College Road
Primary School

ADMISSION ARRANGEMENTS
2027/2028

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KEY NOTES – ADMISSION ARRANGEMENTS 2027/2028		
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 2022 - 31 August 2023	Any admission other than the Normal Point of Enty in years Reception/Foundation – year 6
Application period	16 November 2026 – 15 January 2027	From 1 September 2027
Offer date	16 April 2027	Will aim to notify parents within 10 school days, but it must be by 15 school days of application receipt
Published Admission Number	30	

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.

Community and voluntary controlled schools follow Plymouth City Council's coordinated primary admissions scheme, along with the local In-Year admissions coordinated scheme, both available at: www.plymouth.gov.uk/schooladmissions

The admission arrangements outlined within this document apply to community and voluntary controlled schools in Plymouth in the 2027/2028 academic year.

The school is fully inclusive and welcomes applications from children with special educational needs and disabilities (SEND), as well as those with other protected characteristics as outlined in the Equality Act 2010. Our admission arrangements are determined and implemented in strict accordance with the Equality Act duty to ensure fairness and equal opportunity for all applicants

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SECTION 1

(i) Reception/Foundation Admissions (Normal Point of Enty)

The admission arrangements set out in this section apply to children entering Reception/Foundation Year for the 2027/2028 academic year. The Published Admission Number (PAN) for this year group is 30. The close date for application is 15 January 2026. Applications must be submitted by 15 January 2027. Allocation decisions will be communicated on 16 April 2027.

If the application is refused, parents will be given a written explanation detailing how admitting their child would prejudice the efficient education of others and/or the effective use of resources, enabling them to make an informed decision about whether to exercise their right to appeal.

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 Enty)

The admission arrangements set out in this section apply to In-Year admissions during the 2027/2028 academic year. An In-Year admission refers to any school entry outside the normal admission period, such as transferring school due to a house move or for other personal reason.

Requests for admission to Reception made after the normal round of admissions – i.e., after 31 August 2027 – and requests for places in other year groups should be submitted directly to Plymouth City Council[1] www.plymouth.gov.uk/schooladmissions.

All applications will be considered under Plymouth City Council's Fair Access Protocol except for children with an Education, Health and Care Plan (EHCP).

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].

The close date for application is the end of each day. Parents will be notified in writing of the outcome of an in-year application within 10 school days of receipt. In any case, notification will be provided no later than 15 school days after the application is received.

If a place is offered, arrangements will be made for the child to be admitted and start school as soon as possible, especially if the child is not currently attending school.

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If the application is refused, parents will be given a written explanation detailing how admitting their child would prejudice the efficient education of others and/or the effective use of resources, enabling them to make an informed decision about whether to exercise their right to appeal.

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SECTION 2

Oversubscription criteria for Normal Point of Enty 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, if the number of applications is equal to or less than the Published Admission Number (PAN), all children must be admitted, unless a place at a higher-ranked school can be offered.
- For In-Year admissions where a place is available in the relevant year group, the child must be admitted unless the school can demonstrate that the 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:

Applicants will only be considered under this category if the parent, carer, or their representative can demonstrate that the child's exceptional medical or social needs can *only* be met by this school. The need must be specific to this school; while a child may have significant challenges requiring additional support, if such support can be provided by another school, the application will not be prioritised on this basis.

Exceptional need may also arise from the circumstances of the parent or carer. Supporting evidence must be provided in the form of a statement from a medical practitioner, social worker, or other relevant professional, confirming that the child's or parent's exceptional needs necessitate attendance at this school.

Applications without satisfactory supporting evidence will not be given priority on the grounds of exceptional need. It is expected that claims for exceptional medical or social need will only be made for the applicant's first-preference school.

Exceptional medical or social need 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;

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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 considered siblings if they reside at the same home address as the applicant child and form part of the same single-family unit. This includes:

- a biological or adopted siblings
- step-siblings
- the biological or adopted child of a cohabiting partner
- foster siblings
- 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 friends or cousins living in the same household with their own parents do not meet the criteria for sibling status.

