

School Admissions Policy 2023-24



Notre Dame Roman Catholic Comprehensive College

Looseleigh Lane, Derriford, Plymouth, PL6 5HN
01752 775101

Our Ethos - we ask parents to respect our ethos and its importance to the school community. This does not affect the right of all parents to apply and be considered for a place here:

Information about this policy

Vision and values:

This policy supports the vision and values of Plymouth CAST.

Policy Principles:

This policy:

- Ensures Plymouth CAST schools comply with the requirements of the School Admissions Code
- Provides a CAST-wide approach to admissions
- Ensure all schools apply the same over-subscription criteria across the trust
- Provide a central point for consultation with local authorities
- Be reviewed each year by the trust leadership team and directors

Policy Aims:

- To enable parents to know when and how to apply for places at CAST schools
- To assist school leaders in meeting statutory requirements
- To identify a best practice approach to waiting lists
- To explain what supplementary documentation is required, when and to who
- To provide a transparent approach to allocation of places at CAST schools

Relevant legislation and linked policies

- School Admissions Code 2021: DfE
- Fair Access Protocols: DfE
- School Admissions Appeal Code: DfE
- Local authority admission arrangements

Text [like this](#) is a link to further information, within this document or elsewhere.
For explanatory notes, see Appendix A to the policy



Roles and Responsibilities:

Headteachers are responsible for:

- Providing advice and guidance to the LGB and the directors as to requirements under the School Admissions and Appeals Codes
- Making arrangements for determining admissions and hearing admissions appeals
- Ensuring local authority deadlines are met

Local Governing Boards are responsible for:

- Supporting the Headteacher to determine arrangements
- Ensuring effective arrangements are in place for pupil recruitment

The trust senior executive leadership team are responsible for:

- Preparing a CAST wide admissions policy, which takes account of Diocesan guidance and the School Admissions and Appeals Code
- Providing oversight, and support, of the implementation of admissions arrangements across the company
- Ensuring that the impact of any proposed changes to an academy's admission arrangements are considered in light of the other academies in the company and other catholic schools generally in the diocese
- Report to the directors regarding admissions arrangements across the academies in the company
- Ensuring effective arrangements are in place for pupil recruitment to the academies in the company
- Providing advice and guidance to directors regarding the requirements of the Schools Admissions and Appeals Codes

Directors are responsible for:

- Approving a CAST wide admissions policy, which takes account of Diocesan guidance and the School Admissions and Appeals Code
- Adopting the CAST-wide admissions policy prepared by the senior executive leadership and ensure that it complies with all diocesan requirements

Local authorities are responsible for:

- Providing information to parents about the school
- Providing applications and other available documentation to the school to be able to order parents who have applied for a place at the school
- Managing in-year admissions

This policy applies to all admissions for the school year 2023-24.

Religious education and worship are in accordance with the teachings and doctrines of the Catholic Church. **This does not affect the right of parents or carers who are not of the faith of these schools to apply for and to be considered for places.** We ask all parents or carers applying for a place to respect this ethos and its importance to the school community.

Our school serves the Catholic communities of Plymouth Diocese. We also welcome applications from all parents and carers, regardless of faith or background, who would like their children to be educated in a Christian environment.

Plymouth CAST is the admission authority for the school and is responsible for determining the admissions policies. On behalf of the Trust, the admissions process for our schools is coordinated by the local authority.

The directors of the academy trust are responsible for the admissions policy and for ensuring the policy is implemented in CAST schools. School leaders (supported by the Local Governing Board) are responsible for following the admissions policy and providing information to directors to enable them to fulfil their responsibilities.

Key Information

Policy consultation period	6 December to 16 January 2022
Policy determined on	28 February 2022
Policy contact name and position	Kevin Butlin – Director of Education
Amendments after determination	-
Department for Education school number	897/4605
Age range	11 – 18
Type of school	Academy, secondary school
Admissions authority	Plymouth CAST
Normal round intake	Year 7
Published Admission Number 2023-24	140
Priority for children from another setting	No
Designated religious character	Yes – Catholic Diocese of Plymouth
Admissions catchment area	No
School uniform	Yes
Application Form	Plymouth Schools Admissions
Supplementary Information Form	Yes – only to be used for faith priority. See below Yes – only to be used for the exceptional need criterion. See below

Key Dates Normal round

When to apply	5 th September 2022 to the National Closing Date which is 31 October 2022
Decision	National Offer Date which is 1 March 2023
When to appeal	From 1 March 2023 or from 20 school days after the refusal, whichever is later
Deadline to submit appeal	28 March 2023
Deadline to hear appeal	28 July 2023

Key Dates In-Year admission

When to apply	From 1 September 2023
Decision	within 15 school days of an application receipt
When to submit appeal	from 20 school days after refusal
Deadline to hear appeal	within 30 school days of the form being submitted

