Lipson Co-operative Academy Sixth Form

Bernice Terrace, Lipson, Plymouth, Devon, PL4 7PG

Admission Arrangements 2028-29

PROPOSED VERSION FOR CONSULTATION

Our ethos – we ask parents and carers to respect our ethos and its importance to the school community. This doesn't affect the right to apply for a place here or how an application will be considered.

We believe in valuing our people and putting them first. This starts with our students, whose best interests shape every decision we make. However, we also look after and cherish our amazing staff and welcome the contribution of our parents.

We insist on the highest quality in everything we do. We have extremely high expectations in every aspect of our work and will do things only if we can do them to a really high standard. In order to do this, we sometimes have to say 'no' to things.

The raising of student achievement is our core purpose, our reason for being. We are preparing our students for their adult life, so they need to leave us with the very best set of academic results of which they are capable. However, we also see achievement in its widest sense, which is why we put so much emphasis on areas such as sport, music and the performing arts, as well as trips and visits. Our wider curricular programme of clubs and activities is impressive and covers an incredible range.

At Lipson, we like to keep things simple wherever we can. We are proud of the behaviour and attitudes of our students and we achieve this in two ways. We place an emphasis on the quality of the relationships between staff and students and we believe that kindness should underpin everything that we do. However, we also have a crystal-clear set of expectations and standards which are demonstrated by our Code of Conduct. We ask our students to be:-

Prepared
Engaged
Respectful
Kind

There is little room for ambiguity with such a simple mantra and this is backed up with a similar set of principles for our staff, all of whom we expect to demonstrate:-

Professionalism
Expertise
Responsibility
Kindness

We are an ambitious school and rather than celebrate our many successes, we still strive to be even better. The progress of our students is something that we are very proud of but, alongside academic excellence, the welfare and well-being of our students and staff is central to our culture. We have traditionally been part of the co-operative movement and their core values such as democracy, self-help, equality and social responsibility still very much influence our way of working.

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 13,000 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.

Key information. For glossary and explanatory notes, see Appendix A. Text in blue that is underlined like this is a link to further information, within this document or elsewhere.	
Policy consultation period	6 November 2026 to 15 January 2027
Policy determined	12 February 2027
Policy published on school website by	15 March 2027
Policy contact	Martin Brook, Headteacher
Amendments after determination	
DfE school number	879-4187
Age range	11 to 18 secondary school with sixth form[1]
Early Years provision[2]	Not applicable
Type of school	Academy
Admission authority	Ted Wragg Trust
Normal round intake	Year 7 and Year 12
PAN for 2028-29	**180 in Year 7** **30 in Year 12[3]**
Priority for children to another setting[4]	No
Priority for children from another setting	No
Designated religious character	No
Priority according to faith	No
Admissions catchment area	No
Entitlement to local authority (LA) transport	Yes – if eligible under Plymouth City Council's Post-16 Education Transport Policy
School uniform	Post 16 students are not expected to wear uniform but are expected to wear suitable attire for an educational setting
Application Form	Use the school's application form, available below, at devon.cc/applicationforms or from the school office
Supplementary Information Form	Not for Post-16 education. All candidates – internal and external – will be required to complete an Options Form to indicate the courses they wish to study. This is not an application form and does not affect the decision whether a place can be offered to an external candidate.
Academic criteria to access sixth form courses – for all students	5 GCSES grade 6 and above including Maths, English and Science. See subject specific entry requirements in the prospectus for specific subjects.
Academic criteria waiver process?	Yes – where equivalency can be demonstrated or where extenuating circumstances prevented the young person from attaining the grades required.
When to apply, **normal round**	1 September 2027 to 31 January 2028. late applications accepted[5]
• Decision	28 February 2028 conditional on exam results
• When to submit an appeal	from 20 school days after the refusal[6]
• Deadline to submit appeal[7]	31 March2028. Later appeals accepted.
• Deadline to hear appeal	19 June 2028
When to apply, **in-year**	from 1 June 2028 for Year Group 13 from 1 September 2028 for Year 12

[1] See the separate admissions policy for years 7 to 11.
[2] All children must apply for admission to the school.
[3] The PAN for Year 12 is for external applicants only. It is in addition to students moving on from Year 11 at this school.
[4] A receiving school names 'feeder' schools in its own admissions policy. This can change from one year to the next.
[5] Late applications, made after the closing date, are considered after all timely applications. All places may have been offered to timely applications. Parents can make a case that they were unable to apply on time and if that is accepted the application will be considered as timely if possible.
[6] Parents can submit appeals sooner than this but must have at least 20 school days to prepare an appeal if they wish.
[7] Where possible, normal round appeals submitted after the deadline will be heard by 19 June. If that isn't possible, they will be heard within 40 school days of the appeal form being submitted. This may be after the autumn term has begun.

• Decision	within 15 school days of an application
• When to submit an appeal	at any time after refusal
• Deadline to submit appeal	there is no deadline
• Deadline to hear appeal	within 30 school days of the appeal submission

Contact details	
The school	01752 671318 www.lipsonco-operativeacademy.coop lca@lipson.plymouth.sch.uk
Ted Wragg Trust	01404 793200 info@tedwraggtrust.co.uk www.tedwraggtrust.co.uk
Devon School Admissions Service[1]	0345 155 1019 schoolsadmissionpolicy-mailbox@devon.gov.uk admissions@devon.gov.uk
Plymouth Admissions Team	01752 307469 (lines open 11am to 3pm) school.admissions@plymouth.gov.uk
Plymouth policies and admission information	www.plymouth.gov.uk/schooladmissions
Plymouth Education Transport Team	01752 308770 school.transport@plymouth.gov.uk
Plymouth Virtual School	01752 307009 virtualschoolteam@plymouth.gov.uk
Plymouth Admissions Appeals Panel	01752 398164 schoolappeals@plymouth.gov.uk
Plymouth Inclusion, Attendance and Welfare Service	01752 307405 www.plymouth.gov.uk/schoolsandeducation/attendancebehaviourandwelfare
Plymouth Information, Advice and Support for SEND	01752 258933 or 0800 953 1131 www.plymouthias.org.uk
Children's Education Advisory Service	RC-DCS-HQ-CEAS@mod.gov.uk
Office of the Schools Adjudicator	www.education.gov.uk/schoolsadjudicator

Relevant Policies and Legislation

School Admissions Code 2021

School Admissions Appeals Code 2022

School Standards and Framework Act

The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012

The School Admissions (Infant Class Sizes) (England) Regulations 2012

The School Admissions (Appeal Arrangements) (England) Regulations 2012

The School Information (England) Regulations 2008

Plymouth's School admissions parents' guide

Plymouth's In-Year parents' guide

Plymouth's Admission arrangements and policies

Plymouth's Fair Access Protocol

Plymouth's School transport policy

[1] The Trust is supported by the Devon County Council's Admissions Service. This may include policy formulation and consultation, ranking applications, and defending admission appeals.

