



Starting Infant or Primary School, Transferring to Junior School in Peterborough City 2024/25

A guide for parents
and carers

The information in relation to Peterborough City Council Schools was correct at the time of publication (September 2023). However, it should not be assumed that there will be no change before the start of, or during the school year 2024/25. Like many local authorities Peterborough City Council is experiencing a high demand for Primary School places. This means the admission limit shown may change for some schools in response to demand.

Introduction

IT IS IMPORTANT THAT YOU TAKE TIME TO READ THIS BOOKLET WHICH OUTLINES THE APPLICATION PROCESS

What is this booklet about?

This booklet contains a wealth of information to help you choose the right schools, make an application and understand how the application process works. It provides a profile of all of Peterborough Infant, Junior and Primary schools alongside information about admission arrangements. Please read it carefully, look at the school websites and take the opportunity to visit the schools in your area before applying.

Who is this booklet for?

If you have a child who was born between 1 September 2019 and 31 August 2020, you must apply for a school place for September 2024.

When do I need to apply?

You can apply anytime from 12th September 2023. To receive an offer of a school place on the National Offer Day, 16th April 2024, you **must** submit a complete application before midnight on 15th January 2024, the National Closing Date.

PLEASE NOTE:

In order to maximise your chances of being offered one of your preferred schools:

- You **MUST** submit an application with all the required documents on time;
- You read and understand the admissions criteria of the schools you are applying to and how your child's application will be considered for each school;
- You consider applying for your catchment school.

There is **NO** automatic transfer from a nursery into Reception.

There is **NO** automatic transfer from Infant to Junior School

There is **NO** automatic offer of a sibling place without making an application.

What happens if I miss the closing date?

Applications received after the closing date will be considered according to the published timetable found on page 7.

How do I apply?

The easiest way to apply is online. Go to www.peterborough.gov.uk/admissions and follow the instructions on screen. If you do not have internet access at home, you can still apply online at your local library or at council offices.

Who can submit the application?

Applications must be made by a parent or carer who holds legal parental responsibility for a child. Only one application should be made per child.

Key dates in the admissions process

Primary Admissions Timetable for Admission September 2024

DATE	EVENT
By 12 September 2023	The composite prospectus and application forms are available to download from the Council's website. An email to all Peterborough early year's settings will be sent via the early years team to ask all parents living in our authority to apply for their child's school place. The on-line application process will go live.
15 Jan	CLOSING DATE FOR ALL APPLICATIONS AND SIFS (to be classed as 'on-time')
1 February	Final date change requests linked to changes of address and applications from UK Service Personnel will be accepted (Second Deadline)
15 Feb	LA sends details of all applications to neighbouring LA's
1 March	LA sends details of all applications to own Admission Authority Schools with non-standard criteria. Voluntary Aided, Foundation and Academy schools send reminder letters to parents who have not submitted any required SIF, apply their own criteria and rank the preferences received.
15 February	SAMS Team must have informed pupils with an EHCP of the school named in their plan.
15 March	Voluntary Aided, Foundation and Academy schools send the LA their lists ranked according to criteria.
29 March	Final data exchange with other LA's
16 April 2024	NATIONAL PRIMARY OFFER DATE Offer letters sent to parents via Royal Mail by 2 nd class post, or by email in cases where the parent has applied on line. Parents asked to return a reply slip if they do not wish to take up the offered place. Parents also informed of right of appeal against any refusal and to whom to appeal.
18 April – 28 April	Vacancies arising as a result of offers being refused by parents will be offered to children at top of waiting lists created following National Offer Date
28 April	No further changes to preference or allocation from waiting lists will be processed or made until offer have been made as part of Second Round.
6 May	All offers for whom no response has been received from parent will be withdrawn.
6 May	LA processes applications received between 16 January to 30 April (Second Round)
17 May	LA issues offer letters for Reception & Junior by 2 nd class post to those parents whose application was considered in Second Round including allocating places to children on a waiting list where a place has become available.
15 May – 31 August	LA processes all late applications received after 1 May on an individual basis in order of the date the application was received.
14 May	Deadline for parents to submit appeal forms in order to ensure appeal is heard within 40 school days.

SECTION 1

Before making an application

This section will provide you with information about what you should know and do before making a school application

Do talk to your child about your decision

Do not be influenced by others.

The right school for other children is not necessarily the right school for your child.

- Read the information in this booklet
- Visit schools - Ensure that you are entirely happy with your expressed preferences before submitting your application.
- Read Ofsted Reports
 - You can view Ofsted reports at www.ofsted.gov.uk
- Look at the school's prospectus
 - You can get this from the school. It will give you an idea about the school's ethos and character, national test results and public examination results
- Look to see how many places are available in each school
 - This is called the Published Admissions Number or PAN This number is set to take account of the number of pupils each site can accommodate in each year group and how many places are needed in an area.
- Consider how likely it is that your child will be offered a place at your preferred schools
 - Read the oversubscription criteria for each school and look to see which apply to your child.
- Consider how your child will travel to and from school
- Use your three preferences
- Be aware there is no guarantee of a place at any school even if you live in the catchment area

Maximise your chances

All applications will be subject to the published admissions criteria

Apply on time

- The closing date is 15 January 2024
- All applications received after this date will be processed at a later date after majority of places have been allocated.
- A late application therefore means that you are much less likely to get what you prefer or want.
- Notification of places offered will be made on 16 April 2024 (unless your application is late).

Apply on-line

- You can apply on-line at www.peterborough.gov.uk/admissions
- Communication with you will be quicker.
- You will receive email confirmation acknowledging your application and receive email notification of the outcome (rather than having to wait for the post to arrive).

Use all preferences

- You could disadvantage yourself if you do not use your opportunity to express a preference for three schools.
- Each preference is considered in its own right so give yourself three separate chances.
- We only look at the order of your preferences (1st, 2nd or 3rd) if we are able to offer you more than one of your preferences. We will always allocate the highest preference.

Types of schools in Peterborough

Community schools

Community schools are owned and maintained by the Council, which sets the admissions policy, including the criteria used for allocating places at schools that receive more applications than they have places.

Voluntary controlled schools

Voluntary controlled schools were originally set up by bodies such as Church of England Diocese or Roman Catholic Church but are now maintained by the Council. The council is responsible for setting the oversubscription criteria.

Voluntary aided (church) schools

Voluntary aided (church) schools are maintained by the Council which pays the teachers' salaries and the day-to-day running costs of the schools. Generally, the buildings are owned by the diocese. Schools are either Roman Catholic (RC) or Church of England (CofE). The governing body of the school sets the admission policy and criteria.

Academies

An academy is a school that is run by an academy trust and its governors. They are independent of the Local Authority control and funded directly by central Government.

Free schools

Free schools are independent of the local authority.

Age Range of Schools

Infant schools

Infant schools provide education for children aged 4 to 7 years. The first year of Infant school is called the Reception year for children who become 5 during that year. Years 1 and 2 then follow for children who become 6 and 7 during these years.

Junior schools

Junior schools provide education for children 7 to 11 years. They cover four school years, Years 3 to 6.

Primary schools

Primary schools provide education across the whole Primary age range of 4 to 11 years. They cover the Reception year and Years 1 to 6. Children transfer to secondary school at the end of Year 6.

Starting school

When do children start school in Peterborough

Children start school in September of the school year in which they will become 5 years of age, which means most children are 4 years old when they start school. For entry in September 2024, children born between 1 September 2019 and 31 August 2020 are eligible to start school in September 2024.

Children reach statutory school age on the prescribed date following their 5th birthday. The prescribed days are 31st August 31st December and 31st March. Statutory school age means the age when a parent is legally required to make sure that their child attends school (or is educated other than at school).

All children are allowed to start full-time in September or defer admission until they reach compulsory school age (or until the start of the summer term if this is earlier). See below for more information.

Child's birthday	What options are available to you? You should discuss these with your allocated school
1 September - 31 December (autumn term)	Your child can attend full-time, request to attend part-time from September or delay admission until the beginning of January 2025
1 January - 31 March (spring term)	Your child can attend full or part-time from September 2024, delay admission until the beginning of January 2025 or until after Easter 2025.
1 April- 31 August (summer term)	Your child can attend full or part-time from September 2024 delay admission until the beginning of January 2025 or until after Easter 2025. You can also choose not to send your child to school until the September following their fifth birthday. You will then need to apply for a place to start in Year 1 for September 2025 by following our In Year process. Please Note: If you choose to delay entry to September 2025 you may not be able to get into the school of your preference as they may not have place.

Applying to a year group outside the normal age group

In exceptional circumstances, parents may request to admit their children outside of their normal age group to reception rather than Year 1.

When you apply, you should inform the School Admissions Team in writing, that you do not wish to send your child to school until the September after their fifth birthday and request that your child is admitted out of their normal age group to reception rather than Year 1. Your letter or email should include reasons for your request and any evidence to support your case.

Requests for admission out of the normal year group will be considered alongside other applications made at the same time. An application from a child who would 'normally' be a Year 1 child for a reception place will be considered alongside applications for reception. There is no statutory right of appeal if your request is not agreed.

For further information please see the delayed entry leaflet available on the Peterborough City Council website.

Supplementary Information Form (SIF)

Some schools may require parents / carers to complete a SIF to enable the Governing Body of the school to assess your child's application correctly. Please contact the school concerned to request a form or download it from the admissions website Completed supplementary information forms must be sent direct to the school to be received no later than the closing date stipulated by the school.

Applying for a Year 3 Junior or Primary school place (Key Stage 2)

If you live in Peterborough and your child is in Year 2 at Infant school and is due to transfer to Year 3, you will need to apply for a Year 3 place at a Junior school.

You can apply for a place in the Junior school linked to your child's Infant school, to any other Junior school or you can apply through the In-Year process for a Year 3 place in a Primary school. However, if you express a preference for a Primary school, you need to understand that it is most likely that the year group will be full of children already in the school and no additional places are created for those seeking a place in Year 3.

To apply for a Junior school place, you should apply online at www.peterborough.gov.uk/admissions.

To apply for a Primary school place, you should visit the In Year web pages and follow the information for when to apply for a Year 3 place.

- Apply for a Junior school place online by **15 January 2024**. This will ensure that your child has a junior school place in case it is not possible to offer a place at the primary school you prefer. If you list a preference for a Primary school on your junior application, it will not be processed.
- You will then be offered a junior school place on 16 April 2024.
- When you have been notified of your child's Junior school place, you should apply for a primary school place by completing an In-year application form, and return this to the admissions team as soon as possible
- We will then check whether it is possible to offer your child a place at the primary school you prefer. If we are able to offer a place at the primary school, we will do so, and take away the Junior school place. You will get a decision within two weeks.

SECTION 2

How should I decide my preferred schools?

You need to be aware that many schools in the city are heavily oversubscribed. This is important to remember when deciding on your preferred schools. In previous years, it has not been possible to meet all preferences at a number of schools in Peterborough. When considering your preferred schools, you are strongly advised to look at the school's oversubscription criteria and consider which category you would come under.

Think carefully about your preferences

- The number of preferences that you can make on your application is limited. You need to be realistic in making your preferences. If your child is unlikely to meet the criteria, you may not receive an offer at any of your preferred schools. This could happen if you live too far away from the schools or if you name a church school but do not attend the church connected to that school. It is therefore important to understand the order in which places are allocated if a school is oversubscribed by reading the admission policy for the school - see Section 10 and 11.
- You should think carefully about your order of preference when you decide how to list the schools you are applying for. This is because if your child qualifies for a place at a number of schools, you will only be made one offer of the school which you named as a higher preference.
- The law states that you have a right to express a school preference and admission authorities are required to comply with that preference but please be aware that it is subject to the availability of places at the school. This is because there will be times when there are more applications than places. When there are more applications for a school than places available, oversubscription criteria (often called admission criteria) are used to determine priority for admission.
- You should decide which schools you would prefer your child to attend and apply for a school place online listing up to three different preferences. You don't have to express three preferences. However, if you only give one preference, and are not offered a place at that school, you will be offered a place at the next nearest school with an available place after everyone else's three preferences have been considered. This may mean that by the time we look at allocating a place for your child, your local school may be full, and your child may have to travel some distance to get to school
- Due to the high demand for places, you are advised to include your catchment school (if applicable), or the nearest school to your home address, as one of your preferences
- The order of preference in which you list your schools is confidential. Schools are not told the preference order in which you have listed them.
- Each of your preferences will be considered equally and separately. Listing second and third preferences will not affect your chance of being offered your first preference. Each school listed on your application considers your child's application against its admission criteria only and not according to the order of preference you put the school on your application. This guarantees that, for example, an application from a parent who has ranked the school as third preference is considered equally to an application on which the school is ranked as first preference.
- If we can offer your child a place at more than one of your preferred schools, we will offer you the highest ranked school we can, so please make sure you like your first preference more than your second preference and your second preference more than your third.
- If we are not able to offer your child a place at any of the schools you applied for, we will offer a place at the next nearest school with available places at the time of the allocation.

The following examples are provided to illustrate what may happen. Please note they are only possible scenarios, and they are in no way a guide to oversubscription levels. Please do not assume that if your situation is the same as one of these examples, your application will inevitably have the same outcome.

Example 1

Pavel lives in Longthorpe. His parents are keen for him to attend a local school. They list the following preferences:

- Longthorpe Primary School
- Thorpe Primary School
- West Town Primary Academy

All three of these schools are oversubscribed with first, second and third preferences. Pavel does not live close enough to Longthorpe Primary School to be offered a place there. However, he lives close enough to both Thorpe Primary and West Town Academy to be offered a place.

As Thorpe Primary was higher on her preference list than West Town Academy, he is offered a place at Thorpe Primary.

Example 2

Sam lives near Cardea. Her parents are not sure whether they live nearer to Oakdale Primary School or Southfields Primary School, but they would like her to attend Oakdale as she attends the nursery there at the moment. They list the following preferences:

- Southfields Primary School
- Oakdale Primary School
- St Michael's C of E Primary School

The Governors of St Michael's C of E Primary School are notified of Sam's application. However, they are not able to offer Sam a place as she does not meet their religious criteria. Although Southfields Primary School is closer to the family home than Oakdale Primary School, Sam cannot be offered a place there as she lives further away than 90 of the children who have applied for a place there. However, she does live close enough to Oakdale Primary School to be offered a place, even though it is slightly further from her home than Southfields Primary School. She is offered a place at Oakdale Primary School.

Example 3

Luke lives in Brewster Avenue. His parents list the following preferences for a primary school for Luke:

- Old Fletton Primary School
- Woodston Primary School
- Nene Valley Primary School

Unfortunately, Luke does not live close enough to any of the schools to be offered a place. This means that he must be offered a place at the nearest school to his home with an available place – so Luke is offered The Beeches Primary School.

Changing your preferences or changing the order

You can make any changes to your application before the closing date. However, if you wish to change your preferences after the closing date or wish to change the preference order, all your preferences would be considered as late applications and considered after all on-time applications. It is possible to change your preferences after your application has been downloaded by the Admissions team, but you will

need to complete an amendment form which you will find on the council's website.

Please note:

If applying for a **church school**, please check if you need also to complete the school's supplementary information form. Completed supplementary information forms (SIF) must be sent direct to the school to be received no later than the closing date stipulated by the school. The school governors are responsible for admissions to these schools, therefore any questions you have about admission to these schools should be addressed directly to the school.

BE AWARE:

- Living in the catchment area does not automatically guarantee a place in a school.
- A sibling link at the preferred school does not automatically guarantee a place.
- Attendance at a nursery – even on a school's premises is not a criterion and does not guarantee a place in the school.

SECTION 3:

Making an Application

How do I apply?

If you live in Peterborough and your child is due to start school or transfer to a Junior school in September 2024, you must apply online at: www.peterborough.gov.uk/admissions.

You are required to use the online system – it is quicker, safer and provides you with a confirmation receipt. (In the rare case of you not being able to access this, please contact the school admissions team who will talk you through the process.)

Local libraries, some council offices and most schools have public access computers where you can access the website. Most of our schools will help you access the on-line system if you do not have a home computer, smart phone or iPad/android Tablet.

- The online facility is available 24 hours a day and 7 days a week from 12 September 2023
- You can apply at any time from 12 September 2023 to midnight on 15 January 2024.
- We will email you confirmation that your application has been received.
- There are clear simple prompts to guide you through making your application. (Further information is available in this booklet under 'completing the application form').
- There is no risk that your application will get lost or be delayed as long as you remember to submit the application
- You can change the information online at any time until the closing date, remembering to re-submit if you re-open your account for any reason. **Once submitted and downloaded by us, you need to contact the admissions team to make any changes.** You will receive a confirmation email from us when your application has been downloaded.
- The outcome of your application will be available to view on national offer day.

You can use the online preference form to apply for a voluntary aided (church) school, an academy, a free school or a school in another Local Authority area, but you must remember to provide any additional supporting documents or information as required by that school's admission criteria. The supporting documents and information must be handed directly to the school, and you must at that point tell the church school or academy if you have applied online.

Co-ordinated Admissions

The council co-ordinates admission arrangements for schools in the city by using the same application form for all church aided, community schools and academies. This means that regardless of whether you wish to apply for a church aided, community school or academy in Peterborough or in another local authority in England, you only need to complete one application form.

Church aided schools and academies are still responsible for offering places in their schools (see oversubscription criteria for Own Admission Authority Schools). The council will let parents know the schools' decisions.

We also share admissions information with neighbouring Local Authorities. If you live in Peterborough, any applications for schools in the area of another Local Authority should be made through Peterborough City Council. You are entitled to apply to different academies, church aided and community schools and schools in other Local Authorities, but you must do this through Peterborough City Council Admissions Team if you are a Peterborough resident.

Church aided and academies have their own admission criteria, (usually including religious requirements in the case of church aided schools). If applying to a church aided or academy you must still apply online

to the council.

If one of your preferences is a church aided school, you may also be asked to complete a supplementary information form or provide other information.

Where you are required to complete a supplementary information form or provide other information to a church aided school or academy, you should provide it to the school by the closing date stipulated by the school. Please check this with the school.

PLEASE NOTE:

If you live in Peterborough and do not apply for a school place, you will not be automatically allocated a place at a school.

You need to ensure that you apply to the Local Authority where you pay your Council tax. Follow this link to identify your Local Authority - <https://www.gov.uk/find-local-council>.

Completing the online application

Your child's details

Enter your child's details ensuring that the address, postcode and date of birth are correct so that we can process your application accurately. It is essential that this information is correct. We regularly check addresses and if they are not correct, we may have to withdraw our offer of a school place. The address you give us should be the child's permanent address at the time of application. 'At the time of application' means the closing date for applications unless you are in the process of moving house when the second deadline applies.

Home address

- The child's current permanent residential address must be used. The home address is the address of the parent with whom the child normally lives from Monday to Friday at the time school places are allocated on 16 April 2024. This should also be the address where your child will be residing when they start school in September 2024.
- The address of a relative or childminder, or where your child stays or sleeps because of special domestic arrangements or personal circumstances cannot be considered. All applicant addresses will be thoroughly checked.
- **You cannot use an address until you are permanently residing there and able to prove you have no connection with the previous address.** All changes of address will be thoroughly investigated to ensure there is a permanent commitment to the new address and that it is not a temporary arrangement to access a preferred school. **A temporary address cannot be considered. This includes other property owned by the applicant, temporary rental agreements and temporary moves to live with friends or family.**
- **Any recent change of principal carer and/or parental responsibility** (for example, if a child moves to live at another address) must be supported by satisfactory legal documents such as a court order. **Only applications from a person who is legally responsible for the child can be accepted.** If a child does not live with their parent/s and is looked after by relatives, documentary evidence such as a Will or a Court order is required as proof that the relatives are the child's guardians. A private fostering arrangement will not give parental responsibility. Please let Peterborough Admissions know if a parent at another address is to be kept advised of the progress and outcome of their child's application.
- Schools expect to see continuity of address throughout the application process; and you will be asked for proof at any time if your address is different from the address on your application.
- If it is discovered that a place has been offered based on a fraudulent or intentionally misleading application (for example a false claim to residence), that offer will be withdrawn even if the child has started at the school.

Parents who live separately

Your child's application can only be considered from one home address. The address used on your application must be the address at which your child spends the majority of school nights (Sunday through Thursday).

When a child's time is divided equally between two addresses you must provide additional documentation to confirm your child's address by 15 January 2024.

Please be aware that an address used for before and after-school childcare arrangements will not be considered.

Proof of Address

As part of the school admission process, you will be asked to provide proof of address to the school your child has been offered. To ensure that offers of school places are made fairly, Peterborough City Council is committed to following strict address verification procedures. Further information about proof of address can be found in Section 8 of this booklet.

'Are you the parent of the child?'

The definition of a 'parent' in education law is wider than just those with parental responsibility. The definition of a parent is defined in section 576 of the Education Act 1996.

This can include all natural parents whether they have parental responsibility or not, other people who have acquired parental responsibility by court order or anyone else who has care of a child such as another family member

Education Health and Care Plan (EHCP)

Please indicate in the appropriate place if your child has and EHCP. Please name the local authority dealing with your child.

Looked after children¹

Please indicate in the appropriate place if your child is or was a 'looked-after child' and the name of the local authority that is or was dealing with your case.

Your details

It is important that this information is correct as we may use this to contact you about the admissions process. We also need to know your relationship with the child and whether you have parental responsibility as defined by the Children Act 1989².

Your preferences

- Rank the schools you would like your child to attend in order of preference by writing the name of the school in the boxes with the school you want first in the 'Preference 1' section and the school you want second in the 'Preference 2' box etc.
- We strongly recommend you use your options of listing three schools and that one of these

¹ A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority, or (c) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application. 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. A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

² A parent is any person who has parental responsibility or care of the child. 'Family members' include only parents and siblings.

schools should be your catchment school. There is no advantage in listing only one school.

- If you choose to list just one school and your application is unsuccessful, you will have no say in the school you are allocated to. You could be allocated a school some distance from your home if nearer schools have received more applications than there are places available.
- The online system will not allow you to select the same school/college more than once as we can only process one application per child per school/college.

PLEASE NOTE:

You may be allocated any one of your preferences and you need to be sure that you are willing and able to get your child to that school. If you are offered one of your preferences the city council will not pay for transport to school; this is your responsibility

YOUR CATCHMENT SCHOOL

If you do not apply to your catchment area school as one of your preferences, you will not automatically be offered a place there if you are unsuccessful with your other preferences (as your catchment area school may already have been filled with preference requests). You need to consider whether your catchment school should be one of your preferences.

Your reasons for applying for each of your preferences

We need you to give us this information so that the local authority or school governors can correctly apply their over-subscription criteria. If you do not provide us with the correct information in this section it could mean that we cannot consider you under a particular criterion, e.g., if you fail to tell us that the child has a sibling (brother or sister) connection within the school, then this will not be considered.

Siblings (brothers and sisters)

Many schools give priority to brothers and sisters. It is important to show on the form if there will be a brother or sister at the school when your child starts. Add the names of any brothers or sisters that attend the school and their date of birth in the appropriate place. By sibling, we mean a brother or a sister, half brother or sister, adopted brother or sister, stepbrother or sister, or the child of the parent/carer's partner but in every case the child must be living in the same family unit at the same address. Every effort will be made to ensure that twins and those from multiple births can attend the same school.

Confirmation

In this section you are confirming that all the information you have provided is correct as at the time of application and you have not deliberately given any false information. 'At the time of application' means the closing date for applications unless you are in the process of moving house when the second deadline applies (see section 8).

The city council, as a responsible admissions authority, reserves the right to verify any address given as the child's permanent address in order to ensure that it is allocating places appropriately and fairly.

Where a suspected fraudulent application is identified during the allocation process (before allocation day), if relevant evidence is not provided and the application is deemed to be fraudulent, the family concerned will be offered the opportunity to provide their correct address and advised that the application will now be treated as 'late'. We may also undertake sample spot checks.

Failure to provide any document reasonably required by the city council to verify residence after the allocation day will result in the place being withdrawn. We will then offer a place at the nearest school to the home address with an available place. This may be some distance away.

Multiple applications

The City Council can only accept one application per child. If applications are received from both parents

which are not the same, we will accept the application of the main parent/carer eligible to receive Child Benefit and Child Tax Credit.

False information

If you deliberately give false information, the school admissions code allows for the offer of a school place to be withdrawn. The city council takes this matter very seriously and will move to the withdrawal of the place if it is proved to be a fraudulent application. This applies even after the child has started at the new school. **Providing false information could also lead to prosecution.**

Whistle-blowing

If you believe that someone else has given false information, we encourage this to be reported, by emailing admissions@peterborough.gov.uk. All reports received will be investigated.

Supplementary Information Forms (SIFs)

Some schools request additional information from parents and will require a SIF as well as the on-line application. SIFs are obtainable from the school and should be returned to the school concerned. SIFs will not be considered on their own. The schools must be also be listed on your application. SIFs are also available from www.peterborough.gov.uk/admissions

Amending/reviewing online applications

If you re-visit your online account for any reason, to make changes or just to review it, you must re-submit your application for it to be downloaded by ourselves.

Submitting your application

The closing date for receipt of your application is **15 January 2024**.

Before you submit your application, please check that you:

- are familiar with the oversubscription criteria for each school you are applying for;
- are clear on the order you want to list the schools you are applying for;
- think carefully about naming a school where your child is unlikely to qualify for a place; and
- do not disadvantage your child by listing only one preference;
- have considered naming your nearest school and you have used all three preferences, as this will increase your chances of obtaining a place for your child at one of your preferred schools.

Moving into Peterborough before the allocation process

If you move into the city after the closing date, but **before 31 January 2024**, and you can provide documentary evidence to confirm that you have previously made an application to the Local Authority area in which you previously lived, your application will be processed at the same time as those applications received by 15 January 2024.

If you move into the area after 31 January 2024 your application will only be considered as a late application and will be processed with other late applications in subsequent rounds of allocations commencing from 17 May 2024.

Applying for a school place after the allocation process

If you apply for a school place or move into the area after the allocation of places, you will still be able to apply and name up to three preferences. We will offer you a place at one of your preferred schools if this is possible. If all the places at your preferred schools have been allocated, your child's name will be added to all waiting lists in criteria order. Your child will be allocated a place at the next nearest school to your home with available places.

Changing your application information

You can change the information at any time until the closing date, but once submitted and downloaded by us you would need to contact the admissions team to amend your application. You will receive a

confirmation email from us when your application has been downloaded. You will not be able to see your account online once any changes have been submitted.

What happens if my application is late?

Late applications received after the closing date of 15 January 2024 will only be considered after all applications received by the closing date. This means it is much more likely you will not get a place at your preferred school, as the places may already have been given to other children.

If you are moving within Peterborough, you must still make your application by the deadline. Late applications received for oversubscribed schools will be placed on a waiting list for that school.

PLEASE NOTE:

If you re-open your online account for any reason even just to review your application, **you must re-submit**. Failure to do so may mean that we are unable to download the application and it will not be added to our database.

Once the closing date has passed and before 31 January 2024 you can only change your preferences if there is genuine reason to do so, e.g., a change of address. A request to change a preference will be considered by the local authority on an individual basis.

SECTION 4:

How your application is processed? This section tells you how school places are allocated.

Who decides who is offered places?

There are different types of schools. Decisions about which children should be offered school places are made by the admissions authority for each school type. However, Peterborough City Council notifies applicants of the decisions of all the admissions authorities for each school. The schools within each school type category that make school offer decisions in Peterborough are as follows:

Voluntary Controlled schools

The City Council decides who is offered school places. There are five voluntary controlled schools in Peterborough. Their admission arrangements are the same as community schools (see Section 10).

- Barnack C of E Primary School
- Castor Voluntary Controlled Primary School
- Eye C of E Primary School
- Newborough C of E (VC) Primary School

Academies and Voluntary aided schools

The governing bodies of the following schools are the admission authorities for their schools, and they set and publish their own admissions criteria. They also decide which children are allocated places at their schools. Peterborough City Council informs applicants of the decisions of these schools.

Academies:

Bishop Creighton Academy
Discovery Primary Academy
Dogsthorpe Academy (Junior)
Eyrescroft Primary School
Fulbridge Academy
Gladstone Primary School
Gunthorpe Primary School
Hampton College (Primary Phase)
Hampton Lakes Primary School
Highlees Primary School
John Clare Primary School
Lime Academy Abbottsmede
Lime Academy Parnwell
Lime Academy Watergall
Longthorpe Primary School
Manor Drive Primary Academy
Nene Valley Primary School
Newark Hill Academy
Nova Primary Academy
Ormiston Meadows Academy
Orton Wistow Primary Academy
Ravensthorpe Primary School

Stanground St John's CofE Primary School
St Botolph's Church England Primary School
Thomas Deacon Academy (Junior)
Thorpe Primary School
Welland Academy
Werrington Primary School
West Town Primary Academy
William Law CE Primary School
Wittering Primary School
Woodston Primary School

Voluntary Aided (VA) Schools:

All Saints CofE (VA) Primary School
Peakirk cum Glinton CofE (VA) Primary School
St Augustine's C of E Junior School
St John Henry Newman RC Primary School
St John's C of E Primary School
St Michael's CofE (VA) Primary School
St Thomas More Catholic Primary School
Sacred Heart RC (VA) Primary School

If you are applying for a place at a voluntary-aided school or academy, you must complete the school's supplementary information (SIF) form (if they have one).

You **must** submit an online application to the council for a school place even if you submit a SIF to the school.

You must return the completed SIF directly to the school to enable the governing body to assess your application correctly.

Please note that the supplementary form is not an application form, but it is an important part of the process. You can obtain copies of supplementary information from the council's website or from the school.

Community Schools

All other schools not listed above are Community Schools. Peterborough City Council sets the admissions criteria and determines which children can be offered places at Community Schools in accordance with the admissions policy.

The oversubscription criteria are also known as admission criteria. You will find the oversubscription criteria for Peterborough community Primary schools in section 10 of this booklet. The criteria for all other schools vary depending on the type of school you are applying for and can be found in section 11.

How school places are allocated

On submission of the application, each one of your preferences is treated as a separate application regardless of the order you have listed them in. Peterborough Admissions will give your child's details to each school/admissions authority. All on time applications will be considered at the same time. Schools will not be told which preference number they are or which other schools you have applied for

If you have listed a voluntary aided school or academy, we send your application details to the relevant school as the school governors decide who should be offered places.

If a school receives more applications than they have places available, the school will use its oversubscription criteria to rank and determine which applicants can receive an offer. This information is then returned to Peterborough Admissions and matched against the applicant's list of preferences. All possible offers are shared and exchanged across neighbouring Local Authorities through the Co-ordination Scheme

If you have listed a community or voluntary controlled school, Peterborough City Council Admissions will apply the council's oversubscription criteria if there are more applications than available places.

If you have listed a community or voluntary controlled school,

Peterborough City Council Admissions will apply the council's oversubscription criteria if there are more applications than available places.

If you have listed a school in a neighbouring authority, the application will be sent to that local authority for consideration by the admission authority of the school concerned.

If more than one of your preferred schools can offer your child a place, we will offer a place at the one which features highest in your list of preferences.

If only one preferred school can offer your child a place, this is the place you will be offered.

If a place cannot be offered at any of the preferred schools, a place will be offered at the catchment area school (**if places remain available**), or the next nearest school with places available.

Your child's name is automatically added to the waiting list of the preferred schools higher than the school we have offered.

You will receive only one offer of a school place for each child.

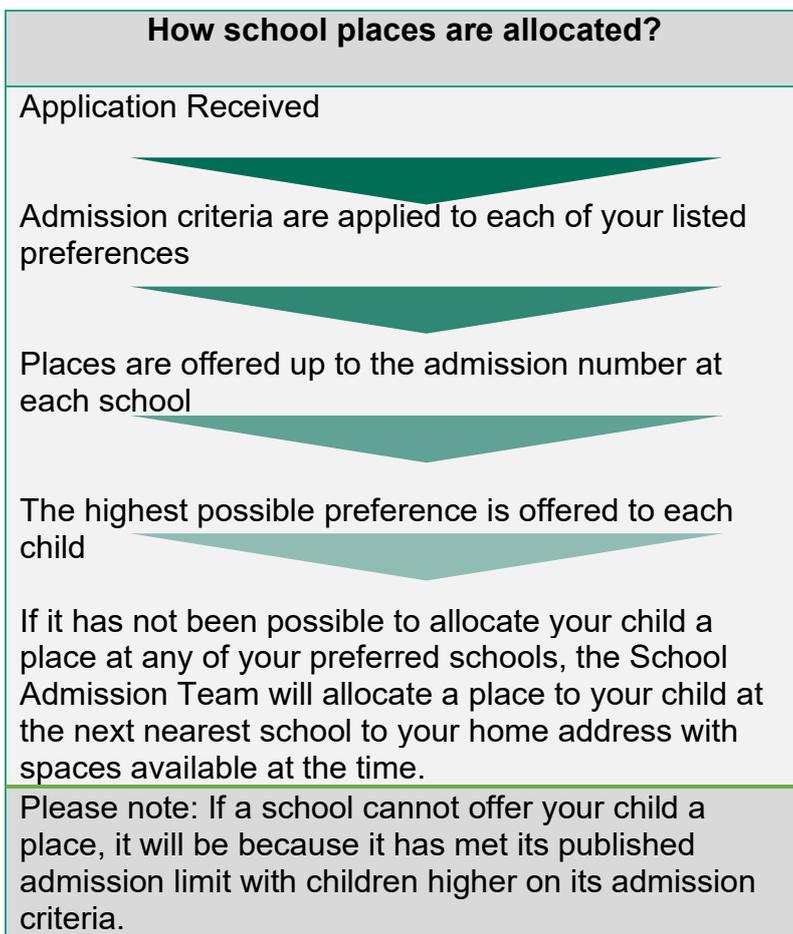
If you are unhappy with your allocated school or with the preferences you listed on your original application, you do have the option to submit a revised form listing different preferences. However, if you do this, your new form will be considered with other late applications. This is to ensure that parents who change their minds are not given an unfair advantage by being allowed to list more than three preferences.