Contacts for further information

Plymouth CAST Multi-Academy Trust

01752 686710 admin@plymouthcast.org.uk

Diocese of Plymouth

01364 645390 www.plymouth-diocese.org.uk/

Churches Together in England

020 7529 8131 www.cte.org.uk

Churches Together in Wales

03300 169860 www.cytun.co.uk

Plymouth LA Contacts

- school.admissions@plymouth.gov.uk 01752 307469
- **Plymouth policies, information, and admissions application forms**
- [Plymouth Schools Admissions](#)
- **LA School Transport:** Email – school.transport@plymouth.gov.uk Telephone – 01752 308770
- Post – School Transport, Windsor House, Tavistock Road, Plymouth PL6 5UF
- **Children's Education Advisory Service** – advice for service families
- 01980 618244 DCYP-CEAS-Enquiries@mod.gov.uk
- **Children's Education Advisory Service** – advice for service families
- 01980 618244 DCYP-CEAS-Enquiries@mod.gov.uk
- **The Department for Education (DfE)**
- 0870 000 2288 www.education.gov.uk
- **Office of the Schools Adjudicator**
- 01325 735303 www.education.gov.uk/schoolsadjudicator

- **The Education & Skills Funding Agency (ESFA)**
- 0370 000 2288 www.gov.uk/government/organisations/education-and-skills-funding-agency
- **The Department for Education (DfE)**
- 0870 000 2288 www.education.gov.uk
- **Office of the Schools Adjudicator**
- 01325 735303 www.education.gov.uk/schoolsadjudicator
- **The Education & Skills Funding Agency (ESFA)**
- 0370 000 2288 www.gov.uk/government/organisations/education-and-skills-funding-agency

Oversubscription Criteria

To be used only when there are more applications for places 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 children¹ and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order² 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 based on their exceptional medical or social needs³ or those of their parents.⁴**
- 3. Priority will next be given to children who are Baptised Catholic.⁵**
- 4. Priority will next be given to children who are siblings⁶ of pupils on roll at this school.**
- 5. Priority will next be given to children who are members of other Christian denominations,⁷ who regularly attend⁸ a Christian church or whose membership is evidenced by a minister of religion.**
- 6. Priority will next be given to children of members of staff⁹ who have been employed at this school for more than two years or recruited within the past two years to fill a vacancy for which there was a skills shortage.**
- 7. Priority will next be given to other children.**

¹ 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 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 To request this priority, the application must be accompanied by a completed [Supplementary Information Form for Exceptional Need](#) which will include evidence, from a medical specialist or social worker of the need and why the child must attend this school rather than any other, based on the needs of either the child or parent or of both. If evidence is not submitted to the with the application, exceptional need will not be considered.

⁴ A parent is any person who has parental responsibility or care of the child. When we say parent, we also mean carer or guardian. Applications do not require both parents to agree on the preference for school.

⁵ A child baptised in the Catholic church, evidenced by a completed [Faith Supplementary information Form](#)

⁶ By sibling we mean 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.

⁷ 'Children of other Christian denominations' means children who belong to other churches and ecclesial communities which acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service to the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which, on principle, has no credal statements in its tradition is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above. All members of Churches Together in England (CTE) and Churches Together in Wales (CYTUN) are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis. Evidence will be by a completed [Faith Supplementary information Form](#)

⁸ To regularly attend, the child attends church services on at least a monthly basis, and for a minimum period of two years immediately prior to the application being made. In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

⁹ This will be any salaried person employed at this school. Where the duties of a member of staff are undertaken at different 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 undertakes duties for the majority of the time. Where that cannot 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. All members of staff are an important part of the school community. This includes members of staff employed by a third party, whose duties are solely at the school, where he or she undertakes duties for the majority of the time.

School Admissions Policies

Every school must have an admissions policy for each academic year. The admission authority must ensure that the practices and criteria used to decide on the allocation of school places are fair, clear, and objective.

This policy is written to comply with the mandatory requirements of the [School Admissions Code](#), the [School Admissions Appeals Code](#) and all other relevant legislation so that:

- Parents know they must apply for a place and how and when to apply
- Parents know what will happen after they apply
- It is clear to all, including our school community, how many places are available
- Our school community understands our admission procedures
- We are committed to a fair, consistent, and transparent admissions process

It should be read along with Plymouth City Council's admissions documentation at [Plymouth Schools Admissions](#)

Once an admissions policy is determined, it can't be amended except where it is permitted or required under the terms of the Admissions Code. Any amendments will be detailed in the [Key Information](#) section above.

How to apply for admission – at the normal round

Parents apply for a place by completing the Common Application Form that is issued by the Local Authority (LA) where the child lives. For residents of another council area parents must use the Common Application Form provided locally. This will be forwarded to Plymouth City Council

There is a National Closing date for applications. Applications can be submitted after this but will be considered as late, after all timely applications unless the parent can demonstrate that he or she was unable to apply on time.

Applications for normal round admission are managed under Plymouth LA admissions procedures. Decisions will be sent to parents on the National Offer Day by the Council where the child lives.

