PLYMOUTH HIGH SCHOOL FOR GIRLS

ADMISSION ARRANGEMENTS 2028/2029

[1]At the time of determination, Plymouth High School for Girls purchases services from Plymouth City Council. If the school ceases this service, the function will be undertaken by the school or contracted to another provider.

ADMISSION ARRANGEMENTS 2028/2029	
School name	Plymouth High School for Girls
Admission authority	Thinking Schools Academy Trust The admissions function has been delegated to the Local Governing Board of Plymouth High School for Girls
School status	Academy Grammar
Catchment area	No
Supplementary Information Form	Yes: (i) parents or carers who are members of staff only* (ii) candidates in receipt of targeted free school meals (iii) exceptional medical and social need for admission*
Application forms available online	www.plymouth.gov.uk/schooladmissions
Registration for 11+ examination	Plymouth High School for Girls - Admissions (from 19 April 2027)

	Normal Point of Entry Y7	In-Year admission
Age range for application	1 September 2016 - 31 August 2017	Any admission other than the Normal Point of Entry in years 7-11
Application period	1 September 2027 – 31 October 2027	From 1 September 2028
Offer date	1 March 2028	Will aim to notify parents within 10 school days, but it must be by 15 school days of application receipt
Published Admission Number	120	

Thinking Schools Academy Trust is the admission authority for Plymouth High School for Girls. Plymouth High School for Girls will comply with provisions within the School Admissions Code and the School Appeals Code available at:
www.gov.uk/government/publications/school-admissions-code--2

The admission arrangements outlined within this document apply to Plymouth High School for Girls, which is an academy grammar school in Plymouth in the 2028/2029 academic year. This policy should be read in conjunction with the Secondary Coordinated Scheme of Admission and the Local In-Year Coordinated scheme of admission available at www.plymouth.gov.uk/schooladmissions.

The school is fully inclusive and welcomes applications for the admission of children with special educational needs and disabilities (SEND) and other protected characteristics defined by the Equality Act 2010. The school's admission arrangements are determined and implemented within the Equality Act Duty. All applicants applying for NPE admissions to either PHSG or DHSG must sit the 11+ examination administered by PHSG and DHSG. A qualifying mark must be achieved in order for PCC to award a place at either of the two Plymouth Girls' grammar schools.

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SECTION 1

Secondary admissions (Normal Point of Entry at Year 7)

The admission arrangements set out in this section apply to children entering Year 7 for the 2028/2029 academic year. The Published Admission Number (PAN) for this year group is 120. Applications must be submitted by 31 October 2027. Allocation decisions will be communicated on 1 March 2028.

Admission to the school is on the basis of selection by reference to ability. Only candidates who attain the required standard in the prescribed arrangements for selection are eligible to be considered for admission to the school. The prescribed arrangements involve candidates' participation in the 11-plus examination. The 11-plus examination will take place before the closing date for submission of the application form for a school place and parents or carers are required to register their child to take the examination.

Registration and test dates is available via the School's website.

The 11-plus Practice Session (Mock) registration period runs from:

- **12 April 2027 until 26 May 2027 – may close sooner if places are filled**
- **11-plus Practice Session – 3 July 2027**
- **11-plus Practice Session Results sent out – 15 July 2027**

The 11-plus registration period runs from:

- **19 April 2027 until 31 August 2027 (12 noon)**
- **11-plus test date – Saturday 18 September 2027**
- **Results via email – 15 October 2027**

Normally, only those pupils who complete the registration and sit the examination at the published date will be included in the allocations for 1 March 2028.

Important Notice and Request for Information

If your request for your daughter to take the 11+ selection tests is received beyond the normal testing schedule, applications will only be considered within the first round of allocations if you can demonstrate a genuine reason why this is the case. For example, bereavement, or other circumstance beyond the control of the parent(s)/guardian(s) prevented a timely registration, or the child moved into the area after the closing date for test registration.

