

ST CUTHBERT MAYNE SCHOOL

ADMISSIONS ARRANGEMENTS CRITERIA 2027-28



Our admissions policy is written to comply with the requirements of the School Admissions Code, School Admissions Appeals Code and other relevant legislation:

- So that parents will know how to apply for a school place, when to apply and what happens when an application is made.
- So that our governors, headteacher and members of staff understand what to do.
- To set out our commitment to fair, clear and consistent admissions procedures.

SCHOOL MISSION

'Educating for life in all its fullness'

John: 10:10

It is our ambition to provide an inspirational Christian education that enables all students to live life to the full, both now and in the future.

CORE VALUES

To have integrity and be courageous, compassionate and creative.

These core values underpin how we work as a School Community and the values we look to develop in all members of the Community.

Courageous:

Being confident, to embrace challenges.

Compassionate:

Reflect the love of God. A care for others, to be peacemakers who understand the importance of forgiveness and reconciliation.

Creative:

To be inventive, resourceful and visionary.

We ask all parents to respect this ethos and its importance to the school community.

This does not affect the right of all parents to apply and be considered for a place.

Reviewed by Full Governing Body: 18.12.25

Approved by Admissions Committee: 22.10.25

Determined by the Full Governing Body: 18.12.25

ADMISSIONS ARRANGEMENTS AND CRITERIA 2027-28

1. St Cuthbert Mayne, Joint Catholic and Church of England 11 – 18 Co-educational Comprehensive School welcomes students from both a Faith and a Non-Faith background. It is situated in the Catholic Diocese of Plymouth and the Anglican Diocese of Exeter.
2. The Governing Body of the School is responsible for determining and administering the policy relating to the admission of students 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.
3. The Governing Body has set its published admissions number at 195 students for the school year commencing September 2027. 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 up to 45% (88) of those admitted will be from the Anglican tradition and up to a maximum of 10% (19) from other Christian denominations (as recognised by Churches Together in Britain and Ireland). If there are unallocated places within the 45% for Catholic and Anglican applicants or the 10% for other Christian denomination applicants (categories 2 -3 of the oversubscription criteria), they will be made available for Open place applicants.
4. Parents wishing to apply for a place in the School for their child to start in year 7 in September 2027 should complete the Torbay Common Application Form or Devon Common Application Form (or the form relevant to the home address for the child). If applying under Criteria 2 or 3 then the St Cuthbert Mayne Supplementary Information Form must also be completed. Please ensure that you send the Torbay / Devon common application forms (or home CAF) to the LA in which you reside and sent no later than 31st October 2026. You can obtain a Supplementary Information Form from the school website or office. This form should be returned directly to the school. Please be aware a Supplementary Information Form on its own does not count as an application (and will only need to be completed if applying for a faith based criteria place); a Common Application Form must also be completed.
5. In accordance with the provisions of Regulation 49 of the Education (School Government) Regulations 1999, the Governing Body has delegated responsibility for day to day admissions decisions (within the terms of reference) to its "Admissions Committee" comprising three members of the Governing Body. The Full Governing Body is responsible for proposing, consulting and determining the admission arrangements.
6. 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.

Any child whose Education, Health and Care Plan where the school is named 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 prioritised according to the criteria set out below in accordance with section 3 above, the percentage values will be calculated after such a time that all Children Looked After (CLA) and children with Education Health & Care Plans (EHCPs) have been allocated a place. The number of places available will be calculated as set out in section 3 above, based on the number of places remaining for all students without an EHCP and who are not Looked After.

Distances will be measured via Google Maps. In the event that applicants cannot be separated using the distance tiebreaker (i.e. they live identical instances from the school) the allocation of a place will be made by random selection.

Criterion 1

Children looked after, all previously looked after children, including those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted or made the subject of a special guardianship order.

Criterion 2

Foundation places of the School - up to 45% (88) of pupils will be admitted from the Roman Catholic tradition, and up to 45% (88) of those admitted will be from the Anglican tradition.

