



# Lipson Co-operative Academy

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

## **Admissions Policy 2026-27** **Proposed 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.



<b>Key information.</b> For glossary and explanatory notes, see Appendix A. Text in blue that is underlined <a href="#">like this</a> is a link to further information, within this document or elsewhere.	
Policy consultation period	1 November 2024 to 10 January 2025
Policy determined	12 February 2025
Policy published on school website by	15 March 2025
Policy contact	Martin Brook, Headteacher
Amendments after determination	
DfE school number	879-4187
Age range	11 to 18 secondary school and sixth form <sup>1</sup>
Early Years provision	No
Type of school	Academy
Admission authority	Ted Wragg Trust
Normal round intake	Year 7 and Year 12
<b>PAN for 2026-27</b>	<b>180 in Year 7</b> <b>30 in Year 12<sup>2</sup></b>
Priority for children to another setting <sup>3</sup>	No
Priority for children from another setting	High View Primary School Laira Green Primary School Lipson Vale Primary School Mount Street Primary School Prince Rock Primary School Salisbury Road Primary School St Andrew's CE Primary School St Peter's CE Primary School
Designated religious character	No
Priority according to faith	No
Admissions catchment area	No
Entitlement to LA transport <sup>4</sup>	Yes – if this is the nearest available school to home
School uniform	Yes
Application Form	<a href="http://www.plymouth.gov.uk/schooladmissions">www.plymouth.gov.uk/schooladmissions</a> with a paper form available by calling 01752 307469 or from the school office.  If applying on an application form provided by another LA, please ensure that you mention anything that you feel could give you additional priority.
Supplementary Information Form	Yes – only to be used for exceptional need priority. See <a href="#">below</a> Yes – only to be used for children of school staff priority. See <a href="#">below</a>
When to apply, <b>normal round</b>	1 September 2025 to 31 October 2025. late applications accepted <sup>5</sup>
• Decision	2 March 2026
• When to submit an appeal	from 31 March 2026 or from 20 school days after the refusal <sup>6</sup>
• Deadline to submit appeal <sup>7</sup>	20 April May 2026. Later appeals accepted.
• Deadline to hear appeal	23 June 2026
When to apply, <b>in-year</b>	from 1 June 2026 for Year Groups 8 to 11 from 1 September 2026 for Year 7

<sup>1</sup> See the separate admissions policy for sixth form.

<sup>2</sup> The PAN for Year 12 is for external applicants only. It is in addition to students moving on from Year 11 at this school.

<sup>3</sup> A receiving school names 'feeder' schools in its own admissions policy. This can change from one year to the next.

<sup>4</sup> The LA will provide free transport for eligible Plymouth-resident children where the secondary school is further than a walking distance of 3 miles. See Plymouth's Education Transport Policy for full details of eligibility.

<sup>5</sup> 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.](#)

<sup>6</sup> [Parents can submit appeals sooner than this but must have at least 20 school days to prepare an appeal if they wish.](#)

<sup>7</sup> Where possible, normal round appeals submitted after the deadline will be heard by 23 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 <a href="http://www.lipsonco-operativeacademy.coop">www.lipsonco-operativeacademy.coop</a> <a href="mailto:lca@lipson.plymouth.sch.uk">lca@lipson.plymouth.sch.uk</a>
Ted Wragg Trust	01404 793200 <a href="mailto:info@tedwraggtrust.co.uk">info@tedwraggtrust.co.uk</a> <a href="http://www.tedwraggtrust.co.uk">www.tedwraggtrust.co.uk</a>
Devon School Admissions Service <sup>1</sup>	0345 155 1019 <a href="mailto:admissions@devon.gov.uk">admissions@devon.gov.uk</a>
Plymouth Admissions Team	01752 307469 <a href="mailto:school.admissions@plymouth.gov.uk">school.admissions@plymouth.gov.uk</a>
Plymouth policies and admission information	<a href="http://www.plymouth.gov.uk/schoolseducationchildcareskillsandemployability">http://www.plymouth.gov.uk/schoolseducationchildcareskillsandemployability</a>
Plymouth common application forms	<a href="http://www.plymouth.gov.uk/schoolseducationchildcareskillsandemployability">http://www.plymouth.gov.uk/schoolseducationchildcareskillsandemployability</a>
Plymouth Education Transport Team	01752 308770 <a href="mailto:school.transport@plymouth.gov.uk">school.transport@plymouth.gov.uk</a>
Plymouth Virtual School	01752 307009 <a href="mailto:virtualschoolteam@plymouth.gov.uk">virtualschoolteam@plymouth.gov.uk</a>
Plymouth Admissions Appeals Panel	<a href="https://www.plymouth.gov.uk/appeal-school-place">https://www.plymouth.gov.uk/appeal-school-place</a>
Children's Education Advisory Service	<a href="mailto:RC-DCS-HQ-CEAS@mod.gov.uk">RC-DCS-HQ-CEAS@mod.gov.uk</a>
Office of the Schools Adjudicator	<a href="http://www.education.gov.uk/schoolsadjudicator">www.education.gov.uk/schoolsadjudicator</a>
Education & Skills Funding Agency (ESFA)	<a href="http://www.gov.uk/government/organisations/education-and-skills-funding-agency">www.gov.uk/government/organisations/education-and-skills-funding-agency</a>

