



# **SCHOOL ADMISSION ARRANGENTS**

## **2025/2026**

KEY NOTES – ADMISSION ARRANGEMENTS 2024/2025		
School name	Coombe Dean School	
Admission authority	Westcountry Schools Trust (WeST) - Multi Academy Trust	
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	
Application forms available online	<a href="http://www.plymouth.gov.uk/schooladmissions">www.plymouth.gov.uk/schooladmissions</a>	
	Normal point of entry Y7	In-Year admission
Age range for application	1 September 2013 - 31 August 2014	Any admission other than the normal point of entry in years 7-11
Application period	Tuesday 3 September 2024 – Thursday 31 October 2024	From Monday 1 September 2025
Offer date	Monday 3 March 2025	Within 15 school days of application receipt
Published Admission Number	180	

## INDEX

### SECTION 1

Secondary admissions (normal point of entry at Year 7)

### SECTION 2

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

### SECTION 3

Sixth form admission arrangements

### SECTION 4

Definition and Explanatory Notes

### SECTION 5

Staff supplementary information form

Exceptional medical or social need supplementary information form

### SECTION 6

Contact details and further information

<sup>1</sup> At the time of determination, Coombe Dean School 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.

The Trust Board for Westcountry Schools Trust is the admission authority for Coombe Dean School. 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 Coombe Dean School, Plymouth in the 2025/2026 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

### Secondary admissions (normal point of entry at Year 7)

The admission arrangements outlined within this section apply to children starting in Year 7 for the first time in 2025/2026. The Published Admission Number (PAN) for this year group is 180. The closing date for application is 31 October 2024. Allocation results will be notified on 1 March 2025. 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 2 below must complete the exceptional medical or social grounds supplementary information form and return it direct to the School Admissions Team, Plymouth City Council<sup>1</sup>;
- (iii) In addition, applicants applying under criteria 5 below must complete the staff supplementary information form and return it direct to the School Admissions Team, Plymouth City Council<sup>1</sup>.

### Oversubscription criteria for Coombe Dean School for secondary normal point of entry

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

Where there are fewer applicants than the PAN, all children must 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 arrangement order or special guardianship order).  
Children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.
2. **Children with exceptional medical or social need.** Children with an exceptional medical or social need for a place at this school. Applicants will only be considered under this heading if the parent/carer or their representative can demonstrate that only the preferred school can meet the exceptional medical or social needs of the child, a parent or both. The need must be specific to this school: a child may have very challenging circumstances that require additional

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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 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 a feeder primary school.** A feeder primary school is linked to the secondary school. (A list of feeder primary schools is shown in the table below);

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

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

<sup>1</sup> At the time of determination, Coombe Dean School 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.

<b>Feeder primary schools</b>	
▪ <b>Ashburton Primary</b>	▪ <b>Morley Meadow Primary</b>
▪ <b>Austin Farm Primary</b>	▪ <b>Oreston Community Academy</b>
▪ <b>Boringdon Primary</b>	▪ <b>Plympton St Maurice Primary</b>
▪ <b>Buckfastleigh Primary</b>	▪ <b>Pomphlett Primary</b>
▪ <b>Chaddlewood Primary</b>	▪ <b>Sherford Vale School</b>
▪ <b>Elburton Primary</b>	▪ <b>Stowford School</b>
▪ <b>Ermington Primary</b>	▪ <b>Ugborough Primary</b>
▪ <b>Glen Park Primary</b>	▪ <b>Wembury Primary</b>
▪ <b>Goosewell Primary</b>	▪ <b>Woodford Primary</b>
▪ <b>Holbeton Primary</b>	▪ <b>Woodlands Park Primary</b>
▪ <b>Hooe Primary</b>	▪ <b>Yealmpton Primary</b>

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## SECTION 2

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

The admission arrangements outlined within this section apply to in-year admissions for Coombe Dean School in the 2025/2026 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 7 made after the normal round of admissions – after 31 August 2025 – 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 2 must complete the medical and social need 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 staff supplementary information form and return it direct to the School Admissions Team, Plymouth City Council<sup>1</sup>.

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

### Oversubscription criteria for Coombe Dean School for secondary in-year admissions

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

Where there are fewer applicants than the admission number agreed for the year group, all children must be admitted unless they can be offered a higher ranked preference, or they are identified as having challenging behaviour as specified in the School Admissions Code. In such a case, the application may be refused and referred for consideration under the Fair Access Protocol. 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 arrangement order or special guardianship order).  
Children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.
2. **Children with exceptional medical or social need.** Children with an exceptional medical or social need for a place at this school. Applicants will only be considered under this heading if the parent/carer or their representative can demonstrate that only the preferred school can

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

Exceptional medical or social need could include, for example:

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

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

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

3. **Children 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 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;

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

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

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## SECTION 3

### Sixth form admissions

The admission arrangements outlined within this document apply to admissions to Coombe Dean School sixth form in the 2025/2026 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.

Any student refused the offer of a place in Year 12 has the right of appeal to an independent appeals panel.

A child with an Education, Health and Care Plan (EHCP) which names the applicant's preferred school must be admitted to that school subject to achieving the necessary grades for access onto the courses they have chosen.

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 arrangement order or special guardianship order).

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

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

Exceptional medical or social need could include, for example:

- a serious medical condition, which can be supported by medical evidence;

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- 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. **Other children** not shown in a higher oversubscription criterion.

