needs who are normally taught in a special educational needs unit attached to the school, or registered at a special school, who attend some infant classes within the mainstream school.
46. Schools are required to accurately complete Census returns for submission to the LA. The LA has a duty to check these returns before submitting to the Department for Education.
47. Schools that do not comply with infant class size restrictions will be required to take qualifying measures in order to comply with the class size limit.

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

From 1 September 2022	In-year admission scheme commences.
Up to six school weeks before the date a school place is required. Extended to 12 school weeks for the following category of applicant: <ul style="list-style-type: none"> ▪ UK service personnel if the application is accompanied by an official government letter which declares a relocation date and a Unit postal address or quartering area address in this area; ▪ Children attending a specialist unit at a Plymouth school; ▪ A child with an EHCP; ▪ A child currently in the care of the local authority. 	Application forms accepted from parent/carers.
Within ten school days of the initial receipt of an application.	<ul style="list-style-type: none"> ▪ The City Council ascertains availability of place(s) at nominated schools. <p>The City Council notifies the admission authority for each academy, foundation, free, studio, trust or VA school or UTC of every nomination that has been made for that school.</p>
Within five school days of receipt of the application information from the City Council.	<ul style="list-style-type: none"> ▪ The relevant admission authority will confirm to the City Council whether a place can be offered to the applicant based solely on NoR or other agreed limit and the oversubscription criteria. <p>The City Council may ask the school to confirm NoR and PAN.</p>
Within 20 school days of receipt of the application.	<ul style="list-style-type: none"> ▪ The City Council shall inform each school of the pupils to be allocated places at the school. <p>The City Council shall notify all parent/carers by second class post/email that they are being offered a place at a school.</p>
Within two weeks of the date of the application response letter.	Parent/carers to respond to application response letters direct to the City Council.
Within two school weeks of the date of allocation or six school weeks of the application for a school place whichever is the later.	The child should start at the allocated school or, in the case of child entering the Reception/Foundation year who is below compulsory school age and whose parent/carer wishes to defer entry, deferred arrangements must be agreed with the school.

IN-YEAR ADMISSIONS

Escalation process

BACKGROUND

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

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

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

PROVISION OF INFORMATION

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

Paragraph 2.22 of the School Admissions Code 2014 places a duty on the own admission authority schools to notify the LA of an application for a school place and its outcome in order that the LA can maintain data on place availability.

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

REFUSAL OF A SCHOOL PLACE

The School Admissions Code 2014 is very clear on the grounds for refusing admission to an applicant.

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

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

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

Section 86 of the School Standards and Framework Act requires that an admission authority comply with a parent's stated preference school unless compliance with the preference would prejudice the provision of efficient education or the efficient use of resources. It would be difficult to argue

prejudice where the number of pupils in a relevant age group does not exceed the number determined for that age group. Where selection is wholly based on selection or aptitude, with a view to admitting only pupils with high ability or aptitude, refusal of admission is allowed where the application is incompatible with the arrangements for selection or aptitude (even if there are places available).

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

ALLOCATION OF PLACES

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

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

ESCALATION

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

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

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

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

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

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

<https://www.gov.uk/government/publications/academy-admission-request-form/academy-admission-direction-request-form>.

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

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

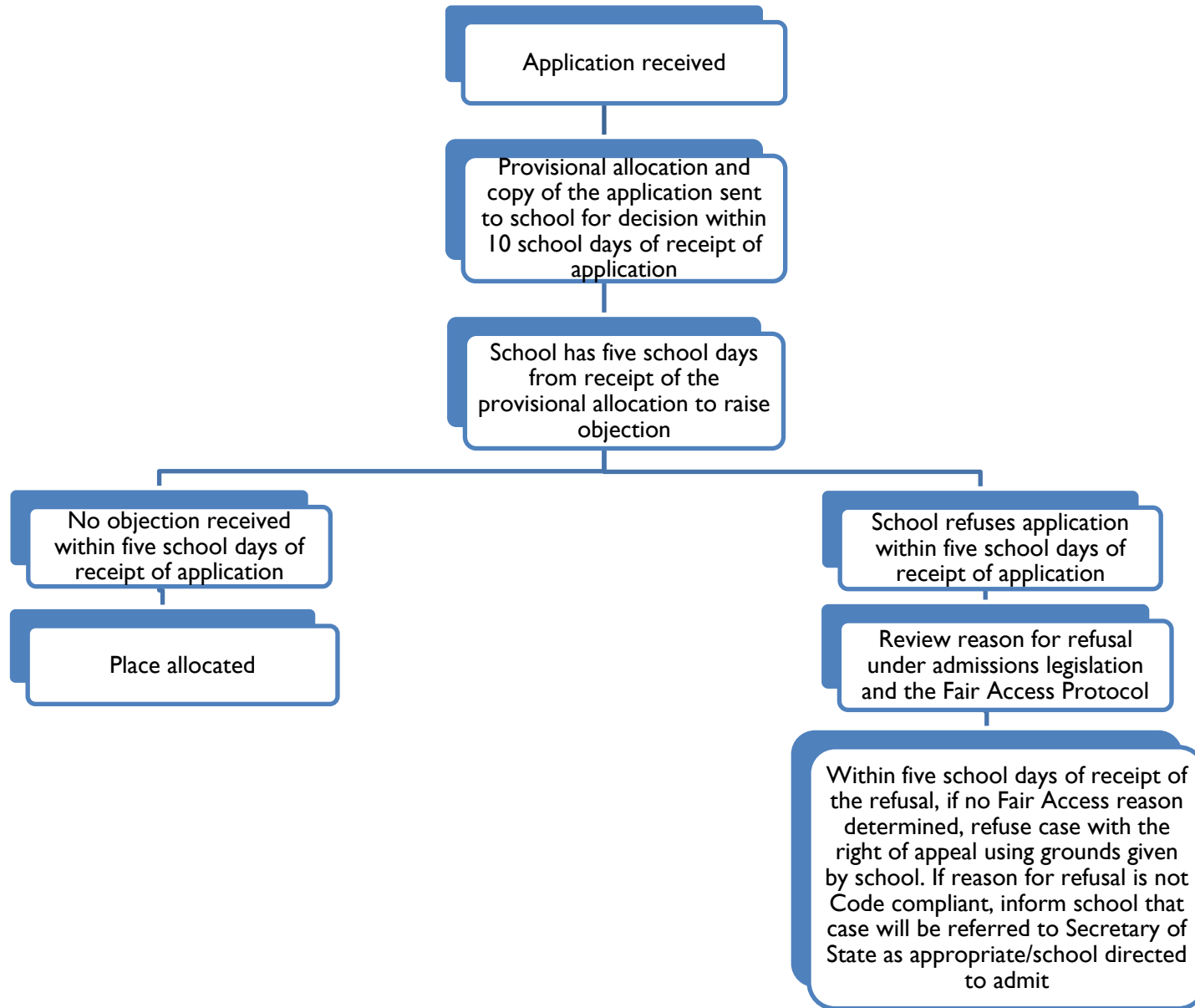
- In the absence of an objection within this time period, the allocation will be confirmed to the parent.
- On receipt of a negative response within the five school day time period, the LA will open negotiation via telephone calls and also by email for a further five school days. If after this point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

Escalation procedure

See chart below.

GLOSSARY

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



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PLYMOUTH HIGH SCHOOL FOR GIRLS

Secondary School oversubscription criteria 2022/23

**KEY NOTES – ADMISSION ARRANGEMENTS 2022/23**

School name	Plymouth High School for Girls	
Admission authority	Plymouth City Council	
School status	Community grammar	
Catchment area	No	
Supplementary Information Form	Yes (i) parents/carers who are members of staff only (ii) candidates in receipt of free school meals pupil premium or Ever 6 FSM (iii) exceptional medical and social need for admission	
Application forms available online	www.plymouth.gov.uk/schooladmissions	
	Normal point of entry Y7	In-Year admission
Age range for application	1 September 2010 - 31 August 2011	Any admission other than the normal point of entry in years 7-11
Application period	Monday 6 September 2021 – Sunday 31 October 2021	From Thursday 1 September 2022
Offer date	Tuesday 1 March 2022	Within 20 school days of application receipt
Published admission number	120	Unless otherwise agreed, the published admission number at the normal point of entry applies to each year group as it moves through the school

INDEX**SECTION 1**

Secondary admissions (normal point of entry at Year 7)

SECTION 2

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

SECTION 3 – SUPPLEMENTARY INFORMATION FORMS

- (i) Free school meals or Ever 6 FSM⁴ supplementary information form
- (ii) Staff supplementary information form
- (iii) Exceptional medical and social need for admission

SECTION 4

Sixth form admission arrangements

*Thinking Schools Academy Trust is the admission authority for Plymouth High School for Girls. Plymouth High School for Girls will comply with provisions within the School Admissions Code and the School Appeals Code available at www.gov.uk/government/publications/school-admissions-code--2.

The admission arrangements outlined within this document apply to Plymouth High School for Girls, which is a community grammar school in Plymouth in the 2022/2023 academic year. This policy should be read in conjunction with the Secondary and In-Year Coordinated schemes of admission available at www.plymouth.gov.uk/schooladmissions.

*Plymouth High School for Girls will be joining the Thinking Schools Academy Trust which will become the admission authority from the 1 February 2021.

SECTION I

Secondary admissions (normal point of entry at Year 7)

The admission arrangements outlined in this section apply to children starting Year 7 for the first time in 2022/2023. The published admission number (PAN) for this year group is 120. The closing date for applications is 31 October 2021. Allocation results will be notified on 1 March 2022. Plymouth High School for Girls follows Plymouth City Council's coordinated secondary admissions scheme available at www.plymouth.gov.uk/schooladmissions.

Admission to the school is on the basis of selection by reference to ability. Only candidates who attain the required standard in the prescribed arrangements for selection are eligible to be considered for admission to the school. The prescribed arrangements involve candidates' participation in the 11-plus examination. The 11-plus examination will take place before the closing date for submission of the application form for a school place and parents/carers are required to register their child to take the examination. Normally, only those pupils who complete the registration and sit the examination at the published date will be included in the allocations for 1 March 2022.

All applicants must:

- (i) Complete the Common Application Form available from, and returnable to their home local authority;
- (ii) In addition, applicants in receipt of free school meals pupil premium or Ever 6 FSM⁴ should complete the free school meals pupil premium or Ever 6 FSM supplementary information form and return it direct to the School Admissions Team, Plymouth City Council¹. If the evidence is not received, the candidate will not be accepted as meeting the criteria for eligibility of that entitlement.

Children with an Education, Health and Care Plan (EHCP) that names the school will be admitted first subject to them achieving the cut off score or above for the school for this year of entry.

Where the number of applications for admission exceeds the number of places available at the school, places are offered in the following order of:

1. Looked after and previously looked after children² who achieve a score equal to or higher than the adjusted cut off score for this school, by rank order of highest score in the 11-plus examination;
2. Up to 12 places will be allocated to candidates who achieve a score equal to or higher than the adjusted cut off score for this school, by rank order of highest score in the 11-plus examination and who qualify for the free school meals pupil premium or Ever 6 FSM²;
3. Other candidates by rank order of highest score in the 11-plus examination.

NOTES:

At the time of determination, Plymouth High School for Girls purchases services from Plymouth City Council. If the school ceases this service, the function will be undertaken by the school or contracted to another provider. Page 2 of 18

Adjusted cut off score: The adjusted cut off score is two points below the score attained by the 120th* child who applied for this school (in score order) at the start of the allocation procedure (normally the end of January).

*The figure of 120 is based on the school's PAN. The school may decide to admit above this number, in which case we will amend the 120 to the altered admission number.

Admission out of the normal age group: Places will normally be offered in the year group according to the child's date of birth but a parent/carer may submit an application for a year group other than the child's chronological year group. A decision will be made on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's/carer's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. The admission authority will also take into account the views of the head teacher of the school(s) concerned. Parents/carers must not assume that the decision of one school will transfer with the child to a different school as the decision rests with the individual admission authority. Where a place is refused in a different year group but a place is offered in the school, there will be no right of appeal.

Appeals: In the event that an applicant is denied a place at the school, the parent/carer will have the right of appeal to an independent appeal panel. Information relating to the appeal process can be obtained from Plymouth City Council's School Admissions Team¹.

Cut off score: The cut off score is the score attained by the last candidate allocated to the school under oversubscription criteria 3 above.

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

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

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

Home address: Any allegations received by the admission authority of people providing false or accommodation addresses when applying for school places shall be fully investigated and, if found to be true, it could lead to a criminal prosecution and withdrawal of an allocated place. Schools have been advised by Plymouth City Council¹ to ask parents/carers to provide proof of residence (for example utility bills) before admitting a pupil. Plymouth Local Authority¹ (LA) will also carry out checks as appropriate. A pupil's home address is defined as the address at which the pupil is normally resident or, where a pupil lives at more than one address, the address at which the pupil lives for the majority of the time. Where the home address is unclear, the admission authority will determine the appropriate address taking into account factors such as the address to which the Child Benefit Allowance or Child Tax Credit is payable, registration for medical services etc.

Looked after and previously looked after children²: A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). Children who appear to have been in state

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

Pupil premium via eligibility for free school meals³: This means pupils recorded in the January school census who are known to have been eligible for free school meals (FSM) at any point in the last six years (known as Ever 6 FSM) and those currently in receipt of free school meals.

Response: Parents/carers must respond to an allocation of a school place within two weeks of the date of notification of availability of a school place. In the absence of a response, the offer may be revoked and the place may be reallocated to someone else. Parent/carers declining the offer of a place should notify the educational arrangements they plan to provide for their child. Response must be made to Plymouth City Council¹.

Tie-break: Should it prove necessary to distinguish between candidates with identical aggregate scores, the following criteria apply in order of priority:

- a. Pupils who qualify for the free school meals pupil premium or Ever 6 FSM³
- b. Pupils whose home address is nearest the preferred school. Measurements are taken by a straight line on a map using the Council's electronic mapping system¹ – the shorter the distance the higher the priority. Measurement points will be from the spatial locator identified by the National Land and Property Gazetteer. The spatial locator is the address point based on a general internal point. Flats are therefore taken to be the same measurement point regardless of floor of location.
- c. In the event of there still being a tie, there will be a random ballot using an electronic random number generator. Such a ballot will be supervised by an officer of Plymouth City Council¹.

Waiting lists: Candidates not allocated a place will automatically be placed on a waiting list which will be ranked according to the published admission criteria. Those on a waiting list and late applicants will be treated equally and placed on the same list. The waiting list will be maintained up until the end of the summer holiday 2022. Should a vacancy become available, the place will be offered to the next pupil on the list.

From 1 September 2022, the in-year admissions criteria will apply and parents/carers will be invited to join the in-year waiting list if they are eligible to do so. Only candidates whose 11-plus score is not more than two marks below the cut off score for Plymouth High School for Girls will be invited to join the in-year waiting list. Parents/carers will be required to renew their intent to remain on the waiting list, usually in the autumn, spring and summer. If the Council¹ does not receive a form within the specified timescale, the candidate's name will be removed from the waiting list.

¹ At the time of determination, Plymouth High School for Girls purchases services from Plymouth City Council. If the school ceases this service, the function will be undertaken by the school or contracted to another provider.

² A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). Children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care in a place outside of England if

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

³.This means pupils recorded in the January school census who are known to have been eligible for free school meals (FSM) at any point in the last six years (known as Ever 6 FSM) and those currently in receipt of free school meals.

SECTION 2

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

The admission arrangements outlined within this section apply to in-year admissions for Plymouth High School for Girls which is an academy grammar school in the 2022/2023 academic year.

An In-Year admission is any entry to school other than at the normal point, for example, transferring school due to a house move or for other personal reason. Requests for admission to Year 7 made after the normal round of admissions – after 31 August 2022 – and requests for places in other year groups should be made direct to Plymouth City Council¹.

Pupils seeking admission to a grammar school are required to qualify for a place under the Council's late selection procedure. Pupils who wish to be considered for such a vacancy will need to be assessed as being of grammar school ability. In most cases, this will involve participation in the late selection test procedure which involves participation in an examination. Further details are available from the School Admissions Team. Pupils who are judged to be of grammar school ability but for whom a place is not available may join a waiting list for a place.

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

Application should be made via Plymouth City Council¹ at www.plymouth.gov.uk/schooladmissions. Plymouth High School for Girls follows Plymouth City Council's local coordinated in-year admissions scheme available at www.plymouth.gov.uk/schooladmissions.

All applicants must:

- (i) Complete the Common Application Form available from and returnable to Plymouth City Council¹;
- (ii) In addition, applicants applying under oversubscription criteria 2 below must complete the exceptional medical or social grounds supplementary information form and return it direct to the School Admissions Team, Plymouth City Council. If the evidence is not received, the candidate will not be accepted as meeting the criteria for eligibility of that entitlement;
- (iii) In addition, applicants applying under oversubscription criteria 3 below should complete the free schools meal pupil premium or Ever 6 FSM² supplementary information form and return it direct to the School Admissions Team, Plymouth City Council¹. If the evidence is not received, the candidate will not be accepted as meeting the criteria for eligibility of that entitlement;
- (iv) In addition, applicants applying under oversubscription criteria 5 should complete the staff supplementary information form. If the evidence is not received, the candidate will not be accepted as meeting this criteria.

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

A qualifying pupil with an EHCP which names the school will be admitted to the school.

In the event that the School is oversubscribed, the admission authority will apply the following oversubscription criteria in order of priority where the applicant has qualified for a place:

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

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

2. **Children with exceptional medical or social need.** This category includes:

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

Exceptional medical or social need could include, for example:

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

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

- a child may be separated from a friendship group;
- parents/carers 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 who qualify for the free school meals pupil premium or Ever 6 FSM.** This means pupils recorded in the January school census who are known to have been eligible for Free School Meals (FSM) at any point in the last six years (known as Ever 6 FSM) or who are currently in receipt of free school meals.
4. **Children with a sibling already attending this school at the time of admission.** Children will be classed as siblings if they live in the same household in a single family unit. This includes for example, full, half, step, or adoptive brothers or sisters;
5. **Children whose parent/carer is a member of staff employed on a permanent contract at this school.**
 - for two or more years at the time at which the application for admission to the school is made;

or

- where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage evidenced by completion of the staff supplementary information form.

This covers all staff working at the school to which the application relates but does not include staff who work on the school site for other employers.

6. **Other children** not shown in a higher oversubscription criteria.

NOTES - where an applicant has qualified for a place:

Admission out of the normal age group: Places will normally be offered in the year group according to the child's date of birth but a parent/carer may submit an application for a year group other than the child's chronological year group. A decision will be made on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's/carer's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. The admission authority will also take into account the views of the head teacher of the school(s) concerned. Parents/carers must not assume that the decision of one school will transfer with the child to a different school as the decision rests with the individual admission authority. Where a place is refused in a different year group but a place is offered in the school, there will be no right of appeal.

Appeals: In the event that an applicant is denied a place at the school, the parent/carer will have the right of appeal to an independent appeal panel. Information relating to the appeal process can be obtained from Plymouth City Council's School Admissions Team¹.

Fair Access: All applications will be considered under the LA Fair Access Protocol.

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

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

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

Home address: Any allegations received by the admission authority of people providing false or accommodation addresses when applying for school places shall be fully investigated and, if found to be true, it could lead to a criminal prosecution and withdrawal of an allocated place. Oversubscribed schools are advised to ask parents/carers to provide proof of residence (for example utility bills) before admitting the pupil. Plymouth Local Authority¹ (LA) will also carry out checks as appropriate. A pupil's home address is defined as the address at which the pupil is normally resident or, where a pupil lives at more than one address, the address at which the pupil lives for the majority of the time. Where the home address is unclear, the Admission Authority will determine the appropriate address taking into account factors such as the address to which the Child Benefit Allowance or Child Tax Credit is payable, registration for medical services etc.