How to apply for admission – in-year to any Year Group

This school will participate in Plymouth LA's in-year coordinated admissions scheme for 2023-24, please see [Plymouth In-Year Admissions](#)

After the normal round intake, parents apply for a place at this school by completing the local authority's Application Form, regardless of where the child lives. This is available at [Plymouth In-Year Admissions](#) or by calling the LA for a paper version

Applications can be made at any time after the Year Group has started¹⁰ but will not be processed sooner than 6 school weeks before the place is required, or 12 weeks for service families.¹¹ They will be considered in date order with all those received by Plymouth City Council's School Admissions Team

The responsibility for decisions lies with the admissions authority for the school which may meet virtually (for example by conference call). Decision-making cannot be made by a single individual. Decisions will be sent to parents by Plymouth City Council's School Admissions Service.

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 be able to advise parents. When notified of an application, we will give the view of the school on whether a place should be offered within 5 school days. This is to ensure that a decision can be communicated to the parent within 20 school days.¹²

¹⁰ This means after 1 September of the intake year.

¹¹ This will be 16 school weeks in advance for children of UK service personnel.

¹² School Admissions Code 2014 section 2.28

Appeals against a refusal to admit a child

Parents will have the right of appeal against a decision to refuse admission to a Panel that is independent of the school admission authority and the LA.¹³

The Appeal Panel will decide whether the admission arrangements for the school and LA were lawful and had been applied correctly and whether it was a reasonable decision to refuse the application in the circumstances that were known at the time the original decision to refuse was made.

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.

Allocation date for the normal round Year 7 intake: **1 March 2023**

Deadline for appeal forms to be submitted: **28 March 2023**

Admission of children outside their normal age group

Parents may request that their child is admitted outside their normal age group. They should include a request with their application, specifying why admission out of normal year group is being requested. We¹⁴ will decide based on the circumstances of the case and in the best interests of the child concerned. We will ask parents to provide as much supporting evidence as they wish to say why they are requesting admission outside the normal age group for a child. We will consider:

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

Parents should consider the implications of a child being taught out of the normal age group. Any school the child later moves on to will not be obliged to continue to educate their child out of the normal age group.

We will reach a decision on which Year Group is appropriate for the child. We will then reach a decision whether a place can be offered as it would for any application in that Year Group. Where we don't agree to early admission it will be our view that this is not a suitable school for the child at that age.

There is no right of appeal if a parent is offered a place, but it is not in the year group they would like. They may make a complaint through the school's complaints procedure if they are unhappy with a decision.

Emergency arrangements

In the event that a local, regional, or national public health lockdown is imposed, school admission and appeals arrangements may operate to amended timescales or under emergency regulations. Wherever possible, admission applications will continue to be processed under the terms of the In-Year Co-ordinated Admissions Scheme so that parents are not disadvantaged. Places will be held open until it is practical and safe for children to attend on site. Remote learning will be made available as for existing pupils although we recognise that in some 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.

¹³ Where a child has been permanently excluded from two or more schools there is no need for an admission authority to comply with parental preference for a period of two years from the last exclusion.

¹⁴ This means the admissions authority for the school. Some functions may be delegated to a committee or to officers within the LA.

Sixth Form Arrangements

The CAST board of directors is the admissions authority for **Notre Dame RC Comprehensive College**, with support from the local governing board. The arrangements apply to students transferring from Year 11 to Year 12 in 2023-24. **Applications should be made direct to the school.** The sixth form takes boys and girls.

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.

All applicants must:

(i) Complete the application form available from, and returnable to **Notre Dame RC Comprehensive College**. The form is also available on the school website.

(ii) In addition, applicants should complete the school's own supplementary information form if the application is made on faith grounds. If you only complete the school application form your application will be valid, but the school may not be able to rank your application against their admission criteria. If you only complete the school's supplementary information form, your application will not be valid and will not be considered.

A child with an Education, Health and Care Plan or Statement of Special Educational Needs (SEN) 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.

All students must be willing to accept the whole course, including the RE programme.

Any student refused the offer of a place in Year 12 has the right of appeal to an independent appeals panel.

Admission Procedures for entry into Year 12 in September 2023:

- Sixth Form prospectus and application form will be available from the Sixth Form office from the day of the Sixth Form Opening Evening
- The Sixth Form Open Evening will be in November 2022
- The deadline for applications will be the end of the Autumn Term 2022
- Applicants will be invited to interview to discuss course choices between January and March 2023
- Letters of offer will be sent by the end of the Spring Term 2023
- Letters which inform students of an unsuccessful application will also advise parents of the opportunity to request an independent appeal
- Late applications may be considered up to the end of August 2023

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 oversubscription criteria.