Evidence will be required to justify this delay. Therefore, please ensure that you submit your evidence to the Schools' (PHSG & DHSG) Admissions Authority for so that it can be considered according to the admission arrangements. Please send this to Kathryn.Rogers@tsatrust.org.uk.

If evidence is not received or there isn't a genuine reason why the tests could not be taken according to the above schedule, then the application will not be considered in the first round of admission allocations.

All applicants must:

(i) Complete the Common Application Form available from, and return it to their home local authority;

(ii) In addition, applicants in receipt of targeted free school meals[4] should complete the targeted free school meals supplementary information form and return it directly to the School Admissions Team, Plymouth City Council[1]. If the evidence is not received, the candidate will not be accepted as meeting the criteria for eligibility of that entitlement.

Over subscription criteria for Normal Point of Entry:

Children with an Education, Health and Care Plan (EHCP) that names the school must be admitted first subject to them achieving the cut off score or above for the school for this year of entry

In the event that the school is oversubscribed, the admission authority will apply the following oversubscription criteria in order of priority:

1. Looked after and previously looked after children[2] who achieve a score equal to or higher than 5 points below the adjusted cut off score for this school, by rank order of highest score in the 11-plus examination;
2. Up to 12 places will be allocated to candidates who achieve a score equal to or higher than 5 points below the adjusted cut off score for this school, by rank order of highest score in the 11-plus examination and who qualify for the targeted free school meals.
3. Other candidates by rank order of highest score in the 11-plus examination.

SECTION 2

In-Year Admissions (admissions outside the Normal Point of Entry)

The admission arrangements set out in this section apply to In-Year Admissions during the 2028/2029 academic year. An In-Year Admission refers to any school entry outside the normal admission period, such as transferring school due to a house move or for other personal reasons.

Requests for admission to Year 7 made after the normal round of admissions – i.e., after 31 August 2028 – and requests for places in other year groups should be made direct to Plymouth City Council[1].

All Pupils, including those with SEND and/or those with an EHCP, seeking admission to a grammar school through the late selection process must be assessed as having grammar school ability. In most cases, this involves taking part in a late selection test, which includes an examination. Further details about the examination are available directly from the school. Pupils who are judged to have the required ability but for whom a place is not currently available may be placed on a waiting list for future vacancies.

All applications will be considered under Plymouth City Council's Fair Access Protocol except for children with an Education, Health and Care Plan (EHCP), although these pupils must still reach the qualifying score.

All applicants must:

(i) Complete the Common Application Form available from and return it to Plymouth City Council[1];

(ii) In addition, applicants applying under oversubscription criteria 2 below must complete the exceptional medical or social grounds supplementary information form and return it directly to the School Admissions Team, Plymouth City Council[1]. If the evidence is not received, the candidate will not be accepted as meeting the criteria for eligibility of that entitlement;

(iii) In addition, applicants applying under oversubscription criteria 3 below should complete the targeted free schools meals supplementary information form and return it directly to the School Admissions Team, Plymouth City Council[1]. If the evidence is not received, the candidate will not be accepted as meeting the criteria for eligibility of that entitlement;

(iv) In addition, applicants applying under oversubscription criteria 5 should complete the staff supplementary information form and return it directly to the School Admissions Team, Plymouth City Council[1]. If the evidence is not received, the candidate will not be accepted as meeting the criteria for eligibility of that entitlement.

The close date for application is the end of each day. Parents will be notified in writing of the outcome of an in-year application within 10 school days of receipt. In any case, notification will be provided no later than 15 school days after the application is received.

If a place is offered, arrangements will be made for the child to be admitted and start school as soon as possible, especially if the child is not currently attending school.

If the application is refused, parents will be given a written explanation detailing how admitting their child would prejudice the efficient education of others and/or the effective use of resources, enabling them to make an informed decision about whether to exercise their right to appeal.