Multiple births: Defined as the birth of more than one baby from a single pregnancy. We understand that parents/carers would like to keep twins, triplets and other children of multiple birth together. Where the admission criteria is applied and it is not possible to offer places to all pupils of the same multiple birth family we would work with the family to find the best solution for them and their children. Should it transpire that it is not possible to offer place(s) to all pupils within that multiple birth, there will be a random ballot as set out in the School Admissions Code. This will be undertaken by an officer of Plymouth City Council¹ by the operation of an electronic random number generator.

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

Tie-breaker: Where we have to choose between two or more pupils in the same category as each other, then the nearer to the school the pupil lives – as measured by a straight line on the map using Plymouth City Council's¹ electronic mapping system - the higher the priority. Measurement points will be from the spatial locator identified by the National Land and Property Gazetteer. The spatial locator is the address point based on a general internal point. Flats are therefore taken to be the same measurement point regardless of floor of location.

In the event of there still being a tie, there will be a random ballot using an electronic random number generator. Such a ballot will be supervised by an officer of Plymouth City Council¹.

Response: Parents/carers must respond to an allocation of a school place within two weeks of the date of notification of availability of a school place. In the absence of a response, the offer may be revoked and the place may be reallocated to someone else. Parent/carers declining the offer of a place should notify the educational arrangements they plan to provide for their child. Response must be made to Plymouth City Council¹.

Waiting lists: Where a place is not available, pupils who are judged to be of grammar school ability or whose score in the 11-plus procedure was within two points of the cut-off score for entry to Year 7 in the relevant year of admission will be added to a waiting list for a place. As part of the allocation response, parents/carers will be asked to confirm the wish to remain on the waiting list(s). Parents/carers will be required to renew their intent to remain on the waiting list(s), usually in the autumn, spring and summer. Failure to confirm the wish to remain on the waiting list(s) will lead to removal from the list(s). Those on a waiting list and late applicants will be treated equally and placed on the same list. Waiting lists will be held in the order of the published admission criteria. Any vacancies that arise will be allocated to the pupil at the top of the waiting list.

¹ At the time of determination, Plymouth High School for Girls purchases services from Plymouth City Council. If the school ceases this service, the function will be undertaken by the school or contracted to another provider.

² This means pupils recorded in the January school census who are known to have been eligible for free school meals (FSM) at any point in the last six years (known as Ever 6 FSM) and those currently in receipt of free school meals.

SECTION 3

(i)

SUPPLEMENTARY INFORMATION FORM
FREE SCHOOL MEALS PUPIL PREMIUM OR EVER 6 FSM 2022/2023

You should only complete this form if:

- a) You have named Devonport High School for Girls or Plymouth High School for Girls on the Common Application Form;**
and
b) Your child is in receipt of free school meals, pupil premium or Ever 6 FSM.

You will need to take this form to your child's current school for the school to complete part B. You then need to return the completed form by 31 October 2021 to be included in the allocations made on 1 March 2022. Forms received after this date will still be considered but will not be included within the first allocation round. Return the form to: School Admissions Team, Education, Participation and Skills, Plymouth City Council, Windsor House, 215 Tavistock Road, Plymouth PL6 5UF.

PART A

To be completed by the parent/carers

Child's full name:	
Date of birth:	
I confirm that my child is in receipt of free school meals, pupil premium or Ever 6 FSM	<input type="checkbox"/> Yes
Name of school currently attended:	
Name of parent/carers:	
Relationship to child:	
Signature:	
Date:	

Data Protection

The information collected on this form will be processed and may be stored electronically by the school in compliance with the Data Protection Act. The data may be shared with Plymouth City Council or other agents of the school, but only for administrative or other service provision purposes and with Government Departments where there is a legal requirement to do so. In accordance with the School Admissions Code, should information given be found to be fraudulent then the offer of a school place can be withdrawn. If you would like further information about Data Protection, please contact the school. By signing or submitting this form you acknowledge that you have read, understood and agreed to this data processing.

PART B**To be completed by the school attended**

Child's full name:	
Date of birth:	
I confirm that the child named above is currently in receipt of free school meals, pupil premium or Ever 6 FSM:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Name of school currently attended:	
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.

At the time of determination, Plymouth High School for Girls purchases services from Plymouth City Council. If the school ceases this service, the function will be undertaken by the school or contracted to another provider. Page 10 of 18

(ii)

STAFF SUPPLEMENTARY INFORMATION FORM 2022/2023

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

Only complete this form if you are:

- a) A member of staff employed on a permanent contract by the school (and working at the school applied for) for two or more years at the time at which the application for admission to the school is made;**
- or**
- b) A member of staff recruited to fill a vacant post for which there is a demonstrable skill shortage.**

If you are applying under a) or b) above, you need to take this form to the school of employment for the school to complete part B. You then need to return the completed form by 31 October 2021 to be included in the normal point of entry allocations made on 1 March 2022. Forms received after this date will still be considered but will not be included within the first allocation round. For an in-year admission to any year group, the form should be submitted with the application form. Return the form to: School Admissions Team, Education, Participation and Skills, Plymouth City Council, Windsor House, 215 Tavistock Road Plymouth, PL6 5UF.

Part A - To be completed by the parent/carer

Child's full name:	
Date of birth:	
Member of staff employed by the school:	
Name of school of employment:	
Name of parent/carer:	
Relationship to child:	
Signature:	
Date:	

Data Protection

The information collected on this form will be processed and may be stored electronically by the school in compliance with the Data Protection Act. The data may be shared with Plymouth City Council or other agents of the school, but only for administrative or other service provision purposes and with Government Departments where there is a legal requirement to do so. In accordance with the School Admissions Code, should information given be found to be fraudulent then the offer of a school place can be withdrawn. If you would like further information about Data Protection, please contact the school. By signing or submitting this form you acknowledge that you have read, understood and agreed to this data processing.

At the time of determination, Plymouth High School for Girls purchases services from Plymouth City Council. If the school ceases this service, the function will be undertaken by the school or contracted to another provider. Page 11 of 18

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.

At the time of determination, Plymouth High School for Girls purchases services from Plymouth City Council. If the school ceases this service, the function will be undertaken by the school or contracted to another provider. Page 12 of 18

(iii)

EXCEPTIONAL MEDICAL OR SOCIAL NEED FOR ADMISSION
SUPPLEMENTARY INFORMATION FORM 2022/2023

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

Only complete this form if you are seeking admission priority on the grounds of exceptional need.

If you wish us to consider whether your child has exceptional medical or social need to attend this school (criteria 2.2) you must submit independent professional evidence which explains clearly why it is essential to attend this school and no other school. Please make sure that you have read the description of exceptional medical or social need in the admission policy for the school.

You will need to return the completed form and evidence by 31 October 2021 to be included in the secondary normal point of entry allocations made on 1 March 2022. Forms received after this date will still be considered but will not be included within the first allocation round. For an in-year admission to any year group, or a sixth form application, the form and evidence should be submitted with the application form.

Return the form to: School Admissions Team, Education, Participation and Skills, Plymouth City Council, Windsor House, 215 Tavistock Road Plymouth, PL6 5UF. For sixth form admissions, return this form direct to the school with your application.

Part A - To be completed by the parent/carers

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

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

Data Protection

The information collected on this form will be processed and may be stored electronically by the school in compliance with the Data Protection Act. The data may be shared with Plymouth City Council or other agents of the school, but only for administrative or other service provision purposes and with Government Departments where there is a legal requirement to do so. In accordance with the School Admissions Code, should information given be found to be fraudulent then the offer of a school place can be withdrawn. If you would like further information about Data Protection, please contact the school. By signing or submitting this form you acknowledge that you have read, understood and agreed to this data processing.

SECTION 4**Plymouth High School for Girls Sixth Form admission arrangements**

The admission arrangements outlined within this document apply to admissions to Plymouth High School for Girls Sixth Form in the 2022/2023 academic year. The arrangements apply to students transferring from Year 11 in a secondary school to Year 12 in a secondary school.

Where a school operates a Sixth Form, students are normally accepted from other school bases as long as the school has capacity and the applicant meets the relevant admission criteria. Each school will have a different application timetable and number of places to offer. Applications should be made direct to the school.

The number of students who have applied for each course will need to be taken into account, meaning that extra students can sometimes be accommodated over the admission number if the student's chosen course is not full.

The admission arrangements apply equally to those seeking admission from year 11 within the school to those seeking transfer from other schools. All those seeking admission to Year 12 must achieve the necessary grades for access onto the courses they have chosen.

A student with an Education, Health and Care Plan which names the school will be admitted subject to achieving the necessary grades for access onto the courses they have chosen.

Any student refused the offer of a place in Year 12 has the right of appeal to an independent appeals panel.

Where the number of eligible external applicants for a course of study exceeds the places available then admission will be determined in accordance with the following priority of admission criteria:

1. **Looked after children and all previously looked after children.** A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). Children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

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

Exceptional medical or social need could include, for example:

- a serious medical condition, which can be supported by medical evidence

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

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

- a child may be separated from a friendship group;
- parents/carers 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 this school at the time of admission.** Children will be classed as siblings if they live in the same household in a single family unit. This includes for example, full, half, step, or adoptive brothers or sisters.
4. **Other children** not shown in a higher oversubscription criteria.

NOTES:

Appeals: In the event that an applicant is denied a place at the school, the parent/carer will have the right of appeal to an independent appeal panel. Information relating to the appeal process can be obtained from Plymouth City Council's School Admissions Team¹.

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

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

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

Home address: any allegations received by the admission authority of people providing false or accommodation addresses when applying for school places shall be fully investigated and, if found to be true, allocated places may be withdrawn, as appropriate. Schools have been advised by Plymouth City Council¹ to ask parents/carers to provide proof of residence (for example utility bills) before admitting a student. Plymouth Local Authority¹ (LA) will also carry out checks as appropriate. A student's home address is defined as the address at which the student is normally resident or, where a student lives at more than one address, the address at which the student lives for the majority of the time. Where the home address is unclear, the Admission Authority will determine the appropriate address taking into account factors such as the address to which the Child Benefit Allowance or Child Tax Credit is payable, registration for medical services etc.

Multiple births: Defined as the birth of more than one baby from a single pregnancy. We understand that parents/carers would like to keep twins, triplets and other children of multiple birth together. Where the admission criteria is applied and it is not possible to offer places to all students of the same multiple birth family we would work with the family to find the best solution for them and their children. Should it transpire that it is not possible to offer place(s) to all students within that multiple birth, there will be a random ballot as set out in the School Admissions Code. This will be undertaken by the Chair of Governors in the presence of the Head Teacher by the operation of an electronic random number generator.

Tie-breaker: where we have to choose between two or more students in the same category as each other, then the nearer to the school the student lives - as measured by a straight line on the map using the City Council's¹ electronic mapping system - the higher the priority. Measurement points will be from Measurement points will be from the spatial locator identified by the National Land and Property Gazetteer. The spatial locator is the address point based on a general internal point. Flats are therefore taken to be the same measurement point regardless of floor of location. If the tie-breaker is not sufficient to distinguish between applicants in a particular category, there will be a random ballot as set out in the School Admissions Code. This will be undertaken by the Chair of Governors in the presence of the Head Teacher by the operation of an electronic random number generator.

Timetable for application:

School name	Year 12 PAN (excluding those transferring from the schools own Year 11).	Application date	Normal notification date	Late applications accepted until
Plymouth High School for Girls	30	By the end of January preceding the September of admission.	By the end of February in which the academic year of admission falls.	The end of the second full week of the start of Y12 in September.

¹ At the time of determination, Plymouth High School for Girls purchases services from Plymouth City Council. If the school ceases this service, the function will be undertaken by the school or contracted to another provider.

CONTACTS AND FURTHER INFORMATION**School**

St Lawrence Road
Plymouth
PL4 6HT
Telephone: 01752 208308
phs@phsg.org
www.phsg.org

Plymouth School Admissions Team

Telephone: 01752 307469
The website at www.plymouth.gov.uk/schooladmissions has information about applying for a place at the school, school appeals, and the coordinated schemes of admission.

School Appeals

Telephone 01752 398164
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

PRIMARY COORDINATED ADMISSIONS SCHEME

Normal Point of entry 2022/2023



Introduction

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

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

Interpretation

1. In the scheme:

- **admission arrangements** means the arrangements for a particular school or schools which govern the procedures and decision making for the purposes of admitting pupils to the school;
- **admissions authority** in relation to a community or voluntary controlled school means the local authority and, in relation to an academy, foundation, free, trust or VA school, means the Board of Governors of that school or the multi academy trust where this applies;
- **eligible for a place** means that a child has been placed on a school's ranked list at such a point which falls within the school's published admission number (PAN);
- **in-year admission** means any application for a place in the first year of entry to an infant, primary or junior school that is received on or after the date specified in Schedule 2, and applications for a place in any other year group received at any time from the commencement of the scheme;
- **local authority (LA)** means the local council. The LA for Plymouth is Plymouth City Council;
- **nearest appropriate school** means the nearest appropriate school to the applicant's home address with a vacancy;
- **PAN** means the published admission number for the year of entry at a school;
- **school** means a maintained community, foundation, free, trust, voluntary aided (VA) school and voluntary controlled school or an academy studio school or UTC (but not a special school);
- **the specified year** means the school year 2022/2023, starting September 2022.

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 2021 for admissions to primary and junior schools in September 2022.

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

SCHEDULE I

PART I - THE SCHEME

- I. All parents seeking a school place will be required to make a written application for a school place using the common application form. The City Council will take measures to advertise the application process but the onus for making and submitting an application for a school place rests with the parent.
- I. The common application form shall be used for the purpose of admitting pupils into:
 - the first year of an infant, primary or junior school

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

ask them to complete one.

Applications outside of the chronological age group

9. Places will normally be offered in the year group according to the child's date of birth but a parent/carer may submit an application for a year group other than the child's chronological year group. A decision will be made on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent/carer's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. The admission authority will also take into account the views of the headteacher of the school(s) concerned. Parent/carers must not assume that the decision of one school will transfer with the child to a different school as the decision rests with the individual admission authority. Where a place is refused in a different year group but a place is offered in the school, there will be no right of appeal.
- (i) In respect of schools for which the City Council is the admission authority or in respect of own admission authorities who have delegated the function to the local authority:
- a decision will be made in conjunction with the Admissions Support Manager, as to whether an application would be accepted for out of age cohort transfer reviewing the educational, social, and physical needs of the child as demonstrated by the case made.
- (ii) In respect of other own admission authority schools:
- a decision will be made by the admission authority as to whether an application would be accepted for out of age cohort transfer reviewing the educational, social, and physical needs of the child as demonstrated by the case made.

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

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

Processing common application forms

10. The closing date for the City Council to receive applications for Year R of an infant or primary school and year 3 of a junior school is as specified in Schedule 2.
11. Completed common application forms for children who live in Plymouth shall be returned to the City Council either via an infant or primary school or direct, so that the Council can keep track of parent/carers who do not complete a common application form.
12. Schools shall keep a record of all application forms forwarded to the City Council.
13. In the case of duplicate submissions, the later application submitted by the parent/carer will overwrite an earlier submission.
14. Where conflicting preferences are received from more than one parent/carer, the City Council will contact both parties and request that they reach agreement on the school preferences for the child. In the absence of provision of a court order (or other legal grounds) preventing access, the City Council will inform another parent that an application has been made and the schools that have been named as preferences as both parents are entitled to an involvement in decisions about

their children. In the unlikely event that no agreement can be reached and an offer is made to each parent, an offer will not be held open once the child has been physically admitted to another school. Where the outcome of preferences for more than one parent would result in duplicate offers being made for the same school, only one place will be offered for the child.

15. 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 19 April 2022.

Determining offers in response to the common application form

16. The City Council shall act as a clearing house for the allocation of places by the relevant admission authorities in response to the common application forms. The City Council shall decide to offer or refuse a place only in response to any preference expressed on the common application form where:
- a) it is acting in its separate capacity as an admission authority, or
 - b) an applicant is eligible for a place at more than one school, or
 - c) an applicant is not eligible for a place at any school that the parent/carer has nominated.

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

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

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

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

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

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

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

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

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

Parental responsibility

30. Any person with legal parental responsibility for a child is entitled to be involved in all major decisions affecting the child(ren) which includes where the child attends school. When an application is submitted for a school place, the person signing the application form is also confirming that everyone with parental responsibility is in agreement with the application. Occasionally, objections are later raised by a person with legal parental responsibility.
31. Where this happens, we will ask for evidence of legal parental responsibility and will also ask all parties for evidence of court orders relating to education or a special guardianship order. In the absence of such an order, we will make a decision in the best interest of the child taking into account any views submitted by persons with parental responsibility, the child's residence and who has day to day responsibility for the child e.g. transport to school. Where an objection is raised, parent/carers will be advised to seek legal advice with a view to obtaining a final court order relating to education/special guardianship. Once we receive evidence of this order, the case will be reviewed.

Mode of attendance

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

Waiting Lists

34. For the duration of this scheme, the City Council shall maintain waiting lists and re-allocate any places that may have become vacant since the allocation date specified in Schedule 2 to applicants who have not yet been offered a place, for example, late applicants whose preferences have not yet been considered. A child will automatically be placed on a waiting list, to be re-allocated a

place if one becomes available after the notification date, at any school ranked higher on the common application form than the school that was offered. By change of preference, a child may join a waiting list for a school not previously requested. Each added child will require the list to be ranked again in line with the published oversubscription criteria.

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

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

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

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

Fraudulent applications

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

The right of appeal

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 any other appeals, those on the waiting list, and any late applications, in accordance with the published admission criteria. If the child is allocated to that place, the appeal will be cancelled.

40. A foundation, free, trust or voluntary aided school or an academy may have their own appeal arrangements. Further details are available direct from the school.
41. Appeals will be heard within 30 school days of the appeal being lodged. A timetable for appeal will be published on Plymouth City Council's website by 28 February each year.

PART II - LATE APPLICATIONS

42. The closing date for applications in the normal admissions round is specified in Schedule 2. As far as is reasonably practicable, applications for places in the normal admissions round that are received late for good reason shall be accepted provided they are received before the date specified in Schedule 2 as the start of the allocation procedure. What will be considered as good reason include:
 - when a single parent/carer has been ill for some time, or has been dealing with the death of a close relative;
 - where a family has just moved into the area or is returning from abroad (proof of ownership or tenancy of a property in Plymouth will be required in these cases);
 - the City Council will also consider other circumstances and decide each case on its own merits.
43. Applications received after the date specified in Schedule 2 as the start of the allocation procedure, but before the date specified in Schedule 2 as the start of the in-year admissions procedure, shall normally be considered after the allocation procedure has ended, the date for which is also specified in Schedule 2. If possible, late applicants will be offered a school place on the notification date specified in Schedule 2 but, if not, normally within four weeks of the City Council receiving the application.
44. Late applications made direct to any school on the common application form shall be forwarded to the City Council without delay. Where only the supplementary information is received, the school shall inform the City Council without delay so that it can verify whether a common application form has been received from the parent/carer and, if not, contact the parent/carer and ask them to complete one. The City Council shall enter the details onto its central database and, after consultation with the relevant admission authority, offer a place at the school highest in the parent/carer's order of preference that has a vacancy or, if not, at the nearest appropriate school with a vacancy.

PART III - IN-YEAR ADMISSIONS

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

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

PART IV - MANAGING COMPLIANCE WITH THE INFANT CLASS SIZE DUTY

46. 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.