PLEASE NOTE:

Most Peterborough schools receive more applications than they have places available and use admissions over-subscription criteria to determine who can be offered.

All over-subscribed Community & Voluntary controlled schools will offer places using the criteria listed in Section 10, however, Academies, Foundation schools and Voluntary Aided schools offer places using non-standard criteria, such as religious criteria, and they may have different priorities (see Section 11).

Refer to the relevant school's websites for details of their full Admission Policy and to complete and return supplementary Information forms as required by schools by the school's application deadline.



SECTION 5:

Outcome of your application

This section sets out when you will know the outcome of your application and what to do when you find out.

When and how will I be told the outcome of my application?

If you live in Peterborough and have applied online, you will be able to access the school admissions website from 12.30am on the morning of 16 April 2024 and see where we have been able to offer your child a school place. Notification letters will be posted on 16 April 2024. If you live outside of Peterborough, your own local authority will offer you a school place either through their online system and/or by letter.

Please note that decisions will not be given over the telephone and there are no facilities to come and pick up a letter from reception at Sand Martin House.

After you receive your school admission decision - How do I accept my child's school place?

You must accept or refuse the offer of a school place as soon as possible but no later than **2 May 2024**. Please contact the school you have been offered to accept the school place by this date. If you wish to refuse an offer, please email admissions@peterborough.gov.uk.

Refusing (declining) the offer of a school/college place

If you refuse the place, you have been offered, that place will be offered on to the next child on the waiting list, leaving your child without a school place.

You will not be able to come back to that offer in the future (unless there are still spare places at that particular school). You are advised to discuss this issue with the Admissions Team before refusing/declining a school place offer.

School waiting lists-

How do I get my child's name on a waiting list?

If you have applied for your child to start in reception or year 3 (of a Junior school) and you do not get your first, second or third preferred school, your child's name will be automatically placed on the waiting list for the school(s) you have listed above the one you have been offered. Your child's name will remain on the waiting list until the end of the academic year, or until a place becomes available if this happens sooner. If you wish your child's name to remain on the waiting list for the next academic year, you will need to reapply in the July or end of the academic year.

How is the waiting list managed?

When all available places have been allocated, a waiting list will be established for each over-subscribed school. Your child will automatically be added to the waiting list of any school you named on your application that was a higher preference than the school where your child was allocated a place. Positions on a waiting list must follow the same order as the oversubscription criteria and are not allocated on a 'first come, first served' basis. If new or late applications have a higher priority under the oversubscription criteria, they will be ranked higher than those who have been on the waiting list for some time. So, it's possible that over time a child's position on a waiting list can change.

A waiting list can be lengthened when any future applications for new pupils are refused and the names of these children are added to the list. These names are not added to the end of the list but are inserted according to how well they meet the oversubscription criteria. So, a new application from a child with a higher priority for admission than any of the children already on the list would force all those other children down by one place.

A waiting list can be shortened if any places become free at the preferred school. The free place would be offered to the child at the top of the waiting list at the time in which the place becomes available. If the place is accepted, all the other children on the list would go up by one position. If the place is declined, the child in the top position would be removed from the list and the child in the next position would be offered the place.

Parents can ask for their child's name to be removed from a waiting list at any time. Being on a waiting list does not affect the parent's right of appeal.

Please note:

If a place becomes available at a school, it will be offered to the child at the top of the waiting list.

If you are subsequently offered a place at one of your higher ranked preferred schools this will automatically remove the place previously offered at any lower preference school. It is important, therefore, to tell us if you do not wish to remain on the waiting list as you are now happy to accept a lower preference.

In-year transfer waiting lists

After the end of the autumn term, the waiting lists will be transferred into our in-year admissions system. Waiting lists will be maintained by the local authority for Peterborough community schools and by the individual schools/college if they are their own admission authority. They will last until the end of the current academic year. If you wish to remain on the school's waiting list for the next academic year you will need to complete a new in-year application form. Waiting lists for out of area schools are maintained by the relevant authority responsible for the school or the school themselves. Please refer to their admission arrangements for details of how they are maintained.

Appeals

If you are unhappy with the school place your child has been offered, you have a right to appeal to the independent appeals panel. Information relating to appeals along with the timetable for appeals to be heard are on our website. Academies, voluntary aided, trust and free schools are all responsible for their own appeals and you should contact these schools direct to discuss the process.

You can only appeal for a school for which you have expressed a preference and have been refused. If you wish to appeal, it is a good idea to accept the place at the school you have been offered, as this will have no effect on the outcome of your appeal and will prevent your child from missing out on a school altogether. The appeal panel's decision is binding on the council and on parents/carers.

There is a legal limit on the size of infant classes, set at thirty children. Where classes are at maximum capacity an appeal panel can only agree the appeal if it can be shown that the authority has made a mistake in applying its oversubscription criteria or has acted unreasonably.

SECTION 6: - How places were allocated as of 17 April 2023

Please see the Peterborough City Council website for this information.

SECTION 7:

Moving House

If you are in the process of moving house or recently changed address, you must still apply by the closing date (to us if you are moving within Peterborough or to your home local authority if you are currently living outside Peterborough). You must state your child's current address at the time of application for your application to be considered.

For your new address to be used in the allocation, you must be residing at the property by 31 January 2024 and be able to provide the necessary proof of address set out in section 8 of this booklet.

We will be able to use your new address to process your application providing we receive the proof of address by 31 January 2024.

You will also be able to change the schools you have listed on your application form up to this date if a material change in circumstances has taken place. We may ask at a later stage that you support the change in circumstance by sending us further evidence, for example a utility bill. If you cannot provide this evidence until after **31 January 2024**, we will not be able to take your new address into account during our initial allocations. This is because after 31 January 2024 we are unable to make any further changes to our computer systems.

However, we will be able to use your new address for any waiting list application you make.

You must also inform us of any move which makes a material change to your application, i.e., if you move out of the catchment area for a school you have requested.

If you move before we send out the allocation letters, please send us evidence of your new address (proof) so that we can make sure that your allocation letter goes to the new address.

Please note: If your proposed house move falls through, then you must inform us so that the correct address can be used for the allocation. Failure to do so may result in an offer being withdrawn.

No school places are reserved for people who move into the area, but we will be pleased to advise you about which schools have places available at the time you require a school. Please bear in mind however, that available places at individual schools change from time to time.

SECTION 8:

Proof of Address

As part of the school admission process, you may be asked to provide proof of address to the school your child has been offered. To ensure that offers of school places are made fairly, Peterborough City Council is committed to following strict address verification procedures. Please ensure that you have the **correct documentation** required to avoid any unnecessary delay in the child's admission to school.

The offer of a school place is **conditional** until proof of address has been confirmed by the school.

The school will **require** the following proof before your child is admitted into school:

1. Proof of where you (the parent/carer) live
2. Proof that the child lives with you (the parent/carer)
3. Proof of the child's date of birth

Where there is any doubt about **parental responsibility**, the school will also ask you to provide proof of parental responsibility.

Proof of where you live

Please provide any two of the following:

- A copy of a current tenancy agreement signed by all parties and arranged through a letting/estate agency
- Current private tenancy agreement (not arranged through a letting/estate agency) must be supported with three copies of utility bills.
- A copy of your Council Tax bill for the current year
- A copy of a recent utility bill for your home address, showing usage - Gas, Electricity, Water, Telephone (Not mobile phones)
- A copy of your driving licence
- A copy of your rent book for a current Council tenancy
- A copy of a letter from a Housing Association confirming that you and the child are living at the address.
- A copy of your house insurance dated within the last 12 months.
- HMRC Tax notification documentation
- Credit Card Statements dated within the last three months.
- Bank / Building Society / Statement dated within the last three months.
- TV Licence (valid for the current year) with the name and address
- Letter from National Asylum Support Service (NASS) OR UK Border Force (UKBA) confirming placement at the address.

Recently moved house?

If you have recently moved house and your present address is different from the address on your application, you **must** provide the school with a closing council tax bill or closing utility bill for gas, water, or electricity for your **previous address** to prove that you were living at the address at the time of application. You will also need proof of your **new address**.

If you do not provide the above proofs, we will assume your child does not live at the address you have provided. Even if you prove that you live at the address yourself, we still need proof that your child lives there as well.

Please be aware that irrespective of the proof you provide, the school may ask you to supply further evidence to verify your address or prove a sibling link.

Proof that the child lives with you

The school will also require proof that the child that has been offered a school place lives with you. Therefore, please provide:

At least two documents to prove that your child lives with you. For example, a letter from your child's Dentist, Hospital, Optician; NHS Medical Card; Child Trust Fund document; Letter from Social Services or Housing Department confirming

child's placement at address.

Proof of the child's Date of Birth

The child's birth certificate / adoption certificate **OR**

The child's passport (this must be valid)

Proof of Parental Responsibility

Where there is any doubt about parental responsibility, the school will ask you to provide proof of parental responsibility. In such cases, whatever you choose to provide will be entirely up to you. However, it must indicate that you have parental responsibility.

In law having "Parental Responsibility" (PR) means all the rights, duties, powers, responsibility, and authority that a parent of a child has in relation to the child and his property. For example, having the right to make important decisions about the child's life in areas like medical treatment and education. People other than a child's natural parents can acquire parental responsibility through;

- being granted a child arrangement order
- being appointed a guardian

According to current law, a natural mother always has parental responsibility for her child. A father, however, has this responsibility if he is on the birth certificate for a child born after 1st December 2003 or if he is married to the child's mother or has acquired legal responsibility for the child.

Changes in the Adoption and Children Act 2002 mean that from 30 December 2005, unmarried and same-sex couples that have jointly adopted a child will also have equal rights regarding parental responsibility.

Others can also acquire parental responsibility by holding a Child Arrangement Order, Special Guardianship Order, or the Local Authority via a Care Order. Examples of documents that denotes parental responsibility include:

The child's Birth Certificate; Marriage Certificate;

- Parental Responsibility Agreement entered into by birth parents.
- Copy of a Court Order giving father parental responsibility
- Child Arrangement Order in respect of the child
- Adoption Order
- Upon taking office as a formally appointed guardian of the child

Separated Parents

For all parents, the search for a good school and the right one for their child(ren) can be stressful. What type of school should they go to? Is the location right? Will their child get a place? Will their child be happy there? Add to the mix a separated couple, who may already have quite conflicting views on matters, and the whole process can be very difficult indeed.

As parents you have 'parental responsibility' for a child – this means that you are entitled to make decisions about their education, including which school they attend. Parental responsibility also covers areas such as medical treatment, choice of religion and a change of surname - even after you separate or divorce.

The legal position is that a birth mother automatically has parental responsibility for a child. A father has parental responsibility if he is married to the mother at the time of the child's birth. If the parents are unmarried, the father can acquire parental responsibility if he is registered on the child's birth certificate as their father (after 2003). He can also obtain parental responsibility by applying for a Court order or entering into a parental responsibility agreement with the mother.

Parents are therefore generally expected to discuss and agree upon important decisions relating to their child's education together. However, sometimes parents do not agree, or one parent

makes a unilateral decision on a child's schooling without the other's consent.

What happens if you cannot reach an agreement about the school?

You might want to consider:

- How will the change affect your child?
- Does the school offer better opportunities/facilities/Ofsted standards? Details of the new school should be obtained, and visits carried out and this information shared with the other parent.
- Will the location be an issue in terms of child arrangements?
- Can both parents still easily get to school for collection and drop off?
- Will changing schools have a financial impact on you/the family?
- What does your child think about the move?
- What is the objection to the school your ex-partner has suggested or moved the child to?

If you feel you have tried everything and cannot reach an agreement, then it might be time to seek legal advice. In these situations, your application will be placed on hold and your child would remain at the current school.

If one parent has day to day care and it is not possible to remain at the current school due to a house move/reasonable distance, then the application may proceed based on the preference of the parent who has day to day care and is taking responsibility to ensure their child is in education. A child who is not in receipt of education both parents, who have parental responsibility, are liable for prosecution.

Please note:

It is an offence to give a false address. If we offered your child a school place based on information which then turns out to be false or misleading, we reserve the right to withdraw the offer and your application will be re-considered based on the correct facts. This may apply even if your child has started at the school offered.

Having read the booklet if you want more information about the school admissions process:

Please write to:

The Admissions Team Peterborough City Council

Sand Martin House, Bittern Way, Fletton Quays, PE2 8TY

Telephone: 01733 864007

Email: admissions@peterborough.gov.uk

Office opening hours: 9am - 5pm Monday to Friday

SECTION 9: - List of schools in Peterborough

Alphabetical list of Peterborough Primary, Infant and Junior schools.

PAN is the Published Admission Number (the number of spaces available for entry into school).

School details	Category type & age range	Out of school facility	PAN	SIF required
All Saints' CofE VA Primary School** Dogsthorpe Road, Peterborough PE1 3PW Telephone: 01733 563688 Email: office@allsaints.peterborough.sch.uk Website: www.allsaints.peterborough.sch.uk Head: Mr Nick Brompton	Church of England Aided Primary 4 -11	Breakfast Club and After School Club	60	Yes
Barnack CofE Primary School School Road, Barnack, Stamford, Lincs PE9 3DZ Telephone: (01780) 740265 Fax: (01780) 740265 Email: office@barnack.peterborough.sch.uk Website: www.barnackprimaryschool.co.uk Head: Mrs Kate Joubert	Church of England Voluntary Controlled Primary 4 -11	Breakfast Club and After School Club	30	No
Bishop Creighton Academy** Vineyard Road, Peterborough PE1 5DB Telephone: 01733 343895 Email: admin@bishopcreightonacademy.org Website: www.bishopcreightonacademy.org Principal: Mrs Vicki Redhead	Primary Academy 4 -11		30	No
Braybrook Primary Academy Braybrook, Orton Goldhay, Peterborough PE2 5QL Telephone: 01733 232159 Email: office@braybrook.peterborough.sch.uk Website: www.braybrookprimary.co.uk Head: Mr Adam Gross (Interim)	Community Primary 4 -11	Breakfast Club and After School Club	30	No
Brewster Avenue Infant School Brewster Avenue, Woodston, Peterborough PE2 9PN Telephone: 01733 565092 Email: office@brewsteravenue.peterborough.sch.uk Website: www.brewsteravenueinfants.co.uk Head: Miss Becky Thompson	Community Infant and Nursery 3 – 7	Breakfast Club and After School Club	60	No
Castor VC Primary School Stocks Hill, Castor, Peterborough PE5 7AY Telephone: 01733 380280 Email: secretary@castor.peterborough.sch.uk Website: www.castorschool.com Head: Mrs Alice Edwards	Voluntary Controlled Primary 4 -11	Breakfast Club & After School Club	28	No
Discovery Primary Academy Mountsteven Avenue, Walton, Peterborough PE4 6HX Telephone: 01733 325001 Email: office@discoveryprimary.com Website: http://www.discoveryprimary.com Head: Mrs Michelle Siequien	Primary Academy 4 - 11	Breakfast Club	60	No
Dogsthorpe Academy** Central Avenue, Dogsthorpe, Peterborough PE1 4LH Telephone: 01733 343581 Email: admin@dogsthorpeacademy.org Website: www.dogsthorpeacademy.org Principal: Mrs Julie Cranke	Junior Academy 7 - 11	Breakfast Club and After School Club	90	No

School details	Category type & age range	Out of school facility	PAN	SIF required
Dogsthorpe Infant School Central Avenue, Dogsthorpe, Peterborough PE1 4LH Telephone: 01733 566849 Email: office@dogsthorpeinfants.org.uk Website: www.dogsthorpeinfants.com Head: Mrs Rebecca Waters	Infant Academy 4 – 7	Breakfast Club and After School Club	90	No
Eye CofE (VC) Primary School Eyebury Road, Eye, Peterborough PE6 7TD Telephone: 01733 222314 Email: admin@eye.peterborough.sch.uk Website: www.eyepriamaryschool.co.uk Head: Mr Jason Webster	Voluntary Controlled Primary 4 -11	Breakfast Club and After School Club	60	No
Eyrescroft Primary School Eyrescroft, Bretton, Peterborough PE3 8EZ Telephone: 01733 262190 Email: eyrescroftoffice@hefed.org Website: www.highleeseyrescroftfederation.co.uk Executive Principal: Mrs Sue Lane	Primary Academy 7 - 11		30	No
Fulbridge Academy** Keeton Road, Peterborough PE1 3JQ Telephone: 01733 566990 Email: office@fulbridgeacademy.co.uk Website: www.fulbridgeacademy.co.uk Principal: Mr Ben Erskine	Primary Academy and Nursery 4 - 11	Breakfast Club, After School Club and Holiday Club	KS1 - 120 KS2 - 128	No
Gladstone Primary Academy Gladstone Street, Peterborough PE1 2BX Telephone: 01733 343908 Email: office@gpa.education Website: www.gpa.education Interim Headteacher: Mr Simon Martin	Primary Academy 2 – 11	Breakfast Club	60	No
Gunthorpe Primary School The Pentlands, Hallfields Lane, Peterborough PE4 7YP Telephone: 01733 571193 Fax: 01733 576967 Email: office@gunthorpe.peterborough.sch.uk Website: www.gunthorpeprimary.org.uk Head: Mr Christopher Scales	Primary Academy 4 - 11	Breakfast Club	60	No
Hampton College** Primary Phase, Clayburn Road, Hampton Vale, Peterborough PE7 8GL Telephone: 01733 246821 Email: primary@hamptoncollege.org.uk Website: www.hamptoncollegeprimary.org.uk Executive Headteacher: Dr Helen Price Head of School (Primary Phase): Mr Paul Jones	Primary Academy 4 - 11	External Breakfast Club and After School Club (Club Viva) run by Vivacity @Hampton Leisure Centre	60	No
Hampton Hargate Primary School Hargate Way, Hampton Hargate Peterborough PE7 8BZ Telephone: 01733 296780 Email: office@hampton-hargate.peterborough.sch.uk Website: www.hampton-hargate.peterborough.sch.uk Head: Mr Andy Lyons	Community Primary 4 - 11	Breakfast Club and After School Club	90	No
Hampton Lakes Primary School Waterhouse Way, Hampton Gardens Peterborough PE7 8SJ Telephone: 01733 246826 Email: office@hamptonlakesprimary.org.uk Website: www.hamptonlakes.org.uk Executive Headteacher: Ms Helen Price Head of School: Miss Zoe Trigg	Free School 4 - 11	External Breakfast Club and After School Club (Club Viva) run by Vivacity on site	60	No

School details	Category type & age range	Out of school facility	PAN	SIF required
Hampton Vale Primary School Westlake Avenue, Hampton Vale, Peterborough PE7 8LS Telephone: 01733 247000 Email: office@hvp.org.uk Website: http://www.hpv.org.uk/ Head: Mrs Paula Chamberlain	Community Primary 4 - 11	Breakfast Club and After School Club	90	No
Heritage Park Primary School Park Farm Way, Park Farm, Peterborough PE2 8XA Telephone: 01733 703656 Fax: 01733 703657 Email: office@heritagepark.peterborough.sch.uk Website: www.heritageparkschool.co.uk Head: Miss Karen Bell	Community Primary 4 - 11	Before School Club	30	No
Highlees Primary School** Ashton Road, Westwood, Peterborough PE3 7ER Telephone: 01733 264294 Fax: 01733 264283 Email: highleesoffice@hefed.org Website: www.highleeseyrescroftfederation.co.uk Principal: Mrs Melissa Albert Executive Principal: Mrs Sue Lane	Primary Academy 4 - 11		60	No
John Clare Primary School West Street, Helpston, Peterborough PE6 7DX Telephone: 01733 252332 Email: office@johnclareprimary.org Website: www.johnclareschool.org Head: Mrs Sarah Nicolson	Primary Academy 4 - 11	Breakfast Club and After School Club	20	No
Leighton Primary School Orton Malborne, Peterborough PE2 5PL Telephone: 01733 232949 Fax: 01733 237059 Email: officeadmin@leightonprimary.net Website: www.leightonprimaryschool.co.uk Head: Mrs Emma Ward.	Community Primary 4 – 11	Breakfast Club	60	No
Lime Academy Abbotsmede Kingsley Road, Peterborough PE1 5JS Telephone: 01733 566847 Email: admin.abbotsmede@limetrust.org Website: www.limeacademyabbotsmede.org Head: Deborah Bowles	Primary Academy 4 - 11	Breakfast Club	60	No
Lime Academy Parnwell Saltersgate, Peterborough PE1 4YH Telephone: 01733 942912 Email: admin.parnwell@limetrust.org Website: www.limeacademyparnwell.org Interim Head: Ellie Gibson	Primary Academy 4 – 11	Breakfast Club and After School Club	60	No
Lime Academy Watergall Watergall, Bretton, Peterborough PE3 8NX Telephone: 01733 264238 Email: office.watergall@limetrust.org Website: www.limeacademywatergall.org Head: Mr Andy Buffham	Primary Academy 4 – 11	Breakfast Club and After School Club	60	No
Longthorpe Primary School Bradwell Road, Longthorpe, Peterborough PE3 9QW Telephone: 01733 265959 Email: office@lps.pkat.co.uk Website: www.longthorpe.net Head: Mrs Kate Trethewy	Primary Academy 4 – 11		60	No

School details	Category type & age range	Out of school facility	PAN	SIF required
Manor Drive Primary Academy Porter Avenue, Peterborough, PE4 7EP Telephone: 01733 598001 Email: office@manordriveprimary.org.uk Website: www.manordriveprimary.org.uk Head: Mr Craig Petrie	Primary Academy 4-6 (Phased opening)	Breakfast Club and After School Club	60	No
Nova Primary Academy South Bretton, Peterborough PE3 9XJ Telephone: 01733 262696 Email: office@npa.pkat.co.uk Website: www.novaprimaracademy.co.uk Head: Mrs Alma McGonigle	Primary Academy 4 – 11	Breakfast Club and After School Club	60	No
Nene Valley Primary School Sugar Way, Peterborough PE2 9RT Telephone: 01733 897517 Email: office@nenevalleyprimary.net Website: www.nenevalleyprimary.net Head: Mr Neil Riley	Primary Academy 4 – 11	Breakfast Club and After School Club	45	No
Newark Hill Academy** Eastfield Road, Peterborough PE1 4RE Telephone: 01733 566053 Email: admin@newarkhillacademy.org Website: www.newarkhillacademy.org Principal: Mrs Sonia Kendal	Primary Academy 4 – 11	Breakfast Club	60	No
Newborough CofE (VC) Primary School School Road, Newborough, Peterborough PE6 7RG Telephone: 01733 810253 Email: office1@newborough.peterborough.sch.uk Website: www.newboroughschool.co.uk Interim Head: Mrs Jennifer Paterson	Voluntary Controlled Primary 4 – 11	Breakfast Club and After School Club	30	No
Northborough Primary School Church Street, Northborough, Peterborough PE6 9BN Telephone: 01733 252204 Email: office@northborough.peterborough.sch.uk Website: www.northboroughschool.co.uk Head: Mrs Lindsey Boucher	Community Primary 4 - 11	Breakfast Club and After School Club	30	No
Norwood Primary School Gunthorpe Road, Peterborough, PE4 7DZ Telephone: 01733 574717 Email: office@norwoodschool.co.uk Website: www.norwood-school.co.uk Head: Mrs Deborah Reynolds	Community Primary 4 - 11		30	No
Oakdale Primary School Oakdale Avenue, Stanground, Peterborough PE2 8TD Telephone: 01733 566237 Email: office@oakdale.peterborough.sch.uk Website: www.oakdale.peterborough.sch.uk Head: Ms Ilona Wrigley	Community Primary 4 - 11	Breakfast Club and After School Club	60	No
Old Fletton Primary School London Road, Old Fletton, Peterborough PE2 9DR Telephone: 01733 554457 Fax: 01733 352917 Email: office@oldfletton.peterborough.sch.uk Website: www.oldfletton.org.uk Head: Mrs Sarah Levy	Community Primary and Nursery 3 – 11	Breakfast Club and After School Club	60	No

School details	Category type & age range	Out of school facility	PAN	SIF required
Ormiston Meadows Academy*** Matley, Orton Brimbles, Peterborough PE2 5YQ Telephone: 01733 231008 Email: office@ormistonmeadows.co.uk Website: www.ormistonmeadows.co.uk Principal: Mrs Kelly Moore	Primary Academy 4 - 11	Breakfast Club and After School Club	30	No
Orton Wistow Primary Academy Wistow Way, Orton Wistow, Peterborough PE2 6GF Telephone: 01733 370646 Email: www.owps.org.uk Website: office@owps.org.uk Head: Mr Colin Marks	Primary Academy 4 - 11	Breakfast Club and After School Club	60	No
Paston Ridings Primary School Paston Ridings, Peterborough, PE4 7XG Telephone 01733 762742 Email: admin@pastonridings.peterborough.sch.uk Website www.pastonridingsschool.co.uk Head: Mrs Colette Firth	Community Primary 4 - 11	Breakfast Club	60	No
Peakirk cum Glinton CofE (VA) Primary School ** Rectory Lane, Glinton, Peterborough PE6 7LR Telephone: 01733 252361 Fax: 01733 252361 Email: office@peakirk.peterborough.sch.uk Website: www.pcgprimaryschool.co.uk Head: Mr Craig Kendall	Church of England Voluntary Aided Primary and Nursery 3 - 11	Breakfast Club and After School Club	30	Yes
Queen's Drive Infant School Queen's Drive West, Peterborough PE1 2UU Telephone: 01733 343914 Email: office@queensdrive.peterborough.sch.uk Website: www.queensdriveinfantschool.co.uk Head: Mrs Sarah Skinner	Community Infant 4 - 7		90	No
Ravensthorpe Primary School Brigstock Court, Ravensthorpe, Peterborough PE3 7NB Telephone: 01733 263342 Email: office@rps.pkat.co.uk Website: www.ravensthorpeprimary.org.uk Head: Mrs Victoria Bowyer	Primary Academy 4 - 11		60	No
St Augustine's CofE (VA) Junior School ** Palmerston Road, Peterborough PE2 9DH Telephone: 01733 563566 Email: office@st-augustines.peterborough.sch.uk Website: www.staugustinesjuniorschool.co.uk Head: Mrs Sam Brunt	Church of England Voluntary Aided Junior 7 - 11		60	No
St Botolph's CE Primary School Oundle Road, Orton Longueville, Peterborough PE2 7EA Telephone: 01733 231313 Email: informus@st-botolphs.peterborough.sch.uk Website: www.stbotolphsprimary.co.uk Head: Mrs Rachel Rayner	Primary Academy 4 - 11	Breakfast Club and After School Club	60	No
St John Henry Newman RC Primary School Aqua Drive, Hampton Water, Peterborough PE7 8QL Telephone: 01733 304533 Email: office@stjhn.org.uk Website: www.st-johnhenrynewman.org.uk Headteacher: Mr Mark Cooper	Voluntary Aided Primary 4 - 11	Breakfast Club and After School Club	60	Yes

School details	Category type & age range	Out of school facility	PAN	SIF required
St John's CofE Primary School ** Riseholme, Orton Goldhay, Peterborough PE2 5SP Telephone: 01733 237543 Email: office@stjohnschurchschool.net Website: www.stjohnschurchschool.co.uk Executive Head: Mrs Colette Firth	Voluntary Aided Primary 4 – 11	Breakfast Club	60	Yes
St Michael's CofE (VA) Primary School ** Constantine Drive, Stanground South, Peterborough PE2 8SZ Telephone: 01733 306778 Email: office@stmichaelschurchschool.co.uk Website: www.stmichaelschurchschool.co.uk Head: Mrs Becky Smith	Voluntary Aided Primary 4 - 11	Breakfast Club and After School Club	60	Yes
St Thomas More Catholic Primary School ** Park Lane, Eastfield, Peterborough PE1 5JW Telephone: 01733 566005 Fax: 01733 312350 Email: office@st-thomasmoreprimary.com Website: www.st-thomasmore.peterborough.sch.uk Head: Mrs Anne-Marie McElhinney	Roman Catholic Voluntary Aided Primary 4 - 11	Breakfast Club and After School Club	60	Yes
Sacred Heart RC (VA) Primary School ** Tollgate, Bretton, Peterborough PE3 9XD Telephone: 01733 262449 Email: office@sacredheart.peterborough.sch.uk Website: www.sacredheartprimary.org.uk Head: Mr Thomas Claxton	Roman Catholic Voluntary Aided Primary 4 – 11	Breakfast Club and After School Club	30	No
Southfields Primary School Southfields Avenue, Stanground, Peterborough PE2 8PU Telephone: 01733 562873 Fax: 01733 703329 Email: office@southfields.peterborough.sch.uk Website: www.southfieldsprimary.co.uk Head: Mrs L Martin	Community Primary 4 – 11	Breakfast Club and After School Club	90	No
Stanground St John's CofE Primary School** Chapel Street, Stanground, Peterborough PE2 8JG Telephone: 01733 703257 Fax: 01733 703225 Email: office@stanground-st-ohns.peterborough.sch.uk Website: www.stangroundstjohnsschool.co.uk Head Mrs Elizabeth Hindmarsh	Voluntary Controlled Primary Academy 4 – 11	Breakfast Club	30	No
The Beeches Primary School Beech Avenue, Peterborough, PE1 2EH Telephone: 01733 209877 Email: office@beeches.peterborough.sch.uk Website: www.beeches.peterborough.sch.uk Head: Mr Will Fisk	Community Primary 4 – 11	Breakfast Club and After School Club	90	No
The Duke of Bedford Primary School Wisbech Road, Thorney, Peterborough PE6 0ST Telephone: 01733 270243 Email: enquiries@dukeofbedford.net Website: www.dukeofbedford.peterborough.sch.uk Headteacher: Mrs Kelly Pinguenet	Community Primary 4 – 11	Breakfast Club and After School Club	30	No
The King's (The Cathedral) School** Park Road, Peterborough PE1 2UE Telephone: 01733 751541 Email: admissions@kings.peterborough.sch.uk Website: www.kings.peterborough.sch.uk Headteacher: Mr John Harrison.	Voluntary Aided Academy Junior (also Secondary plus 6 th Form)		15	Yes

School details	Category type & age range	Out of school facility	PAN	SIF required
Thomas Deacon Academy Junior (TDAJ) ** Queen's Gardens, Peterborough PE1 2UW Telephone: 01733 426060 Website: www.thomasdeaconacademy.com Head of TDA Junior Academy: Mrs Lucy Burks	Academy Junior 7 – 11 (also secondary plus 6 th form 11 - 18)	Breakfast Club and After School Club	90	No
Thorpe Primary School Atherstone Avenue, Peterborough PE3 9UG Telephone: 01733 264340 Email: office@tps.pkat.co.uk Website: www.thorpeprimary.co.uk Head: Emma Anderson	Primary Academy 4 – 11	Breakfast Club	90	No
Welbourne Primary Academy Goodwin Walk, Werrington, Peterborough PE4 6NR Telephone: 01733 576642 Email: office@wel.education Website: wel.education Principal: Miss Tracy Lawson	Community Primary 4 – 11	Breakfast Club and After School Club	30	No
Welland Academy** Scaford Drive, Eastern Avenue, Peterborough PE1 4TR Telephone: 01733 563180 Email: admin@wellandacademy.org Website: www.wellandacademy.org Principal: Mrs Joanna Anderson	Primary Academy 4 - 11		60	No
Werrington Primary School Amberley Slope, Werrington, Peterborough PE4 6QG Telephone: 01733 571779 Fax: 01733 322925 Email: office@werrington.peterborough.sch.uk Website: www.werringtonprimaryschool.co.uk Head: Mrs Rachel Simmons	Primary Academy 4 – 11	Breakfast Club and After School Club	60	No
West Town Primary Academy** Midland Road, Peterborough PE3 6DD Telephone: 01733 852400 Email: office@westtownprimary.org Website: www.westtownprimary.org Head: Mrs Hannah Quinn	Primary Academy 4 - 11	Breakfast Club	60	No
William Law CE Primary School Twelvetree Avenue, Werrington, Peterborough PE4 5DT Telephone: 01733 577600 Email: office@williamlaw.peterborough.sch.uk Website: www.williamlawceschool.co.uk Head: Mr D Epton-Smith	Church of England Primary Academy	Breakfast Club and After School Club	90	Yes
Winyates Primary School Orton Goldhay, Peterborough PE2 5RF Telephone: 01733 234185 Email: office@winyates.peterborough.sch.uk Head: Mrs Colette Firth	Community Primary 4 – 11		30	No
Wittering Primary School Church Road, Wittering, Peterborough PE8 6AF Telephone: (01780) 782336 Email: office@wittering.peterborough.sch.uk Website: www.wittering.peterborough.sch.uk Head: Mrs Charlotte Blake	Primary Academy 4 – 11	Breakfast Club and After School Club	60	No
Woodston Primary School Celta Road, Woodston, Peterborough PE2 9ER Telephone: 01733 562784 Email: office@woodstonprimary.org.uk Website: www.woodstonprimary.org.uk Head: Mrs Becky Ford	Primary Academy 4 - 11	Breakfast Club and After School Club	90	No

SECTION 10: - Oversubscription Criteria

COMMUNITY & VOLUNTARY CONTROLLED PRIMARY SCHOOLS FOR 2024-2025

The following academies are using the same oversubscription criteria for this academic year:- Braybrook Primary Academy, Hampton Vale Primary Academy; John Clare Primary Academy, Longthorpe Primary Academy, Nova Primary Academy, Northborough Primary School, Ravensthorpe Primary Academy, St Botolph's CofE Primary School, Thorpe Primary Academy and Welbourne Primary Academy.

