

**Plymouth
School of
Creative Arts**

make
discover
perform

ADMISSIONS CRITERIA

2015/16

ADMISSION CRITERIA: PLYMOUTH SCHOOL OF CREATIVE ARTS

The Governing body of Plymouth School of Creative Arts form the admission authority for Plymouth School of Creative Arts. Plymouth School of Creative Arts will comply with provisions within the School Admissions Code and the School Appeals Code.

The admission arrangements outlined within this document apply to Plymouth School of Creative Arts in the 2015/16 academic year.

(i) Reception/Foundation admissions (normal point of entry)

The arrangements apply to children starting in the Reception/Foundation Year for the first time in 2015/16. The published admission number (PAN) for this year group is 60. The close date for application is 15 January 2015. Allocation results will be notified on 16 April 2015. The school follows Plymouth City Council's co-ordinated primary admissions scheme.

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 4 below must complete the Plymouth Supplementary Information Form and return it direct to the School Admissions Team, Plymouth City Council¹.

A child with a Statement of Special Educational Needs (SEN) which names the school will be admitted.

Where there are less 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. **A 'looked after child' or a child who was previously looked after** but immediately after being looked after became subject to an adoption, residence, or special guardianship order after the 2002 Adoption Act came into force on 31 December 2005. 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);
2. **A child with exceptional medical or social grounds.** Applicants will only be considered under this heading if the parent/carer or their representative can demonstrate that only the preferred school can meet the exceptional medical or social needs of the child. This can be in the form of a testimony from a medical practitioner, social worker or other professional who can support the application on an 'exceptional' basis.
Exceptional medical or social grounds could include, for example:

¹ At the time of determination, Plymouth School of Creative Arts purchases services from Plymouth City Council. If the school ceases this service, the function will be undertaken by the school or contracted to another provider.

- a 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. **Children whose parent is a member of staff employed at 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 Plymouth Supplementary Information Form;
 5. **Other children** measured by a straight line on the map using Plymouth City Council's electronic mapping system¹ – the shorter the distance, the higher the priority. Measurement points will be from an internal point of the building concerned (usually the visual centre of the building). Flats are therefore taken to be the same measurement point regardless of floor of location.

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 Team¹.

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 to provide proof of residence (for example utility bills) before admitting a child. Plymouth Local Authority (LA) will also carry out checks as appropriate¹. A child's home address is defined as the address at which the child is normally resident or, where a child lives at more than one address, the address at which the child lives for the majority of the time. Where the home address is unclear, the Admission Authority will determine the appropriate address taking into account factors such as the address to which the Child Benefit Allowance or Child Tax Credit is payable, registration for medical services etc.

Mode of study: Parents/carers may request that their child attend on a part time basis until compulsory school age. Arrangements should be made with the school direct.

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 children of the same multiple birth family we would work with the family to find the best solution for them and their children. Should it transpire that it is not possible to offer place(s) to all children within that multiple birth, the parent will be invited to nominate which child should be allocated the

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place(s).

Response: Parents/carers must respond to an allocation of a school place within 2 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.

Start date: Once a place has been allocated, parents can request that the date that their child is admitted to school is deferred until later in the school year or until the child reaches compulsory school age in that school year. Deferred entry is arranged with the school direct. Deferred admissions will take place at the start of the January or April term as appropriate. Parents/carers cannot assume deferment. If the child does not start at the agreed date, the place may be revoked and may be reallocated to someone else.

Tie-breaker: Where we have to choose between two or more children in the same category as each other, then the nearer to the school the child lives - as measured by a straight line on the map using Plymouth City Council's electronic mapping system¹ - the higher the priority. Measurement points will be from an internal point of the building concerned (usually the visual centre of the building). Flats are therefore taken to be the same measurement point regardless of floor or 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. Such a ballot will be supervised by an officer of Plymouth City Council¹.

Waiting lists: If a place cannot be offered at the preferred school, the child's name will automatically be added to the waiting list for any school ranked higher than the school allocated. Those on a waiting list and late applicants will be treated equally and placed on the same list. Waiting lists will be held in the order of the published admission criteria and will be maintained until the end of the summer holidays 2015. Any vacancies that arise will be allocated to the child at the top of the waiting list. From the commencement of the September term in 2015, the in-year admissions scheme applies and the admission criteria and waiting list procedure will change.

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(ii) Normal point of entry at Year 7

The admission arrangements outlined within this section apply to children starting in Year 7 for the first time in 2015/16. The published admission number (PAN) for this year group is 120. The close date for application is 31 October 2014. Allocation results will be notified on 1 March 2015 (or the next working day where 1 March is not a normal working day). The school follows Plymouth City Council's co-ordinated secondary admissions scheme.