- a. Priority will next be given to children baptised within the Catholic or Church of England traditions (or those who have proof of being received into the Catholic Church) and who attend services of worship at their local Catholic Church and Anglican Church communities at least monthly and who have sibling(s) on roll at this school. Priority is given to those with sustained attendance, supported by the relevant church minister on the Supplementary Information Form, which must be submitted in order for priority to be given.
- b. Priority will next be given to children baptised within the Catholic or Church of England traditions (or those who have proof of being received into the Catholic Church) and who attend services of worship at their local Catholic Church and Anglican Church communities at least monthly. Priority is given to those with sustained attendance, supported by the relevant church minister on the Supplementary Information Form.
- c. Priority will next be given to children baptised within the Catholic and Anglican traditions (or those who have proof of being received into the Catholic Church) who do not attend regular worship supported by evidence of a Baptism certificate and completion of the Supplementary Information Form.

Criterion 3

Other Christian Denominations - up to a maximum of 10%

- a. Priority will next be given to children who regularly attend services of worship, recognised by Churches Together in Great Britain and Ireland at least monthly, and who have sibling(s) on roll at this school. Priority is given to those with sustained attendance, supported by evidence of membership by a relevant church minister on the Supplementary Information Form.

- b. Priority will next be given to children who regularly attend services of worship, recognised by Churches Together in Great Britain and Ireland at least monthly. Priority is given to those with sustained attendance, supported by evidence of membership by a relevant church minister on the Supplementary Information Form.

Criterion 4

Open Applicants - applicants who are not seeking a place under a faith category

- a. Priority will next be given to other children with sibling(s) on roll at this school.
- b. Priority will next be given to all other children. Applications will be ranked in order of distance from their home to the school.

ALL APPLICANTS

The ethos of the school is Christian. We ask all parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the right of parents who are not of the faith of this school to apply for and be considered for a place.

HOW TO APPLY FOR YEAR 7 ADMISSION – September 2027

- Read the school prospectus, this can be found on the school website.
- You are encouraged to visit the school's open days in the autumn term.
- Torbay residents should read the Torbay TIPS 8 booklet and secondary supplement. This is available online at www.torbay.gov.uk, from your child's school, or Torbay Council. Residents outside Torbay should read the admission information provided by their local authority.
- Apply online if possible at www.torbay.gov.uk or complete the Torbay Common Application Form (CAF1) or home local authority common application form if applying outside of the area and return it to the LA (see instructions on the bottom of the form) by the National Closing Date of 31 October 2026. Applications can be submitted after this date but might be deemed to be late and may be at a disadvantage to timely applications.
- You must also complete the Supplementary Information Form for St Cuthbert Mayne, available from www.torbay.gov.uk or from the school, if you are applying for a place with us under a faith criterion. Applications without this will be considered for Open Places. Please return this form along with a copy of your child's Baptism certificate to the Admissions Officer at St Cuthbert Mayne School by 31st October 2026.
- You will be notified by your home Local Authority of the decision concerning your application on 1st March 2027 – National Allocation Day.

Emergency arrangements

In the event that a local, regional or national public health lockdown is imposed, school admission and appeals arrangements may operate to amended timescales or under emergency regulations. Wherever possible, admission applications will continue to be processed under the terms of the In-Year Co-ordinated Admissions Scheme so that parents are not disadvantaged. Places will be held open until it is practical and safe for children to attend on site. Remote learning will be made available for existing pupils although we recognise that in some circumstances, a parent may feel it is expedient to take up remote learning from the current school on a temporary basis.

Provision may be available for vulnerable and key worker children on site or at an alternative setting, according to circumstances at that time.

Admission of children outside their normal age group

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they be admitted out of their normal age group – to reception rather than year 1. Admission authorities **must** make clear in their admission arrangements the process for requesting admission out of the normal age group. It follows that children may not be educated in their chronological Year Group when an application is submitted for admission to a secondary school.