Full details of any qualifying sibling must be clearly provided in the application form; failure to do so may result in the sibling link not being recognized and the application being assigned a lower admission criteria;

4. Children of School Staff:

Children may be given priority for admission if their parent or carer is a member of staff employed on a permanent contract at the school, and meets one of the following criteria:

- has been employed at the school for two or more years at the time the application is submitted;

  or

- has been recruited to fill a vacant post where there is a demonstrable skill shortage, as evidenced by completion of the staff supplementary information form;

This Criteria applies to all staff employed directly by the school to which the application relates, including both teaching and non-teaching staff.

It does not apply to individuals who work on the school site but are employed by external organisations or contractors;

5. All other children: Who are not covered by a higher oversubscription criterion.

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SECTION 3

STAFF SUPPLEMENTARY INFORMATION FORM 2027/2028

Please note this is a supplementary information form for administration purposes only. It is not an application form for admission.

The information provided will be used solely to assist in ranking a submitted application in accordance with the published admission criteria.

For the purposes of this form, the term "staff" refers to individuals employed by the school on a teaching or non-teaching basis. This does not include individuals working on the school site who are employed by external organisations.

Please complete this form only if you meet one or both of the following criteria:

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 criteria a) or b) (as a qualifying member of school staff), you must:

- Take this form to the school of employment so Part B can be completed by the school.
- Return the completed form by 15 January 2027 to ensure inclusion in the Normal Point of Entry allocations made on 16 April 2027.

Forms received after the 15 January will still be considered but will not be included within the first round of allocations.

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

Return the completed 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:	

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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

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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EXCEPTIONAL MEDICAL OR SOCIAL NEED FOR ADMISSION

SUPPLEMENTARY INFORMATION FORM 2027/2028

Please note this is a supplementary information form for administration purposes only. It is not an application form for admission.

The information provided will be used solely to assist in ranking a submitted application in accordance with 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 your application to be considered under Criteria 2: Exceptional Medical or Social Need, you must submit independent professional evidence that clearly explains:

- Why it is essential for your child (or yourself, as the parent/carer) to attend this specific school, and
- Why no other school can meet the identified need

Please ensure you have read the full definition of exceptional medical or social need as outlined in the school's admission policy.

To be included in the primary Normal Point of Entry allocations made on 16 April 2027, the completed form and supporting evidence must be returned by 15 January 2027.

Forms received after this date will still be considered but will not be included in the first round of allocations.

For an In-Year admission to any year group the form and evidence should be submitted at the same time as the application form.

Return the completed 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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SECTION 4

DEFINITIONS AND EXPLANATORY NOTES

Admission Authority	This is the designated body responsible for establishing and overseeing the admissions policy, as well as making decisions regarding individual applications for admission to the school.
Admission out of the normal age group	Children are ordinarily offered a place in the year group corresponding to their date of birth. However, parents may request admission to a year group outside their child's chronological age range. Each request will be considered individually, with decisions made in the best interests of the child. The admission authority will consider a range of factors, including: • The parent's views • The child's academic, social, and emotional development • Relevant medical history and the views of a medical professional • Whether the child has previously been educated outside their normal age group • Whether the child may have naturally fallen into a lower age group if not born prematurely • The views of the headteacher of the school(s) concerned Parents should note that a decision made by one school does not automatically transfer to another, as each admission authority makes its own determination. If a request is refused, there is no statutory right of appeal. However, parents who feel their request was not properly considered, or believe the decision was unreasonable or unfair, may submit a complaint under the school's published Complaints Policy.
Appeals	If a school place is refused, the parent or carer has the right to appeal the decision to an independent appeal panel. Details about the appeal process, including how to submit an appeal, can be obtained from Plymouth City Council's School Admissions Team.
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. No places are specifically reserved for children of UK Armed Forces personnel. All applications are considered in accordance with the standard admissions criteria.