All applicants must:

- (i) Complete the Common Application Form available from, and returnable to their home local authority;
- (ii) In addition, applicants applying under criteria 5 below must complete the Plymouth Supplementary Information Form and return it direct to the School Admissions Team, Plymouth City Council.

A child with a Statement of Special Educational Needs (SEN) which names Plymouth School of Creative Arts will be admitted.

Where there are less 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. **A 'looked after child' or a child who was previously looked after** but immediately after being looked after became subject to an adoption, residence, or special guardianship order after the 2002 Adoption Act came into force on 31 December 2005. 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);
2. **A child with exceptional medical or social grounds.** Applicants will only be considered under this heading if the parent/carer or their representative can demonstrate that only the preferred school can meet the exceptional medical or social needs of the child. This can be in the form of a testimony from a medical practitioner, social worker or other professional who can support the application on an 'exceptional' basis.
Exceptional medical or social grounds could include, for example:
 - a serious medical condition, which can be supported by medical evidence
 - a significant caring role for the child which can be supported by evidence from social services;
3. **Children with a sibling already attending the school at the time of admission.** Children are siblings if they are a full, half, step, or adoptive brother or sister, and live in the same family unit and household;

¹ At the time of determination, Plymouth School of Creative Arts purchases services from Plymouth City Council. If the school ceases this service, the function will be undertaken by the school or contracted to another provider.

4. **A child selected by aptitude assessment in the field of creative arts** evidenced by ranked performance in the school's aptitude test arrangements;
5. **Children whose parent is a member of staff employed at 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 Plymouth Supplementary Information Form;
6. **Children attending a feeder primary school.** A feeder primary school is linked to the secondary school. A list of feeder primary schools is available in the Next Step Parent's Guide;
6. **Other children** measured by a straight line on the map using Plymouth City Council's¹ electronic mapping system – the shorter the distance, the higher the priority. Measurement points will be from an internal point of the building concerned (usually the visual centre of the building). Flats are therefore taken to be the same measurement point regardless of floor of location.

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 Team¹.

Aptitude assessment: Candidates wishing to be considered under the category for aptitude assessment must complete a registration process for assessment via the school. Candidates will need to complete an assessment on 12 July 2015. Portfolios and interviews will not form part of this assessment. Assessment will be marked by external assessors.

Creative arts: This means creative thinking processes and practices as ascribed to creative art forms (Visual, Performing, Music and Media).

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 to provide proof of residence (for example utility bills) before admitting a child. Plymouth local authority¹ (LA) will also carry out checks as appropriate. A child's home address is defined as the address at which the child is normally resident or, where a child lives at more than one address, the address at which the child lives for the majority of the time. Where the home address is unclear, the admission authority will determine the appropriate address taking into account factors such as the address to which the Child Benefit Allowance or Child Tax Credit is payable, registration for medical services etc.

Multiple births: Defined as children of multiple birth (including those born within the same academic year cohort). We understand that parents/carers would like to keep twins,

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triplets and other children of multiple birth together. Where the admission criteria is applied and it is not possible to offer places to all children of the same multiple birth family we would work with the family to find the best solution for them and their children. Should it transpire that it is not possible to offer place(s) to all children within that multiple birth, the parent will be invited to nominate which child should be allocated the place(s).

Response: Parents/carers must respond to an allocation of a school place within 2 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-breaker: Where we have to choose between two or more children in the same category as each other, then the nearer to the school the child lives - as measured by a straight line on the map using Plymouth City Council's¹ electronic mapping system - the higher the priority. Measurement points will be from an internal point of the building concerned (usually the visual centre of the building). 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. Such a ballot will be supervised by an officer of Plymouth City Council¹.

Waiting lists: If a place cannot be offered at Plymouth School of Creative Arts, the child's name will automatically be added to the waiting list for any school ranked higher than the school allocated. Those on a waiting list and late applicants will be treated equally and placed on the same list. Waiting lists will be held in the order of the published admission criteria and will be maintained until the end of the summer holidays 2015. Any vacancies that arise will be allocated to the child at the top of the waiting list. From the commencement of the September term in 2015, the in-year admissions scheme applies and the admission criteria and waiting list procedure will change.

Feeder schools

Secondary School	Feeder primary school
Plymouth School of Creative Arts	<ul style="list-style-type: none"> <li data-bbox="857 1497 1349 1570">▪ Plymouth School of Creative Arts (primary)

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(iii) **In-Year admissions**

The admission arrangements outlined within this section apply to Plymouth School of Creative Arts in the 2015/16 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. Application should be made via Plymouth City Council¹ at www.plymouth.gov.uk/schooladmissions. The school follows Plymouth City Council's¹ local co-ordinated in-year admissions scheme.