### 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 [Starting School in Plymouth Booklet](#)

Plymouth's [Co-ordinated Admissions Schemes](#)

Plymouth's [Fair Access Protocol](#)

Plymouth's [Education Transport Policy](#)

Plymouth's advice on applications from overseas

<sup>1</sup> The multi-academy trust is supported by the Devon County Council's Admissions Traded Service. This provides services which 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. **Priority will next be given to other looked after children 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 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 have an exceptional social or medical need which means they should attend this school rather than any other (or whose parents have such a need). [applicant must complete an Exceptional Needs Supplementary Information Form supported by evidence from a medical specialist or social worker of the need and why it means the child needs to attend this school]**
3. **Priority will next be given to children who are siblings<sup>1</sup> of pupils on roll at this school.**
4. **Priority will next be given to children on roll at a named linked school.<sup>2</sup>**
5. **Priority will next be given to children of members of staff<sup>3</sup> who have been employed at this school<sup>4</sup> for more than two years or recruited within the past two years to fill a vacancy for which there was a skills shortage.**
6. **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.

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<sup>1</sup> '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 13** or with a formal offer of admission to those year groups.

<sup>2</sup> Linked school priority applies to normal round admissions only, not to in-year admissions.

<sup>3</sup> 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.

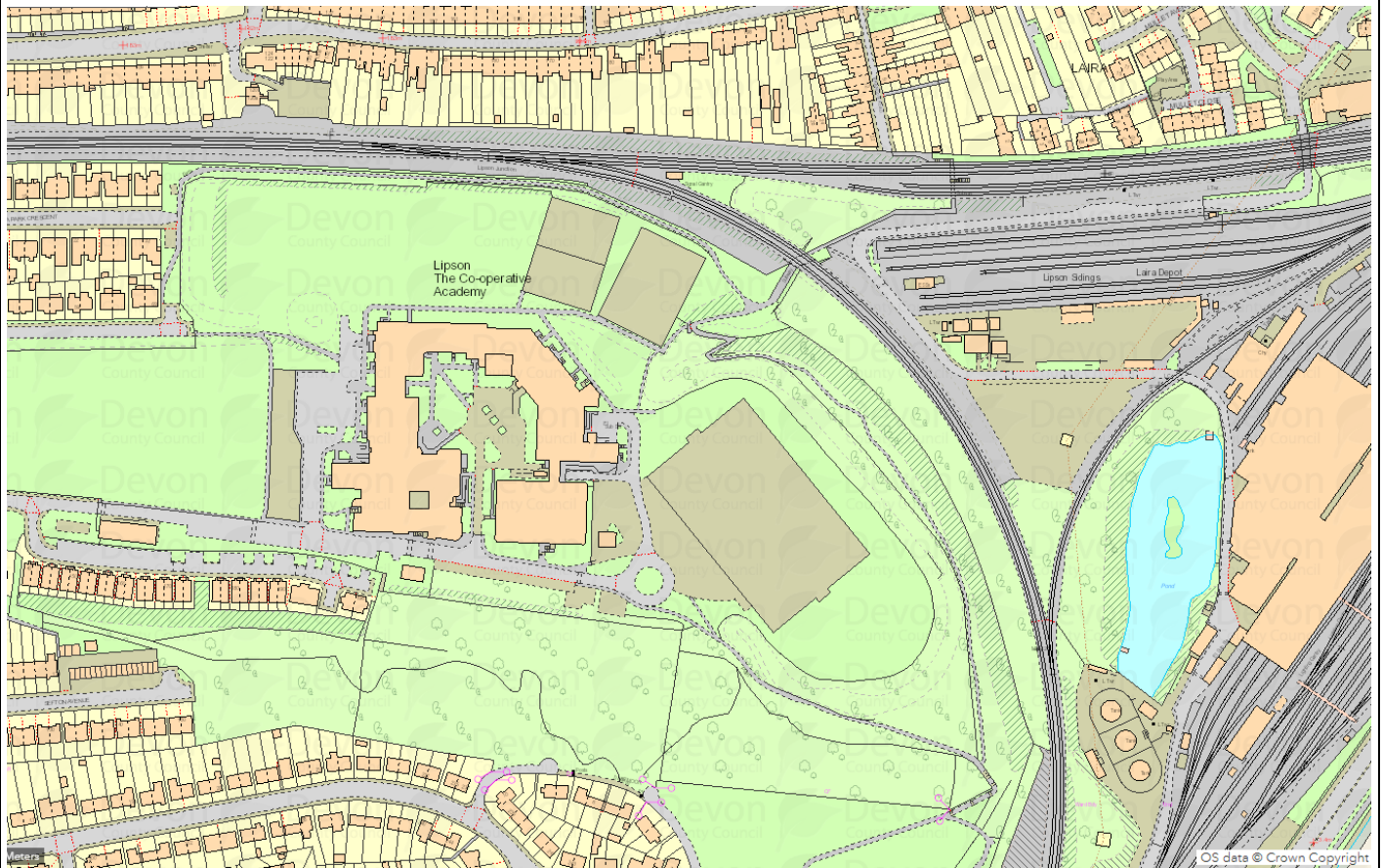
<sup>4</sup> This will be any salaried person employed at this school when the application is made. Where the duties of a member of staff are undertaken at different schools in a federation or chain of schools, there will be admissions priority only at one school. This will be at the member of staff's 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](https://devon.cc/schoolareamaps).

For admissions purposes, distances are measured in a straight-line main entrance for the school. Distances for school transport purposes are measured by the shortest available route.



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## School Admissions Policies

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

