

 	<b>KEY NOTES – ADMISSION ARRANGEMENTS 2025/26</b>	
	School Name	UTC Plymouth
	Admission Authority	Reach South Academy Trust – Multi Academy Trust  The admissions function has been delegated to the Local Governing Board of UTC Plymouth
	School Status	Academy
	Supplementary Information Form	Yes (i) service premium (ii) 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>Normal Point of entry Y12</b>	<b>In-Year Admission</b>
<b>Age range for application</b>	1 September 2013 - 31 August 2014	1 September 2008 – 31 August 2009	In-year applications are those submitted from the first day of the school year for the intake year, or any other year at any time
<b>Application Period</b>	3 September 2024 to 31 October 2024	By end of January 2025	From 1 September 2025
<b>Offer Date</b>	Friday 1 March 2024	April 2024	Will aim to notify parents within 10 school days, but it must be by 15 school days of application receipt
<b>Published Admission Number</b>	120	120	

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- (ii) Staff supplementary information form

The Trust Board for Reach South Academy Trust is the Admission Authority for UTC Plymouth. 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 UTC 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)

The school is fully inclusive and welcomes applications for the admission of children with special educational needs and disabilities (SEND) and other protected characteristics defined by the Equality Act 2010. The school's admission arrangements are determined and implemented within the Equality Act Duty.

## SECTION 1

### **Year 7 admissions (normal point of entry 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 120. Allocation results will be notified on 1 March 2025. UTC Plymouth participates in Plymouth City Council's coordinated secondary admissions scheme available at [www.plymouth.gov.uk/schooladmissions](http://www.plymouth.gov.uk/schooladmissions) " [www.plymouth.gov.uk/schooladmissions](http://www.plymouth.gov.uk/schooladmissions). Late applications (i.e. applications received before the first day of term in September, but not made in-time to enable the Local Authority to offer a place on National Offer Day) will be processed by the Local Authority after all on-time applications have been processed, which will unfortunately reduce the chances of the child being offered a place. Parents are therefore strongly advised to submit their applications on time.

All applicants must:

- (i) Complete the Common Application Form available from, and returnable to their home Local Authority;
- (ii) In addition, applicants applying under criteria 3 below must complete the staff supplementary information form which is available on page 27 and 28 of this policy and return it direct to the School Admissions Team, Plymouth City Council.
- (iii) In addition, applicants applying under criteria 5 below must complete the service premium which is available on page 25 and 26 of this policy supplementary information form and return it direct to the School Admissions Team, Plymouth City Council.

### **Oversubscription criteria for UTC Plymouth for secondary normal point of entry at Year 7**

Children with an Education, Health and Care Plan (EHCP) are admitted to the school under separate statutory procedures which are managed by the child's home Local Authority, and not under this policy. A child with an Education, Health and Care Plan (EHCP) which names the school must be admitted. In the normal admission round (i.e. entry to Year 7) children with an EHCP will be admitted prior to the allocation of places to other children and the number of places available to other children within the PAN will be reduced.

At the normal point of entry, where there are fewer applicants than the PAN, all children must be offered a place. 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), and children who appear to the Admission Authority to have been in state care outside of England (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society), but ceased to be so as a result of being adopted.

Parents applying for a place in this category may need to provide documentary evidence with their application to confirm the child's status. This may include a signed letter from the child's social worker or former social worker confirming their current or previous status, an adoption, child arrangement or special guardianship order.

In the case of children adopted from state care outside England (as defined above), evidence of having been in state care outside England and of being adopted will be required. Ideally, this should be received by the application deadline in the normal admission round. When assessing the evidence provided, the DfE's guidance ([accessible here](#)) will be followed.

Where the Virtual School Head has already verified the child's status, parents should let the Local Authority / school know, as there should be no need for further evidence to be provided in this case.

