


ST ANDREW'S CE PRIMARY SCHOOL ADMISSION ARRANGEMENTS 2024/2025		
	Admission authority	The Board of governors of St Andrew's CE School
	School status	Voluntary Aided
	Catchment area	Yes
	Supplementary Information Form	(i) parents who are members of staff only (ii) for those applying on faith grounds only (iii) for those applying on exceptional medical or social need only
	Application forms available online	<a href="http://www.plymouth.gov.uk/schooladmissions">www.plymouth.gov.uk/schooladmissions</a>
	<b>NORMAL POINT OF ENTRY</b>	<b>IN-YEAR ADMISSION</b>
Age range for application	1 September 2019 - 31 August 2020	Any admission other than the normal point of entry in years Reception/Foundation – year 6
Application period	Monday 13 November 2023 – Monday 15 January 2024	From Sunday 1 September 2024
Offer date	Tuesday 16 April 2024	Within 15 school days of application receipt
Published admission number	30	

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Designated catchment area

St Andrew's C of E Primary School is a Voluntary Aided school located in the Diocese of Exeter. The board of governors of a Voluntary Aided school is the admission authority and has responsibility for admission policy.

### **Our Mission Statement**

Children are at the heart of all that we do. Our school provides a happy atmosphere within a Christian framework in which children can flourish and live life to the full. Together we build solid foundations for futures through nurturing and fostering a safe, loving environment.

Our children positively understand their worth and potential; are reflective and resilient; develop skills and enthusiasm for lifelong learning; and gain a positive experience and understanding of Christianity.

The highest of expectations ensure our commitment to maintain and build upon outstanding outcomes for all of our children. Our values drive the curriculum experience that we offer our children. Our environment is one in which children's contributions and children as individuals are valued and respected.

Our school is a productive, stimulating and rich learning environment in which children and staff experience equal opportunity in all things in order that their true potential is realised.

This policy details the admission arrangements for our school and should be read in conjunction with the Primary and In-Year Coordinated Admissions Schemes and other agreed policies of Plymouth City Council, available at [www.plymouth.gov.uk/schooladmissions](http://www.plymouth.gov.uk/schooladmissions). All policies and procedures seek to comply with the requirements of the School Admissions Code, available at [www.gov.uk/government/publications/school-admissions-code--2](http://www.gov.uk/government/publications/school-admissions-code--2).

### **HOW THE ADMISSION PROCESS WORKS**

All parents must make an application for their child to be admitted to a maintained primary or infant school, using a Common Application Form (CAF). Places are not allocated to a child automatically, even where:

- there is an older sibling attending here;
- a child attends a particular pre-school or nursery;
- a parent has expressed an interest at any time in the school;
- a child is a member of any religious community; or
- the child has always lived close to the school.

No places will be held in reserve for a child who applies late; the governing body cannot hold empty places if another child applies for admission.

We will share information with the City Council and will publicise the need to apply but the responsibility for making an application will be with the parent.

### **VISITING OUR SCHOOL**

We welcome visits from parents and children considering applying for a place here. This is an opportunity for parents to see what we have to offer. Visits are not a compulsory part of the admissions process and will not affect decisions on whether a place can be offered at our school. If you would like to visit our school, you should contact the school to make an appointment.

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## SECTION I

### (i) HOW TO APPLY FOR A PLACE AT THE NORMAL ROUND - RECEPTION

The normal round is the first opportunity for children to join a school. For us, that's at Reception. So that all parents who wish to apply for a place in the Reception class of a school can do so each local authority (LA) coordinates applications for the schools in its area. This means parents must apply to their home LA for a school place and will receive **one** offer of a school place at the same time as other parents. For our school, Plymouth City Council is the LA which coordinates applications which have been made either direct to Plymouth City Council or passed on by other LAs.

Every parent who wishes to express a preference for a place here must use a Common Application Form. For residents of Plymouth, this is available online at [www.plymouth.gov.uk/schooladmissions](http://www.plymouth.gov.uk/schooladmissions). A reference copy of the parents' guide will be available at the school. Residents of neighbouring LAs – Torbay, Devon, Dorset, Cornwall and Somerset - must apply by contacting their own LA even if a place is requested here.