- parents have to make a formal application, and
- how and when they can do that;
- how many places are available for the first intake – called the normal round - into this school
- the normal round intake into this school is at the start of **Year 7**,
- 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 City 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 equivalent information and policies published there.

Once our 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.

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

## How to apply for admission at the normal round

Parents apply for admission to the LA where their child lives. For children who live in the Plymouth City Council area,<sup>1</sup> applications are made at [www.plymouth.gov.uk/schooladmissions](http://www.plymouth.gov.uk/schooladmissions). A hard copy of the common application form is available on request from the LA. Every LA provides its own application forms. Whichever LA receives it, details of an application naming this school will be forwarded to Devon to be managed under Devon's admission arrangements.

Our admission authority is responsible for ranking<sup>2</sup> all applications against our oversubscription criteria so that the LA can offer places under its co-ordinated admission scheme. Normal round offers are sent by the LA where the child lives on behalf of the school.

Applications for children who live in Plymouth are open from **1 September 2025** to **31 October 2025**. This is the National Closing Date. Applications can be made after the closing date, but they may be considered after all applications that were made on time. This may mean they are at a disadvantage and could be refused. Parents can make a case that they were unable to apply by the closing date and the application should be considered as timely if possible. This could be, for example, where a family moves into the area after the closing date. Other circumstances where it was not possible to apply by the closing date will be considered.

Places will be offered for admission at the beginning of the autumn term in **September 2026**.

## How to apply for admission in-year

An in-year admission is any time after the start of Year 7, into any year group.

We will take part in Plymouth's co-ordination for in-year admission in **2026-27**.

This means that all parents apply to Plymouth, regardless of where the child lives. Applications are made at [www.plymouth.gov.uk/schooladmissions](http://www.plymouth.gov.uk/schooladmissions). A hard copy of the common application form is available on request from the LA.