Oversubscription Criteria
To be used only when there are more applications than there are places available. A child whose Education, Health and Care Plan names the school will be admitted without regard for these criteria.
1. Looked after children[1] and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order[2] including those who appear to the admission authority to have been in state care outside England and ceased to be in state care as a result of being adopted. **2. Priority will next be given to children who are siblings[3] of pupils on roll at this school.** **3. Priority will next be given to children of members of staff[4] who have been employed at this school[5] for more than two years or recruited within the past two years to fill a vacancy for which there was a skills shortage.** **4. Priority will next be given to other children.**
Tiebreaker – to prioritise applications in the same oversubscription criterion: a) straight-line distance from home to school and then, b) where distances are equal (within 2 metres) an electronic list randomiser will be used.

[1] Children who are Looked After by or provided with accommodation in the exercise of its functions (see the Children Act 1989 section 22(1)) by a local authority.

[2] An **adoption** order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A **child arrangements order** is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a **special guardianship order** as an order appointing one or more individuals to be a child's special guardian (or special guardians).

[3] **Sibling** means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a stepbrother or sister or other child living in the same household as part of a single-family unit at the date of their application for a place. **Siblings are those on roll in Year 7 to Year 11 or sixth form** or with a formal offer of admission to those year groups.

[4] A child will be eligible if the **member of staff** is either the natural or adoptive parent or other person with parental responsibility or any person living in the same household and acting as the child's parent.

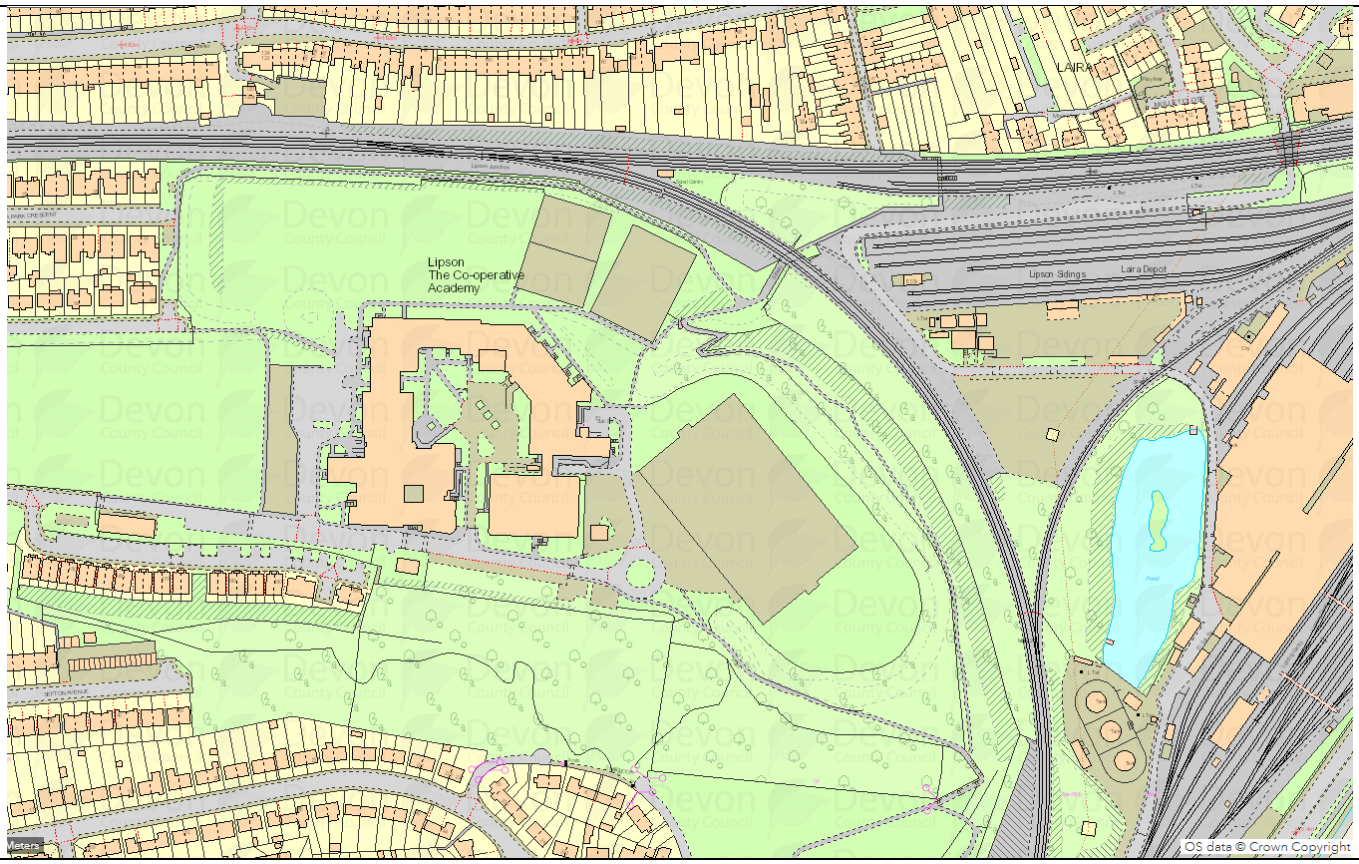
[5] This will be any salaried person employed at this school when the application is made. Where the duties of a member of staff are undertaken at different schools in a federation or chain of schools, there will be admissions priority only at one school. This will be at the member of staff's base school, where he or she works for more than 50% of their duties.

Catchment area

This school does not operate an admissions catchment area.

The school location and surrounding area can be viewed in more detail at devon.cc/schoolareamaps.

For admissions purposes, distances are measured in a straight-line from the spatial locator for the school using Plymouth City Council's online mapping system. Distances for school transport purposes are measured by the shortest available route.



