

Secondary School Admissions 2011/2012



**Torbay Information for
Parents and Students**

TIPS 1

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The information in this booklet is correct at the time of publication in September 2010. Any subsequent amendments can be found at www.torbay.gov.uk

Images kindly supplied by St. Cuthbert Mayne School, Churston Ferrers Grammar School, Oldway Primary School and Roselands Primary School.

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Dear Parent/Carer,



If your child was born between 1st September 1999 and 31st August 2000 he/she is due to transfer to secondary education in September 2011.

The booklet is designed to help you decide which school you would like your child to attend. You can apply for a school place in two ways either online at www.torbay.gov.uk or by completing the paper application form from this booklet. Earlier this year you should have received an information leaflet and a unique number to help you to apply online. Further details about the online system are on page 5. You must express a preference for a school by 31 October 2010. You can express up to 3 preferences ranked in order of preference.

If you wish your child to attend St. Cuthbert Mayne School you must complete the supplementary form at the back of this booklet. To register your child for the 11+ you can complete a form which is available from your preferred selective school.


If you live in Torbay and you would like your child to attend a school outside the area you must apply for a school place using the Torbay common application form. If you live outside Torbay and want your child to attend a school in Torbay you must apply for a place on a form from the local authority area in which you live.

We have a strong commitment to secondary education in Torbay. We have a wide variety of schools and we are proud of what our students achieve in them. In conjunction with our schools the Council has an ongoing programme of capital investment to improve continually the environment in which students learn.

If you need further guidance about the process, please contact staff in the Admission and Student Services Section by telephone (01803) 208908 or by e mail school.admissions@torbay.gov.uk. Help is also available from the Choice Adviser who offers free and impartial advice to families. She can be contacted by telephone, 01803 208239. You can also talk to your child's Headteacher.

Your child's transfer to secondary school is a very important step. We will be working in close partnership with schools and colleges to ensure that the transition is as smooth as possible.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Carol Tozer'. The signature is fluid and cursive.

Carol Tozer

Director of Children's Services and People Commissioner

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Explanation of terms

academic year the period 1 September - 31 August

admission authority the authority responsible for allocating places at the school

aided school a school based on a religious foundation, which owns the buildings, and where the criteria for admission are based on religious factors and the governing body acts as the admission authority

Age age as at 31 August prior to entry into the school

bilateral school a school with a non-selective and selective stream in the intake year

C E - Church of England

CAF - common application form

criteria the factors by which applicants are grouped by categories to produce a priority order for places

comprehensive school all ability intake school

designated area defined territory around a school where applicants have priority over those outside (applicants outside are not necessarily unsuccessful, they just have lower priority).

foundation school a school where the governing body is the admission authority

grammar school a school which has selective intake based on an 11+ test

home address address of the person with parental responsibility for the child, and with whom the child lives for the majority of the week, at the time of application, (where there is shared custody, the address will be with the parent who receives Child Benefit) or in the case of a child in public care, the address of the carer. Parents may be asked to provide proof of their address e.g. a council tax or utility bill

LA Local Authority

National Allocation Day 1 March 2011, the day on which e-mails will be sent and allocation letters will be posted to parents

Ofsted Office for Standards in Education

oversubscribed school a school which has fewer places than applicants

PAN (Published Admission Number) a fixed number of children which the school takes in, each year, at the normal year of entry into the school

parent/carer person with parental responsibility or care in law for the child

preference the school you would prefer your child to attend

public care a living with foster carer or accommodated by Children's Services

RF - a registration form which is available from a selective school if you want your child to take the 11+ test

SIF supplementary information form required if you want your child to go to St Cuthbert Mayne School

secondary school for children from age 11 at the start of the academic year

selective school a school which has selective intake based on the 11+ test

selective ability the ability level required for entry into a grammar school

sibling another child of the same family unit and living in the same household

Statement of Special Educational Needs an assessment of a child's needs and the provisions required to address these needs.

test the assessment procedure for selective schools, consisting of 4 test papers to measure a child's ability level

TIPS Booklet Parents' booklet published by Torbay Council under the series title "Torbay Information for Parents and Students"

Trust School a foundation school supported by a charitable trust. The governing body is the admissions authority

Voluntary Aided School see Aided School

Voluntary Controlled School a school based on a religious foundation, but not owned by a church body, and funded and managed by the LA

year group all the children born within the same academic year

waiting list names of applicants for a school where the application has had to be refused, and where the applicant wishes to have further consideration in the event of places becoming subsequently available.

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1. A quick guide

1.1 What is this book for?

This booklet provides you with information about your child's transfer from primary to secondary school in Torbay. There is a co-ordinated scheme for admission to secondary schools and it is important that you read the booklet carefully before you express your school preferences

1.2 What is a Co-ordinated Admission Scheme?

The idea behind a Co-ordinated Scheme is to make sure that every child has a single offer of a school place on a National Allocation Day, 1 March 2011. The Department for Education requires all Local Authorities to have a co-ordinated scheme for admissions.

Even if you have been through this process before for another child, it is important that you read this information carefully

The "Equal Preference" system operates in Torbay. Parents are able to apply for places at up to 3 schools and they must tell us which they rank as first, second and third choices. The ranking does not play any part in the deciding whether the school can offer a place. It is called "Equal Preference" because all applications are considered on an equal footing and, if the school is oversubscribed, priority for a place is decided by the admission criteria and not by how high the school is ranked by parents.

The parents' ranking is only used to decide which single school place to offer. When pupils can be offered places at more than one school we look to see which of the schools has been ranked highest by the parents and a place is offered at this school. The place at the lower ranked school is then free to offer to another pupil. There is a flow chart in this booklet which explains how the system works.

In summary, the co-ordinated scheme must:

- Allow parents to apply for places at 3 schools

- Require parents to rank their 3 preferences
- Offer an opportunity for parents to give reasons for their preferences
- Enable parents to use a Common Application Form
- Ensure that every child has a single offer of a school place on the National Allocation Day (1 March 2011).

1.3 Where do I start?

Before you apply for school places, it is a good idea to do some "homework". We suggest that you:

- read this booklet so you know how the system works
- find out about the local schools and visit on their open days (see Appendix 7)
- think about your child's chances of getting a place at a school, find out whether schools have any special entry requirements
- find out what happened last year
- think about how your child will get to school
- look at Appendix 5 which will give you information about examination results
- look on the schools websites
- consider whether you would like your child to attend a church aided school

This booklet has information to help you to decide which schools to apply to. We tell you more about the local schools in section 2. We tell you what happened to applications last year in Section 6

1.4 How do I apply for school places?

You can apply online at www.torbay.gov.uk. The advantages of applying for places online are:

- It is quick and easy to do
- It is available 24 hours a day, seven days a week
- You will get an email confirmation that your application has been received

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- There is no risk that your application will get lost
- You can change the details on your application right up to the closing date – 31 October 2010 (you must keep a note of your password)
- The system is secure so your information is protected
- The result of your application will be e mailed to you after 4pm on the published allocation date – 1 March 2011.

If you apply online we will tell your child's primary school about your application but you may also wish to inform the school that you have applied for a school place.

If you don't want to apply online you can use the Common Application Form enclosed with this booklet, to apply for places. The form is in triplicate and you can return the top two copies to your child's primary school or to the Local Authority. The third copy is for you to keep. Please do not apply online and complete a paper form.

You can also use the Common Application Form to tell us the reasons for your preferences.

A Supplementary Information Form is required if you wish your child to attend St Cuthbert Mayne School. This form can be found in Appendix 9. If one of your preferences is for a selective (grammar) school you can complete a registration form which can be obtained from the school or from the LA.

This will help the school to organise testing. The form should be returned to your preferred school by 15 October. If you want your child to be considered for a place in the selective stream at Westlands School you should tick the appropriate box on the Common Application Form.

You must still complete a Common Application Form even if you have completed a Supplementary Information Form or a Registration Form.

We tell you more about applying for a place in Section 7.

1.5 When should I apply?

The closing date for applications is 31 October. If you apply after this date, your application will be "late". We tell you more in Section 12 about late applications.

1.6 What happens to the applications?

Because you can name up to 3 schools on the common application form, the Local Authority will tell other admission authorities who has applied for a place.

The governing bodies of some schools are Admitting Authorities, which means that they decide which pupils can be offered places. In other schools, the Local Authority will decide which pupils can be offered places.

We will tell Devon Local Authority if you have named a Devon school on your form.

1.7 So how does the Co-ordinated scheme make sure that a child is offered just one place?

The Local Authority and schools will swap information about the places they can offer.

All applications are considered on an equal footing and, if the school is oversubscribed, priority for a place is decided by the admission criteria and not by how high the school is ranked by parents.

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When pupils can be offered places at more than one school we look to see which of the schools has been ranked highest by the parents and a place is offered at this school

If a child cannot be offered a place at any of their preferred schools, the scheme allows the Local Authority to offer a place at the nearest appropriate Torbay comprehensive school to your home address with a space. This means everyone will have an offer of a place on the National Allocation Day.

1.8 How do schools decide how to offer places?

Each school has "admission arrangements". These say how many places are available and explain how they will be allocated. The arrangements also explain the oversubscription criteria which are used to decide which pupils are offered places. We tell you more about these admission arrangements in Section 5.

1.9 How will I find out about the allocated school?

If you apply online you will receive an e-mail after 4pm on 1 March informing you of your child's allocation. If you submit a paper application the LA will send out allocation letters by first class post on 1 March, National Allocation Day and you should receive it on 2 March.

1.10 What can I do if I am unhappy with the allocation?

Admission authorities must keep waiting lists for at least the autumn term and vacancies are allocated when they occur. Some admission authorities will keep waiting lists for longer than this. All admission authorities have an appeals process. We tell you more about waiting lists in Section 10 and more about the appeals process in Section 9.

2. What schools are available?

Schools in Torbay

There are eight secondary schools in Torbay.

Local Authority Comprehensive School

This is **Paignton Community and Sports College**. The college admits children of all abilities at the age of 11 and it also had a wider educational role in the community. The Local Authority is responsible for admission arrangements.

Foundation Trust Comprehensive Schools

Brixham College and **Torquay Community College**.

These colleges admit children of all abilities at the age of 11 and have a wider educational role in the community. The governing bodies are responsible for the admission arrangements.

Voluntary Aided Joint CE and RC School

St Cuthbert Mayne is a voluntary aided joint Catholic and Church of England comprehensive school. The school admits children of all abilities and priority is given to children of these church denominations. The school's governing body is responsible for admission arrangements.

Foundation Grammar Schools.

These are **Churston Ferrers Grammar School** and **Torquay Girls' Grammar School**. The governing bodies of these schools are responsible for admission arrangements. Children must take an 11+ test for entry to these schools (see Section 4).

Trust Grammar School

This is **Torquay Boys' Grammar School**. The school's governing body is responsible for admission arrangements. Boys must take an 11+ test for entry to this school (see Section 4).

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Foundation Bilateral School

This is **Westlands School**. It is a bilateral school which means it has both selective and non-selective streams. Children must take an 11+ test for entry to the selective stream, which is equivalent to a grammar school (see Section 4). The governing body is responsible for admission arrangements.

Schools in Devon

There are several Devon schools not far from Torbay and you can get details of these schools by contacting the Education Helpline 0845 155 1019 or e mailing admissions@devon.gov.uk or visiting the website www.devon.gov.uk/admissions.

However if you live in Torbay and want to apply for a place at a school in Devon you must apply using a Torbay common application form.

3. How can I find out more about schools?

Basic school details are found in Appendix 1, but all schools have at least one open day when parents and children can visit. At the open day you will be able to look around the schools and talk to staff about any individual aspect of your child's education. The dates for the open days can be found in Appendix 7.

Information about examination results can be found in Appendix 5. You can also ask individual schools about their results or look on their websites. There are links to all school websites from www.torbay.gov.uk

4. What happens if I want my child to take the 11+?

If you want your child to attend a grammar school or have a place in the selective stream at Westlands School he/she will have to be tested.

The 11+ tests consist of four papers. All the selective schools use the same tests – two verbal reasoning papers, a mathematics paper and an English paper.

Children only have to take one set of tests and the schools share the results.

The tests for all schools will take place on Saturday 20 and 27 November. Further information about the tests can be obtained from the schools.

5. How are places allocated?

Places are allocated using "admission arrangements". These admission arrangements vary from school to school. Before you apply for a place get to know the arrangements so you can judge the chances of getting a place for your child. Admission arrangements say how many places are available, explain any special entry requirements and how places are allocated if too many pupils want to go to a school. The admission arrangements for all the schools in Torbay are given below. If you require further information about voluntary aided and foundation schools you should contact the school

5.1 Paignton Community and Sports College

This school admits children of all abilities. If too many pupils apply for the available places, then the following order of priority is used to decide who is offered a place. The admission number for this school for September 2011 admissions is 300

Children with statements of Special Educational Needs which names the school on the Statement will have automatic entitlement to a place at that school.

1. Children in Care
2. Children who will have a sibling on roll at the school at the time of admission and living in the area served by the school.
3. Other children living in the designated area served by the school.
4. Children who will have a sibling on roll at the school at the time of admission and living outside the area served by the school.
5. Other children living outside the designated area.

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Should it be necessary to further distinguish between applications within any of these categories, priority will be given to those living closest to the school. Measurements are taken by a straightline distance using the Council's electronic mapping system - the shorter the distance the higher the priority. Measurements will be taken from an internal point of the building concerned (usually the visual centre of the building). In the event that applicants cannot be separated using the distance tiebreaker (i.e. they live identical distances from the school), the allocation of a place will be by lot.

