



KEY NOTES – ADMISSION ARRANGEMENTS 2019/2020			
	School name	Coombe Dean School	
	Admission authority	West Country Schools Trust (WeST) - Multi Academy Trust The admissions function has been delegated to the Local Governing Board of Coombe Dean School	
	School status	Academy	
	Catchment area	No	
	Supplementary Information Form	Yes – parents who are members of staff only	
	Application forms available online	<a href="http://www.plymouth.gov.uk/schooladmissions">www.plymouth.gov.uk/schooladmissions</a>	
	<b>Normal point of entry Y7</b>	<b>In-Year admission</b>	
	Age range for application	1 September 2007 - 31 August 2008	Any admission other than the normal point of entry in years 7-11
	Application period	Tuesday 4 September 2018 – Friday 31 October 2018	From Sunday 1 September 2019
	Offer date	Friday 1 March 2019	Within 20 school days of application receipt
	Published admission number	180	Unless otherwise agreed, the published admission number at the normal point of entry applies to each year group as it moves through the school

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The Trust Board for West Country 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 2019/2020 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 2019/2020. The published admission number (PAN) for this year group is 180. The close date for application is 31 October 2018. Allocation results will be notified on 1 March 2019. 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 5 below must complete the staff supplementary information form and return it direct to the School Admissions Team, Plymouth City Council.

### 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 will be admitted.

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

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

<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.

3. **Children with a sibling already attending the school at the time of admission.** Children will be classed as siblings if they live in the same household in a single family unit. This includes for example, full, half, step, or adoptive brothers or sisters;
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 below);
5. **Children whose parent/carer is a member of staff employed on a permanent contract by the school** for two or more years at the time at which the application for admission to the school is made or where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage evidenced by completion of the staff supplementary information form. (This covers staff working at the school to which the application relates but does not include staff who work on the school site for other employers);
6. **Other children** not shown in a higher oversubscription criteria.

## NOTES:

**Admission out of the normal age group:** Places will normally be offered in the year group according to the child's date of birth but a parent may submit an application for a year group other than the child's chronological year group. A decision will be made on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. The admission authority will also take into account the views of the head teacher of the school(s) concerned. Parents must not assume that the decision of one school will transfer with the child to a different school as the decision rests with the individual admission authority. Where a place is refused in a different year group but a place is offered in the school, there will be no right of appeal.

**Appeals:** In the event that an applicant is denied a place at the school, the parent/carer will have the right of appeal to an independent appeal panel. Information relating to the appeal process can be obtained from Plymouth City Council's School Admissions Team<sup>1</sup>.

**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

<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.

true, it could lead to a criminal prosecution and withdrawal of an allocated place. Schools have been advised by Plymouth City Council to ask parents/carers to provide proof of residence (for example utility bills) before admitting a child. Plymouth Local Authority (LA) will also carry out checks as appropriate<sup>1</sup>. A child's home address is defined as the address at which the child is normally resident or, where a child lives at more than one address, the address at which the child lives for the majority of the time. Where the home address is unclear, the Admission Authority will determine the appropriate address taking into account factors such as the address to which the Child Benefit Allowance or Child Tax Credit is payable, registration for medical services etc.

**Multiple births:** Defined as the birth of more than one child from a single pregnancy. We understand that parents/carers would like to keep twins, triplets and other children of multiple birth together. Where the admission criteria is applied and it is not possible to offer places to all children of the same multiple birth family we would work with the family to find the best solution for them and their children. Should it transpire that it is not possible to offer place(s) to all children within that multiple birth, the parent/carer will be invited to nominate which child should be allocated the place.

**Response:** Parents/carers must respond to an allocation of a school place within two weeks of the date of notification of availability of a school place. Response must be made to Plymouth City Council<sup>1</sup>. In the absence of a response, the offer may be revoked and the place may be reallocated to someone else.

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

**Waiting lists:** If a place cannot be offered at the preferred school, the child's name will automatically be added to the waiting list for any school ranked higher than the school allocated. Those on a waiting list and late applicants will be treated equally and placed on the same list. Waiting lists will be held in the order of the published admission criteria and will be maintained until the end of the summer holidays 2019 in respect of the normal point of entry. Any vacancies that arise will be allocated to the child at the top of the waiting list.

From 1 September 2019, the in-year admissions scheme applies and the waiting list procedure will change in that parents/carers will be asked to confirm their wish for their child to remain on a waiting list in order that the list can be kept up to date.

## Feeder schools

Secondary School	Feeder primary school
Coombe Dean School	<ul style="list-style-type: none"> <li>▪ Goosewell Primary School</li> <li>▪ Wembury Primary School</li> </ul>

<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.

## 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 2019/2020 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 2019 – 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 4 must complete the staff supplementary information form and return it direct to the School Admissions Team, Plymouth City Council<sup>1</sup>.

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

### **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 will be admitted.

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

1. **Looked after children and all previously looked after children.** A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).
2. **A child with exceptional medical or social grounds.** 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. This 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.  
Exceptional medical or social grounds could include, for example:
  - a serious medical condition, which can be supported by medical evidence

<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.

- a significant caring role for the child which can be supported by evidence from social services;
3. **Children with a sibling already attending the school at the time of admission.** Children will be classed as siblings if they live in the same household in a single family unit. This includes for example, full, half, step, or adoptive brothers or sisters;
  4. **Children whose parent/carer is a member of staff employed on a permanent contract by the school** for two or more years at the time at which the application for admission to the school is made or where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage evidenced by completion of the staff supplementary information form. (This covers staff working at the school to which the application relates but does not include staff who work on the school site for other employers);
  5. **Other children** not shown in a higher oversubscription criteria.