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School Admission Arrangements

All schools must have a separate admissions policy for each academic year. This policy document tells parents how to apply to get a place at the school and tells the school's leaders and staff what they must do when applications are made. Policies must be fair, clear, and objective to comply with the requirements of the School Admissions Codes. The policy will explain:

- parents must make a formal application,
- how and when they can apply,
- how many places are available for the first intake into **Year 12** – called the normal round,
- how decisions are made when there are more applications than places,
- what happens when an application is refused, and
- the school's commitment to a fair, consistent, and transparent process.

Our policy should be read along with Plymouth Council's admission information and its policies to support access to education – including admissions, inclusion and transport. Parents of children who live in a different LA area should read the information and policies published there.

Once a policy is determined, it can't be amended except where it is permitted or required under the terms of the School Admissions Code. Any amendments we make will be detailed in the Key Information section above.

We will consult on our policy every year.

We may propose changes to policy. Although we do not often made changes to the policy, parents should not assume that parts such as the oversubscription criteria, the Published Admission Number, or the catchment area will be unchanged from one year to the next.

Academic criteria for access to sixth form courses

Students are required to meet the academic criteria we set to access their preferred courses. The criteria are published above in the Key Information. This applies to all students, both internal and external candidates. Any offer for admission at the start of Year 12 will be conditional on examination results.

How to apply for admission at the normal round

Applications for places in our sixth form are not co-ordinated by a LA. Young people who are not in Year 11 at the school (external candidates) or their parents must make a formal application for admission direct to the school. Places aren't allocated automatically to external candidates and no young person has a guarantee for admission. This includes those with siblings at the school.

We ask all external students to complete the school's application form and to send it in to the sixth form office. Applications submitted after our closing date will be late, considered after those received on time. The form is available from the school office or at http://devon.cc/applicationforms.

Young people who are in Year 11 (internal candidates) and wish to stay on into Year 12 do not need to make a formal application for a place in sixth form. They should tell us that a place is required AND then meet the academic requirements for the courses they wish to study.

All students (internal and external candidates) are required to complete a subject Options Form. This is not an admissions application form.

We welcome visits from parents and young people who are considering applying for a place here. This is an opportunity to see what we have to offer and we strongly recommend visits. They aren't a compulsory part of the admissions process and won't affect decisions on whether a place can be offered here. Visits can be arranged by contacting the school office.

Post-16 settings and sixth forms can't hold places in reserve in case any parents or students forget to apply or in case a family moves to the area later – there are very limited circumstances when an application can be refused. The responsibility for making applications and for providing information or evidence in support of an application lies with parents or the student.

Places will be offered for admission at the beginning of the autumn term in **September 2028**.

How to apply for admission: years 7 to 11

Applications for admission into years 7 to 11 are made to the LA – either where the child lives for normal round admissions or to Plymouth City Council for in-year admissions.

See the separate admissions policy for the main part of the school.

How to apply for admission in-year to sixth form

Applications for admission made after the normal round, are called In-Year admissions. They can also be made using school's application form. All applications received by 6pm on the same day will be considered together, before later applications.

Applications can be made at any time after the Year Group has started[1] but will not be processed sooner than 8 school weeks before the place is required. Applications for children of UK Service personnel and Crown Servants will be processed earlier than this.

We offer advice and guidance including about potential in-year admissions into Year 12 and in Year 13 where transfers should be avoided wherever possible.

The school will notify the LA of numbers on roll in the school within 2 school days when requested to do so. This enables the LA to advise parents and students of vacancies.

Responsibility for decision-making

The admission authority for any school is responsible for all decisions. The LA may assist with tasks such as ranking applications against the oversubscription criteria, and it will provide advice and support over matters including evidence of new addresses and whether the evidence submitted establishes an exceptional need to attend the school.

Decision-making cannot be made solely by email or by a single individual in a school.

~~Our admission authority may meet virtually (for example by video or conference call). Admissions decisions may be made by a sub-committee or local governing board, consisting of at least 3 members. It will meet within 5 school days of receiving an in-year application and record its decisions and the reasons for them. This is to make sure that parents can be told what the decision is within 15 school days. If the decision is to refuse admission, the LA may then consider under its Fair Access Protocol.~~

The school will notify the LA of numbers on roll in the school within 2 school days when requested to do so. This enables the LA to advise parents.

When children start after an offer is made

The School Admissions Code 2.31 requires that "arrangements should be made for the child to start school as soon as possible, particularly where the child is out of school".

There will be transition meetings and activities in the summer term as a part of normal round admissions. Parents should respond to communications from school about these activities, confirming that the place that has been offered is required. If there is no response, the school may work with the LA to verify the place is required and, if there is still no contact, the offer may be withdrawn.

Children are expected to attend within ~~two school weeks~~ten school days of the offer date or the date when admission was required by the parent unless a later date or other arrangement is agreed by the school.

Where a child has not presented at school and no agreement with school is in place to hold the place open, the offer of a place will lapse after **ten school days.**

The right of appeal when an application is refused

Parents and (where a young person has reached their 16th birthday by the date when admission is required) students in their own right have the right of appeal against a decision to refuse admission to an Admissions Appeal Panel that is independent of the admission authority and of the LA. Information about the right of appeal and how to appeal will be provided with any refusal.

The decision of an Appeal Panel is binding on the school and LA.

A timetable for appeals is included in the glossary below.

[1] This means after 1 September of Year 12.

There is no right of appeal to a particular year group. For example, if a parent would like a child of Year 13 age to be admitted to Year 12 but is offered a place in Year 3, there is no right of appeal.

Admission when the school is full

We will refuse admission when we believe the year group or class is full and that admitting another child would prejudice efficient education or the efficient use of resources.

We will also refuse admission where a child has not provided evidence that he or she is able to benefit from the level of study on offer in sixth form. This includes looked after children and previously looked after children.

The LA's Fair Access arrangements do not apply to sixth form admissions.

A child who is successful at appeal must be admitted to the school.

Admission outside a child's normal age group

Parents can request that their child is taught outside their normal or chronological age group. If this occurs after admission, the school will discuss the options and reach a decision on the appropriate year group in the pupil's best interests. Parents can request that admission to the school is outside the normal year group. This could be because:

- a child is learning at greater depth and parent wants an older year group or
- a child has experienced problems such as ill health and parent wants a younger year group or
- of parental preference for a summer-born child to start school in Reception in a younger year group.