Where applications are received from families with multiple birth siblings (twins, triplets, etc.) every effort will be made to allocate places at the same school, including offering place(s) above 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.

5.2 Brixham College

Background

Brixham College as a Foundation College operates its own Admissions Policy as set out below. This policy is the responsibility of the Governing Body of the College.

Purpose

The purpose of this policy is to ensure that all prospective students are treated fairly and that Brixham College continues to provide an educational facility to serve its local community in which it resides. To achieve this, it will work in co-operation with other admitting Authorities within Torbay.

Designated Area

Brixham College wishes to serve its community and,



as such, seeks to service a specific area. This area is the postal area TQ5.

Priorities for admission to Year 7 in September.

Children who have a Statement of Special Educational Needs

where the school is named on the Statement will have automatic entitlement to a place at the school.

- 1) Children in Care.
- 2) Children living in the designated area, nearest first, by straight line distance.
- 3) Children with a sibling who will be attending the college at the time of admission, nearest first by straight line distance. Where there are more applications than places available in a particular category, those living closest to the school will have priority for any places available, (i.e. the shorter the distance the higher the priority). Distance will be measured from the entrance of the home address to the nearest official entrance of the school on a straight-line basis. 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 lot.

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Casual Admissions and Waiting List

After places have been allocated, a waiting list will be maintained at the College for Year 7 up until the end of the first term, prioritised according to the admissions criteria above. New names will be added to these lists, according to the priority. Where places become available at any time after the allocation process, these will be offered to students on the list.

False information, or information found to be false subsequent to the allocation of a place, would lead either to the place not being allocated or if the place had been allocated it would be withdrawn.

Multiple Birth Siblings

Where applications are received from families with multiple birth siblings (twins, triplets, etc.) every effort will be made to allocate places at the school, including offering place(s) above 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.

Residential Address

The child's home address is taken to be the address of the persons with parental responsibility with whom the child lives for 80% or more of the school week. The College may seek proof of residence. Evidence such as a utility bill, Council Tax demand or solicitor's letter confirming a signed contract for a house purchase would be deemed appropriate. Failure to satisfy the College of residence at the address used in an application for the allocation of a place will lead to the withdrawal of the place if it has been offered.

School Admissions Panel

The School Admissions Panel for Brixham College will consist of the Principal, Curriculum Director, the designated School's Admissions Officer, plus 3 members of the Governing Body of the School. This Panel will be responsible for the allocation of places for Brixham College, and it is not possible for any individual member to allocate a place.

Appeals Process

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 2 booklet, obtainable from Brixham College, Higher Ranscombe Road, Brixham, Devon TQ5 9HF or the Torbay Independent Appeals Panel, c/o Democratic Services, Torbay Council, Town Hall, Torquay TQ1 3DR. Enquiries can also be made to Children's Services on 01803 208908. This will involve completing an appeal form and the Appeals Panel, which is independent of the school and LA, - at a meeting which parents are encouraged to attend, - will decide the case. 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 school.

Discretionary Clothing Grant

Students are expected to conform to the College's uniform policy, which is published in the College Prospectus. However, all students in Years 7 to 11 inclusive are expected to conform to this policy. For families in severe hardship, a discretionary clothing grant is available for exceptional cases, and further information should be sought from the College.

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Admission Numbers

The total number of students registered at the College in September 2009 was 1045.

The PAN Planned Admission Number for September 2011 is 210.

5.3 Churston Ferrers Grammar School

INTRODUCTION

Churston Ferrers Grammar School is a co-educational grammar school with Foundation Status. At a Foundation School the Governing Body has responsibility for admission to the school. For the academic year 2011-2012 Governors have a Planned Admission Number of 130 in Year 7.

ADMISSIONS

Admission to the school is based on academic ability and requires the pupil to have demonstrated suitability for a selective education through a number of tests.

ADVICE TO PARENTS

Early in the Autumn Term of 2010, Headteachers of Primary Schools will be invited to a meeting at the school when the admissions procedure for September 2011 will be explained. The information provided at the meeting will enable Headteachers to advise parents of the procedures and to answer any questions they may have.

OPEN DAYS

There is an Open Evening on 21 September 2010 during which the admissions procedure will be explained and parents will have the opportunity to tour the school and to ask for further information. Parents who are unable to take advantage of the open days are welcome to make contact with the Admissions Officer at any time and individual tours may be arranged by prior appointment.

APPLICATIONS

Parents must apply for a school place using a

Common Application Form from the Local Authority in which they live. They can make up to three ranked preferences.

In order to assist the preparations for the 11+ tests Churston Ferrers Grammar School would be obliged if parents would also complete the Registration Form issued by the School

AGE OF APPLICANTS

Candidates will be in Year 6 at the time of taking the test:

(Applicants in 2010 will be born between 1 September 1999 and 31 August 2000)

Unless in possession of a Statement of Educational Needs, a candidate qualifies to take the tests by virtue of his or her chronological age not the year of their school placement.

Applications to take the tests outside of the chronological year must be supported by the primary school and be approved by Churston Ferrers Grammar School.

TESTING ARRANGEMENTS

Tests are taken on two consecutive Saturdays: 20 November 2010 and 27 November 2010, which are supervised by staff from the school. The tests will comprise:

20 November 2010	27 November 2010
Verbal Reasoning Test 1	Verbal Reasoning Test 2
English Test	Mathematics Test

Verbal Reasoning Tests are supplied by the National Foundation for Educational Research, and will be marked in accordance with their regulations. The higher Verbal Reasoning Score attained will be regarded as the final mark for that element. Results will be standardised to take age differentials into account.

The English and Mathematics tests will be set by Torbay selective schools in accordance with the

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Attainment Targets of the National Curriculum Key Stage 2. The tests will be marked internally.

Children who are unable to take the tests on either of these dates, due to illness or other commitments will be offered the opportunity to take the tests at a later convenient date.

ADJUDICATION

The Admissions Panel will consist of The Headteacher, the Admissions Officer and two representative members of the Governing Body. This panel will meet to prioritise applications.

The criteria for selection will be:

CATEGORY A

Candidates in this category will have been successful in all three elements of the tests, i.e.

- 1) NFER Verbal Reasoning (the selective score being that achieved by the 100th candidate.)
- 2) A minimum of 50% of available marks in Mathematics
- 3) A minimum of 50% of available marks in English

These candidates will be granted automatic entry to the school.

CATEGORY B

Candidates in this category will have been successful in two of the three elements. They form the "borderzone" from whom the remaining places will be allocated, having sought additional information on the academic ability of the student from his or her Primary School.

Children who have statement of Special Educational Need, where Churston Ferrers Grammar School is named on that statement must be admitted first.

In the event that the number of candidates exceeds the number of remaining places available, applications will be prioritised using the following over-subscription criteria:

1. Children in care will be given the highest priority
2. Places will then be allocated on the basis of

evidence received from Primary Headteachers that the student is academically suited to a selective education, alongside the test scores achieved.

3. If it proves impossible to discriminate between candidates on the basis of the above criteria, those students living closest to the school will have priority. The shorter distance is afforded the higher priority. Distance will be measured from the entrance to the home address to the nearest official entrance of the school on a straight-line basis.

CATEGORY C

Candidates are considered to be unsuccessful if they pass fewer than two of the three elements. Places will not be offered to students in this category.

ALLOCATION OF PLACES

At the conclusion of the allocation process the Local Authority will be sent a ranked list of the children. The Local Authority will be responsible for advising parents of the school allocated.

POST ALLOCATION

Parents may request a meeting with the school to explain why it has not been possible to offer a place.

Parents have the right to appeal against this decision to an Independent Panel, whose decision is binding on the parents and the school.

Application should be made to the Democratic Services Department of Torbay Local Authority. The School can assist with contact information.

5.4 St Cuthbert Mayne Joint Catholic and Church of England School

St Cuthbert Mayne, Joint Catholic and Church of England 11 – 18 Co-educational Comprehensive School, is situated in the Catholic Diocese of Plymouth and the Anglican Diocese of Exeter.

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Under the Education Act 2006, there is no restriction to the area from which children may apply to St Cuthbert Mayne.

The Governing Body of the School is responsible for determining and administering the policy relating to the admission of pupils to the School. It is guided in that responsibility by the requirements of the law by the advice of the Diocesan Trustees and its duty to the School and the Catholic and Anglican Communities.

Having consulted the LA and others in accord with the requirements of the law, the Governing Body has set as its planned admissions number 195 pupils for the School year commencing September 2011, according to the ratio based upon the foundation of the School that up to 45% (88) of pupils will be admitted from the Roman Catholic tradition, and 45% (88) of those admitted will be from the Anglican tradition and up to a maximum of 19 from other denominations (as recognised by Churches Together). If there is a deficit of Admissions from either the Roman Catholic or Anglican communities these places will be taken by the alternative tradition. If there is a deficit of numbers of those of other denominations, these places will be shared equally between the Roman Catholic and Anglican Communities. If there is a deficit of both RC and Anglican applicants these places may be taken up by other denominations (as recognised by Churches Together).

Parents wishing to apply for a place in the School for their child in the School Year 2011/2012 must complete both the standard Torbay Schools Application Form or Devon's Schools Application Form and the **St Cuthbert Mayne Supplementary Information Form (at the back of the TIPS1 Booklet)**. Please ensure that you send the Torbay / Devon forms to the LA in which you reside and the Supplementary Application Form to St Cuthbert Mayne School by no later than Friday 29th October 2010. In order for the application process to be completed a reference from your minister / priest must be provided. The request for this is organised by the school. In accord with the provisions of Regulation 49 of the Education (School Government) Regulations 1999, the Governing Body has delegated responsibility for determining admissions to its "Admissions Committee".

The Admissions Committee of the Governing Body will consider all applications made in accord with the criteria set out below without reference to the ability or aptitude of the child.

Children with a Statement of Special Educational Need where the school is named as the most suitable school will have automatic entitlement to a place.

OVERSUBSCRIPTION CRITERIA

If the number of applications for places is greater than the number of places available, applications will be ranked according to the categories set out below.

If two or more applications within one or more categories are tied, priority will be given firstly to Children in Care (in accordance with s22 of the Children Act 1989), secondly to children who have a sibling* in school at the time of admission and thirdly to children living closest to the school measured by a straight line distance between their home and the school gate.

***A sibling is defined as another child of the same family unit living in the same household.**

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CATEGORY 1

Children in Care of either denomination.

CATEGORY 2

- Children baptised within the Catholic tradition (or those who have proof of being received into the Catholic Church) and who with their families are actively involved in the worship life of their local Catholic Church communities (e.g. attending Mass and other liturgies etc., priority is given to those with sustained attendance, and who attend more regularly i.e. weekly above monthly or less often), supported by the relevant church minister (88 places)
- Children baptised within the Anglican tradition (or those who have proof of being received into the Anglican Church) and who with their families are actively involved in the worship life of their local Anglican Church communities (e.g. attending Acts of public worship, priority is given to those with sustained attendance, and who attend more regularly i.e. weekly above monthly or less often), supported by the relevant church minister (88 places)
- Children who are members of another church community recognised by Churches Together in England who with their families are actively involved in the worship life of their local church communities (e.g. attending public Acts of worship, etc priority is given to those with sustained attendance, and who attend more regularly i.e. weekly above monthly or less often), supported by evidence of membership by a relevant church minister (19 places).

CATEGORY 3

Baptised children of families who are members, but not active members, e.g. not attending public Acts of worship, of local Catholic and Anglican Church communities with particular reasons advised by parents, and supported by Church ministers.

CATEGORY 4

Notwithstanding all of the above, within each category, the Admissions Committee shall always give special consideration to an application made for a place in the School from the parents of a child with special education needs, medical problems or exceptional domestic or social problems, provided that such application is submitted with supporting evidence from a relevant professional eg a report from a doctor or social worker.

CATEGORY 5

If there are unfilled places using the above criteria, other applicants will be considered. Priority will be given to children who will have a sibling(s) in the school in September 2011.

CATEGORY 6

Those whose home address is closest to the school (distances will be measured in a straight line from the front of the home address to the nearest official entrance to the school). In the event that applicants cannot be separated using the distance tiebreaker (i.e. they live identical distances from the school) the allocation of a place will be by lot.

POST 16 APPLICATIONS

Applications to the Sixth Form are welcomed. The school will offer places up to at least 10% of the numbers in Year 11 (195 places) to students from outside the school. Places will be allocated according to the criteria published above. Places are also subject to applicants meeting the subject and course requirements set out in the Sixth Form Prospectus.

ALL APPLICANTS

It is required that all applicants accept the Christian ethos of the school.

TIPS 1

5.5 Torquay Boys' Grammar School.

Applications are invited for places in Year Seven by mid-October following Open Days. Individual tours can sometimes be arranged and contact by parents with the Headmaster, or the Deputy Headteacher (Personnel), is welcome. The tests are administered at the school on two Saturday mornings in October/November and are supervised by staff from the school. The examination will be in two parts:-

- i) 1 GL Assessment (formerly NFER) Verbal Reasoning and 1 English Paper
- ii) 1 GL Assessment (formerly NFER) Verbal Reasoning and 1 Mathematics Paper

The Verbal Reasoning papers are supplied by GL Assessment (formerly NFER). The Mathematics and English papers are set by Torquay Boys' Grammar School using the appropriate National Curriculum Attainment Targets as the guide to setting the papers. These are marked internally.

When scores are received the Admissions Panel meets to discuss the allocation of 150 places (the Pupil Admission Number): the Admissions Panel consists of the Headmaster, the Deputy Headteacher, plus members of the Governing Body of the school.

