

TORBAY COUNCIL

Secondary School Admissions For September 2024

If your child was born between **1st September 2012 and 31st August 2013**, it is nearly time to apply for a secondary school place for September 2024.

The application period is open from 1st September 2023 until 31st October 2023

How do I apply?

- You should make your application to the Local Authority of where you live (And to whom you pay your Council Tax) no matter which school you should wish to apply for.
- The preferred method of application is online via the Citizen's Portal. Please follow the links below:
- Torbay Residents: [Apply for a school place - Torbay Council](#)
- Devon Residents: [Citizen Portal - Sign in \(devon.gov.uk\)](#)
- The portal will open on 1st September and will close at 23.59pm on 31st October 2023. Late applications, those made after this time, will be at a disadvantage.
- An electronic version of the form will be available please contact your child's school or Student Services. Please use the Portal if you can. Phone no: **01803 208908** Email: pupil.services@torbay.gov.uk

When will I find out which school has been allocated for my child?

- The National Allocation Day is 1st March 2024.
- If you have applied online using the Portal you will receive an automated email to your registered email address on 1st March 2024.
- If you apply using a electronic version of the form, and provide an email address, you will be emailed an allocation letter on the morning of 1st March 2024.
- If you apply using an electronic version of the form, but do not provide an email address, an allocation letter will be posted out to you on 1st March 2024, using second class post. Please provide an email address if you can.
- If you apply late you will have to wait until the second round of allocations to receive an emailed/posted letter confirming the school allocated.

How do I choose the correct school for my child?

Before you apply you should:

- Visit the schools on their open days as advertised on their websites. You may need to book.
- Read the **Secondary School Admission Criteria** document which can be found on the Torbay Council website following the link above.
- Check the catchment areas for each school and read the information on the Torbay Council website about how places were allocated in previous years.

What if my child wishes to sit the selective test?

- To apply for a place at a selective school (a Grammar School or the selective stream at The Spires College) your child must sit a selective test. Places are awarded by test result alone. It does not matter where you live.
- For your child to be able sit the selective test you must register. The forms are available to be downloaded from each school's individual website. The completed forms must be sent to the school at which you wish your child to sit the test. You must also apply for a school place, online via the Citizen's Portal (or by electronic form if necessary), as per the instructions above. The closing date for selective test registration is **Wednesday 19th July 2023**

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- Selective testing will take place on **Saturday 16th September 2023**. Once your child has sat the selective test you will receive an indication of their result before to the closing date of secondary school applications on 31st October 2023. This will enable you to make an informed choice.
- Reaching the required level in the selective test **does not mean** a place will be allocated at a selective school. **We advise you to also put a local non-selective school as one of your preferences.**

What if I wish my child to attend a school out of Torbay?

- You are welcome to apply for schools out of Torbay (please check their over subscription criteria and assess the likelihood of being successful in gaining a place).
- If you are a Torbay resident you must apply to Torbay Council no matter which school you are applying for.
- Non Torbay residents must apply to their own Local Authority even if they wish to apply for a Torbay school.

What if my child has Special Education Needs?

- If your child has an **EHCP** our SEN Team will manage your application. Please see the section '**Places for Children with an Education Health & Care Plan**' in the TIPS8 booklet.
- You should apply in the normal way using the Citizen's Portal. Please note you will not be able to choose a specialist provision on this system. Only mainstream schools.
- If your child has an EHCP and is to sit a selective test you must still register – please see information re selective testing above.
- If your child has Special Education Needs but does not have an EHCP in place you must apply in the normal way. You cannot apply for a specialist provision if your child does not have an EHCP.
- For further help and guidance if your child has an EHCP or is being assessed for one please contact our SEN team. SENDIASS are also able to offer support and can be contacted on [07734 391 620](tel:07734391620) or [01803 210371](tel:01803210371)

Co Ordinated Admission Scheme

- The Council operates a co-ordinated scheme to ensure that each child has a single offer of a school place on the National Allocation Day of 1st March 2024.
- Torbay residents must apply to Torbay Council even if you wish to apply for a school out of Torbay.
- You can list up to 3 schools.. These should be listed in order of your preference as we always try to offer your higher preference. There is no benefit in putting the same school down more than once.
- If a school is oversubscribed, i.e they have more applications than places, then all applications, whatever preference they are listed as, will be ranked in accordance with the schools over subscription criteria. The school will not be aware which number preference they were listed as.
- If a place can be offered at more than one school we will offer whichever is the higher preference.
- If we are unable to offer a place at one of your listed preferred schools we will allocate the school closest to your home address which still has a space.

Can I change my preferences after the closing date?

After the closing date of 31st October 2023, you can only change your preferences if there is a significant change in your circumstances.

- Moving to a new house which is served by a different secondary school. Proof of this new address will need to be provided. For details of acceptable forms of proof and deadlines please call or email the Admissions Team.
- Where there are significant **NEW** medical reasons supported by a medical practitioner that make the original application unsound

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- Where a child is taken into care, adopted or accommodated after the closing date and the change is supported by a letter from the Social Worker.

