



DEVONPORT HIGH SCHOOL FOR GIRLS

A SPECIALIST LANGUAGE COLLEGE

KEY NOTES – ADMISSION ARRANGEMENTS 2017/18		
School name	DEVONPORT HIGH SCHOOL FOR GIRLS	
Admission authority	The governing body of Devonport High School for Girls	
School status	Academy	
Catchment area	No	
Supplementary Information Form	Yes - staff	
Application forms available online	www.plymouth.gov.uk/schooladmissions	
	Normal point of entry	In-Year admission
Age range for application	1 September 2004 - 31 August 2005	Any admission other than the normal point of entry in years 7-11
Application period	5 September 2016 – 31 October 2016	From 1 September 2017
Offer date	1 March 2017	Within 20 school days of application receipt
Published admission number	120	Unless otherwise agreed, the published admission number at the normal point of entry applies to each year group as it moves through the school

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The Governing body is the admission authority for Devonport High School for Girls. Devonport High School for Girls will comply with provisions within the School Admissions Code and the School Appeals Code available at www.gov.uk/government/collections/statutory-guidance-schools.

The admission arrangements outlined within this document apply to Devonport High School for Girls in Plymouth in the 2017/18 academic year. This policy should be read in conjunction with the Secondary and In-Year Co-ordinated schemes of admission available at www.plymouth.gov.uk/schooladmissions.

SECTION I

Secondary admissions (normal point of entry at Year 7)

The admission arrangements outlined in this section apply to children starting Year 7 for the first time in 2017/18. The published admission number (PAN) for this year group is 120. The closing date for applications is 31 October 2016. Allocation results will be notified on 1 March 2017. Devonport High School for Girls follows Plymouth City Council's co-ordinated secondary admissions scheme available at www.plymouth.gov.uk/schooladmissions.

Grammar schools select pupils through academic ability. Academic ability will be determined by participation in the 11-plus examination. The 11-plus examination will take place before the closing date for submission of the application form for a school place and parents/carers are required to register their child to take the examination. Only those pupils who complete the registration and sit the examination at the published date will be included in the allocations for 1 March 2017.

All applicants must:

- (i) Complete the Common Application Form available from, and returnable to their home local authority;

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

1. Places will be allocated according to highest score attained in the 11-plus examination.
2. Should it prove necessary to distinguish between candidates with identical aggregate scores, the following criteria apply in order of priority:
 - a. 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);
 - b. Pupils whose home address is nearest the preferred school. Measurements are taken by a straight line on a map using the Council's electronic mapping system – the

shorter the distance the higher the priority. Measurement points will be from the spatial locator identified by the National Land and Property Gazetteer. The spatial locator is the address point based on a general internal point. Flats are therefore taken to be the same measurement point regardless of floor or location. In the event of there still being a tie, there will be a random ballot using an electronic random number generator. Such a ballot will be supervised by an officer of Plymouth City Council.

NOTES:

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

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

Cut-off score: The cut off score is the score attained by the 120th candidate allocated to the school.

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

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

Waiting lists: Candidates not allocated a place will automatically be placed on a waiting list which will be ranked by test score attained. Those on a waiting list and late applicants will be treated equally and placed on the same list. The waiting list will be maintained up until the end

of the summer holiday 2017. Should a vacancy become available, the place will be offered to the next pupil on the list. From 1 September 2017, the in-year admissions criteria will apply and parents/carers will be invited to join the in-year waiting list if they are eligible to do so. Only candidates whose 11-plus score is not more than 2 marks below the final cut-off score of either Devonport High School for Girls or Plymouth High School for Girls will be invited to join the in-year waiting list. Parents/carers will be required to renew their intent to remain on the waiting list, usually in the autumn, spring and summer. If the Council does not receive a form within the specified timescale, the candidate's name will be removed from the waiting list.

SECTION 2

In-Year admissions (admissions outside the normal point of entry)

The admission arrangements outlined within this section apply to in-year admissions for Devonport High School for Girls in the 2017/18 academic year.

An In-Year admission is any entry to school other than at the normal point, for example, transferring school due to a house move or for other personal reason. Requests for admission to Year 7 made after the normal round of admissions – after 31 August 2017 – and requests for places in other Year Groups should be made direct to Plymouth City Council.

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

With the exception of a pupil with an Education, Health and Care Plan (EHCP) or Statement of Special Educational Needs (SEN), all applications will be considered under Plymouth City Council's Fair Access Protocol.

Application should be made via Plymouth City Council at www.plymouth.gov.uk/schooladmissions. Devonport High School for Girls follows Plymouth City Council's local co-ordinated in-year admissions scheme available at www.plymouth.gov.uk/schooladmissions.

All applicants must:

- (i) Complete the Common Application Form available from and returnable to Plymouth City Council;
- (ii) In addition, applicants applying under oversubscription criteria 4 must complete the staff supplementary information form and return it direct to the School Admissions Team, Plymouth City Council.

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

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

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

2. **A pupil with exceptional medical or social grounds.** Applicants will only be considered under this heading if the parent/carer or their representative can demonstrate that only the preferred school can meet the exceptional medical or social needs of the pupil. This can be in the form of a testimony from a medical practitioner, social worker or other professional who can support the application on an 'exceptional' basis.
Exceptional medical or social grounds could include, for example:
 - a serious medical condition, which can be supported by medical evidence
 - a significant caring role for the child which can be supported by evidence from social services;
3. **Children 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/carer is a member of staff employed on a permanent contract by the school** for two or more years at the time at which the application for admission to the school is made or where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage evidenced by completion of the staff supplementary information form. (This covers staff working at the school to which the application relates but does not include staff who work on the school site for other employers);
5. **Other children** 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 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.