There are three bands:

- A. It is expected that every pupil who is successful in all three elements of the testing procedure will gain a place, i.e.
 - (i) GL Assessment (formerly NFER) verbal reasoning tests. (The selective score is that achieved by the 120th child).
 - (ii) 50% in Mathematics
 - (iii) 50% in English

If the school is full the criteria below will be applied concerning the over-subscription.

- B. Borderzone candidates are those who are successful in two of the three elements.
- C. Candidates are considered to be unsuccessful if

they pass fewer than two of the three elements though the aggregate mark of all three tests may be reviewed.

Lists of candidates and the bands in which they are placed are sent to primary school Headteachers with a request for SATs/CATs scores for those candidates in bands B and C. The selection panel then makes its final decisions as set out below.

1. Those achieving the entry standard by highest score highest priority; if the school has more qualifying candidates than places then the criteria for oversubscription will be applied concerning the over-subscription.

2. Oversubscription criteria:

- a) Children in Care.
- b) Those living nearest the school when measured by a straight line at the time of application.

Primary schools, parents and Torbay LA are then informed of the results. Parental appeals can be made to:

Mr S Kerrigan, 51 Southbrook Road, Exeter, EX2 6JF.

The final appeal decisions are notified to Torbay Local Authority.

The rank order will determine the next applicant to be offered a place should the original allocated places not be fully taken up. The school maintains a waiting list for one term. Other Grammar



TIPS 1

Schools' test results are accepted provided these tests are compatible with those of Torquay Boys' Grammar School.

Children with a Statement of Special Educational Need which names the school on the statement have an entitlement to attend, providing they qualify through the testing procedure.

Late Applications for Year 7

A late application is one that is received after the published closing date. Late applications will not be dealt with until all applications submitted by the closing date have been considered.

Parents who move into the area, or whose sons have for other reasons missed the initial test dates, should make their application via the Torbay LA as soon as possible and will be assessed in GL Assessment (formerly NFER) (VR), English and Maths. Please note that such tests and any subsequent offers of places will only take place subject to spaces still being available after the initial series. It is thus important that parents observe the closing date referred to above.

5.6 TORQUAY COMMUNITY COLLEGE

BACKGROUND

Torquay Community College is a Trust school and operates its own Admissions Policy as set out below. This policy is the responsibility of the Governing Body of the College.

PURPOSE

The purpose of this policy is to ensure that all prospective students are treated fairly and that Torquay Community College continues to provide an educational facility to serve its local community in which it resides. To achieve this, it will work in co-operation with other admitting Authorities within Torbay.

DESIGNATED AREA

Torquay Community College wishes to serve its community and, as such, seeks to service a specific

area. However all applications are welcome.

PUBLISHED ADMISSION NUMBERS FOR YEAR 7 IN 2011/12

The admission number for Year 7 is 240.

OVER-SUBSCRIPTION CRITERIA

The oversubscription criteria for all year groups is as follows:

Children with statements of Special Educational Needs which names the school on the Statement will have automatic entitlement to a place at that school.

1. Children in Care
2. Children who will have a sibling on roll at the school at the time of admission and living in the area served by the school
3. Other children living in the designated area served by the school
4. Children who will have a sibling on roll at the school at the time of admission and living outside the areas served by the school
5. Other children living outside the designated area

Should it be necessary to further distinguish between applications within any of these categories, priority will be given to those living closest to the school. (Distances will be measured in a straight line from the front of the home address to the nearest official entrance at the school). 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 lot.

Where applications are received from families with multiple birth siblings (twins, triplets, etc.) every effort will be made to allocate places at the same school, including offering place(s) above 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).

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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.

SCHOOL ADMISSIONS PANEL

The School Admissions Panel for Torquay Community College will consist of the Principal, the School's Admissions Officer, plus 3 members of the Governing Body of the School. This Panel will be responsible for the allocation of places for Torquay Community College, and it is not possible for any individual member to allocate a place

RESIDENTIAL ADDRESS

The child's home address is taken to be the address of the persons with parental responsibility with whom the child lives for 80% or more of the school week. The College may seek proof of residence. Evidence such as a utility bill, Council Tax demand or solicitor's letter confirming a signed contract for a house purchase would be deemed appropriate. Failure to satisfy the College of residence at the address used in an application for the allocation of a place will lead to the withdrawal of the place if it has been offered.

CHILDREN REMAINING AT PRIMARY SCHOOL FOR AN ADDITIONAL YEAR

Where a parent requests a delayed transfer to secondary school, this will only be considered where the child has a Statement of Special Educational Needs and that the delay in transfer is the means of meeting the child's specific educational needs as agreed at the Annual Review Meeting.

Where this occurs it will be necessary for schools to accept children outside the normal age cohort, but within the over-subscription criteria.

CHILDREN TRANSFERRING TO SECONDARY SCHOOL A YEAR EARLY

Where a parent requests that their child transfers early to secondary school, evidence will be required

to show that the primary school is unable to provide a curriculum appropriate to the child's needs. The Governing Body will need to be satisfied that an appropriate curriculum cannot be offered at the primary school. A report from the Primary School Headteacher will be required.

Where this occurs it will be necessary for schools to accept children outside the normal age cohort, but within the over-subscription criteria.

Where a child has been attending an independent school, and admission to a maintained school has been requested, there will be an expectation that that child will be admitted to a school appropriate to the child's age range.

WAITING LISTS

A waiting list for will be maintained after the Allocation Day (1 March 2011) until 31 December 2011. Children will be ranked in the same order as the oversubscription criteria.

APPEALS

Parents who have been refused a place at a school can appeal to an independent appeal panel. Information about the appeals procedure can be obtained from the school office and from Torbay LA Admissions and Student Services, telephone 01803 208908.

5.6 Torquay Girls Grammar School

Admission policy for year 7 in September 2011

Torquay Girls' Grammar School is a Trust School and is therefore responsible for managing its own admissions. This is done in co-operation with the Local Authority to ensure that as many parents as possible obtain a place for their daughter at the school of their choice. Admission is based on academic ability and this is determined through a number of tests. The Published Admission Number (PAN) for Year 7 in September 2011 is 120 girls and is determined by the physical space available for teaching.

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How to apply

You must complete two forms;

1. The Common Application Form is available from your daughter's Primary School. A copy of this should be returned to i) her school ii) the LA by 31st October 2010. You can also apply online for school places rather than complete a paper form. The website address is www.torbay.gov.uk Information will be shared between this school and other admission authorities to ensure that no parent has submitted more than one application.
2. The Examination Registration Form which you can access from the school website or by contacting the school. This form enables us to inform you of the test arrangements. (Note-This form on its own is not an application you must also submit the Common Application form)

The selection tests

The selection tests will take place at the school on two Saturdays: 20 November 2010 and 27 November 2010. Full details will be sent to everyone who applies for a place. The tests will comprise:

20 November 2010	27 November 2010
Verbal Reasoning Test 1	Verbal Reasoning Test 2
English Test	Mathematics Test



There will be two Verbal Reasoning tests, one Mathematics paper and one English paper. Girls who are achieving in the top 25% of their age group at Primary School should be able to cope with the tests. For example if a girl's teacher believes she is likely to achieve Level 5's in her KS2 English, Maths and Science SATs at the end of Y6 then this would be a good indicator that she will be of a sufficient standard.

Verbal Reasoning Tests are supplied by the National Foundation for Educational Research (NFER), and will be marked in accordance with their regulations. These are multiple choice tests. The highest Verbal Reasoning Score attained, of the two papers, will be regarded as the final mark for that element. Results will be standardised to take into account age differentials.

The English and Mathematics tests will be set by Torquay Girls' Grammar School in collaboration with Churston Ferrers Grammar School and Torquay Boys' Grammar in accordance with the Attainment Targets of the National Curriculum Key Stage 2. The English paper has both reading and writing components whilst the Maths is a free response paper. The tests will be marked internally.

Children who are unable to take the tests on either of these dates, due to illness or other acceptable reason, will be offered the opportunity to take the tests at a later date. This must be discussed with the school at the earliest opportunity and the request must be in writing.

Allocation of places

Category A

Places will be offered to those girls who meet the required standard in all 3 tests, ie

- NFER Verbal Reasoning (the selective score being that achieved by the 120th candidate.)
- A minimum of 50% of available marks in Mathematics
- A minimum of 50% of available marks in English

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Should more than 120 girls meet the required standard in all 3 tests: places will be awarded by rank order of score.

Category B

- If less than 120 girls meet the required standard in all 3 tests: those who are successful in meeting 2/3 conditions will be offered places in rank order of score up to the 120th place.

Category C

- Candidates are considered unsuccessful if they pass fewer than two of the tests.

Parents of successful candidates will be informed in the first instance by the Local Authority on National Allocation day (March 1st 2011) and then by letter from the school. The scores of the successful candidates will not be revealed.

If a parent is not satisfied with the outcome of their application then there is a clear process for appeal via an Independent Appeals Panel (not the school). This will resolve any outstanding appeals against the decision of the school. Details and further information regarding this process can be obtained from Torbay Independent Appeals Panel c/o Democratic Services, Town Hall, Castle Circus, Torquay TQ1 3DR -Tel 01803 207 016. For help and advice ring Torbay Admissions and Student Services on 01803 208 908

Late Admission Procedures

1. For Y7 from 'National Allocation Day' to the end of the Autumn term of that year

After places have been allocated the 11+ results will form the waiting list until end of the autumn term of the admission year. If places become available during this time the next girl on the list will be contacted and offered a place.

After this time girls who have satisfied the following criteria can apply for any places that become available at the end of the Spring and Summer terms. Please contact the school for place enquiries and dates of tests or view the website.

SEN

Children with a statement of Special Educational Need, where Torquay Girls' Grammar School is named on the statement, have an entitlement to attend.

Tied places

For ties in both 120th place in Y7 and in the late admissions tests the order of priority will be;

- A child in care
- A girl with a sister at the school
- By direct line distance from home to the school at the time of application.

5.7 Westlands School

Westlands, as a foundation school, operates its own admissions policy as set out below. This policy is the responsibility of the governing body of the school. It is hoped that the policy will be operated without significant year-on-year change to introduce stability into the admissions to the school. The governing body seeks to co-operate with other admitting authorities in its area and will therefore take part in a common admissions process whenever possible. Such process is published by the local authority and includes common dates and application form. The purpose of this policy is to ensure that all prospective students are treated fairly and that Westlands continues to provide an educational facility to serve its local community in which it resides. To achieve this, it will work in co-operation with other admitting authorities within Torbay. As a bilateral school, Westlands has two distinct populations at the time of entry to the school. These are recognised as selective students who have passed the selection test to enter the school and the non-selective students who have not passed the test, or who have not taken it. Westlands wishes to serve as a community school and, as such, seek to service a specific designated area. This is an area designated by the sea and mainly Lymington/Teignmouth Road. The boundary to the

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north diverts from Teignmouth Road into Easterfield Lane then due west to the sea. To the south, the boundary continues from Lymington Road, clockwise around Castle Circus and into Union Street, through the pedestrianised area into Fleet Street, along The Strand to the Clock Tower then south west into the sea. For clarity, the sea line is taken as the high water mark and road boundaries are taken to be the centre line of the carriageways. A map showing this area is included.

Children with Statements of Special Educational Needs Section 324 of the Education Act 1996 requires the governing body to admit a child with a statement of special educational needs that names their school. This is not an oversubscription criteria and schools must admit such children whether they have vacancies or not. Therefore, places will be allocated to these students before other applicants.

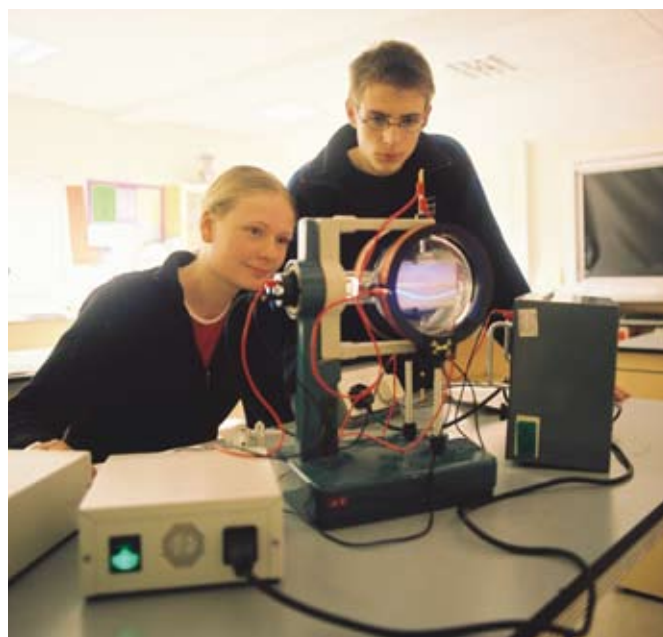
Children in Care

Children in care are among the most vulnerable children in society and it is of paramount importance that a school place is found that is in the best interests of the child as quickly as possible. All admitting authorities are required by the Education (Admission of Looked after Children) (England) Regulations 2006 to give highest priority in their oversubscription criteria to these children. Therefore, our first and highest oversubscription criterion must be in respect of these children.

Process – Primary to Secondary Transfer Selective

Selective places are available to applicants taking the admissions test (11+) to the school and gaining the required standard to qualify for a selective place. If the school is over-subscribed, the delineation process will be applied as given below.