If a student chooses to leave Plymouth High in-year to attend a non-selective school, and then decides they would like to return to Plymouth High within 8 school weeks, they will not have to sit the in-year entrance examination to join the waiting list for in-year admissions. After a period of 8 weeks, a student who previously left Plymouth High would have to sit the in-year entrance assessment if they wished to rejoin Plymouth High school waiting list for in-year admissions.

Oversubscription criteria for In-Year Admissions:

- A qualifying pupil with an Education, Health and Care Plan (EHCP) which names the school must be admitted.

In the event that the school is oversubscribed, the admission authority will apply the following oversubscription criteria in order of priority where the applicant has qualified for a place:

1. **Looked after children and all previously looked after children:**
   A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangement order or special guardianship order).

   Children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation, or any other provider of care whose sole purpose is to benefit society.

2. **Children with exceptional medical or social need:**

   Applicants will only be considered under this category if the parent, carer, or their representative can demonstrate that the child's exceptional medical or social needs can *only* be met by this school. The need must be specific to this school; while a child may have significant challenges requiring additional support, if such support can be provided by another school, the application will not be prioritised on this basis.

   Exceptional need may also arise from the circumstances of the parent or carer. Supporting evidence must be provided in the form of a statement from a medical practitioner, social worker, or other relevant professional, confirming that the child's or parent's exceptional needs necessitate attendance at this school.

   Applications without satisfactory supporting evidence will not be given priority on the grounds of exceptional need. It is expected that claims for exceptional medical or social need will only be made for the applicant's first-preference school.

   Exceptional medical or social need could include, for example:

   - a serious medical condition, which can be supported by medical evidence;
   - a significant caring role for the child which can be supported by evidence from social services;

   Exceptional need for admission here will not be accepted on the grounds that:

   - a child may be separated from a friendship group;
   - parents or carers wish to avoid a child from the current or previous setting;
   - transport arrangements would have to be changed;
   - the child has a particular interest or ability in a subject or activity;

3. **Children who qualify for targeted free school meals pupil premium:**
   This refers to pupils recorded in the January school census who are currently receiving targeted Free School Meals (FSM);

4. **Children with a sibling already attending this school at the time of admission:** Children will be considered siblings if they reside at the same home address as the applicant child and form part of the same single-family unit. This includes:

    - biological or adopted siblings
    - step-siblings
    - the biological or adopted child of a cohabiting partner
    - foster siblings
    - a child under a special guardianship order.

    In all cases the sibling must live with the applicant child as part of the same core family unit.

    Children who are friends or cousins living in the same household with their own parents do not meet the criteria for sibling status.

    Full details of any qualifying sibling must be clearly provided in the application form; failure to do so may result in the sibling link not being recognized and the application being assigned a lower admission criteria;

5. **Children of School Staff:**
Children may be given priority for admission if their parent or carer is a member of staff employed on a permanent contract at the school, and meets one of the following criteria:

    - has been employed at the school for two or more years at the time the application is submitted;

    or

    - has been recruited to fill a vacant post where there is a demonstrable skill shortage, as evidenced by completion of the staff supplementary information form;

    This Criteria applies to all staff employed directly by the school to which the application relates, including both teaching and non-teaching staff.

    It does not apply to individuals who work on the school site but are employed by external organisations or contractors;

6. **All Other Children:** Who are not covered by a higher oversubscription criterion**.**

SECTION 3

Sixth Form Admission Arrangements

The admission arrangements set out in this document apply to admissions to Plymouth High School for Girls Sixth Form in the 2028/2029 academic year. The arrangements apply to students transferring from Year 11 in a secondary school to Year 12 in a secondary school.

Where a school operates a Sixth Form, students are normally accepted from other school bases as long as the school has capacity, and the applicant meets the relevant admission criteria. Each school will have a different application timetable and number of places to offer. Applications should be made direct to the school.

The number of students who have applied for each course will need to be taken into account, meaning that extra students can sometimes be accommodated over the admission number if the student's chosen course is not full.