Appendix A – Admissions Explanatory notes for Plymouth state-funded schools. The oversubscription criteria for this school are detailed above. Further information can be found at www.plymouth.gov.uk/admissions

Admission Authority	<p>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 authority for different types of school is:</p> <p>Academies: the academy trust or multi-academy trust Community schools: the Local Authority Foundation schools: the school’s governing board Free schools: the academy trust or multi-academy trust University Technical Colleges (UTC): academy trust or multi-academy trust Voluntary Aided schools (VA): the school’s governing board Voluntary Controlled schools (VC): the Local Authority</p>
Admission Number (AN) or Published Admission Number (PAN)	<p>The PAN is the minimum number of places that will be made available at the normal round intake into the school. The PAN may be increased at any time. In exceptional circumstances, a child may be admitted above the PAN where the admission authority considers this to be necessary and appropriate.</p> <p>The AN is the equivalent of the PAN after the intake year. It is the number of places we expect 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.</p>
Appeal	<p>When an application is refused, this is very often because we believe it would “prejudice the provision of efficient education or the efficient use of resources”. (See the School Standards and Framework Act 1998).</p> <p>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</p> <p>An appeals service is available for all Plymouth state-funded schools before the Plymouth 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.</p>
Application	<p>For normal round admissions, applications are considered to have been made on the National Closing Date or the date when the application was submitted or amended if later.</p> <p>In-year applications are considered to have been made on the date they are received, 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.</p> <p>It is a parent’s responsibility to make sure that the admissions authority or LA is informed about changes to circumstances and eligibility for priority if, for instance, a sibling is taken onto our roll, or the home address changes.</p>
Catchment Area	<p>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. Children living in a residential property split by the boundary line will be considered to be living within the catchment area. The boundary line will then be reviewed for future applicants.</p>
	<p>Eligibility for catchment priority where this is part of a school’s arrangements is not a guarantee of admission.</p>

Children formerly in Care (Looked After)	<p>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.</p> <p>Eligibility for looked after or formerly looked after priority is not a guarantee of admission although there is a presumption in favour of admission in most circumstances.</p>
Chronological Year Group	<p>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.</p>
Common Application Form	<p>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.</p> <p>The large majority of applications in Plymouth are submitted online at Plymouth Schools Admissions</p>

Compulsory School Age	<p>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.</p>
Delayed admission	<p>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 which is 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 then make an application for admission in the appropriate normal round alongside all other applicants.</p> <p>As delayed admission children are then out of their chronological year group, parents should make contact with schools in good time before transfers to make a similar request to be admitted to that school out of the chronological year group: for in-year moves or normal round admission to junior schools, secondary school or otherwise. The admission authorities for other schools must take into account the child's school history but are not bound by the decision to agree delayed admission previously taken.</p> <p>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 chronological year group.</p> <p>Guidance on delayed admission is available from Plymouth City Council at Plymouth Schools Admissions</p>
Distance measurement	<p>Measurements for school admissions purposes are straight-line from the main entrance to a child's home (the residential building) to the star marker for the school on Plymouth City Council's Geographical Information System.</p>
Documentary evidence	<p>Once a place has been offered to a child, we may ask for evidence of identity – usually a short birth certificate. This may not be necessary where the child has been on roll at another school in England which can confirm that evidence has been seen at that school.</p> <p>We may also request evidence that a child's address is genuine or that the person who made an application for admission was legally permitted to do so.</p>

Education, Health, and Care Plans	<p>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 or not we have reached the PAN or other AN for the Year Group.</p> <p>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.</p>
Education Transport	<p>For further information please contact the local authority school.transport@plymouth.gov.uk Telephone – 01752 308770</p> <p>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 school place.</p>

Equally ranked preference scheme	<p>When making an application, parents can express a preference for one, two or three schools. They 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.</p> <p>Schools are not informed by the LA whether an application is a first, second or third preference.</p>
Extended schooling	<p>Further information on services beyond the normal school day is available from the school office or website.</p>
Fair Access Protocol	<p>All LAs are legally required to operate a Fair Access Protocol across their area and all state-funded schools must take part in the 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 here even though the school is full and other children have been refused admission.</p> <p>It is possible for a child to be refused admission here but allocated a place under the Fair Access Protocol, including when there are children on a waiting list.</p>
Faith oversubscription criteria	<p>Schools designated with a designated religious character may give additional priority for admission where faith criteria are met by an applicant.</p> <p>Eligibility for faith priority where this forms part of a school's arrangements is not a guarantee of admission.</p>
Fees and charges	<p>There is no charge for applying for a place here, for admission itself or for the provision of education. We will not request donations before or during the admissions process and any donations made to the school following 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.</p>
General Data Protection Regulation	<p>Information about an admissions application will be shared with relevant LAs and with another school when a place has been offered.</p> <p>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.</p>