All applications must be made by the closing date; **15 January 2024**. In addition, parents applying for a place on religious grounds, those who are applying where the parent is a member of staff at the school and those applying on the grounds of exceptional medical or social need are also advised to complete a supplementary information form. These forms are available direct from the school or from Plymouth City Council. Supplementary information forms must be completed and returned to the school by the closing date. Without a supplementary information form, the governing body will still consider the application but will not be in a position to prioritise it according to religious grounds, medical/social grounds or under the staff category.

#### What happens next?

Where there are fewer applicants than places available, all children will be admitted unless they can be offered a higher ranked preference. Only if there are more applications than there are places available will the governing body prioritise applications according to the oversubscription criteria below.

Plymouth City Council coordinates admissions for all junior, primary and infant schools. A parent could be in a position to be offered a place at more than one school. If that happens, a place will only be offered at the school which the parent preferred the most on the common application form. The home LA will email parents on 16 April 2024 to advise which school place has been allocated.

Shortly afterwards, we will also contact successful parents to welcome them to the school and to make arrangements for admission itself.

#### What if an application is refused?

In all cases, a parent who is refused a place here or at any other school has a statutory right of appeal to an Independent Appeals Panel. This will review the decision and will decide whether the refusal was justified on the grounds that the school was full. Even if the Appeals Panel agrees that the school was full, it will also consider the impact on the child and family and may still award a place at the school.

We organise our Reception and Key Stage One children into classes of 30. This is the legal maximum number of children allowed in a Key Stage One class with one school teacher. There are very limited exceptions which would allow a school to exceed 30 children in a Key Stage One class. Any appeal for a place here is subject to Key Stage One or Infant Class Size Legislation; a more limited form of appeal. Further information is available from the school or by contacting the Clerk to the Appeals Panel.

#### Withdrawing an offer

It is important that when we offer places to some and refuse others we do so fairly and consistently. Where we have reason to believe that false or deliberately misleading information has been provided

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we will reconsider the offer on the basis of the correct information. We may withdraw the offer if it would not have been made with the correct information, even if this is after admission. Places are offered on the basis of the address from which the child will attend school. Accurate information is particularly relevant for addresses. If necessary, we will ask for evidence of a child's home address before admission. If a parent knows or believes that the child's address will change before admission, he or she must inform us. We will require evidence of a new address where this would give a higher priority for admission.

## **(ii) HOW TO APPLY OUTSIDE THE NORMAL ROUND - IN-YEAR ADMISSIONS**

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 2024 – 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](http://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](http://www.plymouth.gov.uk/schooladmissions).

All applicants must:

- (i) Complete the Common Application Form available [www.plymouth.gov.uk/schooladmissions](http://www.plymouth.gov.uk/schooladmissions);
- (ii) In addition, applicants applying under the exceptional medical/social need criteria in 2 must complete the exceptional medical or social grounds supplementary information form and return it direct to the school.
- (iii) In addition, applicants applying under the faith oversubscription criteria in 4.2 should complete the faith supplementary information form and return it direct to the school;
- (iv) In addition, applicants applying under the staff oversubscription criteria in 4.3 should complete the staff supplementary information form and return it direct to the school;

The close date for application is the end of each working day. Offers should be made within 15 school days of the application submission date.

## **(iii) ADMISSIONS OVERSUBSCRIPTION CRITERIA FOR ST ANDREW'S C of E (VA) PRIMARY SCHOOL**

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

Where there are fewer applicants than 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.

Where we receive more applications than the number of places available - the Published Admission Number - the governing body will prioritise applications using the following criteria:

### **OVERSUBSCRIPTION 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

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looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).

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

2. **Children with exceptional medical or social need.** Children with an exceptional medical or social need for a place at this school. Applicants will only be considered under this heading if the parent/carer or their representative can demonstrate that only the preferred school can meet the exceptional medical or social needs of the child. The need must be specific to 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 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 live in the school's designated area shown in 3.1-3.2 below.** The designated area for this school can be viewed at the school.