A decision will be made on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

Where the request for a child to be taught out of his or her chronological Year Group is approved, an application will be considered as part of the normal round of admissions into Year 7. Where it does not agree, the parent has the right of appeal to an independent admissions appeal panel unless a place is offered in school in the child's chronological Year Group.

Right of Appeal

Parents whose applications are refused have the right of appeal to a panel that is independent of the School as the Admission Authority and the LA. Further details of this process can be obtained from the Clerk to the Appeal Panel (contact details below). For admission to School or Sixth Form for young people who would be aged 16 or over at admission, the application and appeal can be submitted by the young person.

Appeals Timetable

The deadline for submitting appeals allows appellants at least 20 school days to prepare and submit a written appeal. The appeal must then be heard within 40 school days for the normal round and within 30 days for in-year admissions.

Allocation date for the normal round Year 7 intake: 1 March 2027

Deadline for appeal forms to be submitted: 31 March 2027

Appeals will be heard within 40 school days, by: 17 June 2027

Where possible, appeals that are submitted after 31 March will be heard by 17 June. If that is not possible, they will be heard within 30 school days of the appeal form being submitted.

In-Year Applications

Applications for in-year admission – that is, after the start of Year 7 – can be made at any time. Applicants must complete the School's in-year application form. Applications will be considered by the Admissions Committee within 10 school days of receipt. Where a place is offered, it will be no further in advance than half a term (or longer for children of UK service personnel who are posted to the area.)

Fair Access Protocol

All LAs are legally required to operate a Fair Access Protocol across their area – all schools are required to cooperate with that Protocol. This ensures that children who are vulnerable, unable to access an appropriate school place under the standard In-Year admission arrangements for the area have an admission safety net. The Protocol can be found at www.torbay.gov.uk. It applies only for in-year admissions and for Years 7 to 11.

Post 16 Applications

Applications to the Sixth Form are welcomed. At least 20 places will be available for external students who fulfill entry requirements according to the prospectus. Places are also subject to applicants meeting the subject and course requirements, which can be found on the school website. Applications for sixth form are made separately, on the sixth form application form by either the student or parent.

Please contact the Director of Sixth Form Learning, Mr Anthony Boughton, through the 6th Form Administration Office, telephone 01803 328725. You will be informed about subjects offered at GCE Advanced Level, Btec courses and their entry requirements. A visit can be arranged to help you make your decision.

The PAN for Year 12 is 20.

If sixth form places are oversubscribed by students who meet the entry requirements, places will be prioritized according to the oversubscription criteria 1-4 above.

ADDITIONAL INFORMATION FOR ALL APPLICATIONS

1. Normal round applicants for a place in Year 7 for September 2027 will be notified by Torbay Local Authority for their children on 1st March 2026.
2. Late applications from students arriving in the area after the closing date will be dealt with in accordance with the Torbay Local Authority Co-ordinated Scheme.
3. Unsuccessful applicants will have the right to a place on a waiting list for vacancies. This list will be held until the end of autumn term 2026-27 according to the admissions oversubscription criteria detailed above. There is no additional priority according to the length of time on the list.
4. They will also have a right of appeal. The decision letter will inform them of the Admissions Committee's reasons to refuse admission and how an appeal can be submitted.
5. In addition to the application forms you will be required to produce documentary evidence where applicable in the form of a photocopy of your child's baptism certificate, if seeking priority on faith grounds.

NB: Withdrawing offers of places:

Where the Governing Body is satisfied that an applicant has submitted fraudulent or intentionally misleading information as part of the application which resulted in the offer of a place that would otherwise not have been offered, the school has the right to withdraw that offer, or to require the child to leave the school. A child will not be required to leave the school after being on the school roll for a term.

Parents should note that should the Governors find evidence of a fraudulent or intentionally misleading application from a parent which effectively denied an applicant with a stronger claim an offer of a place, the offer could be withdrawn.