**2. Children with a sibling already attending the school at the time of admission.**

Children will be classed as siblings if they live at the same home address as defined in this policy, as a single-family unit. This includes a natural or adopted brother or sister, step-brother or sister, a natural, adopted or foster child of a cohabiting partner, or a foster brother or sister. 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 in the same household with different parents/carers 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.

**3. 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 all covers staff working at the school to which the application relates but does not include staff who work on the school site for other employers);

For the avoidance of doubt a 'child' is defined as the staff member's natural or adopted child, whether living with the staff member or another parent, and a foster child placed with the staff member or a child of the staff member's spouse or cohabiting partner, living with the member of staff at the child's home address as defined by this policy. For the avoidance of doubt, children who are children of friends or cousins living in the same household with different parents/carers are not included, even if they live at the staff member's home address.

Only the employed parent's details must be entered onto the form with no details of another parent being given.

**4. Children attending a Reach South primary academy in Plymouth.** The Reach South primary academies are: Drake Primary; Goosewell Primary; High Street Primary; Marlborough Primary; Millbay Academy; Morice Town Primary; Pilgrim Primary; Stoke Damerel Primary; Stuart Road Primary;

**5. Services Premium.**

Children living with a parent or step-parent who is a serving member of the Armed Forces and who is/are eligible for the service premium payment;

**6. Children who live closest to the school** as determined by the Local Authority as admissions coordinator.

**NOTES:****Admission out of the normal age group:**

Places will normally be offered in the year group according to the child's date of birth. A parent has an absolute right to make a request that their child be admitted to a year group other than the child's chronological year group. Parents do not have a right to decide that their child be admitted outside their chronological year group. The request will be considered by Reach South Academy Trust, as Admission Authority, by sending your request to the school, marked for the attention of the Clerk to the Local Governing Body. 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 (but is not an exhaustive list) 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. 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. The Local Governing Body will notify parents of the outcome of their request formally in writing, explaining its reasons in sufficient detail for parents to understand that decision. Where a request is agreed in principle, this letter should accompany the application for admission subsequently made for a place at the school. Where a request is refused for admission outside of normal age group parents do not have a statutory right of appeal, but they may submit a complaint under the school's published Complaints Policy if they do not believe that their request was properly considered, or the decision of the Trust was reasonable or fair.

**Request for Admission outside normal age group**

- 1.1 Parents have a right to request that their child is admitted to a year group other than their normal year group at the school. This may be to a year group below or above, and there may be a variety of reasons for making this request. For example, the child might be gifted, suffer from long-term or serious illness, or have been educated overseas and/or used to studying at a different level (these are examples only, not an exhaustive list).
- 1.2 However, parents do not have a right to decide that their child **will** be admitted outside their normal age group. Such requests must be considered by Reach South Academy Trust as the Admission Authority, in order to decide whether or not to agree the request **in principle**, or refuse the request, taking into account the factors set out below.
- 1.3 Requests for admission outside normal age group are not applications for admission, which must still be made in the usual way. Parents are strongly encouraged to make their requests in a timely manner, preferably well ahead of any application deadlines, so that they can obtain a decision in principle which will enable them to make informed decisions when they subsequently apply for admission. A separate request must be made to the Admission Authority for each school being considered.
- 1.4 Reach South Academy Trust as the Admissions Authority will make decisions on the basis of **the circumstances of each case** and in the **best interests of the child concerned**, taking into account the parents' views, information about the child's academic, social and emotional development, the child's medical history and the views of their medical professionals, whether they have previously been educated or attended nursery 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. They will also take into account the views of the Headteacher of the Academy and, where provided, the Headteacher of any current or previous school. This is not an exhaustive list, and parents may put forward any matters for the committee to consider.
- 1.5 Parents should make their requests by completing a Request for Admission Outside Normal Age Group Form and submitting it with any supporting documents to the school marked for the attention of the Clerk to the Local Governing Body. This form is available to download on the school's website or in hard copy from the school's main office.
- 1.6 In all cases, the Local Governing Body will notify parents of the outcome of their request formally in writing, explaining its reasons in sufficient detail for parents to understand why it came to that decision. Where the request is agreed in principle, this letter should accompany the application for admission subsequently made for a place at the school.

