



## **ADMISSIONS POLICY FOR ACADEMIC YEAR 2024/25**

Paignton Academy  
Waterleat Road  
Paignton  
Devon  
TQ3 3WA

Paignton Academy  
Borough Road  
Paignton  
Devon  
TQ4 7DH

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## **Introduction**

1. The admission authority for Paignton Academy is the Thinking Schools Academy Trust.
2. The purpose of the policy is to ensure all places at each Academy are allocated and offered in an open, fair and transparent way.
3. This policy was reviewed in January 2025.
4. The key dates for Admission are listed in the appendix.

This document should be read alongside:

- Torbay Council's primary co-ordinated admission scheme for 2023-2024
- Torbay Council's co-ordinated in year admission scheme for 2023-2024
- Torbay Council's TIPS8 admission guidance and primary supplement
- Torbay Council appeals process booklet TIPS2 which together make up the admission arrangements.

## **Paignton Academy**

5. The school operates with Years 7-11 on two separate sites, Waterleat Road and Borough Road.
6. The Academy will admit up to 360 pupils in Year 7 (180 on each site). This is its Published Admission Number (PAN).
7. The school operates an operational PAN in Years 8-11:
  - Year 8: 330
  - Year 9: 330
  - Year 10: 300
  - Year 11: 300
8. In line with the Schools Admission Code, the Academy will participate in the coordinated admissions scheme for Torbay LA and provide the LA with the information it needs to coordinate admissions by the dates agreed within the scheme. Key dates for admission to Paignton Academy in September are set out at the end of this policy.
9. If the Academy receives 360 or less applications to join Year 7 in September it will admit all students.
10. In the event that more than 360 students apply it will operate the following Oversubscription Criteria

### Over-subscription Criteria

11. Children with an Education, Health and Care Plan which names the Academy on the Plan will have automatic entitlement to a place at the Academy.

- I. Cared for children who were previously cared for but immediately after being cared for became subject to an adoption, child arrangements or special guardianship order.
- II. Children living in the designated area who will have a sibling attending the academy at the time of application.
- III. Other children living in the designated area.
- IV. Children living outside the designated area who will have a sibling attending the academy at the time of application.
- V. Children living outside the designated area.

12. Should it be necessary to further distinguish between applications within any of these categories, priority will be given to those living closest to the Waterleat Road site (as the main site).

Measurements are taken by a straight-line distance using the Council's electronic mapping system - the shorter the distance the higher the priority. Measurements are taken by a straight-line distance using the Council's electronic mapping system (GIS). Measurements will be made from the co-ordinates of the home address as pinpointed on the Council's system, to the co-ordinates of the school as pinpointed on the Council's system. The pinpoint will be within the building structure and its precise location will be determined by Torbay Council in accordance with the Geoplace Data Entry Conventions and Best Practice for addresses. This is for admissions purposes only and is not used to determine eligibility for school transport. In the event that applicants cannot be separated using the distance tie-breaker (i.e. they live identical distances from the school), the allocation of a place will be by random selection using a random number generator and in the presence of a senior manager.

13. Where applications are received from families<sup>[SEP]</sup> with multiple birth siblings (twins, triplets, etc.) every effort will be made to allocate places at the same school, including offering place(s) above<sup>[SEP]</sup> the Published Admission Number (PAN) wherever possible. Where that is not possible parents will be invited to decide which of the children should be allocated the available place(s). Where applications are made at the same time for two children not falling within multiple birth siblings, (sometimes referred to as contemporaneous admissions) the application will not be considered under the 'sibling' criteria.

### Definitions

14. Siblings: children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.

15. Looked after child: a child who is (a) in the care of a local authority or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the

definition in section 22 (1) or the Children Act 1989) at the time the application for a school place is made.

