KEY NOTES – ADMISSION ARRANGEMENTS 2022/2023		
School name		Millbay Academy
Admission authority		The Trust Board of the Reach South Multi Academy Trust The admissions function has been delegated to the Local Governing Body
School status		Academy
Catchment area		No
Supplementary Information Form		Yes – parents who are members of staff only
Application forms available online		www.plymouth.gov.uk/schooladmissions

	Normal point of entry Reception	**Normal point of entry Year-7**	**In-Year admission**
Age range for application	1 September 2017 - 31 August 2018	1 September 2010 - 31 August 2011	Any admission other than the normal point of entry in years 7-11
Application period	Monday 8 November 2021 – Saturday 15 January 2022	Monday 6 September 2021 – Sunday 31 October 2021	From Thursday 1 September 2022
Offer date	Tuesday 19 April 2022	Tuesday 1 March 2022	Within 20 school days of application receipt
Published admission number	60	60 The school has spaces for 120 children. Children from the primary phase have automatic right of progression. This leaves at least 60 places for children not already attending the Millbay Academy in Year 6	Unless otherwise agreed, the published admission number at the normal point of entry applies to each year group as it moves through the school

INDEX

SECTION 1

(i) Application process for Reception/Foundation admissions (normal point of entry)

(ii) Application process for in-year admissions

SECTION 2

(i) Oversubscription criteria for normal point of entry and in-year admissions

(ii) Staff supplementary information form

SECTION 3

Published admission number (PAN)

ADMISSION ARRANGEMENTS: REACH SOUTH MULTI ACADEMY TRUST

The Trust Board of the Reach South Multi Academy Trust is the admission authority for Millbay Academy. 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.

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

Millbay Academy is classed as an all-through school. This means that children attending Year 6 at the primary school have an automatic entitlement to transfer to Year 7 of the secondary school but can, if preferred, apply for a place at an alternative school during the normal secondary transfer process.

SECTION 1

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

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

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.

(ii) Application process for Year 7 Secondary admissions (normal point of entry)

The admission arrangements outlined within this section apply to children starting Year 7 for the first time in 2022/2023. The published admission number (PAN) for this year group is shown in Section 3. The PAN relates to external applicants to the secondary phase of the school. The secondary phase PAN is shown in Section 3. Children attending the primary phase in Year 6 and who continually attend until the last day of the summer term [term 6] have automatic right to progress to the secondary phase (without applying for a secondary school place) because the school is an all-through school. Any remaining places will be available for children not in attendance at Millbay Academy in Year 6 who apply for a place at the school for Year 7. The close date for application is 31 October 2021. Allocation results will be notified on 1 March 2022. Millbay Academy follows Plymouth City Council's coordinated secondary admissions scheme available at www.plymouth.gov.uk/schooladmissions.

All applicants must:

(i) Complete the Common Application Form available from, and returnable to their home local authority;

(ii) In addition, applicants applying under oversubscription criteria 3 must complete the staff supplementary information form and return it direct to the School Admissions Team, Plymouth City Council.

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

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

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

With the exception of a child with an Education, Health and Care Plan (EHCP), all applications will be considered under Plymouth City Council's Fair Access Protocol. Application should be made via Plymouth City Council. Millbay Academy follows Plymouth City Council's local coordinated in-year admissions scheme available at www.plymouth.gov.uk/schooladmissions

All applicants must:

(i) Complete the Common Application Form available from and returnable to Plymouth City Council;

(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.

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

SECTION 2

Oversubscription criteria for primary schools within the Reach South Multi Academy Trust for normal point of entry and in-year admissions

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

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

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

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

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

2. **Children with a sibling already attending this school at the time of admission**. Children will be classed as siblings if they live in the same household in a single family unit. This includes for example, full, half, step, or adoptive brothers or sisters;

3. **Children whose parent/carer is a member of staff employed on a permanent contract at this school** for two or more years at the time at which the application for admission to the school is made or where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage evidenced by completion of the staff supplementary information form[1]. (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 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 Bournemouth, Poole and Christchurch 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 appropriate1. A child's home address is defined as the address at which the child is normally resident or, where a child lives at more than one address, the address at which the child lives for the majority of the time. Where the home address is unclear, the Admission Authority will determine the appropriate address taking into account factors such as the address to which the Child Benefit Allowance or Child Tax Credit is payable, registration for medical services etc.