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Documentary evidence	Once a place has been offered, the school may request evidence of the child's identity—typically a short birth certificate. This requirement may be waived if the child has previously been enrolled at another school in England that can confirm identity documentation has already been verified. The school may also request: • Proof that the child's home address is genuine • Confirmation that the applicant is legally entitled to submit the admission application These checks help ensure the integrity of the admissions process and compliance with statutory requirements.
Emergency Arrangements	In the event of a local, regional, or national public health lockdown, school admissions and appeals processes may be subject to amended timescales or operate under emergency regulations. Wherever possible, applications will continue to be processed in accordance with the In-Year Co-ordinated Admissions Scheme, to ensure that parents are not disadvantaged by the disruption. School places will be held open until it is both practical and safe for children to attend on site. In the interim, remote learning will be provided in line with provision for existing pupils. However, it is acknowledged that in some cases, parents may choose to temporarily continue remote learning through their child's current school until on-site attendance becomes feasible.
Fair Access Protocol	All Local Authorities are legally required to operate a Fair Access Protocol across their area, and all schools must participate in this arrangement. The purpose of the protocol is to ensure that vulnerable children, who are unable to secure a suitable school place through the standard In-Year admissions process, are provided with an admissions safety net. This mechanism helps to ensure that no child is left without access to education due to exceptional circumstances or barriers to placement.
Fees and charges	There is no charge for applying for a place at the school, for admission itself, or for the provision of education. The school will not request donations at any stage of the admissions process. Any contributions made following admission are entirely voluntary. Participation in activities such as school visits are not compulsory. A policy on charging for activities is available on request from the school office and can be viewed on the school's website.
Fraudulent applications/ withdrawal of allocated places	In accordance with the School Admissions Code 2021, an offer of a school place may be withdrawn under the following circumstances: ▪ The offered was in error ▪ The parent or carer has not responded within a reasonable timeframe

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	▪ The offer was obtained through a fraudulent or intentionally misleading application. An example of a misleading application includes knowingly providing an incorrect home address. In such cases, the application would be reassessed using the address that the local authority believes to be the child's actual residence. All suspected cases of fraud will be thoroughly investigated. Where fraud is confirmed, this may result in the withdrawal of the offer and could lead to criminal prosecution.
Home address	Any allegations received by the admission authority regarding the use of false accommodation addresses in the school applications will be fully investigated. If an application is found to contain intentionally misleading or fraudulent information, this may result in the withdrawal of an allocated place and could lead to criminal prosecution. In line with guidance from Plymouth City Council, schools may request proof of residence – such as recent utility bills – prior to admitting a child. The Local Authority will also conduct address verifications as deemed appropriate. A child's home address is defined as the address at which the child is normally resident. Where a child lives at more than one address, the home address will be considered to be the one where the child lives for the majority of the time. If the home address is unclear, the Admission Authority will determine the appropriate address by considering factors such as: • the address to which the child is registered with their GP, hospital, dentist and / or optician, • The address where child-related benefits (if applicable) are paid. For clarity, the application will be processed using the address that meets this definition, regardless of the address stated by the parent, if differ.
Mode of study and start date	School places are typically offered for admission to the Reception class at the beginning of the September term following a child's fourth birthday—before they reach compulsory school age. Parents have the right to: • Defer their child's admission until the child reaches compulsory school age • Accept the place on a part-time basis until the child reaches compulsory school age While September 2027 is the earliest point for Reception admission, it is not a compulsory start date. Parents may defer admission within the Reception year up to the beginning of the term following their child's fifth birthday, but no later than the end of the Easter term. Places cannot be deferred or held beyond this point. Parents choosing to defer **must** inform the Headteacher. The place offered will be held open and not allocated to another child. However, if the school is not informed and the child does not attend in September, the place may be withdrawn and reallocated.

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<table>
<tr><td></td><td>

For Normal Point of Entry, the expected admission date is September 2027
For In-Year admissions, the expected admission date is within two weeks of the allocation date or within six weeks of the original application—whichever is later—unless alternative arrangements have been agreed with the school.

<table>
<tr><th>Child's fifth birthday</th><th>Parent can defer admission, or 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 2028) or making a fresh normal round application for Reception in 2028/2029</td></tr>
</table>
</td></tr>
<tr><td>Multiple births</td><td>Children of multiple births - defined as the birth of more than one child from a single pregnancy.

We recognise that parents and carers often wish to keep twins, triplets, and other multiple birth siblings together in the same school. Where one child can be admitted within the Published Admission Number (PAN) or Admission Number (AN), the school may admit all siblings from the same multiple birth, even if this means exceeding the PAN or AN.