Hard to Place	A child who has been refused in year admission to a school and who does not otherwise have access to suitable education close to home. The LA may seek a place at a school on behalf of a Hard to Place child when the school would otherwise be full.
Home Address	<p>Places are offered here based on where the child will attend school, not necessarily where they live when the application is made. If we have vacancies, then it doesn't matter whether the home address is in our catchment or relatively close to the school.</p> <p>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.</p> <p>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 not possible or is in dispute, any other evidence provided by parents will also 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.</p> <p>Where we ask for evidence of a new address from which a child would attend school, this would often be written confirmation of a house purchase or a formal tenancy agreement. We recognise that some families may be unable to provide this. Parents who can't provide this evidence should contact us or the LA. There is no intention to disadvantage families where there is a genuine reason why evidence cannot be provided.</p>
Home-School Agreement	Admission to school is not conditional on signing a home-school agreement. However, 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 admissions	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	<p>A school which works with another to develop curriculum links and to ease transition for pupils from primary school to secondary school. Sometimes called a feeder school.</p> <p>Eligibility for linked or feeder school priority where this is part of a school's arrangements is not a guarantee of admission.</p>
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 local authority.
Member of staff	<p>Many schools in Plymouth 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. 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.</p> <p>All members of staff are considered to be an important part of the school community: teaching and non-teaching. This includes members of staff employed by a third party, whose duties are solely at the school.</p> <p>Eligibility for children of staff priority where this is part of a school's arrangements is not a guarantee of admission.</p>

Multiple birth siblings	Random allocation will not be applied to multiple birth siblings (twins and triplets etc.) tied for the final place. Where one can be admitted within the PAN or AN, Plymouth schools will admit them all and exceed the PAN if necessary.
Nodal points	<p>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.</p> <p>The term nodal point may also describe a specific location on school premises for distance measurement purposes.</p>
Normal Round Admissions	This is where a child joins the school at the first opportunity for admission to the YearGroup - even if the start is deferred until later in the school year at a primary or infants school.
Nurseries and pre-schools	<p>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.</p> <p>Eligibility for nursery priority where this is part of a school's arrangements is not a guarantee of admission.</p>
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 2023 .
Offers	<p>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 contact, the offer may be withdrawn.</p> <p>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.</p> <p>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.</p> <p>Places will only be withdrawn if offered in error, if the parent has not responded to an offer within a reasonable time or if the offer was obtained through a fraudulent or intentionally misleading application which secured the offer of a place when the response would otherwise have been a refusal.</p>

Overseas children	Applications submitted from outside the country will be processed without regard for nationality or immigration status. https://www.gov.uk/guidance/schools-admissions-applications-from-overseas-children
Oversubscription criteria	<p>Where the number of applications exceeds the number of places available in the Year Group, the admission authority for a school will use its published oversubscription criteria to prioritise applications. They are detailed in the key information section of each school's admissions policy. They are not relevant where there are vacancies.</p> <p>Eligibility for priority under any oversubscription criterion is not a guarantee of admission.</p>
Parent (or carer or guardian)	<p>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.</p> <p>Sometimes there is a dispute between parents over which school a child should attend. Decisions in response to an admissions application will take into account imminent court hearings that may have an impact on parental responsibility and living arrangements.</p>
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" at this school. This is the point when we would say the Year Group, or the class is full. In most cases, prejudice would occur when the AN for the Year Group has been reached but it may also be when a class of mixed Year Groups is full.
Published Admission Number or PAN See also 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. It is calculated 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. Once set applications will not be refused below the PAN at the normal round. If there is unexpectedly high demand and a 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.
Pupil Premium	<p>Schools can give admissions priority where a child is eligible for Pupil Premium funding if included in the school's oversubscription criteria.</p> <p>Eligibility for Pupil Premium priority where this is part of the school's arrangements is not a guarantee of admission.</p>
Service families	<p>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 main entrance to 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.</p> <p>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 up to 16 school weeks in advance.</p> <p>There is no additional admissions priority for children of service families.</p>
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.

	<p>A sibling who has been offered a place within the normal admissions round will be considered as if he or she were on roll for the purposes of oversubscription priority where a child seeks admission in-year.</p> <p>A sibling who has been offered an in-year place for the beginning of the next term will be considered as if he or she were on roll for the purposes of oversubscription priority where a child seeks admission at the normal round.</p> <p>Eligibility for sibling priority where this is part of the school's arrangements is not a guarantee of admission.</p>
Supplementary Information Form or SIF	<p>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.</p> <p>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.</p> <p>An application must be completed in all cases.</p>
Tie breaker	<p>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 an entrance door of the residential dwelling to the centre of the main entrance to the school site using Plymouth's LA's Geographical Information System (GIS). 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.</p> <p>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 by the operation of an electronic list randomiser.</p> <p>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.</p>
Uniform	<p>Children attending many schools' 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.</p>
Waiting Lists	<p>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.</p> <p>Children's positions on the waiting list will be determined solely in accordance with a school's oversubscription criteria. 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. The length of time on a waiting list does not affect a child's position.</p> <p>Parents must confirm they wish the child to remain on the waiting list when requested to do so and must reapply at the end of the academic year. This is to ensure the list is kept up to date.</p>

Exceptional Social or Medical Need for Admission Supplementary Information Form 2023-24

To be completed only where an applicant is seeking priority on the grounds of exceptional need.

Applicants who wish to have an Exceptional Social or Medical Need considered with their application (oversubscription criterion 2) are expected to submit independent professional evidence which explains clearly why it is essential to attend this school and no other school.

