College Road
Primary School

ADMISSION ARRANGEMENTS
2026/2027

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Version 1. November 2024

KEY NOTES – ADMISSION ARRANGEMENTS 2026/2027		
School name	College Road Primary School	
Admission authority	The Board of Governors of College Road Primary School	
School status	Foundation	
Catchment area	No	
Supplementary Information Form	Yes – parents who are members of staff only Yes – exceptional medical and social need for admission	
Application forms available online	www.plymouth.gov.uk/schooladmissions	
	Normal point of entry	**In-Year admission**
Age range for application	1 September 2021 - 31 August 2022	Any admission other than the normal point of entry in years Reception/Foundation – year 6
Application period	Monday 17 November 2025 – Thursday 15 January 2026	From Tuesday 1 September 2026
Offer date	Thursday 16 April 2026	Within 15 school days of application receipt
Published Admission Number	30	

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ADMISSION ARRANGEMENTS: COLLEGE ROAD PRIMARY SCHOOL

The Board of Governors of College Road Primary School is the admission authority for College Road Primary School. College Road Primary School will comply with provisions within the School Admissions Code and the School Appeals Code available at www.gov.uk/government/publications/school-admissions-code--2.

SECTION 1

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

The admission arrangements outlined within this section apply to children starting in the Reception/Foundation Year for the first time in 2026/2027. The Published Admission Number (PAN) for this year group is 30. The close date for application is 15 January 2026. Allocation results will be notified on 16 April 2026. The admission authority follows Plymouth City Council's coordinated 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 criteria 2 below must complete the exceptional medical or social grounds supplementary information form and return it direct to the School Admissions Team, Plymouth City Council[1];

(iii) In addition, applicants applying under criteria 4 below must complete the staff supplementary information form and return it direct to the School Admissions Team, Plymouth City Council[1].

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

The admission arrangements outlined within this section apply to in-year admissions during the 2026/2027 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 2026 – and requests for places in other year groups should be made direct to Plymouth City Council[1].

With the exception of a child with an Education, Health and Care Plan (EHCP), all applications will be considered under Plymouth City Council's Fair Access Protocol.

Application should be made via Plymouth City Council[1] at www.plymouth.gov.uk/schooladmissions. College Road Primary School follows Plymouth City Council's[1] local coordinated 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[1];

(ii) In addition, applicants applying under criteria 2 below must complete the exceptional medical or social grounds supplementary information form and return it direct to the School Admissions Team, Plymouth City Council[1];

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(iii) 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[1].

The close date for application is the end of each day. Offers should be made within fifteen school days of the application submission date.

SECTION 2

Oversubscription criteria for College Road Primary School for normal point of entry and in-year admissions

A child with an Education, Health and Care Plan (EHCP) which names the school must be admitted.

At the normal point of entry, where there are fewer applicants than the PAN, all children must be admitted unless they can be offered a higher ranked preference. For in-year admissions where there is space in the school, all children must be admitted unless the school can demonstrate that admission would prejudice provision of efficient education or efficient use of resources.

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 arrangement order or special guardianship order).

   Children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

2. **Children with exceptional medical or social need.** Children with an exceptional medical or social need for a place at this school. 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, a parent or both. The need must be specific to the school: a child may have very challenging circumstances that require additional support but if that support could be provided at another school, there would be no exceptional need to attend this school. The exceptional need could be due to the parent/carer's circumstances. Evidence provided 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. Without satisfactory supporting evidence, we will not prioritise an application as demonstrating exceptional need. It is not expected that a parent/carer would seek a claim under exceptional medical or social need for a school that is not the first ranked preference school.

   Exceptional medical or social need could include, for example:

   - a serious medical condition, which can be supported by medical evidence;

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- a significant caring role for the child which can be supported by evidence from social services;

Exceptional need for admission here will not be accepted on the grounds that:

- a child may be separated from a friendship group;
- parents wish to avoid a child from the current or previous setting;
- transport arrangements would have to be changed;
- the child has a particular interest or ability in a subject or activity;

3. **Children with a sibling already attending this school at the time of admission**. Children will be classed as siblings if they live at the same home address as defined in this policy, as a single-family unit. This includes a natural or adopted brother or sister, step- brother or sister, a natural or adopted child of a cohabiting partner, or a foster brother or sister or a child under a special guardianship order. In all cases the sibling must live with the applicant child as part of the same core family unit. Children who are children of friends or cousins living with their parents in the same household are not included. The sibling's details must be clearly stated in the full application form. Failure to do so may result in this category not being identified and the application being placed in a lower category;

4. **Children whose parent/carer is a member of staff employed on a permanent contract at this 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[1];

   This covers all staff working at the school to which the application relates but does not include staff who work on the school site for other employers. Definition of staff for this purpose, is for those teaching and non-teaching staff at the school;

5. **Other children** not shown in a higher oversubscription criterion.