**3.1 Siblings of children who attend this school at the time of admission.** Children will be classed as siblings if they live at the same home address as defined in this policy, as a single-family unit. This includes a natural or adopted brother or sister, step- brother or sister, a natural or adopted child of a cohabiting partner, or a foster brother or sister or a child under a special guardianship order. In all cases the sibling must live with the applicant child as part of the same core family unit. Children who are children of friends or cousins living with their parents in the same household are not included. The sibling's details must be clearly stated in the full application form. Failure to do so may result in this category not being identified and the application being placed in a lower category;

**3.2 Other applicants** living in the school's designated area.

4. **Children who live outside the designated area shown in 4.1 to 4.4 below.**

**4.1 Siblings of children who attend this school at the time of admission.** Children will be classed as siblings if they live at the same home address as defined in this policy, as a single-family unit. This includes a natural or adopted brother or sister, step- brother or sister, a natural or adopted child of a cohabiting partner, or a foster brother or sister or a child under a special guardianship order. In all cases the sibling must live with the applicant

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child as part of the same core family unit. Children who are children of friends or cousins living with their parents in the same household are not included. The sibling's details must be clearly stated in the full application form. Failure to do so may result in this category not being identified and the application being placed in a lower category;

- 4.2 Children from church going families i.e. attend a Christian place of worship at least once a month.** Faithful and regular worship at a Christian Church is defined as regular attendance (at least monthly for a period of two years immediately prior to the point of application) with supporting evidence from parents/carers and the church minister. This reference should include regularity of attendance and returned to the school by the closing date for applications.

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

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

This covers all staff working at the school to which the application relates but does not include staff who work on the school site for other employers. Definition of staff for this purpose, is for those teaching and non-teaching staff at the school;

- 6. Other applicants** living outside the school's designated area.

#### **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 headteacher 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 request is refused there will be no right of appeal, but the parent may submit a complaint under school's published Complaints Policy if the parent does not believe that the request was properly considered, or the decision of the admission authority was reasonable or fair.

**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<sup>1</sup>.

**Emergency arrangements:** In the event that a local, regional or national public health lockdown is imposed, school admission and appeals arrangements may operate to amended timescales or under emergency regulations. Wherever possible, admission applications will continue to be processed under the terms of the In-Year Co-ordinated Admissions Scheme so that parents are not disadvantaged. Places will be held open until it is practical and safe for children to attend on site. Remote learning will be made available as for existing pupils although we recognise that in some circumstances, a parent may feel it is expedient to take up remote learning from the current school on a temporary basis.

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Provision may be available for vulnerable and key worker children on site or at an alternative setting, according to circumstances at that time.

**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:** Where we ask for evidence of the address from which a child would attend school, this would usually be written confirmation of a house purchase or a formal tenancy agreement. We will not accept more than one address as the child's home address. The terms of a child arrangements order may clarify what that is. In the absence of a child arrangements order, we will consider the home address to be with the parent with primary day to day care and control of the child. In reaching this decision, evidence will be requested to show the address to which any Child Benefit is paid and from which the child is registered with a medical GP. Any other evidence provided by parents will also be considered in reaching a decision on the home address for admissions purposes. This may be necessary, for instance, where parents don't agree on the child's home address. Parents are urged to reach agreement or seek a Specific Issues Order from a court to decide which parent should or should not pursue an application. Where they do not, we will determine the home address.

**Children of UK Armed Forces Personnel / Crown Servants:** Applications for the admission of children of UK service personnel with a confirmed posting, or Crown servants returning from overseas, will be accepted and processed in advance of the family's arrival in the area, as long as the application is accompanied by an official letter giving a relocation date.

The address at which the child will live will be used to apply the oversubscription criteria, provided parents provide some evidence of the intended address. Alternatively, where this is requested by parents, a Unit or quartering address will be used for the purpose of applying the criteria in this policy.

**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 2024 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. Parents have a right to defer the date their child starts school, for up to a maximum of two terms (i.e. up until the Easter end of term holiday). Places cannot be deferred or retained beyond this point.

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

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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 2024.

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).

Child's fifth birthday	Parent can defer admission or child can attend part-time until the start of term in
1 September – 31 December	January
1 January – 31 March	January OR April
1 April – 31 August	January OR April OR September by making a fresh application for a Year 1 place (June 2025) or making a fresh normal round application for Reception in 2025/2026

**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 one can be admitted within the PAN or Admission Number (AN), schools may admit them all and exceed the PAN or Admission Number (AN), if necessary. In Year's R, 1 and 2, these additional children will be 'excepted pupils' as set out in the School Admissions Code.

**Response:** Parents/carers must respond to an allocation of a school place within:

- two weeks of the date of notification of availability of a school place for In-Year admissions;
- one week of the date of notification of a school place for Normal Point of Entry;

Responses must be made to Plymouth City Council. In the absence of a response, the offer may be revoked and the place may be reallocated to someone else. Parent/carers declining the offer of a place should notify the educational arrangements they plan to provide for their child.