The admission authority has two decisions to make:

1. which year group would be in the child's best interest.
2. whether there is a place that can be offered in that year group.

Parents should contact the school as soon as possible to discuss any admission outside a child's normal age group.

For normal round admission to a younger year group, parents are encouraged to **apply** for admission to the normal year group and to **request** agreement that a place would be made available in the younger year group, vacancies permitting. This enables admission authorities to reach a decision on year group before the National Offer Day.

Parents are encouraged to explain why they are requesting admission out of the normal year group and to provide as much supporting evidence as they wish to. The admission authority will decide, based on the circumstances of the case, and in the best interests of the child concerned, considering:

- the headteacher's views
- the parent's views,
- any information about the child's academic, social, and emotional development submitted by the parent or otherwise known,
- information about the child's medical history and the views of a relevant medical professional submitted by the parent or otherwise known,
- whether the child has previously been educated out of their normal age group,
- guidance from the Department for Education on the admission of summer-born children to Reception,
- whether the child may have fallen into a lower age group if it were not for being born prematurely.

If the request to be taught out of the normal age group is agreed, the application can be withdrawn by the parent before a place is offered. The parent will then make a fresh application for the younger year group in the next admissions round. If the request is refused, the parent decides whether to continue with an application for the normal year group. It may be that another school agrees to admission to the younger year group there.

Parents should consider the implications of a child being taught out of the normal age group. A school to which the child transfers is not obliged to teach outside the normal age group though it must take into consideration that the child has been taught outside of the normal age group.

Delayed admission into Reception – impact on post-16 education

Children can begin their education in school at the start of the September term after the **fourth** birthday and must by the start of the term after the **fifth** birthday, when the child reaches CSA – compulsory school age. It is the parent's decision whether the child starts after their fourth or fifth birthday.

Children whose birthday is between 1 April and 31 August are called **summer-born**. For them, CSA is at the beginning of the September term of the next academic year. Their parents can delay admission until then.

A child whose admission to Reception was delayed is likely to request that transfer to a secondary school or to sixth form be delayed. We would encourage a parent to contact the school before making an application for a place in the normal round intake into Year 12 to discuss their child's education.

The admission authority is mindful of the guidance given to schools regarding continuity for the child's education

Appendix A - Glossary

Explanatory notes for Ted Wragg Trust academies. The oversubscription criteria for this school are detailed above. Further information can be found in the LA's admissions guides. The purpose is to give the reader an understanding of the admission process from Reception to Sixth Forms.

Admission authority	This is the body with legal responsibility for the admissions policy and decisions in response to applications for admission. This includes proposing, consulting on, determining and publishing the policy. The admission authorities for different types of school are: **Academy**: the academy trust or multi-academy trust **Community school**: the LA – the School Admissions Team **Foundation school**: the school's governing board **Free school:** the academy trust or multi-academy trust **Studio school**: the academy trust or multi-academy trust **University Technical College (UTC):** academy trust or multi-academy trust **Voluntary Aided school (VA)**: the school's governing board **Voluntary Controlled school (VC)**: the LA – the School Admissions Team Community and Voluntary Controlled schools The LA's School Admissions Team acts for the LA as the admission authority. It will seek a view from the school on whether a place can be made available. This will be by a sub-committee or local governing board, consisting of at least 3 members. It will meet within 5 school days of receiving an in-year application and record its decisions and the reasons for them. Own-admission authority schools and academies The admission authority will inform the LA whether a place can be made available. This will be by a sub-committee or local governing board, consisting of at least 3 members. It will meet within 5 school days of receiving an in-year application and record its decisions and the reasons for them.
Admission Number (AN)	The AN is the equivalent of the PAN after the intake year but should be seen as a guide rather than as a minimum. It is the number of places a school expects to be able to provide in the Year Group. It will often be the same as the PAN that was originally determined for that group of children when it first entered the school. It may be increased or decreased in response to changes in demand or in the school's accommodation or organisation. See also PAN.
Appeal	When an application is refused, this is because the school believes it would "prejudice the provision of efficient education or the efficient use of resources" (see the School Standards and Framework Act 1998). Any refusal will be in writing and inform the applicant of the: • reason for refusal • right to an appeal to be heard by an independent panel • right to a place on a waiting list for vacancies An appeals service is available before an Independent School Admissions Appeals Panel. Further information about the process is available from the Appeals Clerk. Appeal papers will either be sent with the refusal letter or can be requested from the LA.
Appeals Timetable	The deadline for submitting appeals allows appellants at least 20 school days to prepare and submit a written appeal. The appeal must then be heard within 40 school days for the normal round and within 30 days for in-year admissions. **Normal round intake:** Allocation date for Reception or junior school Year 3: **16 April 2028** Deadline for appeal forms to be submitted: **31 May 2028** Appeals will be heard within 40 school days, by: **25 July 2028** Where possible, appeals that are submitted after **31 May** will be heard by **25 July**. If that is not possible, they will be heard within 30 school days of the appeal form being submitted.

