



Horizon
multi academy trust



KEY NOTES – ADMISSION ARRANGEMENTS 2024/2025

School name	▪ Elburton Primary School ▪ Ford Primary School ▪ Hooe Primary Academy ▪ Hyde Park Infant School ▪ Hyde Park Junior school ▪ Plaistow Hill Primary and Nursery School ▪ Pomphlett Primary School ▪ Victoria Road Primary School ▪ Widewell Primary Academy	
Admission authority	The Board of Trustees of the Horizon Multi Academy Trust. The admissions function has been delegated to the Local Advisory Board of each individual Primary School named above.	
School status	Academy	
Catchment area	No	
Supplementary Information Form	Yes – parents who are members of staff only Yes – exceptional medical and social need for admission Yes – Children in receipt of early years premium, the pupil premium or the service premium only	
Application forms available online	www.plymouth.gov.uk/schooladmissions	
	Normal point of entry	In-Year admission
Age range for application	Primary: Reception/Foundation 1 September 2019 - 31 August 2020	Any admission other than the normal point of entry in years Reception/Foundation – Year 6 at all schools within the Trust
	Junior: Year 3 1 September 2016 – 31 August 2017	
Application period	Monday 13 November 2023 – Monday 15 January 2024	From Friday 1 September 2024
Offer date	Tuesday 16 April 2024	Within 15 school days of application receipt
Published admission number	See section 5	Unless otherwise agreed, the published admission number at the normal point of entry applies to each year group as it moves through the school

¹ At the time of determination the Horizon multi academy trust 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.

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¹ At the time of determination the Horizon multi academy trust 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.

ADMISSION ARRANGEMENTS: HORIZON MULTI ACADEMY TRUST

The Board of Trustees of the Horizon Multi Academy Trust is the admission authority for Elburton Primary School, Ford Primary School, Hooe Primary Academy, Hyde Park Infant School, Hyde Park Junior School, Plaistow Hill Primary and Nursery School, Pomphlett Primary School, Victoria Road Primary School and Widewell Primary 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 2024/2025 academic year.

SECTION I

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

The admission arrangements apply to children starting in the Reception/Foundation Year for the first time in 2024/2025. The published admission number (PAN) for this year group is shown in the school list at Section 4. The close date for application is 15 January 2024. Allocation results will be notified on 16 April 2024. The admission authority follows Plymouth City Council's coordinated primary admissions scheme available at www.plymouth.gov.uk/schooladmissions.

All applicants must:

- (i) Complete the Common Application Form available from, and returnable to their home local authority;
- (ii) In addition, applicants applying under criteria 2 below must complete the exceptional medical or social grounds supplementary information form and return it direct to the School Admissions Team, Plymouth City Council¹;
- (iii) In addition, applicants applying under the oversubscription criteria applicable to members of staff at the school must complete the staff supplementary information form and return it direct to the School Admissions Team, Plymouth City Council¹.
- (iv) In addition, applicants applying under criteria 5 below must complete the early year's premium, the pupil premium or the service premium supplementary information form and return it direct to the School Admissions Team, Plymouth City Council¹;

(ii) Application process for primary In-Year admissions (admissions outside the normal point of entry)

The admission arrangements outlined within this section apply to in-year admissions during the 2024/2025 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 2024 – and requests for places in other year groups should be made direct to Plymouth City Council¹.

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.

¹ At the time of determination the Horizon multi academy trust 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.

Application should be made via Plymouth City Council¹ at www.plymouth.gov.uk/schooladmissions. The primary schools within the Horizon Multi Academy Trust follow Plymouth City Council's local coordinated in-year admissions scheme available at www.plymouth.gov.uk/schooladmissions.

All applicants must:

- (i) Complete the Common Application Form available from and returnable to Plymouth City Council¹;
- (ii) In addition, applicants applying under criteria 2 below must complete the exceptional medical or social grounds supplementary information form and return it direct to the School Admissions Team, Plymouth City Council¹;
- (iii) In addition, applicants applying under the oversubscription criteria applicable to members of staff at the school must complete the staff supplementary information form and return it direct to the School Admissions Team, Plymouth City Council¹.