Timetable for Application	
Published Admission Number (PAN) - Year 12 (excluding those transferring from the school's own Year 11)	10
Total capacity including internal pupils and external applicants	120
Application date:	By the end of January preceding the September of admission.
Normal notification date:	By the end of February in which the academic year of admission falls
Late applications accepted until:	The end of the second full week of the start of Y12 in September

The admission arrangements apply equally to students progressing from Year 11 within the school and to those transferring from other institutions. Admission to Year 12 is dependent upon meeting the general school admission criteria for the subjects that the applicant intends to pursue at Sixth Form. Where places are oversubscribed, priority will be given to applicants with the highest best 8 GCSE outcomes and the highest grades in the subjects they wish to study.

A student with an Education, Health and Care Plan which names the school must be admitted subject to achieving the necessary grades for access onto the courses they have chosen.

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

Oversubscription Criteria for Sixth Form Admissions

Where the number of eligible external applicants for a course of study exceeds the places available then admission will be determined in accordance with the following priority of admission criteria:

1. **Looked after children and all previously looked after children:**
   A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangement order or special guardianship order).

Children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation, or any other provider of care whose sole purpose is to benefit society.

2. **Children with exceptional medical or social need:**
Applicants will only be considered under this category if the parent, carer, or their representative can demonstrate that the child's exceptional medical or social needs can *only* be met by this school. The need must be specific to this school; while a child may have significant challenges requiring additional support, if such support can be provided by another school, the application will not be prioritised on this basis.

Exceptional need may also arise from the circumstances of the parent or carer. Supporting evidence must be provided in the form of a statement from a medical practitioner, social worker, or other relevant professional, confirming that the child's or parent's exceptional needs necessitate attendance at this school.

Applications without satisfactory supporting evidence will not be given priority on the grounds of exceptional need. It is expected that claims for exceptional medical or social need will only be made for the applicant's first-preference school.

Exceptional medical or social need could include, for example:

- a serious medical condition, which can be supported by medical evidence;
- a significant caring role for the child which can be supported by evidence from social services;

Exceptional need for admission here will not be accepted on the grounds that:

- a child may be separated from a friendship group;
- parents or carers wish to avoid a child from the current or previous setting;
- transport arrangements would have to be changed;
- the child has a particular interest or ability in a subject or activity;

3. **Children with a sibling already attending this school at the time of admission:**
Children will be considered siblings if they reside at the same home address as the applicant child and form part of the same single-family unit. This includes:

- biological or adopted siblings
- step-siblings
- the biological or adopted child of a cohabiting partner
- foster siblings
- a child under a special guardianship order.

In all cases the sibling must live with the applicant child as part of the same core family unit.

Children who are friends or cousins living in the same household with their own parents do not meet the criteria for sibling status.

Full details of any qualifying sibling must be clearly provided in the application form; failure to do so may result in the sibling link not being recognised and the application being assigned a lower admission criteria;

4. **All Other Children:** Who are not covered by a higher oversubscription criterion

SECTION 4

(i) SUPPLEMENTARY INFORMATION FORM TARGETED FREE SCHOOL MEALS PUPIL PREMIUM 2028/2029

Please note this is a supplementary information form for administration purposes only. It is not an application form for admission.

The information provided will be used solely to assist in ranking a submitted application in accordance with the published admission criteria.

Please complete this form if:

a) You have named Plymouth High School for Girls or Devonport High School for Girls on the Common Application Form;

and

b) Your child is in receipt of targeted free school meals.

You will need to take this form to your child's current school for the school to complete part B.

You then need to return the completed form by 31 October 2027 to be included in the allocations made on 1 March 2028.

Forms received after this date will still be considered but will not be included within the first allocation round.

Return the form via email to school.admissions@plymouth.gov.uk.