<p>For normal round entry.</p>
<p>An application may be considered as late if evidence is submitted after the National Closing Date.</p> <p>Applicants must also complete a Local Authority Common Application Form</p> <p>For Plymouth residents, this can be found at Plymouth Schools Admissions</p>

<p>For In-Year admission into any Year Group.</p>
<p>There is no closing date; evidence should be submitted with the application.</p> <p>Applicants must also complete the Local Authority Common Application Form</p> <p>This is for all applicants and can be found at Plymouth Schools Admissions</p>

Please read the school admissions policy, including definitions, before completing this form. This is published on the school website

PART A – to be completed by the applicant	
Full name of child	
Date of Birth	
School you are applying for	Notre Dame Roman Catholic Comprehensive College, Plymouth
Please tick the box below if you believe there is an exceptional social or medical need for your child to attend this school.	
<input type="checkbox"/> Criterion 2	<p>Priority will next be given to children based on their exceptional medical or social needs¹⁵ or those of their parents.¹⁶</p>
<p>Exceptional social or medical need:</p> <p>We give higher priority for children where there is an exceptional need to attend this school and not another school. The need must be specific to this school: a child may have very challenging circumstances that require additional support but if that support could also be provided at another school, there would be no exceptional need to attend this school.</p> <p>All applicants must complete an application form.¹⁷ In order to seek priority on this basis, applicants must also complete this Supplementary Information Form for Exceptional Need to request admissions priority.</p> <p>The exceptional need could be due to the child’s or to the parent’s circumstances. It could include:</p> <ul style="list-style-type: none"> A serious medical condition, which can be supported by medical evidence; Significant caring responsibilities, which can be supported by a social worker; Where the child or one or both parents has a disability that would make travel to any other school more difficult. 	

¹⁵ To request this priority, the application must be accompanied by a completed [Supplementary Information Form for Exceptional Need](#) which will include evidence, from a medical specialist or social worker of the need and why the child must attend this school rather than any other, based on those needs. If evidence is not submitted with the application, exceptional need cannot be considered.

¹⁶ A parent is any person who has parental responsibility or care of the child. When we say parent, we also mean carer or guardian. Applications do not require both parents to agree on the preference for school.

¹⁷ Parents who apply using a common application form from another LA without a tick box for exceptional need should put a note in the reasons for their preference that they are requesting exceptional need priority and provide the required supporting evidence using this Supplementary Information Form.

These examples are not meant to be exhaustive or exclusive. Neither should it be assumed that similar circumstances would impact on different children and families in the same way. The responsibility lies with applicants to submit supporting evidence and to provide further evidence if requested to do so.

- applicants must provide supporting evidence from a doctor or other relevant professional, together with any other relevant information.
- evidence must make a compelling case why the need that has been identified can only be met here and the anticipated difficulties that would arise if the child had to attend another school;
- having a particular medical condition or social vulnerability will not automatically result in a place here;
- it is not essential for the person providing the evidence to name our school or to have detailed and specific knowledge of the school, but the evidence should explain exactly what the child's needs are and what specialist support and facilities are required;
- evidence should be submitted in reasonable time for it to be considered before reaching a decision and for the application to be ranked against our oversubscription criteria as necessary.

Each case will be considered on its own merits but exceptional need for admission will not be accepted on the grounds that:

- a child may be separated from a friendship group;
- preference to avoid a child from the current or previous setting;
- child-care arrangements before or after school would have to be changed;
- transport arrangements would have to be changed;
- there is a medical condition such as asthma that doesn't require specialised treatment;
- the child has an interest or ability in a subject or activity.

We may seek our own advice to establish whether this is the only school that could meet a child's needs.

If we accept that the child would experience a significant detriment by not being able to attend this school, we will agree that there is an exceptional need to attend this school. The application will be prioritised. This does not guarantee that a place will be available.

Where we do not agree that the need is exceptional, the application will be prioritised according to other oversubscription criteria.

Supporting evidence attached

Yes / No

Nature of the supporting evidence you are submitting:

Name(s) and organisation(s) of the professional(s) providing supporting evidence

Privacy and Data Protection:

Your personal data is being used by the school and Plymouth County Council for the purposes of an application for admission to school. We undertake to ensure your personal data will only be used in accordance with our privacy notice which can be accessed at <https://www.plymouth.gov.uk/aboutcouncil/accessinformation/dataprotection>

Please confirm that you give your consent to the School and Council using your personal data as outlined in our privacy notice, by signing below. You have the right to withdraw your consent at any time. Should you wish to withdraw consent, please contact Council's Admissions Team at school.admissions@plymouth.gov.uk 01752 307469.

If you wish to exercise any of your rights under the General Data Protection Regulation, please contact the Council's Data Protection Officer at 01752 306120 or email DataProtectionOfficer@plymouth.gov.uk For more information about data protection contact the school.

I confirm that I have submitted a Local Authority Common Application Form.

