



KEY NOTES – ADMISSION ARRANGEMENTS 2022/2023	
 	School Name
	UTC Plymouth
	Admission Authority
	Reach South Academy Trust – Multi Academy Trust
	The admissions function has been delegated to the Local Governing Board of UTC Plymouth
	School Status
	Academy – Part of the Reach South Academy Trust
	Supplementary Information Form
	Yes
	(i) service premium (ii) parents who are members of staff only
	Application forms available online
	<a href="http://www.plymouth.gov.uk/schooladmissions">www.plymouth.gov.uk/schooladmissions</a>

	Normal Point of entry Y7	Normal Point of entry Y9	Normal Point of entry Y12	In-Year Admission
<b>Age range for application</b>	1 September 2010 - 31 August 2011	1 September 2008 – 31 August 2009	1 September 2005 – 31 August 2006	Any Admission other than the normal point of entry in years 7, 9 and 12
<b>Application Period</b>	Monday 6 September 2021 – Sunday 31 October 2021	Monday 6 September 2021 – Sunday 31 October 2021	By end of January 2022	From Thursday 1 September 2022
<b>Offer Date</b>	Tuesday 1 March 2022	Tuesday 1 March 2022	April 2022	Within 20 School Days of application receipt
<b>Published admission number</b>	120	150	150	Unless otherwise agreed, the published admission number at the point of entry applies as it moves through the school

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**SECTION 2** - Secondary admissions (normal point of entry at Year 9)

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- (i) Service Premium supplementary information form
- (ii) Staff supplementary information form

The Trust Board for Reach South Academy Trust is the admission authority for UTC Plymouth. The admission authority 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](http://www.gov.uk/government/publications/school-admissions-code--2)

The admission arrangements outlined within this document apply to UTC 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](http://www.plymouth.gov.uk/schooladmissions).

## SECTION I

Year 7 admissions (normal point of entry Year 7).

The admission arrangements outlined within this section apply to children starting in 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. The school follows Plymouth City Council's coordinated secondary 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 from, and returnable to their home local authority;
- (ii) In addition, applicants applying under criteria 3 below must complete the staff supplementary information form and return it direct to the School Admissions Team, Plymouth City Council.
- (iii) In addition, applicants applying under criteria 5 below must complete the service premium supplementary information form and return it direct to the School Admissions Team, Plymouth City Council.

### **Oversubscription criteria for UTC Plymouth for secondary normal point of entry at Year 7.**

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

Where there are fewer applicants than the PAN, all children will be admitted unless they can be offered a higher ranked preference. In the event that the School is oversubscribed, the admission authority will apply the following oversubscription criteria in order of priority:

#### **I. 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);

<sup>1</sup> At the time of determination, UTC Plymouth 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.

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 a sibling already attending the 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;

**3. Children whose parent/carer is 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 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 all covers staff working at the school to which the application relates but does not include staff who work on the school site for other employers);

**4. Children attending a Reach South primary academy in Plymouth.** The Reach South primary academies are: Drake Primary; Goosewell Primary; High Street Primary; Marlborough Primary; Morice Town Primary, Pilgrim Primary; Stoke Damerel Primary; Stuart Road Primary;

**5. Services Premium.**

Children living with a parent or step parent who is a serving member of the Armed Forces and who is/are eligible for the service premium payment;

**6. Children who live closest to the school** as determined by the Local Authority as admissions coordinator.

## **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

<sup>1</sup> At the time of determination, UTC Plymouth 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.

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<sup>1</sup>. 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.

### **Multiple births:**

Defined as the birth of more than one child 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<sup>1</sup> by the operation of an electronic random number generator.

### **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<sup>1</sup>. 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.

### **Service premium:**

A service child will be eligible to receive the service premium regardless of whether it has

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been claimed, for instance, in the case of a child moving to the UK from overseas. A 'service child' has parent(s) - or person(s) with parental responsibility - who is / are service personnel serving:

- in regular HM Forces military units
- full commitment as part of the full-time reserve service
- in the armed forces of another nation and stationed in England

### **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 number generator.

### **Waiting lists:**

If a place cannot be offered at the preferred school, the child's name will automatically be added to the waiting list for any school ranked higher than the school allocated. Those on a waiting list and late applicants will be treated equally and placed on the same list. Waiting lists will be held in the order of the published admission criteria and will be maintained until the end of 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 parents/carers will be asked to confirm their wish for their child to remain on a waiting list in order that the list can be kept up to date.

