



KEY NOTES – ADMISSION ARRANGEMENTS 2018/19

School name	Plymouth high school for girls	
Admission authority	Plymouth City Council	
School status	Community grammar	
Catchment area	No	
Supplementary information form	Yes (i) parents/carers who are members of staff only (ii) candidates in receipt of free school meals pupil premium or ever 6 fsm ²	
Application forms available online	www.plymouth.gov.uk/schooladmissions	
	Normal point of entry y7	In-year admission
Age range for application	1 September 2006 - 31 august 2007	Any admission other than the normal point of entry in years 7-11
Application period	4 September 2017 – 31 October 2017	From 1 September 2018
Offer date	1 march 2018	Within 20 school days of application receipt
Published admission number	120	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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Plymouth City Council is the admission authority for community schools in Plymouth. Community schools 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 Plymouth High School for Girls, which is a community grammar school in Plymouth in the 2018/19 academic year. This policy should be read in conjunction with the Secondary and In-Year Co-ordinated schemes of admission available at www.plymouth.gov.uk/schooladmissions.

SECTION I

Secondary admissions (normal point of entry at Year 7)

The admission arrangements outlined in this section apply to children starting Year 7 for the first time in 2018/19. The published admission number (PAN) for this year group is 120. The closing date for applications is 31 October 2017. Allocation results will be notified on 1 March 2018. Plymouth High School for Girls follows Plymouth City Council's co-ordinated secondary admissions scheme available at www.plymouth.gov.uk/schooladmissions.

Admission to the school is on the basis of selection by reference to ability. Only candidates who attain the required standard in the prescribed arrangements for selection are eligible to be considered for admission to the school. The prescribed arrangements involve candidates' participation in the 11-plus examination. The 11-plus examination will take place before the closing date for submission of the application form for a school place and parents/carers are required to register their child to take the examination. Only those pupils who complete the registration and sit the examination at the published date will be included in the allocations for 1 March 2018.

In order to be eligible for admission to the school, candidates must achieve a minimum standardised score in the 11-plus examination (the qualifying score). It is not automatic that everyone attaining the qualifying score will be allocated a place in the school.

All applicants must:

- (i) Complete the Common Application Form available from, and returnable to their home local authority;
- (ii) In addition, applicants in receipt of free school meals pupil premium or Ever 6 FSM² should complete the free school meals pupil premium or Ever 6 FSM supplementary information form and return it direct to the School Admissions Team, Plymouth City Council. If the evidence is not received, the candidate will not be accepted as meeting the criteria for eligibility of that entitlement.

Children with an Education, Health and Care Plan (EHCP) that names the school will be admitted first subject to them achieving the cut off score or above for the school for this year of entry.

Where the number of applications for admission exceeds the number of places available at the school, places are offered in the following order of:

1. Looked after and previously looked after children¹ who achieve the qualifying score for this particular year of entry or a mark above it by rank order of standardised score;
2. Up to 12 places will be allocated to candidates who achieve the qualifying score or a mark above it and who qualify for the free school meals pupil premium or Ever 6 FSM² by rank order of standardised score;
3. Other candidates who achieve the qualifying score for this particular year of entry or a mark above it by rank order of standardised score.

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/carer may submit an application for a year group other than the child's chronological year group. We will make a decision 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/carer'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. We will also take into account the views of the head teacher of the school(s) concerned. Parents/carers 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.

Cut off score: The cut off score is the score attained by the last candidate allocated to the school under oversubscription criteria 3 above.

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 Council¹ to ask parents/carers to provide proof of residence (for example utility bills) before admitting a pupil. Plymouth Local Authority (LA) will also carry out checks as appropriate. A pupil's home address is defined as the address at which the pupil is normally resident or, where a pupil lives at more than one address, the address at which the pupil 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.

Looked after and previously looked after children¹: 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).

Pupil premium via eligibility for free school meals²: This means pupils recorded in the January school census who are known to have been eligible for free school meals (FSM) at any point in the last six years (known as Ever 6 FSM) and those currently in receipt of free school meals.

Qualifying score: the qualifying score will be the average of the cut off score for this school over the previous three years.

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 Council¹. In the absence of a response, the offer may be revoked and the place may be reallocated to someone else.

Tie-break: Should it prove necessary to distinguish between candidates with identical aggregate scores, the following criteria apply in order of priority:

- a. Pupils who qualify for the free school meals pupil premium or Ever 6 FSM²
- b. Pupils whose home address is nearest the preferred school. Measurements are taken by a straight line on a map using the Council's electronic mapping system – the shorter the

distance 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.

- c. In the event of there still being a tie, there will be a random ballot using an electronic random number generator. Such a ballot will be supervised by an officer of Plymouth City Council.