47. Infant classes (those where the majority of children will reach the age of 5, 6 or 7 during the school year) **must not** contain more than 30 pupils with a single school teacher. Additional children may be admitted under limited exceptional circumstances. These children will remain an 'excepted pupil' for the time they are in an infant class or until the class numbers fall back to the current infant class size limit. The excepted children are:

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

48. Schools are required to accurately complete Census returns for submission to the LA. The LA has a duty to check these returns before submitting to the Department for Education.

49. Schools that do not comply with infant class size restrictions will be required to take qualifying measures in order to comply with the class size limit.

SCHEDULE 2

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

From Monday 8 November 2021	Availability of guide for parents and relevant application forms.
By Saturday 15 January 2022	<ul style="list-style-type: none"> ▪ Common application forms are returned to the City Council. Proof of date of posting will be required for applications received after this date in order to verify the submission date. ▪ Supplementary information, as required, is sent direct to the relevant LA, academy, foundation, free, trust or VA school.
By Monday 7 February 2022	<ul style="list-style-type: none"> ▪ The City Council sends details of relevant applications received to other Local Authorities. ▪ The City Council notifies each relevant academy,

	<p>foundation, free, trust and VA school of the number of applications for the school so that the school can rank applications against the admission criteria.</p> <ul style="list-style-type: none"> ▪ The City Council notifies each Plymouth school of the number of first, second and third preference applications for the school.
By Thursday 17 February 2022	Academy, foundation, free, trust and VA schools provide the City Council with ranked lists of applicants.
Monday 28 February 2022	The allocation procedure starts.
By Friday 1 April 2022	<ul style="list-style-type: none"> ▪ The City Council has matched the ranked lists of all schools and allocated places. ▪ The City Council notifies other LAs of applicants from their areas who have been offered places in Plymouth schools.
By Monday 4 April 2022	The City Council notifies each school of the applicants who have been offered places at the school.
Thursday 14 April 2022	Allocation procedure ends
Tuesday 19 April 2022	The City Council sends allocation notifications to parent/carers.
By Tuesday 3 May 2022	Parent/carers to respond to allocation notifications.
Tuesday 3 May 2022	Latest submission date for applications to be included in the 2 nd allocation round.
Tuesday 17 May 2022	The City Council sends allocation notifications to parent/carers in respect of the 2nd allocation round.
Tuesday 31 May 2022	Parent/carers to respond to allocation notifications in respect of the 2nd allocation round.
From Thursday 1 September 2022	Applications for Year R or Y3 are treated as in-year admissions.

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SCHOOL ADMISSION ARRANGEMENTS 2022/2023

Public consultation



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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 choice, 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 2022/2023 school admission arrangements would leave the Council in breach of its statutory duties.

3. Timeline

Activity	Timetable for admission arrangements in 2022/2023
Earliest date to send admission arrangements to the Diocesan Board of education	1 October 2020
Earliest date to start consultation on proposed arrangements	1 October 2020 (last date 31 October 2020)
Plymouth own admission authority schools to send draft admission arrangements for consultation to Plymouth local authority (LA)	9 November 2020 to 13 November 2020
Plymouth consultation starts	Monday 7 December 2020
Plymouth consultation ends	Sunday 17 January 2021

Deadline for completion of consultation on arrangements	31 January 2021
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 2021
Minimum length of consultation	Six weeks
Deadline for admission arrangements to be determined (even there have been no changes or no consultation)	Sunday 28 February 2021
Deadline for notification of a qualifying scheme for coordination	Sunday 28 February 2021
Deadline for admission authorities to send determined arrangements to LA	Monday 15 March 2021
Deadline for LA to publish on its website details of all new schools to open that year & details of where all other school arrangements can be viewed	Monday 15 March 2021
Deadline for objections to the Schools Adjudicator	15 May 2021

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 2022/2023, consultations have been held in accordance with the Code on the basis of the admission arrangements set out in the In-Year admission arrangements 2020/21, Another Step 2021, The Next Step 2021, Starting Junior School in Plymouth 2021 and Starting School in Plymouth 2021, as suitably amended.

The proposals for change comprised:

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

2. Re-wording of the oversubscription criteria for Looked After and Previously Looked After Children; the criteria itself is not altering.
3. Re- wording of the oversubscription criteria for staff; this criteria has been amended to include all staff employed at an individual school.

6. The Consultation Survey

Comments were received in response to the consultation as follows:

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

7. Decision to be taken

Having completed the consultation process, the Council, as the admission authority for community and voluntary controlled schools, must determine the admission arrangements by 28 February 2021. 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 2022/2023 be based on those for 2021/2022 subject to the following amendments:

1. New timetables for primary and secondary schools at the normal point of entry;
2. Re-wording of the oversubscription criteria for Looked After and Previously Looked After Children; the criteria itself is not altering.
3. Re-wording of the oversubscription criteria for staff; this criteria has been amended to include all staff employed at an individual school.

EQUALITY IMPACT ASSESSMENT

Education Participation and Skills – school admission arrangements 2022/2023



STAGE 1: WHAT IS BEING ASSESSED AND BY WHOM?

What is being assessed - including a brief description of aims and objectives?	School Admission arrangements for community and voluntary controlled schools for admission in the 2022/2023 academic year. The determined admission arrangements take into account responses received during the consultation carried out between 7 December 2020 and 17 January 2021 and met the legal requirements specified in the School Admissions Code.
Author	Sharon Stowe
Department and service	Education, Participation and Skills, School Admissions Team
Date of assessment	

STAGE 2: EVIDENCE AND IMPACT

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

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

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

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

	<p>bearing on an admissions application. Plymouth's application forms ask for the child's gender. At this point, the gender appropriate to the birth certificate should be entered. Further information relating to gender identity and the reasoning for selection of a particular school can be given on the application form.</p> <p>In the case of transgender applicants, where a parent selects a placement in a single sex school opposite to the birth gender, the application will be considered and a decision made on the individual circumstances of the case. This is a complex decision and not all children will be competent to take it at the time of transfer. As part of the case consideration, we would seek evidence from the family that they have thought through the issues carefully and in most cases would expect them to be able to provide us with some independent evidence from a medical professional or other worker who has been involved in the situation.</p>			
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STAGE 3: ARE THERE ANY IMPLICATIONS FOR THE FOLLOWING? IF SO, PLEASE RECORD ACTIONS TO BE TAKEN

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

STAGE 4: PUBLICATION

Responsible Officer: Amanda Paddison

Date 18 January 2021

Head of Service Business and Access

SECONDARY COORDINATED ADMISSIONS SCHEME

Normal point of entry – 2022/2023



Introduction

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

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

Interpretation

1. In the scheme:

- **admission arrangements** means the arrangements for a particular school or schools which govern the procedures and decision making for the purposes of admitting pupils to the school;
- **admissions authority** in relation to a community or voluntary controlled school means the local authority and, in relation to an academy, foundation, free, studio, trust or VA school or a UTC, means the Board of Governors of that school or the multi academy trust where this applies;
- **eligible for a place** means that a child has been placed on a school's ranked list at such a point which falls within the school's published admission number (PAN);
- **in-year admission** means any application for a place in the first year of secondary education or entry year to a studio school or UTC that is received on or after the date specified in Schedule 2, and applications for a place in any other year group received at any time from the commencement of the scheme;
- **local authority (LA)** means the local Council. The LA for Plymouth is Plymouth City Council;
- **nearest appropriate school** means the nearest appropriate school to the applicant's home address with a vacancy;
- **PAN** means the published admission number for the year of entry at a school;
- **school** means a maintained community, foundation, free, trust or voluntary aided (VA) school or an academy, studio school or UTC (but not a special school);
- **the specified year** means the school year 2022/2023 starting September 2022.

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

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

with the exception of special schools and boarding schools. State funded schools include academies, foundation, free, studio, trust and VA schools and a UTC. Applications for entry to a sixth form are not administered under this scheme – applications must be made direct to the individual school. This scheme will take effect from September 2021 for admissions to secondary schools in September 2022.

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

SCHEDULE I

PART I - THE SCHEME

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

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

Applications outside of the chronological age group

9. Places will normally be offered in the year group according to the child's date of birth but a parent/carer may submit an application for a year group other than the child's chronological year group. A decision will be made on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent/carer's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. The admission authority will also take into account the views of the headteacher of the school(s) concerned. Parent/carers must not assume that the decision of one school will transfer with the child to a different school as the decision rests with the individual admission authority. Where a place is refused in a different year group but a place is offered in the school, there will be no right of appeal.
- (i) In respect of schools for which the City Council is the admission authority or in respect of own admission authorities who have delegated the function to the local authority:
- a decision will be made in conjunction with the Admissions Support Manager, School Admissions as to whether an application would be accepted for out of age cohort transfer reviewing the educational, social, and physical needs of the child as demonstrated by the case made.
- (ii) In respect of other own admission authority schools:
- a decision will be made by the admission authority as to whether an application would be accepted for out of age cohort transfer reviewing the educational, social, and physical needs of the child as demonstrated by the case made.

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

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

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

Processing common application forms

10. The closing date for the City Council to receive applications for Year 7 or the entry year to a studio school or UTC is as specified in Schedule 2.
11. Completed common application forms for children who live in Plymouth shall be returned to the City Council either via a primary school or direct, so that the City Council can keep track of parent/carers who do not complete a common application form.
12. Schools shall keep a record of all application forms forwarded to the City Council.

- 13 In the case of duplicate submissions, the later application submitted by the parent/carer will overwrite an earlier submission.
- 14 Where conflicting preferences are received from more than one parent/carer, the City Council will contact both parties and request that they reach agreement on the school preferences for the child. In the absence of provision of a court order (or other legal grounds) preventing access, the City Council will inform another parent that an application has been made and the schools that have been named as preferences as both parents are entitled to an involvement in decisions about their children. In the unlikely event that no agreement can be reached and an offer is made to each parent, an offer will not be held open once the child has been physically admitted to another school. Where the outcome of preferences for more than one parent would result in duplicate offers being made for the same school, only one place will be offered for the child.
- 15 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 2022.

Determining offers in response to the common application form

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

- eligible for a place at two or more of the nominated schools, he or she shall be allocated a place at whichever of these is the highest ranked preference.
 - not eligible for a place at any of the nominated schools, he or she shall be allocated a place at the nearest appropriate school with a vacancy.
21. By the date specified in Schedule 2, the City Council shall inform each of its secondary schools, including studio schools and UTCs, of the pupils to be offered places at the school, and inform other LAs of places in Plymouth schools to be offered to their residents.
22. Once the allocation procedure has started, it will not be possible to consider any changes to an application. Any changes would be considered in the next allocation round.
23. On the National Allocation Date (1 March each year or the next working day should 1 March fall on a non-working day), parent/carers shall be notified that they are being offered a place at a school. The notification will include:
- the name of the school at which a place is offered;
 - if appropriate, the reasons why the child is not being offered a place at each of the other schools nominated on the common application form;
 - if appropriate, information about their statutory right of appeal against the decisions to refuse places at the other nominated schools;
 - information about school waiting lists;
 - via the website, contact details for the school; the City Council; and those nominated academy, foundation, free, trust and VA schools where the child was not offered a place, so that the parent/carer may lodge an appeal with the admission authority;
 - a requirement to notify the City Council whether the applicant intends to accept or decline the place allocated to the child.

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

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

24. By the date specified in Schedule 2, parent/carers must notify acceptance of a school place. Failure to notify acceptance may result in withdrawal of the place offered. Parent/carers declining the offer of a place should notify the educational arrangements they plan to provide for their child.
25. Where no common application form is submitted by the national allocation date, a place shall be offered at the nearest appropriate school with a vacancy in response to a late application. The City Council shall seek evidence to establish to which children this applies.
26. Neither the City Council nor any school shall inform any parent/carer before the national allocation date of whether a place will be or has been allocated at any school to any child who is the subject of an application.

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

27. Children and young people who are LBGT should feel able to apply to a school without

any restrictions. Where a school or college is co-educational, the gender a person associates with has no bearing on an admissions application. Plymouth's application forms ask for the child's gender. At this point, the gender appropriate to the birth certificate should be entered. Further information relating to gender identity and the reasoning for selection of a particular school can be given on the application form.

28. In the case of transgender applicants, where a parent selects a placement in a single sex school opposite to the birth gender, the application will be considered and a decision made on the individual circumstances of the case. This is a complex decision and not all children will be competent to take it at the time of transfer. As part of the case consideration, we would seek evidence from the family that they have thought through the issues carefully and in most cases would expect them to be able to provide us with some independent evidence from a medical professional or other worker who has been involved in the situation.

Parental responsibility

29. Any person with legal parental responsibility for a child is entitled to be involved in all major decisions affecting the child(ren) which includes where the child attends school. When an application is submitted for a school place, the person signing the application form is also confirming that everyone with parental responsibility has been informed that the application has been made. Occasionally, objections are later raised by a person with legal parental responsibility.
30. Where this happens, we will ask for evidence of legal parental responsibility and will also ask all parties for evidence of court orders relating to education or a special guardianship order. In the absence of such an order, we will make a decision in the best interest of the child taking into account any views submitted by persons with parental responsibility, the child's residence and who has day to day responsibility for the child e.g. transport to school. Where an objection is raised, parent/carers will be advised to seek legal advice with a view to obtaining a final court order relating to education/special guardianship. Once we receive evidence of this order, the case will be reviewed.

Waiting Lists

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

may be placed on the waiting lists of any schools that were nominated.

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

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

Selection assessments and tests

34. Where a selection assessment or test is part of the school's admission arrangements, parent/carers will be invited to register their children for the selection assessment/examination. Following a completed registration, the child will participate in the 11-plus examination and the admission authority will inform the parent/carer of the outcome of the selection assessments/tests before the close date for submission of the common application form making it clear that this does not equate to a guarantee of a selective school place.
35. Where a parent/carer fails to complete the registration process their child for the selection assessment/examination, the child will not be included in the assessment/examination process for the allocations on the national allocation date in March. Late requests for selection assessments/testing will only be considered on exceptional grounds for inclusion in the first allocation round. In such a case, parent/carers will need to make a case why it was not possible for them to have reasonably been aware of the assessment/examination process.

Fraudulent applications

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

The right of appeal

37. Parents/carers are entitled to lodge a statutory appeal for a place at any school for which their application has been refused.
38. If a place becomes available before the appeal is heard, the case would be considered alongside any other appeals, those on the waiting list, and any late applications, in accordance with the published admission criteria. If the child is allocated to that place, the appeal will be cancelled.
39. 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.
40. Appeals will be heard within 30 school days of the appeal being lodged. A timetable for appeal will be published on Plymouth City Council's website by 28 February each year.

PART II - LATE APPLICATIONS

41. The closing date for applications in the normal admissions round is specified in Schedule 2. As far as is reasonably practicable, applications for places in the normal admissions round that are received late for good reason will be accepted provided they are received before the date

specified in Schedule 2 as the start of the allocation procedure. What will be considered as good reason include:

- when a single parent/carer has been ill for some time, or has been dealing with the death of a close relative;
 - where a family has just moved into the area or is returning from abroad (proof of ownership or tenancy of a property in Plymouth will be required in these cases);
 - the City Council will also consider other circumstances and decide each case on its own merits.
42. Applications received after the date specified in Schedule 2 as the start of the allocation procedure, but before the date specified in Schedule 2 as the start of the in-year admissions procedure, shall be considered after the allocation procedure has ended, the date for which is also specified in Schedule 2. If possible, late applicants will be offered a school place on the national allocation date but, if not, normally within four weeks of the City Council receiving the application.
43. Late applications made direct to any school on the common application form shall be forwarded to the City Council without delay. Where only the supplementary information is received, the school shall inform the City Council without delay so that it can verify whether a common application form has been received from the parent/carer and, if not, contact the parent/carer and ask them to complete one. The City Council shall enter the details onto its central database and, after consultation with the relevant admission authority, offer a place at the school highest in the parent/carer's order of preference that has a vacancy or, if not, at the nearest appropriate school with a vacancy.

PART III – IN-YEAR ADMISSIONS

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

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

SCHEDULE 2

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

Monday 19 April 2021 – Tuesday 31 August 2021	11-plus registration takes place for Plymouth grammar schools
From Monday 6 September 2021	Availability of guide for parents and relevant application forms.
Saturday 18 and Saturday 25 September 2021	11-plus selection examinations take place for grammar schools
Friday 15 October 2021	11-plus results issued for boys (post)
Friday 15 October 2021	11-plus results issued for girls (email/post)

By Sunday 31 October 2021	<ul style="list-style-type: none"> ▪ Common application forms are returned to the City Council. Proof of date of posting will be required for applications received after this date in order to verify the submission date ▪ Supplementary information, as required, is sent direct to the relevant LA, academy, foundation, free, studio, trust, UTC and VA school.
By Tuesday 30 November 2021	<ul style="list-style-type: none"> ▪ The City Council sends details of relevant applications received to other Local Authorities. The City Council notifies each relevant academy, foundation, free, studio, trust, UTC and VA school of the number of applications for the school so that the school can rank applications against the admission criteria. ▪ The City Council notifies each Plymouth secondary and key stage four school of the number of first, second and third preference applications for the school.
By Friday 7 January 2022	Academy, foundation, free, studio, trust, UTC and VA schools provide the City Council with ranked lists of applicants.
Monday 31 January 2022	The allocation procedure starts.
By Friday 11 February 2022	<ul style="list-style-type: none"> ▪ The City Council has matched the ranked lists of all schools and allocated places. ▪ The City Council notifies other LAs of applicants from their areas who will be offered places in Plymouth schools.
By Monday 28 February 2022	The City Council notifies each school of the applicants who will be offered places at the school.
Tuesday 1 March 2022	The City Council sends allocation notifications to parent/carers.
By Tuesday 15 March 2022	<ul style="list-style-type: none"> ▪ Parent/carers to respond to allocation notifications. ▪ Latest submission date for applications to be included in the 2nd allocation round.
By Friday 1 April 2022	Late 11+ Testing, results to be issued on 2 nd round of allocations
Friday 8 April 2022	2nd round of allocations - The City Council sends allocation notifications to parent/carers
Friday 22 April 2022	Parent/carers to respond to allocation notifications in respect of the 2nd allocation round.