The 11+ will take place on the mornings of 20 and 27 November 2010. An alternative date is offered only in exceptional circumstances that are pre-arranged with the school. This includes families with unavoidable work commitments that



coincide with the dates of the test. Confirmation from the employer will be required. Test scores will be standardised to take account of a child's age at the time of the test. Students will be deemed to be of selective ability if they achieve the standard that broadly represents the top 25% of the ability range. They will be automatically deemed of selective ability if they pass all the tests. They will be placed in the border zone if they pass only two of the tests, and Westlands will request information from their current headteacher to establish/assess the child's academic ability, whereupon a final decision will be made by the School's Admission Panel.

In the event of a tie on score, children will be ranked in order of the over subscription criteria detailed below. In accordance with the current DCSF Code of Practice on School Admissions, all applicants who state any preference for Westlands School will be considered. Therefore, the selective test results of candidates who take the test in other Torbay Schools will be, in line with the equal preference scheme. Students who do not reach the required standard in the selective test will automatically be treated as requesting a non-selective place. Their application will then be treated in the same way as the non-selective applicants.

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Dispensation

Westlands School is a mainstream school and as such does not have the facilities to cater for the complete range of learning disorders, but will do its best to accommodate students who would benefit from the quality of education it can provide within its facilities. To this end, some students with learning difficulties may require additional support to have access to the selective groups of the school. To enable these students not to be disadvantaged at the time of testing, dispensation arrangements may be made which may include special arrangements for the student at the time of testing. Dispensation may be given to students who take the selective test for the school dependent on their proven need. Parents may apply for this dispensation but will be required to provide proof, to the school's admissions officer, of the need for dispensation at least three weeks before the first testing date. Evidence must be in the form of a current educational psychologist assessment, or recognised medical practitioners report. Example of dispensation might be for a student having dyslexia, or poor sight. Each case will be considered on its individual merits by the Admissions committee whose decision to adjust the test procedures will be final.

Non-Selective

In accordance with the current DCSF School Admissions Code, all applicants who state any preference for Westlands School will be considered.

Ratio of Selective, Specialist School and Non-Selective places

If excess selective places remain available after the meeting of allocation criteria, they will be used to increase the number of non-selective places in the school. For example, if only 30 selective places are awarded in a year, then the balance of 190 places will be awarded to the non-selective students.

Oversubscription

If oversubscription criteria are necessary the

following will apply:

1. Those who are in the care of a local authority as defined by the Education (Admission of Looked after Children) (England) Regulations 2006.
2. Those who live within the designated catchment area
 - 2a. Medical conditions (see below for further details).
 - 2b. Distance of the home from the next nearest school appropriate to the application (Churston Ferrers Grammar School for selective applicants and Torquay Community College for non-selective applicants), nearest last, by straight line distance from the front entrance of the school, as detailed in the section regarding distance below.
3. Those who live outside of the designated catchment area
 - 3a. Medical conditions (see below for further details).
 - 3b. Distance of the home from Westlands School, nearest first, by straight line distance from the front entrance of the school, as detailed in the section entitled 'distance' below. In the event of two or more applicants living exactly the same distance from the school, the allocation will be made by lot. This is acceptable under the current DCSF Code of Practice on School Admissions.

Medical Conditions

The Admissions Panel may consider medical information. However, evidence must be from a practising GP, and/or consultant. It must be relevant to the time of application, and clearly indicate why Westlands is considered to be the most appropriate school for that particular medical condition. The school's Admissions Panel will consider medical evidence where provided, but reserves the right to refuse a place, despite that evidence, if it believes it cannot provide the specialist care to meet the educational needs identified as being necessary for

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the well-being of the individual, or the information provided is deemed out-of-date.

Dates

It is the Governors intention to work closely with other admitting authorities and, as such, a common timetable of dates will be operated as in the co-ordinated scheme.

Planned Admission Number (PAN)

The planned admission number into Year 7 each year is 220 students. This figure remains the same as each year group progresses through the school.

Distance

Where distance is to be used as an admission criteria it will be calculated in a straight line using the postcode of the applicant's residential address. When there is a tie for places we will physically check which address is closer. In the event of two or more applicants living exactly the same distance from the School, the allocation will be made by lot, which is acceptable under the current DCSF Code of Practice on School Admissions.

Late Applicants – Primary to Secondary Transfer

If an applicant re-locates into Torbay from another area after the closing date for the Common Application Form, but before the start of the 2011/2012 academic year they must complete a preference form from the local authority as soon as possible, if one has not previously been submitted. Late applications will be considered after those received by the closing date, using the over subscription criteria detailed above if necessary.

Waiting Lists

Vacancies arising after places have been allocated for primary to secondary transfer will be allocated according to the list used for the initial allocations, until 31st August 2011. On 1st September 2011 the list will revert in accordance with the categories shown to which new applicants will be added

accordingly. Where a place becomes available it will be offered to the student at the top of the waiting list. The waiting list does not differentiate between selective and non-selective students. Applicants are placed on the list using the following order of priority:

Classification Definition

1 Children in Care

A child who is in the care of a local authority or provided with accommodation by that authority as defined by section 22 of the Children's Act of 1989 or its equivalent.

2 Incomer

Re-located into Torbay with no school place.

3 Change of Domestic Circumstances

Re-located locally within Torbay, or current school becomes non-viable because of family/social/economic reasons.

4 Parental Transfer

Parental reasons, e.g. parent considers there to be difficulties with present school.

Within each classification group the oversubscription criteria 2 and 3 detailed above will be applied. Proof of residence will be required in all cases. Information found to be false would lead either to the place not being allocated or to it being withdrawn.

Residential Address

The child's home address is taken to be the address of the person with parental responsibility with whom the child lives for 80% or more of the school week. The school will seek proof of residence. Evidence such as a utility bill, Council Tax demand or letter from an official body such as the Benefits Agency, any of which must show that the address was correct on 31st December 2010. Children of UK Service Personnel and Crown servants are entitled to provide other forms of evidence of intent to move to the area and may use a unit address. Failure to

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satisfy the school of residence at the address used in an application for the allocation of a place will lead to the withdrawal of the place if it has been offered. Consideration will be made on uncongenial domestic circumstances where evidence of an address is not available, for example, where a mobile home is used.

School Admissions Committee

The Admissions Committee consists of five members, including the Head Teacher and four Governors. A minimum of three members are required to make decisions regarding admissions. This committee will be responsible for the allocation of places for Westlands, and it is not possible for any individual member to allocate a place.

Appeals Process

The Governing body has decided to source independent appeals through the Torbay Independent Appeals Panel. 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 of appeal and appeals in Torbay are heard by Torbay Independent Appeals Panel and are organised by Democratic Services, Torbay Council, Town Hall, Castle Circus, Torquay TQ1 3DS. The procedure involves completing an appeal form, and the Torbay Independent Appeals Panel will decide the case at a meeting which parents are encouraged to attend. The Panel's decision is legally binding on the parents and the School, and can only be challenged if the procedure for admissions was not followed correctly.

Further appeals

If an appeal is unsuccessful a further appeal cannot be made again within the same academic year, unless the individual's circumstances have substantially changed, requiring a new determination. Common examples of changes in circumstances would be medical reasons, or that

the family has moved house. If a further appeal has been refused, no fresh appeal can be made in the same year. Where there have been material changes in circumstances and the school decides again not to admit the child, parents have the right to a fresh appeal. To ensure the parents receive a fair hearing, the school will try to ensure the panel which hears their second appeal consists of different panel members and if possible has a different clerk.

6. What happened last year?

The success of your application for a popular school will depend on your position in the priority order and what happened last year is only a guide. For entry in September 2010 the grammar schools filled all their places with children who qualified for a place and Brixham College and St Cuthbert Mayne School were oversubscribed. A summary of the September 2010 allocations and statutory appeals can be found in Appendix 8.

7. How do I apply for a school place?

When you have decided which schools to apply for, you can either apply online at www.torbay.gov.uk or you can complete the Common Application Form from this booklet. You can express up to three separate preferences and rank them 1st, 2nd and 3rd and you can give reasons for your preferences. **Please do not complete an online form and a paper form.**

If you are applying for a place at St Cuthbert Mayne School, you will need to complete a supplementary application form (SAF) which can be found at the back of this booklet and a Common Application Form. The Supplementary Form asks for further information needed to decide on your application. The Supplementary information Form should be returned direct to the School.

If one of your preferred schools is a grammar school you can also complete a registration form. This form will give the schools some basic information about your child and will enable the Headteacher to

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make the necessary arrangements for the selection tests. **You must also complete the Common Application Form, if you do not your child cannot be offered a school place.** Your child will only be tested once, at the school you rank highest.

If Westlands is one of your preferred schools and you want your child to take the 11+ test for a place in the selective stream you should tick the relevant box on the Common Application Form.

If one of your preferences is for a selective school your child will be entered for the selection tests. The tests will take place at your highest preferred selective school and the headteacher will contact you about the testing arrangements.

The LA will forward details of applications received to other admitting authorities.

8. When can a school refuse to offer a place?

Schools can refuse to offer a place if

- Places have been filled with pupils who have a greater priority under the admission arrangements.
- Your child was not successful in the selection tests, or has been assessed as not having the required ability level. Your child can only be offered a selective place if he/she has qualified.
- You do not meet the requirements of an Aided school for admission.

These are the three situations in which an admissions authority is permitted to refuse your request under Section 86 of the School Standards and Framework Act 1998.

9. If my child is refused a place at my preferred schools can I appeal?

If you are refused a place at a school, you can appeal if you think you have exceptional circumstances supporting why your child should have a place at your preferred school.

The appeals procedure involves completing and



returning an appeal form. Your case will be decided by an Independent Appeal Panel at a meeting to which you will be invited. The Panel's decision is legally binding on all parties, and can only be challenged if the procedure was not followed correctly.

You can obtain information about the appeals procedure from the LA or from the school. Appeals are usually heard during June.

Unless there are significant and material changes in circumstances, only one appeal application may be made for each academic year for each school.

There is a different procedure for parents of children who have a statement of Special Educational Needs. Please see Section 16.

10. Are waiting lists kept?

Waiting lists must be kept by all admitting authorities at least for the Autumn Term 2010. After this it will be a matter for individual admitting authorities to decide whether or not to keep waiting lists and how they will operate.

11. Can I change my preference?

If you apply online you can change your preferences until 31 October using the online system. If you apply using a paper form you should write to Admissions and Student Services if you wish to

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make any changes. No changes of preference are allowed between the closing date and National Allocation Day (1 March) unless there is a change in circumstances such as:

- Moving to a new address served by a different secondary school which would result in a change of category of the over-subscription criteria.
- Where there are significant new medical reasons supported by a medical practitioner that may make the original application unsound.
- Where a child is taken into care or accommodated and the change is supported by a letter from a social worker (providing the information is new).

If there were a significant change of circumstances after National Allocation Day you would not be required to relinquish the allocated school whilst your changed application is processed.

If there is no significant change of circumstances and you have simply changed your mind you would have to relinquish the allocated place before the new change of preference was considered.

12. What if my form is late?

Late applications may be at a disadvantage because there may not be sufficient time for admitting authorities to consider them in time for the National Allocation Day. Individual admitting authorities will decide whether to include late applicants in the initial allocation round.

If your form is received after National Allocation Day you can still express three preferences. The LA will circulate your details to the relevant admission authorities who will make a decision on your application as soon as is practical and will offer a place at the highest ranked school where there is room.

13. Can an allocated place be withdrawn?

Yes, a place may be withdrawn where there is clear evidence that a parent has given fraudulent or

misleading information when applying for a school place. This is especially so where there has been an attempt to gain advantage over others and the correct information would have resulted in the refusal of a place. Normally, the child would not yet have been admitted to school. You should be aware that places have been withdrawn and that details may be checked.

If your personal circumstances change, for example, a change of address or primary school, you should tell Admissions and Student Services as soon as possible. Before deciding not to take up a school place you should consider all the factors, as once a place has been given up, there can be no guarantee that it can be regained.

14. I live in Torbay but one or more of my preferences is for a school in Devon - what should I do?

You must make your preference for a Devon school on the form in this booklet. You cannot apply directly to Devon or to any other local authority. You must apply to Torbay and information will be exchanged with Devon. You can find out about the admissions criteria for Devon schools by contacting the Education Helpline 0845 155 1019 or e mailing admissions@devon.gov.uk or visiting the website www.devon.gov.uk/admissions.

15. I live in Devon but one of my preferences is for a school in Torbay – what should I do?

You must fill in a form from Devon and return it as indicated. You cannot apply directly to Torbay. Devon will exchange information with Torbay

16. How are places allocated for children who have a statement of Special Educational Needs?

If your child has a statement of special educational needs the process for applying for a place at a secondary school is slightly different.

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During early October, the Special Needs Team will write to you to explain the changes that they propose to make to your child's statement of special educational needs, and to find out what your preferred secondary school is for your child.

When you express your preference, it can be for a mainstream school, enhanced provisions in a mainstream school, special school or other specialist school. You will want to consider carefully the views of your child's current school and of other professionals who work with your child and these are often discussed at the Annual Review meeting which is held in Year 5.

You need to respond within the timescale that the Special Needs Team sets out in their correspondence and this is usually 15 days. Once they receive your preference the Team will consult with the Governing Body of your preferred school. The Local Authority, or the Governing Body of a voluntary aided or foundation school cannot refuse a place for your child because they have special needs, but they will consider whether the school you prefer is able to support your child's needs, and also whether the placement would affect the children already at the school. They will also consider whether this is a good use of the LA's resources.

You must also complete a Common Application Form and return it to your child's school by 31 October. Your first preference on the Common Application Form must be the same as the preference you made to the SEN Team. The Special Needs Team will write to you by 15 February 2011 with your child's amended statement and this will include the name of the secondary school where your child has been offered a place.