As the Admissions Authority, the Local Authority gives priority to children whose parents have applied for a school place by the published deadline. Community and voluntary controlled schools do not always have enough places available for every child whose parents have applied for a place. In this case the local authority will use an order of priority for admissions to all.

The Local Authority will admit children with an Education Health and Care Plan (EHCP) or a statement of special educational needs which names a school. This will be in addition to any specific arrangements to specialist provision.

The order of priority for all other children is as follows:

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).
2. Children who appear to have been in state care outside of England and ceases to be in state care as a result of being adopted³;
3. Children who are both living in the catchment area³ served by the school and have siblings⁴ of compulsory school age still attending the school at the time of their admission;
4. Other children living in the catchment area at the time of admission;
5. Children of members of staff, provided that they have been employed for a minimum of two years and/or are recruited to fill a vacant post for which there is a demonstrable skill shortage.
6. Children who do not live in the catchment area served by the school, but who have siblings of compulsory;
7. For admission to Junior (KS2) schools only; children who are in attendance at an Infant school on the same site at the time of application, have been in attendance at the school for at least a term prior to application and remain there until the end of the summer term;
8. Other children whose parents have requested a place who live outside the catchment area of the school.

In cases of equal merit, priority will be given to the child living nearest the school as measured by a straight line. Distance is measured in a straight line using the Local Land Property Gazetteer (LLPG) provided from the seed point located at the child's home address to the seed point for the school. The seed point is taken from the ordinance survey's (OS) Address- Base dataset. It is used to locate individual residential and school addresses using grid references as seed points.

³ A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society

It may be necessary to use other OS maps or online resources for any home address outside of the Peterborough local authority distance measuring system. In the case of flats, the priority is that of floor level i.e., ground, first, second etc. in that order.

In cases of exactly the same measurement where no differentiation can be established, a lottery will be used to decide the allocation of the place. For late applications, the local authority will allocate places in the same order of priority. In cases of equal merit, priority will be given to the child living nearest the school as measured by a straight line as above.

Specialist provision for children and young people with special educational needs (SEN)

A small number of Peterborough schools have been designated as SEN 'Hubs'. This means that they are experienced in working with children and young people with a particular type of SEN in addition to the support that would normally be available in a mainstream school.

The Hubs provide support and training to Peterborough schools, but some Hubs also have a small number of specialist places for children with Education, Health and Care Plans (EHCP). A list of those who offer specialist places showing their area of expertise can be found below. You can find out more about Hubs on the Local Offer.

Admission to a Hub is through the statutory SEN process. It is best to talk with your child's lead professional or contact the Peterborough Parent Partnership Service if you wish to know more about Hubs or how the statutory SEN process works.

Hubs offering specialist places:

Nova Primary Academy - Hearing Impairment

Ormiston Meadows Primary - Physical Disabilities

Southfields Primary - Speech, Language and Communication Needs

Welbourne Primary School - Autism

SECTION 11: - Oversubscription criteria for Own Admissions Authorities

This section sets out the oversubscriptions criteria adopted by the governors of each own admission authority school in Peterborough. These pages are a synopsis of the individual schools' admissions arrangements. You should refer to the school's own website for sight of the full admissions policy or contact the schools if you are in any doubt about this.

All information given is up to date at the time of publishing.

All Saints' Church of England Voluntary Aided Primary School - complete

Admissions Policy for Academic Year 2024-2025

All Saints' Church of England Primary School is a Voluntary Aided school. The Governing Body of a Voluntary Aided school is the admission authority and has responsibility for the admission of children to the school.

Peterborough City Council is responsible for co-ordinating all applications for places in the school. All applications must be made online (<https://admissions.peterborough.gov.uk>).

A copy of the policy for All Saints' Primary School is contained in the booklet, on the school's website

(www.allsaints.peterborough.sch.uk) and is on display in the school foyer. The Governing body agreed this policy on 11th July 2023

The Governing Body will admit up to the Published Admission Number of **60** pupils into any year group, which is available for admission.

The governors will admit children with a Statement of Special Educational Needs (SEN), or Education, Health and Care Plan (EHCP) issued by a Local Authority, where this school is named as the most appropriate setting for the child.

Oversubscription Criteria

When there are more applications than there are places available, the governors will admit pupils according to our school's oversubscription criteria which are ranked in order of priority as follows:

1. From the 1st September 2021 a IAPLAC (internationally adopted previously looked after child) or a child who was previously looked after (PLAC) but immediately after being looked after was adopted or became subject to a child arrangements order, or special guardianship order. A looked after child (LAC) is a child who is (a) in the care of a local authority (including those in state care outside of England) or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children's Act 1989) at the time of application to a school.
2. Children or children of parent(s)/carer(s) who are worshipping members of All Saints' Parish Church, Park Road, Peterborough, or children who have been baptised at All Saints' Parish Church, Park Road, Peterborough. **These applications must be accompanied by a Supplementary Information Form (see definition below).**
3. Children or children of parent(s)/carer(s) who are worshipping members of or children who have been baptised in any church which is located in the City of Peterborough and is a member of Churches Together in Britain & Ireland or the Evangelical Alliance who do not qualify under (3) above. **These applications must be accompanied by a Supplementary Information Form (see definition below).**
4. Siblings of children attending this school at the anticipated time of admission who are living with their parent(s)/carer(s) within the Ecclesiastical Parish of All Saints' Parish Church, Park Road, Peterborough. See sibling definition, residency definition and parish definition below.
5. Children living with their parent(s)/carer(s) within the Ecclesiastical Parish of All Saints' Parish Church, Park Road, Peterborough. See residency definition & parish definition below.
6. Children of permanent staff employed directly by the school provided they have been employed at the school for at least two years at the time of admission or have been appointed to meet a demonstrable skills shortage.
7. Children who have a sibling attending this school at the anticipated time of admission who do not qualify under Category 5 above. See sibling definition below.

8. Children of parent(s)/carer(s) who wish their child to be educated in a church school and Christian environment.

If parent(s)/carer(s) wish to be considered under oversubscription criteria 3 or 4, then they will need to complete a

Supplementary Information Form (see definition below) in addition to making the online application via the Peterborough City Council website (<https://admissions.peterborough.gov.uk>). The Supplementary Information Form can be obtained from the school, from the school's website www.allsaints.peterborough.sch.uk or from the Local Authority. The SIF/A form **should be returned directly to the school not to Peterborough City Council.**

For September Reception intake, the online Admission Application Form (and the paper Supplementary Information Form, if completed) must be submitted by the published closing date for applications – **15th January 2024.**

Tie Breaker

Should the Published Admissions Number be reached in any one category, children living closer to the school will receive higher priority. This will be measured in a straight line from the child's place of residence to the school using the National Ordnance Survey seed points computed by the Local Authority's measuring system. It is used to locate individual residential and school addresses using grid references. In the case of flats, the priority is that of floor level

i.e., ground, first, second etc. in that order. In cases of exactly the same measurement where no differentiation can be established, random allocation will be used to decide the allocation of the place. Parent(s)/carer(s) will be invited to attend the random allocation.

Notes and Definitions

Children in Care i.e., Looked After Children (LAC) and Previously Looked After Children

Looked after children are children who are (a) in the care of a local authority (**including those in state care outside of England**), or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22 (1) of the Children Act 1989) at the time of application to a school.

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 special guardianship order).

Distance Measurements

Distances are measured on a straight line basis from the child's place of residence to the school using the National Ordnance Survey seed points computed by the Local Authority's measuring system. It is used to locate individual residential and school addresses using grid references. In the case of flats, the priority is that of floor level i.e., ground, first, second etc. in that order.

In the case where there are multiple applications from the same shared dwelling (e.g., Flats) or where there are two homes where the distance from the address point of the home to the address point of the school (using the system referred to above) is identical, random allocation, supervised by a suitable independent person, will be used to decide the priority in which applicants are selected in the event of a tiebreaker.

Residency definition

The address you give should be the child's current permanent address at the time of application. The time of application means the closing date for applications. We do check addresses and if they are not correct the Governing Body may have to withdraw the offer of a school place. The address you should give is the address your child lives at from Monday to Friday.

- If your child lives at a different address from Monday to Friday, please provide a copy of the Parental Responsibility Order or Residence Order for the person your child lives with and attach it to the application form.
- If there are reasons why your child is not living at your address, for example, if you and the other parent/carers do not live together, you and the other carer must declare this individually in a letter and attach a copy to the application form.

- If your child regularly lives at more than one address Monday to Friday, the address you give should be the address where your child spends the majority of their time. You and the other carer must declare this individually in a letter and attach a copy to the application form.
- Where a child spends equal amounts of school nights with both parents, the address used should be the one most advantageous to the application. You should provide documentary proof of this situation and attach a copy to the application form. We may ask you for further evidence of this at a later stage.
- If your child is living with another family or you are looking after someone else's child, the law states that you must tell your local Children's Services Department. When we consider your application, we may carry out checks when your address and that of the child are not the same.

Places are offered on the understanding that information given is correct. If the information given is found to be misleading or fraudulent, the offer of a place may be withdrawn or, if the child has already started at the school, the child may be removed from the school roll. Parent(s)/carer(s) will be required to provide current written proof of residence and original proof of their child's birth date prior to admission.

Children of "worshipping members"

For parents/carers to be worshipping members, at least one of the parents/carers of the child needs to be regarded by the priest/minister/worship leader as being part of the worshipping community at the church/worship centre. This would not necessarily mean that the parent/carer is a "Member" in the technical sense (e.g., through baptism, confirmation, or electoral roll) but would imply a pattern of attendance at worship (on Sunday or at other times) that is more than "occasional" and has been sustained for more than a short, very recent, period of time.

Supplementary Information Form A/B

If parents/carers wish their application to be considered in criterion 3 or 4, they must complete form SIF/A which is available from the School and return it to the School (not the local authority). This must be done by the deadline of 5pm on 15 January 2024. The School will submit the completed form SIF/A to the relevant minister with form SIF/B to verify the information. As SIF/B needs to be returned to the School in time for the School to rank admissions, it is very important to submit form SIF/A to the School as soon as possible.

Baptism Definition

Baptism is a rite in which water is poured or sprinkled or by immersion using the words 'N. I baptise you in the name of the Father and of the Son and of the Holy Spirit.' These applications must be accompanied a Supplementary Information Form (see definition above). This form can be obtained from the school, from the school's website

(www.allsaints.peterborough.sch.uk) or from Peterborough City Council and should be returned directly to the school.

Churches Together in Britain & Ireland

A list of member churches can be found at: <https://ctbi.org.uk/member-churches/>

Please contact the School Office if you require a paper copy of this information.

Evangelical Alliance – a list of member churches in Peterborough can be found at: <http://eauk.org/connect/find-a-church.cfm>

Please contact the school office if you require a paper copy of this information.

Sibling Definition

The definition of a brother or sister (sometimes referred to as a sibling):

- a brother or sister sharing the same parent(s)
- a half-brother or half-sister where two children share one common parent
- a stepbrother or stepsister, where two children are related by a parent's marriage/partnership
- a legally adopted sibling

In every case, the siblings must be living at the same place of residence as the child when the application is made.

Separated parents

If a child lives with separated parents, the home address will be treated as the place where the child sleeps for most of the school week (i.e., Sunday night – Thursday night inclusive) and is subject to residency definition above. If the child spends an equal amount of time at 2 addresses, the parents must decide which address they wish to use as the child's main address for the application. Please note – if false or misleading information is used to try and gain a school place, this may lead Governors to reject the application or to withdraw the offer of a place.

Late applications

Late applications are any application forms (known as Common Application Forms (CAFs)/Preference Forms) received by the local authority after its deadline of **midnight on 15 January 2024**. Late applicants will not receive an offer of a school place by the local authority on offer day (17 April), but their application will be processed in the next round of allocations (for details of when these are – refer to the local authority's composite prospectus). Those refused a place, due to the school having admitted up to their admission number of 60, will be added to the Waiting List and will be advised of their right to appeal.

Waiting lists

If a place becomes available at the School in any year group, it will be allocated according to the oversubscription criteria (see above), not on a first come, first served basis.

Where the Governing Body is unable to offer a place because the Published Admissions Number for the year group applied for has been reached, the child's name will be automatically placed on the waiting list for that year group.

Pupils will be placed on the Waiting List in strict order according to the oversubscription criteria in this Admissions Policy. The waiting list for each year group will be revised:

- whenever a new application is received,
- whenever the number of pupils in that year group falls below the Published Admissions Number of 60,
- whenever a child's name is removed from the waiting list or
- whenever there is a change of circumstances which affects the child's position on the waiting list

Parent(s)/carer(s) are required to notify the school immediately if there are changes of family circumstances which may affect their position on the waiting list e.g., moving house.

Applicants will be required to respond to an offer of a place within 14 days of receipt and will be required to reconfirm the child's place of residence.

Waiting lists will be maintained by the school. In June of each academic year, the school will contact the parent(s)/ carer(s) of those currently on the waiting list to enquire if they wish their children to be carried over to the next (new/September) year group. If no reply is received by 14th July, they will be removed from the next (new/September) year group waiting list.

Please note that children who are the subject of a direction by the Local Authority to admit or who are allocated a place in accordance with a Fair Access protocol must take preference over those on the waiting list.

PLEASE NOTE: PLACING A CHILDS NAME ON THE WAITING LIST DOES NOT AFFECT PARENTS'/CARERS RIGHT TO APPEAL

Right of Appeal

Should a child be refused admission, parent(s)/legal guardian(s) have the right to appeal against the decision. An independent appeals panel will be set up to consider the appeal; parent(s)/legal guardian(s) will be kept informed of the procedures and will be invited to attend. Significant changes in circumstances which may affect the application category under which you originally applied must be notified to the Clerk to the Appeals Panel in writing in advance of the appeal hearing. Failure to do so may result in the adjournment of the appeal hearing.

Parent(s)/legal guardian(s) wishing to appeal should write to or email as follows:

The Clerk to the Appeals Panel
Peterborough Diocese – Board of Education,

Bouverie Court,
6 The Lakes,
Bedford Road,
Northampton
NN4 7YD
Email: education@peterborough-diocese.org.uk

Infant Class Size Legislation

The law states that there must not be more than 30 children in an infant class (that is, classes containing reception, year 1 and year 2 children). This applies even if other adults are always present, and/or some children are absent. There are a few circumstances in which an additional child or children may be classed as an 'exception' and the class sizes goes over 30. But if children leave and the class size returns to 30, that does not mean extra children can be admitted again.

Admission of children below compulsory school age and deferred entry to school

Children are required to start their compulsory education from the beginning of the term following their 5th birthday (based on a 3 term year with terms starting in September, January, and April). In All Saints' Church of England Primary School, children are offered a full year in Reception i.e., the school place is available from the beginning of the school year in which the child has their 5th birthday.

Deferred entry:

Parents/carers can request that entry to the School is deferred until later within the academic year (i.e., a child born in the Autumn term could defer starting school until January and a child born in the Spring or Summer term could defer their start until after Easter. If such a request is made, the School is required to hold the place for the child; the place cannot be offered to another child, but the place cannot be kept open beyond the academic year for which the original application was accepted.

Any parents/carers considering deferring their child's admission to School are recommended to discuss this with the Headteacher.

Parents/carers of a child born during the Summer Term who are thinking of deferring their child's admission by a full school year – please refer to the section on Summer Born children below.

Admission of children outside their normal age group

Parents/carers may seek a place for their child outside of their normal age group e.g., if the child is gifted and talented or has experienced problems such as ill health.

Also, parents/carers of a summer born child (i.e., a child born in the period from 1 April to 31 August) may choose not to send their child to school until the September following their 5th birthday and may request that they are admitted out of their normal age group – e.g., to Reception rather than to Year 1.

Process for requesting a place out of normal age group (not summer born)

Parents/carers have a right to seek a place for their child outside of their normal age group as stated above. If parents/carers wish to do so, they must contact the Headteacher at the School.

The Admissions Committee of the Governing Body will convene a meeting to consider the request and will make decisions based on the circumstances of each case and in the best interests of the child concerned. This will include taking account of:

- ❖ the parent's/carer's views;
- ❖ information about the child's academic, social, and emotional development;
- ❖ where relevant, the child's medical history and the views of a medical professional;
- ❖ whether the child has previously been educated out of their normal age group;
- ❖ whether the child may naturally have fallen into a lower age group if it were not for being born prematurely; the Headteacher's views.

Please note – if the Admissions Committee does not agree to this request to be admitted out of cohort, there is no right of appeal against that decision.

Requests for admission out of normal age group (Summer Born children)

- Parents/carers who wish to defer making an application for a place in Reception should make such a request to the Governing Body, as they are the admissions authority. The request needs to be accompanied by reasons for such a request and should be made by **1 December** of the year prior to the year the child should enter Reception if they had not requested to defer applying.
- The Admissions Committee of the Governing Body will convene a meeting to consider the request and will make decisions based on the circumstances of each case and in the best interests of the child concerned. This will include taking account of:
 - ❖ the parent's/carer's views;
 - ❖ information about the child's academic, social, and emotional development;
 - ❖ where relevant, the child's medical history and the views of a medical professional;
 - ❖ whether the child has previously been educated out of their normal age group;
 - ❖ whether the child may naturally have fallen into a lower age group if it were not for being born prematurely;the Headteacher's views.

What happens next?

- The Admissions Committee will inform the parents/carers of its decision on the Year group the child should be admitted to when they must start school (i.e., Reception or Year 1) and will set out clearly the reasons for their decision. (For details of when a child has to start school – see paragraph on “Admission of children below compulsory school age and deferred entry to school” above);
- If the Admissions Committee **agrees** to the parent's/carer's request to defer the application for a Reception place, they will inform the local authority and the parents/carers will then need to make an application for a place in Reception in the normal round of admissions in the following academic year.

Please note – in this following normal admissions round, if the School is oversubscribed, all applications

(including deferred applications) for the School are ranked in accordance with the School's oversubscription criteria.

If the application is not successful, parents/carers will have the right to appeal for a place in Reception;

- If the Admissions Committee does **not agree** to the application being deferred, there is no right of appeal against that decision and the parents/carers will need to make an application to the local authority for a place in Reception by 15 January or make an in-year application for a Year 1 place at the appropriate time.

The Area covered by the Ecclesiastical Parish of All Saints' Church, Park Road, Peterborough

A map of this area is on display in the school foyer

Airedale Close
Alexandra Road (odd nos. 3-103, even nos. 2-86)
All Saints' Road
Alma Road
Anthony Close
Ascot Drive
Barkston Drive
Bede Place
Bettles Close
Bradfield Way
Broadway (odd nos. 77-219, even nos. 98-226)
Broadway Gardens
Brownlow Road
Burghley Mansions
Burghley Road

Caroline Court
Cecil Road
Century Square
Chain Close
Chantry Close
Cheltenham Close
Christopher Close
College Park
Delamere Close
Derby Drive
Dogsthorpe Grove
Dogsthorpe Road
Eastfield Road (even nos. 260-344)
Elizabeth Court
Elmfield Road (odd nos. 1-105)
Exeter Road (odd nos. 1-47, even nos. 2-52)
Foxdale
Francis Gardens
Fulbridge Road (even nos. 2-116)
Garton End Road
Garton Street
Gracechurch Court
Grange Avenue
Granville Street
Green Lane
Grimshaw Road
Henry Court
Henry Street
Highbury Street
Huntly Grove
(odd nos 35-115 and 141-153; even nos 46 -150)
Ingleborough
Isherwood Close
Jellings Place
Kings Gardens
Lammas Road
Lawn Avenue
Lincoln Road (odd nos. 109-395)
Mansfield Court
Mayfield Road
Millfield Court
Miral Court
Newark Avenue (odd nos. 5-181)
Newmarket Close
Nottingham Way
Nursery Close
Old Court Mews
Oxford Road
Park Crescent
Park Road (odd nos. 123-263, even nos. 150-256)
Park Terrace
Peveril Road (odd nos. only)
Popley Court
Princes Gate
Princes Street
Pycroft
Queen Charlotte Mews
Queen's Drive West
Queen's Gardens

Regent's Court
Robert Avenue
Rosemary Gardens
St. Martin's Mews
St. Martin's Street
St. Paul's Road (odd nos. 243-261, even nos. 276282)
Sallows Road
Southlands Avenue
Stone Lane (even nos. 2-36)
Tate Close
Victoria Street Ratified at Full Governing Board – 07.07.2021 Review date October 2021 8

Waterloo Road
Wesleyan Road
William Nichols Court
Woodbyth Road Woodcote Close

Bishop Creighton Academy

The Bishop Creighton Academy provides for the needs of children within the 4 to 11 age range.

Pupils will be admitted at the age of 4+ without reference to ability or aptitude using the criteria set out in this policy. Admission to our Academy is not dependent on any 'voluntary' contribution.

The Greenwood Academies Trust is the Admissions Authority for the Bishop Creighton Academy.

The Academy participates in the Local Authority co-ordinated scheme and all deadlines within that should be adhered to by applicants.

Admission Number for Primary Provision (age 5)

1. The Academy has the following agreed admission number:
 - a) 30 for pupils in Reception Year
2. Accordingly, the Academy will admit a maximum of 30 children each year in the relevant age group if sufficient applications are received.

Process of Application

3. Arrangements for applications for places at the Bishop Creighton Academy will be made in accordance with Peterborough City Council's co-ordinated admission arrangements; parents resident in Peterborough can apply online at:

www.peterborough.gov.uk/schooladmissions

Parents resident in other areas must apply through their home Local Authority.

4. The Bishop Creighton Academy will use Peterborough City Council's timetable for applications to the Academy each year (exact dates within the months may vary from year to year):
 - a) September/October - the Academy will provide opportunities for parents to visit:
 - b) By 15 January – Parents must complete the common application form (CAF) and return it to the LA to administer (by midnight for on-line applications)
 - c) 16 April or nearest working day – notification of offers made to parents.

The Academy will ensure its application processes enable parents to apply before these deadlines.

Consideration of Applications

5. The Academy will consider all applications for places at the Bishop Creighton Academy.

Where fewer than the published admission number(s) for the relevant year groups are received, the Academy will offer places at the Academy to all those who have applied.

Any applications received after the closing date will be accepted but considered only after those received by the closing date in accordance with the published Peterborough City Council co-ordinated scheme and timetable.

Procedures where the Bishop Creighton Academy is oversubscribed

6. Where the number of applications for admission is greater than the published admission number in any age group, applications will be considered against the criteria set out below.

Admission to Reception Year – oversubscription criteria

7. The Bishop Creighton Academy will first accept all pupils with a statutory right to a place through an Education Health and Care Plan naming the Academy. After the admission of these pupils, criteria will be applied for the remaining places in the order in which they are set out below:
 - a) Looked after children and 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*.
 - b) Children who are both living in the catchment area and have a sibling* on roll at the Academy at the time of application and admission.
 - c) Other children living in the catchment area at the time of application
 - d) Children of members of staff, provided that they have been employed for a minimum of two years and/or are recruited to fill a vacant post for which there is a demonstrable skills shortage.
 - e) Children who do not live in the catchment area but who have a sibling on roll at the Academy at the time of application and admission.
 - f) Other children whose parents have requested a place who live outside the catchment area.

In the event of oversubscription within the above criteria, preference will be given to children who live nearest the Academy as measured by a straight line distance*.

* (see definitions)

In the unlikely event the Academy needs to use a random allocation system for the last place offered, this will be undertaken by an independent person outside of the Academy.

Admission of children outside their normal age group

8. Parents may request that their child is admitted outside their normal age group, for example, summer born children*, if the child is gifted and talented, has experienced problems such as ill health or is born prematurely.
9. For Reception year, any parent of a summer born child wanting their child to be admitted outside of the normal age group should contact the Academy in the first instance and make an application to their Local Authority for their child's normal age group at the usual time but also submit a request for admission outside of the normal age group at the same time. For other year groups, any parent wanting their child to be admitted out of the normal age group should submit a request, in writing, to the Bishop Creighton Academy as soon as is possible.

10. When such a request is made, the Academy will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the parent, the Principal and any supporting evidence provided by the parent. The Academy is responsible for making the decision on which year group a child should be admitted to.

All such applications will be considered at the time they are submitted.

** The term 'summer born' is used to refer to children born from 1 April to 31 August*

Arrangements for in-year Admissions

11. Peterborough City Council will co-ordinate admissions for in-year applications and for applications for year groups other than the normal point(s) of entry.
12. Subject to any provisions in the LA's co-ordinated admission arrangements relating to applications submitted for years other than the normal year of entry, the Academy will consider all such applications and if the year group applied for has a place available, admit the child.
13. If more applications are received than there are places available, the oversubscription criteria in paragraph 7 for the relevant age group shall apply. Parents whose application is refused shall be entitled to appeal.

Operation of Waiting Lists

14. As required by the Schools Admissions Code, the Bishop Creighton Academy will maintain a waiting list until the end of the autumn term for Reception year. Applications for inclusion on a waiting list will be ranked according to our over-subscription criteria as described in paragraph 7 above.

Right of Appeal

15. There will be a right of appeal to an Independent Appeals Panel for unsuccessful applicants relating to admissions at age 5 (statutory school age) or above. Appeals should be made within twenty (20) school days of the date of refusal.
16. If refused admission you should contact the PCC Admissions Team at the address below to lodge an appeal:

Appeals Officer
Education Department
Peterborough City Council
Sand Martin House
Bittern Way
Fletton Quays
Peterborough PE2 8TY

Please mark your envelope 'Admissions Appeals'.

UK Armed Forces

17. For families of UK service personnel with a confirmed posting to the area, or crown servants returning to live in the area from overseas, the Academy will:
- Process an application in advance of the family arriving in the area provided it

is accompanied by an official letter that declares a relocation date and a Unit postal address, intended address or quartering area address to use when considering the application against the school's oversubscription criteria.

- Accept a Unit postal address or quartering area address for admissions purposes for a service child where the parent requests this
- The Academy will not refuse a service child a place solely because the family does not have an intended address or does not yet live in the area.

Evidence of an intended address will be required such as tenancy agreement, or mortgage statement. Please contact the school for more details.

18. For late coordinated applications and in year applications supported by the appropriate military documentation, we will aim to remove any disadvantage to UK service personnel (UK Armed Forces). The Academy will consider whether:

- An application from that address would normally succeed in an oversubscribed year
- There is any child on the reserve list with higher priority under the oversubscription criteria
- The prejudice from admitting an extra child would be excessive.

19. The Academy has discretion to admit above the admission number in these circumstances if they wish but are not obliged to do so. If a place is refused, you will be informed of your right of appeal.

Fair Access

20. The Bishop Creighton Academy participates in Peterborough City Council's Fair Access protocol.

All schools, including Voluntary Aided Schools, Trust Schools and Academies must participate in the protocol.

The purpose of the Fair Access Protocol is to ensure that vulnerable children are offered a school place as quickly as possible and to evenly spread children with additional needs across all schools in the county. The protocol only applies to mid-term applications; it does not operate when children transfer from primary school to secondary school.

Fraudulent or Misleading Applications

21. As an Admission Authority, we have the right to investigate any concerns we may have about application and to withdraw the offer of a place if we consider there is evidence that a fraudulent claim has been made or misleading information provided, for example a false address was given which denied a place to a child with a stronger claim.

We reserve the right to check any address and other information provided so we can apply the oversubscription criteria accurately and fairly.

Definitions

1. Definition of 'Looked After' and previously 'Looked After' children

A 'looked after child' is a child who is:

- in the care of a local authority, or
- being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

A child is regarded as having been in state care outside of England if they were in the care of, or were accommodated by, a public authority, a religious organisation or any other provider of care whose sole or main purpose is to benefit society.

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 special guardianship order). This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders).

Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

2. Definition of siblings and the position of twins

A sibling is defined as:

- Sibling is defined as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters or another child normally living for the majority of term time in the same household, where an adult in the household has parental responsibility as defined by the Children Act 1989, or any child in the household where an adult in the household is defined as a parent for the purposes of Section 576 of the Education Act 1996. This could include a person who is not a parent but who has responsibility for him/her.

In the case of twins or other siblings from a multiple birth, where there is only one place available in the Academy, these will be considered together as one application. The Academy's admission number may be exceeded by one.

In the case of siblings in the same year group, where there is only one place available in the Academy, both will be considered together as one application. The Academy may go above its admission number as necessary to admit all the children.

3. Distance

Distance is measured in a straight line using the Local Land Property Gazettee (LLPG) provided from the seed point located at the child's home address to the seepoint for the school. The seed point is taken from the ordinance survey (OS) address files. The address point for a property does not change.

4. Home address

The child's place of residence is taken to be the parental home, other than in the case of children fostered by a Local Authority, where either the parental address or the foster parent(s) address may be used. Where a child spends part of the week in different homes, their place of residence will be taken to be their parent or parents' address.

If a child's parents live at separate addresses, the address where the child permanently spends at least three 'school' nights (i.e. Sunday, Monday, Tuesday, Wednesday or Thursday) will be taken to be the place of residence. Evidence that a child's place of residence is permanent may also be sought.

If a child spends equal amounts of time at the two addresses, the parents must agree which address they wish to be the child's main address.

Where parents share custody of their child but cannot agree on either the home address or school preferences, the Academy will only consider the application of the parent who is eligible to receive Child Benefit for the child.

A fraudulent claim to an address may lead the Academy to withdraw an offer of a place.

5. Tie Break

If any of the oversubscription criteria have too many applicants, then the tie-break will be by distance using the method in paragraph 7 above. If the distance criterion is not sufficient to distinguish between two applicants for the last remaining place, then a lottery will be conducted by an independent person.

Braybrook Primary Academy

The Diamond Learning Partnership Trust Admissions Policy.

The Diamond Learning Partnership Trust is the admission authority for all the schools in the Trust. This means that it is the Governing Body that sets and applies the admissions policy for every school.

All Policy decisions regarding the admission of children into the School are made by the Board of Trustees.

How to Apply for Admission to Reception (September of next Academic Year) The application process for admissions into Reception is coordinated by Peterborough City Council (Local Authority), which acts on behalf of the governing body to offer places at the School. Parents should apply online at: <https://www.peterborough.gov.uk/residents/schools-and-education/school-admissions/starting-school-in-reception/>, no later than the national closing date on 15th January 2024. Offer letters will be issued by the LA on the National Offer Date (16th April 2024 or first working day after). Late applications (those submitted after the national closing date) will be handled by the Admissions Team.

The published admission number (PAN) for the reception year intake will be 30.

LA Admissions Team: <http://www.peterborough.gov.uk/admissions> or call 01733 864 007.

Mid-Year Applications (i.e. All Applications Other than Those Above for Admission to Reception)

To apply for a place after the start of term or in any other year group, please contact the school or visit the school's website <https://www.braybrookprimary.co.uk>

Admissions contact: admissions@diamondlearningtrust.com

Oversubscription Criteria

Where applications for places exceed the published admission number set for the academy, the following factors will be taken into account in priority order when deciding which pupils will be allocated places, in accordance with receipt of their online submission or a common application form.

Children with Statements of Special Educational Needs

Children with a Statement of Special Educational Needs will be dealt with in accordance with the Code of Practice on Special Educational Needs. Where Braybrook Primary Academy is named in a child's statement, the Academy has a duty to admit the pupil. This will reduce the number of places available.

Factor 1:

Looked after children and previously looked after children

A "looked after child" is a child who is:

- (a) in the care of a local authority, or
- (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989) at the time of making an application to a school.

A “previously looked after child” is a child who:

- (a) ceased to be looked after because they were adopted (under the terms of the Adoption and Children Act 2002 Section 46 (adoption orders)), or
- (b) became subject to a residence order (under the terms of the Children Act 1989 Section 8 - an order settling the arrangements to be made as to the person with whom the child is to live), or
- (c) became subject to a special guardianship order (see Section 14A of the Children Act 1989 - an order appointing one or more individuals to be a child’s special guardian (or special guardians)).

Factor 2:

Children who live in the Academy’s designated catchment area, with a sibling at the school at the time of their admission

Catchment Area:

You can use [our interactive ESRI map to view the catchment areas and the schools across Peterborough](#) or access information through the Peterborough City Council website at <http://www.peterborough.gov.uk/admissions>

Parents who move after submitting their preference must inform the Trust’s Admissions Team of any change of address.

For admissions purposes the Academy uses the definition of “home address” as published by the Local Authority in the “First Steps Guide”.

Factor 3:

Children living in the catchment area.

The distance will be determined by measuring the shortest available route using the public road network from the pupil’s home to the main Academy gate, as determined by the Academy. Priority will be given to those living nearest to the Academy. Pupils living in flats, where the distance measures the same, priority will be given in ascending order of flat number/letter/floor.

Factor 4:

Children living outside of the catchment area, who have a sibling at the Academy at the time of admission

Included in this factor are siblings (step-brothers and sisters and half-brothers and sisters) living at the same address and who will be attending the Academy at the expected time of admission. In the event of two applications for one vacancy using the above criteria, the Academy will apply a tie breaker decision based on geographical distance.

Siblings for the same year group (twins, triplets etc.)

Where there are twins or triplets to be admitted to the Academy in the same year group, and there are insufficient places available for all siblings (i.e. only one can be allocated a place), the admission number will be exceeded to allow them to be placed in the Academy.

Factor 5:

Children living outside the catchment area who have been unable to gain a place at their catchment area school because of oversubscription.

Factor 6:

Children who live outside the catchment area, but nearest the school as measured by a straight line.

Appeals

1. Any parent whose child is not offered a place for which they have expressed a preference has the right to appeal to an independent appeals panel.
2. Parents who intend to make an appeal must request a Notice of Appeal and return the form by the stated date.
3. Please see the Local Authority Appeals process for further information.