All applicants must:

- (i) Complete the Common Application Form available from, and returnable to Plymouth City Council¹;
- (ii) In addition, applicants applying under criteria 4 below must complete the Plymouth Supplementary Information Form and return it direct to the School Admissions Team, Plymouth City Council¹.

Unless otherwise agreed, the published admission number applies to each year group as it moves through the school.

A child with a Statement of Special Educational Needs which names the school will be admitted.

With the exception of a child with a Statement of Special Educational Needs, all applications will be considered under Plymouth City Council's Fair Access Protocol.

In the event that the School is oversubscribed, the admission authority will apply the following oversubscription criteria in order of priority:

1. **A 'looked after child' or a child who was previously looked after** but immediately after being looked after became subject to an adoption, residence, or special guardianship order after the 2002 Adoption Act came into force on 31 December 2005. 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);
2. **A child with exceptional medical or social grounds.** Applicants will only be considered under this heading if the parent/carer or their representative can demonstrate that only the preferred school can meet the exceptional medical or social needs of the child. This can be in the form of a testimony from a medical practitioner, social worker or other professional who can support the application on an 'exceptional' basis.
Exceptional medical or social grounds could include, for example:
 - a serious medical condition, which can be supported by medical evidence
 - a significant caring role for the child which can be supported by evidence from social services;

¹ At the time of determination, Plymouth School of Creative Arts purchases services from Plymouth City Council. If the school ceases this service, the function will be undertaken by the school or contracted to another provider.

3. **Children with a sibling already attending the school at the time of admission.** Children are siblings if they are a full, half, step, or adoptive brother or sister, and live in the same family unit and household;
4. **Children whose parent is a member of staff employed at 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 Plymouth Supplementary Information Form¹;
5. **Other children** measured by a straight line on the map using Plymouth City Council's electronic mapping system¹ – the shorter the distance, the higher the priority. Measurement points will be from an internal point of the building concerned (usually the visual centre of the building). Flats are therefore taken to be the same measurement point regardless of floor of location.

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 Team¹.

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 to provide proof of residence (for example utility bills) before admitting a child. Plymouth Local Authority¹ (LA) will also carry out checks as appropriate. A child's home address is defined as the address at which the child is normally resident or, where a child lives at more than one address, the address at which the child lives for the majority of the time. Where the home address is unclear, the admission authority will determine the appropriate address taking into account factors such as the address to which the Child Benefit Allowance or Child Tax Credit is payable, registration for medical services etc.

Multiple births: defined as 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 children of the same multiple birth family we would work with the family to find the best solution for them and their children. Should it transpire that it is not possible to offer place(s) to all children within that multiple birth, the parent will be invited to nominate which child should be allocated the place(s).

Response: parents/carers must respond to an allocation of a school place within 2 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.

¹ At the time of determination, Plymouth School of Creative Arts purchases services from Plymouth City Council. If the school ceases this service, the function will be undertaken by the school or contracted to another provider.

Tie-breaker: where we have to choose between two or more children in the same category as each other, then the nearer to the school the child lives - as measured by a straight line on the map using Plymouth City Council's¹ electronic mapping system - the higher the priority. Measurement points will be from an internal point of the building concerned (usually the visual centre of the building). 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. Such a ballot will be supervised by an officer of Plymouth City Council¹.

Waiting lists: If a place cannot be offered at the preferred school, the child's name will automatically be added to the waiting list for any school ranked higher than the school allocated. 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 child at the top of the waiting list.

¹ At the time of determination, Plymouth School of Creative Arts purchases services from Plymouth City Council. If the school ceases this service, the function will be undertaken by the school or contracted to another provider.

Only complete this form if you are:

A member of staff employed by the school 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.

PLYMOUTH SUPPLEMENTARY INFORMATION FORM 2015/16

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 by the school for two or more years at the time at which the application for admission to the school is made;**
- b) 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.**

If you are applying under the oversubscription category of a) or b) above, complete this form and return it to the School Admissions Team, Education Learning and Family Support, Plymouth City Council, Civic Centre, Plymouth, PL1 2AA.

To be completed by the parent

Full Name of child:	Date of birth:
Please name the member of staff employed by the School:	
Name of parent:	Relation 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.

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CONTACTS AND FURTHER INFORMATION

School

Plymouth School of Creative Arts

Millbay Road

Plymouth

Devon

PL1 3DG

Telephone: 01752 221927

Email: psca@pca.ac.uk

Website: www.plymouthschoolofcreativearts.co.uk

Plymouth School Admissions Team

Year 7 intake at the normal point of entry: Telephone 01752 307469

Year R/Foundation intake at the normal point of entry: 01752 307166

In-Year admissions: Telephone Secondary: 01752 307467 Primary 01752 307170

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.

The Department for Education Schools (DFE)

Website: www.education.gov.uk/schools/adminandfinance/schooladmissions

Telephone: 0370 000 2288

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