



School Admissions Policy 2023-24

Ted Wragg Trust

The Ted Wragg Trust is an ambitious and inclusive Trust of Schools strengthening our communities through excellent education. Schools work collaboratively towards our collective mission to transform lives and strengthen communities to make the world a better place. Love for each unique community within our family of schools is demonstrated through our values of ambition, selflessness and collaboration.

The Ted Wragg Trust was established in 2013 with the aim of local schools working together to be the best that they can be. The Trust has since grown from a one school Trust to a Multi-Academy Trust responsible for the education of over 12,000 children aged between 2-18 across Exeter, Plymouth, Crediton and East Devon. Our journey can be found [here](#).

We show our love by having the highest expectations for every child, every day, with social justice at our core. We are committed to supporting children to thrive so they can fulfil their greatest potential, and be the best that they can be. We are proud that more and more of our students are achieving their very best and going on to aspirational academic and vocational courses, which is allowing them to flourish in a full range of contexts.

As a family of schools, we put children at the centre of all we do. We deliver a high quality, knowledge rich and inspiring curriculum. Our caring and inspirational team, work together to equip students with the knowledge, skills and experience to become compassionate and courageous citizens, determined to make the world a better place.

This document was amended to reflect that admission support was provided by Devon County Council Admissions Team from April 2024. This support included the provision and presentation of school admission appeals. No changes were made to the policy or how it works other than this.

KEY NOTES – ADMISSION ARRANGEMENTS 2023/24

School name	Lipson Co-operative Academy	
Admission authority	The Board of Trustees of the Ted Wragg Trust. The admissions function has been delegated to the Board of Governors of Lipson Co-operative Academy	
School status	Academy	
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 Y7	In-Year admission
Age range for application	1 September 2012 - 31 August 2013	Any admission other than the normal point of entry in years 7-11
Application period	Monday 5 September 2022 – Monday 31 October 2022	From Sunday 1 September 2023
Offer date	Friday 1 March 2023	Within 15 school days of application receipt
Published admission number	180	

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The Ted Wragg Trust is the admission authority for Lipson Co-operative Academy. Lipson Co-operative Academy 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](http://www.gov.uk/government/publications/school-admissions-code--2).

The admission arrangements outlined within this document apply to Lipson Co-operative Academy, Plymouth in the 2023/24 academic year. This policy should be read in conjunction with the Secondary and In-Year coordinated 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 within this section apply to children starting in Year 7 for the first time in 2023/24. The published admission number (PAN) for this year group is 180. The closing date for application is 31 October 2022. Allocation results will be notified on 1 March 2023. The school follows Plymouth City Council's coordinated secondary 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 a
- (iii) In addition, applicants applying under criteria 5 below must complete the staff supplementary information form

Oversubscription criteria for Lipson Co-operative Academy for secondary normal point of entry

A child with an Education, Health and Care Plan (EHCP) 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);

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.

¹At the time of determination, Lipson Co-operative Academy purchased services from Plymouth City Council. They are now undertaken by Devon County Council.

2. **A child with exceptional medical or social need.** Other 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. The need must be specific to this 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
- 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 the school at this 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 attending a feeder primary school.** A feeder primary school is linked to the secondary school. (A list of feeder primary schools is shown below);
5. **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;
 - 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. The definition of staff for this purpose, is for those teaching and non-teaching staff members at the academy.
6. **Other children** not shown in a higher oversubscription criteria.

Feeder primary schools for Lipson Co-operative Academy

- | | |
|--|---|
| <ul style="list-style-type: none">▪ High View Primary School▪ Laira Green Primary School▪ Lipson Vale Primary School▪ Mount Street Primary School | <ul style="list-style-type: none">▪ Prince Rock Primary School▪ Salisbury Road Primary School▪ St Andrew's CE Primary School▪ St Peter's CE Primary School |
|--|---|

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 Lipson Co-operative Academy in the 2023/24 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 2023 – and requests for places in other year groups should be made direct to Plymouth City Council.