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 fifteen school days of the application submission date.

Oversubscription criteria: Elburton Primary School, Ford Primary School, Plaistow Hill Primary School and Nursery School, Pomphlett Primary School, Victoria Road Primary School and Widewell Primary Academy for Normal Point of Entry

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 or 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 stated care as a result of being adopted. A child is regarded as having been in stated care in a place outside of England if they were accommodated by a public authority, a religious organization or any other provider of care whose sole purpose is to benefit society.
2. **Children with exceptional medical or social need.** Children with an exceptional medical or social need for a place at this school. Applicants will only be considered under this heading if the parent/carer or their representative can demonstrate that only the preferred school can meet the exceptional medical or social needs of the child. The need must be specific to the school: a child may have very challenging circumstances that require additional support but if that support could be provided at another school, there would be no exceptional need to attend this school. The exceptional need could be due to the parent/carer's circumstances. Evidence provided can be in the form of a testimony from a medical practitioner, social worker or other professional who can

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support the application on an 'exceptional' basis. Without satisfactory supporting evidence, we will not prioritise an application as demonstrating exceptional need. It is not expected that a parent/carer would seek a claim under exceptional medical or social need for a school that is not the first ranked preference school.

Exceptional medical or social need could include, for example:

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

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

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

3. **Children with a sibling already attending this school 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. **Children attending the individual school's Pre-school/Nursery who are in receipt of early years pupil premium, the pupil premium or the service premium** at the time of application evidence through completion of the premium supplementary information form¹;
5. **Children whose parent/carer is a member of staff employed on a permanent contract at this school:**
 - for two or more years at the time at which the application for admission to the school is made;
 - 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 form¹;

This covers all staff working at the school to which the application relates but does not include staff who work on the school site for other employers. The definition of staff for this purpose, could be teaching or non-teaching staff member;

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

¹ At the time of determination the Horizon multi academy trust 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.

Oversubscription criteria: Hooe Primary Academy and Hyde Park Infant School for Normal Point of Entry

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

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

Exceptional medical or social need could include, for example:

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

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

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

3. **Children with a sibling already attending the 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

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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. **Children whose parent/carer is a member of staff employed on a permanent contract at the school:**
 - for two or more years at the time at which the application for admission to the school is made;
 - 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 form¹;

This covers all staff working at the school to which the application relates but does not include staff who work on the school site for other employers. The definition of staff for this purpose, could be teaching or non-teaching staff member;

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

Oversubscription criteria: Elburton Primary School, Ford Primary School, Hooe Primary Academy, Hyde Park Infant School, Plaistow Hill Primary School and Nursery School, Pomphlett Primary School, Victoria Road Primary School and Widewell Primary Academy for 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 or 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 stated care as a result of being adopted. A child is regarded as having been in stated care in a place outside of England if they were accommodated by a public authority, a religious organization or any other provider of care whose sole purpose is to benefit society.
2. **Children with exceptional medical or social need.** Children with an exceptional medical or social need for a place at this school. Applicants will only be considered under this heading if the parent/carer or their representative can demonstrate that only the preferred school can meet the exceptional medical or social needs of the child. The need must be specific to the school: a child may have very challenging circumstances that require additional support but if that support could be provided at another school, there would be no exceptional need to attend this school. The

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exceptional need could be due to the parent/carer's circumstances. Evidence provided can be in the form of a testimony from a medical practitioner, social worker or other professional who can support the application on an 'exceptional' basis. Without satisfactory supporting evidence, we will not prioritise an application as demonstrating exceptional need. It is not expected that a parent/carer would seek a claim under exceptional medical or social need for a school that is not the first ranked preference school.

Exceptional medical or social need could include, for example:

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

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

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

3. **Children with a sibling already attending the 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. **Children whose parent/carer is a member of staff employed on a permanent contract at the school:**
 - for two or more years at the time at which the application for admission to the school is made;
 - 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 form¹;

This covers all staff working at the school to which the application relates but does not include staff who work on the school site for other employers. The definition of staff for this purpose, could be teaching or non-teaching staff member;

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

¹ At the time of determination the Horizon multi academy trust 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 2

(i) Year 3 admissions process and oversubscription criteria (normal point of entry) for Hyde Park Junior School

The admission arrangements outlined in this section apply to children starting in Year 3 for the first time in 2024/2025. The published admission number (PAN) for this year group is 90. The close date for application is 15 January 2024. Allocation results will be notified on 16 April 2024. Hyde Park Junior School as part of the Horizon Multi Academy Trust follows Plymouth City Council's coordinated primary admissions scheme available at www.plymouth.gov.uk/schooladmissions.