Waiting lists: Candidates not allocated a place will automatically be placed on a waiting list which will be ranked according to the published admission criteria. Those on a waiting list and late applicants will be treated equally and placed on the same list. The waiting list will be maintained up until the end of the summer holiday 2018. Should a vacancy become available, the place will be offered to the next pupil on the list.

From 1 September 2018, the in-year admissions criteria will apply and parents/carers will be invited to join the in-year waiting list if they are eligible to do so. Only candidates whose 11-plus score is not more than 2 marks below the cut off score for Plymouth High School for Girls will be invited to join the in-year waiting list. Parents/carers will be required to renew their intent to remain on the waiting list, usually in the autumn, spring and summer. If the Council does not receive a form within the specified timescale, the candidate's name will be removed from the waiting list.

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 Plymouth High School for Girls which is an academy grammar school in the 2018/19 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 2018 – and requests for places in other Year Groups should be made direct to Plymouth City Council.

Pupils seeking admission to a grammar school are required to qualify for a place under the Council's late selection procedure. Pupils who wish to be considered for such a vacancy will need to be assessed as being of grammar school ability. In most cases, this will involve participation in the late selection test procedure which involves participation in an examination. Further details are available from the School Admissions Team. Pupils who are judged to be of grammar school ability but for whom a place is not available may join a waiting list for a place.

With the exception of a pupil 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. Plymouth High School for Girls follows Plymouth City Council's local co-ordinated in-year admissions scheme available at www.plymouth.gov.uk/schooladmissions.

All applicants must:

- (i) Complete the Common Application Form available from and returnable to Plymouth City Council;
- (ii) In addition, applicants applying under oversubscription criteria 3 should complete the free schools meal pupil premium or Ever 6 FSM¹ supplementary information form and return it direct to the School Admissions Team, Plymouth City Council. If the evidence is not received, the candidate will not be accepted as meeting the criteria for eligibility of that entitlement.
- (iii) In addition, applicants applying under oversubscription criteria 5 should complete the staff supplementary information form. If the evidence is not received, the candidate will not be accepted as meeting this criteria.

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.

A qualifying pupil with an EHCP which names the school will be admitted to the school.

In the event that the School is oversubscribed, the admission authority will apply the following oversubscription criteria in order of priority where the applicant has qualified for a place:

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 pupil 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 pupil. 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 who qualify for the free school meals pupil premium or Ever 6 FSM.** This means pupils recorded in the January school census who are known to have been eligible for Free School Meals (FSM) at any point in the last six years (known as Ever 6 FSM) or who are currently in receipt of free school meals.
4. **Children with a sibling already attending the school at the time of admission.** Children are siblings if they are a full, half, step, or adoptive brother or sister, and live in the same family unit and household;
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.**

NOTES - where an applicant has qualified for a place:

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/carer may submit an application for a year group other than the child's chronological year group. We will make a decision 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/carer'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. We will also take into account the views of the head teacher of the school(s) concerned. Parents/carers 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 Team¹.

Fair Access: All applications will be considered under the LA Fair Access Protocol.

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. Oversubscribed schools are advised to ask parents/carers to provide proof of residence (for example utility bills) before admitting the pupil. Plymouth Local Authority¹ (LA) will also carry out checks as appropriate. A pupil's home address is defined as the address at which the pupil is normally resident or, where a pupil lives at more than one address, the address at which the pupil 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 children of multiple birth (including those born within the same academic year cohort). 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 pupils 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 pupils within that multiple birth, the parent/carer will be invited to nominate which child should be allocated the place(s).

Tie-breaker: Where we have to choose between two or more pupils in the same category as each other, then the nearer to the school the pupil lives – as measured by a straight line on the map using Plymouth City Council's electronic mapping system - the higher the priority. Measurement points will be from the spatial locator identified by the National Land and Property Gazetteer. The spatial locator is the address point based on a general internal point. Flats are therefore taken to be the same measurement point regardless of floor of location.

In the event of there still being a tie, there will be a random ballot using an electronic random number generator. Such a ballot will be supervised by an officer of Plymouth City Council.

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 Council¹. In the absence of a response, the offer may be revoked and the place may be reallocated to someone else.

Waiting lists: Where a place is not available, pupils who are judged to be of grammar school ability or whose score in the 11-plus procedure was within 2 points of the cut-off score for entry to Year 7 in the relevant year of admission will be added to a waiting list for a place. As part of the allocation response, parents/carers will be asked to confirm the wish to remain on the waiting list(s). Parents/carers will be required to renew their intent to remain on the waiting list(s), usually in the autumn, spring and summer. Failure to confirm the wish to remain on the waiting list(s) will lead to removal from the list(s). 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. Any vacancies that arise will be allocated to the pupil at the top of the waiting list.