In Reception, Year 1, and 2, any additional children admitted under these circumstances will be classified as 'excepted pupils' in accordance with the School Admissions Code.</td></tr>
<tr><td>Normal Point of Entry Admissions</td><td>The Normal Point of Entry (NPE) refers to the first opportunity for a child to join a particular year group. This typically occurs at the start of the academic year in September, such as entry into Reception/Foundation Stage or Year 3.

This definition applies even if the child's actual start date is deferred until later in the school year, provided the place was offered for admission at the beginning of the year.</td></tr>
<tr><td>Objections to admissions policy</td><td>Advice on how to raise an objection to the terms of this admissions policy is available from the Office of the Schools Adjudicator.

Any objections must be submitted no later than 15 May 2026.</td></tr>
<tr><td>Parent</td><td>For the purposes of school admissions, a parent is defined as any individual who has parental responsibility for a child or who has care of the child, including carers and legal guardians.

Where admission arrangements refer to "parents," this may apply to one parent or both, depending on the context.</td></tr>
</table>

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	The school may request evidence of parental responsibility where an individual is acting in a parental role but does not hold formal legal responsibility for the child.
Published Admission Number (PAN)	The Published Admission Number (PAN) represents the minimum number of places available at the school for entry into Reception/Foundation Stage and Year 3. This number is determined based on: • The physical capacity of the school • The anticipated demand from local, in-area children • Considerations for effective school organisation Once the PAN is set, the school will not refuse admission to applicants if the number of applications is below the PAN. In cases of unexpectedly high demand, and where it is deemed feasible to admit additional pupils, the school will: • Notify the Local Authority (LA) • Either increase the PAN formally or • Admit pupils above the PAN, where appropriate
Response	Parents and carers must respond to an offer of a school place within the following timeframes: • **In-Year Admissions:** within two weeks of the date of notification • **Normal Point of Entry:** within one week of the date of notification All responses must be made to Plymouth City Council, not directly to the school. If no response is received within the specified period, the offer may be withdrawn, and the place may be reallocated to another applicant. Parent or carers who wish to decline the offer must do so in writing and should indicate the educational arrangements they intend to make for their child.
Staff	For the purposes of admissions criteria, "school staff" refers specifically to individuals who are employed directly by the school on a permanent contract at the time of application. This definition excludes individuals who work on the school site but are employed by external organisations or third-party providers, such as catering, cleaning, or support services contracted by the school.
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

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	'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 it is necessary to choose between two or more children within the same admissions category, priority will be given to the child who lives closer to the school. • Distance is measured in a straight-line using Plymouth City Council's electronic mapping system. • Measurement is taken from the spatial locator identified by the National Land and Property Gazetteer, which defines the address point based on a general internal location. • In the case of flats or apartments, all units within the building are treated as having the same measurement point, regardless of floor level. If the distance tie-breaker does not distinguish between applicants, a random ballot will be conducted in accordance with the School Admissions Code. This process will be carried out by an officer of Plymouth City Council using an electronic random number generator.
Waiting lists	**In-Year Admissions** If a place cannot be offered at the school, the child's name will automatically be placed on the waiting list, provided the school was ranked higher than the school allocated. • Late applicants and those already on the waiting list will be treated equally and placed on the same list, in accordance with the published admission criteria. • Waiting lists are maintained in strict order of priority as defined by the admissions policy, not by the date of application. **Waiting list retention periods:** • Applicants who applied before April 2028 will be removed from the waiting list at the end of July 2028. • Applicants who applied from April 2028 onward will remain on the waiting list until the end of July 2029. **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 one allocated. • Late applicants and those already on the waiting list will be treated equally and placed on the same list, in accordance with the published admission criteria. • Waiting lists for the Normal Point of Entry will be maintained until the end of August 2027. • Any vacancies that arise will be offered to the child at the top of the waiting list, based on the admissions criteria.

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	It is the parent's responsibility to notify the Admission Authority in writing if they no longer wish their child to remain on the waiting list. From 31 August 2027, the 2027/2028 Normal Point of Entry scheme will close. Beginning 1 September 2027, the In-Year Admissions Scheme will apply. Children remaining on the Normal Point of Entry waiting list will be automatically transferred to the school's In-Year waiting list.

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SECTION 5
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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