Waiting Lists

1. If the Academy is over-subscribed, a waiting list will be established.
2. Pupils will automatically be put on the waiting list where they have not been made an offer of a place, and where the Academy is a higher preference than the school or academy at which an offer has been made.
3. Pupils will not automatically be placed on the waiting list if the Academy is ranked lower than the school or academy where they have been offered a place.
4. Places will be allocated in accordance with the published criteria.
5. The Trust will coordinate the waiting list for the Academy.
6. As soon as places become available, they will be filled from the waiting list.
7. If a parent is on a waiting list, it will not affect the parent's right of appeal against an unsuccessful application.
8. Children who are the subject of a directed place, under the in year fair access protocol, will take precedence over those on the waiting list.

Withdrawing Offers of Places

Once an offer of a place has been made, it may only lawfully be withdrawn in very limited circumstances. These include when the admission authority offered a place on the basis of a fraudulent or intentionally misleading application from a parent (for example, a false claim of residence in a catchment area), which effectively denied a place to a child with a stronger claim. It would not generally be lawful for an admission authority to withdraw a place once the child was attending that school or academy, except where that place was fraudulently obtained; in deciding whether to withdraw in such a case, the length of time that the child had been at the school or academy will also be taken into account. Where a place is withdrawn, the application must then be considered afresh, and a right of appeal offered if a place is refused.

Discovery Primary Academy

1.0 Introduction

1.1 The Local Governing Committee of Discovery Primary Academy applies the regulations on admissions fairly and equally to all those who wish to attend the Academy. This policy conforms to the legislative requirements of the latest version of the School Admissions and School Admission Appeal Codes, which are issued under Section 84 of the School Standards and Framework Act 1998. The Academy is traditionally oversubscribed, therefore early dialogue is essential to ensure the best possibility of gaining a place within the school.

2.0 Aims and objectives

2.1 The Academy is an inclusive Academy that welcomes children from all backgrounds and abilities.

2.2 All applications will be treated equally and in a sensitive manner.

2.3 The only restriction in place on entry is that of numbers. If the number of children applying for entry exceeds the places available, the Academy will enforce the procedure set out below in order to determine whether a child is offered a place or not. It is the Academy's wish to allow parents the right to have a place at the school of their choice. However, this is not always possible, due to the excess demand on the school places available.

2.4 The level of ability of a child or any special needs (apart from Education, Health and Care plans) that they may have, plays no part in the Admissions Policy of this school.

3.0 How parents can apply for their child to be admitted to Reception

3.1 As our school is an Academy, we have the flexibility in setting bespoke admission arrangements. In reviewing best practice, the Academy decided to harmonise our admission arrangements in line with the Local Authority arrangements. The Academy however remains the 'Admissions Authority'. The policy and over subscription criteria for entry to each school are published each year by the Local Authority. Parents can receive a copy of the policy and over subscription criteria directly from the local Authority.

3.2 The Local Authority publishes a composite admissions prospectus each year, which gives information about how parents can apply for a place in the school of their choice.

Parents have a right to express a preference for the school of their choice and they should do so on the application form. Expressing a preference does not, in itself, guarantee a place at the Academy. Applications must be submitted online on the Local Authority admissions website. The closing date for all Reception intake applications is 15 January, the Academy strongly advises that parents do not delay their application in case of technical problems. National Offers day is 16 April or the next nearest working day should this fall on a weekend, parents that applied online can log on to the Local Authority website from 12.30 am to see which school their child has been offered. Letters will also be posted out on this day, no decision will be issued by phone.

3.3 In this area, children enter school in the academic year in which they become five (5). There is one admission date per year, which is early in September (ie at the start of the school year). Therefore, parents who would like their child to be admitted to Discovery Primary Academy during the year their child is five (5) should ensure that they complete the necessary application form by the date set by the Academy each year, which will be the same as the date

set by the Local Authority. Please see section seven (7) below for information about deferring and delaying a child's start to school.

Discovery Primary Academy is part of The Four Cs Mufti Academy Trust 2

3.4 If a child is attending a pre-school, a nursery school or nursery class, this will not be taken into account when admission allocations are made. Attendance at any nursery class or pre-school on a school site does not result in any priority for admission to that school. Parents/carers whose children are attending nursery classes attached to primary schools must still apply for a place in Reception.

3.5 How parents can apply for their child to be admitted for Years 1 to 6

Admission to the Academy for all other Year Groups (excluding new Reception intake) and in-year admissions are done by the Academy. Applications can be made by visiting the Academy to complete an application form. Full details of this can be found on the Discovery Primary Academy website in the admissions tab [Discovery Primary Academy – Home](#)

Any offer from the Academy will be open for one (1) week, after this date, It will be offered to the next person on the waiting list, unless advised of an exceptional circumstance. All offers and admission arrangements are now confirmed by the Discovery Primary Academy admissions committee on a regular basis.

The Local Authority operates fair access protocol for those children whose applications cannot be dealt with as part of the normal admissions process. The purpose of Fair Access Protocols is to ensure that outside the normal admissions round - unplaced children, especially the most vulnerable, are found and offered a place quickly, so that the amount of time any child is out of school is kept to a minimum.

4.0 Admission appeals

4.1 If a child is not offered a place at the Academy, it is because to do so would prejudice the education of other children, as it would exceed the PAN.

4.2 If the parent is not satisfied with the outcome of the school place allocation, they have the right to appeal to an Independent Appeal Panel. If the parent wants to appeal for a place at more than one school they will need to appeal separately for each. The parent can only appeal for a place at a school if they have applied and been refused a place. An appeal is a legal procedure, so there has to be a degree of formality to make sure everyone can put their case without interruption. Everyone involved is aware of how daunting it can be for parents and will try to make them feel as relaxed as possible (details of appeal arrangements can be found on the School Admissions Appeals section on the Peterborough City Council website). An appeals panel decision is binding for all parties concerned.

5.0 PAN (Published admission number)

5.1 PAN is the number of children that the Academy can accommodate. The standard number for the Academy is sixty (60) pupils in Reception and Year 1, the PAN for Year 2 through to Year 6 is 90. From September 2024 Year 2 to Year 4 will be capped at 60. This number is kept under review by the Trust who feel it would be prejudicial to the education of the children at the Academy to over admit children into any Year Group.

6.0 Infant class size

6.1 Infant children (aged four (4) to seven (7)) are taught in classes that have a maximum number of thirty (30) children. Additional children may be admitted under exceptional

circumstances. These children will remain an "excepted pupil" for the time that they are in an infant class or until the class numbers fall back to the maximum infant class size.

Discovery Primary Academy Is part of The Four Cs Multi Academy Trust 3

7.0 Deferring, Delaying and accelerated admission.

7.1 Deferring admission

If a parent chooses to defer admission to later in the academic year, they must discuss it with their allocated school when they accept the school place. Where a place is deferred, it cannot be given to another child, but the child must enter school by the beginning of the school term following their fifth (5th) birthday and within the school year for which the offer was made.

7.2 Delaying admission

If a child is "summer born" and parents prefer to delay admission to the following September, the child would normally be considered for admission into Year 1, rather than the Reception year. In exceptional circumstances, summer born children may be admitted to school in a different year group. This will require the admission authority to take account of the child's individual needs and abilities and to consider whether these can best be met in Reception or Year 1. It will also involve taking account of the potential impact on the child of being admitted to Year 1 without first having completed the Reception year. The views of the headteacher will be an important part of this consideration.

7.3 Accelerated admission

There are some circumstances which mean that parents might feel that their child should start school a full academic year earlier, this is known as an accelerated admission into school, however the Academy does not encourage this. In accordance with the Schools Admissions Code, all requests will be considered on the basis of the circumstances of each case, and in the best interests of the child, taking account of the child's educational and social development

IU) Admission and Oversubscription Criteria

The Governors will admit children with a Statement of Special Educational Needs or an Education Health and Care Plan (EHCP) which names the Academy. This will be in addition to any specific arrangements to specialist provision. Such criteria includes, but is not limited to:

- i. Children in Care 1 ;
- ii. Children who are both living in the catchment area served by the Academy (see Peterborough City Council website for an address list) and have a sibling²;
- iiL Children of all staff members at the school, providing that the member of staff has been employed for a minimum of two (2) years and/or are recruited to fill vacant post for which there is a demonstrable skills shortage.

1 Children In Care

*Children in Care - Looked After Children' and children who were previously looked after, but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order
Also children who appear to the Admission Authority to have been in state care (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society) outside of England but ceased to be so as a result of being adopted only.*

2 Siblings

Are defined as children aged between 4 and 16, living together in the same family unit, who have a sibling on the roll of the school at the time of application and admission to the school. Sibling includes: brother or sister, half-brother or sister, adopted brother or sister, child of the parent/carer or their partner, children looked after, or previously looked after. This doesn't include children temporarily living in the same family unit for example a looked after child in the short-term, or interim, foster placement. In every case, the sibling must be living permanently in the same family home (at least Monday to Friday) and must be on the roll of the school, or have been offered and accepted a place at the school at the time of application and when the child starts. Every effort will be made to ensure that twins and those from multiple births can be admitted together.

- iv. Other children living in the catchment area at the time of application.
- v. Children who do not live in the catchment area served by the Academy, but who have a sibling of compulsory school age attending the school at the time of application.
- vi. Other children whose parents have requested a place (NB: measurements for this will be done from the Academy to the home address)³• Measurements are done using the tool

Google Maps, by measuring a straight line from the Academy to the home address of the applicant.

Discovery Primary Academy is part of The Four Cs Multi Academy Trust 4

9.0 Late Applications

For late applications, the Local Authority will offer places in the same order of priority as above, once all the 'on time' requests have been considered.

The Academy will follow the Local Authority's co-ordinated scheme with regard to the closing date for the receipt of the admission form.

Unsuccessful applicants have the right to appeal and details of the Appeals procedure can be found on the Peterborough City Council website in the School admissions appeals section.

10.0 Waiting List {the Academy deals with its own In-year admissions}

10.1 All parents who are refused a place at the Academy at anytime may wish to place their child's name on a Waiting List (NB: this does not affect a parent's right of appeal). Pupils will be placed on this list in strict order according to the oversubscription criteria on the Admissions Policy. If a place becomes available at the Academy, places will be allocated according to criteria. Time on the Waiting List is not part of the criteria and has no bearing on allocation of places. Parents must contact the Academy and request that their child's name be placed on the Waiting list.

3 Home address

The child's current permanent residential address must be used. The home address is the address of the parent with whom the child normally lives from Monday to Friday at the time school places are allocated on 17 April 2024. This should also be the address where your child will be residing when they start school in September 2024

- The address of a relative or childminder, or where your child stays or sleeps because of special domestic arrangements or personal circumstances cannot be considered. All applicant addresses will be thoroughly checked.
- **You cannot use an address until you are permanently residing there and able to prove you have no connection with the previous address.** All changes of address will be thoroughly investigated to ensure there is a permanent commitment to the new address and that it is not a temporary arrangement to access a preferred school. **A temporary address cannot be considered. This includes other property owned by the applicant, temporary rental agreements and temporary moves to live with friends or family.**
- Any recent change of principal carer and/or parental responsibility (for example, if a child moves to live at another address) must be supported by satisfactory legal documents such as a court order. **Only applications from a person who is legally responsible for the child can be accepted.** If a child does not live with their parent/s and is looked after by relatives, documentary evidence such as a Will or a Court order are required as proof that the relatives are the child's guardians. A private fostering arrangement will not give parental responsibility. Please let Peterborough Admissions know if a parent at another address is to be kept advised of the progress and outcome of their child's application.
- Schools expect to see continuity of address throughout the application process; and you will be asked for proof at any time if your address is different from the address on your application. If it is discovered that a place has been offered on the basis of a fraudulent or intentionally misleading application (for example a false claim to residence), that offer will be withdrawn even if the child has started at the school.

Details of the in-year process can be found on the Academy website [Discovery Primary Academy – Home](#)

10.2 The Academy will write to everyone on the Waiting List in the summer term, confirming that they wish to remain on the Academy's list for the next academic year. If no response is received then, they will automatically be removed from the list. If they wish to go back on the list, then they must reapply to the Academy.

10.3 The Reception intake list is held by the Local Authority until the end of December in that academic year, at which point the Academy will write to everyone on the list to ask if they wish to transfer onto the Academy's In-year Waiting list. If no response is received then, they will automatically be removed from the list.

10.4 In-year admissions are measured using the tool Google Maps by measuring a straight line from the Academy to the home address of the applicant.

Discovery Primary Academy is part of The Four Cs Multi Academy Trust 5

10.5 When the Academy takes over the Continued Interest list from the local Authority the Academy will re- evaluate the measurements using the tool Google Maps, catchment will be decided using the local Authorities catchment list.

11.0 **Review**

This policy will be reviewed annually, in light of any changes to the Published Admission Numbers (PAN) and/or the over-subscription criteria. (A full consultation may required for some of the changes).

Discovery Primary Academy is part of The Four Cs Multi Academy Trust 6

Dogsthorpe Academy

The Dogsthorpe Academy provides for the needs of children within the 7 to 11 age range within Dogsthorpe and the surrounding area.

Pupils will be admitted at the age of 7+ without reference to ability or aptitude using the criteria set out in this policy. Admission to our Academy is not dependent on any 'voluntary' contribution.

The Greenwood Academies Trust is the Admissions Authority for the Dogsthorpe Academy.

The Academy participates in the Local Authority co-ordinated scheme and all deadlines within that should be adhered to by applicants.

Admission Number for Junior Provision (age 7)

1. The Academy has the following agreed admission number:

- a) 90 for pupils in Year 3

Process of Application

2. Arrangements for applications for places at the Dogsthorpe Academy will be made in accordance with Peterborough City Council's co-ordinated admission arrangements; parents resident in Peterborough can apply online at:

www.peterborough.gov.uk/schooladmissions

Parents resident in other areas must apply through their home Local Authority.

3. The Dogsthorpe Academy will use Peterborough City Council's timetable for applications to the Academy each year (exact dates within the months may vary from year to year):

- a) September/October - the Dogsthorpe Academy will provide opportunities for parents to visit the Academy
- b) By 15 January – Parents must complete the common application form (CAF) and return it to the LA to administer (by midnight for on-line applications)
- c) 16 April or nearest working day – notification of places made to parents.

The Academy will ensure its application processes enable parents to apply before these deadlines.

Consideration of Applications

4. The Academy will consider all applications for places at the Dogsthorpe Academy.

Where fewer than the published admission number(s) for the relevant year groups are received, the Academy will offer places at the Dogsthorpe Academy to all those who have applied.

Any applications received after the closing date will be accepted but considered only after those received by the closing date in accordance with the published Peterborough City Council co-ordinated scheme and timetable.

Procedures where the Dogsthorpe Academy is oversubscribed

5. Where the number of applications for admission is greater than the published admission number in any age group, applications will be considered against the criteria set out below.

Admission to Year 3 – Oversubscription Criteria

6. The Dogsthorpe Academy will first accept all pupils with a statutory right to a place through a Statement of Special Educational Needs or Education Health and Care Plan naming the Academy. After the admission of these pupils, criteria will be applied for the remaining places in the order in which they are set out below:

a) Looked after children and 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*.

b) Children who are both living in the catchment area and have a sibling* on roll at the Academy at the time of application and admission

c) Other children living in the catchment area at the time of application.

d) Children of members of staff, provided that they have been employed for a minimum of two years and/or are recruited to fill a vacant post for which there is a demonstrable skills shortage

e) Children who do not live in the catchment area but who have a sibling on roll at the Academy at the time of application and admission.

f) Other children whose parents have requested a place who live outside the catchment area.

In the event of oversubscription within the above criteria, preference will be given to children who live nearest the Academy as measured by a straight-line distance*.

* (*see definitions*)

In the unlikely event the Academy needs to use a random allocation system for the last place offered, this will be undertaken by an independent person outside of the Academy.

Admission of children outside their normal age group

7. Parents may request that their child is admitted outside their normal age group, for example, summer born children*, if the child is gifted and talented, has experienced problems such as ill health or is born prematurely.

8. Any parent of a summer born child wanting their child to be admitted outside of the normal age group for Year 3 should make an application to their Local Authority for their child's normal age group at the usual time but also submit a request for admission outside of the normal age group at the same time in case a request is not agreed.

Any parent wanting their child to be admitted out of the normal age group in any other year should submit a request, in writing, to the Dogsthorpe Academy as soon as is possible.

9. When such a request is made, the Academy will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the parent, the Principal and any supporting evidence provided by the parent. The Academy is responsible for making the decision on which year group a child should be admitted to.

All such applications will be considered at the time they are submitted.

** The term 'summer born' is used to refer to children born from 1 April to 31 August.*

Arrangements for in-year Admissions

10. Peterborough City Council will co-ordinate admissions for in-year applications and for applications for year groups other than the normal point(s) of entry.

11. Subject to any provisions in the LA's co-ordinated admission arrangements relating to applications submitted for years other than the normal year of entry, the Academy will consider all such applications and if the year group applied for has a place available, admit the child.

12. If more applications are received than there are places available, the oversubscription criteria in paragraph 6 for the relevant age group shall apply. Parents whose application is refused shall be entitled to appeal.

Operation of Waiting Lists

13. As required by the Schools Admissions Code, the Dogsthorpe Academy will maintain a waiting list until the end of the autumn term for Year 3. Applications for inclusion on a waiting list will be ranked according to our over-subscription criteria as described in paragraph 6 above.

Right of Appeal

14. There will be a right of appeal to an Independent Appeals Panel for unsuccessful applicants relating to admissions at age 5 (statutory school age) or above. Appeals should be made within twenty (20) school days of the date of refusal.

15. If refused admission you should contact the PCC Admissions Team at the address below to lodge an appeal:

Appeals Officer
Education Department
Peterborough City Council
Second Floor, Sand Martin House
Bittern Way
Fletton Quays
Peterborough PE2 8TY

Please mark your envelope 'Admissions Appeals'.

UK Armed Forces

16. For families of UK service personnel with a confirmed posting to the area, or crown servants returning to live in the area from overseas, the Academy will:

- Process an application in advance of the family arriving in the area provided it is accompanied by an official letter that declares a relocation date and a Unit postal address, intended address or quartering area address to use when considering the application against the school's oversubscription criteria.
- Accept a Unit postal address or quartering area address for admissions purposes for a service child where the parent requests this
- The Governors will not refuse a service child a place solely because the family

does not have an intended address or does not yet live in the area.

Evidence of an intended address will be required such as tenancy agreement, or mortgage statement. Please contact the school for more details.

17. For late coordinated applications and in year applications supported by the appropriate military documentation, we will aim to remove any disadvantage to UK service personnel (UK Armed Forces). The Academy will consider whether:

- An application from that address would normally succeed in an oversubscribed year
- There is any child on the reserve list with higher priority under the oversubscription Criteria
- The prejudice from admitting an extra child would be excessive.

18. The Academy has discretion to admit above the admission number in these circumstances if they wish but are not obliged to do so. If a place is refused, you will be informed of your right of appeal.

Fair Access

19. The Dogsthorpe Academy participates in Peterborough City Council's Fair Access protocol.

All schools, including Voluntary Aided Schools, Trust Schools and Academies must participate in the protocol.

The purpose of the Fair Access Protocol is to ensure that vulnerable children are offered a school place as quickly as possible and to evenly spread children with additional needs across all schools in the county. The protocol only applies to mid-term applications; it does not operate when children transfer from primary school to secondary school.

Fraudulent or Misleading Applications

20. As an Admission Authority, we have the right to investigate any concerns we may have about application and to withdraw the offer of a place if we consider there is evidence that a fraudulent claim has been made or misleading information provided, for example a false address was given which denied a place to a child with a stronger claim.

We reserve the right to check any address and other information provided so we can apply the oversubscription criteria accurately and fairly.

Definitions

1. Definition of 'Looked After' and previously 'Looked After' children

A 'looked after child' is a child who is:

- in the care of a local authority, or
- being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

A child is regarded as having been in state care outside of England if they were in the care of, or were accommodated by, a public authority, a religious organisation or any other provider of care whose sole or main purpose is to benefit society.

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 special guardianship order). This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders).

Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

2. Definition of siblings and the position of twins

A sibling is defined as:

- Sibling is defined as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters or another child normally living for the majority of term time in the same household, where an adult in the household has parental responsibility as defined by the Children Act 1989, or any child in the household where an adult in the household is defined as a parent for the purposes of Section 576 of the Education Act 1996. This could include a person who is not a parent but who has responsibility for him/her.

In the case of twins or other siblings from a multiple birth, where there is only one place available in the Academy, these will be considered together as one application. The Academy's admission number may be exceeded by one.

In the case of siblings in the same year group, where there is only one place available in the Academy, both will be considered together as one application. The Academy may go above its admission number as necessary to admit all the children.

3. Distance

Distances are measured on from the property to the nearest access point to the Academy grounds. It is measure on a straight line basis using the Local Authority's Geographical Information System (GIS). Each address has a unique address point established by the Ordnance Survey address files. The address point for a property does not change.

4. Home address

The child's place of residence is taken to be the parental home, other than in the case of children fostered by a Local Authority, where either the parental address or the foster parent(s) address may be used. Where a child spends part of the week in different homes, their place of residence will be taken to be their parent or parents' address.

If a child's parents live at separate addresses, the address where the child permanently spends at least three 'school' nights (i.e., Sunday, Monday, Tuesday, Wednesday, or Thursday) will be taken to be the place of residence. Evidence that a child's place of residence is permanent may also be sought.

If a child spends equal amounts of time at the two addresses, the parents must agree which address they wish to be the child's main address.

Where parents share custody of their child but cannot agree on either the home address or school preferences, the Academy will only consider the application of the parent who receives Child Benefit for the child.

A fraudulent claim to an address may lead the Academy to withdraw an offer of a place.

5. Tie Break

If any of the oversubscription criteria have too many applicants, then the tie-break will be by distance using the method in paragraph 6.

If the distance criterion is not sufficient to distinguish between two applicants for the last remaining place then a lottery will be conducted by an independent person

Fulbridge Academy

1.0 Introduction

1.1 The Local Governing Committee of Fulbridge Academy applies the regulations on admissions fairly and equally to all those who wish to attend the Academy. This policy conforms to the legislative requirements of the latest version of the School Admissions and School Admission Appeal Codes, which are issued under Section 84 of the School Standards and Framework Act 1998. Fulbridge Academy is traditionally oversubscribed, therefore early dialogue is essential to ensure the best possibility of gaining a place within the school.

2.0 Aims and objectives

2.1 Fulbridge Academy is an inclusive Academy that welcomes children from all backgrounds and abilities.

2.2 All applications will be treated equally and in a sensitive manner.

2.3 The only restriction in place on entry is that of numbers. If the number of children applying for entry exceeds the places available, Fulbridge Academy will enforce the procedure set out below in order to determine whether a child is offered a place or not. It is the Academy's wish to allow parents the right to have a place at the school of their choice. However, this is not always possible, due to the excess demand on the school places available.

2.4 The level of ability of a child or any special needs (apart from Education, Health and Care plans) that they may have, plays no part in the admissions policy of this school.

3.0 How parents can apply for their child to be admitted to Reception

3.1 As our school is an Academy, we have the flexibility in setting bespoke admission arrangements. In reviewing best practice, the Academy decided to harmonise our admission arrangements in line with the Local Authority arrangements. The Academy however remains the 'Admissions Authority'. The policy and over subscription criteria for entry to each school are published each year by the Local Authority. Parents can receive a copy of the policy and over subscription criteria directly from the Local Authority.

3.2 The Local Authority publishes a composite admissions prospectus each year, which gives information about how parents can apply for a place in the school of their choice.

Parents have a right to express a preference for the school of their choice and they should do so on the application form. Expressing a preference does not, in itself, guarantee a place at the Academy. Applications must be submitted online on the Local Authority admissions website. The closing date for all Reception intake applications is 15 January, the Academy strongly advises that parents do not delay their application in case of technical problems. National Offers day is 16 April or the next nearest working day should this fall on a weekend, parents that applied online can log on to the Local Authority website from 12.30 am to see which school their child has been offered. Letters will also be posted out on this day, no decision will be issued by phone.

3.3 In this area, children enter school in the academic year in which they become five (5). There is one admission date per year, which is early in September (i.e., at the start of the school year). Therefore, parents who would like their child to be admitted to Fulbridge Academy during the year their child is five (5) should ensure that they complete the necessary application form by the date set by the Academy each year, which will be the same as the date set by the Local Authority.

Please see section seven (7) below for information about deferring and delaying a child's start to school.

3.4 If a child is attending a pre-school, a nursery school or nursery class, this will not be taken into account when admission allocations are made. Attendance at any nursery class or pre-school on a school site does not result in any priority for admission to that school. Parents/carers whose children are attending nursery classes attached to primary schools must still apply for a place in Reception.

3.5 How parents can apply for their child to be admitted for Years 1 to 6

Admission to the Academy for all other Year Groups (excluding new Reception intake) and in-year admissions are done by the Academy. Applications can be made by visiting the Academy to complete an application form. Full details of this can be found on the Fulbridge Academy website in the admissions section. Fulbridge Academy: Home Any offer from Fulbridge Academy will be open for one (1) week, after this date, it will be offered to the next person on the waiting list, unless advised of an exceptional circumstance. All offers and admission arrangements are now confirmed by the Fulbridge Academy admissions committee on a regular basis.

The Local Authority operates fair access protocol for those children whose applications cannot be dealt with as part of the normal admissions process. The purpose of Fair Access Protocols is to ensure that outside the normal admissions round - unplaced children, especially the most vulnerable, are found and offered a place quickly, so that the amount of time any child is out of school is kept to a minimum.

4.0 Admission appeals

4.1 If a child is not offered a place at the Academy, it is because to do so would prejudice the education of other children, as it would exceed the PAN.

4.2 If the parent is not satisfied with the outcome of the school place allocation, they have the right to appeal to an Independent Appeal Panel. If the parent wants to appeal for a place at more than one school, they will need to appeal separately for each. The parent can only appeal for a place at a school if they have applied and been refused a place. An appeal is a legal procedure, so there has to be a degree of formality to make sure everyone can put their case without interruption. Everyone involved is aware of how daunting it can be for parents and will try to make them feel as relaxed as possible (Details of appeal arrangements can be found on the School Admissions Appeals section on the Peterborough City Council website). An appeals panel decision is binding for all parties concerned.

5.0 PAN (Published admission number)

PAN is the number of children that the Academy can accommodate. The standard number for the Academy is one hundred and twenty (120) pupils for Reception to Year 2. The PAN from Year 3 - Year 6 is one hundred and twenty eight (128) This number is kept under review by the Trust who feel it would be prejudicial to the education of the children at the school to over admit children into any Year Group.

6.0 Infant class size

6.1 Infant children (aged four (4) to seven (7) are taught in classes that have a maximum number of thirty (30) children. Additional children may be admitted under exceptional circumstances. These children will remain an "excepted pupil" for the time that they are in an infant class or until the class numbers fall back to the maximum infant class size.

7.0 Deferring, Delaying and accelerated admission.

7.1 Deferring admission

If a parent chooses to defer admission to later in the academic year, they must discuss it with their allocated school when they accept the school place. Where a place is deferred, it cannot be given to another child, but the child must enter school by the beginning of the school term following their fifth (5th) birthday and within the school year for which the offer was made.

7.2 Delaying admission

If a child is “summer born” and parents prefer to delay admission to the following September, the child would normally be considered for admission into Year 1, rather than the Reception year. In exceptional circumstances, summer born children may be admitted to school in a different year group. This will require the admission authority to take account of the child’s individual needs and abilities and to consider whether these can best be met in Reception or Year 1. It will also involve taking account of the potential impact on the child of being admitted to Year 1 without first having completed the reception year. The views of the head teacher will be an important part of this consideration.

7.3 Accelerated admission

There are some circumstances which mean that parents might feel that their child should start school a full academic year earlier, this is known as an accelerated admission into school, however the academy does not encourage this. In accordance with the Schools Admissions Code, all requests will be considered on the basis of the circumstances of each case, and in the best interests of the child, taking account of the child’s educational and social development.

8.0 Admission and Oversubscription Criteria

The Governors will admit children with a Statement of Special Educational Needs or an Education Health and Care Plan (EHCP) which names the academy. This will be in addition to any specific arrangements to specialist provision. Such criteria includes, but is not limited to:

- i. Children in Care 1 ;
- ii. Children who are both living in the catchment area served by the academy (see Peterborough City Council website for an address list) and have a sibling²;

1 Children In Care Children in Care – Looked After Children’ and children who were previously looked after, but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order Also children who appear to the Admission Authority to have been in state care (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society) outside of England but ceased to be so as a result of being adopted only

2 Siblings Are defined as children aged between 4 and 16, living together in the same family unit, who have a sibling on the roll of the school at the time of application and admission to the school. Sibling includes: brother or sister, half-brother or sister, adopted brother or sister, child of the parent/carer or their partner, children looked after, or previously looked after. This doesn’t include children temporarily living in the same family unit - for example a looked after child in the short-term, or interim, foster placement. In every case, the sibling must be living permanently in the same family home (at least Monday to Friday) and must be on the roll of the school, or have been offered and accepted a place at the school at the time of application and when the child starts. Every effort will be made to ensure that twins and those from multiple births can be admitted together.

- iii. Children of all staff members at the school, providing that the member of staff has been employed for a minimum of two (2) years;
- iv. Other children living in the catchment area at the time of application.
- v. Children who do not live in the catchment area served by the academy, but who have a sibling of compulsory school age attending the school at the time of application.
- vi. Other children whose parents have requested a place (NB: measurements for this will be done from the Academy to the home address)³. Measurements are done using the tool Google Maps, by measuring a straight line from the Academy to the home address of the applicant.

9.0 Late Applications

For late applications, the Local Authority will offer places in the same order of priority as above, once all the 'on time' requests have been considered.

The Academy will follow the Local Authority's co-ordinated scheme with regard to the closing date for the receipt of the admission form.

Unsuccessful applicants have the right to appeal, and details of the Appeals procedure can be found on the Peterborough City Council website in the School Admissions Appeals section. [School admissions appeals.](#)

10. Waiting Lists (The Academy deals with its own in-year admissions)

10.1

All parents who are refused a place at the Academy at any time may wish to place their child's name on a Waiting list (NB: this does not affect a parent's right of appeal). Pupils will be placed on this list in strict order according to the oversubscription criteria on the Admissions Policy. If a place becomes available at the Academy, places will be allocated according to criteria. Time on the Waiting list is not part of the criteria and has no

3 Home address

The child's current permanent residential address must be used. The home address is the address of the parent with whom the child normally lives from Monday to Friday at the time school places are allocated on 17 April 2024. This should also be the address where your child will be residing when they start school in September 2024.

- The address of a relative or childminder, or where your child stays or sleeps because of special domestic arrangements or personal circumstances cannot be considered. All applicant addresses will be thoroughly checked.
- **You cannot use an address until you are permanently residing there and able to prove you have no connection with the previous address.** All changes of address will be thoroughly investigated to ensure there is a permanent commitment to the new address and that it is not a temporary arrangement to access a preferred school. **A temporary address cannot be considered. This includes other property owned by the applicant, temporary rental agreements and temporary moves to live with friends or family.**
- **Any recent change of principal carer and/or parental responsibility** (for example, if a child moves to live at another address) must be supported by satisfactory legal documents such as a court order. **Only applications from a person who is legally responsible for the child can be accepted.** If a child does not live with their parent/s and is looked after by relatives, documentary evidence such as a Will or a Court order are required as proof that the relatives are the child's guardians. A private fostering arrangement will not give parental responsibility. Please let Peterborough Admissions know if a parent at another address is to be kept advised of the progress and outcome of their child's application.
- Schools expect to see continuity of address throughout the application process; and you will be asked for proof at any time if your address is different from the address on your application.

If it is discovered that a place has been offered on the basis of a fraudulent or intentionally misleading application (for example a false claim to residence), that offer will be withdrawn even if the child has started at the school.

bearing on allocation of places. Parents must contact the Academy and request that their child's name be placed on the Waiting list.

Details of the in-year process can be found on the Fulbridge Academy website [Fulbridge Academy: Home](#)

10.2

The Academy will write to everyone on the Waiting list in the summer term, confirming that they wish to remain on the academy's list for the next academic year. If no response is received then, they will automatically be removed from the list. If they wish to go back on the list, then they must reapply to the Academy.

10.3

The Reception intake list is held by the Local Authority until the end of December in that academic year, at which point the Academy will write to everyone on the list to ask if they wish to transfer onto the Academy's In-year Waiting list. If no response is received then, they will automatically be removed from the list.

10.4

In-year admissions are measured using the tool Google Maps by measuring a straight line from the Academy to the home address of the applicant.

Reception Intake is processed by the Local Authority In cases of equal merit, priority will be given to the child living nearest the school as measured by a straight line. Distance is measured in a straight line using the Local Land Property Gazetteer (LLPG) provided from the seed point located at the child's home address to the seed point for the school. The seed point is taken from the Ordnance Survey's (OS) Address-Base dataset. It is used to locate individual residential and school addresses using grid references as seed points.

It may be necessary to use other OS maps or online resources for any home address outside of the Peterborough local authority distance measuring system. In the case of flats, the priority is that of floor level i.e., ground, first, second etc. in that order. In cases of exactly the same measurement where no differentiation can be established, a lottery will be used to decide the allocation of the place. For late applications, the local authority will allocate places in the same order of priority. In cases of equal merit, priority will be given to the child living nearest the school as measured by a straight line as above.

10.5

When the academy takes over the Waiting list from the Local Authority the academy will re-evaluate the measurements using the tool Google Maps, catchment will be decided using the Local Authorities catchment list.

11. Review

This policy will be reviewed annually by the Governors of the Academy, in light of any changes to the Published Admission Numbers (PAN) and/or the over subscription criteria. (A full consultation may be required for some of the changes)

Gladstone Primary Academy

1. Introduction

1.1. Gladstone Primary Academy provides places for children aged 4 – 11.

2. Admission number

2.1. The number of children to be admitted to the school at the point of entry, Reception Year, the Published Admission Number (PAN) for the school will be 60.