- 1.7 Parents do not have a statutory right of appeal against a refusal of a request for admission outside normal age group, but they may submit a complaint under the school's published Complaints Policy if they do not believe the request was dealt with properly.

Requests should be made in writing with any supporting documentation marked for the attention of the Clerk to the LGB.

**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 will be included within the refusal letter, together with the details of the parent's right to appeal, where the appeal should be sent and the deadline for an appeal to be lodged with the written grounds of appeal. Further information can also be obtained from the school's website.

**Fraudulent applications/withdrawal of allocated places:**

The School Admissions Code allows an offer of a school place to be withdrawn if:

- it has been offered in error or
- a parent has not responded within a reasonable period of time or
- it is established that the offer was obtained through a fraudulent or intentionally misleading application. An example of this would be knowingly using an incorrect home address for a child. In these cases, the application would be considered using the information that the Local Authority believes to be correct, for example using the home address where the Local Authority considers that the child actually lives.

All suspected fraudulent applications will be investigated and if a case is found, it could lead to criminal prosecution.

**Home address:**

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

**Multiple births:**

Defined as the birth of more than one baby from a single pregnancy. In Year 7 and Year 12 where at least one child achieves an offer of a place at the school within the PAN in the normal way, but their twin, triplet(s) or sibling(s) of a higher multiple birth do not achieve an offer of a place, the school will admit their twin, triplet(s) or sibling(s) of a higher multiple birth to avoid them having to attend different schools even where this means exceeding the PAN. These additional children will be 'excepted pupils' as set out below.

In Years 8 to 11, where at least one child can be accommodated without prejudicing the efficient education of others or use of resources, and without breaching the statutory maximum infant class size, their twins, triplet(s) and sibling(s) of a higher multiple birth will also be offered a place to avoid them having to attend different schools. In Years 1 and 2, these additional children will be 'excepted pupils' as set out below (this does not apply in the other year groups, where the statutory maximum infant class size does not apply).

**Response:** Parents/carers must respond to an allocation of a school place within:

- two weeks of the date of notification of availability of a school place for In-Year admissions;
- one week of the date of notification of a school place for Normal Point of Entry;

Responses must be made to Plymouth City Council. In the absence of a response, the offer may be

revoked, and the place may be reallocated to someone else. Parent/carers declining the offer of a place should notify the educational arrangements they plan to provide for their child.

**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.

**Service premium:**

A service child will be eligible to receive the service premium regardless of whether it has been claimed, for instance, in the case of a child moving to the UK from overseas. A 'service child' has parent(s) - or person(s) with parental responsibility - who is / are service personnel serving:

- in regular HM Forces military units
- full commitment as part of the full-time reserve service
- in the armed forces of another nation and stationed in England

**Deferred entry and part time attendance:**

For normal point of entry: the expected point of admission will be September 2025.

**Tie-breaker:**

Where there are 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:**

Waiting lists will be held in the order of the published oversubscription criteria and will be maintained until the end of August 2025 in respect of Year 7 and Year 12. Any vacancies that arise will be allocated to the child at the top of the waiting list.

Children placed at the school under the Local Authority's Fair Access Protocol will take priority over children on the waiting list.

From 1 September 2025, 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.

## 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 UTC Plymouth in the 2025/2026 academic year.

An In-Year admission is an application submitted on or after the first day of the school year for the intake year, or any other year group at any time. Requests for admission to Year 7 or Year 12 made after the normal round of admissions – and requests for places in other year groups should be made direct to Plymouth City Council<sup>1</sup>.