If you are unhappy about this you have the right of appeal to the Special Educational Needs and Disability Tribunal. The Special Needs Team can be contacted on 01803 208274.

17. Travelling to School

Torbay Council is committed to promoting sustainable travel to school by encouraging walking and cycling and the use of public transport on longer journeys. Each state school in the Bay now has a travel plan supporting these aims.

When you are thinking about the schools that you would like your child to attend, please consider the following:

- Children who walk or cycle to school are fitter, more independent, and have better social skills and road sense. They become much more familiar with their surroundings, and arrive at school feeling alert, attentive, and ready to learn.
- Walking, cycling or using the bus for the journey to school reduces congestion on the roads. At present, parents on the 'school run' in Torbay increase congestion by 20%, drive almost 6.5 million miles per year, and generate 1,932 tons of carbon dioxide, the principal cause of human induced climate change.
- Regularly driving your child to school is also expensive. Current figures put the average cost per family at £535 per year.
- Research has shown the secondary school pupils who live more than 2km from their school will probably make the journey to school by car.
- Walking, cycling or using public transport offers children greater independence and flexibility - which is especially important at a time of change in the nature of the school day, with greater numbers of pupils staying for extra study, extra curricular activities and sport.

Where walking, cycling or public transport are not feasible, car sharing may be an option. This can save time and money and helps to cut traffic congestion and air pollution as well as being sociable for children.

If you are interested in encouraging walking, cycling or bus use or wish to know more about School

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Travel Plans or Torbay Council's Sustainable School Travel Strategy please contact the School Travel Awareness Officer on 01803 208818 or e-mail transportation@torbay.gov.uk

IMPORTANT: Choosing a school to which is within walking distance for your child may not be the primary consideration when allocating school places.

18. What about school transport?

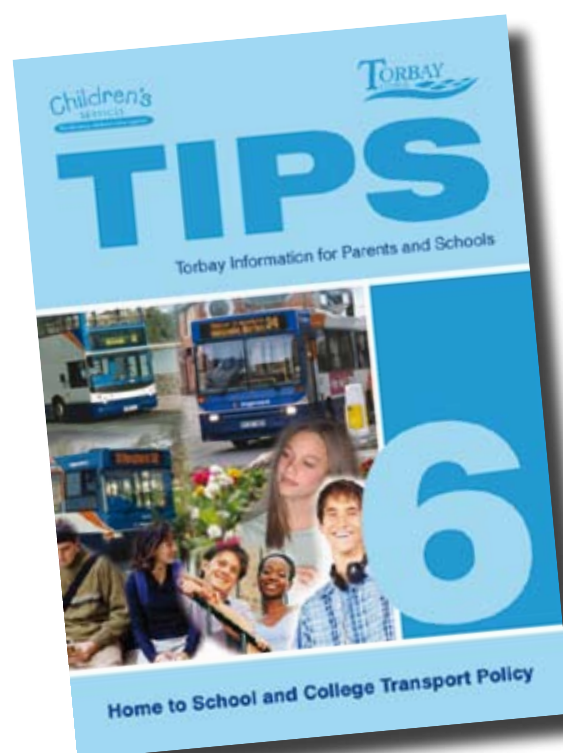
The following is a summary of the eligibility criteria for pupils who live in Torbay, who may be entitled to help to get to school or college.

For further information please refer to the contact details in order to download or request the Torbay Information for Parents, TIPS 6, School Transport in Torbay booklet (shown right).

Please note that if you choose to send your child to a school and you are not eligible for transport assistance, then the journey to school will be your responsibility for the whole time that your child remains at the school even if your circumstances change. Think carefully about how your child is going to get to school for the next 5 or 7 years.

Is my child eligible for transport assistance?

Each home in Torbay is served by at least one comprehensive school, one selective school and a denominational school (St Cuthbert Mayne), see maps in Appendix 3. To get free transport to the comprehensive school, your child needs to attend a school that serves your home address and you must live more than 3 miles from the school. If your child attends the designated selective or denominational school and it is more than 3 miles from your home, then transport is available but parents are asked to contribute towards the cost. At the time of writing this contribution is currently £230 per year and is reviewed annually and is likely to rise during your child's time at secondary school.



Additional rules on school transport for low income families.

Additional rules were introduced by the Education and Inspections Act 2006 for pupils eligible for free school meals, or from families in receipt of maximum Working Tax Credit.

These new additional rules apply ONLY to pupils joining secondary school in Year 7 or year 8 after September 2008.

Under these additional rules, free transport is provided to the children from low income families to the denominational school (St Cuthbert Mayne) or the designated selective school for their home address and then any other school within 6 miles of the home address or within 15 miles from the home address for St Cuthbert Mayne School. To qualify for free transport on low income grounds, the home must be more than 2 miles from the school attended.

How do I Apply for School Transport Assistance?

All new Year 7 students who are about to transfer to secondary education will be sent a Home – to – School Transport application form with their

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allocation letter on 1 March 2011, which will include an explanation of the various aspects of the policy and appropriate information regarding charging and parental contributions where applicable.

All transport will now be provided in response to a completed application form, and all completed application forms will be acknowledged by return when they have been received. The Council's preference is to use e-mail for these acknowledgements, but where this is not possible the postal service will be used. Application forms are also available for download on the website address given below.

If you have applied for assistance with transport and your allocated school or college changes at a later date, for example as a result of an appeal, or because a place becomes available at a school which has a higher preference in your ranking list, you should contact the Transport Team to advise them, so that a new appraisal can be made.

Additional Notes

When we refer to the distance measurements, these are measured by the shortest available walking route up to 3 miles using roads and footpaths and shortest possible driving using public highway over 3 miles.

Further Information and Contact Details

Children's Services Transport Team

01803 208240

cstransport@torbay.gov.uk

www.torbay.gov.uk/schooltravelsupport

19. Other useful information

In Year Admissions to School

There is a co-ordinated admissions scheme for in year admissions and information can be found in the booklet TIPS 4, In Year Admissions which is available from Admissions and Student Services, telephone 01803 208908, www.torbay.gov.uk

Fair Access Protocol

Schools are required to give special priority to certain groups of vulnerable children after the

intake year. Such admissions are governed by the Fair Access Protocol. Full details of the Protocol can be found in the TIPS 4 booklet and on our website www.torbay.gov.uk.

Free school meals

If a parent or guardian receives Income Support, Income Based Jobseeker's Allowance, the guarantee element of State Pension Credit, Employment Support Allowance (Income Related), Child Tax Credit (but who are not entitled to a Working Tax Credit) and whose annual income, as assessed by the Inland Revenue, does not exceed £16,190, Guarantee Element of State Pension Credit or support under part V1 of the Immigration and Asylum Act 1999 their children will be entitled to receive free school meals. Parents are encouraged to register their entitlement with the school and application forms are available from the school, or Admission and Student Services Section, telephone (01803) 208244.

School uniform

All schools have a uniform policy and information about uniform can be obtained from the schools. Limited financial help may be available in exceptional cases for families in severe hardship. For information about this please contact the Headteacher.

Help for educational activities

There are legal restrictions on charges for school activities. Torbay has a charges and remissions policy for school activities which can be viewed on the website. Every school must have a policy based on this policy. Details of the policies for individual schools are available from Headteachers.

Special Educational Needs

The Special Educational Needs Team carries out the statutory duties of identifying and assessing pupils with SEN in accordance with the Education Act 2002. They can be contacted on telephone 01803 208274.

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Choice Advice

Choice advice is a free and impartial service available to families who may find it difficult to navigate the admissions process from primary to secondary school.

The Choice Adviser can:

- Provide information about different schools
- Explain how parental preference works
- Help you to make realistic and informed decisions
- Help with form filling and online application
- Discuss your child's needs
- Direct you to other services which can help, such as translation, parent partnership and transport.

Support can be provided by telephone or through face to face meetings. The choice adviser can help families fill in the common application form either individually or in small groups. She can explain how the equal preference system works and why opting for some schools may not be a realistic choice.

She cannot offer or guarantee places at any particular school or influence the secondary allocation process nor can she take a decision on behalf of a family. The Choice Adviser cannot give advice that favours one school over another.

Contact the Choice Adviser:

Telephone: 01803 208239

Email: choiceadviser@torbay.gov.uk

Web address www.torbay.gov.uk

ACE

The Advisory Centre for Education (ACE) provides free, independent advice on the admissions process and a range of education issues including bullying, exclusion, SEN and attendance. For advice, enquirers should text the phrase AskACE to 68808 and follow instructions, or call 0808 800 5793 Monday - Friday, 10am – 5pm. For further information visit www.ace-ed.org.uk

20. Data Protection

Information collected and processed by Torbay Council complies and is stored in accordance with the UK Data Protection Act, 1998. The information you provide on this form will be used to process your application for a school place.

Torbay Council does not rent, lease or sell your personal information to third parties. The only parties that this information maybe disclosed to are that of other Council departments, schools and other LAs. We also may need to disclose information if required to do so by law. In accordance with the Fraud Act 2006 should the information given be found to be fraudulent then the offer of the School place can be withdrawn

If you want further information about Data Protection, including details of the purposes for which personal data is processed, please look under the relevant section on the Council's Web Pages or contact the Information Governance Team on 01803 207467.

By signing and returning the common application form you acknowledge that you have read, understand and agree to this data processing.

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APPENDIX 1 - STATEMENTS FROM SCHOOLS

Brixham College

Higher Ranscombe Road, Brixham TQ5 9HF

Tel: 01803 858271

Website; www.brixhamcollege.org.uk

Principal: Mr M Eager

Type: 11- 16 Trust

Published admission number: 210

Specialist Status: Visual Arts

Brixham College is a mixed comprehensive trust school serving the needs of children from Brixham and the surrounding areas. However as the title suggests we are very proud that we have a wider role providing education for young people. We are a Specialist Arts College and International College as well as the Full Service Extended School for Torbay.

Our main aim is to provide a high quality and creative education which is responsive to individual needs and aspirations and encourages the development of full potential within a caring and supportive environment. At the College we support all our students to fulfil their potential. We help them overcome any social, emotional or cognitive barriers to learning.

The College has a good reputation for its open and friendly nature and for its care and concern for each individual. It is important that our students feel a central part of the College community and that they feel a pride in belonging. It is important that they are encouraged to make the most of all that we offer and that we reward effort and success. It is also important that we have firm guidelines for behaviour, good discipline, punctuality and attendance centred around a mutual respect and concern for others.

The world is rapidly changing and it is important that we respond to the needs of young people who are to be adults in the 21st century. We recognise that their future is in our hands and working closely with parents we feel we can provide every opportunity for success.

Curriculum

The College provides a flexible and full range of courses within and beyond the National Curriculum leading to a range of qualifications at GCSE. It is important that the curriculum is responsive to new developments and we seek to maintain its relevance in preparing students for further and higher education and their future careers.

Our creditable record of examination successes at all levels is testimony to the high expectations we have and all students have the opportunity to take ten or more examination subjects.

The curriculum has many aspects and is enriched by areas such as activities weeks, industry and community links, citizenship, work experience, residential experience and careers guidance.

To us effective education means that all children should have the fullest opportunity and encouragement to reach their highest possible level.

Curriculum Enhancement

It is very important that students are as involved as possible in the life of the College and that our excellent facilities are used to maximum benefit. The College is open throughout the day and evening and hosts a variety of activities during the year. In addition, residential visits, international trips and many other activities are available beyond the normal College day. International links with schools in France, Germany, Hungary and South Africa extends the range of opportunities for all.

A wide range of sports activities contribute to the College's fine reputation for physical education.

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Churston Ferrers Grammar School

Greenway Road, Churston, Brixham TQ5 OLN

Tel: 01803 842289

Headmaster: Mr R Owers

11-18 Foundation School Roll 890 students

Published admission number 130

Extracts from our most recent Ofsted Report
February 2009

'.....Churston Ferrers Grammar is an outstanding school. Its aspirations to attain the highest standards and achievement as well as developing a supportive community are apparent throughout the work of the school'.

The school achieved outstanding in every one of the thirty-six judgments assessed by Ofsted.

We are committed to a common set of aims:

- Learning to create a better world
- To inspire and challenge all our learners so that they acquire the confidence, skills and qualifications needed to achieve their personal aspirations
- To encourage the quest for excellence in academic, sporting and cultural fields
- To promote self-esteem within a caring community
- To bring together diverse local, national and international communities in the pursuit of sustainable learning

Churston Ferrers Grammar School is a mixed, selective school with approximately 890 students on roll, including a thriving Sixth Form of 247 students. It serves a large catchment area that includes Brixham, Galmpton, Broadsands, Kingswear, Paignton, Stoke Gabriel and the South Hams.

The school opened in 1957. It enjoys all the advantages of a country school, whilst at the same time being in close proximity to the three towns in Torbay and at a reasonable distance from the cities

of Exeter and Plymouth.

The school offers an educational environment, which not only respects individual development and promotes the fulfillment of academic potential, but also encourages the students to develop a sense of responsibility towards the community and to realize that there is much more to education than merely the acquisition of paper qualifications.

A wide range of subjects are offered at GCSE level and twenty-two at AS and Advanced level. Churston also offers a wide range of extra-curricular activities that are too numerous to mention.

The Ethos of the School

Priority is given to promoting the development and welfare of students as individuals. They are educated so as to equip them with the skills needed for success faced with the changing demands of adult and working life and, in this context, we seek to develop the qualities of initiative, self-discipline, flexibility and responsibility. All students are expected to aim for the goal of excellence in both academic and non-academic fields whilst their welfare is protected by a strong pastoral organisation.