2.2 A school's published admission number (PAN) only applies to the usual point of entry in a school – Reception (primary school)

2.2 For other year groups which are not the usual points of admission, it will be for the admission authority to determine whether there are available spaces or whether admissions beyond a particular level would cause prejudice to the provision of efficient education, i.e. would cause the school practical problems in delivering appropriate educational provision to its existing pupils.

2.3 It may be the case that admission authorities determine that the PAN (from the point of admission) continues to be a relevant benchmark to determine whether a request for admission can be accepted or rejected, but there may be occasions where the admission authority feels it is necessary to set an operational capacity for a year group or groups which is different to the PAN.

2.4 It will be necessary for the admission authority to record and evidence those decisions and, where the Local authority is coordinating in-year admissions, provide that decision to the local authority to assist in their operation of that service.

3. Applications for the normal point of entry – Reception Classes

3.1. Applications for admission to Gladstone Primary Academy to enter the Reception classes at the start of September should be made through the Peterborough City Council coordinated admissions scheme.

3.2. Details of how to apply can be found on the Peterborough City Council website: http://www.peterborough.gov.uk/children_and_families/schools/school_admissions.aspx

3.3. The deadline for applications is the 15th January, for entry the following September.

3.4. Places will be offered on the National Offer Day, 16th April, or next working day when this falls at a weekend, or bank holiday.

3.5. Where it is not possible to offer a place the right of appeal will be offered.

3.6. The Academy follows The School Admissions (Infant Class Sizes) (England) Regulations 2012, limiting infant (Reception, Year 1 and Year 2 classes) to a maximum of 30 children with each teacher.

4. Acceptance of an offer of a place

4.1. Where an offer of a place is made, the applicant should be notified that they have 10 school days/workings days to accept the offer. Where an offer is not accepted Gladstone Primary Academy reserves the right to withdraw the offer and the offer of a place to be made

to the next applicant on the waiting list.

5. Oversubscription criteria

5.1. The Academy will admit children with a Statement of Special Educational Needs or an Education Health and Care Plan which names Gladstone Primary Academy. This will be in addition to any specific arrangements to specialist provision.

5.2. The order of priority for all other children is as follows:

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

2. Children who are both living in the catchment area¹ served by the school and have siblings² of compulsory school age still attending Gladstone Primary Academy at the time of their admission.

3. Other children living in the catchment area at the time of admission.

1 An alphabetical list of streets and their school catchment areas is available on the Peterborough City Council website - <https://www.peterborough.gov.uk/residents/schools-and-education/school-admissions/catchment-area/>

2 For the purposes of admissions, the Department for Education definition of sibling is as follows: 'Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner, and in every case, the child should be living in the same family unit at the same address.'

4. Children of members of staff, provided that they have been employed for a minimum of two years and/or are recruited to fill a vacant post for which there is a demonstrable skills shortage.

5. Children who do not live in the catchment area served by Gladstone Primary Academy, but who have siblings of compulsory school age attending the school at the time of their admission.

6. Other children whose parents have requested a place who live outside the catchment area.

5.3 Sibling refers to children aged between 4 and 16, living together in the same family unit, who have a sibling on the roll of the school at the time of application and admission to the Academy. Sibling includes:

- brother, or sister;
- half-brother, or sister;
- adopted brother, or sister;
- child of the parent/carer or their partner;
- children looked after, or previously looked after.

This doesn't include children temporarily living in the same household - for example a looked after child in short term, or interim, foster placement. In every case, the sibling must be living permanently in the same family home (at least Monday to Friday) and must be on the roll of the Academy, or have been offered and accepted a place at the Academy at the time of application and when the child starts.

Every effort will be made to ensure that brothers or sisters (as defined above) and those from multiple births can attend the same primary school, understanding that the Academy must comply with the Education (Infant Class Sizes) (England) Regulations 1998.

5.3. In cases of equal merit, priority will be given to the child living nearest the school as measured by a straight line. Distance is measured in a straight line using the Local Land

Property Gazetter (LLPG) provided from the seed point located at the child's home address to the seed point for the school. The seed point is taken from the ordinance survey's (OS) Address Base dataset. It is used to locate individual residential and school addresses using grid references as seed points. It may be necessary to use other OS maps or online resources for any home address outside of the Peterborough local authority area not covered by the local authority's computerised distance measuring system. In the case of flats, the priority is that of floor level i.e. ground, first, second etc. in that order.

5.4. In cases of exactly the same measurement where no differentiation can be established, a lottery will be used to decide the allocation of the place. For late applications, the local authority will allocate places in the same order of priority. In cases of equal merit, priority will be given to the child living nearest the school as measured by a straight line as above.

5.5. There is no automatic right of admission from Gladstone Preschool into reception at Gladstone Primary Academy.

6. Waiting lists

6.1. The Academy will operate a waiting list for each year group. Where in any year group Gladstone Primary Academy receives more applications for places than there are places available, the places will be determined by ranking pupils according to the oversubscription criteria. This waiting list will be maintained by the Academy and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application having previously been made to the Gladstone Primary Academy.

6.2. Waiting lists will last until the end of the academic year. To remain on the school's waiting list for the next academic year families will need to complete a new in-year application form.

6.3. Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in paragraph 5. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

7. In year admissions

7.1. Applications to move a child from another school or for children new to the area to Gladstone Primary Academy should be made directly to Gladstone Primary Academy on an application form which is available from the school office or website www.gpa.education/admissions

7.2. Once an application form is received, the school will inform the City Council of the decision as to whether or not a place is able to be offered.

7.3. If a place is not offered, the child will be put on a waiting list for a place when one becomes available and will be offered the right to appeal. Places on the waiting list are allocated in line with the admissions criteria.

8. Appeals

8.1. In the event of a place not being allocated, parents will have the right of appeal to an independent appeal panel. The appeal panel will be independent of Gladstone Primary Academy. The arrangements for appeals will be in line with the School Admissions Code and the School Admission Appeals code published by the Department for Education. The determination of the appeals panel will be made in accordance with School Admissions Appeal Code and the decision will be binding on all parties.

8.2. The Gladstone Primary Academy uses Peterborough City Council to manage its appeals who will prepare guidance for parents and relevant children about how the appeals process will

work and a named contact who can answer any enquiries parents may have about the process. Appeal forms are available from the Peterborough City Council website.

8.3. The Academy will follow the dates and the time line for schools admissions appeals as set out on the Peterborough City Council website.

<https://www.peterborough.gov.uk/residents/schools-and-education/schooladmissions/school-admissions-appeals/>

9. Home address

9.1. When parents live separately, the application must be based on the address at which the child usually lives. When parents live separately but the child lives with both parents at different addresses, the child's home address will be taken to be the address where the child lives for most of the week. If the child spends an equal amount of time with each parent, the address will be taken to be that of the main parent/carer to is responsible for the day to day care of the child.

9.2. The address of a relative or childminder, or where a child stays or sleeps because of special domestic arrangements or personal circumstances cannot be considered. All applicant addresses will be checked.

9.3. All changes of address will be thoroughly investigated to ensure there is a permanent commitment to the new address and that it is not a temporary arrangement. A temporary address cannot be considered. This includes other property owned by the applicant and temporary moves to live with friends or family.

9.4. Any recent change of principal carer and/or parental responsibility (for example, if a child moves to live at another address) must be supported by satisfactory legal documents such as a court order. Only applications from a person who is legally responsible for the child can be accepted. If a child does not live with their parent/s and is looked after by relatives, documentary evidence such as a Will or a Court order are required as proof that the relatives are the child's guardians. A private fostering arrangement will not give parental responsibility. Please let Gladstone Primary Academy know if a parent at another address is to be kept advised of the progress and outcome of their child's application.

9.5. Gladstone Primary Academy expects to see continuity of address throughout the application process; and you will be asked for proof at any time if your address is different from the address on your application.

9.6. If it is discovered that a place has been offered on the basis of a fraudulent or intentionally misleading application (for example a false claim to residence), that offer will be withdrawn even if the child has started at the school.

10. Request to delay entry to school in the same year (known as deferred entry)

10.1. Most children will start school in the September of the school year in which they will become 5 years of age. All children are allowed to start full-time in September. If you feel that your child is not ready to start school in the September following their fourth birthday, you can either arrange for your child to attend part-time until they reach statutory school age, or defer the date your child is admitted to the school until later on in the Reception year.

10.2 If you wish to defer your child's entry, you will need to confirm this with the Academy. If this agreed by the academy must hold your child's place and not offer it to another child. You may also need to confirm this with your child's pre-school or early learning provider so that your child can continue to receive their free early learning entitlement.

10.3 Your child must start school in the school year for which the offer was made and the latest

your child can start school is at the beginning of the summer term.

10.4 You can choose not to send your child to school until the September following their fifth Birthday.

10.5 See the table below to see what options are available to you, you should discuss these with the Academy once allocated a place at Gladstone Primary Academy.

Deferred admission options

Date of birth What options are available

1 September - 31 December

(Autumn term) Child can attend full-time, request to attend part-time from September or defer admission until the beginning of January 2024.

1 January - 31 March

(Spring term) Child can attend full or part-time from September or defer admission until the beginning of January 2021 or until after Easter 2024.

1 April - 31 August

(Summer term) Child can attend full or part-time from September or defer admission until January 2024 or Easter 2024.

11. Admission of children outside their normal age group

11.1. The parents of a summer born child may choose not to send their child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – into Reception rather than Year 1.

11.2. Parents may apply to a year group outside the normal age group, for summer born children; children born between 1 April and 31 August are regarded as summer born children.

11.3. In exceptional circumstances, summer born children may be admitted to school in a different year group. This is usually due to concerns in relation to a child's development. If parents would like to request a 'summer born child' to start school outside of their normal age group, and be admitted to reception rather than Year 1, they would need to follow the process below.

- o Parents should apply for the normal reception year for their child. The normal year in this case, is the academic year when the child will be five years old – between 1 September and 31 August.

- o When applying, parents should inform the Local Authority School Admissions Team and Gladstone Primary Academy in writing, that they do not wish to send their child to school until the September after their fifth birthday and request that the child is admitted out of their normal age group – to Reception rather than Year 1. The letter or email should include reasons for the request and any evidence to support their case. Evidence could show:

- whether the child is summer born
- information about the child's personal, social, emotional development and academic development
- if relevant, the child's medical history and views of a medical professional
- whether the child has previously been educated out of year group
- whether the child was born prematurely

- o If your request is refused, the child will still be considered for admission to their normal age group. If the Academy agrees to the request, the child will be admitted into Reception rather than Year 1 the following year; but would need to apply again for a

Reception place for that year. Please note the decision to agree to defer admission does not guarantee that a place will be available as this depends on the number of applications for entry in that year and it is not possible to reserve a place until the following year.

o Requests for admission out of the normal year group will be considered alongside other applications made at the same time. An application from a child who would 'normally' be a Year 1 child for a Reception place will be considered alongside applications for Reception. There is no statutory right of appeal if your request is not agreed.

11.4 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, for children who are not of reception age.

11.5 The Academy will look at each case on its merits, taking into account the child's best interest and either agree or refuse the request on that basis. 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 possibly 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. When informing a parent of their decision on the year group the child should be admitted to, the Academy will set out clearly the reasons for their decision.

Hampton College - Primary Phase

Applications will be processed through the Peterborough City Council coordinated admissions scheme.

Admission number

The school has an admission number of

- **60** for entry in Reception in 2024
- The school will accordingly admit this number of pupils if there are sufficient applications. Where fewer applicants than the published admission number for the relevant year group are received, the local authority will offer places at the school to all those who have applied.

Oversubscription criteria

When the school is oversubscribed, after the admission of pupils with an Education, Health and Care plan naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order. ^{1*}
2. Children living in catchment with a sibling ^{2*} on roll at the time of admission

^{1}A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989). A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.*

^{2} For the purposes of admissions, the definition of a sibling is as follows: children aged between 4 and 16, living in the same family unit, who have a sibling on the roll of the school at the time of application and admission to the school. Sibling includes brother or sister, half brother or sister, adopted brother or sister, stepbrother or sister, or the child of the parent/carer's partner, and in every case, the child should be living in the same family unit at the same address. This does not include children temporarily living in the same household, for example, a looked after child in a short term, or interim, foster placement.*

3. Children living in catchment
4. Children of members of staff ^{3*} provided that they have been employed for a minimum of two years and/or are recruited to fill a vacant post for which there is a demonstrable skills shortage.
5. Other children with a sibling on roll at the time of admission
6. Other children

Tie-break

Where children of multiple birth (i.e. twins, triplets etc.) or siblings born in the same school year are tied for the final place, we will admit such siblings even if this means exceeding PAN (when they are being considered in relation to the same criterion). For other children, priority will be given to the child living nearest the school as measured by a straight line. Distance is

measured in a straight line using the Local Land Property Gazetteer (LLPG) provided from the seed point located at the child's home address to the seed point for the school. The seed point is taken from the Ordnance Survey's (OS) 2.5 Address-Base dataset. It is used to locate individual residential and school addresses using grid references as seed points. It may be necessary to use other Ordnance Survey maps or online resources for any home address outside of the Peterborough local authority area not covered by the council's distance measuring system. In the case of flats, the priority is that of floor level i.e. ground, first, second etc., in that order. In cases of exactly the same measurement where no differentiation can be established, a lottery will be used to decide the allocation of the place.

Late applications

All applications received by the local authority if after 15 January 2024 will be considered to be late applications. Late applications will be considered after those received on time. The local authority will then allocate late places in the same order of priority. In cases of equal merit, priority will be given to the child living nearest the school measured by a straight line as above.

If, following consideration of all applicants the school is oversubscribed, parents may request that their child is placed on the school's waiting list.

Deferred entry for infants

Parents offered a place in Reception for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.

Children reach compulsory school age on the prescribed day following their fifth Birthday (or on their fifth Birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.

*3*Staff refers to all employed at Hampton College as their principle place of work, whose employer is the Hampton Academies Trust.*

Admission of children outside their normal age group

Parents may request that their child is admitted to a year group outside their normal age range, for instance where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting his or her schooling. When such a request is made, the Academy Trust will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the Head of School and any supporting evidence provided by the parent.

If a request is refused, the child will still be considered for admission to their normal age group.

The process for requesting such an admission is as follows:

With the application, parents should request in writing that the child is admitted to another year group (state which one), and the reasons for that request.

Parents will submit any evidence in support of their case with the application, for instance from a medical practitioner, headteacher etc. Some of the evidence a parent might submit could include:

- 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.

We will also ensure the parent is aware of whether the request for admission out of age group has been agreed before final offers are made, and the reason for any refusal.

A parent making an in-year request for their children to be admitted to a year group outside of their normal age range, must also request this in writing and submit evidence in support of their case as described above.

Waiting lists and in year admissions

Parents wishing to apply for an in-year admission, should contact Peterborough City Council, who coordinate admissions to the school.

The school will operate a waiting list for each year group. Where in any year the school receives more applications for places than there are places available, a waiting list will operate until the end of the academic year. This will be maintained by the Academy Trust and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

Great Haddon

The shared catchment area between Hampton College, Hampton Hargate and Hampton Vale has been temporarily extended to include the Great Haddon development.

From September 2024 children living on Great Haddon will be classed as living in catchment for these three schools.

This change is temporary, and the catchment area will revert back to its previous state when the first primary school on the development opens.

Appeals

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Applicants should contact Peterborough City Council's admissions team for information on how to appeal. Appeal requests must be received by Peterborough City Council within 20 school days of the national offer day, or 20 school days after notification of a late place offer. Information on the timetable for the appeals process is on the Peterborough City Council website.

Hampton Lakes Primary School

Applications will be processed through the Peterborough City Council coordinated admissions scheme.

Hampton Lakes Primary School is a new primary free school, which opened in September 2019 to serve the new community of Hampton East. The school will grow over time to be a two-form entry school, with 420 children from Reception to Year 6. In 2024, the school will have Reception – Year 6.

Admission number

The school has an admission number of

- **60** for entry in Reception in 2024
- The school will accordingly admit this number of pupils if there are sufficient applications. Where fewer applicants than the published admission number for the relevant year group are received, the local authority will offer places at the school to all those who have applied.

Oversubscription criteria

When the school is oversubscribed, after the admission of pupils with an Education, Health and Care plan naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order.^{1*}

1 A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989). Children who appear to the Admission Authority to have been in state care (i.e., in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/ main purpose is to benefit society) outside of England but ceased to be so as a result of being adopted only.*

2 For the purposes of admissions, the definition of a sibling is as follows: children aged between 4 and 16, living in the same family unit, who have a sibling on the roll of the school at the time of application and admission to the school. Sibling includes brother, or sister, half brother or sister, adopted brother or sister, stepbrother or sister, or the child of the parent/carer's partner, and in every case, the child should be living in the same family unit at the same address. This does not include children temporarily living in the same household, for example, a looked after child in a short term, or interim, foster placement.*

3 Staff refers to all employed at Hampton Lakes Primary School as their principle place of work, whose employer is the Hampton Academies Trust.*

2. Children living in catchment 1 with a sibling ^{2*} on roll at the time of admission

3. Children living in catchment 2 with a sibling on roll at the time of admission

4. Children living in catchment 1 (see map)

5. Children living in catchment 2 (see map)

6. Children of members of staff ^{3*}, who have filled a vacancy for which there is a demonstrable skills shortage

7. Other children with a sibling on roll at the time of admission

8. Other children

Tie-break

Where children of multiple birth (i.e. twins, triplets etc.) or siblings born in the same school year are tied for the final place, we will admit such siblings even if this means exceeding PAN (when they are being considered in relation to the same criterion). For other children, priority will be given to the child living nearest the school as measured by a straight line. Distance is measured in a straight line using the Local Land Property Gazetteer (LLPG) provided from the seed point located at the child's home address to the seed point for the school. The seed point is taken from the Ordnance Survey's (OS) 2.5 Address-Base dataset. It is used to locate individual residential and school addresses using grid references as seed points. It may be necessary to use other Ordnance Survey maps or online resources for any home address outside of the Peterborough local authority area not covered by the council's distance measuring system. In the case of flats, the priority is that of floor level i.e. ground, first, second etc., in that order. In cases of exactly the same measurement where no differentiation can be established, a lottery will be used to decide the allocation of the place.

Late applications

All applications received by the local authority after 15 January 2024 will be considered to be late applications. Late applications will be considered after those received on time. The local authority will then allocate late places in the same order of priority. In cases of equal merit, priority will be given to the child living nearest the school measured by a straight line as above.

If, following consideration of all applicants the school is oversubscribed, parents may request that their child is placed on the school's waiting list.

Deferred entry for infants

Parents offered a place in reception for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age.

3 Staff refers to all employed at Hampton Lakes Primary School as their principle place of work, whose employer is the Hampton Academies Trust.

Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.

Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.

Admission of children outside their normal age group

Parents may request that their child is admitted to a year group outside their normal age range, for instance where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting his or her schooling. When such a request is made, the Academy Trust will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the Head of School and any supporting evidence provided by the parent.

If a request is refused, the child will still be considered for admission to their normal age group.

The process for requesting such an admission is as follows:

With the application, parents should request in writing that the child is admitted to another year group (state which one), and the reasons for that request.

Parents will submit any evidence in support of their case with the application, for instance from a medical practitioner, headteacher etc. Some of the evidence a parent might submit could include:

- 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.

We will also ensure the parent is aware of whether the request for admission out of age group has been agreed before final offers are made, and the reason for any refusal. A parent making an in-year request for their children to be admitted to a year group outside of their normal age range, must also request this in writing and submit evidence in support of their case as described above.

Waiting lists and in year admissions

Parents wishing to apply for an in-year admission, should contact Peterborough City Council, who coordinate admissions to the school.

The school will operate a waiting list for each year group. Where in any year the school receives more applications for places than there are places available, a waiting list will operate until the end of the academic year. This will be maintained by the Academy Trust and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

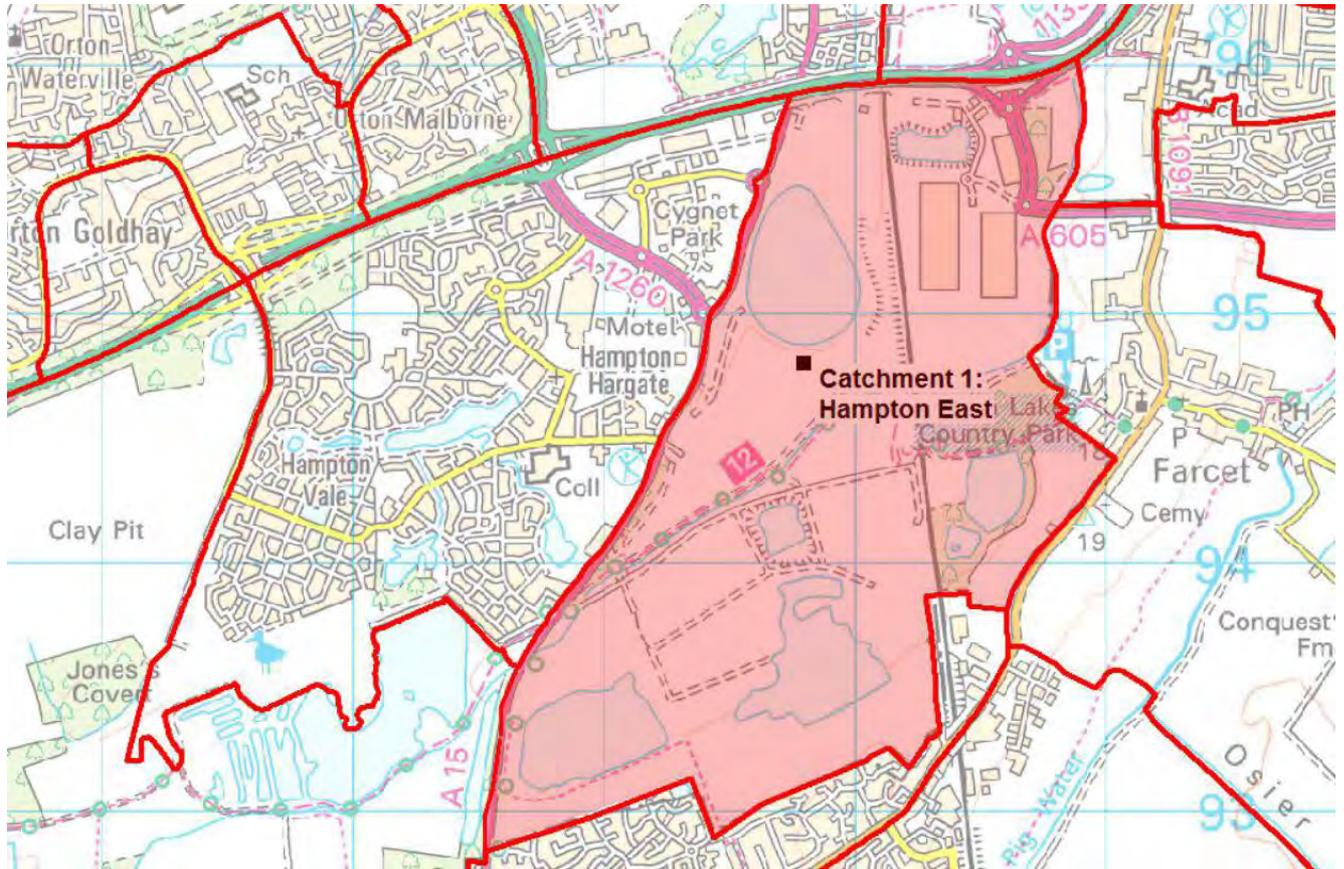
Appeals

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

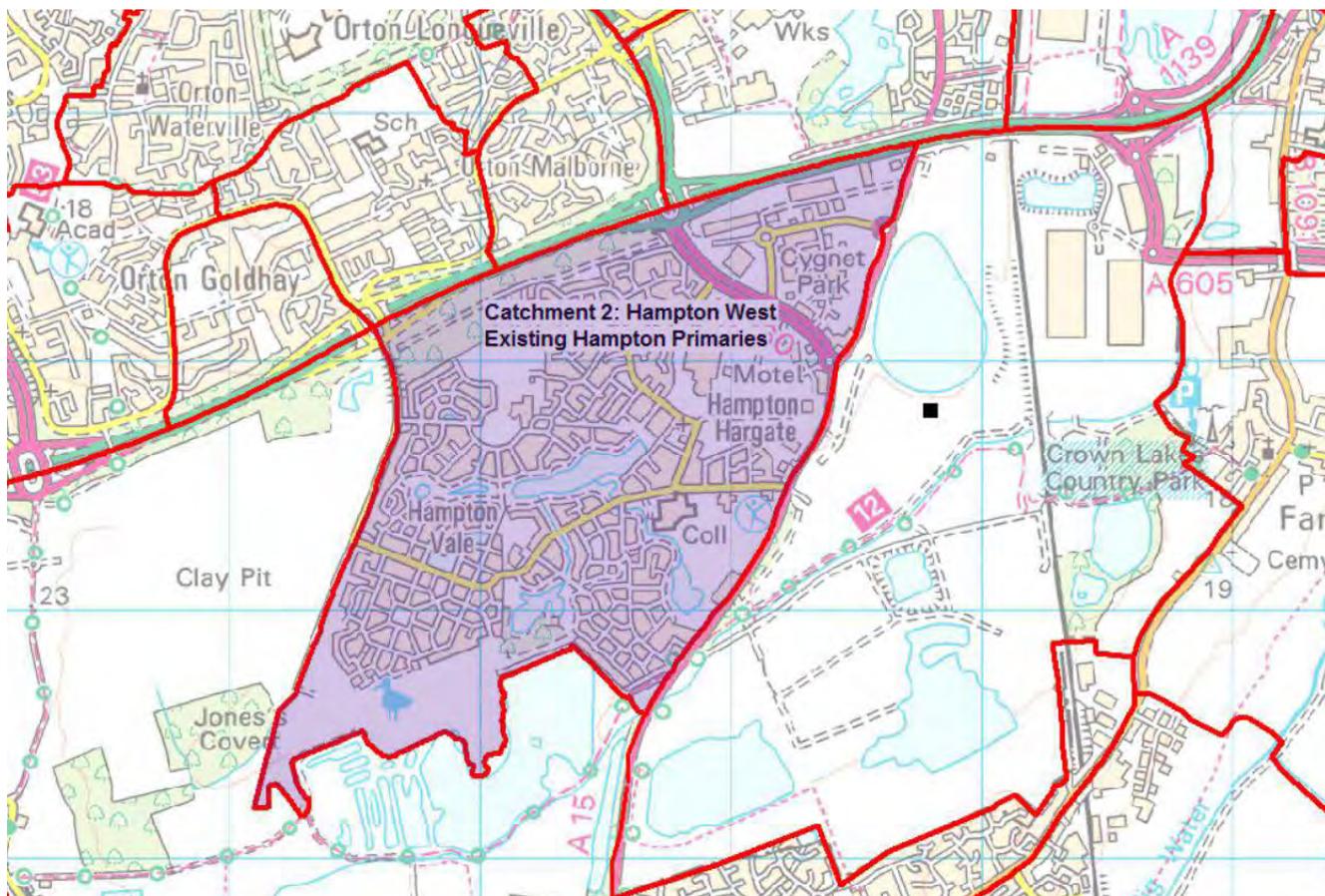
Applicants should contact Peterborough City Council's admissions team for information on how to appeal. Appeal requests must be received by Peterborough City Council within 20 school days of the national offer day, or 20 school days after notification of a late place offer. Information on the timetable for the appeals process is on the Peterborough City Council website.

Catchment Areas

Catchment 1



Catchment 2



Great Haddon

This catchment area has been temporarily extended to include the Great Haddon development.

From September 2024 children living on Great Haddon will be classed as living in catchment 2 for Hampton Lakes.

This change is temporary, and the catchment area will revert back to its previous state when the first primary school on the development opens.

Hampton Vale Primary Academy

1.1 The Local Governing Committee of Hampton Vale Primary Academy applies the regulations on admissions fairly and equally to all those who wish to attend the Academy. This policy conforms to the legislative requirements of the latest version of the School Admissions and School Admission Appeal Codes, which are issued under Section 84 of the School Standards and Framework Act 1998. The Academy is traditionally oversubscribed, therefore early dialogue is essential to ensure the best possibility of gaining a place within the school.

2.0 Aims and objectives

2.1 Hampton Vale Primary Academy is an inclusive Academy that welcomes children from all backgrounds and abilities.

2.2 All applications will be treated equally and in a sensitive manner.

2.3 The only restriction in place on entry is that of numbers. If the number of children applying for entry exceeds the places available, the Academy will enforce the procedure set out below in order to determine whether a child is offered a place or not. It is the Academy's wish to allow parents the right to have a place at the school of their choice. However, this is not always possible, due to the excess demand on the school places available.

2.4 The level of ability of a child or any special needs (apart from Education, Health and Care plans) that they may have, plays no part in the admissions policy of this school.

3.0 How parents can apply for their child to be admitted to Reception

3.1 As our school is an Academy, we have the flexibility in setting bespoke admission arrangements. In reviewing best practice, the Academy decided to harmonise our admission arrangements in line with the Local Authority arrangements.

The Academy however remains the 'Admissions Authority'. The policy and over subscription criteria for entry to each school are published each year by the Local Authority. Parents can receive a copy of the policy and over subscription criteria directly from the Local Authority.

3.2 The Local Authority publishes a composite admissions prospectus each year, which gives information about how parents can apply for a place in the school of their choice.

Parents have a right to express a preference for the school of their choice and they should do so on the application form.

Expressing a preference does not, in itself, guarantee a place at the Academy. Applications must be submitted online on the Local Authority admissions website. The closing date for all Reception intake applications is 15 January, the Academy strongly advises that parents do not delay their application in case of technical problems. National Offers day is 16 April, or the next nearest working day should this fall on a weekend, parents that applied online can log on to the council's website from 12.30 am to see which school their child has been offered. Letters will also be posted out on this day; no decision will be issued by phone.

3.3 In this area, children enter school in the academic year in which they become five (5). There is one admission date per year, which is early in September (i.e. at the start of the school year). Therefore, parents who would like their child to be admitted to Hampton Vale Primary Academy during the year their child is five (5) should ensure that they complete the necessary application form by the date set by the Academy each year, which will be the same as the date set by the Local Authority. Please see section seven (7) below for information about deferring and delaying a child's start to school.

3.4 If a child is attending a pre-school, a nursery school or nursery class, this will not be taken into account when admission allocations are made. Attendance at any nursery class or pre-school on a school site does not result in any priority for admission to that school. Parents/carers whose children are attending nursery classes attached to primary schools must still apply for a place in Reception.

How parents can apply for their child to be admitted for Years 1 to 6

3.5 Admission to the Academy for all other year groups (excluding new Reception intake) and in-year admissions are done by the Academy. Applications can be made by visiting the Academy to complete an application form. Full details of this can be found on the Hampton Vale Primary Academy website in the admissions section. [Hampton Vale Academy Website](#)

Any offer from the Academy will be open for one (1) week, after this date, it will be offered to the next person on the waiting list, unless advised of an exceptional circumstance. All offers and admission arrangements are now confirmed by the Hampton Vale admissions committee on a regular basis

The council operates fair access protocol for those children whose applications cannot be dealt with as part of the normal admissions process. The purpose of Fair Access Protocols is to ensure that outside the normal admissions round - unplaced children, especially the most vulnerable, are found and offered a place quickly, so that the amount of time any child is out of school is kept to a minimum.

4. Admission Appeals

4.1 If a child is not offered a place at the Academy, it is because to do so would prejudice the education of other children, as it would exceed the PAN.

4.2 If the parent is not satisfied with the outcome of the school place allocation, they have the right to appeal to an Independent Appeal Panel. If the parent wants to appeal for a place at more than one school they will need to appeal separately for each. The parent can only appeal for a place at a school if they have applied and been refused a place. An appeal is a legal procedure, so there has to be a degree of formality to make sure everyone can put their case without interruption. Everyone involved is aware of how daunting it can be for parents and will try to make them feel as relaxed as possible (Details of appeal arrangements can be found on the School Admissions Appeals section on the Peterborough City Council website). An appeals panel decision is binding for all parties concerned.

5. PAN (Published admission number)

5.1 PAN is the number of children that the Academy can accommodate. The standard number for the Academy is ninety (90) pupils in each year group, from Reception to Year 6. This number is kept under review by the trust who feel it would be prejudicial to the education of the children at the school to over admit children into any year group.

6. Infant class size

6.1 Infant children (aged four (4) to seven (7) are taught in classes that have a maximum number of thirty (30) children. Additional children may be admitted under exceptional circumstances. These children will remain an "excepted pupil" for the time that they are in an infant class or until the class numbers fall back to the maximum infant class size.

7. Deferring, Delaying and Accelerated Admission.

7.1 Deferring admission

If a parent chooses to defer admission to later in the academic year, they must discuss it with their allocated school when they accept the school place. Where a place is deferred, it cannot be given to another child, but the child must enter school by the beginning of the school term following their fifth (5th) birthday and within the school year for which the offer was made.

7.2 Delaying admission

If a child is “summer born” and parents prefer to delay admission to the following September, the child would normally be considered for admission into Year 1, rather than the Reception year. In exceptional circumstances, summer born children may be admitted to school in a different year group. This will require the admission authority to take account of the child’s individual needs and abilities and to consider whether these can best be met in Reception or Year 1. It will also involve taking account of the potential impact on the child of being admitted to Year 1 without first having completed the reception year. The views of the head teacher will be an important part of this consideration

7.3 Accelerated Admission.

There are some circumstances which mean that parents might feel that their child should start school a full academic year earlier, this is known as an accelerated admission into school, however the academy does not encourage this. In accordance with the Schools Admissions Code, all requests will be considered on the basis of the circumstances of each case, and in the best interests of the child, taking account of the child’s educational and social development.