	Allocation date for Year 7 intake or studio school / UTC Year 10: **1 March** 2028 Deadline for appeal forms to be submitted: 17 **April** 2028 Appeals will be heard within 40 school days, by: 19 **June** 2028 Where possible, appeals that are submitted after 17 **April** will be heard by 19 **June**. If that is not possible, they will be heard within 30 school days of the appeal form being submitted. The allocation and appeal dates for the Year 12 intake are set by each sixth form. *At **Lipson Co-operative Academy:*** Allocation date for Year 12: by **28 February** 2028 Deadline for appeal forms to be submitted: **31 March** 2028 Appeals will be heard within 40 school days, by: 19 **June** 2028 Where possible, appeals that are submitted after **31 March** will be heard by 19 **June**. If that is not possible, they will be heard within 30 school days of the appeal form being submitted. Sixth form appeals in response to a candidate not meeting academic criteria when the external exam results are published in August, within 30 school days: by **15 October** 2028**.**
Application	For normal round admissions, applications are considered to have been made on the National Closing Date (**15 January** for all-through, infant, junior and primary schools, and **31 October** for all-through, secondary, studio schools and UTCs) or the date when the application was submitted or amended if later. In-year applications are considered to have been made on the date they are received or amended, including any supporting evidence that is required – for example, a new address or evidence of a Child's in Care status or a Supplementary Information Form will amend the date on which the application is considered to have been made. It is an applicant's responsibility to make sure that the ~~admissions authority~~school or LA is informed about changes to circumstances and eligibility for priority if, for instance, a sibling is taken onto the school roll, or the home address changes.
Catchment Area	Many schools operate an admissions catchment area. This is the geographical area that the school is primarily intended to serve. There is a higher admissions priority for children who live in it. Living outside a catchment or priority area does not prevent a child from being admitted to the school where there are vacancies. Children living in a residential property split by a catchment boundary line will be considered to be living within the catchment area. The boundary line will then be reviewed for future applicants. The catchment area for some schools is a circle with a radius centred on the school building. Eligibility for catchment priority where this is part of a school's arrangements is not a guarantee of admission. Oversubscription criteria for this school are detailed above.
Children adopted from state care outside England	These children have the same admissions priority as Children in Care. Evidence of having been in state care before adoption will be required. Guidance on what constitutes state care in any country will be available from the Headteacher of the Virtual School. All admissions policies must give priority to children adopted from state care outside of England. Applicants must provide evidence of this status. Eligibility for looked after or formerly looked after priority is not a guarantee of admission although there is a presumption in favour of admission. Oversubscription criteria for this school are detailed above.
Children in Care and those formerly in Care (Looked After)	These children were looked after until they were adopted (see the Adoption and Children Act 2002 section 46) or made the subject of a child arrangements order or a special guardianship order (Children Act section 14A). Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. All admissions policies must give priority to Looked After and Previously Looked After Children ~~and those adopted from state care outside of England~~.

	Applicants must provide evidence of this status. Eligibility for looked after or formerly looked after priority is not a guarantee of admission although there is a presumption in favour of admission. Oversubscription criteria for this school are detailed above.
Chronological Year Group	This is the group of children usually taught together according to their date of birth. Children born between 1 September and 31 August have the same chronological Year Group. This is sometimes called the normal age group.
Common Application Form	This is the name for the application form provided by the LA and must be used for any normal round admissions application. The form provided by the LA where the child lives must be used, regardless of where the school is. LAs also provide a common application form for in-year admissions, to be used for schools that participate in in-year co-ordination. Children who live outside England when the application is made should apply to the LA where the school is located.
Compulsory School Age (CSA)	Children reach compulsory school age and must be in full-time education on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March. Education can be in a state-funded school, an independent or fee-paying school l–or in Elective Home Education. Children are no longer of CSA when they reach the School Leaving Age (SLA); the last Friday in the June of the academic year during which a child has their 16th birthday.
Deferred admission	Parents can choose to defer their child's admission to a Reception class from the September after the fourth birthday to the start of the term after the fifth birthday. This will be the spring or summer term within the same academic year. Deferred admission children remain in their normal year group. The offer for a place will be held open for the child where a parent has informed the school; that place will not be offered to another child.
Delayed admission	Parents of summer-born children can request that their child's admission to Reception class is delayed from the September after the **fourth** birthday to the September after the **fifth** birthday – the point at which they are required to be in suitable education. The decision rests with the admissions authority for a school and must be made in the best interests of the child. Where it is agreed, the parent must also make an application for admission in the appropriate normal round alongside all other applicants. As delayed admission children are then out of their normal year group, parents should contact schools in good time before transfers to make a similar request to be admitted to the next school out of the normal year group. This will be for in-year transfers or normal round admission to junior schools, secondary school or otherwise. The admission authorities for other schools must consider the child's school history but they are not bound by the decision to agree delayed admission previously taken. Delayed admission should not be confused with deferred admission which involves putting off admission to the Reception class within the same academic year. Deferred admission children remain in their normal year group. Guidance on delayed admission is available from the LA.
Distance measurement	Measurements for school admissions purposes are straight-line from the establishment marker for a child's home (the residential building) to the star marker for the school on the LA's Geographical Information System, an electronic mapping system. Other mapping systems are not used for these purposes.

Documentary evidence	The admission authority – or the LA on its behalf – may request evidence of a child's address, or that the person who made an application for admission was legally permitted to do so, or that the child is looked after by a local authority or was previously looked after. Once a place has been offered to a child, a school 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.
Education, Health and Care Plans	An Education, Health and Care Plan is a formal document issued by the LA describing a child's additional needs and how they will be provided for in a school. Any child whose EHCP names this school will be admitted. This will reduce the number of places available to other children accordingly. For in-year admissions, the child will be admitted whether the school has reached its PAN or other AN for the Year Group. Before a Plan is issued or amended the LA will consult with schools and ask whether it considers it could meet the child's needs, as set out in the Plan.
Education Transport	Parents should consider how their child will get to school for the whole of their time on roll. Parents are advised not to rely on lifts, car shares or public service vehicles always being available. Supported transport is provided for children who: • attend the catchment school recognised by the LA for transport purposes; • attend the closest school available; • (Children in Care only) the closest available Good or Outstanding schoolschool chosen by the child's home local authority Virtual School on the grounds of quality of education, as rated by Ofsted. The home address must be further than a minimum walking distance according to the child's age: 2 miles for children at a primary, infant, or junior school and 3 miles for children at a secondary school. See the LA's Education Transport Policy for further information. • (low-income households) one of the three closest secondary schools if between 2 and 6 miles from home; • (low-income households) the closest faith secondary school if between 2 and 15 miles from home. Children who do not live in the LA's area should apply to their LA for transport support. A school's admissions straight-line measurement policy does not apply to LA school transport decisions. It is possible that a school is the closest available for admissions purposes, using straight-line measurement, but not the closest school for the purposes of entitlement to free school transport from the LA. **Parents who rely on free transport are strongly advised to check whether there is an entitlement with the Education Transport Team before accepting the offer of a place at any school.**
Emergency arrangements	If 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 co-ordinated admissions schemes 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 circumstances, a parent may feel it is expedient to take up remote learning from the current school on a temporary basis. Provision may be available for vulnerable and key worker children on site or at an alternative setting, according to circumstances at that time.
Equally ranked preference scheme	When making an application, parents can express a preference for one, two or three schools. There may be more applications available in other LA areas. Preferences should be named in the order the parent would most like a place to be provided.

