

Parents and Carers of children in YR5

Please reply to:

Student Services,
Room SF338, Electric House,
c/o Town Hall, Castle Circus,
Torquay, TQ1 3DR

My ref: P2T25

Your ref:

Telephone: 01803 208908

E-mail: Pupil.services@torbay.gov.uk

Website: www.torbay.gov.uk

Date: 10th June 2024

Dear Parents and Carers of children in year 5

Secondary School Admissions For September 2025

If your child was born between **1st September 2013 and 31st August 2014**, it is nearly time to apply for a secondary school place for September 2025.

The application period is open from 1st September 2024 until 31st October 2024

How do I apply?

- You should make your application to the Local Authority that serves your home address (and to whom you pay your Council Tax) no matter which school you 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 secondary 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 2024. Late applications, those made after this time, will be at a disadvantage.
- An electronic version of the form is available if required, please contact your child's school or Student Services.

Phone no: **01803 208908** Email: pupil.services@torbay.gov.uk

What if my child has Special Education Needs?

If your child has an EHCP

- The SEN Team will manage your application and consult with your preferred **and** local school. Please see the section 'Places for Children with an Education Health & Care Plan' in the TIPS8 booklet.
- Please apply in the normal way using the Citizen's Portal.
- If your child has an EHCP and is to sit a selective test you must still register for the test – please see information re selective testing below.

If you require this in a different format or language, please contact me.



- If your child has an EHCP and wishes to take part in the Torquay Academy Football or Performing Arts Academy aptitude testing, you must register- please see information re the academies below.

For further help and guidance if your child has an EHCP or is being assessed for one please contact our **SEN Team**.

Email: EHCP@torbay.gov.uk Phone: 01803 208274

SENDIASS can also offer support and guidance and can be contacted as follows:

Email: sendiass@torbay.gov.uk Phone: 01803 207884

If your child has Special Education Needs but does not have an EHCP

- You **cannot** apply for a specialist provision if your child does not have an EHCP. Please do not select a specialist provision as this preference will be disregarded.

How do I choose the correct school for my child?

Before you apply you should:

- Read the TIPS8 Booklet which can be found here: [TIPS 8 - Primary and secondary school admissions - Torbay Council](#)
- Visit the schools on their open days as advertised on their websites. You may need to book.
- Read the Admissions Policy for each school which also gives information about how applications are prioritised. [School admission arrangements - Torbay Council](#) and on each school's website.
- Check the catchment areas for each school [tips-4-maps.pdf \(torbay.gov.uk\)](#)
- Read the information on the Torbay Council website about how places were allocated in previous years. [School place allocations - Torbay Council](#)

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.
- The closing date for selective test registration is **Wednesday 17th July 2024**
- Selective testing will take place on **Saturday 14th September 2024**. 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 2024. 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.
- You must also apply for a school place in the normal way.

We advise you to consider putting a local non-selective school as one of your preferences

What if my child wants to apply for a Football or Performing Arts Academy place at Torquay Academy?

- To apply for a place in either the Football or Performing Arts Academy your child must take part in an aptitude test.
- There are 8 places available in the Football Academy and 8 in the Performing Arts Academy
- For your child to be able to take part in either aptitude test you must register. The forms are available to be downloaded from the Torquay Academy website.
- The closing date for registration is **Friday 20th September 2024**
- The aptitude tests will take place on **Saturday 5th October 2024.**
- You must also apply for a school place in the normal way.

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.

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

- The National Allocation Day is 3rd March 2025.
- If you have applied online using the Citizen's Portal you will receive an automated email, to your registered email address, on 3rd March 2025.
- If you apply using an electronic version of the form, and provide an email address, you will be emailed an allocation letter on the morning of 3rd March 2025.
- If you apply using an electronic version of the form and do not provide an email address an allocation letter will be posted out to you on 3rd March 2025, 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.

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 3rd March 2025
- 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 2024, 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 received by **31st January 2025**. For details of acceptable forms of proof 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
- 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 2024
- Late applications will have to be made using a paper 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 3rd March 2025. All on time applications will have been processed. 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 2025.
- 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 can be found here: [School admission appeals guide - Torbay Council](#). Further details will be provided in your allocation letter/email which will be received on the National Allocation Day of 3rd March 2025.

What should I do now?

- We will write to you at the beginning of September with a reminder of how to apply.
- Complete registration forms for the selective test or the Football and Performing Arts aptitude tests, if appropriate. Closing dates listed below.
- Please check individual school websites for further information.
- You should read the documentation described above and visit secondary schools to ensure you are making 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).

School Overview and Open Days

School	Arranged Open days	Over View
Brixham College	Monday 1 st July Tuesday 2 nd July	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	Thursday 27 th June	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 Wednesday 17th July 2024 Selective Test will be held on Saturday 14th September 2024
Paignton Academy Parents should ideally visit both sites as year 7s are split over both	Borough Road site Tuesday 18 th June Waterleat Site Thursday 20 th June	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	Please contact school for dates	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	Thursday 20 th June	<p>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.</p> <p>Children must sit a selective test to be considered for the selective stream. The Spires College - 11+ Information</p> <p>Closing date for selective test registration is Midday on Wednesday 17th July 2024</p> <p>Selective Test will be held on Saturday 14th September 2024</p>
Torquay Academy	Tuesday 25 th June Mondays 1 st July	<p>Academy, funded by central government and independent of local authority control. Admits children of all abilities at the age of 11.</p> <p>Football Academy - Space for up to 8 children starting in year 7</p> <p>Performing Academy - Space for up to 8 children starting in year 7</p> <p>To apply for the Football and Performing Arts Academies you will need to complete a supplementary form and submit to Torquay Academy by Friday 20th September 2024</p> <p>Forms can be found by following this link: Year 6 to 7 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 5th October 2024</p>
Torquay Boys Grammar School	Friday 28 th June Monday 1 st July	<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> <p>Closing date for selective test registration is Midday on Wednesday 17th July 2024</p> <p>Selective Test will be held on Saturday 14th September 2024</p>
Torquay Girls Grammar School	Tuesday 25 th June	<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: Examination Registration Torquay Girls' Grammar School (tggsacademy.org)</p> <p>Closing date for selective test registration is Midday on Wednesday 17th July 2024</p> <p>Selective Test will be held on Saturday 14th September 2024</p>