For normal point of entry: the expected point of admission will be September 2024.

All applicants must:

- (i) Complete the Common Application Form available from, and returnable to their home local authority;
- (ii) In addition, applicants applying under criteria 2 below must complete the exceptional medical or social grounds supplementary information form and return it direct to the School Admissions Team, Plymouth City Council¹;
- (iii) In addition, applicants applying under oversubscription criteria 6 must complete the staff supplementary information form and return it direct to the School Admissions Team, Plymouth City Council¹.

Oversubscription criteria for Hyde Park Junior School for normal point of entry (Year 3)

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 and 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 stated care as a result of being adopted. A child is regarded as having been in stated care in a place outside of England if they were accommodated by a public authority, a religious organization or any other provider of care whose sole purpose is to benefit society.
2. **A child with exceptional medical or social need.** Children with an exceptional medical or social need for a place at this school. Applicants will only be considered under this heading if the parent/carer or their representative can demonstrate that only the preferred school can meet the exceptional medical or social needs of the child. The need must be specific to the school: a child may have very challenging circumstances that require additional support but if that support could be provided at another school, there would be no exceptional need to attend this school. The exceptional need could be due to the parent/carer's circumstances. Evidence provided can be in the form of a testimony from a medical practitioner, social worker or other professional who can support the application on an 'exceptional' basis. Without satisfactory supporting evidence, we will not prioritise an application as demonstrating exceptional need. It is not expected that a

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parent/carer would seek a claim under exceptional medical or social need for a school that is not the first ranked preference school.

Exceptional medical or social need could include, for example:

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

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

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

3. **Children attending Hyde Park Infant School with a sibling** already attending the linked junior 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. **Other children attending Hyde Park Infant School;**
5. **Children with a sibling already attending Hyde Park Junior 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;
6. **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;
 - 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 form¹;

This covers all staff working at the school to which the application relates but does not include staff who work on the school site for other employers. The definition of staff for this purpose, could be teaching or non-teaching staff member;

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

¹ At the time of determination the Horizon multi academy trust 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.

(ii) Year 3 admissions process and oversubscription criteria (in-year admissions) for Hyde Park Junior School

The admission arrangements outlined within this section apply to in-year admissions (admissions outside the normal point of entry) during the 2024/2025 academic year. An In-Year admission is any entry to school other than at the normal point, for example, transferring school due to a house move or for other personal reason. Requests for admission to Year 3 made after the normal round of admissions – after 31 August 2024 – and requests for places in other year groups should be made direct to Plymouth City Council¹.

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. Hyde Park Junior School as part of the Horizon Multi Academy Trust follows Plymouth City Council's local coordinated in-year admissions scheme available at www.plymouth.gov.uk/schooladmissions.

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).

All applicants must:

- (i) Complete the Common Application Form available from and returnable to Plymouth City Council¹;
- (ii) In addition, applicants applying under criteria 2 below must complete the exceptional medical or social grounds supplementary information form and return it direct to the School Admissions Team, Plymouth City Council¹;
- (iii) In addition, applicants applying under oversubscription criteria 4 must complete the staff supplementary information form and return it direct to the School Admissions Team, Plymouth City Council¹.

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 fifteen school days of the application submission date.

Oversubscription criteria for Hyde Park Junior School for 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:

- I. **Looked After children and 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 stated care as a result of being adopted. A child is regarded as having been in stated care in a place outside of England if they were accommodated by a public authority, a religious organization or any other provider of care whose sole purpose is to benefit society.

