

**ST ANDREW'S CE PRIMARY SCHOOL ADMISSION ARRANGEMENTS 2027/2028**

 	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 2022 - 31 August 2023	Any admission other than the normal point of entry in years Reception/Foundation – year 6
Application period	17 November 2026 –15 January 2027	From 1 September 2027
Offer date	16 April 2027	Will aim to notify parents within 10 school days but it must be by 15 school days of application receipt
Published admission number	30	

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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.

<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.

**SECTION 1****(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<sup>th</sup> January 2027**. 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 can be found at the end of this document or are available directly from the school. 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 2027 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

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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, 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 reasons. Requests for admission to Reception made after the normal round of admissions – after 31 August 2027 – 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 day. Parents will be notified in writing of the outcome of an in-year application within 10 school days of receipt. In any case, notification will be provided no later than 15 school days after the application is received.

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

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

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

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

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

Exceptional medical or social need could include, for example:

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

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

- a child may be separated from a friendship group;
- parents wish to avoid a child from the current or previous setting;

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

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

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

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

6. **All other applicants:** Who are not covered by a higher oversubscription criteria.

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## SECTION 2

## ST ANDREW'S C OF E PRIMARY SCHOOL

## (i) Faith supplementary information form 2027/2028



**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 2027** 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.**

PART A – to be completed by the parent	
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 2027** 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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Part B - to be completed by a Church Priest or Minister	
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.

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**ST ANDREW'S C OF E PRIMARY SCHOOL**  
**(ii) Staff supplementary information form 2027/2028**



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 2027** to be included in the primary normal point of entry allocations made on **16 April 2027**. 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/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**

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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 2027/2028

DIOCESE  
OF EXETER  
THE CHURCH  
OF ENGLAND  
IN DEVON

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 2027** to be included in the primary normal point of entry allocations made on **16 April 2028**. 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/carer**

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

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

**Data Protection**

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



## SECTION 4

## DEFINITIONS AND EXPLANATORY NOTES

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

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

<p>Fraudulent applications/ withdrawal of allocated places</p>	<p>In accordance with the School Admissions Code 2021, an offer of a school place may be withdrawn under the following circumstances:</p> <ul style="list-style-type: none"> <li>▪ The offer was made in error</li> <li>▪ The parent or carer has not responded within a reasonable timeframe</li> <li>▪ The offer was obtained through a fraudulent or intentionally misleading application.</li> </ul> <p>An example of a misleading application includes knowingly providing an incorrect home address. In such cases, the application would be reassessed using the address that the local authority believes to be the child’s actual residence.</p> <p>All suspected cases of fraud will be thoroughly investigated. Where fraud is confirmed, this may result in the withdrawal of the offer and could lead to criminal prosecution.</p>
<p>Home address</p>	<p>Any allegations received by the admission authority regarding the use of false accommodation addresses in the school applications will be fully investigated. If an application is found to contain intentionally misleading or fraudulent information, this may result in the withdrawal of an allocated place and could lead to criminal prosecution.</p> <p>In line with guidance from Plymouth City Council, schools may request proof of residence – such as recent utility bills – prior to admitting a child. The Local Authority will also conduct address verifications as deemed appropriate.</p> <p>A child's home address is defined as the address at which the child is normally resident. Where a child lives at more than one address, the home address will be considered to be the one where the child lives for the majority of the time.</p> <p>If the home address is unclear, the Admission Authority will determine the appropriate address by considering factors such as:</p> <ul style="list-style-type: none"> <li>• the address to which the child is registered with their GP, hospital, dentist and / or optician,</li> <li>• The address where child-related benefits (if applicable) are paid.</li> </ul> <p>For clarity, the application will be processed using the address that meets this definition, regardless of the address stated by the parent, if differ.</p>
<p>Mode of study and start date</p>	<p>School places are typically offered for admission to the Reception class at the beginning of the September term following a child’s fourth birthday—before they reach compulsory school age.</p> <p>Parents have the right to:</p> <ul style="list-style-type: none"> <li>• Defer their child’s admission until the child reaches compulsory school age</li> <li>• Accept the place on a part-time basis until the child reaches compulsory school age</li> </ul> <p>While September 2027 is the earliest point for Reception admission, it is not a compulsory start date. Parents may defer admission within the Reception year up to the beginning of the term following their child’s fifth birthday, but no</p>