**Tie-breaker:** Where we have to choose between two or more children in the same category as each other, then the nearer to the school the child lives - as measured by a straight line on the map using Plymouth City Council's electronic mapping system<sup>1</sup> - the higher the priority. Measurement points will be from the spatial locator identified by the National Land and Property Gazetteer. The spatial locator is the address point based on a general internal point. Flats are therefore taken to be the same measurement point regardless of floor of location. If the tie-breaker is not sufficient to distinguish between applicants in a particular category, there will be a random ballot as set out in the School Admissions Code. This will be undertaken by an officer of Plymouth City Council<sup>1</sup> by the operation of an electronic random number generator.

#### **Waiting lists:**

##### **In-Year Admissions**

If a place cannot be offered at this school, the parent will be required to request their child's name be added to the waiting list as long as the school was ranked higher than the school allocated. Those on a waiting list and late applicants will be treated equally and placed on the same list. Waiting lists will be held in the order of the published admission criteria.

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### Normal Point of Entry Admissions

If a place cannot be offered at the preferred school, the child's name will automatically be added to the waiting list for any school ranked higher than the school allocated. Those on a waiting list and late applicants will be treated equally and placed on the same list. Waiting lists will be held in the order of the published admission criteria and will be maintained until the end of August 2024 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. It is the parent's responsibility to inform the admission authority in writing if they no longer wish to remain on the waiting list.

From 31 August 2024 the 2024/2025 Normal Point of Entry scheme closes. From 1 September 2024 the In-Year admissions scheme applies. Children on the waiting list for Normal Point of Entry will automatically be moved to the school's In-Year waiting list. If an application is refused under the schools In-Year admission scheme parents/carers will be asked to confirm their wish for their child to be added to the schools waiting list. Waiting lists will be held in the order of the published admission.

**Statutory maximum infant class sizes:** The statutory maximum infant class size for Reception Year, Year 1 and Year 2 is 30 pupils per teacher. However, certain categories of children may still be admitted where this would result in a class size exceeding the statutory maximum. These categories are set out in regulations and summarised at Paragraph 2.16 of the School Admissions Code. Where this happens, the additional pupils are 'excepted pupils' who do not count towards the class size until it falls back to 30, when they will no longer be regarded as 'excepted pupils'.

### DEFINITIONS AND EXPLANATORY NOTES

Admissions authority	This is the body responsible for the policy and for reaching decisions in response to admissions applications. For a Voluntary Aided school, this is the Governing Body.
Christian Church	A church which subscribes to the doctrine of the Holy Trinity or a church recognised by Churches Together in England.
Documentary evidence	Once a place has been offered to a child, we may ask for evidence of identity – usually a short birth certificate. This may not be necessary where the child has been on roll at another school in England which can confirm that evidence has been seen at that school. We may also request evidence that a child's address is genuine or that the person who made an application for admission was legally permitted to do so.
Fair Access Protocol	All LAs are legally required to operate a Fair Access Protocol across their area and schools must take part in the Protocol. This ensures that children who are vulnerable, unable to access an appropriate school place under the standard In-Year admission arrangements for the area have an admissions safety net.
Fees and charges	There is no charge for applying for a place here, for admission or for the provision of education. We will not request donations before or during the admissions process and any donations made to the school following admissions are entirely voluntary. No activities such as school visits are compulsory. A policy on charging for activities is available on request from the school office and can be viewed on our website.