	It might be possible for each school to offer a place. If that happens, a place will only be offered at whichever of the schools that could offer a place the parent ranked highest. So, if places are available at School 1 and School 3, a place will be offered at School 1 only. Equally ranked preference schemes are a legal requirement which enable parents to apply for the school they prefer without risking admission to the closest school or a catchment school. Schools are not informed by the LA whether an application is a first, second or third preference. ***Applications for sixth forms are made directly to each setting and not within an equally ranked preference scheme.***
Exceptional Need to attend this school	A school can prioritise admission for a child where there is an exceptional need to attend that school and not another school. Priority can only be agreed where it is the first preference school. Eligibility for this priority where it forms part of a school's arrangements is not a guarantee of admission. Oversubscription criteria for this school are detailed above.
Extended schooling	Further information on services beyond the normal school day is available from the school office or website.
Fair Access Protocol or In-Year Fair Access Protocol	All LAs are legally required to operate an In-Year Fair Access Protocol across their area and all state-funded schools must take part in an agreed Protocol. This ensures that children who are vulnerable and unable to access an appropriate school place under the standard In-Year admission arrangements for the area have an admissions safety net. This may mean that a child is admitted to a school even though it is full and other children have been refused admission. Schools are required to admit children where they are allocated under the LA's Fair Access arrangements. It is possible for a child to be refused admission but be allocated a place under the In-Year Fair Access Protocol, including when there are children on a waiting list. ***Fair Access arrangements do not apply to Sixth Form admissions.***
Faith oversubscription criteria	Schools with a recognised religious character may give additional priority for admission where faith criteria are met by an applicant. Eligibility for faith priority where it forms part of a school's arrangements is not a guarantee of admission. Oversubscription criteria for this school are detailed above.
Fees and charges	There is no charge for applying for admission, for admission itself, or for the provision of education at a state-funded school. Schools will not request donations before or during the admissions process and any donations made to the school following admission 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.
General Data Protection Regulation	Information about an admissions application will be shared with relevant LAs and with another school when a place has been offered. Where one parent seeks information about an application or to locate a child, the priority will be to safeguard the child and immediate family. Unless it is established that the other parent may not lawfully receive information about the child, the following information will be shared: • the preferences expressed, • the date of the application, • name of the applicant and • the outcomes of those preferences. Details about the reasons for an application will not be shared with the other parent without the agreement of the applicant or other lawful reason to share the information.

Home Address	Places are offered based on where the child will attend school, not necessarily where they live when the application is made. If a school has vacancies, then it doesn't matter whether the home address is in a catchment area or relatively close to the school. The home address is where a child normally lives. Where a child lives with parents with shared parental responsibility, each for part of a week or for one week in turn, the home address is determined by a joint declaration from the parents which may set out the pattern of residence. The address used will be the address from which the child attends school on most mornings in a normal school week. If no declaration is received and there is no relevant Court Order, the home address will be the address at which the child is registered with a GP. If this is in dispute or the child is not registered with a GP, any other evidence provided by parents will be considered in reaching a decision on the home address for admissions purposes. This may be necessary where parents don't agree on the child's home address. Parents are urged to reach agreement or seek a Specific Issues Order from a court to decide which parent should or should not pursue an application. Where they do not, the admissions authority will determine the home address for admissions purposes. Where a school asks for evidence of the address from which a child will attend school, this would often be written confirmation of a house purchase or a formal tenancy agreement. Schools and the LA recognise that some families may be unable to provide this. Parents who can't provide this evidence should contact the school or the LA. There is no intention to disadvantage families where there is a genuine reason why evidence cannot be provided.
Home-School Agreement	Admission to school is not conditional on signing a home-school agreement where one is used by a school. Some schools ask parents to sign a Home-School Agreement after children have been offered a place as a positive way of promoting greater involvement in a child's education.
In-Year admission	This is where a child joins the school at any time after the normal round, the first opportunity for admission to the school.
Linked School	A school which works with another to develop curriculum links and to ease transition for pupils from infant school to junior school and from primary school to secondary school. Sometimes called a feeder school. Eligibility for linked or feeder school priority where it forms part of a school's arrangements is not a guarantee of admission. Oversubscription criteria for this school are detailed above.
Looked After Children	These children are Looked After by or provided with accommodation in the exercise of its functions (see the Children Act 1989 section 22(1)) by a LA. All admissions policies must give priority to Looked After and Previously Looked After Children. Applications should be submitted by a social worker or senior officer of the LA looking after the child. Details of the care status must be provided. Eligibility for looked after or formerly looked after priority is not a guarantee of admission although there is a presumption in favour of admission. Oversubscription criteria for this school are detailed above.
Member of staff	Many schools give admissions priority to the children of members of staff. This will be any salaried person employed at the school when the application is made. All members of staff are an important part of the school community: teaching and non-teaching. Where the duties of a member of staff are undertaken at different schools in a federation or chain of schools, there will be admissions priority only at one school. This will be at the member of staff's base school, where he or she works for more than 50% of their duties. Where a parent is no longer a member of staff, priority on that basis will cease. Eligibility for children of staff priority where it forms part of a school's arrangements is not a guarantee of admission. Oversubscription criteria for this school are detailed above.