PART A

To be completed by the parent or carer

Child's full name:	
Date of birth:	
I confirm that my child is in receipt of targeted free school meals	☐ Yes
Name of school currently attended:	
Name of parent or carer:	
Relationship to child:	
Signature:	
Date:	

PART B

To be completed by the school attended

Child's full name:	
Date of birth:	
I confirm that the child named above is currently in receipt of targeted free school meals	☐ Yes ☐ No
Name of school currently attended:	
Name of person completing the form:	
Position held in school:	
Signature:	
Date:	
Telephone number:	
School stamp:	

Data Protection

The information collected on this form will be processed and may be stored electronically by the school in compliance with the Data Protection Act. The data may be shared with Plymouth City Council or other agents of the school, but only for administrative or other service provision purposes and with Government Departments where there is a legal requirement to do so. In accordance with the School Admissions Code, should information given be found to be fraudulent then the offer of a school place can be withdrawn. If you would like further information about Data Protection, please contact the school. By signing or submitting this form you acknowledge that you have read, understood and agreed to this data processing.

(ii)

STAFF SUPPLEMENTARY INFORMATION FORM 2028/2029

(Applies to In-Year Admissions only)

Please note this is a supplementary information form for administration purposes only. It is not an application form for admission.

The information provided will be used solely to assist in ranking a submitted application in accordance with the published admission criteria.

For the purposes of this form, the term "staff" refers to individuals employed by the school on a teaching or non-teaching basis. This does not include individuals working on the school site who are employed by external organisations.

Please complete this form only if you meet one or both of the following criteria:

a) A member of staff employed on a permanent contract by the school (and working at the school applied for) for two or more years at the time at which the application for admission to the school is made;

or

b) A member of staff recruited to fill a vacant post for which there is a demonstrable skill shortage.

If you are applying under criteria a) or b) (as a qualifying member of school staff), you must:

- Take this form to the school of employment so Part B can be completed by the school.

For an In-Year Admission to any year group, the form should be submitted with the application form.

Return the form via email to school.admissions@plymouth.gov.uk.

Part A - To be completed by the parent or carer

Child's full name:	
Date of birth:	
Member of staff employed by the school:	
Name of school of employment:	
Name of parent or carer:	
Relationship to child:	
Signature:	
Date:	

PART B - To be completed by the school of employment

Child's full name:		
Date of birth:		
Name of member of staff employed by the school:		
The above-named member of staff is employed in the following capacity:	A member of staff employed on a permanent contract by the school (and working at the school applied for) for two or more years at the time at which the application for admission to the school is made ☐ Yes	A member of staff recruited to fill a vacant post for which there is a demonstrable skill shortage ☐ Yes
Name of school:		
Name of person completing the form:		
Position held in school:		
Signature:		
Date:		
Telephone number:		
School stamp:		

Data Protection

The information collected on this form will be processed and may be stored electronically by the school in compliance with the Data Protection Act. The data may be shared with Plymouth City Council or other agents of the school, but only for administrative or other service provision purposes and with Government Departments where there is a legal requirement to do so. In accordance with the School Admissions Code, should information given be found to be fraudulent then the offer of a school place can be withdrawn. If you would like further information about Data Protection, please contact the school. By signing or submitting this form you acknowledge that you have read, understood and agreed to this data processing.

(iii) EXCEPTIONAL MEDICAL OR SOCIAL NEED FOR ADMISSION SUPPLEMENTARY INFORMATION FORM 2028/2029

(Applies to In-Year Admissions only)

Please note this is a supplementary information form for administration purposes only. It is not an application form for admission.

The information provided will be used solely to assist in ranking a submitted application in accordance with the published admission criteria.

Only complete this form if you are seeking admission priority on the grounds of exceptional need.

If you wish your application to be considered under Criteria 2: Exceptional Medical or Social Need, you must submit independent professional evidence that clearly explains:

- Why it is essential for your child (or yourself, as the parent or carer) to attend this specific school, and
- Why no other school can meet the identified need

Please ensure you have read the full definition of exceptional medical or social need as outlined in the school's admission policy.

For an in-year admission to any year group, the form and evidence should be submitted with the application form.

Return the form via email to school.admissions@plymouth.gov.uk.