8.0 Admission and Oversubscription Criteria

The Governors will admit children with a Statement of Special Educational Needs or an Education Health and Care Plan (EHCP) which names the Academy. This will be in addition to any specific arrangements to specialist provision. Such criteria includes, but is not limited to:

- i. Children in Care 1 ;
- ii. Children who are both living in the catchment area served by the Academy (see Peterborough City Council website for an address list) and have a sibling 2 ;

1 Children In Care

Children in Care – Looked After Children’ and children who were previously looked after, but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order

Also children who appear to the Admission Authority to have been in state care (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society) outside of England but ceased to be so as a result of being adopted only.

2 Siblings

Are defined as children aged between 4 and 16, living together in the same family unit, who have a sibling on the roll of the school at the time of application and admission to the school. Sibling includes: brother or sister, half-brother or sister, adopted brother or sister, child of the parent/carer or their partner, children looked after, or previously looked after. This doesn’t include children temporarily living in the same family unit - for example a looked after child in the short-term, or interim, foster placement. In every case, the sibling must be living permanently in the same family home (at least Monday to Friday) and must be on the roll of the school, or have been offered and accepted a place at the school at the time of application and when the child starts. Every effort will be made to ensure that twins and those from multiple births can be admitted together.

- iii. Children of all staff members at the school, providing that the member of staff has been employed for a minimum of two (2) years and/or are recruited to fill a vacant post for which there is a demonstrable skills shortage.
- iv. Other children living in the catchment area at the time of application.

- v. Children who do not live in the catchment area served by the Academy, but who have a sibling of compulsory school age attending the school at the time of application.
- vi. Other children whose parents have requested a place (NB: measurements for this will be done from the Academy to the home address) 3 . Measurements are done using the tool Google Maps, by measuring a straight line from the Academy to the home address of the applicant.

8.1 Great Haddon will ultimately be a development of 5000 homes served by three primary schools and one secondary school. The development is now underway with the first housing completions due this winter. The first primary school is due to open on time with the completion of 500 homes. This primary school will become the local school for Great Haddon with its catchment area covering the development.

The Great Haddon development is not currently covered by a primary school catchment area. In order to ensure the admissions process is fair and open for families moving on to the development before the first Great Haddon primary opens it is proposed to extend the current Hampton Vale shared catchment area over the Great Haddon development. This will result in families moving on to the development being allocated places on the basis that they are in the shared catchment for Hampton Vale.

This change is proposed to be temporary and will only stay in place until the first primary school on Great Haddon opens. At this point the current Hampton Vale will revert back to its current state.

3 Home address

The child's current permanent residential address must be used. The home address is the address of the parent with whom the child normally lives from Monday to Friday at the time school places are allocated on 17 April 2024. This should also be the address where your child will be residing when they start school in September 2024.

- The address of a relative or childminder, or where your child stays or sleeps because of special domestic arrangements or personal circumstances cannot be considered. All applicant addresses will be thoroughly checked.
- **You cannot use an address until you are permanently residing there and able to prove you have no connection with the previous address.** All changes of address will be thoroughly investigated to ensure there is a permanent commitment to the new address and that it is not a temporary arrangement to access a preferred school. **A temporary address cannot be considered. This includes other property owned by the applicant, temporary rental agreements and temporary moves to live with friends or family.**
- **Any recent change of principal carer and/or parental responsibility** (for example, if a child moves to live at another address) must be supported by satisfactory legal documents such as a court order. **Only applications from a person who is legally responsible for the child can be accepted.** If a child does not live with their parent/s and is looked after by relatives, documentary evidence such as a Will or a Court order are required as proof that the relatives are the child's guardians. A private fostering arrangement will not give parental responsibility. Please let Peterborough Admissions know if a parent at another address is to be kept advised of the progress and outcome of their child's application.
- Schools expect to see continuity of address throughout the application process; and you will be asked for proof at any time if your address is different from the address on your application.

If it is discovered that a place has been offered on the basis of a fraudulent or intentionally misleading application (for example a false claim to residence), that offer will be withdrawn even if the child has started at the school.

9.0 Late Applications For late applications, the Local Authority will offer places in the same order of priority as above, once all the 'on time' requests have been considered.

The Academy will follow the Local Authority's co-ordinated scheme with regard to the closing date for the receipt of the admission form.

Unsuccessful applicants have the right to appeal and details of the Appeals procedure can be found on the Peterborough City Council website in the School Admissions Appeals section. School admissions appeals

10.0 Waiting Lists (the Academy deals with its own in-year admissions)

10.1 All parents who are refused a place at the Academy at any time may wish to place their child's name on a Waiting list (NB: this does not affect a parent's right of appeal). Pupils will be placed on this list in strict order according to the oversubscription criteria on the Admissions Policy. If a place becomes available at the Academy, places will be allocated according to criteria. Time on the Waiting list is not part of the criteria and has no bearing on allocation of places. Parents must contact the Academy and request that their child's name be placed on the Waiting list.

Details of the in-year process can be found on the Hampton Vale Primary Academy website Hampton Vale Primary Academy

- 10.2 The Academy will write to everyone on the Waiting list in the summer term, confirming that they wish to remain on the Academy's list for the next academic year. If no response is received then, they will automatically be removed from the list. If they wish to go back on the list, then they must reapply to the Academy.
- 10.3 The Reception intake list is held by the Local Authority until the end of December in that academic year, at which point the Academy will write to everyone on the list to ask if they wish to transfer onto the Academy's In-year Waiting list. If no response is received then, they will automatically be removed from the list.
- 10.4 In-year admissions (Years 1 to Year 6) are measured using the tool Google Maps by measuring a straight line from the Academy to the home address of the applicant.

Reception Intake is processed by the Local Authority In cases of equal merit, priority will be given to the child living nearest the school as measured by a straight line. Distance is measured in a straight line using the Local Land Property Gazetteer (LLPG) provided from the seed point located at the child's home address to the seed point for the school. The seed point is taken from the Ordnance Survey's (OS) Address- Base dataset. It is used to locate individual residential and school addresses using grid references as seed points.

It may be necessary to use other OS maps or online resources for any home address outside of the Peterborough local authority distance measuring system. In the case of flats, the priority is that of floor level i.e., ground, first, second etc. in that order. In cases of exactly the same measurement where no differentiation can be established, a lottery will be used to decide the allocation of the place. For late applications, the local authority will allocate places in the same order of priority. In cases of equal merit, priority will be given to the child living nearest the school as measured by a straight line as above.

- 10.5 When the Academy takes over the Waiting list from the Local Authority the Academy will re- evaluate the measurements using the tool Google Maps, catchment will be decided using the Local Authorities catchment list.

11.0 Review

This policy will be reviewed annually, in light of any changes to the Published Admission Numbers (PAN) and/or the over-subscription criteria. (A full consultation may be required for some of the changes).

Lime Academy Abbotsmede

Lime Academy Parnwell

Lime Academy Watergall

Lime Trust is the admissions authority for Lime Academy Abbotsmede, Lime Academy Parnwell and Lime Academy Watergall.

Lime Trust is founded upon four principles: Leadership, Innovation, Motivation and Excellence. It creates a sustainable group of exceptional, high-performing schools that improve life chances, and are trusted and respected in their communities. Lime Trust provides a high quality education for pupils through school-to school collaboration, Trust direction, high challenge and support.

Along with our principles, Lime Trust has core values that are demonstrated and upheld by our pupils, employees and stakeholders. Respect for all underlines our seven core values:

Respect
Equality
Self-worth
Partnership
Enjoyment Communication (a voice for all)
Trust

Introduction Lime Academy Abbotsmede

We pride ourselves on being an inclusive school, where we celebrate diversity and difference and acknowledge the richness that this brings to our school community. We aim to provide opportunities for all children to access a broad, balanced, and creative curriculum, regardless of age, attainment, ethnicity, language, or background. The Lime Trust is the admissions authority for the school. Lime Academy Abbotsmede will operate a transparent, fair admissions policy, fully consistent with the current statutory requirements of the School Admissions Code and the School Admission Appeals Code.

Admissions number

The Academy has an Admissions number of pupils for entry in Reception. The Academy will accordingly admit up to pupils in the relevant age group each year if sufficient applications are received. All applicants will be admitted if 60 or fewer apply.

Application process

Applications for the normal point of entry for Reception Classes

Application for admission to Lime Academy Abbotsmede to enter the reception classes at the start of September should be made through the Peterborough City Council coordinated admissions scheme.

Details of how to apply can be found on the Peterborough City Council website:

<https://www.peterborough.gov.uk/residents/schools-and-education/school-admissions/startingschool-in-reception>

Parents have the right to express a preference for the school of their choice and they should do so on the application form. Expressing a preference does not guarantee a place at the Academy. The deadline for application is the 15 January, for entry in the following September.

If your child is attending a nursery school, a preschool or nursery class, it will not be considered when allocations are made. Attendance at any nursery class or preschool on a school site does not result in any priority for admission at that school. Parents/ Carers whose children are attending nursery classes attached to primary schools must still apply for a place in Reception.

Places will be offered on national Offer Day, 16 April, or the next working day if that falls at a weekend or a bank holiday. Where it is not possible to offer a place the right of appeal will be offered.

Applications for children in Year 1 to 6

Admission to the academy for all other year groups (excluding the new Reception intake) and in-year admissions are done by the Academy. Applications can be made by visiting the Academy to complete an application form. Full details can be found on the Lime Academy Abbotsmede website under the admissions section [click here](#) any school place offer from Lime Academy Abbotsmede will be open for one week, after this date it will be offered to the next person on the waiting list, unless the academy is advised of an exceptional circumstance.

The council operates a fair access protocol for those children whose applications cannot be dealt with as part of the normal admissions process. The purpose of the fair access protocols is to ensure that outside the normal admissions round-unplaced children, especially the most vulnerable, are found and offered a place quickly, so that the amount of time any child is out of school is kept to a minimum. More information on this can be found here

<https://www.peterborough.gov.uk/residents/schools-and-education/schooladmissions/fairaccess-protocol>

Over subscription criteria

Oversubscription criteria apply if there are more applications than places available in the normal reception round.

If the school is oversubscribed, after the admission of pupils with an Education or Health Care Plan where the school is named in on the Plan, priority for admissions will be given to those children who meet the criteria set out below, in order:

- **Priority 1: Looked-After children and children at risk**
A looked after child is a child who is or was a) in the care of the Local Authority, or b) being provided with accommodation by a Local Authority in accordance with section 22 (10) of the Children Act 1989.
A child 'at risk' is a child who is currently on the Child Protection Register or under consideration for inclusion on the register, as advised by Peterborough City Council's Child Protection Officer.
- **Priority 2: Children of staff at Lime Academy Abbotsmede**
This priority is only given to children who are under the care of a staff member who works at the identified school.

- Priority 3: Siblings A sibling is defined as:
 - A full brother or sister
 - A half brother or sister A stepbrother or sister
 - A foster brother or sister
 - The child of a parent or carer's partner living at the same address

In all cases the sibling must be living at the same address and must still attend the school at the time of admission of the child for whom the application is being made. If you do not provide the name and date of birth of your child's sibling, we will not be able to take it into account and it will affect your child's chances of being offered a place at that school.

- Priority 4: Distance from school
Distance will be measured from the child's permanent address to the main gate of the school using the walking route on AA route planner. Children who live the closest to school will be given priority over those who do not.

If more than one applicant lives in a multi-occupancy building (for example, flats) priority will be given to the applicant whose door number is the lowest numerically and/ or alphabetically.

Where two or more applications (who are not from multiple births) are found to live the same distance from the school, a lottery tiebreak draw will take place with the assistance of a third impartial party.

Provision of evidence

After an offer has been made of a place at the Academy, Lime Academy Abbotsmede requires proof of residence of the permanent home of the child to confirm the place. This must be official correspondence addressed to the applicants showing residence, such as a council tax document, child's medical card, a gas or electricity bill or similar. Confirmation of date of birth of the child will also be required: this can be a medical card, birth certificate or passport.

It is important that the admissions system is fair for everyone. If it is found that false information has been provided and a place has been obtained because of this, the place offered is likely to be withdrawn. Parents/carers will still have the right of appeal if the place is withdrawn.

Waiting lists

Lime Academy Abbotsmede will operate a waiting list for each year group. In any year group when Lime Academy Abbotsmede receives more applications than there are spaces available then places will be determined by making pupils in accordance with the over subscription criteria. The waiting lists will be maintained by the academy and it will be open to parents to ask if their child's name has been placed on the waiting list.

At the end of the academic year, the Parents/ Carers of children on the waiting list will be contacted to see if they still wish to remain on the waiting list for a place for the next academic year. Parents/Carers will be given a 20-working day deadline to respond to the communication sent from the Academy. If there is no response after this time, the child's name will be removed from the waiting list.

The child's position on the waiting list will be determined solely in accordance with the oversubscription criteria, as detailed above. Where places become vacant, they will be allocated according to the waiting list.

Deferment of entry

Children are entitled to a full-time place in the September following their fourth birthday. Parents can defer the date their child is admitted to the Academy until later in the school year but not beyond the point at which they reach compulsory school age, and not beyond the beginning of the final term of the school year for which an offer was made. Deferred entry cannot be until the next academic year. Where parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age. A child reaches compulsory school age on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March, and 31 August. 7)

Admission of children outside their normal age group

Parents of a summer born child (1 April to 31 August) may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to Reception rather than Year 1. The Academy will consider such requests on a case by case basis. Parents should apply in the usual way in the year when their child would be expected to start school and then request to defer entry to the following year. Following receipt of the Academy's decision, parents should apply again the following year providing the evidence that deferral was agreed. There is no guarantee of a place in the following year; this is subject to the usual over subscription criteria. Parents may request that their child is admitted to a year group outside their normal age range, for instance where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting his or her schooling. All such requests will be considered on their merits and either agreed or refused, on that basis. If a request is refused, the child will still be considered for admission to their normal age group. The process for requesting such an admission is as follows: With the application, parents should request that the child is admitted to another year group (state which one), and the reasons for that request. Parents will submit any evidence in support of their case with the application, for instance from a medical practitioner, Headteacher etc. Some of the evidence a parent might submit could include:

- Whether the child is 'summer born' and is seeking admission to a year group other than reception (or is seeking admission to reception rather than year 1).
- 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.

The Academy will consider each case on its merits, considering the individual circumstances of the request and the child's best interests. We will also ensure the parent is aware of whether the request for admission out of age group has been agreed before final offers are made, and the reason for any refusal. Requests for admission out of the normal year group will be considered alongside other

applications made at the same time. An application from a child who would 'normally' be a year 1 child for a reception place will be considered alongside applications for reception.

Appeals

In the event of a place not being allocated, parents will have the right to appeal to an independent appeal panel. The arrangements for appeals in line with the School Admissions Code and the School Admissions Appeals code published by the Department for Education. The determination of the appeals panel will be made in accordance with School Admissions Appeal Code and the decision will be binding on all parties.

Lime Academy Abbotsmede uses Peterborough City Council to manage its own appeals who will prepare guidance for parents and relevant children about how the appeals process will work and named contact who can answer any enquires parents may have about the process. Appeals forms are available through the Peterborough City Council Website.

Lime Academy Abbotsmede will follow the dates and timeline for school admissions appeals as set out on the Peterborough City Council Website.

<https://www.peterborough.gov.uk/residents/schools-and-education/schooladmissions/schooladmissions-appeals>

Review

This policy will be reviewed annually with the admission arrangements considering any changed circumstances in our schools or the local area.

Introduction **Lime Academy Parnwell**

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This priority is only given to children who are under the care of a staff member who works at the identified school.

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In all cases the sibling must be living at the same address and must still attend the school at the time of admission of the child for whom the application is being made. If you do not provide the name and date of birth of your child's sibling, we will not be able to take it into account and it will affect your child's chances of being offered a place at that school.

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At the end of the academic year, the Parents/ Carers of children on the waiting list

will be contacted to see if they still wish to remain on the waiting list for a place for the next academic year. Parents/Carers will be given a 20-working day deadline to respond to the communication sent from the Academy. If there is no response after this time, the child's name will be removed from the waiting list.

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Children are entitled to a full-time place in the September following their fourth birthday. Parents can defer the date their child is admitted to the Academy until later in the school year but not beyond the point at which they reach compulsory school age, and not beyond the beginning of the final term of the school year for which an offer was made. Deferred entry cannot be until the next academic year. Where parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age. A child reaches compulsory school age on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March, and 31 August. 7)

Admission of children outside their normal age group

Parents of a summer born child (1 April to 31 August) may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to Reception rather than Year 1. The Academy will consider such requests on a case by case basis. Parents should apply in the usual way in the year when their child would be expected to start school and then request to defer entry to the following year. Following receipt of the Academy's decision, parents should apply again the following year providing the evidence that deferral was agreed. There is no guarantee of a place in the following year; this is subject to the usual over subscription criteria. Parents may request that their child is admitted to a year group outside their normal age range, for instance where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting his or her schooling. All such requests will be considered on their merits and either agreed or refused, on that basis. If a request is refused, the child will still be considered for admission to their normal age group. The process for requesting such an admission is as follows: With the application, parents should request that the child is admitted to another year group (state which one), and the reasons for that request. Parents will submit any evidence in support of their case with the application, for instance from a medical practitioner, Headteacher etc. Some of the evidence a parent might submit could include:

- Whether the child is 'summer born' and is seeking admission to a year group other than reception (or is seeking admission to reception rather than year 1).
- 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.

The Academy will consider each case on its merits, considering the individual

circumstances of the request and the child's best interests. We will also ensure the parent is aware of whether the request for admission out of age group has been agreed before final offers are made, and the reason for any refusal. Requests for admission out of the normal year group will be considered alongside other applications made at the same time. An application from a child who would 'normally' be a year 1 child for a reception place will be considered alongside applications for reception.

Appeals

In the event of a place not being allocated, parents will have the right to appeal to an independent appeal panel. The arrangements for appeals in line with the School Admissions Code and the School Admissions Appeals code published by the Department for Education. The determination of the appeals panel will be made in accordance with School Admissions Appeal Code and the decision will be binding on all parties.

Lime Academy Parnwell uses Peterborough City Council to manage its own appeals who will prepare guidance for parents and relevant children about how the appeals process will work and named contact who can answer any enquires parents may have about the process. Appeals forms are available through the Peterborough City Council Website.

Lime Academy Parnwell will follow the dates and timeline for school admissions appeals as set out on the Peterborough City Council Website.

<https://www.peterborough.gov.uk/residents/schools-and-education/schooladmissions/schooladmissions-appeals>

Review

This policy will be reviewed annually with the admission arrangements considering any changed circumstances in our schools or the local area.

Introduction Lime Academy Watergall

We pride ourselves on being an inclusive school, where we celebrate diversity and difference and acknowledge the richness that this brings to our school community. We aim to provide opportunities for all children to access a broad, balanced, and creative curriculum, regardless of age, attainment, ethnicity, language, or background. The Lime Trust is the admissions authority for the school. Lime Academy Watergall will operate a transparent, fair admissions policy, fully consistent with the current statutory requirements of the School Admissions Code and the School Admission Appeals Code.

Admissions number

The Academy has an Admissions number of pupils for entry in Reception. The Academy will accordingly admit up to pupils in the relevant age group each year if sufficient applications are received. All applicants will be admitted if 60 or fewer apply.

Application process

Applications for the normal point of entry for Reception Classes

Application for admission to Lime Academy watergall to enter the reception classes at the start of September should be made through the Peterborough City Council coordinated admissions scheme.

Details of how to apply can be found on the Peterborough City Council website:
<https://www.peterborough.gov.uk/residents/schools-and-education/school-admissions/startingschool-in-reception>

Parents have the right to express a preference for the school of their choice and they should do so on the application form. Expressing a preference does not guarantee a place at the Academy. The deadline for application is the 15 January, for entry in the following September.

If your child is attending a nursery school, a preschool or nursery class, it will not be considered when allocations are made. Attendance at any nursery class or preschool on a school site does not result in any priority for admission at that school. Parents/ Carers whose children are attending nursery classes attached to primary schools must still apply for a place in Reception.

Places will be offered on national Offer Day, 16 April, or the next working day if that falls at a weekend or a bank holiday. Where it is not possible to offer a place the right of appeal will be offered.

Applications for children in Year 1 to 6

Admission to the academy for all other year groups (excluding the new Reception intake) and in-year admissions are done by the Academy. Applications can be made by visiting the Academy to complete an application form. Full details can be found on the Lime Academy Watergall website under the admissions section [click here](#) any school place offer from Lime Academy Watergall will be open for one week, after this date it will be offered to the next person on the waiting list, unless the academy is advised of an exceptional circumstance.

The council operates a fair access protocol for those children whose applications cannot be dealt with as part of the normal admissions process. The purpose of the fair access protocols is to ensure that outside the normal admissions round-unplaced children, especially the most vulnerable, are found and offered a place quickly, so that the amount of time any child is out of school is kept to a minimum. More information on this can be found here

<https://www.peterborough.gov.uk/residents/schools-and-education/schooladmissions/fairaccess-protocol>

Over subscription criteria

Oversubscription criteria apply if there are more applications than places available in the normal reception round.

If the school is oversubscribed, after the admission of pupils with an Education or Health Care Plan where the school is named in on the Plan, priority for admissions will be given to those children who meet the criteria set out below, in order:

- Priority 1: Looked-After children and children at risk
A looked after child is a child who is or was a) in the care of the Local Authority, or b) being provided with accommodation by a Local Authority in

accordance with section 22 (10) of the Children Act 1989.

A child 'at risk' is a child who is currently on the Child Protection Register or under consideration for inclusion on the register, as advised by Peterborough City Council's Child Protection Officer.

- Priority 2: Children of staff at Lime Academy Watergall

This priority is only given to children who are under the care of a staff member who works at the identified school.

- Priority 3: Siblings A sibling is defined as:
 - A full brother or sister
 - A half brother or sister A stepbrother or sister
 - A foster brother or sister
 - The child of a parent or carer's partner living at the same address

In all cases the sibling must be living at the same address and must still attend the school at the time of admission of the child for whom the application is being made. If you do not provide the name and date of birth of your child's sibling, we will not be able to take it into account and it will affect your child's chances of being offered a place at that school.

- Priority 4: Distance from school

Distance will be measured from the child's permanent address to the main gate of the school using the walking route on AA route planner. Children who live the closest to school will be given priority over those who do not.

If more than one applicant lives in a multi-occupancy building (for example, flats) priority will be given to the applicant whose door number is the lowest numerically and/ or alphabetically.

Where two or more applications (who are not from multiple births) are found to live the same distance from the school, a lottery tiebreak draw will take place with the assistance of a third impartial party.

Provision of evidence

After an offer has been made of a place at the Academy, Lime Academy Watergall requires proof of residence of the permanent home of the child to confirm the place. This must be official correspondence addressed to the applicants showing residence, such as a council tax document, child's medical card, a gas or electricity bill or similar. Confirmation of date of birth of the child will also be required: this can be a medical card, birth certificate or passport.

It is important that the admissions system is fair for everyone. If it is found that false information has been provided and a place has been obtained because of this, the place offered is likely to be withdrawn. Parents/carers will still have the right of appeal if the place is withdrawn.

Waiting lists

Lime Academy Watergall will operate a waiting list for each year group. In any year group when Lime Academy Watergall receives more applications than there are spaces available

then places will be determined by making pupils in accordance with the over subscription criteria. The waiting lists will be maintained by the Academy, and it will be open to parents to ask if their child's name has been placed on the waiting list.

At the end of the academic year, the Parents/ Carers of children on the waiting list will be contacted to see if they still wish to remain on the waiting list for a place for the next academic year. Parents/Carers will be given a 20-working day deadline to respond to the communication sent from the Academy. If there is no response after this time, the child's name will be removed from the waiting list.

The child's position on the waiting list will be determined solely in accordance with the oversubscription criteria, as detailed above. Where places become vacant, they will be allocated according to the waiting list.

Deferment of entry

Children are entitled to a full-time place in the September following their fourth birthday. Parents can defer the date their child is admitted to the Academy until later in the school year but not beyond the point at which they reach compulsory school age, and not beyond the beginning of the final term of the school year for which an offer was made. Deferred entry cannot be until the next academic year. Where parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age. A child reaches compulsory school age on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March, and 31 August. 7)

Admission of children outside their normal age group

Parents of a summer born child (1 April to 31 August) may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to Reception rather than Year 1. The Academy will consider such requests on a case by case basis. Parents should apply in the usual way in the year when their child would be expected to start school and then request to defer entry to the following year. Following receipt of the Academy's decision, parents should apply again the following year providing the evidence that deferral was agreed. There is no guarantee of a place in the following year; this is subject to the usual over subscription criteria. Parents may request that their child is admitted to a year group outside their normal age range, for instance where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting his or her schooling. All such requests will be considered on their merits and either agreed or refused, on that basis. If a request is refused, the child will still be considered for admission to their normal age group. The process for requesting such an admission is as follows: With the application, parents should request that the child is admitted to another year group (state which one), and the reasons for that request. Parents will submit any evidence in support of their case with the application, for instance from a medical practitioner, Headteacher etc. Some of the evidence a parent might submit could include:

- Whether the child is 'summer born' and is seeking admission to a year group other than reception (or is seeking admission to reception rather than year 1).
- 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.

The Academy will consider each case on its merits, considering the individual circumstances of the request and the child's best interests. We will also ensure the parent is aware of whether the request for admission out of age group has been agreed before final offers are made, and the reason for any refusal. Requests for admission out of the normal year group will be considered alongside other applications made at the same time. An application from a child who would 'normally' be a year 1 child for a reception place will be considered alongside applications for reception.

Appeals

In the event of a place not being allocated, parents will have the right to appeal to an independent appeal panel. The arrangements for appeals in line with the School Admissions Code and the School Admissions Appeals code published by the Department for Education. The determination of the appeals panel will be made in accordance with School Admissions Appeal Code and the decision will be binding on all parties.

Lime Academy Watergall uses Peterborough City Council to manage its own appeals who will prepare guidance for parents and relevant children about how the appeals process will work and named contact who can answer any enquires parents may have about the process. Appeals forms are available through the Peterborough City Council Website.

Lime Academy Watergall will follow the dates and timeline for school admissions appeals as set out on the Peterborough City Council Website.

<https://www.peterborough.gov.uk/residents/schools-and-education/schooladmissions/schooladmissions-appeals>

Review

This policy will be reviewed annually with the admission arrangements considering any changed circumstances in our schools or the local area.

Manor Drive Primary Academy

Manor Drive Primary Academy admission arrangements for September 2024

1.0 Introductory statement

Manor Drive Primary Academy is part of the Four Cs MAT and is its own Admission Authority. It is a two form entry primary school which provides a high quality, knowledge rich curriculum. All admission applications for September 2024 are administered by the Academy following receipt of an admissions application form and in line with the information contained within this policy.

2.0 Admission number(s)

MDPA has an admission number of 60 for entry into year Reception. The admission number for Year 1 is 60. The admission number for Year 2 is 60. The Trust feel it would be prejudicial to the education of the children at the Academy to over-admit children into any Year Groups. MDPA will accordingly admit this number of pupils if there are sufficient applications. Where fewer applicants than the published admission number(s) for the relevant Year Group are received, the Academy Trust will offer places at MDPA in line with the oversubscription criteria.

3.0 Application process – Reception

Applications must be submitted online via the Local Authority admissions website. The closing date for all Reception intake applications is 15th January, MDPA strongly advises that parents do not delay their application in case of technical problems. National Offers Day is 16th April or the next nearest working day should this fall on a weekend. Parents that applied online can log on to the council's website from 12.30 am on this day to see which school their child has been offered. Letters will also be posted out on this day, no decision will be issued by phone. In this area, children enter school in the academic year in which they become five (5). There is one admission date per year, which is early in September (i.e. at the start of the school year). Therefore, parents who would like their child to be admitted to MDPA during the year their child is five (5) should ensure that they complete the necessary application form by the date set by the Academy each year, which will be the same as the date set by the Local Authority. Please see later in this policy for information about deferring and delaying a child's start to school. If a child is attending a pre-school, a nursery school or nursery class, this will not be taken into account when admission allocations are made. Attendance at any nursery class or pre-school on a school site does not result in any priority for admission to that school. Parents/carers whose children are attending nursery classes attached to primary schools must still apply for a place in Reception.

The information in this policy may assist prospective parents / carers. Please study the admission and over-subscription criteria below carefully.

The closing date for applications is 15th January 2024.

Offers will be made on 16th April 2024.

4.0 Application process – In Year

MDPA will process applications outside the normal Local Authority admission applications. The offers will be made throughout the school year when places become available and in line with the school's allocation timetable. Please visit the MDPA school

website for more information. www.manordriveprimary.org.uk

5.0 Oversubscription criteria

1. Children in Care – ‘Looked After Children’ and children who were previously looked after, but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order. This also includes children who appear to the admission authority to have been in state care outside of England and ceased to be in state care as a result of being adopted.

2. Children of all members of staff at Manor Drive Primary Academy provided that they have been employed for a minimum of two years and/or are recruited to fill a vacant post for which there is a demonstrable skills shortage.

3. Priority will be given to the siblings of pupils attending MDPA at the time the application is received. No priority will be given to siblings of pupils attending Manor Drive Secondary Academy at the time the application is received.

4. Priority will next be given to children living within the Manor Drive Primary Academy catchment area set out in the map at the end of the policy. Children living on the boundary line will be considered to be living within the catchment area.

5. Other children whose parents have requested a place (NB Measurements for this will be done from the Academy to the home address).

6.0 Tie-break

If in the over-subscription criteria a tie-break is necessary to determine which child is admitted, the child living closest to MDPA will be given priority for admission.

Under the co-ordinated Local Authority scheme for new admissions, the distance is measured from the child’s home to the front gates of the Academy in a straight line using the Local Land Property Gazetteer (LLPG) provided from the seed point located at the child’s home address to the seed point for the Academy. The seed point is taken from the Ordnance Survey’s (OS) Address-Base dataset. It is used to locate individual residential and school addresses using grid references as seed points.

In-Year admission distance measurements are measured using the tool Google Maps by measuring a straight line from MDPA to the home address of the child.

Random allocation will not be applied to multiple birth siblings (twins and triplets etc) from the same family ties for the final place. In this rare occurrence, MDPA will admit them all, as permitted by the infant class size rules and exceed PAN.

7.0 Late applications - Reception

All applications received by MDPA after the deadline of 15 January 2024 will be considered to be late applications. Late applications will be considered after those received on time. If, following consideration of all applicants the Academy is oversubscribed, parents may request that their child is placed on the MDPA waiting list.

8.0 Deferred entry for infants

Parents offered a place in Reception for their child, have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.

Children reach compulsory school age on the prescribed day following their 5th birthday (or on their 5th birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.

9.0 Admission of children outside their normal age group

Parents may request that their child is admitted outside their normal age group. To do so parents should include a request with their application, specifying why admission out of normal Year Group is being requested.

When such a request is made, MDPA will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the Headteacher and any supporting evidence provided by the parent.

10.0 Delaying Admission

If a child is “summer born” and parents prefer to delay admission to the following September, the child would normally be considered for admission into Year 1, rather than the Reception year. In exceptional circumstances, summer born children may be admitted to school in a different Year Group. This will require the admission authority to take account of the child’s individual needs and abilities and to consider whether these can best be met in Reception or Year 1. It will also involve taking account of the potential impact on the child of being admitted to Year 1 without first having completed the Reception year. The views of the Headteacher will be an important part of this consideration.

11.0 Accelerated Admission

There are some circumstances which mean that parents might feel that their child should start school a full academic year earlier, this is known as an accelerated admission into school, however MDPA does not encourage this. In accordance with the Schools Admissions Code, all requests will be considered on the basis of the circumstances of each case, and in the best interests of the child, taking account of the child’s educational and social development.

12.0 Waiting Lists

Manor Drive Primary Academy will operate a waiting list for each Year Group. Where the Academy receives more applications for places than there are places available, a waiting list will operate until the end of the first term after the beginning of the school year/the end of the academic year. This will be maintained by MDPA and it will be open to any parent to ask for his or her child’s name to be placed on the waiting list, following an unsuccessful application.

Children’s position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

13.0 Review

This policy will be reviewed annually, in light of any changes to the Published Admission Numbers (PAN) and/or the over-subscription criteria. (A full consultation may required for some of the changes).

Notes

Home address

The home address is the address of the parent with whom the child normally lives from Monday to Friday. When parents live separately, the application must be based on the address at which the child usually lives. When parents live separately, but the child lives with both parents at different addresses, the child's home address will be taken to be the address where the child lives for most of the week. If the child spends an equal amount of time with each parent, the address will be taken to be that of the main parent/carer eligible to receive Child Benefit and Child Tax Credit. As part of the admissions process, a parent may be asked to provide proof of address. To ensure that offers of school places are made fairly, the Academy is committed to following strict address verification procedures. In cases of flats the priority is that of floor level i.e. ground, first, second etc, in that order. In cases of exactly the same measurement where no differentiation can be established, a lottery will be used to decide the allocation of a place.

Sibling

Are defined as children aged between 4 and 16, living together in the same family unit, who have a sibling on roll of the Academy at the time of application and admission to the school. Siblings include; brother or sister, half brother or sister, adopted brother or sister, child of the parent/carer or their partner, children looked after, or previously looked after. This does not include children temporarily living in the same family unit – for example, a looked after child in short term, or interim foster placement. In every case, the sibling must be living permanently in the same home (at least Monday to Friday) and must be on the roll of the Academy or have been offered and accepted a place at the Academy at the same time of application and when the child starts.