	<p>later than the end of the Easter term. Places cannot be deferred or held beyond this point.</p> <p>Parents choosing to defer <b>must</b> inform the Headteacher. The place offered will be held open and not allocated to another child. However, if the school is not informed and the child does not attend in September, the place may be withdrawn and reallocated.</p> <ul style="list-style-type: none"> <li>• For Normal Point of Entry, the expected admission date is September 2027</li> <li>• For In-Year admissions, the expected admission date is within two weeks of the allocation date or within six weeks of the original application—whichever is later—unless alternative arrangements have been agreed with the school.</li> </ul> <table border="1" data-bbox="400 667 1458 1066"> <thead> <tr> <th data-bbox="400 667 730 757">Child's fifth birthday</th> <th data-bbox="730 667 1458 757">Parent can defer admission, or child can attend part-time until the start of term in</th> </tr> </thead> <tbody> <tr> <td data-bbox="400 757 730 846">1 September – 31 December</td> <td data-bbox="730 757 1458 846">January</td> </tr> <tr> <td data-bbox="400 846 730 936">1 January – 31 March</td> <td data-bbox="730 846 1458 936">January OR April</td> </tr> <tr> <td data-bbox="400 936 730 1066">1 April – 31 August</td> <td data-bbox="730 936 1458 1066">January OR April OR September by making a fresh application for a Year 1 place (June 2028) or making a fresh normal round application for Reception in 2028/2029</td> </tr> </tbody> </table>	Child's fifth birthday	Parent can defer admission, or child can attend part-time until the start of term in	1 September – 31 December	January	1 January – 31 March	January OR April	1 April – 31 August	January OR April OR September by making a fresh application for a Year 1 place (June 2028) or making a fresh normal round application for Reception in 2028/2029
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Multiple births	<p>Children of multiple births - defined as the birth of more than one child from a single pregnancy.</p> <p>We recognise that parents and carers often wish to keep twins, triplets, and other multiple birth siblings together in the same school. Where one child can be admitted within the Published Admission Number (PAN) or Admission Number (AN), the school may admit all siblings from the same multiple birth, even if this means exceeding the PAN or AN.</p> <p>In Reception, Year 1, and 2, any additional children admitted under these circumstances will be classified as 'excepted pupils' in accordance with the School Admissions Code.</p>								
Normal Point of Entry Admissions	<p>The Normal Point of Entry (NPE) refers to the first opportunity for a child to join a particular year group. This typically occurs at the start of the academic year in September, such as entry into Reception/Foundation Stage or Year 3.</p> <p>This definition applies even if the child's actual start date is deferred until later in the school year, provided the place was offered for admission at the beginning of the year.</p>								
Objections to admissions policy	<p>Advice on how to raise an objection to the terms of this admissions policy is available from the Office of the Schools Adjudicator.</p> <p>Any objections must be submitted no later than 15 May 2026.</p>								

Parent	<p>For the purposes of school admissions, a parent is defined as any individual who has parental responsibility for a child or who has care of the child, including carers and legal guardians.</p> <p>Where admission arrangements refer to “parents,” this may apply to one parent or both, depending on the context.</p> <p>The school may request evidence of parental responsibility where an individual is acting in a parental role but does not hold formal legal responsibility for the child.</p>
	<p>The Published Admission Number (PAN) represents the minimum number of places available at the school for entry into Reception/Foundation Stage and Year 3. This number is determined based on:</p> <ul style="list-style-type: none"> <li>• The physical capacity of the school</li> <li>• The anticipated demand from local, in-area children</li> <li>• Considerations for effective school organisation</li> </ul> <p>Once the PAN is set, the school will not refuse admission to applicants if the number of applications is below the PAN.</p> <p>In cases of unexpectedly high demand, and where it is deemed feasible to admit additional pupils, the school will:</p> <ul style="list-style-type: none"> <li>• Notify the Local Authority (LA)</li> <li>• Either increase the PAN formally or</li> <li>• Admit pupils above the PAN, where appropriate</li> </ul>
Regular worshipper	<p>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 the Faith Supplementary Information Form (SIF).</p>
Response	<p>Parents and carers must respond to an offer of a school place within the following timeframes:</p> <ul style="list-style-type: none"> <li>• <b>In-Year Admissions:</b> within two weeks of the date of notification</li> <li>• <b>Normal Point of Entry:</b> within one week of the date of notification</li> </ul> <p>All responses must be made to Plymouth City Council, not directly to the school.</p> <p>If no response is received within the specified period, the offer may be withdrawn, and the place may be reallocated to another applicant.</p> <p>Parent or carers who wish to decline the offer must do so in writing and should indicate the educational arrangements they intend to make for their child.</p>
Staff	<p>For the purposes of admissions criteria, “school staff” refers specifically to individuals who are employed directly by the school on a permanent contract at the time of application.</p> <p>This definition excludes individuals who work on the school site but are</p>