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

Exceptional medical or social need could include, for example:

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

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

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

3. **Children with a sibling already attending Hyde Park Infant or Junior 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. **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;
 - 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 form¹;

This covers all staff working at the school to which the application relates but does not include staff who work on the school site for other employers. The definition of staff for this purpose, could be teaching or a non-teaching staff member;

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

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SECTION 3 – DEFINITIONS AND EXPLANATORY NOTES

Admissions authority	This is the body responsible for the policy and for reaching decisions in response to admissions applications.
Admission out of the normal age group	Places will normally be offered in the year group according to the child's date of birth but a parent may submit an application for a year group other than the child's chronological year group. A decision will be made on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. The admission authority will also take into account the views of the headteacher of the school(s) concerned. Parents must not assume that the decision of one school will transfer with the child to a different school as the decision rests with the individual admission authority. Where a request is refused there will be no right of appeal, but the parent may submit a complaint under school's published Complaints Policy if the parent does not believe that the request was properly considered, or the decision of the admission authority was reasonable or fair.
Appeals	In the event that an applicant is denied a place at the school, the parent/carer will have the right of appeal to an independent appeal panel. Information relating to the appeal process can be obtained from Plymouth City Council's School Admissions Team ¹ .
Children of UK Armed Forces Personnel / Crown Servants	Applications for the admission of children of UK service personnel with a confirmed posting, or Crown servants returning from overseas, will be accepted and processed in advance of the family's arrival in the area, as long as the application is accompanied by an official letter giving a relocation date. The address at which the child will live will be used to apply the oversubscription criteria, provided parents provide some evidence of the intended address. Alternatively, where this is requested by parents, a Unit or quartering address will be used for the purpose of applying the criteria in this policy.
Documentary evidence	Once a place has been offered to a child, we may ask for evidence of identity – usually a short birth certificate. This may not be necessary where the child has been on roll at another school in England which can confirm that evidence has been seen at that school. We may also request evidence that a child's address is genuine or that the person who made an application for admission was legally permitted to do so.
Emergency Arrangements	In the event that a local, regional or national public health lockdown is imposed, school admission and appeals arrangements may operate to amended timescales or under emergency regulations. Wherever possible, admission applications will continue to be processed under the terms of the In-Year Co-ordinated Admissions Scheme so that parents are not disadvantaged. Places will be held open until it is practical and safe for children to attend on site. Remote learning will be made available as for existing pupils although we recognise that in some circumstances, a parent may feel it is expedient to take up remote learning from the current school on a temporary basis.

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Fair Access Protocol	All LAs are legally required to operate a Fair Access Protocol across their area and schools must take part in the Protocol. This ensures that children who are vulnerable, unable to access an appropriate school place under the standard In-Year admission arrangements for the area have an admissions safety net.					
Fees and charges	There is no charge for applying for a place here, for admission or for the provision of education. We will not request donations before or during the admissions process and any donations made to the school following admissions are entirely voluntary. No activities such as school visits are compulsory. A policy on charging for activities is available on request from the school office and can be viewed on our website.					
Fraudulent applications/ withdrawal of allocated places	The School Admissions Code allows an offer of a school place to be withdrawn if: ▪ it has been offered in error or ▪ a parent has not responded within a reasonable period of time or ▪ it is established that the offer was obtained through a fraudulent or intentionally misleading application. An example of this would be knowingly using an incorrect home address for a child. In these cases the application would be considered using the information that the local authority believes to be correct, for example using the home address where the local authority considers that the child actually lives. All suspected fraudulent applications will be investigated and if a case is found, it could lead to criminal prosecution.					
Home address	Any allegations received by the admission authority of people providing false or accommodation addresses when applying for school places shall be fully investigated and, if found to be true, it could lead to a criminal prosecution and withdrawal of an allocated place. Schools have been advised by Plymouth City Council to ask parents/carers to provide proof of residence (for example utility bills) before admitting a child. Plymouth local authority (LA) will also carry out checks as appropriate. A child's home address is defined as the address at which the child is normally resident or, where a child lives at more than one address, the address at which the child lives for the majority of the time. Where the home address is unclear, the Admission Authority will determine the appropriate address taking into account factors such as the address to which the child is registered with their GP, hospital, dentist and / or optician, and / or where child related benefits (if eligible) are payable. For the avoidance of doubt, the application will be processed using the address that meets this definition, rather than the address stated by the parent in the application, if different.					
Junior School	<table><tr><th>Junior School</th><th>Linked School</th></tr><tr><td>Hyde Park Junior School</td><td>Hyde Park Infant School</td></tr></table>	Junior School	Linked School	Hyde Park Junior School	Hyde Park Infant School	
Junior School	Linked School					
Hyde Park Junior School	Hyde Park Infant School					