Our admission authority remains responsible for ranking all applications against our oversubscription criteria so that the LA can offer places under its co-ordinated admission scheme. In-year offers are sent by Plymouth on behalf of the school.

<sup>1</sup> Parents of children who live in the Torbay or Plymouth City Council areas must apply to those LAs, not to Devon.

<sup>2</sup> Ranking may be undertaken by the LA on behalf of the school.

Applications can be submitted at any time after the year group has started<sup>1</sup> but won't be processed earlier than 8 school weeks before the place is required (or 16 school weeks for children of UK service personnel). They are considered in date order, with all those received at the school or by Plymouth's School Admissions Team by 6pm on any one day considered together.

### **Responsibility for decision-making**

The admission authority for any school is responsible for all decisions.

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

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.

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.

### **The right of appeal when an application is refused**

Parents 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.<sup>2</sup> 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 a school.

A timetable for appeals is included in the glossary below.

There is no right of appeal to a particular year group. For example, if a parent would like a child of Year 9 age to be admitted to Year 8 but is offered a place in Year 9, 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.

However, the LA may then approach the school to admit the child because he or she is considered to be vulnerable. This can apply under its Fair Access arrangements or for looked after children and previously looked after children.

Children who have an Education, Health and Care Plan (an EHCP) may be admitted when we are otherwise full if the Plan names this school.

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, sometimes referred to as being gifted and talented, 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.

With any request for admission outside a child's normal age group, the admission authority has two decisions to make:

<sup>1</sup> This means on or after 1 September of the intake year.

<sup>2</sup> 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.









	<p>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.</p>
Deferred admission	<p>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.</p> <p>Deferred admission children remain in their normal year group.</p> <p>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.</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 also 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 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.</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 normal year group.</p> <p>Guidance on delayed admission is available from the LA.</p>
Distance measurement	<p>Measurements for school admissions purposes are straight-line from the establishment marker for a child's home (the residential building) to centre of the main entrance gate to the school, using the mapping system of Plymouth City Council.</p> <p>Other mapping systems are not used for these purposes.</p>
Documentary evidence	<p>The admission authority – or the LA on its behalf – may request evidence of a child's <u>identity or</u> address or that the person who made an application for admission was legally permitted to do so.</p> <p>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.</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 the school has reached its 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>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 by Plymouth City Council for Plymouth-resident children who:</p> <ul style="list-style-type: none"> <li>• attend the closest school available.</li> <li>• (low-income households) one of the three closest secondary schools if between 2 and 6 miles from home;</li> <li>• (low-income households) the closest faith secondary school if between 2 and 15</li> </ul>











<p>Pupil Premium</p>	<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>Children are eligible for Pupil Premium funding:</p> <ul style="list-style-type: none"> <li>• 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),</li> <li>• who have been adopted from care or have left care,</li> <li>• who are looked after by the LA,</li> <li>• who have a parent serving in HM Forces,</li> <li>• who have a parent who has retired on a pension from the Ministry of Defence.</li> </ul> <p>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 <a href="#">above</a>.</p>
<p>Service families</p>	<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 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>
<p>Sibling</p>	<p>'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> <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 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>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.</p> <p>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 <a href="#">above</a>.</p>
<p>Supplementary Information Form or SIF</p>	<p>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.</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. An application form must also be completed in all cases.</p>
<p>Tie breaker</p>	<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 the address point marker for a child's address to the centre of the main entrance to the school site using Devon LA's Geographical Information System (GIS).</p> <p>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.</p> <p>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, 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.</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 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> <p><u>When a place is offered from the waiting list, the offer will not be held open to allow time for the family to visit or revisit the school and decide again whether the place is still required. Offers must be accepted or declined by the end of the next school day following the offer. This is to ensure that other children on a waiting list can be offered quickly if necessary and the vacancy filled promptly.</u></p>
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# Lipson Co-operative Academy

## Exceptional Social or Medical Need for Admission Supplementary Information Form 2026-27

To be completed only where you are seeking priority on the grounds of exceptional need.

**Normal Round admissions:** complete the yellow sections and return by 31 October 2025 to be considered as timely or as soon as possible for new arrivals to the area or others unable to apply by 31 October 2025.