16. Adopted child: this includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the terms of section 46 of the Adoption and Children Act 2002.
17. Child Arrangements order: defined in s.8 of the Children's Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.
18. Special guardianship order: under the terms of section 14A of the Children Act 1989, an order appointing one or more individuals to be a child's special guardian (or special guardians).  
Evidence required for previously cared for children will be:
  - a An adoption order under section 46 or the adoption and Children Act 2002 or
  - b A child arrangement order under Section 8 of the Children Act 1989 as amended by s. 12 of the Children and Families Act 2014.
  - c A special guardianship order appointing one or more individuals to be a child's special guardian(s) under section 14A of the Children Act 1989.
19. At the time of application: On the date an application is received by the admission authority or the closing date for a main round application, whichever is later.
20. Designated area: the area identified via the Admissions area map
21. Home address: address of the person with parental responsibility for the child and with whom the child lives for at least 80% of the school week (Sunday night to Thursday night), at the time of application. Where a child resides through shared custody, and where there is no legal evidence of an alternative arrangement, the address will be the one nominated by the parents as long as evidence can be provided that the child does live for part of the week at that address. The address must be of a person with parental responsibility, not another relative with whom a child may stay for convenience on some days of the week. The final decision on residence rests with the admission authority who will take into account any information submitted by the parents in support of their case. Parents will be encouraged to reach agreement or seek a Specific Issues Order from a court. For children in public care the address will be the carer's address. Parents of oversubscribed schools will be asked to provide evidence of address if this cannot be verified through council tax records. This may include correspondence received from HM Revenue and Customs, Child Benefit Division or Tax Credits Division. A utility bill may be accepted but NOT a bank statement or mobile phone statement.

Changes of address after the closing date in the main admissions round will be considered up to and including 4<sup>th</sup> February only if proof of the new address is provided. One of the following will need to be provided:

- a A solicitor's letter confirming that contracts on a property being purchased have been exchanged
- b A copy of the tenancy agreement if a property is to be rented, showing that residence is to commence on or before 4<sup>th</sup> February and that the property will still be rented in September

- c A copy of the applicant's council tax bill showing the same name as the applicant name on the Common Application Form

Parents may also be asked to provide proof of address from correspondence received from HM Revenue and Customs, Child Benefit Division or Tax Credits Division. This correspondence must be dated before 4<sup>th</sup> February.

For in year applications, the same proof of address will be required and the new address will not be used for over-subscription ranking purposes until it has been received.

- 22.Children of UK service personnel and other Crown Servants returning from overseas: applicants must provide an official letter stating a relocation date. The address used will be the one where the child will live when they move to the area. Evidence of this intended address must be provided.

### **Admission of children outside their normal age group**

- 23.Parents may seek a place for their child outside of their normal age group, for example if the child is gifted and talented or has experienced problems such as ill health. Parents will be asked to provide supporting information for their application, together with professional evidence if relevant. This information will then be considered by the Regional Governing Board to make the final decision as the admission authority.

- 24.The admission authority will take a number of factors into account, including

- the parent's views
- information about the child's academic, social and emotional development
- medical history and the views of medical professionals where appropriate
- whether the child has previously been educated out of their normal age group

- 25.The final decision lies with the admission authority who must agree that it would be in the best interests of the child. Clear reasons will be given for the decision. Where it has been agreed that the child can be admitted to a different age group, the parent will need to apply and their application will be ranked alongside other applications against the school's admission criteria. The admission authority will not give lower priority on the basis that the child is not of the correct age.

### **Late applications for year 7 transfer and waiting list**

- 26.Applications received after the closing date for main round (entry to year 7) will be processed after the secondary allocation day in March. The same oversubscription criteria will be applied and late applicants will be ranked in the same list as first round applicants who were unsuccessful. Any places available will be allocated strictly according to the oversubscription criteria and not according to time on the waiting list. Applications received in time for the second round will be treated equally with other applications received by the deadline for this round. After the second round, each work day will be treated as a separate application period. Any child who cannot be offered a place at a preferred school will be added to the waiting list for this school, and if a place becomes available all children on the waiting list on the date the place becomes available will be ranked against the oversubscription criteria to determine the allocation of places. The waiting list will be kept until 31 December for main round applicants.

### **The Academy's Admissions Panel**

27. The Academy's Admissions Panel will consist of the Principal, Assistant Principal responsible for Curriculum, and the Assistant Principal responsible for Primary Transition, plus three members of the TSAT governing body. This Panel will be responsible for the allocation of places in the Academy and it is not possible for any individual member to allocate a place.

### **Appeals Process**

28. If an applicant is not satisfied with the final outcome of the application process, and there are exceptional circumstances supporting an application for a place, then an appeal may be made. Applicants have the right to appeal, which may be exercised at their discretion, in accordance with the procedure laid down in the TIPS booklet, obtainable from Paignton Academy, Waterleat Road, Paignton TQ3 3WA or the Torbay Independent Appeals Panel, c/o Governance Support Services, Torbay Council, Town Hall, Torquay TQ1 3DR. Enquiries can also be made to Student Services on 01803 208908.