**Timetable for application:**

School name	Year 12 PAN (excluding those transferring from the schools own Year 11).	Total capacity including internal and external applicants	Application date	Normal notification date	Late applications accepted until
Coombe Dean School	20	280	End of January 2025	End of April 2025	September 2025

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**SECTION 4****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 <sup>1</sup> .
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

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	in some circumstances, a parent may feel it is expedient to take up remote learning from the current school on a temporary basis.
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	<p>The School Admissions Code allows an offer of a school place to be withdrawn if:</p> <ul style="list-style-type: none"> <li>▪ it has been offered in error or</li> <li>▪ a parent has not responded within a reasonable period of time or</li> <li>▪ 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.</li> </ul> <p>All suspected fraudulent applications will be investigated and if a case is found, it could lead to criminal prosecution.</p>
Home address	<p>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.</p>

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Mode of study and start date	<p>For normal point of entry: the expected point of admission will be September 2025.</p> <p>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).</p>
Multiple births	<p>Defined as the birth of more than one baby from a single pregnancy. We understand that parents/carers would like to keep twins, triplets and other children of multiple birth together. Where one can be admitted within the PAN or Admission Number (AN), schools may admit them all and exceed the PAN or Admission Number (AN), if necessary.</p>
Normal Point of Entry Admissions	<p>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 Year 7.</p>
Objections to admissions policy	<p>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 2024.</p>
Parent	<p>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.</p>
Published Admission Number or PAN	<p>This is the minimum number of places available at the school in Year 7. In limited circumstances, more may 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.</p> <p>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.</p>
Response	<p><b>Response:</b> Parents/carers must respond to an allocation of a school place within:</p> <ul style="list-style-type: none"> <li>▪ two weeks of the date of notification of availability of a school place for In-Year admissions;</li> <li>▪ one week of the date of notification of a school place for Normal Point of Entry;</li> </ul> <p>Responses must be made to Plymouth City Council and not the school. 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 must put this in writing and should notify the educational arrangements they plan to provide for their child.</p>

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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.
Tie-breaker	<p>Where we have to choose between two or more children in the same category as each other, then the nearer to the school the child lives - as measured by a straight line on the map using Plymouth City Council's electronic mapping system<sup>1</sup> - the higher the priority. Measurement points will be from the spatial locator identified by the National Land and Property Gazetteer. The spatial locator is the address point based on a general internal point. Flats are therefore taken to be the same measurement point regardless of floor of location. If the tie-breaker is not sufficient to distinguish between applicants in a particular category, there will be a random ballot as set out in the School Admissions Code. This will be undertaken by an officer of Plymouth City Council<sup>1</sup> by the operation of an electronic random number generator.</p> <p>In the case of entry to the 6<sup>th</sup> form this will be undertaken by the Chair of Governors in the presence of the Head Teacher by the operation of an electronic random number generator.</p>
Waiting lists	<p><b>In-Year Admissions</b> 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.</p> <p><b>Normal Point of Entry Admissions</b> 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 2025 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.</p> <p>From 31 August 2025 the 2025/2026 Normal Point of Entry scheme closes. From 1 September 2025 the In-Year admissions scheme applies. Children on the waiting list for Normal Point of Entry will automatically be moved to the school's In-Year waiting list. If an application is refused under the schools In-Year admission scheme parents/carers will be asked to confirm their wish for their child to be added to the schools waiting list. Waiting lists will be held in the order of the published admission.</p>

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**SECTION 5****STAFF SUPPLEMENTARY INFORMATION FORM 2025/2026**

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 2024 to be included in the normal point of entry allocations made on 1 March 2025. 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 via email to [school.admissions@plymouth.gov.uk](mailto:school.admissions@plymouth.gov.uk)

**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, Coombe Dean School 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:		
Name of person completing the form:		
Position held in school:		
Signature:		
Date:		
Telephone number:		
School stamp:		

**Data Protection**

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**EXCEPTIONAL MEDICAL OR SOCIAL NEED FOR ADMISSION  
SUPPLEMENTARY INFORMATION FORM 2025/2026**

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 medical or social need for either yourself or your child.**

If you wish us to consider whether you or 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 31 October 2024 to be included in the secondary normal point of entry allocations made on 1 March 2025. Forms received after this date will still be considered but will not be included within the first allocation round.

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

Return the form to: School Admissions Team, via email to: [school.admissions@plymouth.gov.uk](mailto:school.admissions@plymouth.gov.uk)

For sixth form admissions, return this form direct to the school with your application.

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

<b>Child's full name:</b>	
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:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Name(s) and organisations of the professional(s) providing supporting evidence:	
Name of parent/carer:	
Relationship to child:	
Signature:	
Date:	

**Data Protection**

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## **SECTION 6 CONTACTS AND FURTHER INFORMATION**

### **Westcountry Schools Trust**

51 Encombe Street  
Plymstock  
Plymouth  
PL6 7GN  
Telephone: 01752 891790  
[www.westst.org.uk](http://www.westst.org.uk)  
[admin@westst.org.uk](mailto:admin@westst.org.uk)

### **Coombe Dean School**

Charnhill Way  
Elburton  
Plymouth  
Devon  
PL9 8ES  
Telephone: 01752 406961  
[office@coombedean.plymouth.sch.uk](mailto:office@coombedean.plymouth.sch.uk)  
[www.coombedean.co.uk](http://www.coombedean.co.uk)

### **Plymouth School Admissions Team**

Telephone: 01752 307469 (line open 11am to 3pm)

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)

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