Once places are offered by the school, parents should accept the offer within 10 school days. Any offer of a place that is not taken up after 10 school days will be withdrawn. The school will write to the parents to notify them that the place has been withdrawn and that they must reapply if they wish to take up the place after this deadline.

Supplementary Application Forms - Faith Based Criteria

In the event that during the period specified for attendance at worship, the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

Definitions	
Children Formerly in Care	These children were looked after until they were adopted (see the Adoption and Children Act 2002 section 46) or made the subject of a child arrangements order (see the Children Act 1989 section 8) or a special guardianship order (Children Act section 14A).
Children in Care	These children are looked after or provided accommodation in the exercise of its functions (see the Children Act 1989 section 22(1)) by a local authority. Priority is given to looked after children and all previously looked after children, including those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or a special guardianship order) including those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.
Churches together in Great Britain	Churches Together in Britain and Ireland (CTBI) is an ecumenical organisation. The members include most of the major churches in England, Scotland, Wales and Ireland. Details of the churches can be found at https://ctbi.org.uk
In Church	‘In church’ is defined so as to include, as well as “‘Christian church’ means any church which is designated under the Ecumenical Relations Measure nationally by the Archbishops of Canterbury and York or locally by the Diocesan Bishop, or is a member of Churches Together in England, or the Evangelical Alliance, or a partner church of Affinity”
Distance measurement	<p>At the time of determination, we measure straight line distances between the school and homes using the Google Maps measuring tool from the main gate on Trumlands Road to the applicant’s front door.</p> <p>Measurements are taken by a straight line distance. 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 random selection using a random number generator in the presence of a senior manager and someone independent of the school.</p>
Education, Health and Care Plans or EHCP	An Education, Health and Care Plan is a formal document describing a child’s additional needs and how they will be provided for in a school.
Fair Access Protocol	A policy operated by Torbay Council to assist children unable to access an appropriate school place through standard in year admission arrangements once a Year Group has begun.

Faith place	<p>Places are available for children who are eligible if they or their parents regularly attend a Roman Catholic or Church of England church. Regular attendance means an average of one service of worship per month at church over the 12 months prior to the admissions application. Regular attendance demonstrates an active, current and frequent engagement with the church. Evidence must be provided by completing the school's Supplementary Information Form. The Governing Body does not regard attendance at a place of worship through participation in another organisation e.g. a youth/uniformed organisation such as Urban Saints, Scouts, Guides, or with their primary school as falling within this definition.</p> <p>In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship. 'Sustained attendance' is based on worship of 12 months prior to the application.</p>
Home address	<p>The school will not accept more than one address as the child's home address. The terms of a court order may clarify the home address. Where necessary to determine which address to recognise and in the absence of a court order, the School will consider the home address to be with the parent with primary day to day care and control of the child for the days when the child attends school. In reaching this decision, evidence will be requested to show the address to which any Child Benefit is paid and / or from which the child is registered with a medical GP. Any other evidence provided by parents will also be considered by the School in reaching a decision on the home address for admissions purposes.</p> <p>This may be necessary for instance where parents do not agree on the child's home address. Parents are urged to reach agreement or seek a Specific Issues Order from a court to decide which parent should or should not pursue an application. Where they do not, the School will determine the home address.</p> <p>The School will reach decisions on what is the child's home address. We may require evidence of a change in the child's home address. This will normally be evidence of a house purchase or new tenancy agreement though we understand not every family will be able to produce this, particularly where a house move is at short notice or where a family is escaping domestic violence. Please contact the School if you need to discuss this.</p> <p>If the school is oversubscribed evidence of address may be required. <i>Acceptable evidence; driving license, utility bill, council tax bill.</i></p>

In-Year admission	This is any admission into the School after the initial intake at the beginning of September in Year 7.
Linked Primary School	We do not give priority for admission on the basis of which primary school a child has attended. We welcome applications from parents of any child at any primary school and those who are otherwise educated.
Parent	A parent is any person who has parental responsibility or care of the child. Parent also means carer or guardian. Where admission arrangements refer to parents this can mean one parent or both.