<sup>1</sup> At the time of determination, UTC Plymouth 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.

## SECTION 2

KS4 admissions (normal point of entry Year 9).

The admission arrangements outlined within this section apply to children starting in Year 9 for the first time in 2022/2023. The published admission number (PAN) for this year group is 150. The closing date for applications is 31 October 2021. Allocation results will be notified on 1 March 2022. The school follows Plymouth City Council's coordinated secondary 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 from, and returnable to their home local authority;
- (ii) In addition, applicants applying under criteria 3 below must complete the staff supplementary information form and return it direct to the School Admissions Team, Plymouth City Council.
- (iii) In addition, applicants applying under criteria 4 below must complete the service premium supplementary information form and return it direct to the School Admissions Team, Plymouth City Council.

### **Oversubscription criteria for UTC Plymouth for secondary normal point of entry at Year 9.**

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

Where there are fewer applicants than the PAN, all children will be admitted unless they can be offered a higher ranked preference. 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 a sibling already attending the 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;

<sup>1</sup> At the time of determination, UTC Plymouth 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.

- 3. Children whose parent/carer is 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 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 all covers staff working at the school to which the application relates but does not include staff who work on the school site for other employers);
- 4. Services Premium.**  
Children living with a parent or step parent who is a serving member of the Armed Forces and who is/are eligible for the service premium payment;
- 5. Children who live closest to the school** as determined by the Local Authority as admissions coordinator.

## **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.

<sup>1</sup> At the time of determination, UTC Plymouth 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.

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<sup>1</sup>. 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.

### **Multiple births:**

Defined as the birth of more than one child 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<sup>1</sup> by the operation of an electronic random number generator.

### **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<sup>1</sup>. 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.

### **Service premium:**

A service child will be eligible to receive the service premium regardless of whether it has been claimed, for instance, in the case of a child moving to the UK from overseas. A 'service child' has parent(s) - or person(s) with parental responsibility - who is / are service personnel serving:

- in regular HM Forces military units
- full commitment as part of the full-time reserve service
- in the armed forces of another nation and stationed in England

### **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

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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 number generator.

### **Waiting lists:**

If a place cannot be offered at the preferred school, the child's name will automatically be added to the waiting list for any school ranked higher than the school allocated. Those on a waiting list and late applicants will be treated equally and placed on the same list. Waiting lists will be held in the order of the published admission criteria and will be maintained until the end of 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 parents/carers will be asked to confirm their wish for their child to remain on a waiting list in order that the list can be kept up to date.

## **SECTION 3**

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

The admission arrangements outlined within this section apply to in-year admissions for UTC Plymouth 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 UTC Plymouth 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<sup>1</sup> at [www.plymouth.gov.uk/schooladmissions](http://www.plymouth.gov.uk/schooladmissions). The admission authority follows 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 from and returnable to Plymouth City Council<sup>1</sup>;
- (ii) In addition, applicants applying under oversubscription criteria 3 must complete the staff supplementary information form and return it direct to the School Admissions Team, Plymouth City Council<sup>1</sup>.
- (iii) In addition, applicants applying under oversubscription criteria 4 must complete the service premium supplementary information form and return it direct to the School Admissions Team, Plymouth City Council<sup>1</sup>

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.

<sup>1</sup> At the time of determination, UTC Plymouth 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.

## **Oversubscription criteria for UTC Plymouth for secondary in-year admissions**

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

Where there are fewer applicants than the PAN, all children will be admitted unless they can be offered a higher ranked preference. 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 a sibling already attending the 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;

### **3. Children whose parent/carer is 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 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 all covers staff working at the school to which the application relates but does not include staff who work on the school site for other employers);

### **4. Services Premium.**

Children living with a parent or Step Parent who is/are a serving member of the Armed Forces and who are eligible for the service premium payment;

### **5. Children who live closest to the school** as determined by the Local Authority as admissions coordinator.

## **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

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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<sup>1</sup>. 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.

### **Multiple births:**

Defined as the birth of more than one child 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

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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<sup>1</sup> by the operation of an electronic random number generator.

### **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<sup>1</sup>. 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.