Multiple birth siblings	Random allocation will not be applied to multiple birth siblings (twins and triplets etc.) tied for the final place. Where one or more can be admitted within the PAN or AN, we will admit them all and exceed the PAN if necessary. In primary and infant schools, a multiple birth sibling admitted as the 31st, 32nd or 33rd child in a class would be a permitted exception to Infant Class Size Legislation.
Nodal points	A nodal point is a geographical location, used when a school is oversubscribed to measure distance to an applicant's home. This can ensure the school serves pupils closest to it but also those living in other areas, for example areas that have more limited access to school places or where a straight-line measurement does not fairly represent proximity to the school. Nodal points are sometimes known as Admissions Points or Centroid Points. The term nodal point may also describe a specific location on school premises for distance measurement purposes.
Normal Round Admissions	This is where a child joins the school at the first opportunity for admission to the Year Group - even if the start is deferred until later in the school year at a primary or infant school.
Nurseries and pre-schools	Some primary and infant schools give admissions priority for children at a named school-run nursery. They will work with any local Early Years providers to make the transition into Reception as smooth as possible. All parents must apply for admission to Reception, regardless of where their Early Years provision has been. Priority may be limited to children who are eligible for Pupil Premium funding or more widely available: on the basis that more than half of the available Early Years Entitlement is taken up at that nursery. There must be no admissions priority linked to paid-for sessions at nursery. Eligibility for nursery priority where it forms part of a school's arrangements is not a guarantee of admission. Oversubscription criteria for this school are detailed above.
Objections to admissions policy	Advice is available from the Office of the Schools Adjudicator on how to object to this policy. Objections must be made by **15 May 2027.**
Offers	When a place is offered by the LA on behalf of a school, it is assumed the offer will be accepted unless the parent advises otherwise. Schools will contact parents after the LA offer to make admission arrangements if a parent doesn't confirm the place is required within 10 school days of the offer, the school or the LA will try to contact the parent again. If there is no response within 5 school days of that attempted contact, the offer may be withdrawn. It is important that when places are offered or refused it is done fairly and consistently. Where the LA or a school has reason to believe that false or deliberately misleading information has been provided, the decision to offer will be reconsidered using correct information. The offer may then be withdrawn if it would not have been made with the correct information, even if this is after admission. Places are offered based on the address from which the child will attend school. Accurate information is particularly relevant for addresses. A school or the LA may ask for evidence of a child's home address as part of the decision-making process. If a parent believes that the child's address will change before admission, the school or LA must be informed. The parent may be required to provide evidence of a new address where this would give a higher priority for admission. Places will only be withdrawn if: • they were offered in error, • the parent has not responded to an offer within a reasonable time, or • the offer was obtained through a fraudulent or intentionally misleading information without which the application would have been refused. Offers for in-year admission are to be taken up as soon as possible. Places can be held open pending a house move, up to the date when a parent applied for admission. The child must start within ~~2 school weeks~~10 school days of the offer date, unless otherwise agreed

	by the school. ***Sixth forms make their own offers, not the LA.***
Overseas children	All applications, including those submitted from outside the country, will be processed without regard for nationality or immigration status. Foreign nationals who wish to apply for a state-funded school place should check that they have a right of abode or that the conditions of their immigration status permit them to access a state-funded school. Advice for parents of foreign nationals and children overseas is available from the LA.
Oversubscription criteria	Where the number of applications exceeds the number of places available in the Year Group, the admission authority will use its published oversubscription criteria to prioritise applications. Oversubscription criteria are not used where there are sufficient places available. Eligibility for priority under any oversubscription criterion used by a school is not a guarantee of admission. Oversubscription criteria for this school are detailed above.
PAN or Published Admission Number	This is the minimum number of places available at the school at the normal round intake. In limited circumstances, more will be admitted. The PAN is set by considering the physical capacity of the school, the level of demand expected from local children living in a school's catchment area and sensible, lawful school organisation. Applications will not be refused below the PAN at the normal round. If there is unexpectedly high demand and the school believes it could admit more children, the PAN will be increased. A school may admit children above-PAN where their circumstances suggest their need to be admitted outweighs prejudice to efficient education at the school.
Parent (or carer or guardian)	For school admission purposes, 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. A school or the LA may ask for evidence of parental responsibility where a person is acting as a parent but does not hold formal parental responsibility. Sometimes there is a dispute between parents over which school a child should attend. Decisions in response to an admissions application will consider imminent court hearings that may have an impact on parental responsibility and living arrangements. Neither a school nor the LA will become involved in parental disputes.
Prejudice to efficient education	It is lawful to refuse admission where taking another child would cause a "prejudice to efficient education or the efficient use of resources". This is the point when we say the year group or the class is full. In most cases, prejudice would occur when the admission number for has been reached but it may also be when a class of mixed year groups is full. Where year groups are mixed in a single class, the PAN or AN for one year group may have been reached but, if there are vacancies in the class, a place may be offered. In reaching these decisions, the admission authority will consider the impact on class sizes in future years, assuming that all current pupils will still be on roll and that the next intakes will reach the determined PAN. This is called future prejudice (see Admissions Appeals Code 3.10).
Pupil Premium	Schools can give admissions priority where a child is eligible for Pupil Premium funding if included in the school's oversubscription criteria. Children are eligible for Pupil Premium funding: • who are eligible for free school meals, or have been eligible in the past 6 years (including eligible children of families with no recourse to public funds), • who have been adopted from care or have left care, • who are looked after by the LA, • who have a parent serving in HM Forces,

	• who have a parent who has retired on a pension from the Ministry of Defence. Eligibility for Pupil Premium priority where it forms part of a school's arrangements is not a guarantee of admission. Oversubscription criteria for this school are detailed above.
Service families	For children of UK service personnel and other Crown Servants we will consider a family posted to the area as meeting residence criteria even if a home address has not been identified and a unit address is used. Measurements for prioritisation purposes will be from the residential property or the centre of the front gate of the unit address if necessary. This requires written confirmation from the relevant government department: The Ministry of Defence, the Foreign and Commonwealth Office or Government Communications Headquarters. ~~Schools will consider in-year admissions for families of UK service personnel posted to a new area and of crown servants returning to the country without reference to the 8-school week limit for other applications.~~ Evidence will be required to confirm the posting. There is no additional admissions priority for children of service families.
Sibling	'Sibling' means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a stepbrother or sister or other child living in the same household as part of a single-family unit at the date of their application for a place. A sibling who has been offered a place will be considered as if he or she were on roll for the purposes of oversubscription priority where a child seeks admission. Children must be on roll in year groups Reception to Year 11 or in a school's sixth form or post-16 setting to be eligible as siblings for admissions purposes. Sibling priority cannot be given for children who attend a school nursery. Eligibility for sibling priority (if this is part of the school's arrangements) is not a guarantee of admission. Oversubscription criteria for this school are detailed above.
Supplementary Information Form or SIF	This is a form in addition to the LA common application form. Some schools use SIFs to collect information necessary to apply one or more of their oversubscription criteria. SIFs need only be completed to provide information related to a specific oversubscription criterion, not by applicants who aren't seeking priority according to those criteria. An application form must also be completed in all cases.
Tie breaker	To distinguish between children in an oversubscription criterion, priority will be determined based on distance between home and school. This is measured in a straight line from the address point marker for a child's address to the centre of the main entrance to the school site using the LA's Geographical Information System (GIS). Where new-build properties are not yet displayed on the map, an estimate of the property location will be made using all available information. This will be updated when possible. Children who live closer to the school have a higher priority for admission. Where two or more children reside within a block of flats, they will be deemed to live at an equal distance from the school. If the tiebreaker above is not enough to distinguish between applicants in an oversubscription criterion, there will be a random ballot. This will be undertaken by a person independent of the school, such as an elected Member of the LA, by the operation of an electronic list randomiser. This will be used where it is necessary to distinguish between two or more addresses within 2 metres of each other. Random allocation will not be applied to multiple birth siblings (twins and triplets etc.) from the same family tied for the final place. Schools will admit them all.