Only complete this form if you are:

eligible for free school meals pupil premium or Ever 6 FSM at the closing date for submission of the Common Application Form, are applying for a place at Devonport High School for Girls or Plymouth High School for Girls and your daughter has participated in the Plymouth 11-plus examination or late selection test procedure.

SUPPLEMENTARY INFORMATION FORM - FREE SCHOOL MEALS PUPIL PREMIUM OR EVER 6 FSM 2018/19

You should only complete and return this form if:

- you have named Devonport High School for Girls or Plymouth High School for Girls on the Common Application Form,
- and
- your daughter is in receipt of free school meals pupil premium or Ever 6 FSM.

You will need to take this form to your child's current school for the school to complete part B. You then need to return the completed form by 31 October 2017 to be included in the allocations made on 1 March 2017. Forms received after this date will still be considered but will not be included within the first allocation round. Return the form to: the School Admissions Team, Learning and Communities, Plymouth City Council, Windsor House, Tavistock Road Plymouth, PL6 5UF.

PART A

To be completed by the parent/carer

Full name of child:	Date of birth:
I confirm that my daughter is in receipt of free school meals pupil premium or Ever 6 FSM Yes <input type="checkbox"/>	
Name of school currently attended:	
Name of parent/carer:	Relationship to child:
Signature:	Date:

PART B

To be completed by the school attended

Full name of child:	Date of birth:
I confirm that the child named above is currently in receipt of free school meals pupil premium or Ever 6 FSM Yes <input type="checkbox"/> No <input type="checkbox"/>	
Name of school currently attended:	
Name of person completing this form:	Position held in school:
Signature:	Date: Telephone number:
School stamp	

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.

Only complete this form if you are:

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 a member of staff for or where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

STAFF SUPPLEMENTARY INFORMATION FORM 2018/19

Please note this is a supplementary information form for administration purposes only and is not an application form. It will 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, Learning and Communities, Plymouth City Council, Windsor House, Tavistock Road Plymouth, PL6 5UF.

To be completed by the parent/carer

Full name of child:	Date of birth:
Please name the 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.

SECTION 3

Secondary community grammar school – sixth form - Plymouth High School for Girls

The admission arrangements outlined within this document apply to admissions to Plymouth High School for Girls sixth form in the 2018/19 academic year. The arrangements apply to students 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 student with an Education, Health and Care Plan which names the school will be admitted 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 student 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 student. 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 are siblings if they are a full, half, step, or adoptive brother or sister, and live in the same family unit and household;
4. **Other children.**

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.

False or misleading applications: Where the School/College has made the offer of a place in Year 12 on the basis of a fraudulent or intentionally misleading application which has effectively denied a place in the sixth form to a pupil with a stronger claim, the offer of a place will be withdrawn.

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 to ask parents/carers to provide proof of residence (for example utility bills) before admitting a student. Plymouth Local Authority (LA) will also carry out checks as appropriate. A student's home address is defined as the address at which the student is normally resident or, where a student lives at more than one address, the address at which the student 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 children of multiple birth (including those born within the same academic year cohort). 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 students 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 students within that multiple birth, the parent/carer will be invited to nominate which child should be allocated the place(s).

Tie-breaker: where we have to choose between two or more students in the same category as each other, then the nearer to the school the student lives - as measured by a straight line on the map using the City Council's electronic mapping system - the higher the priority. Measurement points will be from 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.

Definitive tie-breaker: in the event of there still being a tie, there will be a random ballot using an electronic random number generator.

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
Plymouth High School for Girls	30	By the end of January preceding the September of admission.	By the end of February in which the academic year of admission falls.	The end of the second full week of the start of Y12 in September.

CONTACTS AND FURTHER INFORMATION

Plymouth High School for Girls

St Lawrence Road
Plymouth
PL4 6HT
Telephone: 01752 208308
Email: phs@phsg.org
Website: www.phsg.org

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 has information about applying for an in-year place at the school, school appeals, and the Local In-Year Admissions scheme.

School Appeals

Telephone 01752 307469

Telephone 01752 258933

Inclusion, Attendance and Welfare Service

Telephone 01752 307405

Website: www.plymouth.gov.uk

The Department for Education Schools (DFE)

Telephone: 0370 000 2288

Website: www.gov.uk

Office of the Schools Adjudicator

Telephone 01325 735303

Website: www.education.gov.uk/schoolsadjudicator

Plymouth Information, Advice and Support for SEND

Telephone 01752 258933

Website: www.plymouthias.org.uk