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Mode of study and start date	There is a legal requirement that all children begin full time education by the beginning of the term following their fifth birthday, this is referred to as compulsory school age. Places are offered to children for admission at the beginning of the September term after the fourth birthday. That is before they reach compulsory school age. Parents have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. September 2024 is the earliest point for admission to the Reception class at a primary school but is not a compulsory start date. All parents can defer admission within the Reception year until the beginning of the term following their child's fifth birthday. This is a decision for the parent to make. Parents have a right to defer the date their child starts school, for up to a maximum of two terms (i.e. up until the Easter end of term holiday). Places cannot be deferred or retained beyond this point. Those parents who decide that their child should defer must inform the Head Teacher. The place offered for their child will be held open and will not be offered to another child. Where a parent does not inform the Head Teacher that admission is to be deferred and does not admit the child in September, the place may be withdrawn and offered to another child. For normal point of entry: the expected point of admission will be September 2024. For in-year admissions: the expected point of admission will be within two weeks of the date of the allocation or within six weeks of the original application whichever is the later (unless other arrangements have been made with the school). <table border="1" data-bbox="402 919 1458 1465"> <thead> <tr> <th>Child's fifth birthday</th><th>Parent can defer admission or child can attend part-time until the start of term in</th></tr> </thead> <tbody> <tr> <td>1 September – 31 December</td><td>January</td></tr> <tr> <td>1 January – 31 March</td><td>January OR April</td></tr> <tr> <td>1 April – 31 August</td><td>January OR April OR September by making a fresh application for a Year 1 place (June 2025) or making a fresh normal round application for Reception in 2025/2026</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 2025) or making a fresh normal round application for Reception in 2025/2026
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1 September – 31 December	January								
1 January – 31 March	January OR April								
1 April – 31 August	January OR April OR September by making a fresh application for a Year 1 place (June 2025) or making a fresh normal round application for Reception in 2025/2026								
Multiple births	Defined as the birth of more than one baby from a single pregnancy. We understand that parents/carers would like to keep twins, triplets and other children of multiple birth together. Where 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 Council¹ by the operation of an electronic random number generator.								

