



KEY NOTES – ADMISSION ARRANGEMENTS 2017/18

School name	Mayflower Community Academy and Nursery	
Admission authority	The governing body of Mayflower Community Academy and Nursery	
School status	Academy	
Catchment area	No	
Supplementary Information Form	Yes – parents who are members of staff only	
Application forms available online	www.plymouth.gov.uk/schooladmissions	
	Normal point of entry	In-Year admission
Age range for application	1 September 2012 - 31 August 2013	Any admission other than the normal point of entry in years Reception/Foundation – year 6
Application period	5 September 2016 – 15 January 2017	From 1 September 2017
Offer date	18 April 2017	Within 20 school days of application receipt
Published admission number	60	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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ADMISSION ARRANGEMENTS FOR MAYFLOWER COMMUNITY ACADEMY AND NURSERY 2017/18 ACADEMIC YEAR

The governors form the admission authority for Mayflower Community Academy and Nursery. The admission authority 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 Mayflower Community Academy and Nursery, Plymouth in the 2017/18 academic year. This policy should be read in conjunction with the Primary and In-Year Co-ordinated schemes of admission available at www.plymouth.gov.uk/schooladmissions.

SECTION I

Nursery admissions

The admission arrangements outlined in this section apply to admissions to Mayflower Community Academy and Nursery in the 2017/18 academic year.

Determining the admissions policy for Mayflower Community Academy and Nursery is the responsibility of the governors of Mayflower Community Academy and Nursery. 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 26.

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. **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);

¹ At the time of determination, Mayflower Community Academy 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.

2. **A child known by the local authority to have special educational needs and/or a disability (SEND) and whose needs can be best met at the preferred nursery** – applications made under this criterion would need to be supported by written evidence from an appropriate professional;
3. **A vulnerable child with either a Child Protection or a Child in Need Plan or Common Assessment Framework** – applications made under this criterion would need to be supported by evidence from the child's 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 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;
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 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:

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/carers 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/carer 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.

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Measurements are taken by a straight line on a map using the Council's electronic mapping system – the shorter the distance the higher the priority. Measurement points will be from the spatial locator identified by the National Land and Property Gazetteer. The spatial locator is the address point based on a general internal point. Flats are therefore taken to be the same measurement point regardless of floor of location.

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.

PAN

Nursery School	PAN 2016/17	PAN 2017/18
Mayflower Community Academy and Nursery	26	26

SECTION 2

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

The admission arrangements outlined in this section apply to children starting in the Reception/Foundation Year for the first time in 2017/18. The published admission number (PAN) for this year group is 60. The close date for application is 15 January 2017. Allocation results will be notified on 18 April 2017. Mayflower Community Academy follows Plymouth City Council's co-ordinated primary admissions scheme available at www.plymouth.gov.uk/schooladmissions.

All applicants must:

- (i) Complete the Common Application Form available from, and returnable to their home local authority;
- (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 Council¹.

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

The admission arrangements outlined within this section apply to in-year admissions for Mayflower Community Academy 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 Reception 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 Council¹.

With the exception of a child 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.

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Application should be made via Plymouth City Council¹ at www.plymouth.gov.uk/schooladmissions. Mayflower Community Academy 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 Council¹;
- (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 Council¹.

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

SECTION 3

Oversubscription criteria for Mayflower Community Academy for normal point of entry and in-year admissions

A child with an Education, Health and Care Plan (EHCP) or Statement of Special Educational Needs (SEN) which names the school will be admitted.

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);
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/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 form¹. (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);

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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 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:

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 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 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 must not assume that the decision of one school will transfer with the child to a different school as the decision rests with the individual admission authority. Where a place is refused in a different Year Group but a place is offered in the school, there will be no right of appeal.

Appeals: In the event that an applicant is denied a place at the school, the parent/carer will have the right of appeal to an independent appeal panel. Information relating to the appeal process can be obtained from Plymouth City Council's School Admissions Team¹.

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 appropriate¹. 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 the Child Benefit Allowance or Child Tax Credit is payable, registration for medical services etc.

Mode of study and start date: There is a legal requirement that all children begin full time education by the beginning of the term following their fifth birthday, this is referred to as compulsory school age. Places are offered to children for admission at the beginning of the September term after the fourth birthday. That is before they reach compulsory school age.

Parents have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. The place that was offered would be held open for them at the school. Places cannot be deferred and held open beyond the beginning of the final term of the school year for which the offer was made. If you decide that admission will be deferred, you must tell the allocated school so that the place can be held open. Where a parent doesn't inform the school that admission is to be deferred and doesn't admit the child in September, it is likely that the place will be withdrawn and offered to another child.

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

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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/carer 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 two weeks of the date of notification of availability of a school place. Response must be made to Plymouth City Council¹. In the absence of a response, the offer may be revoked and the place may be reallocated to someone else.

Tie-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 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 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 2017 in respect of the normal point of entry. 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 2017, 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.

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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 is made or a member of staff 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 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;**
- b) A member of staff recruited to fill a vacant post for which there is a demonstrable skill shortage.**

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

To be completed by the parent/carer

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

Data Protection

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

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CONTACTS AND FURTHER INFORMATION

Mayflower Community Academy and Nursery

41 Ham Drive
Plymouth
PL2 2NJ

Telephone: 01752 365730

Email: school.office@mayfloweracademy.org

Website: www.mayfloweracademy.org

Plymouth School Admissions Team

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

In-Year admissions: Telephone 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.

School Appeals

Telephone 01752 307166

Telephone 01752 258933

Inclusion, Attendance and Welfare Service

Telephone 01752 307405

Website: www.plymouth.gov.uk

The Department for Education Schools (DFE)

Telephone: 0370 000 2288

Website: www.gov.uk

Office of the Schools Adjudicator

Telephone 01325 735303

Website: www.education.gov.uk/schoolsadjudicator

Plymouth Information, Advice and Support for SEND

Telephone 01752 258933

Website: www.plymouthias.org.uk

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