We try to ensure that all students in the school feel that they are worthy of consideration and that they have something to contribute and we attempt to develop their various talents so that their achievements fully match their potential.

We hope to create a corporate commitment and loyalty to the aims of the school among all members of the school community. Ofsted commented that 'students enjoy school and their attendance is very good. Their attitudes to learning are extremely positive and they tackle work with enthusiasm. Behaviour in lessons and around the school is excellent.'

Admission to Year 7 is by success at the 11+ selection tests. 130 students are admitted each September. Application is by completing the LA Admission Form and we request that parents

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also complete a registration form for the 11+ at Churston if they intend to take the test at Churston.

Paignton Community and Sports College

Waterleat Road, Paignton TQ3 3UQ Tel: (01803) 403005

Borough Road, Paignton TQ4 7DH Tel: (01803) 403003

Website: www.paigntoncommunitycollege.com

Principal: Miss M J English

Headteacher: Miss Tessa Thomas

Type: 11-18 Community and Sports College.

Specialist status: Sport

Planned admission number: 300.

The College provides the young people it serves with education of outstanding quality."

Ofsted 2010

Our aim is to enable all our members to achieve their full potential; encouraging the highest possible standard of endeavour. We are dedicated to enabling all our students to achieve their potential in all aspects of the curriculum. Our college is based on two sites; Year 7 pupils are taught at Waterleat Road Centre and are supported throughout the Key Stages by a Head of Year and Pastoral Manager. Such a focused learning environment in a secondary school makes us quite unique: "Great emphasis is placed on ensuring that appropriate guidance and support are available to meet the needs of each student." Sports College status is a great strength of the college and permeates across all aspects of college life: "The sports specialism is a catalyst for much of the college's innovative work." Our new £1 million Astro Turf pitch is now fully operational and we are in the process of constructing a sports Hub on the Waterleat Road site providing facilities which will include netball and badminton. The Year 7 curriculum includes 'Fabulous Fridays', a skills based curriculum which includes PSME and a range of specialist curriculum areas adopting a cross

curricular theme to promote independent learning, research, team work and cultural and community awareness. "The curriculum has been imaginatively adapted to offer all students opportunities to develop their skills and interests." On offer to all pupils are approximately 150 extra curricular clubs and a mentoring programme for our Gifted and Talented pupils. We have excellent links with our feeder primary schools and run extensive holiday programmes. Work-related opportunities, work experience, industry links and residential experiences also enhance our curriculum. Examination classes include additional support through the library's extended opening hours, homework clubs, twilight and holiday examination sessions. We are particularly proud of our examination successes. Continued improvement is reflected in our approach to: improving teaching and learning across the college; international links with Ethiopia and Nigeria; the Learning Platform which allows parents and carers to be actively involved in their child's education and our extensive alternative curriculum – personalised learning is an essential ingredient of our curriculum. "The outstanding curriculum meets every student's needs and excellent guidance enables them to make the right choices."The Transient Pupil Team ensures that all pupils who join us out of year are welcomed and offered the best possible opportunities for success. Our sole aim is to ensure that each and every one of our young people is welcomed into and feels a part of our college community. "Teaching is consistently good and a significant proportion is inspirational."

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St. Cuthbert Mayne Joint Catholic and Church of England Voluntary Aided Comprehensive School

Trumlands Road, Torquay TQ1 4RN

Telephone: 01803 328725

Website: www.st-cuthbertmayne.torbay.sch.uk

Headteacher: Mrs C Gilfillan

Type: 11-18 Voluntary Aided Church School

Specialist status: Maths, Computing and Science

Planned admission number: Year 7 – 195

St. Cuthbert Mayne School was founded on the assumption that parents specifically choose the school because they wish their child to be educated within the Christian belief and practice of the Catholic and Anglican Churches.

St. Cuthbert Mayne School has a unique place in the history of the English education system. It was the first Joint Catholic and Church of England Comprehensive School in Britain.

Specialist status in the combined curriculum areas of Mathematics & Computing and Science has recently been awarded, with effect from September 2008.

Schools are communities of young people with skills and talents. Each child is a unique and precious individual with a role to play in the school community.

Our aims as a School are:

- To develop each young person to their full potential within a Christian environment
- To help each young person, whatever their ability, to achieve the highest academic standards possible.
- To encourage high standards of personal responsibility and develop an awareness and concern for others.
- To provide each young person with the knowledge, skills and values that will enable them to play their part in the world.

A strong academic tradition has been established offering a full range of GCSE, AS, A2 and NVQ course for 1100 students of all abilities between the age of 11 and 18. Students can also opt to study one of the new Diplomas at Key Stages 4 and 5. Students are provided with challenge and support as appropriate. This is reflected in our tradition of academic success.

The successful pastoral system is built on the strong partnership between the school and home enabling each student to flourish. We believe that parents have a key role to play in the education of their child. Close parental links with the Tutor and Year Co-ordinator are essential ingredients of our success as a School.

Religious Education is at the core of our curriculum, and daily worship is an integral part of the life of our community. As a Church School we are privileged to have the support of our parishes and especially our School Chaplains.

Extra-curricular activities are an essential part of a young person's development and all students are encouraged to profit from the wide range of activities on offer. Whatever their talents and abilities there are opportunities to excel. In addition, there are numerous visits, residentials, fieldwork, exchanges and outward bound activities which enhance a rich curriculum.

Well-equipped specialist facilities are provided for all areas of the curriculum. The School has a modern Sixth Form Centre, large Library and Resource Centre.

This is an exciting time to join the school, with its improved facilities, tradition of pastoral care and sound academic achievement.

St. Cuthbert Mayne School – 'A tradition of caring and excellence'. The School Prospectus is available from your child's primary school or through our School Office.

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Torquay Boys' Grammar School

Shiphay Manor Drive

Torquay TQ2 7EL

Telephone: 01803 615501

Website: www.tbgs.co.uk

Headteacher: Mr R E Pike

Torquay Boys' Grammar School is an 11-18 boys' selective school built in 1983. Set in superb surroundings, the school serves an area stretching from Exeter to Plymouth taking in parts of Dartmoor. Thanks to its reputation of academic excellence, enriching activities, sport and pastoral care this popular school has grown in recent years from 700 to over 1000.

The School

As we look back to the school's origins, we experience a sense of pride. It has taken the vision and determination of so many people over the past years to build up this school's tradition and to accept the challenge this represents. Torquay Boys' Grammar School is a dynamic community with a reputation for excellence in its many different activities. Primarily the school boasts its fine academic record, yet successes in Games, Music, Arts, Industry Links, Societies and in Community Work point to the very special culture – one of commitment and involvement – which prospective parents will appreciate. We are especially proud of the six Houses, Blake, Davys, Frobisher, Gilbert, Hawkins and Ralegh. Each has fostered close links with the community, giving boys throughout the school a sense of responsibility and care.

Aims of the School

At Torquay Boys' Grammar School we seek the highest standards from our pupils; the atmosphere is one where boys are conscientious and industrious. Leadership by example is provided by our highly qualified and talented staff who give and demand nothing less than the best.

Pupils are fortunate to have a professional and enthusiastic staff backed up by the finest resources available, set in modern, purpose built buildings and taught in classes of 25.

The Vision

It is the vision of Torquay Boys' Grammar School to be a centre of excellence providing education of the highest quality, enriched by links with the community, which:

- enables students to enjoy learning for its own sake, to develop their creative talents and to fulfil their intellectual potential.
- provides individuals with the skills to respond to a changing world with confidence and humility.
- encourages each person to be reflective, open-minded and principled, so that they can make a positive contribution to their community and the wider world.

Extract from 2007 Ofsted Report

Torquay Boys' Grammar School is an outstanding school. One parent wrote, 'We are extremely pleased with the school, its work ethic, its nurturing atmosphere and the hard work and dedication of the staff'.

Students flourish in this purposeful, supportive and stimulating atmosphere. They enjoy their education and develop ambitious aspirations for the future. They are eager to assume responsibility and leadership and this in turn helps them to become articulate and confident young men.

The school is enthused with a lively and open atmosphere which encourages innovation and underpins a relentless drive to provide the very best education for the students.

Good Behaviour

Torquay Boys' Grammar School is committed to an active policy where a high premium is placed upon good behaviour. We are a school which unashamedly discourages anti-social behaviour and

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where students, parents and staff are aware of the consequences of such behaviour. In short, students are expected to behave sensibly and responsibly and to treat all individuals and property with consideration and respect.

Special Educational Needs

It is our aim to ensure that all pupils at Torquay Boys' Grammar School have the opportunity to fulfil their potential. Identification of pupils with special needs is initially done through contact with feeder primary schools and parents. Other students who require support are highlighted by staff working within our pastoral system. If staff are unable to cater for a pupil's specific needs they are encouraged to refer the pupils to the PIN (Personal Individual Needs) panel. Emphasis is placed on enhancing, as well as supporting, each student's learning. Work with the Gifted and Talented co-ordinator and PSHE team ensure that this happens. Help from outside agencies is sought as and when needed; this includes working with Children's Services with regards to children in care.

The aims of the Curriculum

We believe that the aims of the curriculum should focus on the qualities and skills learners need to succeed in school and beyond. The curriculum should enable all young people to become:

- successful learners who enjoy learning, make progress and achieve.
- confident individuals who are able to live safe, healthy and fulfilling lives.
- responsible citizens who make a positive contribution to society

The School 2009-2010

At the time of writing there are 1057 students in the school. To join Torquay Boys' Grammar School a pupil must be successful in the school entrance examination. The school is arranged as a six-form entry school in Year 7 in six teaching groups. The aim is to keep the maximum group sizes to 25.

Torquay Community College

Cricketfield Road

Torquay

TQ2 7NP

Tel: 01803 329351

Website: www.tccosp.com

Principal: Miss G M Battye

11-16 Community College

PAN - 240

Our overall aim is to provide an education suited to the needs of each student, in a caring and secure environment. We aim to ensure that all members of the College community achieve their full potential in all aspects of the College curriculum. The College's Code of Conduct, which expects everyone to act with respect and consideration to others and the environment, fosters the developments of a very positive ethos around the College at all times.

The students at Torquay Community College will be:

- successful learners who enjoy learning, make progress and achieve their potential;
- confident individuals who are able to live safe, healthy and fulfilling lives;
- responsible citizens who make a positive contribution to society.

Torquay Community College provides a complete and appropriate curriculum for all its students. In Year 7, the students' primary experience will be built upon. Students will enter into our thematic curriculum which means students will spend a good deal of their time in their base classroom with teachers and the emphasis is on using the cross-curricular themed approach in order to ensure that students have good skills for learning through a competency curriculum. This includes discrete time for supporting progress in literacy, numeracy and science.

All students have a personal tutor who will provide the support and advice that they need during their time at Torquay Community College.

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At Torquay Community College, we offer many opportunities to extend, develop and enhance individual talents. Extra-curricular activities assist our students in developing an holistic approach to their future development.

As a community college, we encourage a close relationship with the community. In our most recent Ofsted Inspection, a number of issues came up for particular praise: "good teaching that helps students to make good progress and achieve well"; "very good links with the community that extend the range of learning opportunities".

At Torquay Community College, we feel that it is very important to involve parents in the education of their children and welcome parents' support and views to improve our provision. We are happy to show you the College at work and we look forward to your visit.

New Build

Torquay Community College is designated a BSF Pathfinder School and January 2010 will see the first phase of our move into new facilities. Therefore, students joining us in September 2010 will move directly into the new school. The building is organised so that each school will have a discrete area which will be a main teaching and tutor base, i.e. Lower School – Years 7 & 8; Upper School – Years 9-11. The Lower School will continue the developments already in the school through the emphasis on thematic skills as a learning based approach whilst the upper school will be more distinctive and focused with the aspiration to provide a wide range of opportunities for personalised learning programmes. This will ensure students can fulfil their potential based on appropriate qualifications, whether that be a full programme of academic GCSE qualifications, a mixture of GCSE and vocational or a much more work-related vocational based curriculum. In addition, the school will have its own Skills Centre to support the widening opportunity agenda which means that on site we will be able to offer courses

such as motor vehicle maintenance, construction, hair and beauty, childcare, business and finance as well as traditional courses that are expected to be offered across the school.

Our Open Evening will take place on Thursday 8th October which we hope will include a viewing of sections of the new school.

Torquay Girls Grammar School

Shiphay Lane

Torquay TQ2 7DY

Telephone: 01803 613 215

Headteacher: Dr N Smith

Website: www.tggs.torbay.sch.uk

Specialist status: Humanities

Planned admission number: 120

Vision

Our vision is to provide an environment where girls can fulfil their academic potential, develop personally and contribute to society by being the leaders of tomorrow.

Torquay Grammar School for Girls combines a long tradition of academic excellence with a friendly and caring atmosphere in which girls can grow into self assured and successful young women. We believe that being a single sex school enables us to focus on the styles of learning and the social environment in which girls feel most confident.

Ofsted

Our last Ofsted report stated;

- This is a very good school with many excellent features. The girls' standards of work and personal development are very high. They develop into, fine, confident, independent young women who are very well prepared to play a part in the world of the 21st century.
- Standards are very high and pupils achieve very well.
- There are outstanding and inspirational teachers in the school.

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Support

Support is given to any girl who experiences difficulties in any aspect of her school life as well as to those who are very able learners. We believe that every girl is capable of doing well and individual progress is tracked to enable this to happen.

Curriculum

As a Humanities Specialist School we wish to give all our students the knowledge and skills they will need to become world citizens and leaders of the future. Our curriculum is both broad and challenging covering all the National Curriculum subjects with the addition of a second Modern Foreign Language from Year 7. Most girls go onto study 10 GCSE subjects and then A levels. Most go onto top universities after school 6 or 7 to Oxbridge.