Applicant's name		Date	
Please sign here			
Contact Telephone & Email			

Please return this form to:

**The school or
The School Admissions Team**

You can scan and email this form and accompanying evidence to school.admissions@plymouth.gov.uk

Notre Dame RC Comprehensive College

Faith Supplementary Information Form 2023-24



To be completed only where a parent is seeking admissions priority on faith criteria.

Where there are more applications than there are places, we will prioritise applications where a faith criterion has been met. Please complete and return this form to the school by **15 January 2023** or as soon as possible thereafter for admissions at the start of the Reception year.

You must also complete a Local Authority Common Application Form

(eg at www.plymouth.gov.uk/schooladmissions)

Please complete and return this form to the school as soon as possible for in-year admissions.

You must also complete a Plymouth Common Application Form (www.plymouth.gov.uk/schooladmissions)

Please read the admissions policy, including definitions, before completing this form.

PART A – to be completed by the parent	
Full name of child	
Date of Birth	

Please tick box if it describes your child's circumstances.

<input type="checkbox"/>	Criterion 3	Priority will next be given to children who are Baptised Catholic. ¹⁵
<input type="checkbox"/>	Criterion 5	Priority will next be given to children who are members of other Christian denominations, ¹⁶ who regularly attend ¹⁷ a Christian church or whose membership is evidenced by a minister of religion.
<input type="checkbox"/>	I attach a copy of the Baptismal Certificate or a Certificate of Dedication. (If you are providing a copy of a Baptismal Certificate or a Certificate of Dedication, it is not necessary to have Part B completed.)	

Privacy and Data Protection:

Your personal data is being used by The School and Plymouth City Council for the purposes of an application for admission to school. We undertake to ensure your personal data will only be used in accordance with our privacy notice which can be accessed at www.plymouth.gov.uk Please confirm that you give your consent to the School and Council using your personal data as outlined in our privacy notice, by signing below. You have the right to withdraw your consent at any time. Should you wish to withdraw consent, please contact the Admissions Team at school.admissions@plymouth.gov.uk. If you wish to exercise any of your rights under the General Data Protection Regulation, please contact the Council's Data Protection Officer.

I confirm that I have submitted a LA Common Application Form.

Parent's name		Date	
Please sign here			

¹⁵ A child baptised in the Catholic church, evidenced by a completed [Faith Supplementary information Form](#)

¹⁶ 'Children of other Christian denominations' means children who belong to other churches and ecclesial communities which acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service to the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which, on principle, has no credal statements in its tradition is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above. All members of Churches Together in England (CTE) and Churches Together in Wales (CYTUN) are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis. Evidence will be by a completed [Faith Supplementary information Form](#)

¹⁷ To regularly attend, the child attends church services on at least a monthly basis, and for a minimum period of two years immediately prior to the application being made. In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

Once you have completed Part A, please pass the form to your priest, minister, faith leader or church official who should complete Part B and return it to the school. Only where both parts are completed and the form is returned can your application be prioritised accordingly. If you don't return this form, your application will be considered under the "non-faith" criteria.

PART B – to be completed by a Church Priest or Minister where a Baptism Certificate or Certificate of Dedication is not provided	
Full name of child	
Church	
Priest or minister	
Address	
Telephone	

From your knowledge, please tick box if it describes the child's circumstances:

<input type="checkbox"/>	Criterion 3	Priority will next be given to children who are Baptised Catholic. ¹⁸
<input type="checkbox"/>	Criterion 5	Priority will next be given to children who are members of other Christian denominations, ¹⁹ who regularly attend ²⁰ a Christian church or whose membership is evidenced by a minister of religion.

Privacy and Data Protection:

Your personal data is being used by The School and Plymouth City Council for the purposes of an application for admission to school. We undertake to ensure your personal data will only be used in accordance with our privacy notice which can be accessed at www.plymouth.gov.uk Please confirm that you give your consent to the School and Council using your personal data as outlined in our privacy notice, by signing below. You have the right to withdraw your consent at any time. Should you wish to withdraw consent, please contact the Admissions Team at school.admissions@plymouth.gov.uk. If you wish to exercise any of your rights under the General Data Protection Regulation, please contact the Council's Data Protection Officer.

I confirm that the information above is accurate.

Please sign here			
Your name		Date	

Thank you for your assistance in completing this Supplementary Information Form. Please note that if a family is refused a place at the school and appeals against the decision, this form may be used as evidence at the appeal. Please return this form to:

Notre Dame RC Comprehensive College, Looseleigh Lane, Derriford, Plymouth, PL6 5HN

¹⁸ A child baptised in the Catholic church, evidenced by a completed [Faith Supplementary information Form](#)

¹⁹ 'Children of other Christian denominations' means children who belong to other churches and ecclesial communities which acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service to the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which, on principle, has no credal statements in its tradition is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above. All members of Churches Together in England (CTE) and Churches Together in Wales (CYTUN) are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis. Evidence will be by a completed [Faith Supplementary information Form](#)

²⁰ To regularly attend, the child attends church services on at least a monthly basis, and for a minimum period of two years immediately prior to the application being made. In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

Notre Dame RC Comprehensive College Staff Supplementary Information Form 2023-24



To be completed only where a parent is seeking admissions priority under the “children of staff” criterion.