From Thursday 1 September 2022

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 – SPI16 20/21

Decision	
1	Title of decision: THE CITY OF PLYMOUTH (TRAFFIC REGULATION ORDERS) (AMENDMENT ORDER NO. 2020.2137233 PLYMPTON ST MAURICE) ORDER 2021
2	Decision maker (Cabinet member name and portfolio title): Councillor Mark Coker, Cabinet Member for Strategic Planning and Infrastructure
3	Report author and contact details: Holly Curtis, Traffic Management Technician, email: holly.curtis@plymouth.gov.uk Tel: 01752 304010
4	<p>Decision to be taken: To implement the following amendments to The City of Plymouth (Moving & Speed Traffic Regulation Orders) (Consolidation) Order 2014 (as amended) in association with the Plympton St Maurice TRO.</p> <p>The effect of the order shall be: To Add: 20mph Zone:</p> <ul style="list-style-type: none"> • Longbrook Street – From a point 10 metres north of the property boundary of number 21 and 22 St Elizabeth Close to its junction with Fore Street • Fore Street – from its junction with Longbrook Street to its junction with Barbican Road • George Lane – From its junction with Longcause to its junction with Fore Street and Longbrook street • Church Road – From its junction with George Lane to its junction with Fore Street • Barbican Road – From its junction with George Street to its junction with Underwood Road and Back Lane • School Lane – From its junction with Barbican Road to its junction with Fore Street • Castle Lane – From its junction with School Lane to its junction with Fore Street • Castlehayes Gardens – for its entirety <p>7.5T Weight Restriction (Except for Access):</p> <ul style="list-style-type: none"> • George Lane – from its junction with Ridgeway to its junction with Fore Street and Longbrook Street • Longbrook Street – From its junction with Fore Street to its junction with Plympton Hill • Plympton Hill – From its junction with Longbrook Street to its southern junction with Ridge Road • Fore Street – from its junction with Longbrook Street to its junction with Barbican Road • Longcause – from its junction with George Lane to its junction with St Maurice Road • Church Road – From its junction with George Lane to its junction with Fore Street • Barbican Road – From its junction with George Lane to its junction with Underwood

Road and Back Lane

- School Lane – From its junction with Barbican Road to its junction with Fore Street
- Castle Lane – From its junction with School Lane to its junction with Fore Street
- Castlehayes Gardens – From its junction with Barbican Road for its entire length
- Back Lane – From its junction with Barbican Road to its junction with Vinery Lane
- Wolverwood Lane – From its junction with Longbrook Street (Bullers Hill) to its junction with St Stephens Road
- New Barn Hill – From its junction with Longbrook Street (Bullers Hill) to its junctions with Back Lane and Vinery Lane
- Ridge Road – From its southern junction with Plympton Hill to its junction with Merafield Road
- Drunken Bridge Hill – From its junction with Ridge Road to its junction with Underwood Road
- Underwood Road – From its junction with Barbican Rd and Back Lane to its junction with Merafield Road
- Merafield Road – From its junction with Underwood Road to its junction with Cot Hill
- Underlane – from its junction with Cot Hill to its junction with Underwood Road and Merafield Road
- Copse Road – from its junction with Drunken Bridge Hill to its junction with Kennel Hill
- Kennel Hill – from its junction with Underwood Road to its junction with Underwood Road
- Hill Close – from its junction with Copse Road for its entire length
- Copse Close – from its junction with Copse Road for its entire length
- Merafield Drive – from its junction with Kennel Hill and Copse Road for its entire length
- Almeria Court – from its junction with Merafield Drive for its entire length
- Kennel Hill Close – from its junction with Kennel Hill for its entire length
- Amados Drive – from its junction with Merafield Drive for its entire length
- Amados Rise – From its junction with Merafield Drive to its junction with Amados Drive
- Merafield Rise – From its junction with Merafield Road to its junction with Merafield Drive
- Woodland Drive – From its junction with Merafield Road for its entire length
- Elaine Close - From its junction with Merafield Road for its entire length
- Amados Close – From its junction with Woodland Drive for its entire length
- Dudley Road – From its junction with Cot Hill to its junction with Linketty Lane
- Linketty Lane – From its junction with Valley Road to its junction with Underlane
- Dark Street Lane – From its junction with Mudge Way to its junction with Underwood Road
- Priory Drive – From its junction with Dark Street Lane for its entire length
- Redvers Grove – From its junction with Dark Street Lane for its entire length
- Cottage Mews – From its junction with Redvers Grove for its entire length
- Sydney Close – From its junction with Dark Street Lane for its entire length
- Market Road – From its junction with Ridgeway to its junction with Underwood Road
- Auctioneers Close – From its junction with Market Road for its entire length
- Old Priory – From its junction with Market Road for its entire length
- Potters Way – From its junction with Market Road for its entire length
- Horseshoe Drive – From its junction with Market Road for its entire length
- Gatehouse Lane – From its junction with Market Road for its entire length
- Priory Mill– From its junction with Market Road for its entire length
- Longbrook Barton – From its junction with Priory Mill for its entire length

	<ul style="list-style-type: none"> • Lavinia Drive – From its junction with Underwood Road for its entire length • Brookingfield Close – From its junction with Underwood Road for its entire length • Maidenwell Road – From its junction with Underwood Road to its junction with Linketty Lane, for its entire length. <p><u>REVOCATIONS</u></p> <p>THE CITY OF PLYMOUTH (MOVING TRAFFIC REGULATION ORDERS) (CONSOLIDATION) ORDER 2014 to be varied in line with the provisions of this Order.</p>			
5	<p>Reasons for decision:</p> <p>Residents of Plympton Underwood & St Maurice have made the City Council aware of regular incidents where large vehicles ignore the existing Environmental Weight Restriction in the area causing congestion and damage to listed buildings within the Historic Core of the Town. The matter has been investigated and proposals developed to address the issue.</p> <p><u>20mph Zone</u></p> <p>The Historic Core of Plympton St Maurice to become a 20mph Zone. Speeds within this area are compatible with the creating of a 20mph Zone and it is felt that the establishment of 20mph Zone will enhance the sense of Place upon entering the area</p> <p><u>7.5T Weight Resitricition Except for Access.</u></p> <p>Environmental Weight Restrictions are introduced where there are no structural reasons to restrict traffic on a road by weight alone. Although there are many ancient towns in the UK where access for larger vehicles with restricted turning capabilities is clearly inappropriate, there are also many reasons for larger vehicles to enter such areas eg, Removals, Deliveries to Businesses etc.</p>			
6	<p>Alternative options considered and rejected:</p> <p>The alternative option would be to do nothing. This option was discounted on the basis that improvements are needed for safety of all road users.</p>			
7	<p>Financial implications:</p> <p>The Traffic Regulation Order (TRO) and associated works is being funded by the Department for Transport from a successful Emergency Active Travel Plan funding bid.</p>			
8	<p>Is the decision a Key Decision? (please contact Democratic Support for further advice)</p>	<p>Yes</p>	<p>No</p>	<p>Per the Constitution, a key decision is one which:</p> <p>x in the case of capital projects and contract awards, results in a new commitment to spend and/or save in excess of £3million in total</p> <p>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</p> <p>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.</p>

	If yes, date of publication of the notice in the <u>Forward Plan of Key Decisions</u>			
9	Please specify how this decision is linked to the Council's corporate plan/Plymouth Plan and/or the policy framework and/or the revenue/capital budget:	The Local Transport Plan (LTP) details the transport strategies and policies that the City Council has adopted and will be key in helping the city meet its Corporate Plan priorities, and growth agenda.		
10	Please specify any direct environmental implications of the decision (carbon impact)	n/a		
Urgent decisions				
11	Is the decision urgent and to be implemented immediately in the interests of the Council or the public?	Yes		(If yes, please contact Democratic Support Support (democraticsupport@plymouth.gov.uk) for advice)
		No	x	(If no, go to section 13a)
12a	Reason for urgency:			
12b	Scrutiny Chair Signature:		Date	
	Scrutiny Committee name:			
	Print Name:			
Consultation				
13a	Are any other Cabinet members' portfolios affected by the decision?	Yes		
		No	x	(If no go to section 14)
13b	Which other Cabinet member's portfolio is affected by the decision?			
13c	Date Cabinet member consulted	Mark Coker – 04/02/2020		
14	Has any Cabinet member	Yes		If yes, please discuss with the

	declared a conflict of interest in relation to the decision?	No	<input checked="" type="checkbox"/>	Monitoring Officer				
15	Which Corporate Management Team member has been consulted?	Name		Anthony Payne				
		Job title		Strategic Director for Place				
		Date consulted		06/01/2021				
Sign-off								
16	Sign off codes from the relevant departments consulted:	Democratic Support (mandatory)			DS86 20/21			
		Finance (mandatory)			pl.20.21.207.			
		Legal (mandatory)			LS/35944/JP/190121			
		Human Resources (if applicable)						
		Corporate property (if applicable)						
		Procurement (if applicable)						
Appendices								
17	Ref.	Title of appendix						
	A	Briefing report for publication						
	B	Equalities Impact Assessment						
Confidential/exempt information								
18a	Do you need to include any confidential/exempt information?	Yes	<input type="checkbox"/>	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	<input checked="" type="checkbox"/>					
		Exemption Paragraph Number						
		1	2	3	4	5	6	7
18b	Confidential/exempt briefing report title:							

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Background Papers

19 Please list all unpublished, background papers relevant to the decision in the table below.
 Background papers are unpublished 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	05/02/2021
Print Name	Councillor Coker		



PLYMPTON ST MAURICE

1. INTRODUCTION

This report seeks delegated authority to implement amendments to The City of Plymouth (Moving & Speed Traffic Regulation Orders) (Consolidation) Order 2014 (as amended) in association with the Plympton St Maurice TRO.

2. TRAFFIC REGULATION ORDERS REQUIRED

2.1 The elements that need a Traffic Regulation Order are as follows:

To Add;

Schedule 1 - 20mph Zone

- Longbrook Street – From a point 10 metres north of the property boundary of number 21 and 22 St Elizabeth Close to its junction with Fore Street
- Fore Street – from its junction with Longbrook Street to its junction with Barbican Road
- George Lane – From its junction with Longcause to its junction with Fore Street and Longbrook street
- Church Road – From its junction with George Lane to its junction with Fore Street
- Barbican Road – From its junction with George Street to its junction with Underwood Road and Back Lane
- School Lane – From its junction with Barbican Road to its junction with Fore Street
- Castle Lane – From its junction with School Lane to its junction with Fore Street
- Castlehayes Gardens – for its entirety

Schedule 2 - 7.5T Weight Restriction (Except for Access)

- George Lane – from its junction with Ridgeway to its junction with Fore Street and Longbrook Street
- Longbrook Street – From its junction with Fore Street to its junction with Plympton Hill
- Plympton Hill – From its junction with Longbrook Street to its southern junction with Ridge Road
- Fore Street – from its junction with Longbrook Street to its junction with Barbican Road
- Longcause – from its junction with George Lane to its junction with St Maurice Road
- Church Road – From its junction with George Lane to its junction with Fore Street
- Barbican Road – From its junction with George Lane to its junction with Underwood Road and Back Lane
- School Lane – From its junction with Barbican Road to its junction with Fore Street
- Castle Lane – From its junction with School Lane to its junction with Fore Street
- Castlehayes Gardens – From its junction with Barbican Road for its entire length
- Back Lane – From its junction with Barbican Road to its junction with Vinery Lane
- Wolverwood Lane – From its junction with Longbrook Street (Bullers Hill) to its junction with St Stephens Road
- New Barn Hill – From its junction with Longbrook Street (Bullers Hill) to its junctions with Back Lane and Vinery Lane
- Ridge Road – From its southern junction with Plympton Hill to its junction with Merafield Road
- Drunken Bridge Hill – From its junction with Ridge Road to its junction with Underwood Road

- Underwood Road – From its junction with Barbican Rd and Back Lane to its junction with Merafield Road
- Merafield Road – From its junction with Underwood Road to its junction with Cot Hill

- Underlane – from its junction with Cot Hill to its junction with Underwood Road and Merafield Road
- Copse Road – from its junction with Drunken Bridge Hill to its junction with Kennel Hill
- Kennel Hill – from its junction with Underwood Road to its junction with Underwood Road
- Hill Close – from its junction with Copse Road for its entire length
- Copse Close – from its junction with Copse Road for its entire length
- Merafield Drive – from its junction with Kennel Hill and Copse Road for its entire length
- Almeria Court – from its junction with Merafield Drive for its entire length
- Kennel Hill Close – from its junction with Kennel Hill for its entire length
- Amados Drive – from its junction with Merafield Drive for its entire length
- Amados Rise – From its junction with Merafield Drive to its junction with Amados Drive
- Merafield Rise – From its junction with Merafield Road to its junction with Merafield Drive
- Woodland Drive – From its junction with Merafield Road for its entire length
- Elaine Close - From its junction with Merafield Road for its entire length
- Amados Close – From its junction with Woodland Drive for its entire length
- Dudley Road – From its junction with Cot Hill to its junction with Linketty Lane
- Linketty Lane – From its junction with Valley Road to its junction with Underlane
- Dark Street Lane – From its junction with Mudge Way to its junction with Underwood Road
- Priory Drive – From its junction with Dark Street Lane for its entire length
- Redvers Grove – From its junction with Dark Street Lane for its entire length
- Cottage Mews – From its junction with Redvers Grove for its entire length
- Sydney Close – From its junction with Dark Street Lane for its entire length
- Market Road – From its junction with Ridgeway to its junction with Underwood Road
- Auctioneers Close – From its junction with Market Road for its entire length
- Old Priory – From its junction with Market Road for its entire length
- Potters Way – From its junction with Market Road for its entire length
- Horseshoe Drive – From its junction with Market Road for its entire length
- Gatehouse Lane – From its junction with Market Road for its entire length
- Priory Mill– From its junction with Market Road for its entire length
- Longbrook Barton – From its junction with Priory Mill for its entire length
- Lavinia Drive – From its junction with Underwood Road for its entire length
- Brookingfield Close – From its junction with Underwood Road for its entire length
- Maidenwell Road – From its junction with Underwood Road to its junction with Linketty Lane, for its entire length.

REVOCATIONS

THE CITY OF PLYMOUTH (MOVING TRAFFIC REGULATION ORDERS) (CONSOLIDATION) ORDER 2014 to be varied in line with the provisions of this Order.

3. STATUTORY CONSULTATION

Proposals

The proposals for the Plympton St Maurice Traffic Orders were advertised on street, in The Herald and on the Plymouth City Council website on 27/02/2020. Ward Councillors and statutory consultees were consulted on 21/02/2020.

There have been 56 representations received relating to the Traffic Order proposals.

Consultation	Comments
<p>George Lane is fairly wide and straight from the junction with Longcause/Barbican Road up to the junction with the Ridgeway. As a result traffic tends to move up and down this section at speed. Increased speed also means increased noise, traffic accelerating up the hill in particular.</p> <p>As more houses have been completed at the Sherford development there has been a marked increase in the amount of traffic moving up and down George Lane, a lot of it at speed. During the development at Plympton House the number of vehicles parking on both sides of George Lane, contractor's vehicles in particular, increased. This resulted in restricting the flow of traffic up and down, and although this served to reduce traffic speed it made it particularly difficult for the busses to transit through and made access in and out of my drive quite hazardous when large vehicles were parked near the entrance obscuring my view. The work at Plympton House is nearing completion and the number of contractors vehicles parking on George Lane has reduced and this coupled with availability of parking within the Plympton House site has reduced the occasions of parking on both sides of George lane. This now means that the volume and speed of traffic has increased again.</p> <p>I would like to see the amount of traffic using George Lane reduced to pre-Sherford levels. A reduction in the volume of traffic would be more important to me than controlling its speed. The junction with the Ridgeway at the top and the restrictions at the bottom end George Lane serve to control speed as traffic has to slow to negotiate these hazards, the section where traffic and travel at speed is relatively short.</p>	<p>Commentary below covers all representations received.</p>
<p>I am a resident of Plympton St.Maurice a little over 3 yrs. In that short time, there had been a noticeable increase in traffic, including HGVs and speeding has occurred. With the development of Sherford happening nearby, I was pleased to know that a fund (S106 Fund) would be set up to tackle the increased traffic throughout the historic conversation area. Unfortunately, I have now learnt that this is being used to installed 20mph speed signs, along with 7.5T signs that will do little to tackle the issues at hand. Signs throughout St.Maurice will not reduce traffic and would be a poor use of the fund put aside. On several occasions I have had the pleasure of listening to road users verbally abuse one another as they</p>	

navigate the road. Another time I politely asked someone to slow down as they skidded to stop outside my house only to be verbally abused my myself! It's naive to think the installation of signs will have any impact on traffic, let alone speeding, people will speed regardless, especially if it isn't enforced. I believe a 20mph limit being put in place is the right decision along with other measures but not at the expense of the fund and St.Maurice. I believe it to be of high importance that the historic village on St.Maurice is preserved and that Plymouth City Council doesn't go along with this 'easy option'.

A few points I'd like to make :

- Crumbling Pavements from cars being forced to mount the roads.
- Health and safety of school children and pavement users.
- Disturbances when traffic standoffs.
- The damage to historic listed buildings (of which ours is one) and vehicles at the expense of residents.
- Noise pollution.
- Air pollution.
- Shaking buildings from large lorries.

Please consider different options for traffic management throughout Plympton St.Maurice.

A 20mph speed zone would be appreciated however how would this be achieved/policed? There are a number of speeding cars and motorbikes that come through Longbrook Street which are a nuisance, noise pollution and danger. How would the proposed speed zone prevent this. I am not in favour of sleeping policeman as it would not be in-keeping with the village and would create further noise. The 7.5T weight restriction (except for access) again would be appreciated. There is no requirement for these vehicles to be in the village. My concern is your omission in considering the volume of traffic that comes through the village and the future escalation as Sherford is completed. I note yourselves or your partners are currently surveying traffic volumes on George Lane and the corner of Longbrook street adjacent to the Pub which again I appreciate however I fear the data collected in the last three weeks will not be wholly representative due to the closure of the road (Plympton Hill) between Brixton, Elburton and Plymstock. I can assure you traffic volumes through the village are greatly reduced due to this road closure. The original plans for Sherford suggested five and a half thousand new homes. Two cars per home would equate to a further 11,000 vehicles which I appreciate would not all necessarily be coming through the village however a proportion will and the historical conservation area will be damaged. Your proposals are welcome however fall short of the agreement to resolve the volume of traffic currently coming through St Maurice as Sherford is developed and likely to come through as it is completed. The S106 money set aside to address this issue is not there to

<p>fund 20mph speed zones or 7.5T weight restrictions, this the council should fund. I encourage you to engage in conversation with the villagers to work out the best solution for the volumes of traffic and how the S106 money would be best used to protect the historical conservation area that is Plympton St Maurice.</p>	
<p>I wish to express my concerns about the increased volume of traffic in this conservation area as I have first hand experience of the damage to the area and the increased volume of traffic.</p> <p>My concerns - the increased volume of traffic - that S106 Fund needs to be solely used to stop the increase traffic through this conservation area</p>	
<p>I understand that as early as 2003 traffic problems were identifiably predicted as a risk to PSM Conservation Area and as a consequence a S106 agreement was created. I refer to the notices displayed in PSM regarding a proposal for a 20mph speed limit and new 7.5 tonne weight limit signage, while any form of traffic calming is welcome, unless it is constantly policed it will have little or no effect, and most certainly will not reduce the flow of HGV's LCV's, Cars and Motor Bikes through PSM, and unquestionably should not take funds from the above mentioned S106. What is needed is a physical barrier, or a one way system, signage alone will be largely ignored as it is at present. The flow of HGV's LCV's Cars and Motor Bikes through PSM is continually increasing (predominantly at Peak Times) and is having a damaging effect on the Property, Pavements, Street Fixtures, Residents Cars and Roads of the Conservation Area. Our roads are full of pot holes caused by the increase of traffic flow and lack of maintenance. (as a matter of interest what is the procedure for claiming compensation from PCC for damage to one's car due to hitting a pot hole). 17 years on PCC/ Highways have done nothing to alleviate the predicted volume of HGV and other Traffic invading the Conservation Area, now is the time for action.</p>	
<p>Please bear in mind when formulating your plans to consider making Fore St one way and Barbican Road one way. I suggest Fore St allowing traffic from West to East and Barbican Road from East to West.</p> <p>This together with the suggested signs and traffic calming would achieve the aims local people are looking for perhaps. One proviso being that the one way sign preventing traffic entering Barbican Rd at the western end be set back enough to allow ingress to the first left turn for ingress to the houses in that road.</p> <p>This change in arrangement would avoid the often dangerous habit of vehicles backing out of Barbican Rd on to the main road of Georges Lane.</p>	
<p>With two primary age children, I feel it is important to focus both on the speed of the traffic passing through, but also the volume. A 20mph limit would be welcome, as cars currently</p>	