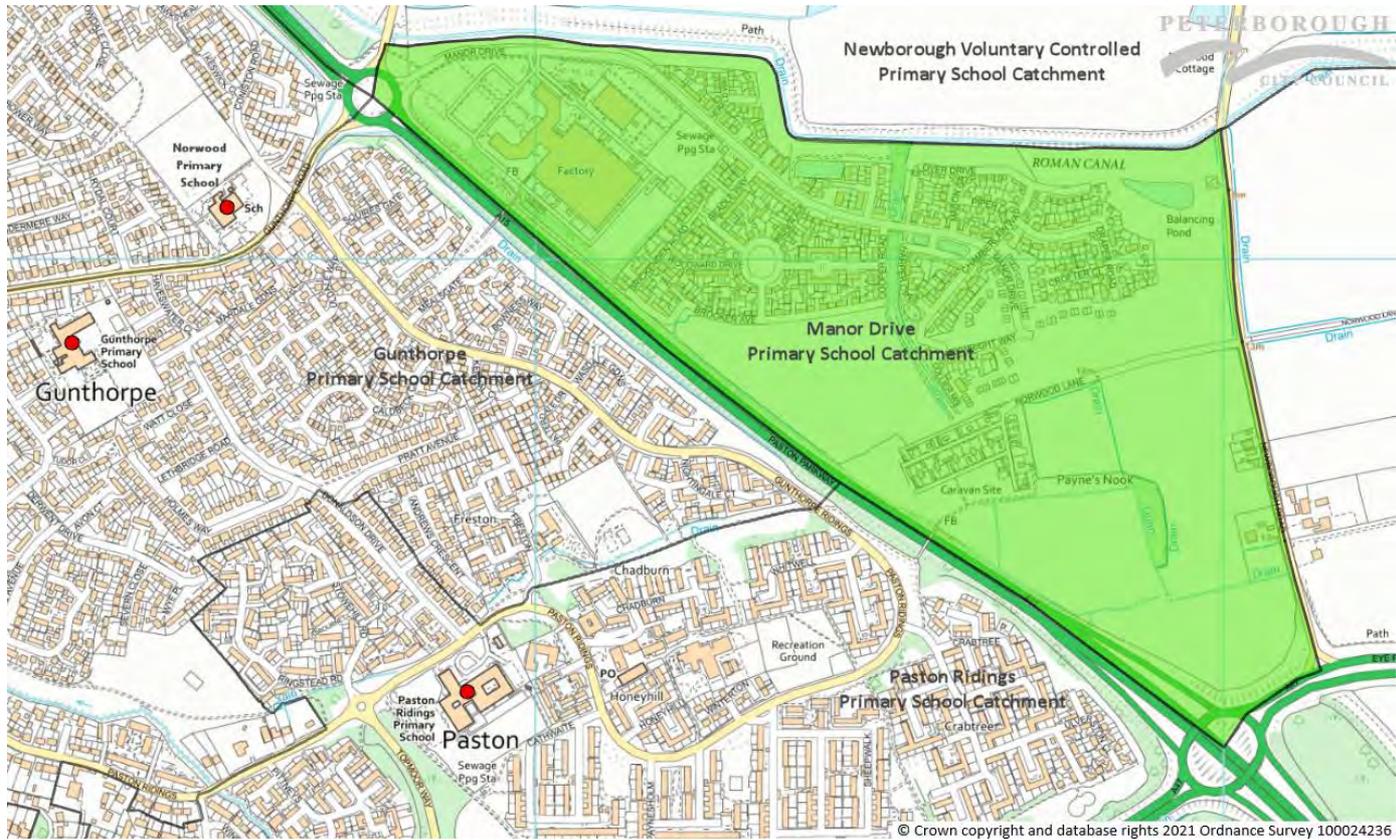
Summer born children

Children born from 1 April – 31 August do not need to start school until the September after their 5th birthday, a full year after they could first have started school.

Feeder school

Manor Drive Primary Academy is a feeder school of Manor Drive Secondary Academy. Children will need to have attended MDPA school for at least one full school year to qualify for this provision.

Catchment Area for Manor Drive Primary Academy



Newark Hill Academy

PROCEDURE FOR ADMITTING PUPILS TO THE NEWARK HILL ACADEMY

The Newark Hill Academy provides for the needs of children within the 4 to 11 age range.

Pupils will be admitted at the age of 4+ without reference to ability or aptitude using the criteria set out in this policy. Admission to our Academy is not dependent on any 'voluntary' contribution.

The Greenwood Academies Trust is the Admissions Authority for the Newark Hill Academy.

The Academy participates in the Local Authority co-ordinated scheme and all deadlines within that should be adhered to by applicants.

Admission Number(s)

1. The Academy has the following agreed admission number:

a) 60 for pupils in Year R (Reception)

2. All children are entitled to a full-time place in the September following their fourth birthday.

Parents offered a place in reception for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.

Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.

Process of Application

3. Arrangements for applications for places at the Newark Hill Academy will be made in accordance with Peterborough City Council's co-ordinated admission arrangements; Parents resident in Peterborough can apply online at:

www.peterborough.gov.uk/schooladmissions

Parents resident in other areas must apply through their home Local Authority.

4. The Academy will use Peterborough City Council's timetable for applications each year (exact dates within the months may vary from year to year):

a) September/October - the Newark Hill Academy will provide opportunities for parents to visit the Academy

b) By 15 January – Parents must complete the common application form (CAF) and return it to the LA to administer (by midnight for on-line applications)

c) 16 April or nearest working day – notification of places made to parents.

The Academy will ensure its application processes enable parents to apply before these deadlines.

Consideration of Applications

5. The Academy will consider all applications for places at the Newark Hill Academy. Where fewer than the published admission number(s) for the relevant year groups are received, the Academy will offer places to all those who have applied.

Any applications received after the closing date will be accepted but considered only after those received by the closing date in accordance with the published Peterborough City Council co-ordinated scheme and timetable.

Procedures where the Academy is oversubscribed

6. Where the number of applications for admission is greater than the published admission number in any age group, applications will be considered against the criteria set out below.

Admission to Reception (statutory age 5) – oversubscription criteria

7. The Newark Hill Academy will first accept all pupils with a statutory right to a place through an Education Health and Care Plan naming the Academy. After the admission of these pupils, criteria will be applied for the remaining places in the order in which they are set out below:

- a) Looked after children and 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*.
- b) Children who are both living in the catchment area and have a sibling* on roll at the Academy at the time of application and admission
- c) Other children living in the catchment area at the time of application.
- d) Children of members of staff, provided that they have been employed for a minimum of two years and/or are recruited to fill a vacant post for which there is a demonstrable skills shortage
- e) Children who do not live in the catchment area but who have a sibling on roll at the Academy at the time of application and admission.
- f) Other children whose parents have requested a place who live outside the catchment area.

In the event of oversubscription within the above criterion, preference will be given to children who live nearest the Academy as measured by a straight line distance.

* (see definitions)

In the unlikely event the Academy needs to use a random allocation system for the last place offered, this will be undertaken by an independent person outside of the Academy and the Local Authority Admissions Team.

Admission of children outside their normal age group

8. Parents may request that their child is admitted outside their normal age group, for example, summer born children*, if the child is gifted and talented, has experienced problems such as ill health or is born prematurely.

9. For Reception year, any parent of a summer born child wanting their child to be admitted outside of the normal age group should make an application to the Academy in the first instance but also to the Local Authority for their child's normal age group at the usual time in case a request is not agreed. For other year groups, any parent wanting their child to be

admitted out of the normal age group should submit a request, in writing, to the Newark Hill Academy as soon as is possible.

10. When such a request is made, the Academy will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the parent, the Principal and any supporting evidence provided by the parent. The Academy is responsible, as the admissions authority, for making the decision on which year group a child should be admitted to.

All such applications will be considered at the time they are submitted.

** The term 'summer born' is used to refer to children born from 1 April to 31 August.*

Arrangements for in-year Admissions

11. Peterborough City Council will co-ordinate admissions for in-year applications and for applications for year groups other than the normal point(s) of entry.

12. Subject to any provisions in the LA's co-ordinated admission arrangements relating to applications submitted for years other than the normal year of entry, the Academy will consider all such applications and if the year group applied for has a place available, admit the child.

13. If more applications are received than there are places available, the oversubscription criteria in paragraph 7 for the relevant age group shall apply. Parents whose application is refused shall be entitled to appeal.

Operation of Waiting Lists

14. As required by the Schools Admissions Code, the Newark Hill Academy will maintain a waiting list until the end of the autumn term for Reception year. Applications for inclusion on a waiting list will be ranked according to our over-subscription criteria as described in paragraph 7 above.

Right of Appeal

15. There will be a right of appeal to an Independent Appeals Panel for unsuccessful applicants relating to admissions at age 5 (statutory school age) or above. Appeals should be made within twenty (20) school days of the date of refusal.

16. If refused admission you should contact the PCC Admissions Team at the address below to lodge an appeal:

Appeals Officer
Education Department
Peterborough City Council
Sand Martin House
Bittern Way
Fletton Quays
Peterborough PE2 8TY

Please mark your envelope 'Admissions Appeals'.

UK Armed Forces

17. For families of UK service personnel with a confirmed posting to the area, or crown servants returning to live in the area from overseas, the Academy will:

- Process an application in advance of the family arriving in the area provided it is accompanied by an official letter that declares a relocation date and a Unit postal 4 address, intended address or quartering area address to use when considering the application against the school's oversubscription criteria.
- Accept a Unit postal address or quartering area address for admissions purposes for a service child where the parent requests this
- The Governors will not refuse a service child a place solely because the family does not have an intended address or does not yet live in the area.

Evidence of an intended address will be required such as tenancy agreement, or mortgage statement. Please contact the school for more details.

18. For late coordinated applications and in year applications supported by the appropriate military documentation, we will aim to remove any disadvantage to UK service personnel (UK Armed Forces). The Academy will consider whether:

- An application from that address would normally succeed in an oversubscribed year
- There is any child on the reserve list with higher priority under the oversubscription criteria
- The prejudice from admitting an extra child would be excessive.

19. The Academy has discretion to admit above the admission number in these circumstances if they wish but are not obliged to do so. If a place is refused, you will be informed of your right of appeal.

Fair Access

20. The Newark Hill Academy participates in Peterborough City Council's Fair Access protocol.

All schools, including Voluntary Aided Schools, Trust Schools and Academies must participate in the protocol. The purpose of the Fair Access Protocol is to ensure that vulnerable children are offered a school place as quickly as possible and to evenly spread children with additional needs across all schools in the county. The protocol only applies to mid-term applications; it does not operate when children transfer from primary school to secondary school.

Fraudulent or Misleading Applications

21. As an Admission Authority, we have the right to investigate any concerns we may have about your application and to withdraw the offer of a place if we consider there is evidence that you have made a fraudulent claim or provided misleading information, for example a false address was given which denied a place to a child with a stronger claim. We reserve the right to check any address and other information provided so we can apply the oversubscription criteria accurately and fairly.

Definitions

1. Definition of 'Looked After' and previously 'Looked After' children

A 'looked after child' is a child who is:

- in the care of a local authority, or
- being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

A child is regarded as having been in state care outside of England if they were in the care of, or were accommodated by, a public authority, a religious organisation or any other provider of care whose sole or main purpose is to benefit society.

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 special guardianship order). This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders).

Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

2. Definition of siblings and the position of twins

A sibling is defined as: • Sibling is defined as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters or another child normally living for the majority of term time in the same household, where an adult in the household has parental responsibility as defined by the Children Act 1989, or any child in the household where an adult in the household is defined as a parent for the purposes of Section 576 of the Education Act 1996. This could include a person who is not a parent but who has responsibility for him/her.

In the case of twins or other siblings from a multiple birth, where there is only one place available in the Academy, these will be considered together as one application. The Academy's admission number may be exceeded by one; the School Admissions Code makes an exception to the infant class limit in this situation.

In the case of siblings in the same year group, where there is only one place available in the Academy, both will be considered together as one application. The Academy may go above its admission number as necessary to admit all the children, except in cases where infant class regulations, as stated in the Schools Admissions Code, prevent this from happening.

3. Distance

Distance is measured in a straight line using the Local Land Property Gazetteer (LLPG) provided from the seed point located at the child's home address to the seed point for the school. The seed point is taken from the ordinance survey (OS) address files. The address point for a property does not change.

4. Home address

The child's place of residence is taken to be the parental home, other than in the case of children fostered by a Local Authority, where either the parental address or the foster parent(s) address may be used. Where a child spends part of the week in different homes, their place of residence will be taken to be their parent or parents' address.

If a child's parents live at separate addresses, the address where the child permanently spends at least three 'school' nights (i.e. Sunday, Monday, Tuesday, Wednesday or Thursday) will be taken to be the place of residence. Evidence that a child's place of residence is permanent may also be sought.

If a child spends equal amounts of time at the two addresses, the parents must agree which address they wish to be the child's main address.

Where parents share custody of their child but cannot agree on either the home address or school preferences, the Academy will only consider the application of the parent who is eligible to receive Child Benefit for the child.

A fraudulent claim to an address may lead the Academy to withdraw an offer of a place.

5. Tie Break

If any of the oversubscription criteria have too many applicants, then the tie-break will be by distance using the method in paragraph 7.

If the distance criterion is not sufficient to distinguish between two applicants for the last remaining place then a lottery will be conducted by an independent person.

NOVA PRIMARY ACADEMY PETERBOROUGH KEYS ACADEMIES TRUST

Peterborough Keys Academies Trust is the Admission Authority for this Academy. Arrangements for applications for places in Reception at NOVA PRIMARY ACADEMY will be made in accordance with Peterborough City Council's co-ordinated admission arrangements; parents resident in Peterborough can apply online at:

<https://www.peterborough.gov.uk/residents/schools-and-education/school-admissions>

Parents resident in other areas must apply through their home Local Authority (LA).

NOVA PRIMARY ACADEMY will use Peterborough City Council's timetable published online for these applications and the Council will make the offers of places as required by the School Admissions Code.

1. Published Admission Number (PAN)

The PAN for Reception is 60. If there are fewer applicants than places available all applicants will be admitted.

2. Special Educational Needs

In accordance with legislation on the allocation of places for children with an Education, Health and Care Plan (Children and Families Act 2014), those naming the school in the plan will take first preference.

Parents / carers should visit the school, by arrangement, before naming it on the EHCP, so that they are confident that the school has the facilities and resources to meet their child's needs.

Remaining places will be allocated in accordance with this policy.

3. Oversubscription Criteria

If there are more applications than places available we will apply the oversubscription criteria listed below. The oversubscription criteria are listed in the order we apply them.

1. 'Looked after children' or children who were previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order, including those who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

2. Children who are both living in the catchment area served by the school and have a sibling of compulsory school age attending the school at the time of their admission.

3. Other children living in the catchment area at the time of admission.

4. Children of members of teaching staff (working within NOVA PRIMARY ACADEMY), provided that they have been employed for a minimum of two years and/or recruited to fill a vacant post for which there is a demonstrable skills shortage.

5. Children who do not live in the catchment area served by the school, but who have siblings of compulsory school age attending the school at the time of their admission.

6. Other children by distance from the school, with priority for admission given to children who

live nearest to the school.

Definitions:

'Looked after child': A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

'Catchment area': The catchment area for NOVA PRIMARY ACADEMY is available via the Peterborough City Council website: <https://www.peterborough.gov.uk/residents/schools-and-education/school-admissions/researching-schools-and-catchment-area#what-is-a-catchment-school-and-why-does-it-matter-5-0>

'Sibling': Sibling is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters (full or half), adopted siblings, stepbrothers or sisters and foster brothers and sisters.

Home address: Where a child lives normally during the school week with more than one parent at different addresses, the permanent home address for the purposes of school admissions will be the one where the child spends the majority of school nights Sunday – Thursday. If the child spends equal amounts of time at two addresses, the parents must agree which address they wish to be the child's main address before we can process the application.

4. Tie-Breaker

If the admission number is exceeded within criterion 5, priority will be given to those who live closest to the school. For criteria 5 and 6, all distances are measured on a straight line basis from the child's home address point to the address point of the school. Distances are provided by the Local Authority and are measured using a geographical information system.

5. Multiple Births and Brothers and Sisters in the Same Year Group

If twins or multiple birth children are split by operation of the oversubscription criteria, the school will go above its published admission number to accommodate all children unless this would make the class too large and prejudice the education of the other children. Multiple birth children are 'excepted pupils' to infant class limits if allocated in this way. If brothers and sisters in the same year group are split by operation of the oversubscription criteria, the school will go above its published admission number to accommodate all children unless this would make the class too large and prejudice the education of the other children or when this would breach infant class size limits.

6. Fraudulent or Misleading Applications

We reserve the right to check any address and other information provided so we can apply the oversubscription criteria accurately and fairly. As an admission authority we have the right to investigate any concerns we may have about your application and to withdraw the offer of a place if we consider there is evidence that you have made a fraudulent claim or provided misleading information, for example if a false address was given which denied a place to a child with a stronger claim.

7. Fair Access Protocol

Local Authorities are required to have Fair Access Protocols in order to make sure that unplaced children who live in the home local authority, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. This includes admitting children above the published admissions number to schools that are already full. Students allocated under fair access protocols will take precedence over those on a waiting list. NOVA PRIMARY ACADEMY will participate in Peterborough City Council's fair access protocol, details of which

can be found here: <https://www.peterborough.gov.uk/residents/schools-and-education/school-admissions/fair-access-protocol> .

8. Deferred Entry to School

In accordance with the requirements of the Admissions Code, if your child has been offered a place:-

- a) your child is entitled to a full-time place in the September following their fourth birthday;
- b) you can defer the date your child is admitted to the school until later in the school year but not beyond the point at which your child reaches compulsory school age and not beyond the beginning of the final term of the school year for which it was made; and
- c) if you wish, your child may attend part-time until later in the school year but not beyond the point at which your child reaches compulsory school age.

9. Admission of Children outside their Normal Age Group (not summer born)

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. It is important for parents to note that they will have responsibility for providing evidence to support their request.

Admission outside normal age group (in cases where the child is not summer born) should only be considered when both the parents and the professionals involved are of the opinion that the needs of the child cannot be best met within his or her age group even with appropriate levels of differentiation and support.

The key questions for all professionals involved and the child's parents are do they think that only in a different year group the child:

- would be more closely matched in terms of physical and emotional maturity to the other children
- would make significant progress
- would be able to maintain a better position academically within the class
- would cope with curricular demands with no, or much less, differentiation and support

If the answer to all of the above questions is clearly 'yes' then entry to a different year group could be valuable and would be considered. If the answer is 'no' or there is doubt, or the child may have longer term special educational needs, then it would normally be more appropriate for the child to enter a class with their peer group with the appropriate levels of support.

If parents wish for their child to be considered for admission to a year group which is outside their normal age group, then they must:

- a) Complete the LA common application form or the in-year admission form, as appropriate (as there is no guarantee that your request will be agreed).
- b) Send, alongside your application and in writing, details of your request, including:
 - information regarding how your child is performing in the 7 areas of learning and development in the Early Years Foundation Stage
 - if applicable, details of any interventions/additional support your child receives in their current pre-school setting
 - if applicable, a copy of your child's two most recent personal support, or additional needs plans
 - a covering letter explaining your reasons for your request
 - if applicable, reports from other agencies e.g. medical professionals or any other agency who may be supporting or working with your child
 - anything else which you feel is relevant

The Local Authority will consult with the Headteachers of your preferred schools, as required under the School Admissions Code.

10. Requests for admission out of normal age group (Summer Born children)

Whilst all children are entitled to a full-time school place in the September following their 4th birthday and most parents are happy for their child to start school at this point, parent(s)/carer(s) of summer born children (those born between 1 April and 31 August) who do not reach compulsory school age until a full year after they would normally start school, may wish to delay their child's start to school until the September following their 5th birthday. If parents wish to delay their summer born child's school start until the September following their 5th birthday, there are 2 options:

1. Parents can make an in-year application for a place for the September following their child's 5th birthday. The child would normally start school in Year 1 (their correct chronological age group) as other children in the child's age group already attending school will be moving from Reception to Year 1 at this point. It is important to remember that some schools are likely to be full and they may be unable to offer a place;
2. If parents do not want their child to miss their Reception year, they may request that children are admitted out of their normal age group i.e. into Reception instead of Year 1. Please note, this is a 'request' and parents do not have the right to insist that their child is admitted to a particular age group. The Local Authority is responsible for making the decision about which year group a child should be admitted to.

Parents/carers of summer born children who could start school in September 2024, but wish to delay their child's school start and apply for a Reception place to start in September 2025, should still make their application for a Reception place for their child's normal year of entry before the primary application deadline of midnight on 15 January 2024. If a delay is agreed, this application can be withdrawn. Parent/carers should also, if possible, make their request for admission out of the normal age group to their preferred schools by the same date - 15 January 2024 (midnight). This is to enable sufficient time for requests to be processed prior to National Offer Day (16 April or the next working day). Requests will however still be considered after this date.

Parents/carers wanting to request that they be able to apply for a Reception place for the September following their child's 5th birthday, should write to the Local Authority at:

The Admissions Team,
Peterborough City Council,
Ground Floor
Sand Martin House
Bittern Way
Fletton Quays
Peterborough
PE2 8TY

Or by email to admissions@peterborough.gov.uk

In their request, parents/carers should provide some information about their child to explain why they think that their child should be educated out of their normal age group. It is important for parents/carers to provide any additional evidence to support their request as this information will help the Local Authority to make their decision e.g. parents/carers may be able to provide a report from the child's Early Years setting or evidence from a health or social care professional.

The request will then be considered by the Local Authority, who will make a decision on the basis of the circumstances of each case and in the best interests of the child concerned. The

School Admissions Code requires admission authorities to consider a number of factors:

- the parent's/carer's views;
- information about the child's academic, social and emotional development;
- where relevant, the child's medical history and the views of a medical professional;
- whether the child may naturally have fallen into a lower age group if it were not for being born prematurely;
- the Headteacher's views.

What happens next?

Parents/carers will be informed of the Local Authority's decision on the year group the child should be admitted to when they start school (i.e. Reception or Year 1) and reasons for the decision will be set out clearly.

If the request is approved: If the request to be admitted outside normal age group is approved by the Local Authority, parents/carers will receive confirmation by letter; this will be copied to the school. Parent(s)/carer(s) will then need to make an application for a place in Reception for the normal round of admissions in the following academic year.

Please note – this does not mean a child has been, or will be, offered a place in the Reception year at their chosen school. If, in this following normal admissions round, the school is oversubscribed, all applications (including delayed applications) for the school will be ranked in accordance with the school's oversubscription admission criteria.

If the request is rejected: If the request to be admitted outside normal age group is rejected by the Local Authority, parents/carers have to decide whether to accept a Reception place in the normal year of entry or delay their child's start until the September after their 5th birthday and apply for a Year 1 place.

11. In-year admissions

Applications should be made via Peterborough City Council. NOVA PRIMARY ACADEMY will accept admissions up to the Published Admission Number of the respective year group at the point of entry. In the event that this would cause an infant class to be unlawfully large or cause prejudice to the provision of efficient education or the efficient use of resources it may be necessary to refuse a place although the year group has not reached the school's published admission number. If there are more applications than places then the oversubscription criteria will be used to decide who should be offered the place. If it is necessary to refuse a place then you will be informed of your right of appeal. Parents can apply online at <https://www.peterborough.gov.uk/residents/schools-and-education/school-admissions/moving-schools-in-year-transfer>

12. Waiting Lists

Following the refusal of a place in any year group, the child's name will automatically be added to the waiting list.

Waiting lists are held in strict oversubscription criteria order. Applicants will be ranked according to the school's oversubscription criteria and the Local Authority will continue to coordinate on behalf of the school to allocate places from those lists, if places become available.

After the offer date there will be no distinction between 'on-time' and 'late' applications on waiting lists.

NOVA PRIMARY ACADEMY will advise the Local Authority when a place becomes available. The Local Authority will then offer the place to the child who is at the top of the waiting list.

Parents will be asked to confirm that they wish to stay on a higher preference school's waiting list when accepting an offer of a place at a lower preference school. A child's details will not be added to a school's waiting list if a higher preference school has been offered. Refusal of a place when offered a preference school will automatically remove them from the waiting list.

If, after a child is offered a place at a lower preference school which they have not yet started, a place becomes available at a higher preference school and their name has been added to the waiting list for that school, the original offer will be withdrawn and a new offer is made. The reason for this is that the child will not yet have started or placed on roll at that lower preference school and we are obliged to meet a parent's highest preference. If a parent is happy to accept and keep the lower preferred offer, they must inform the Local Authority to remove them from the higher preference school's waiting list, or the offer for the lower preference will be withdrawn and their place (at the lower preferred school) will be offered on to the child who is top of the waiting list for that school.

After the offer date, if a parent wishes their child to be considered for an alternative school, a new application form must be completed listing the new order of preferences.

Waiting lists for all oversubscribed primary schools will be maintained by the Local Authority until co-ordination ends, i.e. 31 August. Please note that a new application will need to be submitted to the Local Authority for a new academic year.

13. Appeals

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the grounds for your appeal in writing. You are required to fill out an appeals form. This, along with details of the appeals timetable can be found on the following webpage: <https://www.peterborough.gov.uk/residents/schools-and-education/school-admissions/school-admissions-appeals>

Ormiston Meadows Academy

1. Policy statement and principles

1.1. Policy aims and principles

1.1.1. This policy is designed to ensure there is an open and fair admissions procedure for all applicants and to help guide parents and their children through the application process. The academy's admissions arrangements will not disadvantage unfairly, either directly or indirectly, a child from a particular social or racial group, or a child with a disability or special educational needs, and that other academy policies do not discourage parents from applying for a place for their child.

1.1.2. This policy details the academy's arrangements for admissions and will apply to all admissions from 01/09/2024 to 31/08/2025. This includes in-year admissions within this period.

1.1.3. Parents are encouraged to visit the academy with their child if they are planning to apply for a place. We have a number of open days during the year, these will be publicised on our website, www.ormistonmeadows.co.uk. Arrangements for visits outside these dates can be made through the academy office on 01733 231008.

1.1.4. The Academy Trust will consult on the admissions arrangements at least once every seven years or if there are proposed changes to the admission arrangements which require consultation.

1.1.5. This policy is consistent with all other policies adopted by OAT / the academy and is written in line with current legislation and guidance.

1.2. Monitoring and review

1.2.1. This policy will be reviewed annually or in the following circumstances:

- Changes in legislation and / or government guidance
- As a result of any other significant change or event
- As the result of a decision of an Adjudicator
- In the event that the policy is determined not to be effective

1.2.2. If there are urgent concerns these should be raised to the Principal in the first instance for them to determine whether a review of the policy is required in advance of the review date.

2. Academy admissions

2.1. The academy admits students between the ages of 4 to 11. The main intake is

- Primary

2.2. We encourage entry at the academy's main intake time so as to aid academic progression without interruption, however, applications are welcome for entry in any year.

2.3. Definitions

2.3.1. The academy uses the following definitions when applying this policy:

2.4. Distance

2.4.1. This is the straight line distance between the academy main gate and the child's home address (front door).

2.4.2. The Academy uses the National Ordinance Survey seed points and the Local Authority's computerised mapping system. Where two dwellings with the same front entrance the closest dwelling to the front door (lower floor and counting clockwise) will be regarded as being closer to the academy.

2.5. Dual address

2.5.1. Where a child lives at two different addresses, the 'home' address will be determined as the address at which the child resides for the majority of school nights. School nights are Sunday night to Thursday night inclusive. In a case where the child spends an equal number of school nights at each address, then the address where the child benefit is paid will be used. Where no child benefit is claimed the address used to register the child with a doctor will be used.

2.6. Catchment area

2.6.1. Please refer to Peterborough Schools Admissions Arrangements 2024/2025

2.7. Feeder schools

2.7.1. Not applicable

2.8. Siblings 2.8.1. A sibling is defined as:

- A brother or sister (including half brothers or sisters) who shares one or both parents, whether or not resident in the same household
- A step-brother or sister where the two children are related by a parent's marriage
- An adopted or foster child living in the same household under the terms of the resident's order
- Another child living in the same household where the adult has parental responsibility

2.8.2. In the case of twins or other children from multiple births (two or more siblings in one year group) and where only one place is available, the application will be considered together as one application.

2.9. Eligibility criteria

2.9.1. Entry to the academy is subject to the regulations regarding nationality, residency status and eligibility to study in the United Kingdom. Students / pupils are eligible to be admitted to the academy if:

- They are British citizens and / or EU nationals
- They are a non-EU national that has –
- 'Exceptional' or 'Indefinite Leave to Remain' in this country
- Refugee status

2.10. Waiting list

2.10.1. If the number of applicants exceeds the number of places available, children who have been refused a place will be automatically placed on a waiting list unless there is a specific

request that this should not happen. The child may gain entry to the academy if a place becomes available.

2.10.2. The academy will maintain a waiting list until 31 December following the main academy intake [4 months]. Each added child will require the list to be ranked again in line with the academy's oversubscription criteria in which the application was originally considered. Priority will not be given to children based on the date their application was received or the date when they were added to the list

2.11. Withdrawal of a place

2.11.1. The academy will only withdraw an offer of a place if:

- The place was offered in error
- Acceptance of the place was not received in a reasonable period of time
- The offer was obtained through a fraudulent or intentionally misleading application (the academy may request evidence to ensure the child meets the admissions criteria) – if this occurs the application will be considered afresh

2.11.2. The academy will not withdraw the place if the student has started at the academy unless the place was obtained fraudulently. If this is the case then the academy will decide whether to withdraw the place based on the circumstances including the length of time the child has been at the academy.

2.12. Determining arrangements and consultation

2.12.1. Admissions arrangements will be set annually, this will happen even if there are no changes from previous years and a consultation is not required.

2.12.2. If the academy changes any significant aspect of the admissions procedure then OAT will be informed prior to making changes and beginning the consultation process. Any significant changes proposed by the academy must be approved by OAT.

2.12.3. The academy will consult on admissions arrangements when changes to the academies' arrangements are proposed (no consultation is required for an increase in PAN or changes to ensure compliance with the admissions regulations). Where the admission arrangements have not changed from the previous year there is no requirement to consult, subject to the requirement that we must consult on our admission arrangements at least once every seven years, even if there have been no changes during that period.

2.12.4. We will publish any consultation for admissions on our website and notify appropriate stakeholders. If there are any substantive responses to the academy's consultation then these will be sent to OAT. Any subsequent changes will be made in consultation with OAT.

2.12.5. Once our admissions arrangements have been determined we will notify the appropriate bodies and publish a copy of the determined arrangements on our website.

2.13. Admission of children outside their normal age group

2.13.1. Parents may seek a place for their child outside their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. If parents wish to do this they must contact, in the first instance, the Principal. Contact with the academy must be made at the earliest opportunity to avoid any delays in the application process.

2.13.2. The decision whether a child is admitted outside of their normal age group will be made on a case by case basis by the academy's governing body. A panel of at least three governors will consider the admission request based on the student's:

- Academic ability
- Social and emotional development
- Views of the parents and principal; and
- Any additional relevant information available

2.13.3. The panel will have to be satisfied that the child would be able to cope with the work of the year applied for and that the student would be able to cope with the personal development whilst being with a year group who are of a different age. In order to support any application parents will need to submit evidence to demonstrate that the admission into a different year group is in the best interests of the child.

2.13.4. Once the governing body has made a decision the child can then apply to the academy using the process detailed in this policy. Parents have a statutory right to appeal against the refusal of a place however this right does not apply if the child is offered a place at the academy but it is not in their preferred age group.

2.14. Complaints about admissions arrangements

2.14.1. Any person, or body, can make an objection to the Schools Adjudicator when they consider the academy's arrangements are unlawful, or not in compliance with the School Admissions Code / relevant legislation relating to admissions.

2.14.2. Complaints about the appeals panel can be made to the Secretary of State.

3.Primary admissions

The process detailed in this section is for admissions for primary admissions. For further information on this process please contact Mrs Ro Johnson in the Academy office on 01733 231008.

3.1. Number of spaces (PAN)

3.1.1. The academy has an agreed admission number of 30 per year. Infant classes (those where the majority of children will reach the age of 5, 6 or 7 during the academic year) will not contain more than 30 pupils with a single teacher unless they are admitted under limited exceptional circumstances as detailed in the admissions code.

3.2. Application process

3.2.1. Applications for the 2024 academic year begins September 2023

3.2.2. To apply you need to complete the local authority's (LA) common application form (CAF) and submit this directly to the LA by the deadline, 15 January. Please follow the link to: <https://www.peterborough.gov.uk/residents/schools-and-education/school-admissions>

3.2.3. All offers of primary places will be made through the local authority (LA). The academy will not contact parents about the outcome of their application until the offer from the local authority has been received. All offers will be made on the primary national offer day (16 April or the next working day).

3.2.4. By law, children must start statutory full-time education at the beginning of the term following their fifth birthday. Where admission is offered prior to compulsory age, parents may defer their child's entry until later in the academic year.

3.2.5. Children born between 1 September and the end of February may start full-time no earlier than the beginning of the autumn term before their fifth birthday.

3.2.6. Children born between 1 March and 31 August, may start part-time (mornings only) no earlier than the beginning of the autumn term before their fifth birthday and full-time at the beginning of the spring term before their fifth birthday.

3.2.7. Our admissions policy allows / does not allow children to start at the academy earlier than the law requires. However, the law also allows parents to ask for their child to be admitted but lets them delay the start date until later in the academic year. All children must start at the academy by the beginning of the term following their fifth birthday and the place must be taken up by the start of the summer term. If a request is made to defer the entry date for a child then the entry the place will be held and will not be offered to another child.