Parents should be aware that the PAN set for Year 7 and Year 12 applies only for the duration of the school year of entry (i.e. to applications both in and outside the normal admission round to Year 7 and Year 12 only). Such applications may be refused where there are no places remaining within the PAN set for that intake.

If an application is made for admission to a year group other than Year 7 and Year 12, the child will be admitted to the school, unless admitting the child would prejudice the efficient provision of education and / or use of resources.

Where there are multiple applicants for a year group other than Year 7 and Year 12 and the school has determined that only a lower number of additional children can be admitted without prejudicing the efficient provision of education, and/or the efficient use of resources, the oversubscription criteria must be applied to determine which of the children are offered a place. The admission arrangements that will apply will be those determined for Year 7 and Year 12 that school year.

The school has opted to participate in Plymouth City Council's coordinated scheme for in-year admissions. Applications should be made via Plymouth City Council 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;
- (ii) In addition, applicants applying under oversubscription criteria 3 must complete the staff supplementary information form which is available on page 27 and 28 of this policy 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 service premium supplementary information form which is available on page 25 and 26 of this policy and return it direct to the School Admissions Team, Plymouth City Council<sup>1</sup>

It is intended that parents are notified in writing of the outcome of an in-year application within 10 school days of receipt of the application. In any event, parents must be notified of the outcome in writing within 15 school days of receipt of the application.

Where a place is offered, arrangements will be made for the child to be admitted and start school as soon as possible, particularly where they are not currently attending school. Where the application is refused, parents will be provided with the reasons why the admission of their child would prejudice the efficient education of others, and/or the efficient use of resources, so that they can properly consider whether to exercise their right to appeal (see below).



### **Oversubscription criteria for UTC Plymouth for secondary in-year admissions**

Children with an Education, Health and Care Plan (EHCP) are admitted to the school under separate statutory procedures which are managed by the child's home Local Authority, and not under this policy. A child with an Education, Health and Care Plan (EHCP) which names the school will be admitted. In the normal admission round (i.e. entry to Year 7 and Year 12) children with an EHCP will be admitted prior to the allocation of places to other children and the number of places available to other children within the PAN will be reduced.

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), and children who appear to the Admission Authority to have been in state care outside of England (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society), but ceased to be so as a result of being adopted.

Parents applying for a place in this category may need to provide documentary evidence with their application to confirm the child's status. This may include a signed letter from the child's social worker or former social worker confirming their current or previous status, an adoption, child arrangement or special guardianship order.

In the case of children adopted from state care outside England (as defined above), evidence of having been in state care outside England and of being adopted will be required. Ideally, this should be received by the application deadline in the normal admission round. When assessing the evidence provided, the DfE's guidance ([accessible here](#)) will be followed.

Where the Virtual School Head has already verified the child's status, parents should let the Local Authority / school know, as there should be no need for further evidence to be provided in this case.

#### **2. Children with a sibling already attending the school at the time of admission.**

Children will be classed as siblings if they live at the same home address as defined in this policy, as a single-family unit. This includes a natural or adopted brother or sister, step-brother or sister, a natural, adopted or foster child of a cohabiting partner, or a foster brother or sister. 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 in the same household with different parents/carers 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.

#### **3. 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 all covers staff working at the school to which the application relates but does not include staff who work on the school site for other employers);**

For the avoidance of doubt a 'child' is defined as the staff member's natural or adopted child, whether living with the staff member or another parent, and a foster child placed with the staff member or a child of the staff member's spouse or cohabiting partner, living with the member of staff at the child's home address as defined by this policy. For the avoidance of doubt,

children who are children of friends or cousins living in the same household with different parents/carers are not included, even if they live at the staff member's home address.

Only the employed parent's details must be entered onto the form with no details of another parent being given.