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

Part A - To be completed by the parent or carer

Child's full name:	
Date of birth:	
School applied for:	
Nature of the supporting evidence that you are submitting, provided by a relevant professional:	

Evidence is attached:	☐ Yes ☐ No
Name(s) and organisations of the professional(s) providing supporting evidence:	
Name of parent or carer:	
Relationship to child:	
Signature:	
Date:	

Data Protection

The information collected on this form will be processed and may be stored electronically by the school in compliance with the Data Protection Act. The data may be shared with Plymouth City Council or other agents of the school, but only for administrative or other service provision purposes and with Government Departments where there is a legal requirement to do so. In accordance with the School Admissions Code, should information given be found to be fraudulent then the offer of a school place can be withdrawn. If you would like further information about Data Protection, please contact the school. By signing or submitting this form you acknowledge that you have read, understood and agreed to this data processing.

SECTION 5

DEFINITIONS AND EXPLANATORY NOTES:

Adjusted Cut Off Score	The adjusted cut off score is five points below the score attained by the 120th child who applied for this school (in score order) at the start of the allocation procedure (normally the end of January).
Admission Authority	This is the designated body responsible for establishing and overseeing the admissions policy, as well as making decisions regarding individual applications for admission to the school.
Admission out of the normal age group	Children are ordinarily offered a place in the year group corresponding to their date of birth. However, parents may request admission to a year group outside their child's chronological age range. Each request will be considered individually, with decisions made in the best interests of the child. The admission authority will consider a range of factors, including: • The parent's views • The child's academic, social, and emotional development • Relevant medical history and the views of a medical professional • Whether the child has previously been educated outside their normal age group • Whether the child may have naturally fallen into a lower age group if not born prematurely • The views of the Headteacher of the school(s) concerned Parents should note that a decision made by one school does not automatically transfer to another, as each admission authority makes its own determination. If a request is refused, there is no statutory right of appeal. However, parents who feel their request was not properly considered, or believe the decision was unreasonable or unfair, may submit a complaint under the school's published Complaints Policy.
Appeals	If a school place is refused, the parent or carer has the right to appeal the decision to an independent appeal panel. Details about the appeal process, including how to submit an appeal, can be obtained from Plymouth City Council's School Admissions Team[1].
Children of UK Armed Forces Personnel / Crown Servants	Applications for the admission of children of UK service personnel with a confirmed posting, or Crown servants returning from overseas, will be accepted and processed in advance of the family's arrival in the area, as long as the application is accompanied by an official letter giving a relocation date. The address at which the child will live will be used to apply the oversubscription criteria, provided parents provide some evidence of the intended address. Alternatively, where this is requested by parents, a Unit or quartering address will be used for the purpose of applying the criteria in this policy.

	No places are specifically reserved for children of UK Armed Forces personnel. All applications are considered in accordance with the standard admissions criteria.
Cut Off Score	Normal Point of Entry: The cut off score is the score attained by the last candidate allocated to the school within the same year group under oversubscription criteria 3
Documentary evidence	Once a place has been offered, the school may request evidence of the child's identity, typically a short birth certificate. This requirement may be waived if the child has previously been enrolled at another school in England that can confirm identity documentation has already been verified. The school may also request: • Proof that the child's home address is genuine • Confirmation that the applicant is legally entitled to submit the admission application These checks help ensure the integrity of the admissions process and compliance with statutory requirements.
Emergency Arrangements	In the event of a local, regional, or national public health lockdown, school admissions and appeals processes may be subject to amended timescales or operate under emergency regulations. Wherever possible, applications will continue to be processed in accordance with the In-Year Co-ordinated Admissions Scheme, to ensure that parents are not disadvantaged by the disruption. School places will be held open until it is both practical and safe for children to attend on site. In the interim, remote learning will be provided in line with provision for existing pupils. However, it is acknowledged that in some cases, parents may choose to temporarily continue remote learning through their child's current school until on-site attendance becomes feasible.
Fair Access Protocol	Applies to In-Year Admissions: All Local Authorities are legally required to operate a Fair Access Protocol across their area, and all schools must participate in this arrangement. The purpose of the protocol is to ensure that vulnerable children, who are unable to secure a suitable school place through the standard In-Year admissions process, are provided with an admissions safety net. This mechanism helps to ensure that no child is left without access to education due to exceptional circumstances or barriers to placement.
Fees and charges	There is no charge for applying for a place at the school, for admission itself, or for the provision of education. The school will not request donations at any stage of the admissions process. Any contributions made following admission are entirely voluntary. Participation in activities such as school visits are not compulsory. A policy on charging for activities is available on request from the school office and can be viewed on the school's website.