Mode of study and start date: There is a legal requirement that all children begin full time education by the beginning of the term following their fifth birthday, this is referred to as compulsory school age. Places are offered to children for admission at the beginning of the September term after the fourth birthday. That is before they reach compulsory school age.
Parents have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. September 2022 is the earliest point for admission to the Reception class at a primary school but is not a compulsory start date. All parents can defer admission within the Reception year until the beginning of the term following their child's **fifth** birthday. This is a decision for the parent to make, taking all factors into account including the advice of educational professionals.

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

The policy in regard to the consideration of requests from parents for their child's admission to Reception to be delayed by a year is attached (Appendix A). Requests can be considered from parents of children whose birthday is between 1 April and 31 August. The procedure for consideration of such requests is set out within the policy, and the final decision will be determined by the school's Local Governing Body.

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

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

Multiple births: Defined as the birth of more than one baby from a single pregnancy. We understand that parents/carers would like to keep twins, triplets and other children of multiple birth together. Where the admission criteria is applied and it is not possible to offer places to all children of the same multiple birth family we would work with the family to find the best solution for them and their children. Should it transpire that it is not possible to offer place(s) to all children within that multiple birth, there will be a random ballot as set out in the School Admissions Code. This will be undertaken by an officer of Plymouth City Council[1] 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. In the absence of a response, the offer may be revoked and the place may be reallocated to someone else. Parent/carers declining the offer of a place should notify the educational arrangements they plan to provide for their child.

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

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

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

STAFF SUPPLEMENTARY INFORMATION FORM 2022/2023

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

Only complete this form if you are:

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

or

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

If you are applying under a) or b) above, you need to take this form to the school for the school to complete part B. You then need to return the completed form by 31 October 2021 for Secondary and by 15 January 2022 for Primary to be included in the normal point of entry allocations made on 1 March 2022 (Secondary) and 19 April 2022 (Primary). Forms received after these dates will still be considered but will not be included within the first allocation round. For an in-year admission to any year group, the form should be submitted with the application form. Return the form to: School Admissions Team, Education, Participation and Skills, Plymouth City Council, Windsor House, 215 Tavistock Road Plymouth, PL6 5UF.

Part A - To be completed by the parent/carer

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

Data Protection

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

PART B - To be completed by the school of employment

Child's full name:		
Date of birth:		
Name of member of staff employed by the school:		
The above named member of staff is employed in the following capacity:	A member of staff employed on a permanent contract by the school (and working at the school applied for) for two or more years at the time at which the application for admission to the school is made ☐ Yes	A member of staff recruited to fill a vacant post for which there is a demonstrable skill shortage ☐ 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 Bournemouth, Poole and Christchurch Council or other agents of the school, but only for administrative or other service provision purposes and with Government Departments where there is a legal requirement to do so. In accordance with the School Admissions Code, should information given be found to be fraudulent then the offer of a school place can be withdrawn. If you would like further information about Data Protection, please contact the school. By signing or submitting this form you acknowledge that you have read, understood and agreed to this data processing.

SECTION 3

Published admission number (PAN)

Primary School	2021/2022	2022/2023
Millbay Academy - Reception	60	60
Millbay Academy – Year-7	60 The school has spaces for 120 children. Children from the primary phase have automatic right of progression. This leaves at least 60 places for children not already attending the Millbay Academy in Year 6	60 The school has spaces for 120 children. Children from the primary phase have automatic right of progression. This leaves at least 60 places for children not already attending the Millbay Academy in Year 6

APPENDIX A

POLICY FOR DELAYED ADMISSION TO RECEPTION YEAR GROUP

The Policy will apply to requests for summer born children to delay admission to Reception

PLEASE NOTE, AT THE TIME OF PUBLISHING WE ARE WAITING ON THE RELEASE OF A CONSULTATION BY THE DFE ON PROPOSED CHANGES TO THE EXISTING SCHOOL ADMISSIONS CODE.