**4. Services Premium.**

Children living with a parent or step-parent who is a serving member of the Armed Forces and who is/are eligible for the service premium payment;

**5. Children who live closest to the school** as determined by the Local Authority as admissions coordinator.

**NOTES:**

**Admission out of the normal age group:**

Places will normally be offered in the year group according to the child's date of birth. A parent has an absolute right to make a request that their child be admitted to a year group other than the child's chronological year group. Parents do not have a right to decide that their child be admitted outside their chronological year group. The request will be considered by Reach South Academy Trust, as Admission Authority, by sending your request to the school, marked for the attention of the Clerk to the Local Governing Body. 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 (but is not an exhaustive list) 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. 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. The Local Governing Body will notify parents of the outcome of their request formally in writing, explaining its reasons in sufficient detail for parents to understand that decision. Where a request is agreed in principle, this letter should accompany the application for admission subsequently made for a place at the school. Where a request is refused for admission outside of normal age group parents do not have a statutory right of appeal, but they may submit a complaint under the school's published Complaints Policy if they do not believe that their request was properly considered, or the decision of the Trust was reasonable or fair.

**Request for Admission outside normal age group**

- 1.1 Parents have a right to request that their child is admitted to a year group other than their normal year group at the school. This may be to a year group below or above, and there may be a variety of reasons for making this request. For example, the child might be gifted, suffer from long-term or serious illness, or have been educated overseas and/or used to studying at a different level (these are examples only, not an exhaustive list).
- 1.2 However, parents do not have a right to decide that their child **will** be admitted outside their normal age group. Such requests must be considered by Reach South Academy Trust as the Admission Authority, in order to decide whether or not to agree the request **in principle**, or refuse the request, taking into account the factors set out below.
- 1.3 Requests for admission outside normal age group are not applications for admission, which must still be made in the usual way. Parents are strongly encouraged to make their requests in a timely manner, preferably well ahead of any application deadlines, so that they can obtain a decision in principle which will enable them to make informed decisions when they subsequently apply for admission. A separate request must be made to the Admission Authority for each school being considered.
- 1.4 Reach South Academy Trust as the Admissions Authority will make decisions on the basis of **the circumstances of each case** and in the **best interests of the child concerned**, taking into account the parents' views, information about the child's academic, social and emotional development, the child's medical history and the views of their medical professionals, whether they have previously been educated or attended nursery 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. They will also take into account the views of the Headteacher of the Academy and, where provided, the Headteacher of any current or previous school. This is not an exhaustive list, and parents may put forward any matters for the committee to consider.

- 1.5 Parents should make their requests by completing a Request for Admission Outside Normal Age Group Form and submitting it with any supporting documents to the school marked for the attention of the Clerk to the Local Governing Body. This form is available to download on the school's website or in hard copy from the school's main office.
- 1.6 In all cases, the Local Governing Body will notify parents of the outcome of their request formally in writing, explaining its reasons in sufficient detail for parents to understand why it came to that decision. Where the request is agreed in principle, this letter should accompany the application for admission subsequently made for a place at the school.
- 1.7 Parents do not have a statutory right of appeal against a refusal of a request for admission outside normal age group, but they may submit a complaint under the school's published Complaints Policy if they do not believe the request was dealt with properly.

Requests should be made in writing with any supporting documentation marked for the attention of the Clerk to the LGB.

**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 will be included with refusal letter, together with the details of the parent's right to appeal, where the appeal should be sent and the deadline for an appeal to be lodged with the written grounds of appeal. Further information can also be obtained from the school's website.

**Fraudulent applications/withdrawal of allocated places:**

The School Admissions Code allows an offer of a school place to be withdrawn if:

- it has been offered in error or
- a parent has not responded within a reasonable period of time or
- it is established that the offer was obtained through a fraudulent or intentionally misleading application. An example of this would be knowingly using an incorrect home address for a child. In these cases the application would be considered using the information that the Local Authority believes to be correct, for example using the home address where the Local Authority considers that the child actually lives;

All suspected fraudulent applications will be investigated and if a case is found, it could lead to criminal prosecution.