### **Service premium:**

A service child will be eligible to receive the service premium regardless of whether it has been claimed, for instance, in the case of a child moving to the UK from overseas. A 'service child' has parent(s) - or person(s) with parental responsibility - who is / are service personnel serving:

- in regular HM Forces military units
- full commitment as part of the full-time reserve service
- in the armed forces of another nation and stationed in England

### **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 number generator.

### **Waiting lists:**

If a place cannot be offered at the preferred school, the child's name may 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. Parents/carers will be asked to renew their wish for their child to remain on the waiting list. Any vacancies that arise will be allocated to the child at the top of the waiting list.

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## **SECTION 4**

### **Sixth form admissions**

The admission arrangements outlined within this document apply to admissions to UTC Plymouth sixth form in the 2022/2023 academic year. The arrangements apply to children 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.

In addition, applicants applying under oversubscription criteria 3 must complete the service premium supplementary information form and return it direct to the UTC Plymouth.

A child with an Education, Health and Care Plan (EHCP) which names the applicant's preferred school will be admitted to that school 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.

#### **2. Children with a sibling already attending the school at the time of admission.**

<sup>1</sup> At the time of determination, UTC Plymouth 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.

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;

**3. Service premium**

Children living with a parent or Step Parent who is/are a serving member of the Armed Forces and who are eligible for the service premium payment

**4. Children who live closest to the school** as determined by the Local Authority as admissions coordinator.

**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

<sup>1</sup> At the time of determination, UTC Plymouth 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.

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<sup>1</sup>. 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.

### **Multiple births:**

Defined as the birth of more than one child 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 the Chair of Governors in the presence of the Principal by the operation of an electronic random number generator.

### **Service premium:**

A service child will be eligible to receive the service premium regardless of whether it has been claimed, for instance, in the case of a child moving to the UK from overseas. A 'service child' has parent(s) - or person(s) with parental responsibility - who is / are service personnel serving:

- in regular HM Forces military units
- full commitment as part of the full-time reserve service
- in the armed forces of another nation and stationed in England

### **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 the Chair of Governors and Headteacher by the operation of an electronic number generator.

School Name	Year 12 PAN (excluding those transferring from the schools own year 11).	Application Date	Normal notification date	Late Applications accepted until
UTC Plymouth	150	End of January 2022	April 2022	September 2022

<sup>1</sup> At the time of determination, UTC Plymouth 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.

## SECTION 5 SUPPLEMENTARY INFORMATION FORMS

### (i) SERVICE PREMIUM 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 your child is eligible for the service premium payment.**

A 'service child' has parent(s) - or person(s) with parental responsibility - who is / are service personnel serving:

- in regular HM Forces military units
- full commitment as part of the full-time reserve service
- in the armed forces of another nation and stationed in England

You 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 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. In the case of a sixth form application, return the form direct to the UTC Plymouth.

#### **PART A - To be completed by the parent/carer**

<b>Child's Full Name:</b>	
<b>Date of birth:</b>	
I confirm that my child meets the criteria as a service child and is eligible for the service premium payment:	<input type="checkbox"/> Yes
<b>Name of school currently attended:</b>	
<b>Name of Parent/Carer:</b>	
<b>Relationship to child:</b>	
<b>Signature:</b>	
<b>Date:</b>	

#### **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.

<sup>1</sup> At the time of determination, UTC Plymouth 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.



## **PART B - To be completed by the school**

Child's full name:	
Date of birth:	
I confirm that the child named above meets the criteria as a service child and is eligible for the service premium payment:	<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.

<sup>1</sup> At the time of determination, UTC Plymouth 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.

## **(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**

<b>Child's Full Name:</b>	
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.

<sup>1</sup> At the time of determination, UTC Plymouth 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.

**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 of employment:		
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.

<sup>1</sup> At the time of determination, UTC Plymouth 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**

### **Reach South Academy Trust**

Telephone: 01752 987060

[info@reachsouth.org](mailto:info@reachsouth.org)

### **School**

UTC Plymouth

Park Avenue

Plymouth

PL1 4RL

TEL: 01752 254250

[reception@utcplymouth.org](mailto:reception@utcplymouth.org)

[www.utcplymouth.org](http://www.utcplymouth.org)

### **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 the 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)

<sup>1</sup> At the time of determination, UTC Plymouth 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.