<p>fly round the corner by the Brook Inn and it is only a matter of time that someone misses the turn appropriately putting pedestrians at risk. The pavements are busy regularly with school children walking to and from school. However, the importance of preserving the historic buildings in Plympton St Maurice must not be overlooked. The volume of traffic using the road is steadily increasing with more residents moving into Sherford, using our roads to access Plymouth rather than use Laira Bridge. I notice that traffic monitoring is in place at all entries into the village, but this will not reflect usual volume whilst the lanes are closed for resurfacing through to Brixton. The traffic has been noticeably less during this last week or two. At the time of Sherford planning, S106 money was set aside to protect our streets in St Maurice. A few 20mph signs is not an adequate use of this money and will not achieve what was agreed when Sherford building began.</p>	
<p>I am writing this to you regarding the proposed 20mph speed limit and 7.5 ton weight limit on Fore street and the surrounding area, I don't know who comes up with these great ideas but obviously they have no clue to what happens around the village and surrounding area's. To start the 20mph limit is an utter joke, to get up to that speed at the moment with all the traffic is a pipe dream. The speed limit is not the problem around here, it is the amount of traffic using Fore street as a cut through to Sherford, Valley Rd or one of the other developments around here. In the last 3 years it has become unbearable the amount of vehicle's congesting the roads, traffic jams and causing subsidence to pavements and people's property's by pulling up onto the pavements to let people past. The amount of damage caused to my car by people pulling up right behind it to let people past is another matter altogether. To say a 20mph limit will cure all this is a joke, it's the level of traffic using these roads, nothing to do with the speed limit, I don't know why they don't just block off the far end of Fore street by Dark Street lane and have it for residents only, that would stop most of the problems by just doing that, there's an idea. The 7.5 ton weight limit that's proposed, there already is one and know-one pays a blind bit of notice to it, there's a sign by the garage/church, it's been there for years, but 45ft Artic lorries are a constant sight trying to get to Valley Rd ind est or Newnham ind est, or even going to the development on George Lane. I've spoken to a few of these lorry drivers when they get stuck and they say the same thing, that the sat nav sent them this way. Great. The police usually get called out when they get jammed up down Fore St but have any of them received a ticket for ignoring the weight limit down here already, No. So to say that we're going to have this new weight limit here and there is daft, as it's unenforceable as nothing's been done about for years, just a sign at the top of Plympton Hill saying no Sherford Lorries this way. And just to say that 7.5 tons are ok, the supermarket delivery vans are the worse</p>	

<p>offenders, they just pull up onto the pavements to drop off there delivery's, the pavements by the top end of Fore street are shocking where they've started to subside due to them parking up for delivery's.</p> <p>We need some proper ideas on how to save our village not just some stupid 20mph signs and a weight limit signs that seem to be the cheapest option, a few years ago there was money put aside to deal with the Sherford problem for a project on Buller's/ Plympton Hill, never happend, where did the money/funding go or is it being spent on this project. We need a proper solution to the traffic level problem not just a few signs and unenforceable speed/weight limits that will make no change what so ever, thought up by somebody who has no idea what it's like to live around here with all the traffic. Why are PCC not listening to the residents of the village again.</p>	
<p>I am a resident of the Plympton St Maurice conservation area where I have lived since 1988. As this property is in the narrow stretch of George Lane by the church of St Maurice, I have been very aware over the years of the increasing problems with traffic in this area of the city. I support the proposals in the consultation paper for a new 20mph zone and for an extended Weight Limit. I suggest that the proposals could be improved by extending the current 30mph zone to the top of Plympton Hill and its junction with Ridge Road, perhaps near the site shown in the photo on page 5 of the consultation paper. This could mean that more traffic would comply with the 20mph limit at the foot of the hill. I hope that it will be possible to implement the proposals very soon as some improvements of this kind have been needed for a long while, going back to a time well before any of the development at Sherford. I know that some local residents are very unhappy with these proposals but I hope that there can be some constructive dialogue which leads to further improvements in the near future without delaying a start to relief from our problems now.</p>	
<p>As I'm sure you're aware, there have been attempts recently from local residents to contact the council in the hope of more suggestions on how to prevent exacerbation, eliminate or reduce traffic volume and speed. The issue seems to have worsened since the start of the Sherford development. If nothing at all is put in place then I am positive the roads, grade one and two listed buildings, historical paths and protected areas will suffer further detrimental damage. There seems to be no concrete plan in place regarding what to do to help keep the situation under control as of yet. The noise of some of the louder vehicles, particularly modified cars and large trucks, shake the very foundations of my house as they pass. The pot holes and cracks appearing have grown, seemingly overnight, to be huge and extremely damaging to vehicles unlucky enough to find themselves in one. There is constant damage to the pavements as people mount them to</p>	

allow passing cars and I have witnessed numerous vehicles drive into the bollards (and indeed my own car while I was sat in it!). Though, by no means, an expert of traffic calming myself, I have tried to contribute to the possible suggestions that I'm sure are flooding your inboxes:

- Introduction of a one way system- Though this may be tedious for residents to drive around, it would prevent traffic stand-off's and therefore stop cars mounting the pavements. It would also limit traffic using the road as a rat run as half the traffic would be unable to pass through and have to choose the main roads. This is a successful system they've used in many small towns which residents do adjust to over time.
- Reduce speed limit to 20mph- this may not be enough on it's own, it certainly won't contribute to the reduction in volume but it may help reduce the overall speeds of those who drive through, most driving well over the speed limit.
- Temporary speed camera- potential for this to be in place alongside the speed limit. I suggest temporary so that the village can revert back to it's historical aesthetic after a period of time.
- Better weight restriction signs- All too often, large lorries are directed down the road via SatNav etc and end up stuck, causing damage to buildings, the street and vehicles.

I believe, though costly in the first instance, implementation of the above suggestions could save the council money in the long run. There would be less repairs required to the road surface and pavements, the insurance companies would also benefit by vehicles remaining undamaged, any damage caused to houses could be reduced and therefore better value in acting now and any fines secured from drivers committing speeding offences would pay for the cost of the speed camera. We routinely see drivers passing through the narrow roads reaching speeds of 45 mph. I appreciate there must be many factors involved but the traffic is having a negative effect on us all, myself as a resident and the village.

We have resided in Plympton St Maurice for 23 years. We have played a very active part within the local community in support of the conservation and preservation of this medieval village. Personally I organise local events held to raise monies to support/protect our environment and buildings and to promote awareness to the wider community about the need to ensure that the delicate history of Plympton St. Maurice continues. The current proposal is not in our opinion going to resolve the "real issues" which are going to suffocate and ruin this beautiful ancient village. Whilst it must be recognised that "Speed & Weight" of vehicles has an extremely detrimental effect on both roads and buildings the "REAL ISSUE" is the sheer volume of traffic using Plympton St Maurice as a "Rat Run" particularly since the development of "Sherford". We have been promised that the "Sherford Section 106 agreement" monies would be used to develop "traffic control" mechanisms at the main entry points to

<p>Plympton St Maurice. These control measures would “essentially” reduce the “VOLUME” of traffic together with the prevention of vehicles “over 7.5T” through the narrow medieval roads of our village. The current proposal of installing 20mph speed restriction signs along our roads quite simply...WILL NOT WORK and will “NOT” reduce the “Volume” of traffic. The proposal of repositioning and enhancing the current “7.5T” limit signs will, in my opinion, have “No Effect” as they have been ignored for years and the issues of “intercontinental” transporters will continue irrespective of signage. I feel that since the development of “Sherford” on the perimeter of our historic village PCC have ignored our cries to “Stop” our village being used as a “Rat Run”. I also believe that PCC are purposely ignoring the real issues now crippling our village since the development of Sherford and that is the increased “VOLUME” of traffic</p>	
<p>From Sherford's earliest inception until its acceptance by the Secretary of State I represented Plympton St. Maurice in meetings with Developers and other interested parties. Traffic was only one of many issues that were the subject of discussion. Plymouth's statement that the Conservation Area of Plympton St. Maurice should be protected from increased traffic was a principle that all accepted. The intention was that S106 money would restrict traffic on Plympton Hill to buses and emergency vehicles by means of rising bollards. I can accept that this is a solution that is now impractical, but the risk of irreparable damage to the Conservation Area remains. Plympton St. Maurice, the oldest part of Plymouth, essentially a Norman Plantation borough, lies on desire lines between major employment areas and what will be Sherford's central core. Though alternative routes will exist, many would choose to rat run through streets not suited to modern traffic, damaging buildings, and destroying its unique character. There are solutions which would offer a sensitive deterrence to traffic especially at peak hours, for example extending the pavement to the Primary School, or, at least, providing a protected pathway with the road reduced to single carriageway sections. It is essential that decisions made now continue to uphold past planning principles, safeguarding a precious urban landscape with unique historical associations.</p>	
<p>A lorry recently nearly collided with buildings in Plympton St Maurice as it forced its bulk through a turn in the road that was built for a horse and cart. I hear the ringing of reverse lights daily, as I attempt to work. I see that the speed limit is due to be reduced to 20 mph, which will reduce traffic noise when Fore St is not congested, but will do nothing to reduce the traffic volume, which is the other part of the problem. I understand that the signage is likely to be funded out of the S106 for the Sherford scheme, reducing the funds available to deliver against the promise to mitigate any increased traffic caused by the Sherford scheme. You have reneged on this</p>	

<p>promise. I thank you for reducing the speeding HGVs, but we need to reduce the volume of traffic and the HGVs entering roads that are too small. Our infrastructure can't take it. Our houses are Grade 2 listed, so we are not allowed to install UPVC windows to reduce the endless shuddering as cars sit, engines idling, in traffic jams outside our houses during the rush hour.</p>	
<p>I believe the council are failing to address the problem of traffic correctly or effectively. One of the major problems we have in the conservation area is the ever increasing volume of traffic with all the associated problems this brings, damage to buildings, roads and pavements, noise and air pollution to mention a few. This situation will only get worse as surrounding housing developments grow. There are regular traffic standoffs right outside my single glazed grade II listed home - one of the narrowest parts of the street where pavements are regularly mounted so two cars can pass in opposite directions, lots of revving, shouting, etc. The amount of traffic since I moved in in 2015 has grown to an already ridiculous level for such an historically important area which is supposed to be protected as a conservation area. If the council are interested in finding a solution and protecting what they have previously pledged to protect then please do not proceed solely with the 20mph signs and 7.5T restriction solution already proposed. Whilst these are important they are inadequate and therefore unacceptable as a solution. Please consult with us fully so you can understand all the damage that is being done to our homes and environment due to the volume of traffic before it is too late. Many residents are already thousands of pounds out of pocket as a direct result of too much pressure on our infrastructure. Pavements are breaking up which in turn impacts on drainage. I wrote previously to Amey when they were responsible for pavement repairs but only received an insulting letter including a diagram of how water defied gravity and jumped over the broken pavement into the road in order to drain away, they did not bother to hide their lack of interest. Another important point to make is that my understanding is the S106 money was put in place to address the volume of traffic through the conservation area and not to put up speed signs, surely this should come from another highways budget? I am no city planner but even I can see that with a few cost effective measures the whole problem can be solved. If this is a consultation period then please do just that. Consult. Listen to our problems and work with us to find mutually agreeable solutions then be proud about how, in the mayflower 400 year, you are preserving important historical areas all over Plymouth.</p>	
<p>I can say that there is recent increase in traffic from the closed road into Sherford. It's had an impact on traffic through St Maurice. In addition the amount of HGV's having to perform complex manoeuvres in order to exit the village</p>	

<p>is dangerous. My property has been within inches of a HGV Strike many times. This is without mentioning the speed of most vehicles hurtling through this historic village. At times our windows shake with the vibrations. The 20mph and 7.5t weight limit will not alleviate the issue of excess and oversize, over speed traffic through what is largely a village of Grade I and II listed properties. Please can other proposals be formed which address the volume of traffic as well as the size and speed?</p>	
<p>The sheer volume of traffic using the Conservation Area is not being addressed in this proposal and its essential that appropriate measures be put in place to protect and conserve this unique village. The 20mph limit, together with the 7.5T weight restriction is a very useful start, but it is noted that although Longcause is in the Conservation Area the 20mph speed limit has not been included.</p> <p>This is a residential road incorporating some important buildings:</p> <ul style="list-style-type: none"> Grade I Listed House Grade II Listed boundary wall running along Longcause Private lane leading to Grade II listed building Longcause community special school <p>Cars park both sides of the road in term time, together with double decker buses travelling every 20 minutes in both directions. Residents are put at risk when attempting to leave their drives. I feel strongly the the 20mph is a necessary requirement for Longcause and I look forward to hearing that this will be included to complete the whole of the Conservation Area.</p>	
<p>I am dismayed to note that the 20mph does not include Longcause. This road is within the Conservation Area and includes roads and lanes leading to Grade I and II listed buildings and a Grade II listed boundary wall. Also a school. There is parking along both sides of the road. The traffic is very heavy with cars and buses and is often used as a race track. Surely this is an oversight on the part of planning. I feel that this should be address urgently.</p>	
<p>I would like to raise four points:</p> <ol style="list-style-type: none"> 1. General Traffic Traffic travelling from the A38 and St Elizabeth Hotel creates a shortcut for individuals driving cars, vans and lorries attempting to avoid the area between Mudge way and the traffic lights at the bottom of Cot Hill. 2. HGV Heavy goods vehicles coming off of the A38 and from the Sherford development using Fore street as route, only to find themselves getting only as far as the guildhall and having to reverse back into Long Brook Street as the road is too narrow casing traffic chaos. This has also been witnessed with Lorries towing 	

<p>trailers making it a danger to both pedestrians and parked vehicles.</p> <p>3. Speed Vans, cars and taxis ignore the speed limit when using this route oblivious to the dangers of the narrow street.</p> <p>4. Danger to the conservation area It goes without saying that there are many listed building within Fore Street. This conversation area is in danger with the continued vibrations affecting the buildings and more so, the ancient pillars associated with the guildhall and a private dwelling that runs further along the street. <i>The building on the junction between Fore Street and George Lane has been struck many times over the years.</i></p>	
<p>I have been a resident of St Maurice since 2006. The traffic within the conservation area has steadily increased, most recently and noticeably with the development of Sherford. I have experienced / observed the following negative issues due to this:</p> <ul style="list-style-type: none"> - The breakdown of drainage pipe outside my house, leading to thousands of pounds to replace (on Longbrook Street the drainage pipes are close under the surface and have been severely affected by traffic weight and volume). The damage to pipes on Bullers Hill is repeated and causes issues with water drainage and flooding - Traffic noise at all times of day, including late at night. Cars coming through at speed late at night cause windows in my house to vibrate - Increased difficulty crossing the road. I have walked my son to nursery, pre-school and school at least 3 times per week over the last 5 years. The amount of traffic and speed has made this notably more hazardous. This concerns me as a parent. We have many school children (primary and secondary) who walk through St Maurice village on their way home - Inappropriate vehicles that are too long / too wide making their way through the village, getting stuck and causing damage to historic cobblestone - Damage to building walls along George Lane narrows and Fore Street - Queueing / idling traffic in a narrow street with bedroom windows each side (these queues lasting up to 15 minutes at times whilst traffic becomes entirely blocked trying to pass narrow sections of the street) <p>We had been assured that money was set aside as Sherford began being developed to ensure the conservation area would not be impacted by increased traffic. Sadly, we were put off many times and then told the money no longer added up to the permanent solution originally proposed (some kind</p>	

<p>of bollard restricting access between St Maurice and Sherford).</p> <p>We have been frustrated by little action to reduce traffic levels, whilst all the while watching the impact it is having. I was disheartened to see a traffic management plan focusing on using signs to reduce speed and restrict heavy vehicles. We welcome action to reduce speed but alongside, not in place of, dealing with the main issue of traffic volume. I am entirely opposed to the S106 money, intended to prevent traffic increase, being used instead on speed / weight signs. I believe this would be an inappropriate and improper use of this money. Thus far, we have been offered nothing to help reduce the traffic volume, which this historic village cannot sustain.</p>	
<p>I wanted to share my concern about the impact of Sherford on Plympton St. Maurice, my neighbours and me and my disappointment that our voices do not seem to be heard. I understand and have no doubt that the reasons for needing to build new houses is important however there will always be intended and unintended consequences to these sorts of decisions. I'm sure the impact on surrounding countryside and our village must have been part of the discussions although probably from someone unconnected to our village and the impact it will have for people now and in the future. My family have lived in St Maurice for three generations and many of the features of St Maurice that have seen on Time Team reflect the importance not just to us but too many people. St Maurice has served our local community for hundreds of years and yet some poorly thought through decisions will have significant consequences. There are more practical routes in which the traffic from Sherford could be diverted onto roads that are modern, built for and more used to the heavy flow of traffic. It would be helpful to understand what consideration was given to the roots of the traffic and the rationale for suggesting that limiting the speed of cars to 20miles an hour is going to somehow mitigate the impact of the excessive traffic going through an area that is not built to take it. I am aware that the impact of the traffic is already damaging the area. I would also be interested to understand the financial implications that have been considered in terms of the long-term impact and financial cost balanced against ensuring that there were appropriate traffic considerations when it was decided that the houses would be built here. I'm sure many people will make a lot of money out of building those houses which I would hope does not outweigh the financial impact and physical damage that such a project creates for others. I am again hugely disappointed that the impact of our countryside can never be restored and I hear nothing about how you will attempt to remedy this. I hope you listen with interest to the feedback from myself and my neighbours and demonstrate you understand the level of concern that we have by making decisions that are better for everyone.</p>	

<p>Can I also suggest you seriously look at making a one way sign for the village entry sited just past the entrance for Barbican Road, making it a west to east approach through the village as this would improve traffic flow, with the no-entry sign sited directly at the east end of Fore Street. When positioning the 20mph sign can I suggest the sign is sited halfway in Dark Street Lane, this will prevent vehicles approaching at speed as this is a dangerous area not only for pedestrians but also traffic entering the other way.</p>	
<p>The main reason or logic for the introduction of a 20 MPH speed limit for Fore Street seems to just enable a sense of 'place' with a local motif (the 20MPH zone doesn't appear to be connected with the HGV traffic). However, the location of the start of this zone very far south on George Lane doesn't actually correspond with the conservation area which is the main defining characteristic of this area. If you are trying to create a sense of place, you would need to start this zone further north on George Lane, north of the west gate of the Grade I listed Plympton House Estate.</p> <p>Whilst I never once saw a speeding car on Fore Street (the narrow road and parked cars prevent this), I constantly see speeding cars and motorbikes on George Lane. Hence, I think you are implementing this speed limit in the wrong place. This would be another argument for starting the 20 MPH speed limit further north on George Lane. Without this extension of the 20MPH zone, I would strongly oppose it being implemented. Finally with regards to the funding of this scheme. The impact of commuter traffic from Sherford on the village of Plympton St Maurice is likely to increase substantially in years to come as more houses are completed. We need to ensure that the S106 funds that were set aside to counter this problem are ONLY used for this problem. The scheme you are talking about implementing is completely unrelated, so I would strongly oppose using the S106 funds in this way. I would also ask that you put together an action plan for addressing commuter traffic from Sherford using Plympton St Maurice as a rat run.</p>	
<p><u>Twenty Mile Per Hour Speed Limits.</u></p> <ol style="list-style-type: none"> 1. The speed limit restrictions which are proposed over a wide area of Plympton do not include Longcause between George Lane and the mini roundabout going into St Maurice estate. There is a school for children with special needs on this road. This road should be included. 2. Speed limit restrictions have a long history of being ineffective in controlling the speed of many vehicles. There are studies to support this. One of the major factors is how they are enforced. Have the Police been consulted about these proposals? Do they have the resources and manpower to adequately enforce them? If not, the signs alone will be useless over time. 	