Published Admission Number (PAN)	This is the minimum number of places available at the school for eligible students in Year 7. In limited circumstances, more will be admitted according to the Secondary Co-ordinated Admissions Scheme. It is calculated taking into account the physical capacity of the school, the level of demand expected from the local area, needs of the students, and sensible school organisation. The PAN is decided based on class sizes and teaching capacity. In the current Year 7 this comprises 7 groups.
Pupil Premium	The pupil premium status of any applicant is not considered as part of the application process.
Sibling	This will be a full, adopted, half or step brother or sister and will include a full, adopted half or step brother or sister living at a different address. Foster children will count as a brother or sister to those living within the foster household or where appropriate, the natural parental home address.
Supplementary Information Form or SIF	A form in addition to the common application form from the Local Authority. It is used to collect additional information which is necessary only for applications under the faith criteria. Only those applicants seeking admissions priority according to faith need to complete this form.

CONTACTS AND FURTHER INFORMATION

Michelle Scammell Admissions Officer St Cuthbert Mayne School Trumlands Road Torquay TQ1 4RN Tel: 01803 328725 admissions@stcm.torbay.sch.uk	Student Services Torbay c/o Town Hall Castle Circus Torquay TQ1 3DR Tel: 01803 208908 student.services@torbay.gov.uk
School Diocesan Offices Diocesan Board of Education The Old Deanery The Cloisters Exeter EX1 1HS Tel: 01392 294939 Fax:01392 294966 christina.mabin@exeter.anglican.org	Helen Brown Diocesan Schools Commissioner for the Diocese of Plymouth RC Diocese of Plymouth St Boniface's House Ashburton, Newton Abbot TQ13 7JL Tel: 01392 671320
Appeals Clerk to the Torbay Independent Appeals Panel at Governance Support Town Hall Castle Circus Torquay, TQ1 3DR e-mail governance.support@torbay.gov.uk telephone (01803) 207013	The Department for Education Telephone 0870 000 2288 www.education.gov.uk

Education Transport Team
Telephone 01803 207688
www.torbay.gov.uk/schooltransport

Torbay Council Policies
www.torbay.gov.uk/schooladmissions.htm

Admissions,
Devon County Council
County Hall
Topsham Road
Exeter
EX2 4QD

0345 155 1019



St Cuthbert Mayne School In-Year Admissions Application Form

Joint Catholic and Church of England 11-18 Comprehensive School

Dioceses of Plymouth and Exeter

1	Please complete all sections on the application form. You will need to complete a separate application form for each child.
2	Completed forms should be returned to the address at the bottom of the application form.
3	If you are changing address you will need to send proof of residency e.g. a rental agreement or evidence of exchange of contracts. Applications will not be processed until this evidence is received.
4	If your child attended a school outside of the UK, please give as much detail as you can about their education. We do not accept applications from children who are not citizens of the European Union or European Economic area countries until they have entered the UK. Evidence of nationality may be required
5	If applying on faith grounds you will also need to complete a supplementary information form which you will find at the end of his form, although your application will still be considered without this if you prefer.

Section 1 - About the child

Surname of child	
Forename(s) of child	
Date of Birth	
Current address of child	
Address of child (if moving before start date)	
Date of move to new address (if moving)	

Appendix A

SUPPLEMENTARY INFORMATION FORM

SECTION 1 - TO BE COMPLETED BY THE PARENT

Full name of applicant (child)	DOB:
I am applying for a place under: (Please circle as appropriate)	Criterion 2 Criterion 3
Date, Church and Town of Baptism (Criterion :	
Has the applicant attended worship monthly for the last 18 months (Criterion 2)?	
Yes <input type="checkbox"/> No <input type="checkbox"/>	
Signed _____	Print _____
Name: _____	Date: _____

Please attach a **photocopy** of the Certificate of Baptism to your application as originals cannot be returned.