DEFINITIONS AND EXPLANATORY NOTES

Admissions authority	This is the body responsible for the policy and for reaching decisions in response to admissions applications.
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. A decision will be made on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history

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	and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. The admission authority will also take into account the views of the headteacher 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 request is refused there will be no right of appeal, but the parent may submit a complaint under school's published Complaints Policy if the parent does not believe that the request was properly considered, or the decision of the admission authority was reasonable or fair.
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[1].
Children of UK Armed Forces Personnel / Crown Servants	Applications for the admission of children of UK service personnel with a confirmed posting, or Crown servants returning from overseas, will be accepted and processed in advance of the family's arrival in the area, as long as the application is accompanied by an official letter giving a relocation date. The address at which the child will live will be used to apply the oversubscription criteria, provided parents provide some evidence of the intended address. Alternatively, where this is requested by parents, a Unit or quartering address will be used for the purpose of applying the criteria in this policy.
Documentary evidence	Once a place has been offered to a child, we may ask for evidence of identity – usually a short birth certificate. This may not be necessary where the child has been on roll at another school in England which can confirm that evidence has been seen at that school. We may also request evidence that a child's address is genuine or that the person who made an application for admission was legally permitted to do so.
Emergency Arrangements	In the event that a local, regional or national public health lockdown is imposed, school admission and appeals arrangements may operate to amended timescales or under emergency regulations. Wherever possible, admission applications will continue to be processed under the terms of the In-Year Co-ordinated Admissions Scheme so that parents are not disadvantaged. Places will be held open until it is practical and safe for children to attend on site. Remote learning will be made available as for existing pupils although we recognise that in some

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	circumstances, a parent may feel it is expedient to take up remote learning from the current school on a temporary basis.
Fair Access Protocol	All LAs are legally required to operate a Fair Access Protocol across their area and schools must take part in the Protocol. This ensures that children who are vulnerable, unable to access an appropriate school place under the standard In-Year admission arrangements for the area have an admissions safety net.
Fees and charges	There is no charge for applying for a place here, for admission or for the provision of education. We will not request donations before or during the admissions process and any donations made to the school following admissions are entirely voluntary. No activities such as school visits are compulsory. A policy on charging for activities is available on request from the school office and can be viewed on our website.
Fraudulent applications/ withdrawal of allocated places	The School Admissions Code allows an offer of a school place to be withdrawn if: ▪ it has been offered in error or ▪ a parent has not responded within a reasonable period of time or ▪ it is established that the offer was obtained through a fraudulent or intentionally misleading application. An example of this would be knowingly using an incorrect home address for a child. In these cases the application would be considered using the information that the local authority believes to be correct, for example using the home address where the local authority considers that the child actually lives. All suspected fraudulent applications will be investigated and if a case is found, it could lead to criminal prosecution.
Home address	Any allegations received by the admission authority of people providing false or accommodation addresses when applying for school places shall be fully investigated and, if found to be true, it could lead to a criminal prosecution and withdrawal of an allocated place. Schools have been advised by Plymouth City Council to ask parents/carers to provide proof of residence (for example utility bills) before admitting a child. Plymouth local authority (LA) will also carry out checks as appropriate. A child's home address is defined as the address at which the child is normally resident or, where a child lives at more than one address, the address at which the child lives for the majority of the time. Where the home address is unclear, the Admission Authority will determine the appropriate address taking into account factors such as the address to which the child is registered with their GP, hospital, dentist and / or optician, and / or where child related benefits (if eligible) are payable. For the avoidance of doubt, the application will be processed using the address that meets this definition, rather that the address stated by the parent in the application, if different.

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<table>
<tr>
<td>Mode of study and start date</td>
<td>
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. September 2026 is the earliest point for admission to the Reception class at a primary school but is not a compulsory start date. All parents can defer admission within the Reception year until the beginning of the term following their child's fifth birthday. This is a decision for the parent to make. Parents have a right to defer the date their child starts school, for up to a maximum of two terms (i.e. up until the Easter end of term holiday). Places cannot be deferred or retained beyond this point.