	employed by external organisations or third-party providers, such as catering, cleaning, or support services contracted by the school.
Statutory maximum infant class sizes	<p>The statutory maximum infant class size for Reception Year, Year 1 and Year 2 is 30 pupils per teacher. However, certain categories of children may still be admitted where this would result in a class size exceeding the statutory maximum.</p> <p>These categories are set out in regulations and summarised at Paragraph 2.16 of the School Admissions Code. Where this happens, the additional pupils are 'excepted pupils' who do not count towards the class size until it falls back to 30, when they will no longer be regarded as 'excepted pupils'.</p>
Tie-breaker	<p>Where it is necessary to choose between two or more children within the same admissions category, priority will be given to the child who lives closer to the school.</p> <ul style="list-style-type: none"> <li>• Distance is measured in a straight-line using Plymouth City Council's electronic mapping system.</li> <li>• Measurement is taken from the spatial locator identified by the National Land and Property Gazetteer, which defines the address point based on a general internal location.</li> <li>• In the case of flats or apartments, all units within the building are treated as having the same measurement point, regardless of floor level.</li> </ul> <p>If the distance tie-breaker does not distinguish between applicants, a random ballot will be conducted in accordance with the School Admissions Code. This process will be carried out by an officer of Plymouth City Council using an electronic random number generator.</p>
Waiting lists	<p><b>In-Year Admissions</b></p> <p>If a place cannot be offered at the school, the child's name will automatically be placed on the waiting list, provided the school was ranked higher than the school allocated.</p> <ul style="list-style-type: none"> <li>• Late applicants and those already on the waiting list will be treated equally and placed on the same list, in accordance with the published admission criteria.</li> <li>• Waiting lists are maintained in strict order of priority as defined by the admissions policy, not by the date of application.</li> </ul> <p><b>Waiting list retention periods:</b></p> <ul style="list-style-type: none"> <li>• Applicants who applied before April 2028 will be removed from the waiting list at the end of July 2028.</li> <li>• Applicants who applied from April 2028 onward will remain on the waiting list until the end of July 2029.</li> </ul> <p><b>Normal Point of Entry Admissions</b></p>

If a place cannot be offered at the preferred school, the child's name will automatically be added to the waiting list for any school ranked higher than the one allocated.

- Late applicants and those already on the waiting list will be treated equally and placed on the same list, in accordance with the published admission criteria.
- Waiting lists for the Normal Point of Entry will be maintained until the end of August 2027.
- Any vacancies that arise will be offered to the child at the top of the waiting list, based on the admissions criteria.

It is the parent's responsibility to notify the Admission Authority in writing if they no longer wish their child to remain on the waiting list.

From 31 August 2027, the 2027/2028 Normal Point of Entry scheme will close. Beginning 1 September 2027, the In-Year Admissions Scheme will apply. Children remaining on the Normal Point of Entry waiting list will be automatically transferred to the school's In-Year waiting list.

## 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

<https://www.plymouth.gov.uk/schoolsandeducation/behaviourandwelfare/schoolattendance>

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

Telephone: 0370 000 2288

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

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

<https://www.gov.uk/government/organisations/office-of-the-schools-adjudicator>

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

Telephone 01752 258933 or **0800 953 1131**

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