NOTES - where an applicant has qualified for a place:

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

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

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

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

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

Tie-breaker: Where we have to choose between two or more pupils in the same category as each other, then the nearer to the school the pupil lives – as measured by a straight line on the map - 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.

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.

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

Waiting lists: Where a place is not available, pupils who are judged to be of grammar ability or whose score in the 11-plus procedure was within 2 points of the final cut off score (either Devonport High School for Girls or Plymouth High School for Girls – whichever is the lower) for entry to Year 7 in the relevant year of admission will automatically be added to a waiting list for a place. As part of the allocation response, parents/carers will be asked to confirm the wish to remain on the waiting list(s). Parents/carers will be required to renew their intent to remain on the waiting list(s), usually in the autumn, spring and summer. Failure to confirm the wish to remain on the waiting list(s) will lead to removal from the list(s). Those on a waiting list and late applicants will be treated equally and placed on the same list. Waiting lists will be held in the

order of the published admission criteria. Any vacancies that arise will be allocated to the pupil at the top of the waiting list.

Only complete this form if you are:

A member of staff employed on a permanent contract by the school (and working at the school applied for) for two or more years at the time at which the application for admission to the school is made or a member of staff for or where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

STAFF SUPPLEMENTARY INFORMATION FORM 2017/18

Please note this is a supplementary information form for administration purposes only and is not an application form. It will used to rank a submitted application according to the published admission criteria.

Only complete this form if you are:

- a) **A member of staff employed on a permanent contract by the school (and working at the school applied for) for two or more years at the time at which the application for admission to the school is made;**
- b) **A member of staff recruited to fill a vacant post for which there is a demonstrable skill shortage.**

If you are applying under category a) or b) above, complete this form and return it to the School Admissions Team, Learning and Communities, Plymouth City Council, Windsor House, Tavistock Road Plymouth, PL6 5UF.

To be completed by the parent/carer

Full name of child:	Date of birth:
Please name the member of staff employed by the school:	
Name of school:	
Name of parent/carer:	Relationship to child:
Signature:	Date:

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Data Protection

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

SECTION 3

Sixth form admissions

The admission arrangements outlined within this document apply to admissions to Devonport High School for Girls sixth form in the 2017/18 academic year. The arrangements apply to students transferring from Year 11 in a secondary school to Year 12 in a secondary school.

Where a school operates a sixth form, students are normally accepted from other school bases as long as the school has capacity and the applicant meets the relevant admission criteria. Each school will have a different application timetable and number of places to offer. Applications should be made direct to the school.

The number of students who have applied for each course will need to be taken into account, meaning that extra students can sometimes be accommodated over the admission number if the student's chosen course is not full.

The admission arrangements apply equally to those seeking admission from year 11 within the school to those seeking transfer from other schools. All those seeking admission to Year 12 must achieve the necessary grades for access onto the courses they have chosen.

A student with an Education, Health and Care Plan or Statement of Special Educational Needs (SEN) which names the school will be admitted subject to achieving the necessary grades for access onto the courses they have chosen.

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

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

1. **Looked after children and all previously looked after children.** A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).
2. **A student with exceptional medical or social grounds.** Applicants will only be considered under this heading if the parent/carer or their representative can demonstrate that only the preferred school can meet the exceptional medical or social needs of the

student. This can be in the form of a testimony from a medical practitioner, social worker or other professional who can support the application on an 'exceptional' basis.

Exceptional medical or social grounds could include, for example:

- a serious medical condition, which can be supported by medical evidence
- a significant caring role for the student which can be supported by evidence from social services;

3. **Children with a sibling already attending the school at the time of admission.** Children are siblings if they are a full, half, step, or adoptive brother or sister, and live in the same family unit and household;
4. **Other children** 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 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.

NOTES:

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

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

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

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

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

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

Timetable for application:

School name	Year 12 PAN(excluding those transferring from the schools own Year 11).	Application date	Normal notification date	Late applications accepted until
Devonport High School for Girls	35	By 16 th December 2016	Notification will normally be made by the end of term four (Easter) in which the academic year of admissions falls.	Late applications will be considered up to the start of September.

CONTACTS AND FURTHER INFORMATION

Academy

Devonport High School for Girls
Lyndhurst Road
Peverell
Plymouth
PL2 3DL
Telephone: 01752 705024
Email dhsg@dhsg.co.uk
Website www.devonportgirls.plymouth.sch.uk

Plymouth School Admissions Team

Year 7 intake at the normal point of entry: 01752 307469
In-Year admissions: Telephone Secondary 01752 307467
The website at www.plymouth.gov.uk/schooladmissions has information about applying for an in-year place at the school, school appeals, and the Local In-Year Admissions scheme.

School Appeals

Telephone 01752 307469
Telephone 01752 258933

Inclusion, Attendance and Welfare Service

Telephone 01752 307405
Website: www.plymouth.gov.uk

The Department for Education Schools (DFE)

Website: www.gov.uk
Telephone: 0370 000 2288

Office of the Schools Adjudicator

Telephone 01325 735303
Website: www.education.gov.uk/schoolsadjudicator

Plymouth Information, Advice and Support for SEND

Telephone 01752 258933
Website: www.plymouthias.org.uk