As well as maintaining a high standard of teaching and learning in the classroom we hold awards for the quality of our work in careers education and for our links with the local business community.

The school has local, national and international links which provide the girls with many opportunities and challenges. Important among these is our own residential centre in Brittany which all the girls visit during their first year in the school and again in year 9. There are many other visits abroad every year and this year students will have visited Croatia, Poland, Germany, France, North & South America, Africa and Asia as well as a wide programme of more local activities.

Sport is an important part of school life and our aim is to encourage every girl to develop a commitment to a healthy and active lifestyle whether through traditional team games like Hockey and Netball or in more individual pursuits such as Dance and Athletics. The Sportsmark Award recognizes that our programme is of a high standard. Our Healthy Schools Award shows our commitment to developing healthy lifestyles in our girls. Music also provides many opportunities to perform in groups as different as the School Choir and the Jazz Band.

Buildings

Over the last few years we have had some excellent new buildings completed. This year the new Music & Drama Suite and Sixth Form Centre have been opened which provide a 21st Century learning environment.

We believe that a friendly, caring school where all members treat each other with respect is the environment in which any student is likely to succeed. By combining this with an enthusiasm for learning and high expectations we offer girls the chance to enjoy their secondary education and to be successful in it.

We welcome enquires and visits from anyone who is interested in finding out more about the school.

Westlands School

Westlands Lane Torquay, TQ1 3PE Tel: (01803) 400660

Website: www.westlands.torbay.sch.uk

Headteacher: Dr Colin Kirkman

Specialist status: Mathematics and Computing College

Planned admission number: 220

Westlands School, established in 1973, is a popular, thriving 11-18 co-educational bilateral school.

Westlands' mission statement – 'Success and Excellence for All in a Caring Community' is one which we endeavour to live up to, and in this the quality of facilities play an important part. Westlands is a Mathematics and Computing College, which has invested heavily in Information Technology, believing it to be the way for the future for its students and adults in Torbay.

The student population has risen steadily to reflect the school's increase in popularity and is usually full to the 1350 capacity. Westlands, because of its bilateral nature has a comprehensive student intake, a proportion of which is selective, as they have passed the selection tests which operate in the area. Its popularity echoes the school's approach to its

TIPS 1

students as it fosters a caring concern at all times. There is a strong pastoral structure, a school council and a formalised system of rewards and sanctions. The staff of the school, about 240 in total – both teaching and support – are dedicated and many tend to remain with the school for a long period of time, giving much of their time and effort to support the learning of the students

Westlands achieves success, both in the academic and non-academic fields. There is a wide variety of extra-curricular activities offered which help to develop Westlands' students to achieve their skills and potential. In addition to National Curriculum requirements Westlands' students are given extensive opportunities in vocational education. Westlands also has a proven record of success in placing students from its sixth form into universities.

We were delighted with our recent Ofsted report (May 2010) which rated us as good in all prime judgements and found us to be a good school overall. This is tribute to the hard work and commitment of all our staff and reflects well on our students. Ofsted also recognised the considerable improvements we have made over the last few years in rising to the top 20% of schools in the country for students progress.

Within Ofsted's main findings they state:

'Westlands School is a good and improving school. In this caring and supportive environment, students feel safe, enjoy their learning and achieve well. All students make good progress in their learning regardless of their background, starting points or special educational needs. The school has made major strides forward in the three years since its last inspection.'

We are pleased that they recognise that we are a caring and successful school and that we really do help all students, regardless of their background to achieve Success and excellence in a caring community.

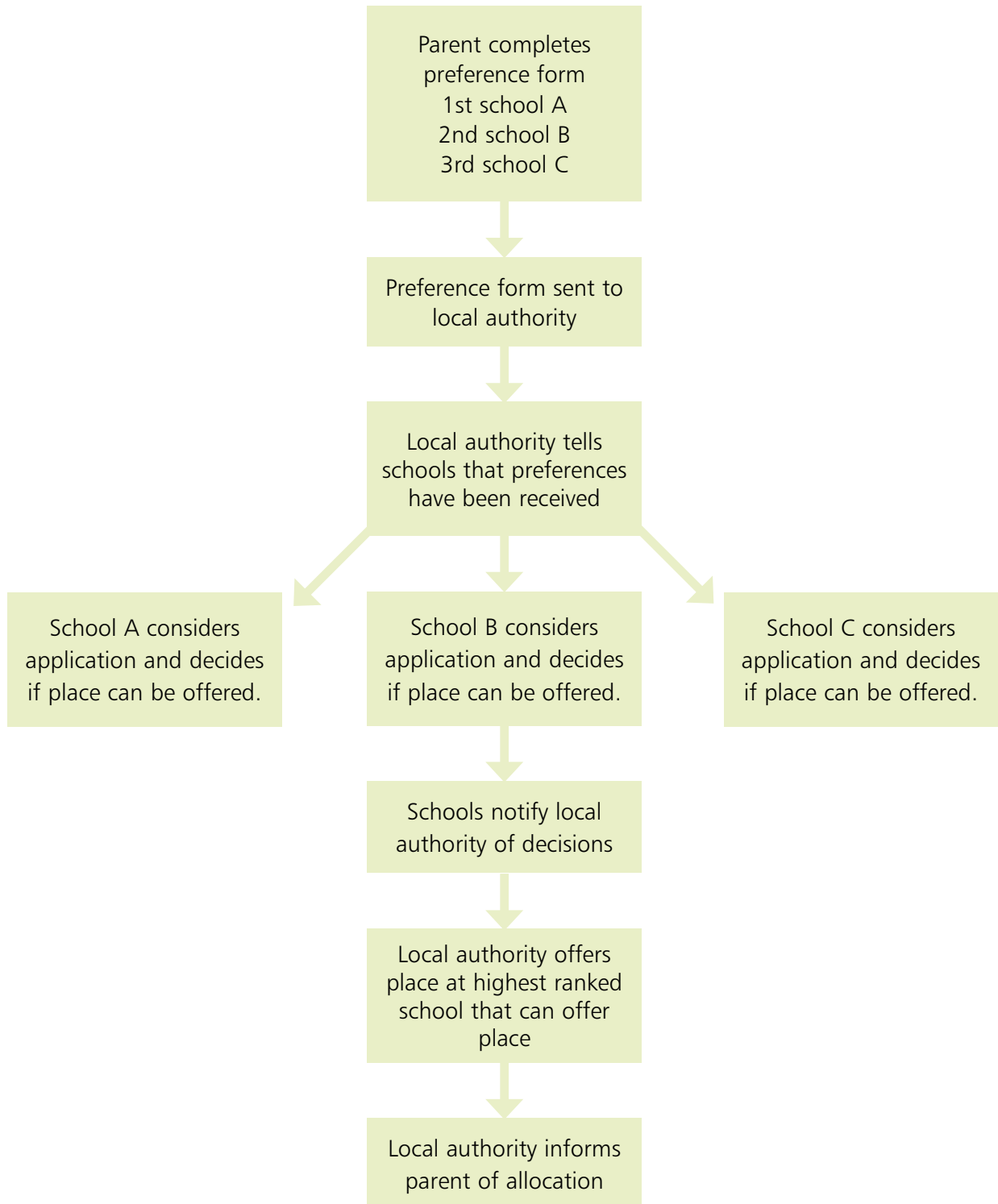
Westlands School has the following aims for all its students:

- To enthuse and engage students of all ages through excellence in teaching and learning;
- To enable the opportunity for all our students to achieve the highest educational standards of which they are capable, and a feeling of satisfaction and fulfilment through doing this;
- To promote a sense of concern and responsibility towards others;
- To provide social training, to instill good habits, to encourage lifelong learning and to prepare students for adult life;
- To encourage a consciousness of global issues – political, environmental and social;
- To foster an appreciation of all human achievement, scientific and artistic, cultural and technological, moral and spiritual;
- To work for continuous improvement, both in the service the school provides and in the achievements of its students;
- To use the Mathematics and Computing College status for the good of the whole community and thereby enrich the lives of people and improve the life chances of all.

We have many comprehensive school policies, including Curriculum, SEN, Children in Care and Behaviour. All policies are available to view on our website www.westlandstc.com or can be requested by contacting the school.

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Appendix 2 - How the equal preference system works




Appendix 3 - Maps

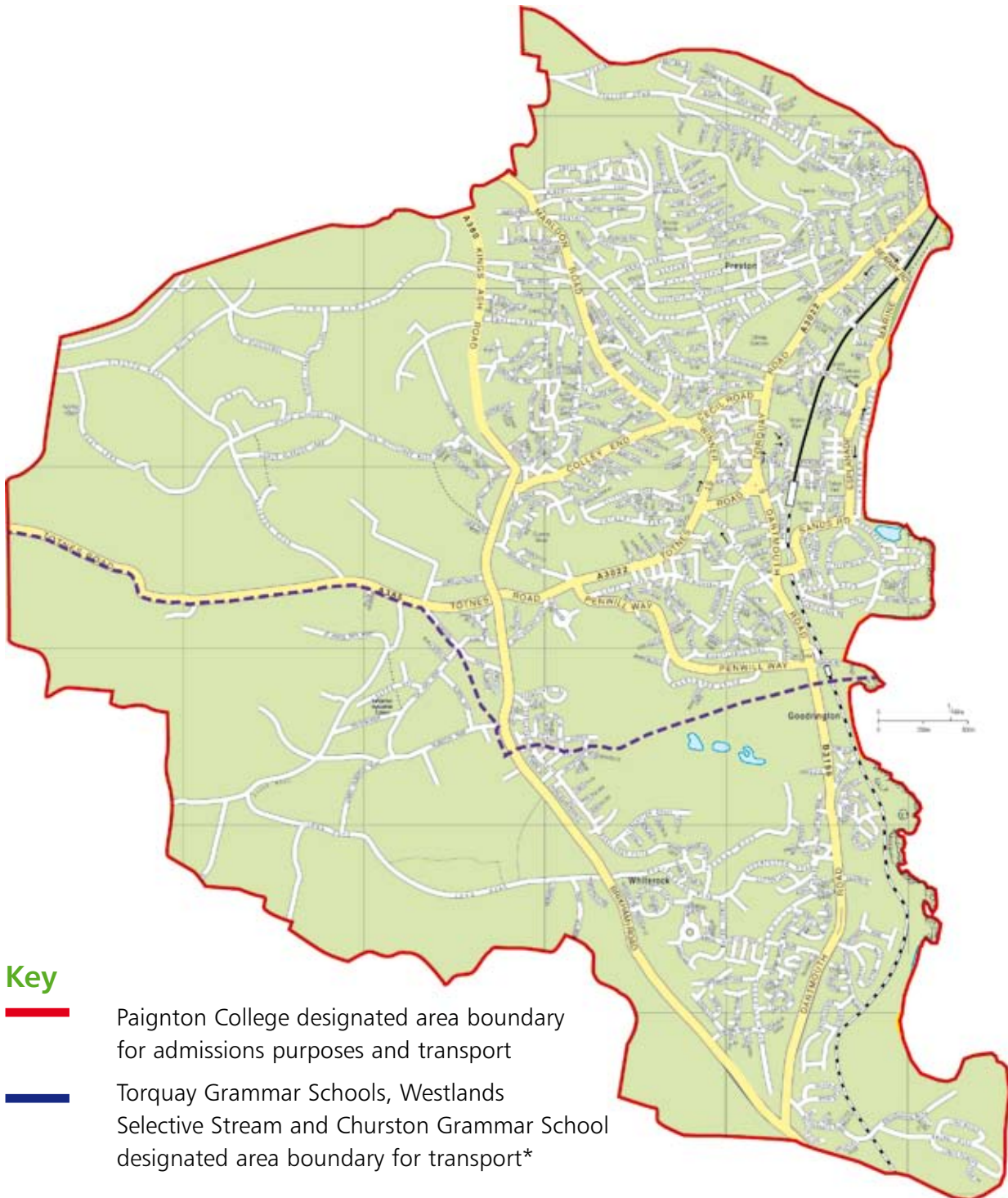
Brixham



Key

-  Brixham College designated area boundary for admissions purposes and transport
- All of this area is within the designated transport area for Churston Grammar School