Those parents who decide that their child should defer must inform the Head Teacher. The place offered for their child will be held open and will not be offered to another child. Where a parent does not inform the Head Teacher that admission is to be deferred and does not admit the child in September, the place may be withdrawn and offered to another child.

For normal point of entry: the expected point of admission will be September 2026.

For in-year admissions: the expected point of admission will be within two weeks of the date of the allocation or within six weeks of the original application whichever is the later (unless other arrangements have been made with the school).
<table>
<tr><th>Child's fifth birthday</th><th>Parent can defer admission, or a child can attend part-time until the start of term in</th></tr>
<tr><td>1 September – 31 December</td><td>January</td></tr>
<tr><td>1 January – 31 March</td><td>January OR April</td></tr>
<tr><td>1 April – 31 August</td><td>January OR April OR September by making a fresh application for a Year 1 place (June 2026) or making a fresh normal round application for Reception in 2026/2027</td></tr>
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Multiple births	Defined as the birth of more than one baby from a single pregnancy. We understand that parents/carers would like to keep twins, triplets and other children of multiple birth together. Where one can be admitted within the PAN or Admission Number (AN), schools may admit them all and exceed the PAN or Admission Number (AN), if necessary. In Year's R, 1 and 2, these additional children will be 'excepted pupils' as set out in the School Admissions Code.
Normal Point of Entry Admissions	This is where a child joins the school at the first opportunity for admission to the Year Group, for example, at the beginning of September in Reception/Foundation or Year 3 (even if the start is deferred until later in the school year).
Objections to admissions policy	Advice is available from the Office of the Schools Adjudicator on how to object to the terms of this policy. Objections must be made by 15 May 2025.
Parent	A parent is any person who has parental responsibility or care of the child. When we say parent, we also mean carer or guardian. Where admission arrangements refer to parents this can mean one parent or both. We may ask for evidence of parental responsibility where a person is acting as a parent but does not hold formal parental responsibility.
Published Admission Number or PAN	This is the minimum number of places available at the school in Reception/Foundation and Year 3. In limited circumstances, more will be admitted. It is calculated taking into account the physical capacity of the school, the level of demand expected from local, in-area children and sensible school organisation. Once we set this number, we won't refuse admission for applications below the PAN. If there is unexpectedly high demand and we believe we could admit more children, we will inform the LA and either increase the PAN or admit children above-PAN.
Response	**Response:** Parents/carers must respond to an allocation of a school place within: ▪ two weeks of the date of notification of availability of a school place for In-Year admissions; ▪ one week of the date of notification of a school place for Normal Point of Entry;

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	Responses must be made to Plymouth City Council and not the school. In the absence of a response, the offer may be revoked, and the place may be reallocated to someone else. Parent/carers declining the offer of a place must put this in writing and should notify the educational arrangements they plan to provide for their child.
Staff	This relates to all staff working at the school on a permanent contract to which the application relates but does not include staff who work on the school site for other employers.
Statutory maximum infant class sizes	The statutory maximum infant class size for Reception Year, Year 1 and Year 2 is 30 pupils per teacher. However, certain categories of children may still be admitted where this would result in a class size exceeding the statutory maximum. These categories are set out in regulations and summarised at Paragraph 2.16 of the School Admissions Code. Where this happens, the additional pupils are 'excepted pupils' who do not count towards the class size until it falls back to 30, when they will no longer be regarded as 'excepted pupils'.
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[1] - the higher the priority. Measurement points will be from the spatial locator identified by the National Land and Property Gazetteer. The spatial locator is the address point based on a general internal point. Flats are therefore taken to be the same measurement point regardless of floor of location. If the tie-breaker is not sufficient to distinguish between applicants in a particular category, there will be a random ballot as set out in the School Admissions Code. This will be undertaken by an officer of Plymouth City Council[1] by the operation of an electronic random number generator.
Waiting lists	**In-Year Admissions** If a place cannot be offered at this school, the child's name will automatically be added to the waiting list as long as the school was 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. **Normal Point of Entry Admissions** 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

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	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 August 2026 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. It is the parent's responsibility to inform the admission authority in writing if they no longer wish to remain on the waiting list. From 31 August 2026 the 2026/2027 Normal Point of Entry scheme closes. From 1 September 2026 the In-Year admissions scheme applies. Children on the waiting list for Normal Point of Entry will automatically be moved to the school's In-Year waiting list. Waiting lists will be held in the order of the published admission.