**You must also complete a LA Common Application Form<sup>1</sup>**

(eg, for Plymouth City Council area residents, at [www.plymouth.gov.uk/schooladmissions](http://www.plymouth.gov.uk/schooladmissions))

**In-year admissions:** complete the yellow sections and return this form as soon as possible.

**You must also complete a Plymouth Common Application Form at [www.plymouth.gov.uk/schooladmissions](http://www.plymouth.gov.uk/schooladmissions)**)

**Please read the school admissions policy, including glossary, before completing this form. This is published on the school website and at <http://devon.cc/schoolpolicy>.**

We give higher priority for children where there is an exceptional need to attend this school and not another school. The exceptional need could be for the child or parent.

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.

We may ask you for further information or seek our own advice to establish whether this is the only school that could meet your child's needs.

If we accept that your 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 and your application will be prioritised. However, this does not guarantee that a place will be available.

Where we don't accept that the need is exceptional, your application will be prioritised according to our other oversubscription criteria.

Please note that we wouldn't expect the following circumstances to be exceptional:

- your child may be separated from a friendship group if they went to another school;
- a wish to avoid another child from the current or previous setting;
- child-care arrangements before or after school;
- transport arrangements to or from school;
- a medical condition such as asthma that doesn't require specialised treatment;
- an interest or ability in a particular subject or activity

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<sup>1</sup> If you are completing a common application form from another LA without a tick box for exceptional need, you should put a note in the reasons for your preference to say you are requesting this priority and will provide the required supporting evidence using this Supplementary Information Form.

<b>Full name of child</b>	
<b>Date of birth</b>	

Tick the box below if you believe there is an exceptional social or medical need to attend this school.

<input type="checkbox"/>	Children who have an <b>exceptional social or medical need</b> which means they should attend this school rather than any other or whose parents have such a need. Your application must be supported by evidence, for example from a medical specialist or social worker, of the need and why it means the child needs to attend this school.
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<b>Is supporting evidence attached?</b>	<b>Yes / No</b>
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<b>What is the supporting evidence?</b>	
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**You must also complete a LA Common Application Form**

<b>Your name</b>		<b>Date</b>	
<b>Please sign here</b>			

This form should be scanned and emailed to the school or return it to the school at:  
**Bernice Terrace, Plymouth, Devon PL4 7PG**

**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. Please confirm that you give your consent to the School and LA using your personal data as outlined in our privacy notice, by signing below. You have the right to withdraw your consent at any time. If you wish to exercise any of your rights under the General Data Protection Regulation, please contact Plymouth City Council's Data Protection Officer. For more information about Data Protection, please contact the School or visit <https://www.plymouth.gov.uk/data-protection>



# Lipson Co-operative Academy

## Children of School Staff Supplementary Information Form 2026-27

To be completed only where you are seeking priority for a child of a member of school staff.

**Normal Round admissions:** complete the yellow sections and return by 31 October 2025 to be considered as timely or as soon as possible for new arrivals to the area or others unable to apply by 31 October 2025.

You must also complete a LA Common Application Form<sup>1</sup>

(eg, for Plymouth City Council area residents, at [www.plymouth.gov.uk/schooladmissions](http://www.plymouth.gov.uk/schooladmissions))

**In-year admissions:** complete the yellow sections and return this form as soon as possible.

You must also complete a Plymouth Common Application Form at [www.plymouth.gov.uk/schooladmissions](http://www.plymouth.gov.uk/schooladmissions))

Please read the school admissions policy, including glossary, before completing this form. This is published on the school website and at <http://devon.cc/schoolpolicy>.

Full name of child	
Date of birth	
Parent's name	
Parent's job title	

Tick the box below if you it describes your child's circumstances.

**Children of members of staff<sup>2</sup> who have been employed at this school<sup>3</sup> for more than two years or recruited within the past two years to fill a vacancy for which there was a skills shortage.**

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

Your name		Date	
Please sign here			

This form should be scanned and emailed to the school or return it to the school at:  
**Bernice Terrace, Plymouth, Devon PL4 7PG**

<sup>1</sup> If you are completing a common application form from another LA without a tick box for children of staff, you should put a note in the reasons for your preference to say you are requesting this priority.

<sup>2</sup> 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.

<sup>3</sup> 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.

**Privacy and Data Protection:**

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