

STAFF SUPPLEMENTARY INFORMATION FORM 2026/2027

Please note this is a supplementary information form for administration purposes only and is not an application form. It will be used to rank a submitted application according to the published admission criteria. The definition of staff for this purpose, is those teaching or non-teaching staff member at the academy.

Only complete this form if you are:

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

or

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

If you are applying under a) or b) above, you need to take this form to the school of employment for the school to complete part B. You then need to return the completed form by 31 October 2025 to be included in the normal point of entry allocations made on 2 March 2026. Forms received after this date will still be considered but will not be included within the first allocation round.

For normal point of Entry (Year 6 into Year 7)

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

In Year Admissions

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

PART A - To be completed by the parent/carers

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

Data Protection

OFFICIAL

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the School Admissions Code, should information given be found to be fraudulent then the offer of a school place can be withdrawn.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

¹ At the time of determination, Sir John Hunt Community Sports College receives services from Plymouth City Council. If the school ceases this service, the function will be undertaken by the school or contracted to another provider.

PART B - To be completed by the school of employment

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

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