**Home address:**

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

**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.

**Multiple births:**

Defined as the birth of more than one baby from a single pregnancy. In Year 7 and Year 12 where at least one child achieves an offer of a place at the School within the PAN in the normal way, but their twin, triplet(s) or sibling(s) of a higher multiple birth do not achieve an offer of a place, the school will admit their twin, triplet(s) or sibling(s) of a higher multiple birth to avoid them having to attend different schools even where this means exceeding the PAN. These additional children will be 'excepted pupils' as set out below.

In Years 8 to 11, where at least one child can be accommodated without prejudicing the efficient education of others or use of resources, and without breaching the statutory maximum infant class size, their twins, triplet(s) and sibling(s) of a higher multiple birth will also be offered a place to avoid them having to attend different schools. In Years 1 and 2, these additional children will be 'excepted pupils' as set out below (this does not apply in the other year groups, where the statutory maximum infant class size does not apply).

**Response:** Parents/carers must respond to an allocation of a school place within:

- two weeks of the date of notification of availability of a school place for In-Year admissions;
- one week of the date of notification of a school place for Normal Point of Entry;

Responses must be made to Plymouth City Council<sup>1</sup>. In the absence of a response, the offer may be revoked, and the place may be reallocated to someone else. Parent/carers declining the offer of a place should notify the educational arrangements they plan to provide for their child.

**Service premium:**

A service child will be eligible to receive the service premium regardless of whether it has been claimed, for instance, in the case of a child moving to the UK from overseas. A 'service child' has parent(s) - or person(s) with parental responsibility - who is / are service personnel serving:

- in regular HM Forces military units
- full commitment as part of the full-time reserve service
- in the armed forces of another nation and stationed in England

**Tie-breaker:**

Where there are 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 - 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:**

Waiting lists will be held in the order of the published oversubscription criteria and will be maintained until the end of August 2025 in respect of Year 7 and Year 12. Any vacancies that arise will be allocated to the child at the top of the waiting list.

Children placed at the school under the Local Authority's Fair Access Protocol will take priority over children on the waiting list.

From 1 September 2025, 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.

**Deferred entry and part time attendance:**

For in-year admissions: where a child is offered a school place following an in-year application, and the offer is accepted, arrangements will be made for the child to start school as soon as possible, particularly where the child is out of school

**SECTION 3****Sixth form admissions**

The admission arrangements outlined within this document apply to admissions to UTC Plymouth 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.

In addition, applicants applying under oversubscription criteria 3 must complete the service premium which is available on page 25 and 26 of this policy supplementary information form and return it direct to the UTC Plymouth.

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.

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), and children who appear to the Admission Authority to have been in state care outside of England (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society), but ceased to be so as a result of being adopted.

Parents applying for a place in this category may need to provide documentary evidence with their application to confirm the child's status. This may include a signed letter from the child's social worker or former social worker confirming their current or previous status, an adoption, child arrangement or special guardianship order.

In the case of children adopted from state care outside England (as defined above), evidence of having been in state care outside England and of being adopted will be required. Ideally, this should be received by the application deadline in the normal admission round. When assessing the evidence provided, the DfE's guidance ([accessible here](#)) will be followed.

Where the Virtual School Head has already verified the child's status, parents should let the Local Authority / school know, as there should be no need for further evidence to be provided in this case.

**2. Children with a sibling already attending the school at the time of admission.**

Children will be classed as siblings if they live at the same home address as defined in this policy, as a single-family unit. This includes a natural or adopted brother or sister, step-

brother or sister, a natural, adopted or foster child of a cohabiting partner, or a foster brother or sister. 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 in the same household with different parents/carers 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.