3. Speed limits will not address the major issue of increased traffic flow through the Conservation Area that forms the majority of the proposed speed restriction area.
4. Have other forms of speed restriction measures been considered? Average speed camera systems have a far greater success than signs alone and have been used successfully in many areas in Plymouth.

7.5 Weight Limit

1. The Conservation Area desperately needs the weight restriction of goods vehicles to be enforced. There are numerous recorded incidents of heavy goods lorries trying to navigate along Fore Street. The disruption to general traffic, the safety of pedestrians, damage to parked vehicles and the continued physical degradation of the infrastructure and listed buildings is of great concern.
2. There is a 7.5 restriction sign in place at the top of Buller's/Plympton Hill. This does not stop heavy goods vehicles entering the conservation area. Only yesterday I had to assist an articulated lorry negotiate turning from the end of Fore Street into Dark Street Lane. The driver confirmed that he had delivered to Sherford building site and was directed to take the route through Fore Street to get back to the A38. Your department have been sent photographic evidence of the ongoing issue of large lorries causing problems in Fore Street.
3. How will the proposed introduction of weight restriction signs alleviate the problem? Again, have the Police been consulted as to how they can enforce these restrictions?
4. Have modified road layouts been considered to prevent heavy lorries entering restricted areas?

Conservation Area and S106

1. The Conservation Area within Plympton St. Maurice is an important asset to Plymouth and falls under the protection of Plymouth City Council as described in their Plympton St. Maurice Conservation Area Appraisal and Management Plan.
2. One of the statements within this policy says that the traffic volumes that pass through the area should be controlled. In particular, that the development of Sherford should not increase the volume of traffic.
3. To ensure that this was the case a S106 was approved and formed part of the planning consent for the Sherford development to continue. The S106 stated a sum £25,000 be put aside by the developers so that a set of rising bollards could be installed on Buller's Hill to prevent the increased traffic volumes entering the conservation area. There was a volume of traffic figure agreed that would trigger the drawdown of the S106

<p>money to install the proposed traffic management measures. This traffic level has been triggered and the S106 should now be used for its intended purpose.</p> <ol style="list-style-type: none"> It is crucial to understand that the S106 was specifically put in place to reduce to volume of traffic through the conservation area. <u>The measures proposed in the above referenced notice do not address this issue and the S106 provision should not be used to finance speed reduction and weight limit restrictions.</u> <p><u>Summary</u></p> <ol style="list-style-type: none"> Whereas the introduction of speed limits and weight restrictions seems desirable they will not achieve the intended objectives without proper enforcement. The proposal will not control the volume of traffic through the conservation area. The S106 should be ring-fenced and used for the purpose it was intended for. Plymouth City Council should adhere to their own policy and protect the conservation area with regard to the increased traffic generated by the Sherford development. 	
<p>Although I support the introduction of a 20 mph in part of the conservation and the 7.5 tonne weight limit that spreads well beyond the conservation area I object strongly to the use of the Sherford S106 monies to offset the cost of introduction; the S106 was established to protect the conservation area from the impact of an increased volume of traffic arising from the creation of the Sherford new town. The new town development was authorised with a range of caveats, one of which was protecting the Plympton St Maurice conservation area from increased traffic volumes; Plymouth City Council has already agreed that the volume of traffic had triggered the requirement to act. The proposal does not address the intent of the S106.</p> <p>Despite repeated attempts to engage constructively with the Highways team there has been no attempt to address the key issue of traffic volume and considerable activity to obfuscate the problems arising from the road alterations that have already occurred on the roads connected to Buller’s Hill such as the widened link road to Deep Lane.</p> <p>By all means introduce the Plympton 7.5T limit and the 20mph zone that covers part of the conservation area but don’t take the money set aside to protect the conservation area from the core problem that you are not addressing, the volume of traffic especially at peak hours.</p>	
<p>Although I and my family are in agreement that the proposed weight restriction to 7.5 tonnes and speed limited of 20mph are of benefit they do not we feel address the main issue which is the volume of traffic using Plympton St Maurice as a rat run for access to and from Brixton and Sherford.</p>	

<p>Plympton St Maurice is a conservation area and Plymouth City Council have undertaken to preserve the character and historical importance of this area in the Conversation Area management plan. There are 16 listed buildings within the area which are at risk from the volume of traffic as well as speed and weight. Even those properties that are not listed are of importance to the area and all are being destroyed or damaged by the sheer volume of passing traffic not just HGVs and those travelling at speed. The S106 agreement for Sherford set aside a sum of money for reducing the amount of traffic passing through Plympton St Maurice, this must not be used for speed limits and weight restrictions. I note from my neighbours that the Civic Association has tried on many occasions to obtain information about Plymouth City Council data from various traffic data gathering and to discuss proposals to reduce traffic volume but have been met with no action by Plymouth City Council and indeed to get information that Plymouth City Council has acknowledged they have had to resort to freedom of information requests. This is hardly in the spirit of the conservation area management document of a collaborative approach to managing the conservation area. Please confirm that the S106 money is not being used for this traffic order and that the S106 money is still available for traffic calming measures. Please also confirm that Plymouth City Council propose to honour their promise to implement traffic reduction measures in this area and will adopt a collaborative approach with the Civic Association to preserve this historically important and interesting area of Plymouth.</p>	
<p>I am writing in response to the above proposal of speed and weight restriction in Plympton St Maurice and surrounding roads. Whilst I am in favour of anything that will help ease the pressure of traffic in the area I do not think that these proposals alone will be the answer. The increase in traffic over the last few years and the increased parking in George Lane and Longcause is a big concern. Plympton St Maurice cannot sustain the amount of traffic which flows through the narrow streets, most of which is through traffic from the A38 including lorries and delivery vehicles. As a conservation area it is vital that the integrity and safety of the village is preserved. Weight reduction would help (if this was adhered to) but the increase in traffic also includes vehicles from Brixton/Yealmpton, with taxis, vans etc using the village as a rat run. It's the volume of traffic that needs restriction, Section 106 was intended to deal with this as part of the Sherford development. Our concern is that if the proposal above goes ahead the money intended to restrict traffic will be used for this proposal which will not address the main issue which is the flow of traffic.</p>	
<p>I wish to object to the proposed 20mph limit and 7.5 tonne weight restriction around Plympton St Maurice. As a council you should have a duty of care. PSM is a conservation area of</p>	

<p>historic significance and a treasure to the city. It is being ruined by the increase in traffic caused by the Sherford Development. You will be aware that some of the properties in Fore Street are over 450 years old and these are being damaged by the increase in vehicular movement. If something is not done to preserve them I can see a future court case arising for reparation and repair. Please reconsider the above proposal and again consult with the residents regarding alternative arrangements.</p>	
<p>I have just found out you are making a 20 MPH speed limit through the conservation area in St Maurice and I can't believe that Longcause is not part of it. Longcause is a car park during the day and a race track after 4 PM weekdays and a speed way at weekends. And this will get worse after we have a 20 MPH speed limit at both ends of this road.</p>	
<p>I applaud the proposal for a 20 mph zone and consider this should have been in place many years ago given the nature of the narrow roads and pavements, nearby schools and increasing traffic. I submit that the speed limit be reinforced by vehicle triggered speed panels (with smiley face for under limit and grimace for over) I have seen these deployed to great effect elsewhere and I believe they were solar panel powered. I also fully agree with the 7.5 tonne limit as heavy vehicles are inconsistent with the width of roads and are causing damage. For both initiatives obviously signage is required in accord with highways regulations. Where possible this should be on the road surface rather than on street furniture. Having given this support I do believe that the traffic volume through St Maurice has increased now to a level that calls for calming - particularly the George lane to Bullers hill route. This was recognised in the planning approval for the Sherford development. The documented rising bollards at bullers hill was clearly never seriously seen as a solution to protect the conservation area from rising traffic flow. Now is the time to consider calming solutions rather than slowing the existing traffic. Whilst understanding that PCC is entitled to use section 106 monies for any roads purpose it is right and proper that it should be directed towards calming and discouraging rather than solely speed and weight limits which do not fully address the issue.</p>	
<p>I am writing in support of the 20mph proposal. George Lane is becoming a race track, I have witnessed an accident already and I've only lived here for 12 months.</p>	
<p>There is a significant problem with the volume of traffic that passes through. This is particularly acute along the route between the junction of George Lane at the Ridgeway and Plympton Hill, with traffic heading towards either the A38 or to Brixton (and beyond). The recent closure of the road towards Brixton and subsequent drop in traffic levels has proved beyond all reasonable doubt that St Maurice is used as a rat-run. Another notable problem - one which is perhaps more immediately obvious to the more casual observer - is</p>	

the continuing (mis)use of our narrow streets by large vehicles, which clearly flout the signage in place on the approach to the village. Sometimes this results in gridlock, while on other occasions vehicles have been known to inflict actual impact damage to properties on their way in and out. Evidence for this can be seen in the long gashes in the churchyard wall in George Lane among other things. I shall not soon forget the sound and shock of an articulated lorry colliding with the corner of my neighbour's house a few years ago. The environmental impact of traffic takes many forms. At busy times I find that the atmosphere is clogged with fumes and the air quality seems at least as bad as anything I experienced while living in central London. Indeed I believe Plymouth rated poorly in a recent survey of the air quality of towns and cities in Britain. The fact that a railway station does not exist in Plympton I believe speaks volumes, but perhaps that is a separate argument. Along with vehicle emissions there is the noise and visual pollution which only adds to the existing roar of the nearby A38 (can anything be done about this I wonder?). Safety is a concern as the pavement provision is patchy for historical reasons. Not only is the volume of traffic a concern, but I believe that drivers using the area as a rat-run take noticeably less care than do residents as they tear around corners and along narrow points in the roads. What pavements do exist are in varying states of repair. Some are fine but others are nothing short of shambolic. Particularly worthy of note is the pavement running the length of George Lane from the junction with Longcause, continuing down Longbrook Street to its conclusion near the Brook Inn. In my own case there is no pavement at all in front of the house and crossing the road with small children is an unpleasant experience. There were plans mooted to adapt the pavements at the bottom of George Lane where it meets Longbrook Street and Fore Street. I can confirm that these improvements are necessary as it is not a safe place to cross the road on foot. A conservation area should be given greater protection than St Maurice currently receives. Plymouth as a whole has lost enough of its heritage to enemy action, poor planning, and inadequate protection of property. It would be to Plymouth's shame if St Maurice is allowed to be spoiled by the inconsiderate demands of 21st century. The place has grown over hundreds of years but the vast majority of its builders could not have foreseen and planned for the ravages of our excessive use of the motor car. What has been built so long ago and cared for for so long should not be treated with a casual disregard. Please listen to those who live in it and cherish it and place our concerns above those of the motorist who does not give it a second thought. If the road network elsewhere is inadequate then any improvements to it have my support. I believe what exists currently is just about good enough to take the traffic that uses St Maurice as a rat-run. Any attention paid to the area is of course to be

<p>welcomed, but I do not believe that all of the concerns of residents are adequately addressed by the proposals currently in place. All of the issues raised here will only be exacerbated once Sherford has grown beyond its current size. Please place this email on record to be taken into consideration during the consultation.</p>	
<p>A much welcomed move and one long overdue. I would like to propose Dark Street Lane itself be included in the 20mph zone, the speed of the majority who use it exceeds the current limit. I regularly witness near collisions and larger cars driving as if its a one way street - driving in the middle and then having to break heavily at the bend by the bridge. Traffic calming measures/speed reduction would help along with clear lines at the Mudge Way end. Dark Street Lane is getting increasingly worse and ask you include it in this proposed order.</p>	
<p>I am a resident in Plympton St Maurice and have lived here for some 7 months. We are deeply opposed to the proposed consultation of a 20mph speed limit and 7.5T weight Limit. While we agree that these measures are needed, it is not the most pressing of issues. The sheer volume of traffic that passes through the Village, particularly at peak times in the morning and evening, it is clearly evident that our village is being used as a "rat run". We do not want the S106 money used on the current proposals and would request further consultation to solve the problem of excessive traffic using the routes. It is causing long term damage to our roads and pavements, with pot holes coming more evident and cracks appearing on pavements. Signs alone will not cure the problem. In the year of Mayflower 400- it is even more relevant that we preserve areas of historic beauty and not ruin by increased traffic. Plympton St Maurice has played an important part in Plymouth's history and as such, just like the mayflower we must preserve for future generations.</p>	
<p>I am writing with regards to the traffic proposal for Plympton St Maurice. I live in Longbrook Street and have done for a number of years and have noticed a significant increase in the number of vehicles since the Sherford development got underway. I welcome any traffic calming measures however I am concerned that what you are now proposing does simply not go far enough and we will not see any benefit. Putting up signs to tell drivers that there is a 7.5ton restriction will not stop them coming through the area. Lorries larger than 7.5ton will continue to come down into Longbrook Street if we are only relying on the drivers taking notice of a couple of signs posted at the top of Bullers Hill before Vinery Lane. There is already a sign there but drivers don't pay any attention to it, particularly as their sat navs bring them through St Maurice as a 'shortest route'. Articulated lorries often come down Longbrook Street to the junction of George Lane where they then have to try to turn around- this is when damage to buildings and cars occurs. The</p>	

<p>addition of 20mph signs are also not likely to stop cars speeding through Longbrook Street and Fore Street. Cars regularly drive at 30mph and above, and signs in isolation will not be enough to stop that. Signs are part of the answer, however without significant traffic calming measures, stopping cars and lorries from using the road as a rat run from the South Hams will not happen and the situation will continue to get worse. I was under the impression that Section 106 monies were promised to improve the traffic situation in the area as part of the Sherford Development but as yet we have not benefited from that in any way. Please can you advise what else is in the plan for St Maurice's traffic solution.</p>	
<p>Whilst I admire the proposal to introduce 20 mph and 7.5 tonne restrictions to the Conservation area of Plympton St Maurice, although I have my doubts of the effectiveness of either of them as, in my experience, they are generally ignored by the traffic and are difficult to police. Please confirm that the S106 money for Sherford will not be used to finance the above proposal.</p> <p>However, the above will not do anything to restrict the excessive traffic volumes that are being experienced through the Plympton St Maurice Conservation area. Assurances were made several years ago in the Sherford Planning process that measures would be taken to minimize the through traffic, especially needed during the peak hours. There are many examples of damage and deterioration of properties in the village caused by the high volumes. The 3 traffic count machines that have been installed in the village are surely going to give inaccurate figures due to the closure of the road at the top of Bullers / Plympton Hill going towards Brixton. thus causing traffic to find alternative routes. In addition are the figures being counted in hourly or daily basis or as a total figure for the whole period?</p>	
<p>I have for many years been on our local group in connection with traffic issues within St Maurice; and have had several meetings with councillors, highways representatives in that time. For all these discussions, the overriding emphasis has been on looking at ways of reducing traffic coming from Sherford into the village. There is a fund within the Sherford Plan for Section 106 money to help enable some form of restriction. We have provided proposals and had confirmation, previously, that the amount of traffic has increased to be able to trigger this S106 requirement. With all this; I am dumfounded as why this proposal has been put forward, when it clearly will have no effect on restricting traffic. Whilst I appreciate the slight benefit of 20mph and welcome the 7.5T limit; this is not what we need. And everyone is very aware of this.</p> <p>Furthermore, it has been said that there is a proposal to utilise the S106 money for this works. Which I believe, your</p>	

<p>proposal does not meet the requirements of that section. With this in mind I strongly object to this work going ahead, without both further consultation with local groups and with a better defined proposal for restricting traffic.</p>	
<p>I live at a junction of two roads in PstM. I am near a school for pupils with moderate learning difficulties, and on the bus route for the 21/21A bus. Neither of these factors cause any traffic problem in comparison to the volume of traffic that we have seen using a rat-run through the village since the instigation of the building works at Sherford. The road between houses and the ancient Church opposite is narrow, and on a hill. Cars cannot pass: it is single carriageway. I have lost count of the number of occasions that huge lorries have thundered past within inches of windows. Last summer a car travelling too fast out of Barbican lane spun out of control, hit a parked car, and crashed into the front face of a house. In my opinion, a 20mph zone will do nothing to exacerbate the problems of high volume traffic in a conservation area. The very nature of this historical village means that it was not designed to host huge vehicles driven badly. We are not being hypocritical about this: we probably all have cars (some large cars no doubt!) but we live here, and need access to our homes. We do not drive HGV vehicles down other people's roads at speed for a short cut. There are alternative , safer routes. There are two schools on PstM, one of which is approached by a lane with no pavements. Alternative routes must be used, especially at rush hour/school run times. The more obvious solution would be access-only areas in the Fore St/Longbrook-George Lane link with the crossroads of Longcause and Barbican Lane, thus avoiding the narrowest streets where houses on Fore St have no garage/drive and so park on the road, with even the possibility of a one-way system. Personally I would favour blocked off roads: there is no need to drive through the village itself unless you live there!</p>	
<p>Whilst I welcome these developments, I do not think that a speed limit or weight restriction will solve the issues we are currently experiencing. The other issue that seriously needs attention is the volume of traffic which has been incrementally increasing since the development of Sherford. I have been increasingly concerned at the speed and volume of traffic and the number of lorries and other large vehicles that have been coming through the village. The whole of the surface of the road on Fore Street is showing significant damage and obviously being in a conservation area, there is a real worry about the damage to some historically important properties locally. Pavements are becoming damaged where vehicles are mounting them to get through narrow areas. Is there a plan to actively enforce the speed limit and weight restriction? Having signs everywhere in the village is unlikely to have the desired impact as if there is no enforceable deterrent, I am not sure what difference this will make. I am</p>	

<p>also aware that there has been S106 funding set aside from the Sherford development and understand this is intended to be used to prevent an increase in traffic in the area. I trust that this money is not going to be used for the measures that you are currently proposing as I feel we need a definite proposal to address the volume of traffic in the area.</p>	
<p>A wide, raised band of cobbles at each end of Fore St, similar to those marking pedestrian zones, might deter non-access traffic. They would also slow traffic down. Cobbles would be more in keeping with a conservation area than a proliferation of signs, although some signs would make the message clear. This is an important issue if this precious historic area is to be preserved.</p>	
<p>I agree that these measure will be beneficial to Plympton St Maurice if properly enforced and I support the implementation.</p> <p>I do not agree that these measures will help in any way to reduce traffic volume through the village. This issue still needs to be addressed.</p> <p>S106 monies from the Sherford development were allocated to address traffic volume through the conservation area and therefore should not be used to implement the proposed speed and weight restrictions.</p>	
<p>We appreciate efforts to slow down the speed of traffic through this area – and to limit the number of large lorries attempting to pass down the street (and often failing because of their size). If this is to be more than a token gesture, it is important to know how the proposed restrictions will be enforced. If there is no enforcement – speed cameras and speed humps on Buller Hill before the entrance to the school, for example – these moves will be futile. The restrictions currently proposed do not, however, speak to the other pressing traffic issues which are a danger to us and our properties: - most notably, the volume of traffic (and especially service vans) and the impact that the current levels of flow are having on the medieval foundations of this conservation area. These issues have to be addressed. They will be even more pressing once Sherford is fully occupied. It might be a sensible option to grasp the nettle and introduce a one-way traffic flow in Fore Street; in Underlane, and (downwards) in the narrows to the east of St Maurice church.</p>	
<p>1 A 20mph limit should be imposed AND ENFORCED in Longcause. A weight restriction would be of little benefit as the only LARGE vehicles currently using the road are Buses and delivery lorries</p> <p>2 Double yellow lines should be painted in road from outside of No 30 to junction with Saint Maurice Rd, this restriction should be applied on BOTH sides of road, the Northern side should be extended to Junction with George Lane.</p>	