Paignton



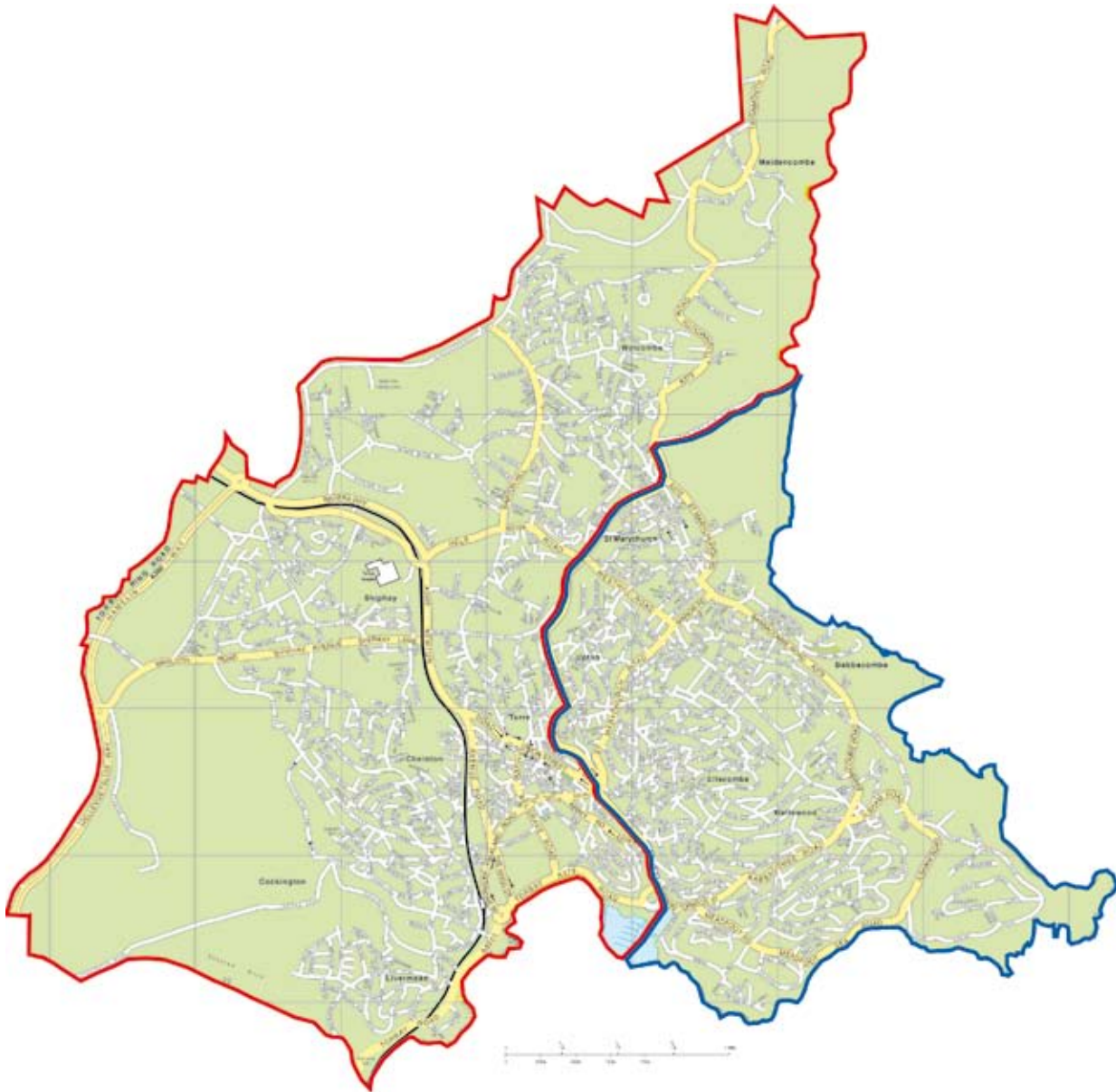
Key

- Paignton College designated area boundary for admissions purposes and transport
- - - Torquay Grammar Schools, Westlands Selective Stream and Churston Grammar School designated area boundary for transport*



*Addresses to the north of the line are within the transport area for the Torquay Grammar Schools and Westlands Selective Stream; addresses to the south of the line are within the transport area for Churston Ferrers Grammar School (see page 39).

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Torquay



Key

-  Torquay Community College designated area for admissions and transport.
-  Westlands Bilateral School (non selective stream) designated area for admissions and transport.

Appendix 4 - Timetable

1 September 2010

TIPS booklet published

31 October 2010

Closing date for common application forms

20 + 27 November 2010

11+ tests

1 March 2011

National Allocation Day
email or letter sent to parents
by first class post

4 April 2011

Closing date for receipt
of appeals except for
Torquay Boys Grammar
School

June 2011

Appeals

September 2011

Child starts school

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APPENDIX 5: Examination Results

These tables give information about the performance of pupils in public examinations in Torbay over the last 4 years.

The results are for GCSE's and other subjects which can be expressed as a GCSE equivalent. Where a non-GCSE has no GCSE equivalent, it is not included in the tables. This may make a difference in the percentages in the table e.g. a school with a larger number of non GCSE achievements will have lower percentages in the table. Even so, these schools and pupils have achieved well in non-GCSE courses.

The ability range at each school is different and depends on the intake arrangements e.g. selective schools only admit high ability pupils comprehensive schools take children from across the full ability range.

Schools which select by ability will have very different results to a school which do not select by ability.

Additional factors which are linked to variations in GCSE include family background and the number of pupils who change school.

Parents and pupils should use these tables alongside the information about each school in this booklet and from school brochures.

% of pupils achieving 5+ A*-C (and equivalent) including English and Maths GCSEs	2006	2007	2008	2009
Local Authority Average	45.50%	50.60%	48.10%	53.70%
England Average	45.80%	46.80%	47.60%	49.80%
Brixham Community College	28%	32%	38%	47%
Churston Ferrers Grammar School	95%	97%	98%	97%
Paignton Community and Sports College	21%	33%	29%	36%
St. Cuthbert Mayne School	44%	50%	37%	51%
Torquay Boys' Grammar School	98%	100%	100%	99%
Torquay Community College	27%	27%	21%	30%
Torquay Grammar School for Girls	99%	97%	100%	100%
Westlands School	28%	38%	41%	35%

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% of pupils achieving 5+ A*-C (and equivalent)	2006	2007	2008	2009
Local Authority Average	54.20%	60.90%	62.80%	66.80%
England Average	59.20%	62.00%	65.30%	70.00%
Brixham Community College	41%	95%	99%	56%
Churston Ferrers Grammar School	98%	100%	100%	99%
Paignton Community and Sports College	36%	93%	89%	55%
St. Cuthbert Mayne School	58%	98%	97%	65%
Torquay Boys' Grammar School	99%	100%	100%	99%
Torquay Community College	36%	91%	87%	48%
Torquay Grammar School for Girls	99%	98%	100%	100%
Westlands School and Technology College	36%	96%	89%	63%

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APPENDIX 6: Summary table of Torbay Secondary Schools

Below is a table which gives some factual details on all the secondary schools in Torbay, including the PAN, (the total number of places offered to new Year 7 pupils).

School Name	Address	Principal	Tel. No.	Type	PAN	NOR
Brixham College	Higher Ranscombe Road Brixham TQ5 9HF	Mr M Eager	01803 858271/2	T Com	210	1045
Churston Ferrers Grammar School	Greenway Road Churston Ferrers Brixham TQ5 OLN	Mr R Owers	01803 842289	FGra	130	901
Paignton Community & Sports College	US - Waterleat Road Paignton TQ3 3UQ LS - Borough Road Paignton TQ4 7DH	Principal Ms J English	01803 403003	Comp	300	1566
St Cuthbert Mayne Joint Catholic & Church of England School	Trumlands Road Torquay TQ1 4RN	Mrs C Gilfillan	01803 328725	VA Com	195	1145
Torquay Boys' Grammar School	Shiphay Manor Drive Torquay TQ2 7EL	Mr R Pike	01803 615501	T	150	1057
Torquay Community College	Cricketfield Road Torquay TQ2 7NP	Miss G Battye	01803 329351/2	T Comp	240	821
Torquay Girls' Grammar School	Shiphay Lane Torquay TQ2 7DY	Dr N Smith	01803 613215	FGra	120	867
Westlands School	Westlands Lane Torquay TQ1 3PE	Dr C Kirkman	01803 400660	FB	220	1383

Key: Comp=Comprehensive, FB=Foundation Bilateral, FCom=Foundation Comprehensive, F Gra=Foundation Grammar, T=Trust, VA Com=Voluntary Aided Comprehensive, NOR=number on roll September 2009

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APPENDIX 7 – Schools Open Days 2010

Brixham College	Thursday 23 September 9.30am - 12 noon and 6.30pm - 8.30pm Tuesday 28 September 9.30am - 12 noon
Churston Ferrers Grammar School	Tuesday 21 September, 4.15pm - 7.15pm
Paignton Community and Sports College	Thursday 30 September 7pm Friday 1 October 2pm
St Cuthbert Mayne	Thursday 23 September 9.30am - 12 noon and 6pm - 8pm
Torquay Boys' Grammar School	Thursday 16 September tours at 9.30am, 2pm and 7pm
Torquay Girls' Grammar School	Wednesday 22 September 2pm - 3.30pm and 6.45pm - 8.30pm
Torquay Community College	Thursday 7 October 4pm - 7pm
Westlands School	Wednesday 15 September 4pm - 7pm

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APPENDIX 8: Admissions and Appeals 2010

This table shows you what happened last year.

School	PAN	1st Pref	2nd Pref	3rd Pref	Places offered on 1 March	No appeals lodged	No of successful appeals
Brixham College	210	178	131	52	210	6	1
Churston Ferrers Grammar School	130	241	163	15	130	8	2
Paignton Community and Sports College	300	180	81	93	264	0	0
St Cuthbert Mayne School	195	172	129	81	195	0	0
Torquay Boys' Grammar School	150	267	58	13	150	11	2
Torquay Community College	240	122	121	67	172	0	0
Torquay Girls' Grammar School	120	233	53	18	120	5	0
Westlands School	220	174	154	114	220	0	0
Total	1595	1603	890	453	1461	29	5

APPENDIX 9:

St Cuthbert Mayne

Joint Catholic and Church of England 11-18
Co-educational Comprehensive School
Trumlands Road, Torquay TQ1 4RN
Headteacher: Mrs C Gilfillan

SUPPLEMENTARY APPLICATION FORM

Please complete in **BLOCK CAPITALS**

LEGAL SURNAME OF CHILD			
CHRISTIAN NAMES		SEX	
ADDRESS & POSTCODE	Postcode:		
HOME TELEPHONE NUMBER			
CHRISTIAN DENOMINATION			
PROPOSED DATE OF STARTING			
DATE OF BIRTH			

RELIGIOUS INFORMATION

Name and address of the priest / minister of the church at which your child worships				
Is your son/daughter a regular worshipper? (Please base your answer on the last 12 months)	Yes	<input type="checkbox"/> Weekly / Fortnightly	<input type="checkbox"/> Monthly Less frequently	<input type="checkbox"/>
	No	<input type="checkbox"/>		<input type="checkbox"/>
Are you, the parent(s)/guardian(s), regular worshippers? (Please base your answer on the last 12 months)	Yes	<input type="checkbox"/> Weekly / Fortnightly	<input type="checkbox"/> Monthly Less frequently	<input type="checkbox"/>
	No	<input type="checkbox"/>		<input type="checkbox"/>
Has your son/daughter been baptised?	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
Date, Church and Town of Baptism				
Please attach a photocopy of the Certificate of Baptism to your application as originals cannot be returned. Please be aware that this application form will be sent to the minister named above together with the Religious Affiliation Form for completion.				
ADDITIONAL INFORMATION & DECLARATION - Please turn to the back of this form				

SCHOOL APPLICATION FORM

Signed _____ Title (Mr/Mrs etc): _____
Parent / Guardian (Please delete as necessary)

Print Name: _____ Date: _____

Supplementary Application Form

This form must be sent directly to the school. On receipt of this form the school will send a religious affiliation form to your parish priest or minister to be completed.

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APPENDIX 10: Parental questionnaire

Your comments please

Your views on this booklet's content and style would be welcome so we can improve it and the service we provide. Please complete it and return it to your child's school or to Admissions & Student Services Section, Oldway Mansion, Torquay Road, Paignton, TQ3 2TE.

Please indicate by putting 1, 2 or 3 in the appropriate boxes the three most important factors in choosing a school.

Location	<input type="checkbox"/>	Exam results	<input type="checkbox"/>
Reputation	<input type="checkbox"/>	Pastoral care	<input type="checkbox"/>
OFSTED report	<input type="checkbox"/>	Other (please give details).....	

.....

Did the booklet tell you what you wanted to know? Yes No

If no, what improvements would help?

Was the information presented in a clear way and a clear language? Yes No

If no, what improvements would help?

Was the application form easy to complete? Yes No

If no, what improvements would help?

Is there any other comment you would like to suggest to help us improve the process? Yes No

If yes, please state

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A series of 25 horizontal dotted lines for writing.

Should any parents have difficulties in understanding this booklet and require interpretation or translation, they should speak with the school headteacher in the first instance.

Bangla

আপনার সার্ব্বিক ক্ষেত্র জানা-বারা যদি কষ্ট কষ্ট পড়তে
অসুবিধা হয়, তা কখন কখনো ব্যবস্থার দরকার
হয়। তাহলে আপনার আপনার সাক্ষাৎ করে
হেডটিচারের সাথে মোসামমান করুন।

Urdu

اگر کسی والدین کو اس کتابچے کے سمجھنے میں کوئی مشکل آئے یا اسکا ترجمہ چاہیے تو
آپ اپنے پرائمری اسکول کے ہیڈ ماسٹر سے رابطہ کریں

Cantonese

如貴家長對本小冊子有不明白之處, 或需要傳譯以及意譯, 請聯絡貴小學校長.

如貴家長對本小冊子有不明白之處, 或需要傳譯以及意譯, 請
聯絡貴小學校長.

Italian

In caso di difficoltà di comprensione nella lettura di questo libretto o bisogna di spiegazione e traduzione, i genitori sono invitati di parlare, in primo luogo, con il preside della scuola elementare.

French

Si les parents ont des difficultés à comprendre cette brochure et ont besoin d'assistance ou de traduction, ils sont, tout d'abord, invités à s'adresser au directeur de l'école primaire.

German

Solten Eltern Schwierigkeiten mit dem Verstehen dieser Broschüre haben und Übersetzung oder interpretation wünschen, so sprechen Sie bitte zunächst einmal mit dem Grundschulleiter.

If sign language interpreters are required please ring the Admissions and Student Services Team on 01803 208908.

All information correct at the time of printing.



This document can be made available in other languages, on tape, in Braille, large print and in other formats. For further information please contact 01803 208245.