



# **MARINE ACADEMY PRIMARY (MAP2)**

## **Admission criteria 2015/16**

The governors form the admission authority for Marine Academy Primary (MAP2). The admission authority will comply with provisions within the School Admissions Code and the School Appeals Code.

The admission arrangements outlined within this document apply to Marine Academy Primary (MAP2), Plymouth in the 2015/16 academic year.

### **(i) Nursery admissions**

The admission arrangements outlined in this document apply to admissions to Shining Stars Nursery School in the 2015/16 academic year.

Determining the admissions policy for Shining Stars Nursery School is the responsibility of the governors of Marine Academy Plymouth. Places in nursery schools and classes usually become available when the oldest children enter a Primary School. Places may become available at other times if children leave nursery.

Children are entitled to access free nursery education on a part-time basis at the request of the parent/carer and in the best interest of the child, from the beginning of the term after their third birthday. Whilst the Local Authority works within 6 terms for maintained schools, for the purposes of nursery education the term dates are defined by the DFE. These are as follows:

1 April to 31 August

1 September to 31 December

1 January to 31 March

In the case of children who have attained their fourth birthday by 1 September, parents/carers may request that their child attend on a part time or full time basis until compulsory school age. Approval is subject to the recommendation of the school following discussion with the parent and the nursery/pre-school (if appropriate) and is in the best interest of the child.

### **Oversubscription Criteria**

Each maintained nursery school and class has a limited number of places available depending largely on the physical capacity of its buildings. The number of places available is called the published admission number (or PAN for short). The PAN for the nursery is 32.

In the event that the number of applications to the nursery exceeds the PAN, the following admission criteria will be applied in the following 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 known to have additional educational needs and whose needs can be best met at Shining Stars Nursery** – applications made under this criterion would need to be supported by written evidence from an appropriate professional;
3. **A vulnerable child with a Common Assessment Framework** – applications made under this criterion would need to be supported by evidence from the child's

<sup>1</sup> At the time of determination, Marine Academy Primary (MAP2) 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.

social worker and/or health visitor explaining the advantage of the child attending the preferred nursery as opposed to any other;

4. **A child with a serious on going medical condition**, where the admission authority is satisfied that attendance at Shining Stars Nursery will meet the needs of the child's medical condition rather than any other nursery. Parents/carers or their representatives will have to demonstrate that only Shining Stars Nursery can meet the exceptional medical 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;
5. **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;
6. **Other children** measured by a straight line on the map using Plymouth City Council's 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:**

**Application for primary school:** attendance at a nursery class attached to a primary school gives no guarantee that a child will continue into the school where the nursery is located.

**Attendance:** attendance will normally be up to 15 hours a week.

**Home address:** 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. Oversubscribed nursery schools and classes are advised to ask parents to provide proof of residence before admitting the child.

**Multiple births:** multiple births are 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).

**Tie-breaker:** where a choice has to be made between two or more children in the same category as each other, priority will be determined on the basis of distance between home and nursery. Measurements are taken by a straight line on a map using the Council's electronic mapping system – the shorter the distance the higher the priority. Measurement points will be from 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.

<sup>1</sup> At the time of determination, Marine Academy Primary (MAP2) 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.

**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 Council.

**Waiting list:** If a place cannot be offered, the child's name will automatically be added to the waiting list. 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. Any vacancies that arise will be allocated to the child at the top of the waiting list.

## PAN

Nursery School	PAN 2014/15	PAN 2015/16
Shining Stars Nursery School	32	32

### (ii) 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 Council<sup>1</sup>.

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

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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;
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 system<sup>1</sup> – 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 Team<sup>1</sup>.

**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 appropriate<sup>1</sup>. A child's home address is defined as the address at which the child is normally resident or, where a child lives at more than one address, the address at which the child lives for the majority of the time. Where the home address is unclear, the Admission Authority will determine the appropriate address taking into account factors such as the address to which the Child Benefit Allowance or Child Tax Credit is payable, registration for medical services etc.

**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 place(s).

<sup>1</sup> At the time of determination, Marine Academy Primary (MAP2) 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.

**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 Council<sup>1</sup>. 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 system<sup>1</sup> - 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 Council<sup>1</sup>.

**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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### (iii) **In-Year admissions**

The admission arrangements outlined within this section apply to Marine Academy Primary School (MAP2) 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 Council<sup>1</sup> at [www.plymouth.gov.uk/schooladmissions](http://www.plymouth.gov.uk/schooladmissions). The school follows Plymouth City Council's<sup>1</sup> local co-ordinated in-year admissions scheme.

All applicants must:

- (i) Complete the Common Application Form available from, and returnable to Plymouth City Council<sup>1</sup>;
- (ii) In addition, applicants applying under criteria 4 below must complete the Plymouth Supplementary Information Form and return it direct to the School Admissions Team, Plymouth City Council<sup>1</sup>.

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

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;
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

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demonstrable skill shortage evidenced by completion of the Plymouth Supplementary Information Form<sup>1</sup>;

5. **Other children** measured by a straight line on the map using Plymouth City Council's electronic mapping system<sup>1</sup> – 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 Team<sup>1</sup>.

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

**Multiple births:** defined as 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 Council<sup>1</sup>. In the absence of a response, the offer may be revoked and the place may be reallocated to someone else.

**Tie-breaker:** where we have to choose between two or more children in the same category as each other, then the nearer to the school the child lives - as measured by a straight line on the map using Plymouth City Council's<sup>1</sup> 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 Council<sup>1</sup>.

**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

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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.

<sup>1</sup> At the time of determination, Marine Academy Primary (MAP2) 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 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 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.

<sup>1</sup> At the time of determination, Marine Academy Primary (MAP2) purchases services from Plymouth City Council. If the school ceases this service, the function will be undertaken by the school or contracted to another provider.

## **CONTACTS AND FURTHER INFORMATION**

### **School**

Marine Academy Primary School (MAP2)  
Trevithick Road  
St Budeaux  
Plymouth  
Devon  
PL5 2AF

Telephone: 01752 213939

Email: [info@map2.org.uk](mailto:info@map2.org.uk)

Website: [www.map2.org.uk](http://www.map2.org.uk)

### **Plymouth School Admissions Team**

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

In-Year admissions: Telephone 01752 307467

The website at [www.plymouth.gov.uk/schooladmissions](http://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](http://www.education.gov.uk/schools/adminandfinance/schooladmissions)

Telephone: 0370 000 2288

<sup>1</sup> At the time of determination, Marine Academy Primary (MAP2) 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.