Name and address of the priest/minister of the child's current church of worship:

Please pass the form to your church official to complete section 2. Forms should be returned to Deborah Shaw, Admissions Officer, St Cuthbert Mayne School, Trumlands Road, Torquay, TQ1 4RN. Only forms with both parts completed will be accepted and processed. Incomplete forms will be processed under the 'non-faith' criteria.

SECTION 2 - TO BE COMPLETED BY PARISH PRIEST/INCUMBENT

Did the applicant attend church monthly over the past 18 months (Criterion 2)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
--	--

I confirm that the information given above is accurate.
Signed: _____ Date: _____ Print Name: _____ Full
name and address of Church:

Please note that if a family is refused a place at the school this form may be used as evidence at an appeal.

OVERSUBSCRIPTION CRITERIA

If the number of applications for places is greater than the number of places available, applications will be prioritised according to the criteria set out below in accordance with section 3 above.

If the number of applications for places is greater than the number of places available, applications will be prioritised according to the criteria set out below. In accordance with section 3 above, the percentage values will be calculated after such a time that all Children Looked After (CLA) and children with Education Health & Care Plans (EHCPs) have been allocated a place. The number of places available will be calculated as set out in section 3 above, based on the number of places remaining for all students without an EHCP and who are not Looked After.

Distances will be measured via Google Maps. In the event that applicants cannot be separated using the distance tiebreaker (i.e. they live identical instances from the school) the allocation of a place will be made by random selection.

Criterion 1

Children looked after, or those who were in care but ceased to be so; they were adopted, made the subject of a child arrangements order, or made the subject of a special guardianship order.

Criterion 2

Foundation places of the School - up to 45% (88) of pupils will be admitted from the Roman Catholic tradition, and up to 45% (88) of those admitted will be from the Anglican tradition.

- Priority will next be given to children baptised within the Catholic or Church of England traditions (or those who have proof of being received into the Catholic Church) and who attend services of worship at their local Catholic Church and Anglican Church communities at least monthly and who have sibling(s) on roll at this school. Priority is given to those with sustained attendance, supported by the relevant church minister on the Supplementary Information Form.
- Priority will next be given to children baptised within the Catholic or Church of England traditions (or those who have proof of being received into the Catholic Church) and who attend services of worship at their local Catholic Church and Anglican Church communities at least monthly. Priority is given to those with sustained attendance, supported by the relevant church minister on the Supplementary Information Form.
- Priority will next be given to children baptised within the Catholic and Anglican traditions (or those who have proof of being received into the Catholic Church) who do not attend regular worship supported by evidence of a Baptism certificate and completion of the Supplementary Information Form.

Criterion 3

Other Christian Denominations - up to a maximum of 10%

- Priority will next be given to children who regularly attend services of worship, recognised by Churches Together in Great Britain and Ireland at least monthly, and who have sibling(s) on roll at this school. Priority is given to those with sustained attendance, supported by evidence of membership by a relevant church minister on the Supplementary Information Form.
- Priority will next be given to children who regularly attend services of worship, recognised by Churches Together in Great Britain and Ireland at least monthly. Priority is given to those with sustained attendance, supported by evidence of membership by a relevant church minister on the Supplementary Information Form.

Criterion 4

Open Applicants - applicants who are not seeking a place under a faith category

- Priority will next be given to other children with sibling(s) on roll at this school.
- Priority will next be given to all other children. Applications will be ranked in order of distance from their home to the school.

ALL APPLICANTS

The ethos of the school is Christian. We ask all parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the right of parents who are not of the faith of this school to apply for and be considered for a place here.

While there is no requirement for parents to complete an application for any child whose Education, Health and Care Plan where the school is named will have automatic entitlement to a place, they are encouraged to do so by the school. Further information on how we handle personal information and your rights, is available on our website at <https://www.st-cuthbertmayne.co.uk/>