Fraudulent applications/ withdrawal of allocated places	In accordance with the School Admissions Code 2021, an offer of a school place may be withdrawn under the following circumstances: ▪ The offered was in error ▪ The parent or carer has not responded within a reasonable timeframe ▪ The offer was obtained through a fraudulent or intentionally misleading application. An example of a misleading application includes knowingly providing an incorrect home address. In such cases, the application would be reassessed using the address that the local authority believes to be the child's actual residence. All suspected cases of fraud will be thoroughly investigated. Where fraud is confirmed, this may result in the withdrawal of the offer and could lead to criminal prosecution.
Home address	Any allegations received by the admission authority regarding the use of false accommodation addresses in the school applications will be fully investigated. If an application is found to contain intentionally misleading or fraudulent information, this may result in the withdrawal of an allocated place and could lead to criminal prosecution. In line with guidance from Plymouth City Council, schools may request proof of residence – such as recent utility bills – prior to admitting a child. The Local Authority will also conduct address verifications as deemed appropriate. A child's home address is defined as the address at which the child is normally resident. Where a child lives at more than one address, the home address will be considered to be the one where the child lives for the majority of the time. If the home address is unclear, the Admission Authority will determine the appropriate address by considering factors such as: • the address to which the child is registered with their GP, hospital, dentist and / or optician, • The address where child-related benefits (if applicable) are paid. For clarity, the application will be processed using the address that meets this definition, regardless of the address stated by the parent, if differ.
Looked After and Previously Looked After Children	A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangement order or special guardianship order). Children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society

Mode of study and start date	For normal point of entry, the expected admission date is September 2028. For in-year admissions, the expected admission date is within two weeks of the allocation date or within six weeks of the original application, whichever is later—unless alternative arrangements have been agreed with the school.
Multiple births	Children of multiple births - defined as the birth of more than one child from a single pregnancy. We recognise that parents and carers often wish to keep twins, triplets, and other multiple birth siblings together in the same school. Where one child can be admitted within the Published Admission Number (PAN) or Admission Number (AN), the school may admit all siblings from the same multiple birth, even if this means exceeding the PAN or AN.
Normal Point of Entry Admissions	The Normal Point of Entry (NPE) refers to the first opportunity for a child to join a particular year group. This typically occurs at the start of the academic year in September, such as entry into Year 7.
Objections to admissions policy	Advice on how to raise an objection to the terms of this admissions policy is available from the Office of the Schools Adjudicator. Any objections must be submitted no later than 15 May 2027.
Parent	For the purposes of school admissions, a parent is defined as any individual who has parental responsibility for a child or who has care of the child, including carers and legal guardians. Where admission arrangements refer to "parents," this may apply to one parent or both, depending on the context. The school may request evidence of parental responsibility where an individual is acting in a parental role but does not hold formal legal responsibility for the child.
Published Admission Number (PAN)	The Published Admission Number (PAN) represents the minimum number of places available at the school for entry into Year 7 and Year 12. This number is determined based on: • The physical capacity of the school • The anticipated demand from local, in-area children • Considerations for effective school organisation Once the PAN is set, the school will not refuse admission to applicants if the number of applications is below the PAN. In cases of unexpectedly high demand, and where it is deemed feasible to admit additional pupils, the school will: • Notify the Local Authority (LA) • Either increase the PAN formally or • Admit pupils above the PAN, where appropriate
Pupil Premium via Eligibility for	This refers to pupils recorded in the January school census who are currently receiving Targeted Free School Meals (FSM)