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Home-school Agreement	Admission to school is not conditional on signing a home-school agreement. However, we will ask parents to agree with this after children have been admitted as we believe they are a positive way of promoting greater involvement between parents in their child's education.
Key Stage 1 class size legislation	This limits the number of children in a Reception, Year 1 or Year 2 class (or a class where the majority of children are aged 5, 6 or 7 years) to 30 children for each teacher. There are a number of permitted exceptions to this limit. Being an exception to Key Stage 1 class size legislation is not a guarantee of admission as there may be insufficient space in the classroom to admit another child.
Normal Round Admissions	This is where a child joins the school at the first opportunity for admission to the Year Group, for example, at the beginning of September in Reception (even if the start is deferred until later in the school year).
Objections to admissions policy	Advice is available from the Office of the Schools Adjudicator on how to object to the terms of this policy. Objections must be made by 15 May 2022.
Parent	A parent is any person who has parental responsibility or care of the child. When we say parent, we also mean carer or guardian. Where admission arrangements refer to parents this can mean one parent or both. We may ask for evidence of parental responsibility where a person is acting as a parent but does not hold formal parental responsibility.
Published Admission Number or PAN	This is the minimum number of places available at the school in Reception. In limited circumstances, more will be admitted. It is calculated taking into account the physical capacity of the school, the level of demand expected from local, in-area children and sensible school organisation. Once we set this number, we won't refuse admission for applications below the PAN. If there is unexpectedly high demand and we believe we could admit more children, we will inform the LA and either increase the PAN or admit children above-PAN.
Regular worshipper	Either the parent or child attends church services on at least a monthly basis, and for a minimum period of two years, immediately prior to the point of application. This can be verified by completing our SIF.

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**SECTION 2**  
**ST ANDREW'S C OF E PRIMARY SCHOOL**  
**(i) Faith supplementary information form 2024/2025**



**To be completed only where a parent is seeking  
 Admission priority on faith criteria**

Please read the admissions policy before completing this form. Where there are more applications than there are places, we will prioritise applications where our faith criterion has been met. Please complete and return this form to the school by the closing date of **15 January 2024** or as soon as possible thereafter.

**You must also complete a local authority common application form.**

**Please read the admissions policy, including the definitions before completing this form.**

<b>PART A – to be completed by the parent</b>	
Full name of child	
Date of Birth	

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

<input type="checkbox"/> Criterion 4.2	<b>Children from church going families i.e. attend a Christian place of worship at least once a month.</b> Faithful and regular worship at a Christian Church is defined as regular attendance (at least monthly) with supporting evidence from parents/carers and the church minister. This reference should include regularity of attendance and returned to the school by the closing date for applications.
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I confirm that I have submitted a common application form.

Parent's name			
Please sign here		Date	

Once you have completed Part A, please pass the form to your priest, minister, faith leader or church official who should complete Part B on the back of this form and return it to the school. Normal point of entry: only where both parts are completed and the form is returned by **15 January 2024** can this information can be considered as on time and your application prioritised accordingly.

In-year applications: the form should be returned as soon as possible.

If you do not return this form, your application will be considered under the "non-faith" criteria.

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<b>Part B - to be completed by a Church Priest or Minister</b>	
Full name of child	
Church	
Priest or minister	
Address	
Telephone	

Please tick box if it describes the child's circumstances.

<input type="checkbox"/> Criterion 4.2	<b>Children from church going families i.e. attend a Christian place of worship at least once a month over a two year period immediately prior to the point of application.</b> Faithful and regular worship at a Christian Church is defined as regular attendance (at least monthly) with supporting evidence from parents/carers and the church minister. This reference should include regularity of attendance and returned to the school by the closing date for applications.
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I confirm that the information provided above is accurate.

Please sign here		Date	
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Thank you for your assistance in completing this Supplementary Information Form. Please note that if a family is refused a place at the school and appeals against the decision, this form may be used as evidence at the appeal.

### **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 agent 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.

<sup>1</sup> At the time of determination, St Andrew's CE Primary School receives services from Plymouth City Council. If the school ceases this service, the function will be undertaken by the school or contracted to another provider.

**ST ANDREW'S C OF E PRIMARY SCHOOL**  
**(ii) Staff supplementary information form 2024/2025**



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 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 will need to return the completed form and evidence by **15 January 2024** to be included in the primary normal point of entry allocations made on **16 April 2024**. 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 the School.

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

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

**Data Protection**

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**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**

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**ST ANDREW'S C OF E PRIMARY SCHOOL****(iii) Exceptional medical or social need for admission  
supplementary information form 2024/2025**

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 2024** to be included in the primary normal point of entry allocations made on **16 April 2024**. 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 the School.