<p>3 Parking on pavement should be prohibited, there is a current danger to pedestrians and traffic when this practice happens (usually in school time)</p>	
<p>There has been a notable increase in VOLUME of traffic, most notably at peak hours during the morning and evening. This increase has also included large HGVs alongside usual traffic. These types of vehicles are completely unsuitable to be travelling along our historic streets and have cause extensive disturbance and damage to property and vehicles, many of which are listed or noted as sites of historical interest. This increase can only be due to the development of the Sherford site. The S106 funding was put in place to safeguard our historic conservation area against the types of damage we are now regularly suffering from. The S106 funding was put aside to be used for traffic CALMING and not the traffic MANAGEMENT 'solution' that the council has offered. I would like to make three main points. The first being that when the Sherford development plans were being made, the developers were keen to suggest that all in the local community would benefit from this. I strongly believe that it would be impossible to find anyone within the conservation area of Plympton St.Maurice who believes that the supposed advantages that we should be receiving from the development at present outweigh the devastating impact that traffic is having on our community. As previously stated, the rat run traffic that now comes through the area as a shortcut to Sherford and Brixham at peak hours comes through at huge volumes that our roads simply cannot handle. A 20mph speed limit will do NOTHING to counter this. I am in agreement that a 20mph limit is the right choice alongside a traffic CALMING measure as agreed. My second point being that many buildings within this area our listed, our home being one. As you should be aware, many of our properties lead directly onto the pavement, there is evidence to suggest that historic buildings are suffering from vibration damage due to the volume of traffic. Many buildings within this area our listed, our home being one. The council cannot mislead the public by misusing the S106 funding and ignoring its duty of care to our historic buildings. Additionally, this year the council have advertised many events celebrating Mayflower 400. It is inherently wrong to use our City's history to generate publicity and revenue while allowing a conservation area within the council's care to become damaged beyond repair due to the council's persistent neglect. The third issue I would like to raise, and perhaps the most important is that our everyday lives are now being negatively impacted, and have for quite some time by this problem. There are many vulnerable people within our community, Fore Street in St Maurice is home to many elderly residents as well as lots of very young children. Too often cars mount the pavement to pass each other not only causing damage to historic paving tiles but also endangering our community. Our house is next to the part of the road</p>	

where traffic often bottlenecks, often the rows that erupt from road users abusing one another disrupt our family meal times and can be heard above the television or music. This is simply unacceptable. My partner has also suffered abuse when asking road users to slow down when driving down Fore Street. There have been well documented videos and photographs of HGVs trying to enter the area and causing huge traffic jams, often taking upwards of 30 minutes to clear. This would be alleviated somewhat by the introduction of traffic calming but not at all but the proposed 20mph speed limit. Recently a heated debate occurred outside our home between two drivers, during this time many residents left their homes to help organise the chaos caused by backed up traffic. I believe it to be of high importance that the historic village on St.Maurice is preserved and that Plymouth City Council doesn't go along with this 'easy option'. A few points I'd like to make :

- Crumbling Pavements from cars being forced to mount the roads.
- Health and safety of school children and pavement users.
- Disturbances when traffic standoffs.
- The damage to historic listed buildings (of which ours is one) and vehicles at the expense of residents.
- Noise pollution.
- Air pollution.
- Shaking buildings from large lorries.

Traffic volume is killing our village. I fully support this as traffic volume has increased to an excessive volume, causing extension road damage and potholes. There is a massive pothole in front of my drive, which does not do any good to my cars suspension and shock absorbers when reversing onto my drive, it punctured my neighbours tyre. We have seen increasing traffic volume from people who take a short cut through our village, especially big lorries and vehicles working at Sherford. One of the lorries hit my driveway pillar, causing damage to this heavy structure, which I had to put right. The lorry just left it in a highly dangerous state, where it could have toppled over and fallen on somebody, potentially causing serious injury or death. Speeding traffic and heavy HGV's and the sheer volume of traffic must be stopped, they have no regard to the residents and people living in St Maurice. Permanent long term damage is being caused and nothing seems to be done about it. It has been suggested many times that Fore Street should be one way traffic and access only to people who live there or who are visiting. This is a historical conservation area, that deserves an element of respect and it is the opinion of many people living in St Maurice, that not enough is being done by Plymouth City Council to stop this, and are failing to engage effectively to the problem.

<p>I wish to be added to those who are affected by the volume of traffic in St Maurice and the injury it is causing to the place. I have been in St Maurice since the 1950s. Now when I walk down the street (I do not own a car) I hear windows rattling as inconsiderate drivers rush by. Crossing the street is difficult as there are parked cars and moving vehicles rushing past them. The parked cars do not appear to slow the traffic which is a worry. Very often drivers have to go backwards as they cannot pass one another – this makes crossing doubly difficult. Even though there are posts along part of the pavement this does not stop many vehicles mounting the pavement where they can in order to let an oncoming vehicle continue on its way. Frequently I am hindered by this. Do I need to mention what it is like when oversized vehicles try to push through what is an ancient narrow street?</p>	
<p>I am writing to voice my concerns that the proposed plan of 20mph speed limit and 7.5tonne weight restriction is not enough to tackle the increasing volume of traffic that is travelling through Plympton St Maurice on a daily basis. It is the sheer volume of traffic that is causing damage to our roads, historic cobblestone pavements and even buildings. This volume of traffic is only going to increase with the proposed expansion of the Sherford site. Further and more drastic steps must be taken to protect our historic village.</p>	
<p>The amount of traffic and the type of traffic entering the village is seriously affecting the area, the properties and public realm. The Conservation Area document needs to be adhered to by PCC and something needs to be done to:</p> <ol style="list-style-type: none"> 1. Lessen the volume of traffic 2. Stop HGV's 3. Stop vehicles parking on candy tiles and causing further damage to these historic pavings 4. Prevent the noise from excess traffic and HGV vehicles entering the area due to protected species. Traffic noise has a detrimental affect on bats. There are several bat colonies in Plympton St Maurice including Back Lane. The Natural Infrastructure team have records on a PCC subscription database for Plympton St Maurice on a bat mapping system that shows Pipistrelles and other breeds. In addition, there are far too many cars trying to park in the area, far too many delivery vehicles causing weight on precious protected candy tile sidewalks and pathways, and HGVs causing potential subsidence and damage to listed and buildings of historical importance due to their weight and inappropriate size which means they get stuck in the village and are risking buildings and the safety of pedestrians and public inside their own homes. In order to stop damage to buildings and in order to preserve this area of special importance, I propose that PCC; <ul style="list-style-type: none"> - places speed bumps within fore street and longbrook street - erects no waiting bollards or no parking bollards on the edge of the road by certain pathways to stop vehicles and 	

<p>waiting vehicles damaging the pathways and the buildings on fore street and longbrook street</p> <ul style="list-style-type: none"> - has speed signage - not taken from s106 budget - warning signage on George Lane and speed bumps - not taken from s106 budget <p>I also want to raise that any speed restriction signage should not be funded from the s106 funding as that is funding for extra measures not minimum measures that should be in st Maurice anyway.</p> <p>The area of Leigham is not of special historic importance yet that area has speed humps, signage and mini roundabouts and also the area of Thornbury. Both of those areas have primary schools close by. Plympton St Maurice has a primary school and a school for children with disabilities and there is no signage to prevent speeding, nothing to stop HGVs and nothing to prevent excessive parking or parking on protected pathways - all a risk to pedestrians at all times and children going to and from school.</p> <p>Plympton St Maurice needs the minimum signage and restriction measures to be paid for by the PCC Highways department just as it has done for other areas in the city as a general traffic speed deterrent along with warnings to protect pedestrians.</p> <p>Then, the s106 funding should be used for special measures like repairing candy tiles and preserving the village plus stopping Sherford Traffic.</p> <p>At the moment, PCC is neglecting Plympton St Maurice by not having the minimum measures in place especially for an area where there is a school.</p>	
<p>I have lived in Plympton St Maurice for over twenty years. The volume of traffic has steadily increased since 1999, it now is regularly unacceptable especially during the rush hours. My house is on the corner and I have to endure loud arguments between drivers and ridiculous strings of cars who are on the pavement to let others pass. This is not only destroying the tiles, it means pedestrians are forced to stop and get out of the way, for the elderly amongst us it's both frightening and unsafe. I've seen horses and their riders being forced to do the same thing. The speed of some cars is utterly horrific, blink and you miss them. I've seen speed devices being used but that is not an accurate measure as drivers see them and adjust accordingly. It has gotten so bad that the noise and continued lack of respect for our village has forced me into selling which is very upsetting as I love the community and it's passionate desire to keep it going.</p>	
<p>We are very concerned about the increased volume of traffic passing our house during the 'rush hour' times in the mornings and evenings. The road has always been a 'rat run' for traffic passing from Brixton area and beyond to Plympton and beyond but since the development at Sherford the volume of traffic has increased significantly. Concerns were raised by the St Maurice conservation area when the</p>	

<p>Sherford plans were first initiated, that the volume of traffic would increase but we were assured that this would be monitored and measures taken to address this if a problem was identified.</p> <p>Please refer to Plympton St Maurice Conservation Area appraisal and management plan (PCC 2008). It was agreed by PCC that the new Sherford Community should not adversely impact upon the conservation area and if the trip level of traffic was reached traffic flow would be restricted. S106 funding was set aside to fund any restrictions that were deemed necessary and rising bollards would be implemented. In 2017 PCC agreed that the trip level had been exceeded and we residents were relieved that the problem would be addressed. This has not happened and the volume of traffic using the 'rat run' continues to be a major concern. The roads and houses cannot cope with this volume of traffic and it is causing permanent damage to properties in the conservation area. We have now been informed by PCC that they are going to use the S106 funding to implement 20MPH speed restrictions and more signage to deter HGV traffic. Although these measures would be very welcome to the area they will not impact in any way on the volume of traffic, merely slow it down (if imposed) so the S106 funding should not be used in this way. We feel very angry that our concerns have not been addressed as we were promised and instead PCC are using the funds for inappropriate means. I hope that this matter will be addressed soonest and PCC will do as they agreed and ensure that the Sherford new community does not adversely impact upon the conservation area as we were promised.</p>	
<p>I agree with the 20mph limit and the 7.5 t but I disagree with the S106 money for the Usage of signs for the village . I feel that this money should be used for the reduce of traffic in the village .</p>	
<p>We would like to register concerns that we have regarding the proposed traffic management within Plympton St Maurice. The current proposal is to place signage within the area to alert drivers to reduced speed and weight limits. Whilst this will have a very limited impact, it falls short of addressing the main issue, that being the sheer volume of traffic now coming through the conservation area. Our understanding is that the S106 money was put in place to assist in the reduction in volume of traffic through Plympton St Maurice, not to enable the council to use that money to promote speed and weight reduction. This is something I believe should be funded separately from another source. Having moved to Plympton St Maurice 20 years ago, we have noticed a substantial increase in the volume and weight of traffic using the area. When the Sherford development was initially proposed, local residents were informed that the increase in traffic through the area was projected to be nineteen, 19, traffic movements per day. This clearly was an</p>	

<p>gross under representation. I notice that there is a traffic survey underway within Plympton St Maurice, we would however like to highlight that any numbers given will be artificially decrease as the road from Brixton is currently closed and has been for several weeks. Therefore this will not show the true scale of the problem.</p>	
<p>Traffic volume has increased significantly in the three years that I've been living here. its becoming a daily hazard pulling off my driveway due to the volume and speed of the traffic. Also due to the volume of vehicles large numbers are mounting the pavement and my driveway to allow other vehicles to pass. This has led to my wall being damaged due to a delivery van hitting it and could potentially lead to mine and my wife's cars being damaged. This is also dangerous to pedestrians especially those with young children. Reducing the speed limit with just signs is unenforceable. Vehicles will still continue to speed past and occasionally damage other vehicles. My daughters car and a number of visitors have both been the victims of speeding vehicles causing damage and then not stopping.</p> <p>Large goods vehicles continually find themselves becoming stuck due to the narrow roads and either sit there and wait for people to move there parking vehicles or try and attempt to reverse out. I believe signs alone are not going to change the issues we're currently having in the village and a comprehensive solution that will deter vehicles from using the village as a rat run is needed.</p>	
<p>PSM have been actively seeking a solution with your department to address the problem of ever increasing levels of traffic through PSM for a number of years, so far without any success. Despite being sold Sherford on the strength that our village would be fully protected from any increase in traffic brought about by the new town development, PCC and The Sherford Delivery Team have failed to acknowledge the scale of our problem or agree any solution that provides us with similar protection to the principals of the Sherford s106 agreement. We were misled over the practicalities of a rising bollard which is no longer perceived by the authorities as a workable solution. The curtailment of through traffic that a bollard would have brought about is our baseline expectation for a traffic solution and any scheme must therefore result in the same or similar levels of protection for us. I bring your attention to the obligations of the s106. Page 8 of the signed document from 12th November 2013 details the title 'All Reasonable Endeavours' para D (i) states</p> <p><i>'the Planning Permissions would not have been granted unless the planning obligations contained in this Deed had been entered into';</i></p> <p>Sheford only progressed after years of planning negotiations due to the protective nature of the s106. It is therefore against all principles of the agreement that you should abandon our village in respect of a traffic management</p>	

initiative. The proposed 20mph/7.5t traffic calming scheme does nothing to address our rat run problem. Furthermore, we are receiving mixed messages from the Highways department that contradict our councillor's comments in respect of funding for this proposed scheme. Can you assure us that funding for the 20mph/7.5t scheme will **NOT** come from our dedicated £25,000 s106 funds, designed for a Bullers [Plympton] Hill traffic solution?

In essence I support the proposed scheme **ONLY** if it is separately funded and our s106 funds remain ring fenced for a future and separate traffic management solution. I further implore both PCC and The Sherford Delivery Team to seek a swift set of solutions over and above this scheme that protects our village very soon, as previously promised.

I've recently been in dialogue with the Delivery Team and I don't share his sentiment that completion of Main Street and realignment of Brixton Road junction are our solutions to dissuading Sherford Traffic and beyond accessing our village for short cut route to the heart Plympton. The team isn't currently offering any immediate further dialogue with our Traffic Team and infrastructure is being implemented that will undoubtedly worsen our rat run problem. I envisage Main Street only compounding our problem as it offers a swifter route from Elburton, Plymstock and beyond to the top of Bullers [Plympton] Hill than the much more complex recent Sherford Road arrangement ever did.

A secondary Sherford associated problem arises from the widening of the link road between Deep Lane junction and Brixton Road which has now presented swifter access to Plympton for many commuters. This is contributing significantly to the traffic uplift. As a village we cannot accept continued denial of our traffic problems and we must have swift, constructive dialogue on the matter between St Maurice representatives and relevant Highway authorities to resolve this worsening issue.

Construction of a new town cannot continue to spoil such a significant historical village on its periphery. We are being severely let down by authorities and elected members and the village is gathering momentum to highlight its case and present it publicly.

Traffic volume has increased significantly in the three years that I've been living here. I live in one of the narrowest parts of Fore street and its becoming a daily hazard pulling off my driveway due to the volume and speed of the traffic. Also due to the volume of vehicles large numbers are mounting the pavement and my driveway to allow other vehicles to pass. This has led to my wall being damaged due to a delivery van hitting it and could potentially lead to mine and my wife's cars being damaged. This is also dangerous to pedestrians especially those with young children.

Reducing the speed limit with just signs is unenforceable. Vehicles will still continue to speed past and occasionally

<p>damage other vehicles. My daughters car and a number of visitors have both been the victims of speeding vehicles causing damage and then not stopping.</p> <p>Large goods vehicles continually find themselves becoming stuck due to the narrow roads and either sit there and wait for people to move there parking vehicles or try and attempt to reverse out. I believe signs alone are not going to change the issues we're currently having in the village and a comprehensive solution that will deter vehicles from using the village as a rat run is needed.</p>	
<p>I agree that the use of signage for both the 20mph and weight limit would be useful. The speed of some of the cars coming down Buller's hill is very dangerous as they come around the corner into Longbrook street. Sadly without any kind of enforcement I am not sure much will change as people are already going faster than the current 30mph in this area. I would also like to suggest that double yellow lines are extended in George Lane from the junction with Longcause on the side nearest St Peter's house to allow the buses a clearer journey down George Lane. We do have a fundamental issue with inadequate parking in the conservation area that means that residents sometimes park in inappropriate places. Could you consider some residents parking in the old allotments that are in Barbican Road or in the now closed Caravan Storage land between the Brook Inn and St Peter's close?</p>	
<p>I wish to strongly object to all of the proposed signage in our Conservation area, even though some might consider reducing the speed important. Had there been accidents or increased prosecutions for speeding through a 30 mile an hour limit the Devon and Cornwall police would have introduced average speed cameras. These cameras as data illustrates are the best deterrent and less intrusive than signs. However no such information is forthcoming. Large and heavy lorries are much more of a problem because of the narrow streets. A chicane at each end of Plympton St Maurice and Underwood road would be enough to stop this damaging dilemma. There are already weight restriction notices which are ignored so the only action is to make it impossible for the lorries to pass - hence the chicane.</p>	
<p>I would like to raise four points:</p> <ol style="list-style-type: none"> 1. General Traffic-Traffic travelling from the A38 and St Elizabeth Hotel creates a shortcut for individuals driving cars, vans and lorries attempting to avoid the area between Mudge way and the traffic lights at the bottom of Cot Hill. 2. HGV-Heavy goods vehicles coming off of the A38 and from the Sherford development using Fore street as route, only to find themselves getting only as far as the guildhall and having to reverse back into Long Brook Street as the road is too narrow causing traffic chaos. This has also been witnessed with Lorries towing trailers making it a danger to both pedestrians and parked vehicles. 	

3. Speed-Vans, cars and taxis ignore the speed limit when using this route oblivious to the dangers of the narrow street.

4. Danger to the conservation area-It goes without saying that there are many listed building within Fore Street. This conversation area is in danger with the continued vibrations affecting the buildings and more so, the ancient pillars associated with the guildhall and a private dwelling that runs further along the street.

The building on the junction between Fore Street and George Lane has been struck many times over the years.

Commentary on Consultation Responses

The roads in Plympton St Maurice covered by these proposals are all public rights of way. Traffic surveys undertaken from 2016 do not show that total vehicle volumes or volumes of HGV's have increased over this time. It is also known that the Sherford Consortium do take action when HGV's associated with the development but to date there are very few verified instances of this occurring. However, it is also known that HGV's do attempt to travel through Plympton St Maurice and many of the consultation responses refer to instances where this has occurred. The measures proposed are intended to both inform drivers to take a more appropriate route and to enable Police Enforcement to take place if required. It is not possible to add additional measures to the scheme at this point and many such as One Way systems, Rising Bollards, Automatic Number Plate Recognition and Average Speed Camera Systems have been ruled out as either unaffordable, impracticable or unsustainable. The limits of the proposed 20mph Zone have been chosen with care and are largely reliant on physical space to place the required signage.

Whilst the proposal to introduce a 20mph Zone and expand the 7.5T Environmental Weight Restriction is not in itself controversial the initially proposed use of a £25,000, S.106 contribution from the Sherford Consortium to fund the scheme has raised significant objection along with concerns over the impact of intrusive signing in the conservation area. It has always been intended that signing should be kept to a minimum consistent with enforceability and it is now intended that the proposal should be funded from a successful Emergency Active Travel Plan funding bid. The S.106 funding can be utilised in ways that complement the objectives of the proposals to be developed in partnership with the community after the effects of the scheme have been evaluated.

4. RECOMMENDATION

It is recommended that the scheme is implemented as advertised

LEGAL CONSIDERATIONS

The lawful implications and consequences of the proposal have been considered and taken into account in the preparation of this report.