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Normal Point of Entry Admissions	This is where a child joins the school at the first opportunity for admission to the Year Group, for example, at the beginning of September in Reception/Foundation or Year 3 (even if the start is deferred until later in the school year).
Objections to admissions policy	Advice is available from the Office of the Schools Adjudicator on how to object to the terms of this policy. Objections must be made by 15 May 2023.
Parent	A parent is any person who has parental responsibility or care of the child. When we say parent, we also mean carer or guardian. Where admission arrangements refer to parents this can mean one parent or both. We may ask for evidence of parental responsibility where a person is acting as a parent but does not hold formal parental responsibility.
Published Admission Number or PAN	This is the minimum number of places available at the school in Reception/Foundation and Year 3. In limited circumstances, more will be admitted. It is calculated taking into account the physical capacity of the school, the level of demand expected from local, in-area children and sensible school organisation. Once we set this number, we won't refuse admission for applications below the PAN. If there is unexpectedly high demand and we believe we could admit more children, we will inform the LA and either increase the PAN or admit children above-PAN.
Response	Response: Parents/carers must respond to an allocation of a school place within: - two weeks of the date of notification of availability of a school place for In-Year admissions; - one week of the date of notification of a school place for Normal Point of Entry; Responses must be made to Plymouth City Council. In the absence of a response, the offer may be revoked and the place may be reallocated to someone else. Parent/carers declining the offer of a place should notify the educational arrangements they plan to provide for their child.
Staff	This relates to <u>all</u> staff working at the school on a permanent contract to which the application relates but does not include staff who work on the school site for other employers.
Statutory maximum infant class sizes	The statutory maximum infant class size for Reception Year, Year 1 and Year 2 is 30 pupils per teacher. However, certain categories of children may still be admitted where this would result in a class size exceeding the statutory maximum. These categories are set out in regulations and summarised at Paragraph 2.16 of the School Admissions Code. Where this happens, the additional pupils are 'excepted pupils' who do not count towards the class size until it falls back to 30, when they will no longer be regarded as 'excepted pupils'.
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 ¹ - 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 ¹ by the operation of an electronic random number generator.
Waiting lists	In-Year Admissions If a place cannot be offered at this school, the parent will be required to request their child's name be added to the waiting list as long as the school was ranked higher than the school allocated. Those on a waiting list and late applicants will be treated equally and placed on the same list. Waiting lists will be held in the order of the published admission criteria. Normal Point of Entry Admissions If a place cannot be offered at the preferred school, the child's name will automatically be added to the waiting list for any school ranked higher than the school allocated. Those on a waiting list and late applicants will be treated equally and placed on the same list. Waiting lists will be held in the order of the published admission criteria and will be maintained until the end of August 2024 in respect of the normal point of entry. Any vacancies that arise will be allocated to the child at the top of the waiting list. It is the parent's responsibility to inform the admission authority in writing if they no longer wish to remain on the waiting list. From 31 August 2024 the 2024/2025 Normal Point of Entry scheme closes. From 1 September 2024 the In-Year admissions scheme applies. Children on the waiting list for Normal Point of Entry will automatically be moved to the school's In-Year waiting list. If an application is refused under the school's In-Year admission scheme parents/carers will be asked to confirm their wish for their child to be added to the school's waiting list. Waiting lists will be held in the order of the published admission.

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SECTION 4**Published admission numbers (PANs)**

School	2023/2024	2024/2025
Elburton Primary School	60	60
Ford Primary School	30	30
Hooe Primary Academy	30	30
Hyde Park Infant School	90	90
Hyde Park Junior School	90	90
Plaistow Hill Primary and Nursery School	20	20
Pomphlett Primary School	60	60
Victoria Road Primary School	30	30
Widewell Primary Academy	30	30

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SECTION 5**(i) STAFF SUPPLEMENTARY INFORMATION FORM 2024/2025**

Please note this is a supplementary information form for administration purposes only and is not an application form. It will be used to rank a submitted application according to the published admission criteria. Definition of staff for this purpose, is for those teaching and non-teaching staff at the school/academy.

Only complete this form if you are:

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

If you are applying under a) or b) above, you need to take this form to the school of employment for the school to complete part B. You then need to return the completed form by 15 January 2024 to be included in the normal point of entry allocations made on 16 April 2024. Forms received after this date will still be considered but will not be included within the first allocation round.

For an in-year admission to any year group, the form should be submitted with the application form.

Return the form via email to school.admissions@plymouth.gov.uk.

Part A - To be completed by the parent/carers

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

Data Protection

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.

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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 ☐ 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 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.

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(ii) EXCEPTIONAL MEDICAL OR SOCIAL NEED FOR ADMISSION
SUPPLEMENTARY INFORMATION FORM 2024/2025

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

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

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

You will need to return the completed form and evidence by 15 January 2024 to be included in the primary normal point of entry allocations made on 16 April 2024. Forms received after this date will still be considered but will not be included within the first allocation round.

For an in-year admission to any year group the form and evidence should be submitted with the application form.

Return the form via email to school.admissions@plymouth.gov.uk.

To be completed by the parent/carers

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

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Evidence is attached:	☐ Yes ☐ 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.

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(iii) SUPPLEMENTARY INFORMATION FORM**EARLY YEARS PUPIL PREMIUM, THE PUPIL PREMIUM OR THE SERVICE PREMIUM**
2024/2025**You should only complete this form if:**

- a) **You have named Elburton Primary School, Ford Primary School, Plaistow Hill Primary School and Nursery School, Pomphlett Primary School, Victoria Road Primary School or Widewell Primary Academy on the Common Application Form and your child is currently on roll at the individual school's own pre-school provision;**
- and**
- b) **Your child is in receipt of early year's pupil premium, the pupil premium or the service premium at the time of application.**

You will need to take this form to the pre-school for the pre-school to complete part B. You then need to return the completed form by 15 January 2024 to be included in the allocations made on 16 April 2024. Forms received after this date will still be considered but will not be included within the first allocation round.