IF NECESSARY, THIS POLICY WILL BE AMENDED IN LINE WITH ANY CHANGES TO THE CODE PUBLISHED AT A LATER DATE.

Introduction

This policy document sets out the process and criteria for considering requests to delay admission to school for summer born children. This policy applies to all pupils with the exception of those holding or undergoing assessment for a statement of special educational needs/Education Health & Care Plan whose parent(s)/carer(s) should contact the Borough's Special Educational Needs Team for advice.

All other application forms should be submitted direct to the Local Authority School Admissions Team.

Process for consideration of parental requests for Summer Born Children to be admitted to Reception a year later than their chronological age group admission

1. If a parent expresses an interest in applying for delayed entry to Reception, the academy should suggest that they arrange a meeting with the Head teacher to discuss their options.

2. If, after discussion with the Head teacher(s), the parents still wish to pursue an 'out of year' admission, they will be asked to complete and submit an application form together with supporting evidence to the academy.

3. The application form will ask parents to confirm that they understand the policy. If approved, any existing applications will be cancelled and the parents will need to re-apply for a place in Reception for the following year. This application must be submitted prior to the closing date of 15 January the following year. **At no time will they be able to hold school offers for their child in two year groups.**

4. Any applications made the following year will not be given special priority over applications for children falling naturally in that year group.

5. If the request for delayed admission is submitted after an offer of a school place in the child's chronological age group has been made, if it is subsequently approved that the child can delay admission the original offer will be withdrawn and offered to the next child on the waiting list.

6. The form will also ask for basic information about the child and the following information must be provided:
    - Clear reasons for the request
    - Information from the child's current nursery or pre-school if applicable
    - Assessments provided by the Pre-School Provider or Health Visitor from issues raised at the 2 year old check

7. In addition they may be asked to provide specific information/documentation such as:

- Early Years reports and assessments where this is available
- Existing professional reports and assessments e.g. educational psychology reports from LA where this is available
- Health information
- Other relevant information and documentary evidence

8. Parents will be informed of the date that the Panel will meet within 15 school days of receipt of their written request (Application form and supporting evidence).

9. Parents along with the **Local Authority** will be informed of the recommendation of the Panel in writing within 5 working days of the meeting.

10. As the academy is its own admitting authority, the final decision on whether to allow delayed entry lies with them, however they will take note of The Panel's recommendation when making their decision.

11. The academy will write out to parents within 10 days once a final decision has been made.

The decision-making process

Where requests for out of year admissions are made a Panel will be convened to consider the request.

This Panel will consist of:

- The Chair (or Vice Chair) of the Local Governing Body (LGB)
- The Head teacher
- A Reach South Academy Trust Director of Education
- An account will be taken of the advice of the Principal Educational Psychologist (PEP) (or her representative) where it exists.

The Clerk to the Local Governing Body will minute the meeting and inform the parent of the outcome.

On occasion there may be insufficient evidence for the Panel to reach a decision. In this instance the Panel may request additional information or a meeting with the parent(s) which may include the child.

Criteria for agreement to out of year admissions

The following list is not final and binding and is an example of the type of information that will be considered by the Panel. Meeting one or more of the criteria below is not in itself confirmation of agreement to the request to delay entry. The Panel will consider evidence relating to all aspects of the child's development and needs in coming to a decision and this will include the following:

- in the case of children born prematurely, the fact that they may have naturally fallen into the lower age group if they had been born on their expected date of birth;
- whether delayed social, emotional or physical development is adversely affecting their readiness for school;
- relevant research into the outcomes of summer born and premature child.

Right of appeal following the decision

There is no right of appeal if a parent has been offered a place in the school but it is not in the year group they would like. However, parents can make a complaint through the Reach South Academy Trust complaints procedure.
If a parent is unhappy with the way the admission authority has handled their complaint, the parent may then refer their complaint to the Local Government Ombudsman.