### 3. Services Premium.

Children living with a parent or step-parent who is a serving member of the Armed Forces and who is/are eligible for the service premium payment;

### 4. Children who live closest to the school as determined by the Local Authority as admissions coordinator.

#### Admission out of the normal age group:

Places will normally be offered in the year group according to the child's date of birth. A parent has an absolute right to make a request that their child be admitted to a year group other than the child's chronological year group. Parents do not have a right to decide that their child be admitted outside their chronological year group. The request will be considered by Reach South Academy Trust, as Admission Authority, by sending your request to the school, marked for the attention of the Clerk to the Local Governing Body. 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 (but is not an exhaustive list) 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. 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. The Local Governing Body will notify parents of the outcome of their request formally in writing, explaining its reasons in sufficient detail for parents to understand that decision. Where a request is agreed in principle, this letter should accompany the application for admission subsequently made for a place at the school. Where a request is refused for admission outside of normal age group parents do not have a statutory right of appeal, but they may submit a complaint under the school's published Complaints Policy if they do not believe that their request was properly considered, or the decision of the Trust was reasonable or fair.

#### Request for Admission outside normal age group

- 1.1 Parents have a right to request that their child is admitted to a year group other than their normal year group at the school. This may be to a year group below or above, and there may be a variety of reasons for making this request. For example, the child might be gifted, suffer from long-term or serious illness, or have been educated overseas and/or used to studying at a different level (these are examples only, not an exhaustive list).
- 1.2 However, parents do not have a right to decide that their child **will** be admitted outside their normal age group. Such requests must be considered by Reach South Academy Trust as the Admission Authority, in order to decide whether or not to agree the request **in principle**, or refuse the request, taking into account the factors set out below.
- 1.3 Requests for admission outside normal age group are not applications for admission, which must still be made in the usual way. Parents are strongly encouraged to make their requests in a timely manner, preferably well ahead of any application deadlines, so that they can obtain a decision in principle which will enable them to make informed decisions when they subsequently apply for admission. A separate request must be made to the Admission Authority for each school being considered.
- 1.4 Reach South Academy Trust as the Admissions Authority will make decisions on the basis of **the circumstances of each case** and in the **best interests of the child concerned**, taking into account the parents' views, information about the child's academic, social and emotional development, the child's medical history and the views of their medical professionals, whether they have previously been educated or attended nursery 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. They will also take into account the views of the Headteacher of the Academy and, where provided, the Headteacher of any current or previous school. This is not an exhaustive list, and parents may put forward any matters for the committee to consider.

- 1.5 Parents should make their requests by completing a Request for Admission Outside Normal Age Group Form and submitting it with any supporting documents to the school marked for the attention of the Clerk to the Local Governing Body. This form is available to download on the school's website or in hard copy from the school's main office.
- 1.6 In all cases, the Local Governing Body will notify parents of the outcome of their request formally in writing, explaining its reasons in sufficient detail for parents to understand why it came to that decision. Where the request is agreed in principle, this letter should accompany the application for admission subsequently made for a place at the school.
- 1.7 Parents do not have a statutory right of appeal against a refusal of a request for admission outside normal age group, but they may submit a complaint under the school's published Complaints Policy if they do not believe the request was dealt with properly.

Requests should be made in writing with any supporting documentation marked for the attention of the Clerk to the LGB.

**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 will be included with refusal letter, together with the details of the parent's right to appeal, where the appeal should be sent and the deadline for an appeal to be lodged with the written grounds of appeal. Further information can also be obtained from the school's website.

**Fraudulent applications/withdrawal of allocated places:**

The School Admissions Code allows an offer of a school place to be withdrawn if:

- it has been offered in error or
- a parent has not responded within a reasonable period of time or
- it is established that the offer was obtained through a fraudulent or intentionally misleading application. An example of this would be knowingly using an incorrect home address for a child. In these cases, the application would be considered using the information that the Local Authority believes to be correct, for example using the home address where the Local Authority considers that the child actually lives.

All suspected fraudulent applications will be investigated and if a case is found, it could lead to criminal prosecution.