Can I change my preference after the National Allocation Day?

- If your circumstances change and the school allocated for your child on the National Allocation Day is no longer suitable you should contact the Admissions Team who will guide you through your options.
- You do not need to do this for higher preference schools as you will automatically be put on a waiting list. (See section on waiting lists below)

What happens if I apply late?

- Late applications are those received after the closing date of 31st October 2023
- Late applications will have to be made using a paper/electronic application form. These should be emailed to pupil.services@torbay.gov.uk The Citizens Portal will be closed.
- Late applications will be processed after the National Allocation Day of 1st March 2024. All on time applications will have been processed and your child may be disadvantaged as some schools will be full.

Waiting Lists

- If your child is allocated a lower preference school they will automatically stay on the waiting list for a place at their higher preference school(s). They will remain on the waiting list(s) until 31st December 2024.
- Children on the waiting lists will be ranked in accordance with the schools over subscription criteria. We will contact you if a place becomes available which can be offered to your child.
- To remain on the waiting list(s) after the end of December you will need to complete an In Year Application form. Please contact the Admissions Team in December for a form. More information on this will be in your child's secondary school allocation letter.

Appeals

- If your child has been refused a place at a secondary school then an appeal can be made. Information about this is available on the Torbay Council website. Further details will be provided in your allocation letter/email which will be received on the National Allocation Day of 1st March 2024.

What should I do now?

- We will write to you at the beginning of September with a reminder of how to apply.
- You should register for selective testing if this is appropriate. Don't miss the deadline. Closing date for selective test registration is **Wednesday 19th July 2023**
- Please check individual school websites for further information.
- You should read the documentation described above and visit secondary schools to ensure you are making the correct and informed choices. Remember to look at the map which shows the catchment areas for each school.
- Don't panic – talk to your primary school and attend any meetings they may organise. For further information you can contact the Admissions Team (contact details above).

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School Overview and Open Days

School	Arranged Open days	Over View
Brixham College	Admissions, Brixham College	Academy, funded by central government and independent of local authority control. This school admits children of all abilities at the age of 11
Churston Ferrers Grammar School	11+ Open Events – Churston Ferrers Grammar School (churstongrammar.com)	Academy. Children must sit a selective test to be considered for entry to this school. Online Registration Form (churstongrammar.com) Closing date for selective test registration is Midday on Wed 19th July 2023
Paignton Academy Parents should ideally visit both sites as year 7s are split over both	Paignton Academy Open Events - July 2023 (google.com)	Academy, funded by central government and independent of local authority control. This school admits children of all abilities at the age of 11
St Cuthbert Mayne Joint RC and CE Secondary School	To be confirmed	A Voluntary aided joint Catholic and Church of England comprehensive school. The school admits children of all abilities. Priority is given to children of these church denominations. For priority admission on faith grounds please complete a supplementary form and return it to the school. The supplementary form should be completed in addition to making an application to the local authority. sup-form.pdf (st-cuthbertmayne.co.uk)
The Spires College	The Spires College - Open Evenings and mornings	A foundation bilateral school – it has selective and non-selective streams. For the selective stream children must sit a selective test (please see above). The school admits children of all abilities into their non-selective streams. Please refer to catchment areas and over subscription criteria for how children are prioritised for this school. Children must sit a selective test to be considered for the selective stream. Please see section on selective testing above or follow the link below: Closing date for selective test registration is Midday on Wednesday 19th July 2023
Torquay Academy	Tours are at 8.15am and 9.15am Booking essential Open Days - Torquay Academy (tqacademy.co.uk)	Academy, funded by central government and independent of local authority control. Admits children of all abilities at the age of 11. Football Academy - Space for up to 8 children starting in year 7 Performing Academy - Space for up to 8 children starting in year 7

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		<p>To apply for the Football and Performing Arts Academies you will need to complete a supplementary form and submit to Torquay Academy by <u>22nd September 2023</u></p> <p>Forms can be found by following this link Admissions - Torquay Academy (tqacademy.co.uk)</p> <p>The aptitude test for the Performing Arts Academy and The Football Academy will take place on Saturday 7th October 2023</p>
Torquay Boys Grammar School	<p>Open Day Tours, July 2023 Eventbrite</p>	<p>Academy. Children must sit a selective test to be considered for entry to this school. Please see the section on Selective testing above. Or follow link below:</p> <p>Apply to Join Us – Torquay Boys Grammar School (tbgs.co.uk)</p> <p>Entrance Test Online Form – Torquay Boys Grammar School (tbgs.co.uk)</p>
Torquay Girls Grammar School	<p>School Tour Dates - 2023 Torquay Girls' Grammar School (tggsacademy.org)</p>	<p>Academy. Children must sit a selective test to be considered for entry to this school. Please see the section on Selective testing above. Or follow link below:</p> <p>Selection Tests Torquay Girls' Grammar School (tggsacademy.org)</p>

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