## NOTES:

**Admission out of the normal age group:** Places will normally be offered in the year group according to the child's date of birth but a parent may submit an application for a year group other than the child's chronological year group. A decision will be made on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. The admission authority will also take into account the views of the head teacher of the school(s) concerned. Parents must not assume that the decision of one school will transfer with the child to a different school as the decision rests with the individual admission authority. Where a place is refused in a different year group but a place is offered in the school, there will be no right of appeal.

**Appeals:** In the event that an applicant is denied a place at the school, the parent/carer will have the right of appeal to an independent appeal panel. Information relating to the appeal process can be obtained from Plymouth City Council's School Admissions Team<sup>1</sup>.

**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.

<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.

**Home address:** Any allegations received by the admission authority of people providing false or accommodation addresses when applying for school places shall be fully investigated and, if found to be true, it could lead to a criminal prosecution and withdrawal of an allocated place. Schools have been advised by Plymouth City Council to ask parents/carers to provide proof of residence (for example utility bills) before admitting a child. Plymouth Local Authority (LA) will also carry out checks as appropriate<sup>1</sup>. A child's home address is defined as the address at which the child is normally resident or, where a child lives at more than one address, the address at which the child lives for the majority of the time. Where the home address is unclear, the Admission Authority will determine the appropriate address taking into account factors such as the address to which the Child Benefit Allowance or Child Tax Credit is payable, registration for medical services etc.

**Multiple births:** Defined as the birth of more than one 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, the parent/carer will be invited to nominate which child should be allocated the place.

**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 or within six school weeks of the original application for a school place whichever is the later. Response must be made to Plymouth City Council<sup>1</sup>. In the absence of a response, the offer may be revoked and the place may be reallocated to someone else.

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

**Waiting lists:** If a place cannot be offered at the preferred school, the child's name may be added to the waiting list for any school ranked higher than the school allocated. Those on a waiting list and late applicants will be treated equally and placed on the same list. Waiting lists will be held in the order of the published admission criteria. Parents/carers will be asked to renew their wish for their child to remain on the waiting list. Any vacancies that arise will be allocated to the child at the top of the waiting list.

<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.

## SECTION 3

### STAFF SUPPLEMENTARY INFORMATION FORM 2019/2020

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, complete this form and return it to the School Admissions Team, Education, Participation and Skills, Plymouth City Council, Windsor House, Tavistock Road Plymouth, PL6 5UF.

**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:	
Name of parent/carer:	
Relationship to child:	
Signature:	
Date:	

Data Protection

All information supplied will be processed and held by Plymouth City Council. Information may be shared with other relevant admission authorities and Government Departments where there is a Legal requirement to do so.

<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.



## SECTION 4

### Sixth form admissions

The admission arrangements outlined within this document apply to admissions to Coombe Dean School sixth form in the 2019/2020 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.

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

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

Where the number of eligible external applicants for a course of study exceeds the places available then admission will be determined in accordance with the following priority of admission criteria:

1. **Looked after children and all previously looked after children.** A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).
2. **A child with exceptional medical or social grounds.** 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. This 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.  
Exceptional medical or social grounds 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;
3. **Children with a sibling already attending the school at the time of admission.** Children will be classed as siblings if they live in the same household in a single family unit. This includes for example, full, half, step, or adoptive brothers or sisters;

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

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

**NOTES:**

**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>.

**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, allocated places may be withdrawn, as appropriate. Schools have been advised by Plymouth City Council<sup>1</sup> to ask parents/carers to provide proof of residence (for example utility bills) before admitting a child. Plymouth Local Authority<sup>1</sup> (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 Benefit Allowance or Child Tax Credit is payable, registration for medical services etc.

**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, the parent/carer will be invited to nominate which child should be allocated the place.

**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<sup>1</sup> electronic mapping system - the higher the priority. Measurement points will be from the spatial locator identified by the National Land and Property Gazetteer. The spatial locator is the address point based on a general internal point. Flats are therefore taken to be the same measurement point regardless of floor of location. If the tie-breaker is not sufficient to distinguish between applicants in a particular category, there will be a random ballot as set out in the School Admissions Code. This will be undertaken by an officer of Plymouth City Council<sup>1</sup> by the operation of an electronic random number generator.

<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.

**Timetable for application:**

School name	Year 12 PAN (excluding those transferring from the schools own Year 11).	Application date	Normal notification date	Late applications accepted until
Coombe Dean School	20	End of January 2019	April 2019	September 2019

<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.

## **CONTACTS AND FURTHER INFORMATION**

### **West Country Schools Trust**

Harford Road  
Ivybridge  
Devon  
PL21 0JA

### **School**

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**

Year 7 intake at the normal point of entry: 01752 307469  
In-Year admissions: Telephone Secondary 01752 307467  
The website at [www.plymouth.gov.uk/schooladmissions](http://www.plymouth.gov.uk/schooladmissions) has information about applying for a place at the school, school appeals and the coordinated schemes of admission.

### **School Appeals**

Telephone 01752 398164  
[schoolappeals@plymouth.gov.uk](mailto:schoolappeals@plymouth.gov.uk)

### **Inclusion, Attendance and Welfare Service**

Telephone 01752 307405  
[www.plymouth.gov.uk/schoolsandeducation/attendancebehaviourandwelfare](http://www.plymouth.gov.uk/schoolsandeducation/attendancebehaviourandwelfare)

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

Telephone: 0370 000 2288  
[www.education.gov.uk](http://www.education.gov.uk)

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

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

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

Telephone 01752 258933 or 0800 953 1131  
[www.plymouthias.org.uk](http://www.plymouthias.org.uk)

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