When considering whether to make a traffic order it is the Council's responsibility to ensure that all relevant legislation is complied with. This includes Section 122 of the Road Traffic Regulation Act 1984 (as amended) that sets out that it is the duty of a local authority, so far as practicable subject to certain matters, to secure the expeditious, convenient and safe movement of vehicular and other traffic (including pedestrians) and the provision of suitable and adequate parking facilities on and off the highway. It is considered that the proposals comply with Section 122 of the Act as they practically secure the safe and expeditious movement of traffic in and around Plymouth and provide for suitable and adequate associated parking facilities.

EQUALITY IMPACT ASSESSMENT

Plympton St Maurice



STAGE I: WHAT IS BEING ASSESSED AND BY WHOM?

<p>What is being assessed - including a brief description of aims and objectives?</p>	<p>To implement the following amendments to The City of Plymouth (Moving & Speed Traffic Regulation Orders) (Consolidation) Order 2014 (as amended) in association with the Plympton St Maurice TRO.</p> <p>The effect of the order shall be:</p> <p>To Add:</p> <p>20mph Zone:</p> <p>Covering the Historic Core of Plympton St Maurice. Speeds within this area are compatible with the creating of a 20mph Zone and it is felt that the establishment of 20mph Zone Gateways to include a locally distinctive Motif or Design would enhance the sense of Place on entering the area</p> <p>7.5T Weight Restriction (Except for Access):</p> <p>The current zone is extensively signed but many of the signs are old and not sited where they are easily visible to approaching traffic. A review of the existing signing has identified where a number of improvements could be made and it is also proposed that advanced warning signing of the Weight Limit should be placed either side of junctions entering restricted Zone.</p> <p>REVOCATIONS</p> <p>THE CITY OF PLYMOUTH (MOVING TRAFFIC REGULATION ORDERS) (CONSOLIDATION) ORDER 2014 to be varied in line with the provisions of this Order.</p>
<p>Author</p>	<p>Holly Curtis</p>
<p>Department and service</p>	<p>Plymouth Highways, Traffic Management Technician</p>
<p>Date of assessment</p>	<p>04/01/2021</p>

STAGE 2: EVIDENCE AND IMPACT

Protected characteristics (Equality Act)	Evidence and information (eg data and feedback)	Any adverse impact See guidance on how to make judgement	Actions	Timescale and who is responsible
Age	No issues raised in consultation	No adverse impact anticipated		
Disability	No issues raised in consultation	No adverse impact anticipated		
Faith/religion or belief	No issues raised in consultation	No adverse impact anticipated		
Gender - including marriage, pregnancy and maternity	No issues raised in consultation	No adverse impact anticipated		
Gender reassignment	No issues raised in consultation	No adverse impact anticipated		
Race	No issues raised in consultation	No adverse impact anticipated		
Sexual orientation - including civil partnership	No issues raised in consultation	No adverse impact anticipated		

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

Local priorities	Implications	Timescale and who is responsible
Reduce the gap in average hourly pay between men and women by 2020.	No adverse impact has been identified.	
Increase the number of hate crime incidents reported and maintain good satisfaction rates in dealing with racist, disablist, homophobic, transphobic and faith, religion and belief incidents by 2020.	No adverse impact has been identified.	
Good relations between different communities (community cohesion)	No adverse impact has been identified.	

Human rights Please refer to guidance	No adverse impact has been identified.	
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STAGE 4: PUBLICATION

Responsible Officer **Mike Artherton**

Date 19/01/2021

Group Manager (Parking, Marine and Garage Services)

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EXECUTIVE DECISION

made by a Council Officer



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

Executive Decision Reference Number – COD13 20/21

Decision	
1	<p>Title of decision: TCF Tranche One – Somerset Place to Ponsonby Road Contract Award</p>
2	<p>Decision maker (Council Officer name and job title): Paul Barnard, Service Director for Strategic Planning and Infrastructure</p>
3	<p>Report author and contact details: Denise Clift, Project Manager, Strategic Planning Team 01752 307105 denise.clift@plymouth.gov.uk</p>
4a	<p>Decision to be taken: To appoint South West Highways as the principal contractor for constructing the improvements for pedestrians, cyclists and people with disabilities, stretching from Somerset Place to Ponsonby Road. The scheme involves replacing the existing 1m wide, unlit, unsurfaced route with a 3.5m wide, 180m traffic free strategic cycle network link with lighting.</p>
4b	<p>Reference number of original executive decision or date of original committee meeting where delegation was made: Executive Decision L2 19/20 provided authorisation to spend the funding awarded to Plymouth City Council as part of the Transforming Cities Fund and authorises the procurement process(es). The decision “Delegates the award of the contract(s) to Paul Barnard, Service Director for Strategic Planning and Infrastructure.</p>
5	<p>Reasons for decision: The Term Maintenance Contract (TMC) provides specifically for the delivery of transport projects in addition to the core highway maintenance activities and has already been through a competitive tendering assessment process. Using the TMC provides the optimum route for early delivery by securing early contractor involvement to develop the design, by capitalising on the continuity of service provision, local knowledge and the close working arrangements that the TMC contractor has established with the Council’s Highways department.</p>
6	<p>Alternative options considered and rejected: To carry out a formal tendering exercise or through the use of an appropriate framework. Both would add delay to any appointment and impact on the potential delivery of the works.</p>

7	Financial implications: This scheme is funded entirely through the Transforming Cities Fund tranche I award.			
8	Is the decision a Key Decision? (please contact Democratic Support for further advice)	Yes	No	Per the Constitution, a key decision is one which:
			x	in the case of capital projects and contract awards, results in a new commitment to spend and/or save in excess of £3million in total
			x	in the case of revenue projects when the decision involves entering into new commitments and/or making new savings in excess of £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.
8b	If yes, date of publication of the notice in the Forward Plan of Key Decisions	N/A		
9	Please specify how this decision is linked to the Council's corporate plan/Plymouth Plan and/or the policy framework and/or the revenue/capital budget:	<p>This scheme forms part of the TCF tranche I East-West Corridor Improvements Package</p> <p>Growing Plymouth</p> <p><i>Support the local economy and facilitate economic development</i></p> <p>The East-West corridor already boasts major employment with Peninsula Medical School, Plymouth University, Babcock, MoD, Princess Yachts and Oceansgate enterprise zone. Its importance will grow with 17,000 new jobs planned by 2034. This scheme is to help to support this growth by improving sustainable transport connectivity – improving access to jobs for residents, and access to skills for employees. Regular exercise also improves wellbeing and productivity.</p> <p><i>Support housing delivery</i></p> <p>There are 15,550 homes planned for the East-West corridor by 2034.</p> <p><i>Reduced carbon emissions by increasing the volume and proportion of journeys made by low carbon sustainable modes</i></p> <p>This level of growth presents an opportunity to support that growth by dramatically increasing the use of healthy, low carbon, sustainable modes of transport and improving journey reliability.</p> <p>A Caring Council</p> <p>Three air quality management areas are located on this corridor which can be expected to benefit from this and future investment.</p> <p>The benefits set out below can be expected to</p>		

		<p>disproportionately benefit lower income groups:</p> <ul style="list-style-type: none"> • Improved access to services, training and employment • Encouraging modal shift away from the private car, thereby reducing congestion and accidents • Health and activity benefits • Reduced community severance • Reduced vehicle noise; several noise important areas are identified on the corridor <p>This scheme will also help address physical inactivity which is a major problem in Plymouth, with just 18.6% of the adult population exercising for 30 minutes three times a week. Physical inactivity is estimated to cost the NHS £4.1m per annum with far greater costs to the wider community.</p>
10	Please specify any direct environmental implications of the decision (carbon impact)	<p>Plymouth City Council declared a Climate Emergency in 2019, pledging the city to become carbon neutral by 2030. Transport represents 28% of the city's carbon footprint, a proportion that is set to increase to 48% of the residual emissions under the net zero scenario even with an 80% reduction from transport. Encouraging more trips to be made by walking and cycling is essential if the Council's commitments are to be met.</p>


Urgent decisions

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

Consultation

13a	Are any other Cabinet members' portfolios affected by the decision?	Yes		
		No	x	(If no go to section 14)
13b	Which other Cabinet member's portfolio is affected by the decision?			
13c	Date Cabinet member consulted			

14	Has any Cabinet member declared a conflict of interest in relation to the decision?	Yes		If yes, please discuss with the Monitoring Officer				
		No	x					
15	Which Corporate Management Team member has been consulted?	Name	Anthony Payne					
		Job title	Strategic Director for Place					
		Date consulted	9.2.21					
Sign-off								
16	Sign off codes from the relevant departments consulted:	Democratic Support (mandatory)	DS83 20/21					
		Finance (mandatory)	pl.20.21.216.					
		Legal (mandatory)	MS/19.01.21					
		Human Resources (if applicable)	N/A					
		Corporate property (if applicable)	N/A					
		Procurement (if applicable)	N/A					
Appendices								
17	Ref.	Title of appendix						
	A	Briefing report						
	B	Equalities Impact Assessment						
Confidential/exempt information								
18a	Do you need to include any confidential/exempt information?	Yes		If yes, prepare a second, confidential ('Part II') briefing report and indicate why it is not for publication by virtue of Part I of Schedule 12A of the Local Government Act 1972 by ticking the relevant box in 18b below.				
		No	x					
		Exemption Paragraph Number						
		1	2	3	4	5	6	7
18b	Confidential/exempt briefing report title:							
Background Papers								
19	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 1 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
Council Officer 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	9.2.21			
Print Name	Paul Barnard						

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**TCF SOMERSET PLACE TO PONSONBY ROAD –
CONTRACT AWARD**

Executive Decision briefing note

**PROJECT DETAILS**

The Somerset Place to Ponsonby Road scheme will deliver a key link on the city's Strategic Cycle Network (SCN). It will complete the upgrade of a poor quality and poorly used footpath into a wide, well lit and high quality shared cycle and footpath that will make it easier, safer and more attractive to walk and cycle to Central Park and the Life Centre from Stoke and other neighbourhoods to the south and west of the park. Part of this scheme was delivered in 2013. Transforming Cities Fund (Tranche 1) funding is now being used to deliver the remainder of the scheme, and work is expected to be completed in the summer of 2021

Construction drawing is available online [here](#).

This scheme is part of the TCF East-West Corridor Improvements Package and focuses on enhancing travel on that corridor, connecting existing areas of deprivation to growth areas with 17,000 new jobs and 15,500 houses planned by 2034.

SCHEME OBJECTIVES

Plymouth's population is forecast to reach 300,000 by 2034, an increase of 17%, with an accompanying increase in economic opportunity. Modelling forecasts show that by 2034, even with currently committed transport schemes and modal shift away from private car to sustainable transport of between 5 and 10%, congestion will worsen. Specifically, congestion is impacting on public transport reliability on the eastern corridor.

28% of Plymouth households do not have access to a vehicle, with this increasing to 50% in some neighbourhoods served by the east-west corridor. An expanding and improving walking and cycling network, linking to new jobs in key growth areas will help create inclusive, low carbon growth, improve productivity and address unemployment which is currently 4.7% –1.4% higher than the regional average, and 0.3% higher than the national average.

To address this sustainably, and help make Plymouth an attractive place in which to live, work and invest, the Joint Local Plan identifies that major infrastructure investments are needed. With 67% of Plymouth commuters working in the city, and with 38% of car journeys less than 2km, walking and cycling have a key role to play.

With transport representing around 28% of carbon emissions¹, a proportion that is set to increase substantially, investment in walking and cycling to reduce overall car trips through a substantial transfer from private car is essential if we are to meet the Council's pledge to make Plymouth carbon neutral by 2030. This scheme will also help address physical inactivity which is a major problem in Plymouth with just 18.6% of the adult population exercising for 30 minutes three times a week. Physical inactivity is estimated to cost the NHS £4.1 million pa with far greater costs to the wider economy.

PROJECT COST

The project price is £192,213.

FUNDING

The scheme is entirely funded from the Transforming Cities Fund tranche 1 funding award

DELIVERY TIMESCALES

The main works for the scheme is planned to start in mid February, 2021, with construction programmed to take 14 weeks.

¹ <http://naei.beis.gov.uk/>

MEMBER AND STAKEHOLDER SUPPORT

The Cabinet Member for Strategic Planning and Infrastructure was consulted in late 2018 in advance of the submission of the TCF tranche one funding bid.

Latterly, the Cabinet Member for Strategic Planning and Infrastructure along with the Cabinet Member for Children and Young People were consulted in November 2020, regarding the possibility of closing the cycleway for the duration of the construction period and to give advance notice of a Traffic Regulation Order that will need to be in place once the cycle way is constructed. Recently, it has been agreed that the path only needs to close for approx. 1 week for surfacing work, so the outcome was positive.

Consultation has also commenced with Stoke Ward Councillors regarding the TRO to apply double yellow lines at the Ponsonby Road intersection, to improve the visibility for lane users and protect them from oncoming traffic.

PROCUREMENT APPROACH

The Council's Term Maintenance Contract (TMC) with South West Highways specifically provides for its use to deliver transport schemes and projects in addition to the core highway maintenance activities.

The scale and nature of the works required for the scheme makes it an ideal candidate scheme for the TMC to be the delivery vehicle.

The use of the TMC has a number of benefits that would support early delivery of the works:

- Capitalise on the collaborative working arrangements that the contractor has established with the Council's Highways department and other key stakeholders and partners
- Access to the competitive price list that was secured through the vigorous and robust tendering assessment that the Council carried out to award the TMC
- Local knowledge
- Co-ordination with other planned works on the local and strategic road networks
- Early contractor involvement to progress the design and identify value savings and reduce risks in both the design and construction stages
- Supports continuity of working between the Council and the contractor to help deliver improvements in performance over the term of the TMC
- Gives confidence to and supports the local economy, helping to safeguard existing jobs and create new ones

ALTERNATIVES CONSIDERED

The alternative options to employing the TMC would be to either carry out a formal tendering exercise or use an appropriate framework. Both these options would add delay to any appointment, impacting on the delivery timescale of the works and do not have all of the benefits use of the TMC offers.

TRANSFORMING CITIES FUND – TRANCHE I

Creating a world class sustainable transport system.



PLYMOUTH
CITY COUNCIL

STAGE I: What is being assessed and by whom?

What is being assessed - including a brief description of aims and objectives?

Transforming Cities Fund – Tranche I

Aims:

- Improvements to walking and cycling, improving both the main north/south and east/west corridors and access to these corridors, thereby increasing the catchment area for access to the main cycle routes.
- An extension of real time information provision to encourage bus patronage and an improved journey experience, through new or upgraded Real Time Passenger Information screens, new bus shelters and web departure boards in key employment locations.
- A significant increase in Electric Vehicle chargepoints removing one of the barriers to drivers switching to EV and ensuring the city has the infrastructure to encourage and grow EV use.
- Improvements for the passenger experience at Plymouth Stations.
 - Plymouth Station Tranche I bid will provide improvements to the concourse, including a new, wider Gateline which is currently a source of passenger delay and congestion.

STAGE 1: What is being assessed and by whom?	
	<p>Objectives:</p> <ul style="list-style-type: none"> • Support the local economy and facilitate economic development, for example by improving access to centres of employment, Enterprise Zones, and development sites that have the potential to create additional jobs, reducing congestion, or improving the reliability and predictability of journey times. • Reduce carbon emissions. • Support housing delivery. • Bring about improvements to air quality, particularly to support compliance with legal limits in those areas where NO2 exceedances have been identified and are in the process of developing plans.
Responsible Officer	Sally Farley
Department and Service	Strategic Planning and Infrastructure
Date of Assessment	21/12/2018

STAGE 2: Evidence and Impact				
Protected Characteristics (Equality Act)	Evidence and information (e.g. data and feedback)	Any adverse impact?	Actions	Timescale and who is responsible?
Age	50+ Plymouth - 34.1% (nationally - 33.3%) • 75+ Plymouth -	The scheme is not anticipated to have any adverse impact on specific age groups.	N/A	N/A


STAGE 2: Evidence and Impact				
Protected Characteristics (Equality Act)	Evidence and information (e.g. data and feedback)	Any adverse impact?	Actions	Timescale and who is responsible?
	<p>7.6% (nationally - 7.5%)</p> <ul style="list-style-type: none"> • 0-15 Plymouth - 17.5% (nationally - 20.2%) • Over 75's predicted to rise faster than any other group (19k in 2011 to 24k k in 2021). 			
Disability	31,164 people declared themselves having long term health problem or disability.	The scheme is not anticipated to have any adverse impact on specific disability groups.	Crossings and other facilities will be provided to support the visually and mobility impaired.	
Faith, Religion or Belief	<p>Christian 148,917 people (58.1%).</p> <p>Islam</p>	The scheme is not anticipated to have any adverse impact on specific faiths, religions	N/A	

STAGE 2: Evidence and Impact				
Protected Characteristics (Equality Act)	Evidence and information (e.g. data and feedback)	Any adverse impact?	Actions	Timescale and who is responsible?
	<p>2,078 people (0.8%).</p> <p>Buddhism</p> <p>881 people (0.3%).</p> <p>Hinduism</p> <p>567 people (0.2%) described their religion as Hindu.</p> <p>Judaism</p> <p>168 people (0.1%)</p> <p>Sikhism</p> <p>89 people (<0.1%)</p>	or beliefs.		
Gender - including marriage, pregnancy and maternity	<p>50.6% of population are women.</p> <p>Of those aged 16 and over 90,765 (42.9%) people are married. 5,190 (2.5%) are separated and still legally married or legally in a same-sex civil partnership.⁷</p> <p>34 Civil Partnership Formations in Plymouth in 2013</p>	The scheme is not anticipated to have any adverse impact on specific faiths, religions or beliefs.	N/A	

STAGE 2: Evidence and Impact				
Protected Characteristics (Equality Act)	Evidence and information (e.g. data and feedback)	Any adverse impact?	Actions	Timescale and who is responsible?
	0 Teenage conceptions in Derriford West & Crownhill in 2012.			
Gender Reassignment	26 referrals from Plymouth were made to the Newton Abbot clinic, in 2013/14 to February 6.	The scheme is not anticipated to have any adverse impact on specific gender reassignment.	N/A	
Race	92.9% of Plymouth's population identify themselves as White British. 7.1% identify themselves as Black and Minority Ethnic (BME) with White Other (2.7%), Chinese (0.5%) and Other Asian (0.5%) the most common ethnic groups.	The scheme is not anticipated to have any adverse impact on specific race.	N/A	
Sexual Orientation -including Civil Partnership	It estimated that there are 12,500 – 17,500 Lesbian, gay or bi-sexual people aged over 16.	The scheme is not anticipated to have any adverse impact on specific sexual	N/A	

STAGE 2: Evidence and Impact				
Protected Characteristics (Equality Act)	Evidence and information (e.g. data and feedback)	Any adverse impact?	Actions	Timescale and who is responsible?
		orientation group.		

STAGE 3: Are there any implications for the following? If so, please record 'Actions' to be taken		
Local Priorities	Implications	Timescale and who is responsible?
Reduce the inequality gap, particularly in health between communities.	It is not anticipated to have an impact on the inequality gap, particularly in health between communities.	2019/2020 Head of Transport, Infrastructure & Investment.
Good relations between different communities (community cohesion).	It is not anticipated to have an impact on good relations between communities.	2019/2020 Head of Transport, Infrastructure & Investment.
Human Rights	It is not anticipated that people's human rights will be impacted upon by the scheme.	2019/2020 Head of Transport, Infrastructure & Investment.

STAGE 4: Publication			
Director, Assistant Director/Head of Service approving EIA.		Date	22/05/2019