Return the form via email to primary.admissions@plymouth.gov.uk.

Part A - To be completed by the parent/carers

Child's full name:	
Date of birth:	
I confirm that my child named above is in receipt of early years pupil premium, the pupil premium or the service premium	☐ Yes
Name of school currently attended:	
Name of parent/carers:	
Relationship to child:	
Signature:	
Date:	

Data Protection

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

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PART B

To be completed by: Elburton Primary School, Ford Primary School, Plaistow Hill Primary School and Nursery School, Pomphlett Primary School, Victoria Road Primary School or Widewell Primary Academy as appropriate.

Child's full name:	
Date of birth:	
I confirm that the child named above is currently in receipt of early years pupil premium, the pupil premium or the service premium:	☐ Yes ☐ No
Name of school currently attended:	
Name of person completing the form:	
Position held in school:	
Signature:	
Date:	
Telephone number:	
School stamp:	

Data Protection

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

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SECTION 6 - CONTACTS AND FURTHER INFORMATION

HORIZON MULTI ACADEMY TRUST

Address: Unit 21, 81 Sisna Park Rd, Plymouth PL6 7AE

Telephone: 01752 770962

ELBURTON PRIMARY SCHOOL ACADEMY

Haye Road South
Elburton
Plymouth
PL9 8HJ

Telephone: 01752 404489

admin.elburton@elburton.plymouth.sch.uk

www.elburtonschool.com

FORD PRIMARY SCHOOL

Cambridge Road
Ford
Plymouth
pl2 1pu

Telephone: 01752 567661

ford.primary.school@plymouth.gov.uk

www.ford.plymouth.sch.uk

HOOE PRIMARY ACADEMY

Hooe Road
Hooe
Plymouth
PL9 9RG

Telephone: 01752 402042

admin@hooe.plymouth.sch.uk

www.hooeprimary.co.uk

HYDE PARK INFANT SCHOOL

Hyde Park Road
Mutley
Plymouth
PL3 4RF

Telephone: 01752 225493

hpis@horizonmat.com

www.hydepark-inf.plymouth.sch.uk

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HYDE PARK JUNIOR SCHOOL

Hyde Park Road

Mutley

Plymouth

PL3 4RF

Telephone: 01752 225314

office@hpjs.plymouth.sch.uk

www.hydeparkjuniorschool.co.uk

PLAISTOW HILL PRIMARY AND NURSERY SCHOOL

Roman Way

St Budeaux

Plymouth

PL5 2DT

Telephone: 01752 365410

plaistow.hill.infants.school@plymouth.gov.uk

www.plaistowhill.org.uk

POMPHELETT PRIMARY SCHOOL

Howard Road

Plymstock

Plymouth

PL9 7ES

Telephone: 01752 408966

pomphelett.office@horizonmat.com

www.pomphelettprimary.com

VICTORIA ROAD PRIMARY SCHOOL

Trelawney Avenue

St Budeaux

Plymouth

PL5 1RH

Telephone: 01752 365411

admin@vrpsp.co.uk

www.vrpsp.co.uk

WIDEWELL PRIMARY ACADEMY

Lulworth Drive

Roborough

Plymouth

PL6 7ER

Telephone: 01752 778796

widewell.office@horizon.com

www.widewellprimary.eschools.co.uk

Plymouth School Admissions Team

Telephone 01752 307469

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

School Appeals

Telephone 01752 398164

schoolappeals@plymouth.gov.uk

Inclusion, Attendance and Welfare Service

Telephone 01752 307405

www.plymouth.gov.uk/schoolsandeducation/attendancebehaviourandwelfare

The Department for Education Schools (DFE)

Telephone: 0370 000 2288

www.education.gov.uk

Office of the Schools Adjudicator

www.education.gov.uk/schoolsadjudicator

Plymouth Information, Advice and Support for SEND

Telephone 01752 258933 or 0800 953 1131

www.plymouthias.org.uk

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