Where there are more applications than there are places, we will prioritise applications where a faith criterion has been met. Please complete and return this form to the school by **15 January 2023** or as soon as possible thereafter for admissions at the start of the Reception year.

You must also complete a Local Authority Common Application Form.

Please complete and return this form to the school as soon as possible for in-year admissions.

You must also complete a Plymouth Common Application Form.

Please read the admissions policy, including definitions, before completing this form.

PART A – to be completed by the parent	
Full name of child	
Date of Birth	

Please tick box if it describes your child’s circumstances.

<input type="checkbox"/>	Criterion 6	Priority will next be given to children of members of staff ²¹ who have been employed at this school for more than two years or recruited within the past two years to fill a vacancy for which there was a skills shortage.
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Privacy and Data Protection:

Your personal data is being used by The School and Plymouth City Council for the purposes of an application for admission to school. We undertake to ensure your personal data will only be used in accordance with our privacy notice which can be accessed at www.plymouth.gov.uk Please confirm that you give your consent to the School and Council using your personal data as outlined in our privacy notice, by signing below. You have the right to withdraw your consent at any time. Should you wish to withdraw consent, please contact the Admissions Team at school.admissions@plymouth.gov.uk. If you wish to exercise any of your rights under the General Data Protection Regulation, please contact the Council’s Data Protection Officer.

I confirm that I have submitted a Local Authority Common Application Form.

Parent’s name		Date	
Please sign here			

If you don’t return this form, your application will be considered under other criteria.

Please return this form to: **Notre Dame RC Comprehensive College, Looseleigh Lane, Plymouth, PL6 5HN**

²¹ This will be any salaried person employed at this school. Where the duties of a member of staff are undertaken at different 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 undertakes duties for the majority of the time. Where that cannot 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. All members of staff are an important part of the school community. This includes members of staff employed by a third party, whose duties are solely at the school.



Appendix 1 Notre Dame RC Comprehensive College Sixth Form Application Form 2023-24

To be completed by External applicants. Once completed and returned, you will be contacted by a member of the Sixth Form team.

* Required

Student Details

1. **Surname*** _____
2. **First Name*** _____
3. **Home Address (including Post Code)*** _____

4. **Mobile Number*** _____
5. **Alternative Contact Number*** _____
6. **Email Address (not your school email)*** _____

7. **Confirm Email Address*** _____
8. **Sex*:** Male Female Prefer not to say
9. **Date of Birth*** _____
10. **Secondary School Attended***
Enter the name of the Secondary School that you currently attend, along with the address

GCSE Subjects and Qualifications

11. **Mathematics*** _____

12. **English*** _____

13. **Science*** _____

14. **Please list your remaining GCSE Subjects along with your target grades***

Post 16 Education

Please select which pathway you would like to study. If undecided, please select your first choice from below. Multiple choices will be discussed at your Post-16 interview

15. **Pathway choice***

A Level, Applied and Specialist Qualifications

Vocational Route Qualification, Level 1, 2 or 3(course based at external Training Provider)

A Level Courses

These are 2-year academic courses. Entry requires an average Grade 5 across GCSE subjects. Each subject has a minimum grade 5, with specific subjects requiring Grade 6/7

Please select your desired course from the menu on the next page. Select N/A where necessary

If undecided, please select your first choice from below. Multiple choices will be discussed at your Post 16 interview

A Level Course Selection*

Please select your **top three** A Level subject choices from below

- Applied Science
- Art – Fine
- Art – Photography
- Biology
- Business Studies (Single or Double Subject)
- Chemistry
- Criminology
- Design and Technology
- Digital Media
- Drama and Theatre Studies
- English Literature
- Engineering
- French
- Geography
- Health and Social Care (Single or Double Subject)
- History
- Maths
- Media Studies
- Music
- Physics
- Psychology
- Sport Studies (Single or Double Subject)

16. If applicable, state the course/s you would like to study that are not listed here

Personal Statement

This statement gives you the opportunity to tell us why you should be accepted onto your chosen course. Within it, you should explain your reasons for wanting to complete the course selected, your career plans and evidence of your personal skills and qualities.

This section should be approximately 500 words.

17. Please insert your Personal Statement into the box below*

Data Protection

All Schools, Colleges and Training Providers collect and process information about staff and students for various administrative, academic and health and safety reasons. Career South West collects information about students in order to ensure they receive the services they are entitled to.

The Data Protection Act 2018 requires your consent before this can be undertaken and your application form processed

18. Please sign

I agree that Careers South West and the School, College and Training Providers, named as the receiving organisation for this form, can process data contained in this form for any purposes connected with my application or study within the organisation. All data handling will comply with General Data Protection Regulations

Signed:

Date:

Please return this form to: **Notre Dame RC Comprehensive College, Looseleigh Lane, Plymouth, PL6 5HN**