**Home address:**

Any allegations received by the admission authority of people providing false or accommodation addresses when applying for school places shall be fully investigated and, if found to be true, it could lead to a criminal prosecution and withdrawal of an allocated place. Schools have been advised by Plymouth City Council to ask parents/carers to provide proof of residence (for example utility bills) before admitting a child. 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 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.

**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.

#### **Multiple births:**

Defined as the birth of more than one baby from a single pregnancy. In Year 7 and Year 12 where at least one child achieves an offer of a place at the School within the PAN in the normal way, but their twin, triplet(s) or sibling(s) of a higher multiple birth do not achieve an offer of a place, the school will admit their twin, triplet(s) or sibling(s) of a higher multiple birth to avoid them having to attend different schools even where this means exceeding the PAN. These additional children will be 'excepted pupils' as set out below.

#### **Service premium:**

A service child will be eligible to receive the service premium regardless of whether it has been claimed, for instance, in the case of a child moving to the UK from overseas. A 'service child' has parent(s) - or person(s) with parental responsibility - who is / are service personnel serving:

- in regular HM Forces military units
- full commitment as part of the full-time reserve service
- in the armed forces of another nation and stationed in England

#### **Tie-breaker:**

Where there are 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 - 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 the Chair of Governors in the presence of the Principal by the operation of an electronic number generator.

#### **Deferred entry and part time attendance:**

Where a child is offered a school place following an application, and the offer is accepted, arrangements will be made for the child to start school as soon as possible, particularly where the child is out of school.

#### **Waiting lists:**

Waiting lists will be held in the order of the published oversubscription criteria and will be maintained for at least two terms in respect Year 12. Any vacancies that arise will be allocated to the child at the top of the waiting list.

School Name	Year 12 PAN (excluding those transferring from the schools own year 11).	Application Date	Normal notification date	Late Applications accepted until
UTC Plymouth	120	End of January 2025	April 2025	September 2025



**SECTION 4 SUPPLEMENTARY INFORMATION FORMS****(i) SERVICE PREMIUM 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 your child is eligible for the service premium payment.**

A 'service child' has parent(s) - or person(s) with parental responsibility - who is / are service personnel serving:

- in regular HM Forces military units
- full commitment as part of the full-time reserve service
- in the armed forces of another nation and stationed in England

You 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 2024 (secondary) and the end of January (sixth form) to be included in the normal point of entry allocations made on 1 March 2024 (secondary) and April 2024 (sixth form). 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@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/carer**

<b>Child's Full Name:</b>	
Date of birth:	
I confirm that my child meets the criteria as a service child and is eligible for the service premium payment:	<input type="checkbox"/> Yes
Name of school currently attended:	
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.

**PART B - To be completed by the school**

Child's full name:	
Date of birth:	
I confirm that the child named above meets the criteria as a service child and is eligible for the service premium payment:	<input type="checkbox"/> Yes
Name of school:	
Name of person completing the form:	
Position held in school:	
Signature:	
Date:	
Telephone number:	

**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.

**(ii) 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 (secondary) and the end of January (sixth form) to be included in the normal point of entry allocations made on 1 March 2025 (secondary) and April 2025 (sixth form). 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@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/carer**

<b>Child's Full Name:</b>	
Date of birth:	
Member of staff employed by the School:	
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.

**PART B - To be completed by the school of employment**

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 of employment:		
Name of person completing the form:		
Position held in school:		
Signature:		
Date:		
Telephone number:		

**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.

## CONTACTS AND FURTHER INFORMATION

### Reach South Academy Trust

Telephone: 01752 987060

[info@reachsouth.org](mailto:info@reachsouth.org)

### School

UTC Plymouth

Park Avenue

Plymouth

PL1 4RL

TEL: 01752 284250

[reception@utcplymouth.org](mailto:reception@utcplymouth.org)

[www.utcplymouth.org](http://www.utcplymouth.org)

### 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 a 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

<http://www.plymouthias.org.uk/>