**To be completed by the parent/carers**

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

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:	

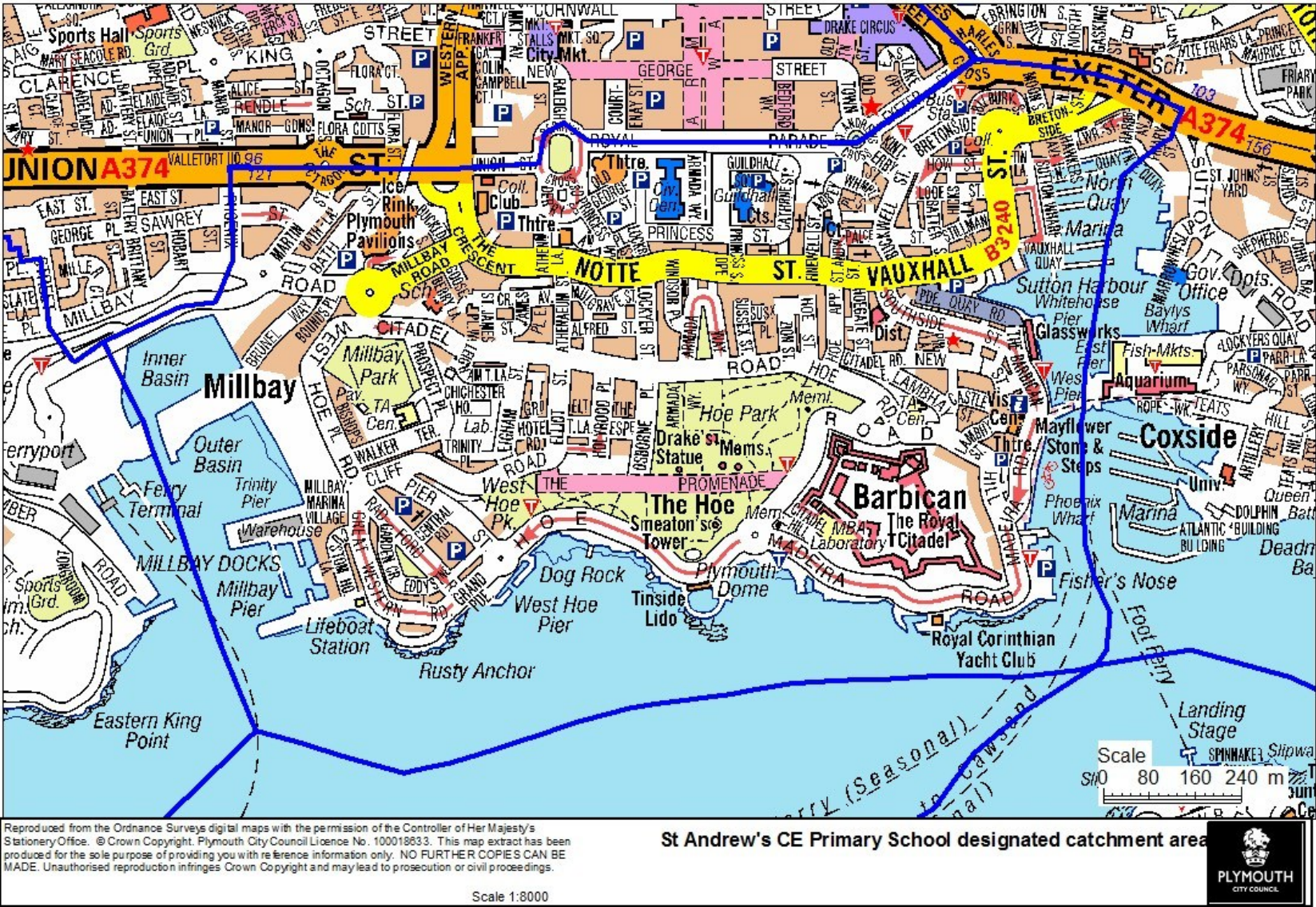
**Data Protection**

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SECTION 3

St Andrew's CE Primary School catchment area



## **CONTACTS AND FURTHER INFORMATION**

### **St Andrew's C of E Primary School**

Citadel Road

Plymouth

PL1 3AY

Telephone: 01752 201660

[admin@st-andrews.plymouth.sch.uk](mailto:admin@st-andrews.plymouth.sch.uk)

[www.standrewsprimaryschool.co.uk](http://www.standrewsprimaryschool.co.uk)

### **Plymouth School Admissions Team**

Telephone: 01752 307469

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

### **School Appeals**

Telephone 01752 398164

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

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

Telephone 01752 307405

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

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

Telephone: 0370 000 2288

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

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

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

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

Telephone 01752 258933 or **0800 953 1131**

[www.plymouthias.org.uk](http://www.plymouthias.org.uk)