Twins and other multiple birth siblings	This school is aware of the advice issued by The Twins Trust with regard to multiple birth siblings being placed in classes within school: that the views of parents are taken into account when deciding whether they will be placed in the same or separate classes (where admission could be into more than one class).
Uniform	Children attending many schools are expected to wear a uniform. Where this is the case, information about where this can be purchased and support for families who may be unable to afford items of uniform will be available from the school office and website.
Waiting Lists	Schools will operate a waiting list for each year group until the end of the academic year. This will be maintained by the LA on behalf of the school and shared with the school. Waiting lists will only contain the names of children who have formally applied and been refused admission. Children's positions on the waiting list will be determined solely in accordance with a school's oversubscription criteria. The length of time on a waiting list does not affect a child's position. However, positions will be reordered whenever anyone is added to or leaves the waiting list. Therefore, a child's name can go up or down on the list. When asked to do so, parents must confirm if they wish their child to remain on the waiting list and must reapply at the end of the academic year. This is to ensure the list is kept up to date. When a place is offered to a child on the waiting list, the offer will not be held open to allow time for the family to visit or revisit the school. Waiting list offers must be accepted or declined by the end of the next school day. This is to ensure that the vacancy can be filled promptly by any other children already on the waiting list. ***Sixth Forms do not hold waiting lists past the autumn term of Year 12.***

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Lipson Co-operative Academy Sixth Form

Admissions Application Form 2028-29

At the normal round intake or for in-year admission into a state-funded Sixth Form College.

This form can be used by a student in their own name or by their parent (or carer). It can be used for admission to this sixth form, regardless of the home address of the student. Students seeking admission to any other sixth form or FE College should approach that setting directly.

You can use this form to apply at the normal round into Year 12 or for in-year admissions into Year 12 or Year 13. Normal round applications for Year 12 may be late and at a disadvantage if submitted after **31 January 2028**.
This is the only application form you need to apply for a place here.

You are strongly advised to read the Plymouth Admissions Guide and school admissions policy and to ask if you have any questions - call the school or Plymouth Admissions.

This form should only be used for external candidates, who want to transfer into this sixth form. Internal candidates staying on from Year 11 to Year 12 are not required to make a formal application.
(Both Internal and External candidates will be asked to complete an Options Form to indicate the courses they wish to study. The Options Form is not an application form.)

Section A – details about the student

Applications for students with an Education, Health and Care Plan will be forwarded to the LA Special Educational Needs Team. This will not affect the setting this student will attend. Please tell us if this student has an EHCP.	YES / NO
Schools are not obliged to admit a student who has been Permanently Excluded from school twice with the most recent exclusion being in the last 2 years. Please tell us if this student has been twice Permanently Excluded.	YES / NO
Which year group are you applying for?	Year 12 / 13

Forename(s)	
Surname	
Date of Birth	
Gender	
Current school or setting	
Home address with postcode	

This must be where you live and from where you will attend sixth form. If you expect to move from this address before admission, you must let us know. We will confirm with you whether a change of address is accepted and whether evidence is required.

New address if moving, with postcode	
Moving date	

Is this student in the Care of a Local Authority or was he or she in the Care of a Local Authority before immediately being adopted or made the subject of a Child Arrangements Order or a Special Guardianship Order?		YES / NO
If so, please give contact details		

Section B – details about the applicant

If you are the student and you are submitting the application, you do not need to answer the following questions in this section.

Forename	
Surname	
Address if different to the student	
Email address	
Daytime telephone number	
Relationship to the student	

Do you have parental responsibility for this student?	YES / NO
Is this student subject to a private fostering arrangement?	YES / NO
Is there another person or body (such as a Local Authority) who might object to this application?	YES / NO
Is there a court order in place that might affect this application?	YES / NO
If you have answered YES to any of the previous 3 questions, please give details	

Section C – details about the application

Is this student a sibling[1] of a pupil on roll here?	YES / NO
If so, please tell us the sibling's name and date of birth	
Is this student the child of a member of staff[2] who has been employed at this school[3] for more than two years or recruited within the past two years to fill a vacancy for which there was a skills shortage. You must provide details of the member of staff in the box below.	YES / NO
Name of the member of staff	

[1] 'Sibling' means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a stepbrother or sister or other child living in the same household as part of a single-family unit at the date of their application for a place. Siblings are those on roll in Years 7 to 13 or with a formal offer of admission to those year groups.

[2] A child will be eligible if the member of staff is a) the natural or adoptive parent or other person with parental responsibility living at a different address or b) the natural or adoptive parent or other person with parental responsibility or another person living in the same household and acting as the child's parent.

[3] This will be any salaried person employed at this school when the application is made. Where the duties of a member of staff are undertaken at different schools in a federation or chain of schools, there will be admissions priority only at one school. This will be at the member of staff's base school. Where that can't be identified, priority will be at the school where he or she expects to work for most of the time in the current academic year.

You can give reasons for your preference below if you wish:

Section D – declaration and signature

Sixth forms will only prioritise applications according to the oversubscription criteria in their admissions policies, published on school websites and at http://devon.cc/schoolpolicy, and can only consider information you provide. The reasons you mention in an application may be shared with the LA and at appeal if you are refused admission. You can attach documents to this application.

- I confirm that the details on this form are accurate.
- I understand I must inform the School if the student's circumstances change before admission; for example, there is a house move.
- I have read information on entitlement to transport support from Plymouth City Council for post-16 students.
- I have read the Plymouth City Council School Admissions Arrangements: A Parent's Guide,
- I have also read or, had the opportunity to read, the School admission policy
- I understand that I could contact the School or School Admissions Team to resolve any queries throughout the application process

Your signature

Your name (please print)

Date

Please return to: **Lipson Co-operative Academy, Bernice Terrace, Plymouth, Devon PL4 7PG**
before **31 January 2028**
(or as soon as possible, with reasons why you feel your application should be considered on time).

For in-year applications, return the form when you wish to apply.

Privacy and 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. By signing or submitting this form you acknowledge that you have read, understood and agreed to this data processing. For more information about Data Protection, please contact the School or visit https://www.plymouth.gov.uk/data-protection