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STAFF SUPPLEMENTARY INFORMATION FORM 2026/2027

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. Definition of staff for this purpose, is for those teaching and non-teaching staff at the school.

Only complete this form if you are:

a) **A member of staff employed on a permanent contract by the school (and working at the school applied for) for two or more years at the time at which the application for admission to the school is made;**

or

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

If you are applying under a) or b) above, you need to take this form to the school of employment for the school to complete part B. You then need to return the completed form by 15 January 2026 to be included in the normal point of entry allocations made on 16 April 2026. Forms received after this date will still be considered but will not be included within the first allocation round.

For an in-year admission to any year group, the form should be submitted with the application form.

Return the form via email to school.admissions@plymouth.gov.uk.

Part A - To be completed by the parent/carer.

Child's full name:	
Date of birth:	
Member of staff employed by the school:	
Name of school of employment:	
Name of parent/carer:	
Relationship to child:	
Signature:	
Date:	

Data Protection

The information collected on this form will be processed and may be stored electronically by the school in compliance with the Data Protection Act. The data may be shared with Plymouth City Council or other agents of the school, but only for administrative or other service provision purposes and with Government Departments where there is a legal requirement to do so. In accordance with the School Admissions Code, should information given be found to be fraudulent then the offer of a school place can be withdrawn. If you would like further information about Data Protection, please contact the school. By signing or submitting this form you acknowledge that you have read, understood and agreed to this data processing.

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

Child's full name:		
Date of birth:		
Name of member of staff employed by the school:		
The above-named member of staff is employed in the following capacity:	A member of staff employed on a permanent contract by the school (and working at the school applied for) for two or more years at the time at which the application for admission to the school is made. ☐ Yes	A member of staff recruited to fill a vacant post for which there is a demonstrable skill shortage. ☐ Yes
Name of school:		
Name of person completing the form:		
Position held in school:		
Signature:		
Date:		
Telephone number:		
School stamp:		

Data Protection

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EXCEPTIONAL MEDICAL OR SOCIAL NEED FOR ADMISSION SUPPLEMENTARY INFORMATION FORM 2026/2027

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 seeking admission priority on the grounds of exceptional medical or social need for either yourself or your child.

If you wish us to consider whether you or your child has exceptional medical or social need to attend this school (criteria 2) you must submit independent professional evidence which explains clearly why it is essential to attend this school and no other school. **Please make sure that you have read the description of exceptional medical or social need in the admission policy for the school**.

You will need to return the completed form and evidence by 15 January 2026 to be included in the primary normal point of entry allocations made on 16 April 2026. Forms received after this date will still be considered but will not be included within the first allocation round.

For an in-year admission to any year group the form and evidence should be submitted with the application form.

Return the form via email to school.admissions@plymouth.gov.uk.

To be completed by the parent/carer

Child's full name:	
Date of birth:	
School applied for:	
Nature of the supporting evidence that you are submitting, provided by a relevant professional:	

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Evidence is attached:	☐ Yes ☐ No
Name(s) and organisations of the professional(s) providing supporting evidence:	
Name of parent/carer:	
Relationship to child:	
Signature:	
Date:	

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CONTACTS AND FURTHER INFORMATION

College Road Primary School
College Road
Keyham
Plymouth
Devon
PL2 1NS
Telephone: 01752 567660
college.rd.primary.school@plymouth.gov.uk
www.collegeroadschool.co.uk

Plymouth School Admissions Team
Telephone 01752 307469 (line open 11am to 3pm)
The website at www.plymouth.gov.uk/schooladmissions has information about applying for a place at the school, school appeals, and the coordinated schemes of admission.

School Appeals
Telephone 01752 398164
schoolappeals@plymouth.gov.uk

Inclusion, Attendance and Welfare Service
Telephone 01752 307405
www.plymouth.gov.uk/schoolsandeducation/attendancebehaviourandwelfare

The Department for Education Schools (DFE)
Telephone: 0370 000 2288
www.education.gov.uk

Office of the Schools Adjudicator
www.education.gov.uk/schoolsadjudicator

Plymouth Information, Advice and Support for SEND
Telephone 01752 258933 or 0800953 1131
www.plymouthias.org.uk

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