29. The Appeals Panel, which is independent of the Academy and the LA will convene a meeting to determine the case. Parents are encouraged to attend this meeting. Parents cannot appeal again in the same academic year unless there have been significant and material changes in parents' circumstances and that if they feel there are such circumstances they need to make a fresh application. The Panel's decision is legally binding on the parents and the Academy.

### **Local Authority's Policy on School Transport**

30. Free transport may be provided to the nearest school/academy where the LA can offer a place, provided the distance is beyond the statutory walking distance, usually three miles. If a parent/carer chooses to send their child to a school/academy which does not qualify for free transport the journey to the school/academy will be their responsibility. Further details of transport entitlement are on Torbay Council's website at

<https://www.torbay.gov.uk/schools-and-learning/school-transport/> or by emailing [cstransport@torbay.gov.uk](mailto:cstransport@torbay.gov.uk)

### **Site Allocation**

31. Once Paignton Academy staff have the confirmed allocated students they will meet with primary school staff to allocate a site to each new student in June. The Academy will ensure an even split of abilities, gender and primary schools to achieve a balance of students on both sites. Factors staff will consider on site allocation may include any or all of the following:

- Siblings – where possible, students will be placed on the same site as siblings
- Academic ability to ensure both sites are evenly split
- Gender to ensure an equal split
- Feedback about friendship groups
- Relevant parental requests
- Statutory walking distance

Should parents be unhappy with the site allocated, they must write to the Principal saying why the alternate site would be in the best interests of the child. Where necessary the Academy Principal will make a final decision. There will not be any right to appeal against this decision

## In year applications

32. In year applications are those made for children to enter school after the start of the school year or for year groups other than year 7. Paignton Academy takes part in Torbay Council's in-year coordinated scheme. The details of this scheme are published on the Council's website: <https://www.torbay.gov.uk/schools-and-learning/admissions/moving-schools/>

The same oversubscription criteria will be applied as for the main round. Parents/carers should apply on form TIPS4/B, available on the Council's web site or by calling 01803 208908. Each working day will be treated as a separate application.

If no place is available the child will be added to a waiting list, which will be kept by Torbay Council on behalf of Paignton Academy. Applicants will need to confirm before the start of each half-term in writing or by email to the council their desire for their child's name to be kept on the waiting list for the following half term. A new application form will need to be completed each September unless one was completed on or after 1st June of the same calendar year. If the written confirmation or new application form is not received the child's name will be removed from the waiting list. Parents can add it again by completing a new application form.

### **Fair Access Protocol**

33. The LA and other Admission Authorities in Torbay have a Fair Access Protocol in place which governs the admission of children who have no school place and those with challenging behaviour. A copy of the Protocol can be seen on Torbay Council's web site [www.torbay.gov.uk](http://www.torbay.gov.uk)

## KEY DATES FOR ADMISSION TO PAIGNTON ACADEMY [SEPTEMBER 2025]

### What are the timelines?

The closing date for parents to submit the Common Application Form will be 31 October 2024. The online application facility will close at 23.59pm on that date.

1 September 2024	Torbay Council website opens for online applications and paper forms available
7 September 2024 12 noon	Closing date for receipt of Registration Forms for grammar schools
16 September 2024	Selective testing day
17 October 2024	Parents notified of outcomes of selective testing
31 October 2024	Closing date for Common Application Forms
17 November 2024	LA sends pupil information to other LAs
17 November 2024	LA sends pupil information to other admitting authorities
11 January 2024	Foundation/VA schools and Academies return ranked lists
9 February 2025	LA applies agreed scheme for Torbay secondary schools and informs other LAs of offers made to its residents. Address changes accepted until this date except where different deadline set by an admission authority.
23 February 2025	Schools informed of allocation of pupils
1 March 2025	National Allocation Day. Allocation letters sent to parents by second class post. Online applicants receive email notification of allocation.
29 March 2025	Deadline for 2 <sup>nd</sup> round applications & changes of preference
29 March 2025	Closing date for receipt of 1 <sup>st</sup> round appeals to be included in main body of appeal hearings
26 April 2025	2 <sup>nd</sup> round offer date
10 May 2025	Closing date for receipt of 2 <sup>nd</sup> round appeals
May/June 2025	Appeals
1 September 2025	Date on which applications become In Year applications