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 at www.plymouth.gov.uk/schooladmissions. The admission authority follows Plymouth City Council's 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;
- (ii) In addition, applicants applying under oversubscription criteria 2 must complete the medical and social need supplementary information form
- (iii) In addition, applicants applying under oversubscription criteria 4 must complete the staff supplementary information form

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

Oversubscription criteria for Lipson Co-operative Academy for secondary in-year admissions

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

Where there are fewer applicants than the admission number agreed for the year group, all children will be admitted unless they can be offered a higher ranked preference or they are identified as having challenging behaviour as specified in the School Admissions Code. In such as case, the application may be refused and referred for consideration under the Fair Access Protocol. In the event that the School is oversubscribed, the admission authority will apply the following oversubscription criteria in order of priority:

1. **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).

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. **A child with exceptional medical or social need.** Other 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. The need must be specific to this 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
- 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 the school at this 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;

- 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 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. The definition of staff for this purpose, is for those teaching and non-teaching staff member at the academy;

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

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. 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 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 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 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.

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 appropriate¹. 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 than the address stated by the parent in the application, if different.

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.

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.

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;

Responses 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. Parent/carers declining the offer of a place should notify the educational arrangements they plan to provide for their child.

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. 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 a person independent of the school, using an electronic random number generator.

Waiting lists:

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 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 2023 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 2023 the 2023/24 Normal Point of Entry scheme closes. From 1 September 2023 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.

In-Year Admissions

If a place cannot be offered at this school, the parent will be required to request their child's name 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.

SECTION 3

STAFF SUPPLEMENTARY INFORMATION FORM 2023/24

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. The definition of staff for this purpose, is those teaching or non-teaching staff member at the academy.

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 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 31 October 2022 to be included in the normal point of entry allocations made on 1 March 2023. 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 to the school.

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.

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 <input type="checkbox"/> Yes	A member of staff recruited to fill a vacant post for which there is a demonstrable skill shortage <input type="checkbox"/> 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.

EXCEPTIONAL MEDICAL OR SOCIAL NEED FOR ADMISSION

SUPPLEMENTARY INFORMATION FORM 2023/24

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 your child or yourself 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 31 October 2022 to be included in the secondary normal point of entry allocations made on 1 March 2023. 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 to the school

For sixth form admissions, return this form direct to the school with your application.

Part A - 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:	

Evidence is attached:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Name(s) and organisations of the professional(s) providing supporting evidence:	
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.

SECTION 4

Sixth form admissions

The admission arrangements outlined within this document apply to admissions to Lipson Co-operative Academy sixth form in the 2023/24 academic year. The arrangements apply to children 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 child with an Education, Health and Care Plan (EHCP) which names the applicant's preferred school will be admitted to that school 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).

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.** Other 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. The need must be specific to this 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
- 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. **Other children** not shown in a higher oversubscription criteria.

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 Team¹.

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, allocated places may be withdrawn, as appropriate. Schools have been advised by Plymouth City Council¹ 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 than the address stated by the parent in the application, if different.

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.

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's¹ 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. 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 a person independent of the school, 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
Lipson Co-operative Academy	20	By the end of December preceding the September of admission.	By the end of February in which the academic year of admission falls.	

CONTACTS AND FURTHER INFORMATION

School

Lipson Co-operative Academy
Bernice Terrace
Lipson
Plymouth
Devon
PL4 7PG
Telephone: 01752 671318
lca@lipson.plymouth.sch.uk
www.lipsonco-operativeacademy.coop

Plymouth School Admissions Team

Telephone: 01752 307469
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 0800 9531131
www.plymouthias.org.uk

Devon Admissions Team

Telephone 0345 155 1019
www.devon.gov.uk/admissions - admissions@devon.gov.uk

Devon Admissions Appeals

Telephone 0345 155 1019
Devon.cc/appeals