Free School Meals	
Response	Parents and carers must respond to an offer of a school place within the following timeframes: • **In-Year Admissions:** within two weeks of the date of notification • **Normal Point of Entry:** within one week of the date of notification All responses must be made to Plymouth City Council, not directly to the school. If no response is received within the specified period, the offer may be withdrawn, and the place may be reallocated to another applicant. Parent or carers who wish to decline the offer must do so in writing and should indicate the educational arrangements they intend to make for their child.
Staff	For the purposes of admissions criteria, "school staff" refers specifically to individuals who are employed directly by the school on a permanent contract at the time of application. This definition excludes individuals who work on the school site but are employed by external organisations or third-party providers, such as catering, cleaning, or support services contracted by the school.
Tie-breaker	Should it prove necessary to distinguish between candidates with identical aggregate scores, the following criteria apply in order of priority: • Pupils who qualify for targeted free school meals pupil premium. • Pupils whose home address is nearest the preferred school measured in a straight-line using Plymouth City Council's electronic mapping system. Measurement is taken from the spatial locator identified by the National Land and Property Gazetteer, which defines the address point based on a general internal location. In the case of flats or apartments, all units within the building are treated as having the same measurement point, regardless of floor level. **Normal Point of Entry and In-Year Admissions:** If in the event there still being a tie, a random ballot will be conducted in accordance with the School Admissions Code. This process will be carried out by an officer of Plymouth City Council using an electronic random number generator. **Sixth Form:** If the tie-breaker above is not sufficient to distinguish between applicants in a particular category, there will be a random ballot as set out in the School Admissions Code. This will be undertaken by the Chair of Governors in the presence of the Head Teacher by the operation of an electronic random number generator.
Waiting lists	Candidates who were not allocated a place will automatically be placed on a waiting list which will be ranked according to the published admission criteria. Those on a waiting list and late applicants will be treated equally and placed on the same list. Waiting lists will be held in the order of the published admission

	criteria and will be maintained until the end of August 2028 in respect of the Normal Point of Entry. Should a vacancy become available, the place will be offered to the next pupil on the waiting list. It is the parent's responsibility to inform the admission authority in writing if they no longer wish to remain on the waiting list. From 1 September 2028, the in-year admissions criteria will apply. Only candidates whose 11-plus score is not more than two marks below the cut off score for Plymouth High School for Girls will automatically remain on the in-year waiting list until 31 July 2029 when all pupils will be removed. After this date, parents or carers will be required to renew their intent to remain on the waiting list. **In-Year waiting list retention periods:** • Applicants who applied before April 2029 will be removed from the waiting list at the end of July 2029. • Applicants who applied from April 2029 onward will remain on the waiting list until the end of July 2030.

SECTION 6

CONTACTS AND FURTHER INFORMATION

School
St Lawrence Road
Plymouth
PL4 6HT
Telephone: 01752 208308
office@plymouthhighschoolforgirls.org.uk
www.phsg.org

Plymouth School Admissions Team
Telephone: 01752 307469 (line open 11am to 3pm)

The website at www.plymouth.gov.uk/schooladmissions has information about applying for a place at a school, school appeals and the coordinated schemes of admission.

School Appeals
Telephone 01752 398164
schoolappeals@plymouth.gov.uk

Inclusion, Attendance and Welfare Service
Telephone 01752 307405
www.plymouth.gov.uk/schoolsandeducation/attendancebehaviourandwelfare

The Department for Education Schools (DFE)
Telephone: 0370 000 2288
www.education.gov.uk

Office of the Schools Adjudicator
www.education.gov.uk/schoolsadjudicator

Plymouth Information, Advice and Support for SEND
Telephone 01752 258933 or 0800 953 1131
www.plymouthias.org.uk