3.3. Selection criteria

3.3.1. Please follow the www.peterborough.gov.uk link under section 3.2 Application Process for full details.

3.3.2. If the number of applications is less than the number of spaces then all children will be offered places.

3.4. Oversubscription criteria

3.4.1. If the school is oversubscribed, after the admission of pupils with a Statement of Special Educational Needs or Education, Health and Care Plan where the school is named in the Statement or Plan, priority for admission will be given to those children who meet the criteria set out below, in order:

3.4.1.1. Looked after children and those who were previously looked after but immediately after being looked after was adopted or became subject to a child arrangements order or special guardianship order. A Looked After Child is either a child who is in the care of a local authority, or being provided with accommodation by a local authority in the exercise of their social services functions (definition used is in Section 22(1) of the Children Act 1989); or, 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 those who were previously looked after but immediately after being looked after were adopted or became subject to a child arrangements order or special guardianship order.

3.4.1.2. Children with a sibling attending the school at the time of application. Sibling is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.

3.4.1.3. Other children by distance from the school, with priority for admission given to children who live nearest to the school as measured by using Ordnance Survey data to plot an address in this system. Distances are measured from the main entrance of the child's home to the main entrance of the school as specified in the school information pack.

3.4.2. Random allocation will be used as a tie-break in category '3' above to decide who has highest priority for admission if the distance between two children's homes and the school is the same. This process will be independently verified. Please follow the www.peterborough.gov.uk link under section 3.2 Application Process for full details.

3.4.3. Where 2 applications cannot be otherwise separated a Tie Breaker will apply. The school will ask someone independent of the school to make the draw.

3.5. In-year admissions

3.5.1. Applications for in-year admissions are considered in the same way as those made at the beginning of the academic year and are dealt with in accordance with the local authority's Fair Access Protocol. In-year admissions forms can be obtained from the academy office.

3.5.2. Students included in the Fair Access Protocol will take precedence over those held on the waiting list. Once a student has been identified for admission to the academy under the Fair Access Protocol the academy will notify the local authority within seven calendar days of the decision to accept or refuse the student's admission.

3.5.3. If the academy refuses entry, the local authority may request a direction from the Education Funding Agency (on behalf of the Secretary of State). The academy will set out its reasons for refusal in writing to the local authority within 15 calendar days (for CLA this is reduced to seven calendar days) and may make further representations directly to the EFA (these will be made within seven calendar days). The decision of the Secretary of State will be binding upon the academy.

3.6. Unsuccessful applications

3.6.1. The academy will inform the child's parent if a decision has been made to refuse their child a place at the academy for which they have applied, this will include the reason why admission was refused, information about the right to appeal, deadlines and contact details.

3.6.2. A timetable for organising and hearing appeals will be set and published on the academy's website by 28 February each year for the normal admissions round. The academy will inform OAT of any admissions appeals.

3.6.3. A child is allowed to be on the academy waiting list while lodging an appeal and the appeal will not affect their position on the list.

OWN Trust, Orton Wistow Primary School, Nene Valley Primary School, Woodston Primary School

1. Introduction

1.1. In accordance with the Education Act 2002 and the requirements of the School Admissions Code, the Trustees of OWN Trust are required to consult, determine and notify their admission arrangements for schools for September 2024.

2. Determination of admission arrangements for September 2024

2.1 The Board of Trustees of OWN Trust apply the regulations on admissions fairly and equally to those children who attend Orton Wistow Primary School, Woodston Primary School and Nene Valley Primary School.

2.2 OWN Trust is its own admission authority and is responsible for setting the criteria for admission and for their interpretation. As its own admissions authority, OWN Trust has made the decision to use Peterborough City Council Admissions Service to co-ordinate the admission arrangements for Trust schools.

2.3 OWN Trust adheres to Peterborough's Fair Access protocol.

3. OWN trust school information

Catchment areas for each school within the Trust are available via the Peterborough City Council website:

<https://www.peterborough.gov.uk/residents/schools-and-education/school-admissions/>

3.1 Orton Wistow Primary School

The published admission number for September 2024 for Orton Wistow Primary School is 60 children

3.2 Woodston Primary School

The published admission number for September 2024 for Woodston Primary School is 90 children.

3.3 Nene Valley Primary School

The published admission number for September 2024 for Nene Valley Primary School is 45 children.

4. Process for admission

4.1 Admission of Children into the Early Years Foundation Stage – at the start of the academic year

4.1.1 The Department for Education (DfE) Admissions Code 2014 requires that admissions into the Foundation year group, at the beginning of the academic year, be coordinated by the Local Authority. This is in order to provide a better service to parents and carers. This co-ordination involves a common application form and a common timetable as described in the 'co-ordinated scheme'. Further information can be found on www.peterborough.gov.uk/admissions

4.1.2 The Local Authority publishes a composite booklet entitled Primary Schools Admissions Booklet, published each year. This provides parents and carers with information on the admission process, timetable and how parents can apply for a place in the school of their choice.

4.1.3 Parents have a right to express a preference for the school of their choice and they should do so using the online application service, www.peterborough.gov.uk/admissions .

4.2 Admission of Children out of their normal age group

4.2.1 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 are admitted out of their normal age group – to reception rather than year 1.

4.2.2 Parents requesting admission out of the normal age group will be assessed on a case-by-case basis.

5. In year admissions

5.1. OWN Trust uses Peterborough Local Authority Admissions Service to co-ordinate the admission arrangements for Trust schools. OWN Trust schools will advise the Local Authority of all available places.

5.2. An application must be submitted to the Local Authority. They will respond, in writing, to advise whether an offer of a school place is available.

5.3. The Trust does not always have enough places available for every child whose parents have applied for a place in a particular school. In this case the school will use an order of priority for admissions to the school.

5.4. This will be in addition to any specific arrangements to specialist provision. The order of priority for all other children is as follows:

i. A 'looked after child'* or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order, including those who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.

ii. Children who are both living in the catchment area**served by the school and have siblings*** of compulsory school age still attending the school at the time of their admission.

iii. Other children living in the catchment area** at the time of admission.

iv. Children of members of staff (working within the requested school), provided that they have been employed for a minimum of two years and/or are recruited to fill a vacant post for which there is a demonstrable skills shortage.

v. Children who do not live in the catchment area** served by the school, but who have siblings*** of compulsory school age attending the school (or are attending an infant or junior school on the same site) at the time of their admission.

vi. Other children whose parents have requested a place who live outside the catchment area** of the school.

* A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989). An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians). A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

**An alphabetical list of streets and their school catchment areas is available on the Peterborough City Council website.

*** Definition of siblings

The definition of a brother or sister sometimes referred to as a sibling: -

- a brother or sister sharing the same parents;
- a half-brother or half-sister where 2 children share one common parent;
- a step-brother or stepsister, where two children are related by a parent's marriage - adopted children
- a child who has been adopted or is fostered by parents/carers who have other children.
- A brother or sister must be living at the same address as the child when the application is made.

5.5. Tie-Breaker

In cases of equal merit, priority will be given to the child living nearest the school as measured by a straight line. Distance is measured in a straight line using the Local Land Property Gazetteer (LLPG) provided from the seed point located at the child's home address to the seed point for the school. The seed point is taken from the Ordnance Survey's (OS) Address-Base dataset. It is used to locate individual residential and school addresses using grid references as seed points.

6. Waiting lists

6.1. Waiting lists for all oversubscribed primary schools will be maintained by the Local Authority until co-ordination ends, i.e. 31 August. Continuing Interest lists are held in strict oversubscription criteria order. Applicants will be ranked according to each individual school's oversubscription criteria and the Local Authority will continue to coordinate on behalf of OWN Trust to allocate places from those lists if places become available.

6.2. After the offer date there will be no distinction between 'on-time' and 'late' applications on waiting lists.

6.3. OWN Trust schools will advise the Local Authority when a place becomes available. The Local Authority will then offer the place to the child who is at the top of the waiting list.

6.4. Parents will be asked to confirm that they wish to stay on a higher preference school's waiting list when accepting an offer of a place at a lower preference school. A child's details will not be added to a school's waiting list if a higher preference school has been offered. Refusal of a place when offered a preference school will automatically remove them from the waiting list.

6.5. If, after a child is offered a place at a lower preference school which they have not yet started, a place becomes available at a higher preference school and their name has been added to the waiting list for that school, the original offer will be withdrawn, and a new offer is made. The reason for this is that the child will not yet have started or placed on roll at that lower preference school, and we are obliged to meet a parent's highest preference. If a parent is happy to accept and keep the lower preferred offer, they must inform the Local Authority to remove them from the higher preference school's waiting list, or the offer for the lower preference will be withdrawn and their place (at the lower preferred school) will be offered on to the child who is top of the waiting list for that school.

6.6. After the offer date, if a parent wishes their child to be considered for an alternative school, a new application form must be completed listing the new order of preferences.

7. Appeals

7.1. For any child subsequently refused a place, parents/carers will have the right to appeal against the decision, to an independent Appeals Panel.

7.2. Parents/carers wishing to appeal should contact:

Appeals Officer
Education Department
Peterborough City Council
Sand Martin House
Bittern Way
Fletton Quays
Peterborough
PE2 8TY

Peakirk cum Glinton CofE (VA) Primary School

Mission Statement By Following Jesus greatest commandment, in Luke 10: 27 the Governors, staff and children of Peakirk cum Glinton Cof E primary school work together to faithfully aspire, dream, nurture and achieve.

Luke 10: 27

Love the Lord your God with all your heart with all your soul, with all your strength, and with all your mind; and love your neighbour as you love yourself.

1.0 The Governing Body are the Admission Authority in this Voluntary Aided School and are therefore responsible for all admissions.

1.1 The Governing Body will admit up to 30 pupils into each year group.

1.2 When there are more applications than there are places available, the governors will admit pupils according to the following criteria which are listed in order of priority.

The governors will admit children with an Educational Health Care Plan which names the school. We will allocate places to parents who make an application before we consider any parent who has not made one. Attending a nursery or a pre-school does not give any priority within the oversubscription criteria for a place in a school. Parents must make a separate application for the transfer from nursery to a primary or infant school. Parents must also make a separate application for the transfer from infant to junior or primary school.

2.0 Over-subscription criteria:

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. A looked after child is a child who is a) in the care of a local authority, or b) being provided with accommodation by a local authority in the exercise of their social service functions (see the definition in section 22(1) of the Children Act 1989), or c) Children who appear (to the admission authority of the school) to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

2. Children of any member of staff provided that they have been employed for a minimum of two years at the time the application is made.

3. Children living with their parent(s)/ legal guardian(s) in the civil parishes of Peakirk or Glinton with a sibling already at the school. (see residency definition below).

4. Children living with their parent(s)/legal guardian(s) in the civil parishes of Peakirk or Glinton.

5. Children living outside the civil parishes of Peakirk or Glinton who have a sibling attending the school at the time of admission. (see sibling definition below)

6. Children of worshipping members of any Church which is located in the ecclesiastical parishes of St Pega, Peakirk or St Benedict, Glinton and is a member of Churches Together in England: this includes the Church of England. (see Ecclesiastical parish boundaries) These applications must be accompanied by form SIF/A available from the school. The completed SIF/A will then be sent to the minister with form SIF/B to verify church allegiance.

7. Children of worshipping members of any Church that is a member of Churches Together in England, this includes the Church of England. These applications must be accompanied by form SIF/A available from the school. The completed SIF/A will then be sent to the minister with form SIF/B to verify church allegiance.

In the event that during the period specified for attendance at worship the church or, in relation to those of other faiths, relevant place of worship, 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 in relation to those of other faiths, relevant place of worship, or alternative premises have been available for public worship.

8. Children of parent(s)/ legal guardian(s) of other faiths, or none, who wish their child to be educated in a church school and Christian environment.

3.0 Right of Appeal

Governors will admit up to the published admission number. For any child subsequently refused a place, parent(s)/ legal guardian(s) will have the right to appeal against the decision, to an independent Appeals Panel. Parent(s)/ legal guardian(s) wishing to appeal should write to:

The Clerk to the Appeals Panel
Diocesan Board of Education
Bouverie Court,
6 The Lakes
Bedford Road
Northampton
NN4 7YD

Notes

4.0 Tie-breaker

Where there are more applications in any one category, applications will be prioritised on the distance from the child's home to the main entrance of the school. This will be measured by a straight line from the centre of the child's home address to the school using the National Ordnance Survey set points via the Local Authority's computerised measuring system.

5.0 Late applications

The Governing Body will deal with late applications after all the 'on-time' applications have been processed. Those refused a place due to the school having admitted 30 children will be advised of their right of appeal.

6.0 Waiting lists

All parents who are refused a place at the school at any time may wish to place their child's name on a Waiting List. (This does not affect your right of appeal) Pupils will be placed on the Waiting List in strict order according to the oversubscription criteria on the Admissions Policy. If a place becomes available at the school, places will be allocated according to this criteria.

6.1 Pupils will be placed on the waiting list by the Local Authority and ranked by the school. The Waiting List will be revised at the time of allocation of places. Names will remain on the waiting list until either a space becomes available or you request the name to be removed.

6.2 Please note that children who are the subject of a direction by the local authority to admit or who are allocated a place in accordance with a Fair Access protocol must take preference over those on the waiting list

7.0 Civil parishes of Peakirk and Glinton

A map showing the boundaries of Peakirk and Glinton is available to view in the school office.

8.0 Ecclesiastical Parish Boundaries

For ecclesiastical parish boundaries, please visit the internet site www.achurchnearyou.com, put in your postcode, click on where you live and the name of your ecclesiastical parish will be shown

9.0 Residency definition

The child's place of residence is the address of the parent(s)/ legal guardian(s) with whom the child spends the majority of time during the school week. (Parent(s)/legal guardian(s) may be asked to produce evidence of residency/home address at any time during the admissions process)

1.0 Definition of siblings

The definition of a brother or sister (sometimes referred to as a sibling);

- a brother or sister sharing the same parent(s) legal guardian(s)
- a half brother or half sister where 2 children share one common parent/legal guardian.
- a step-brother or step sister, where two children are related by a parent(s)/legal guardian(s) marriage/partnership
- adopted children

10.1 A brother or sister must be living at the same address when the application is made.

11.0 Definition of the term "worshipping member" is as follows:

At least one of the parents or guardians of the child is regarded by the incumbent as part of the worshipping community at the church / worship centre.

11.0 Definition of the term "worshipping member" is as follows: At least one of the parents or guardians of the child is regarded by the incumbent as part of the worshipping community at the church / worship centre.

11.2 In year Admissions The governors will accept admissions up to the Published Admission Number into all year groups. If the Governors are concerned that this would cause an infant class to be unlawfully large or prejudice to the provision of efficient education or the efficient use of resources they can ask a parent to appeal for a place. If there are more applications than places then the oversubscription criteria will be used to decide who should be offered the place. If it is necessary to refuse a place then you will be told of the independent appeal system.

12.0 Admission of Children below Compulsory School Age The school provides for the admission of all children in the September following their fourth birthday. Where a child has been offered a place:

- That child is entitled to a full-time place in the September following their fourth birthday;
- The child's parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made, whichever is the sooner;
- Where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.
- Parents interested in deferring admission or arranging part-time attendance must contact the school to discuss this.
- Parents of summer born children deferring admission until the child starts Year 1 risk losing the offered school place.

PETERBOROUGH KEYS ACADEMIES TRUST- Longthorpe Primary School

Peterborough Keys Academies Trust is the Admission Authority for this Academy.

Arrangements for applications for places in Reception at LONGTHORPE PRIMARY SCHOOL will be made in accordance with Peterborough City Council's co-ordinated admission arrangements; parents resident in Peterborough can apply online at:

<https://www.peterborough.gov.uk/residents/schools-and-education/school-admissions>

Parents resident in other areas must apply through their home Local Authority (LA). LONGTHORPE PRIMARY SCHOOL will use Peterborough City Council's timetable published online for these applications and the Council will make the offers of places as required by the School Admissions Code.

1. Published Admission Number (PAN)

The PAN for Reception is 60. If there are fewer applicants than places available all applicants will be admitted.

2. Special Educational Needs

In accordance with legislation on the allocation of places for children with an Education, Health and Care Plan (Children and Families Act 2014), those naming the school in the plan will take first preference.

Parents / carers should visit the school, by arrangement, before naming it on the EHCP, so that they are confident that the school has the facilities and resources to meet their child's needs.

Remaining places will be allocated in accordance with this policy.

3. Oversubscription Criteria

If there are more applications than places available we will apply the oversubscription criteria listed below. The oversubscription criteria are listed in the order we apply them.

1. 'Looked after children' or children who were previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order, including those who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Children who are both living in the catchment area served by the school and have a sibling of compulsory school age attending the school at the time of their admission.
3. Other children living in the catchment area at the time of admission.
4. Children of members of teaching staff (working within LONGTHORPE PRIMARY SCHOOL), provided that they have been employed for a minimum of two years and/or recruited to fill a vacant post for which there is a demonstrable skills shortage.
5. Children who do not live in the catchment area served by the school, but who have siblings of compulsory school age attending the school at the time of their admission.
6. Other children by distance from the school, with priority for admission given to children who live nearest to the school.

Definitions:

'Looked after child': A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

'Catchment area': The catchment area for LONGTHORPE PRIMARY SCHOOL is available via the Peterborough City Council website:

<https://www.peterborough.gov.uk/residents/schoolsand-education/school-admissions/researching-schools-and-catchment-area#what-is-a-catchment-school-and-why-does-it-matter-5-0>

'Sibling': Sibling is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters (full or half), adopted siblings, stepbrothers or sisters and foster brothers and sisters.

Home address: Where a child lives normally during the school week with more than one parent at different addresses, the permanent home address for the purposes of school admissions will be the one where the child spends the majority of school nights Sunday – Thursday. If the child spends equal amounts of time at two addresses, the parents must agree which address they wish to be the child's main address before we can process the application.

4. Tie-Breaker

If the admission number is exceeded within criterion 5, priority will be given to those who live closest to the school. For criteria 5 and 6, all distances are measured on a straight line basis from the child's home address point to the address point of the school. Distances are provided by the Local Authority and are measured using a geographical information system.

5. Multiple Births and Brothers and Sisters in the Same Year Group

If twins or multiple birth children are split by operation of the oversubscription criteria, the school will go above its published admission number to accommodate all children unless this would make the class too large and prejudice the education of the other children. Multiple birth children are 'excepted pupils' to infant class limits if allocated in this way. If brothers and sisters in the same year group are split by operation of the oversubscription criteria, the school will go above its published admission number to accommodate all children unless this would make the class too large and prejudice the education of the other children or when this would breach infant class size limits.

6. Fraudulent or Misleading Applications

We reserve the right to check any address and other information provided so we can apply the oversubscription criteria accurately and fairly. As an admission authority we have the right to investigate any concerns we may have about your application and to withdraw the offer of a place if we consider there is evidence that you have made a fraudulent claim or provided misleading information, for example if a false address was given which denied a place to a child with a stronger claim.

7. Fair Access Protocol

Local Authorities are required to have Fair Access Protocols in order to make sure that unplaced children who live in the home local authority, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. This includes admitting children above the published admissions number to schools that are already full. Students allocated under fair access protocols will take precedence over those on a waiting list. LONGTHORPE PRIMARY SCHOOL will participate in Peterborough City Council's fair access protocol, details of which can be found here: <https://www.peterborough.gov.uk/residents/schools-and-education/school-admissions/fair-access-protocol>

8. Deferred Entry to School

In accordance with the requirements of the Admissions Code, if your child has been offered a place:-

- a) your child is entitled to a full-time place in the September following their fourth birthday;
- b) you can defer the date your child is admitted to the school until later in the school year but not beyond the point at which your child reaches compulsory school age and not beyond the beginning of the final term of the school year for which it was made; and
- c) if you wish, your child may attend part-time until later in the school year but not beyond the point at which your child reaches compulsory school age.

9. Admission of Children outside their Normal Age Group (not summer born)

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. It is important for parents to note that they will have responsibility for providing evidence to support their request.

Admission outside normal age group (in cases where the child is not summer born) should only be considered when both the parents and the professionals involved are of the opinion that the needs of the child cannot be best met within his or her age group even with appropriate levels of differentiation and support.

The key questions for all professionals involved and the child's parents are do they think that only in a different year group the child:

- would be more closely matched in terms of physical and emotional maturity to the other children
- would make significant progress
- would be able to maintain a better position academically within the class
- would cope with curricular demands with no, or much less, differentiation and support
-

If the answer to all of the above questions is clearly 'yes' then entry to a different year group could be valuable and would be considered. If the answer is 'no' or there is doubt, or the child may have longer term special educational needs, then it would normally be more appropriate for the child to enter a class with their peer group with the appropriate levels of support.

If parents wish for their child to be considered for admission to a year group which is outside their normal age group, then they must:

- a) Complete the LA common application form or the in-year admission form, as appropriate (as there is no guarantee that your request will be agreed).
- b) Send, alongside your application and in writing, details of your request, including:
 - o information regarding how your child is performing in the 7 areas of learning and development in the Early Years Foundation Stage
 - o if applicable, details of any interventions/additional support your child receives in their current pre-school setting
 - o if applicable, a copy of your child's two most recent personal support, or additional needs plans
 - o a covering letter explaining your reasons for your request
 - o if applicable, reports from other agencies e.g. medical professionals or any other agency who may be supporting or working with your child
 - o anything else which you feel is relevant

The Local Authority will consult with the Headteachers of your preferred schools, as required under the School Admissions Code.

10. Requests for admission out of normal age group (Summer Born children)

Whilst all children are entitled to a full-time school place in the September following their 4th birthday and most parents are happy for their child to start school at this point, parent(s)/carer(s) of summer born children (those born between 1 April and 31 August) who do not reach compulsory school age until a full year after they would normally start school, may wish to delay their child's start to school until the September following their 5th birthday. If parents wish to delay their summer born child's school start until the September following their 5th birthday, there are 2 options:

1. Parents can make an in-year application for a place for the September following their child's 5th birthday. The child would normally start school in Year 1 (their correct chronological age group) as other children in the child's age group already attending school will be moving from Reception to Year 1 at this point. It is important to remember that some schools are likely to be full and they may be unable to offer a place;

2. If parents do not want their child to miss their Reception year, they may request that children are admitted out of their normal age group i.e. into Reception instead of Year 1. Please note, this is a 'request' and parents do not have the right to insist that their child is admitted to a particular age group. The Local Authority is responsible for making the decision about which year group a child should be admitted to.

Parents/carers of summer born children who could start school in September 2024, but wish to delay their child's school start and apply for a Reception place to start in September 2025, should still make their application for a Reception place for their child's normal year of entry before the primary application deadline of midnight on 15 January 2024. If a delay is agreed, this application can be withdrawn. Parent/carers should also, if possible, make their request for admission out of the normal age group to their preferred schools by the same date - 15 January 2024 (midnight). This is to enable sufficient time for requests to be processed prior to National Offer Day (16 April or the next working day). Requests will however still be considered after this date.

Parents/carers wanting to request that they be able to apply for a Reception place for the September following their child's 5th birthday, should write to the Local Authority at:

The Admissions Team,
Peterborough City Council,
Sand Martin House
Bittern Way
Fletton Quays
Peterborough
PE2 8TY

Or by email to admissions@peterborough.gov.uk

In their request, parents/carers should provide some information about their child to explain why they think that their child should be educated out of their normal age group. It is important for parents/carers to provide any additional evidence to support their request as this information will help the Local Authority to make their decision e.g. parents/carers may be able to provide a report from the child's Early Years setting or evidence from a health or social care professional.

The request will then be considered by the Local Authority, who will make a decision on the basis of the circumstances of each case and in the best interests of the child concerned. The School Admissions Code requires admission authorities to consider a number of factors:

- the parent's/carer's views;
- information about the child's academic, social and emotional development;
- where relevant, the child's medical history and the views of a medical professional;

- whether the child may naturally have fallen into a lower age group if it were not for being born prematurely;
- the Headteacher's views.

What happens next?

Parents/carers will be informed of the Local Authority's decision on the year group the child should be admitted to when they start school (i.e. Reception or Year 1) and reasons for the decision will be set out clearly.

If the request is approved: If the request to be admitted outside normal age group is approved by the Local Authority, parents/carers will receive confirmation by letter; this will be copied to the school. Parent(s)/carer(s) will then need to make an application for a place in Reception for the normal round of admissions in the following academic year.

Please note – this does not mean a child has been, or will be, offered a place in the Reception year at their chosen school. If, in this following normal admissions round, the school is oversubscribed, all applications (including delayed applications) for the school will be ranked in accordance with the school's oversubscription admission criteria.

If the request is rejected: If the request to be admitted outside normal age group is rejected by the Local Authority, parents/carers have to decide whether to accept a Reception place in the normal year of entry or delay their child's start until the September after their 5th birthday and apply for a Year 1 place.

11. In-year admissions

Applications should be made via Peterborough City Council. LONGTHORPE PRIMARY SCHOOL will accept admissions up to the Published Admission Number of the respective year group at the point of entry. In the event that this would cause an infant class to be unlawfully large or cause prejudice to the provision of efficient education or the efficient use of resources it may be necessary to refuse a place although the year group has not reached the school's published admission number. If there are more applications than places then the oversubscription criteria will be used to decide who should be offered the place. If it is necessary to refuse a place then you will be informed of your right of appeal. Parents can apply online at <https://www.peterborough.gov.uk/residents/schools-and-education/schooladmissions/moving-schools-in-year-transfer>

12. Waiting Lists

Following the refusal of a place in any year group, the child's LONGTHORPE will automatically be added to the waiting list. Waiting lists are held in strict oversubscription criteria order. Applicants will be ranked according to the school's oversubscription criteria and the Local Authority will continue to coordinate on behalf of the school to allocate places from those lists, if places become available.

After the offer date there will be no distinction between 'on-time' and 'late' applications on waiting lists.

LONGTHORPE PRIMARY SCHOOL will advise the Local Authority when a place becomes available. The Local Authority will then offer the place to the child who is at the top of the waiting list.

Parents will be asked to confirm that they wish to stay on a higher preference school's waiting list when accepting an offer of a place at a lower preference school. A child's details will not be added to a school's waiting list if a higher preference school has been offered. Refusal of a place when offered a preference school will automatically remove them from the waiting list.

If, after a child is offered a place at a lower preference school which they have not yet started, a place becomes available at a higher preference school and their LONGTHORPE has been added to the waiting list for that school, the original offer will be withdrawn and a new offer is made. The reason for this is that the child will not yet have started or placed on roll at that lower preference school and we are obliged to meet a parent's highest preference. If a parent is happy to accept and keep the lower preferred offer, they must inform the Local Authority to remove them from the higher preference school's waiting list, or the offer for the lower preference will be withdrawn and their place (at the lower preferred school) will be offered on to the child who is top of the waiting list for that school.

After the offer date, if a parent wishes their child to be considered for an alternative school, a new application form must be completed listing the new order of preferences.

Waiting lists for all oversubscribed primary schools will be maintained by the Local Authority until co-ordination ends, i.e. 31 August. Please note that a new application will need to be submitted to the Local Authority for a new academic year.

13. Appeals

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the grounds for your appeal in writing. You are required to fill out an appeals form. This, along with details of the appeals timetable can be found on the following webpage: <https://www.peterborough.gov.uk/residents/schools-and-education/school-admissions/school-admissions-appeals>

PETERBOROUGH KEYS ACADEMIES TRUST- Ravensthorpe Primary School DG

Peterborough Keys Academies Trust is the Admission Authority for this Academy.

Arrangements for applications for places in Reception at RAVENSTHORPE PRIMARY SCHOOL will be made in accordance with Peterborough City Council's co-ordinated admission arrangements; parents resident in Peterborough can apply online at: <https://www.peterborough.gov.uk/residents/schools-and-education/school-admissions>

Parents resident in other areas must apply through their home Local Authority (LA).

RAVENSTHORPE PRIMARY SCHOOL will use Peterborough City Council's timetable published online for these applications and the Council will make the offers of places as required by the School Admissions Code.

1. Published Admission Number (PAN) The PAN for Reception is 60. If there are fewer applicants than places available all applicants will be admitted.

2. Special Educational Needs

In accordance with legislation on the allocation of places for children with an Education, Health and Care Plan (Children and Families Act 2014), those naming the school in the plan will take first preference.

Parents / carers should visit the school, by arrangement, before naming it on the EHCP, so that they are confident that the school has the facilities and resources to meet their child's needs.

Remaining places will be allocated in accordance with this policy.

3. Oversubscription Criteria

If there are more applications than places available we will apply the oversubscription criteria listed below. The oversubscription criteria are listed in the order we apply them.

1. 'Looked after children' or children who were previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order, including those who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

2. Children who are both living in the catchment area served by the school and have a sibling of compulsory school age attending the school at the time of their admission.

3. Other children living in the catchment area at the time of admission.

4. Children of members of teaching staff (working within RAVENSTHORPE PRIMARY SCHOOL), provided that they have been employed for a minimum of two years and/or recruited to fill a vacant post for which there is a demonstrable skills shortage.

5. Children who do not live in the catchment area served by the school, but who have siblings of compulsory school age attending the school at the time of their admission.

6. Other children by distance from the school, with priority for admission given to children who live nearest to the school.

Definitions:

'Looked after child': A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

'Catchment area': The catchment area for RAVENSTHORPE PRIMARY SCHOOL is available via the Peterborough City Council website: <https://www.peterborough.gov.uk/residents/schools-and-education/school-admissions/researching-schools-and-catchment-area#what-is-a-catchment-school-and-why-does-it-matter-5-0>

'Sibling': Sibling is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters (full or half), adopted siblings, stepbrothers or sisters and foster brothers and sisters.

Home address: Where a child lives normally during the school week with more than one parent at different addresses, the permanent home address for the purposes of school admissions will be the one where the child spends the majority of school nights Sunday – Thursday. If the child spends equal amounts of time at two addresses, the parents must agree which address they wish to be the child's main address before we can process the application.

4. Tie-Breaker

If the admission number is exceeded within criterion 5, priority will be given to those who live closest to the school. For criteria 5 and 6, all distances are measured on a straight line basis from the child's home address point to the address point of the school. Distances are provided by the Local Authority and are measured using a geographical information system.

5. Multiple Births and Brothers and Sisters in the Same Year Group

If twins or multiple birth children are split by operation of the oversubscription criteria, the school will go above its published admission number to accommodate all children unless this would make the class too large and prejudice the education of the other children. Multiple birth children are 'excepted pupils' to infant class limits if allocated in this way. If brothers and sisters in the same year group are split by operation of the oversubscription criteria, the school will go above its published admission number to accommodate all children unless this would make the class too large and prejudice the education of the other children or when this would breach infant class size limits.

6. Fraudulent or Misleading Applications

We reserve the right to check any address and other information provided so we can apply the oversubscription criteria accurately and fairly. As an admission authority we have the right to investigate any concerns we may have about your application and to withdraw the offer of a place if we consider there is evidence that you have made a fraudulent claim or provided misleading information, for example if a false address was given which denied a place to a child with a stronger claim.

7. Fair Access Protocol

Local Authorities are required to have Fair Access Protocols in order to make sure that unplaced children who live in the home local authority, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. This includes admitting children above the published admissions number to schools that are already full.

Students allocated under fair access protocols will take precedence over those on a waiting list. RAVENSTHORPE PRIMARY SCHOOL will participate in Peterborough City Council's fair access protocol, details of which can be found here: <https://www.peterborough.gov.uk/residents/schools-and-education/school-admissions/fair-access-protocol>

8. Deferred Entry to School

In accordance with the requirements of the Admissions Code, if your child has been offered a place:-

- a) your child is entitled to a full-time place in the September following their fourth birthday;
- b) you can defer the date your child is admitted to the school until later in the school year but not beyond the point at which your child reaches compulsory school age and not beyond the beginning of the final term of the school year for which it was made; and
- c) if you wish, your child may attend part-time until later in the school year but not beyond the point at which your child reaches compulsory school age.

9. Admission of Children outside their Normal Age Group (not summer born)

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. It is important for parents to note that they will have responsibility for providing evidence to support their request.

Admission outside normal age group (in cases where the child is not summer born) should only be considered when both the parents and the professionals involved are of the opinion that the needs of the child cannot be best met within his or her age group even with appropriate levels of differentiation and support.

The key questions for all professionals involved and the child's parents are do they think that only in a different year group the child:

- would be more closely matched in terms of physical and emotional maturity to the other children
- would make significant progress
- would be able to maintain a better position academically within the class
- would cope with curricular demands with no, or much less, differentiation and support

If the answer to all of the above questions is clearly 'yes' then entry to a different year group could be valuable and would be considered. If the answer is 'no' or there is doubt, or the child may have longer term special educational needs, then it would normally be more appropriate for the child to enter a class with their peer group with the appropriate levels of support.

If parents wish for their child to be considered for admission to a year group which is outside their normal age group, then they must:

- a) Complete the LA common application form or the in-year admission form, as appropriate (as there is no guarantee that your request will be agreed).
- b) Send, alongside your application and in writing, details of your request, including:
 - information regarding how your child is performing in the 7 areas of learning and development in the Early Years Foundation Stage
 - if applicable, details of any interventions/additional support your child receives in their current pre-school setting
 - if applicable, a copy of your child's two most recent personal support, or additional needs plans
 - a covering letter explaining your reasons for your request

- if applicable, reports from other agencies e.g. medical professionals or any other agency who may be supporting or working with your child
- anything else which you feel is relevant

The Local Authority will consult with the Headteachers of your preferred schools, as required under the School Admissions Code

10. Requests for admission out of normal age group (Summer Born children)

Whilst all children are entitled to a full-time school place in the September following their 4th birthday and most parents are happy for their child to start school at this point, parent(s)/carer(s) of summer born children (those born between 1 April and 31 August) who do not reach compulsory school age until a full year after they would normally start school, may wish to delay their child's start to school until the September following their 5th birthday. If parents wish to delay their summer born child's school start until the September following their 5th birthday, there are 2 options:

1. Parents can make an in-year application for a place for the September following their child's 5th birthday. The child would normally start school in Year 1 (their correct chronological age group) as other children in the child's age group already attending school will be moving from Reception to Year 1 at this point. It is important to remember that some schools are likely to be full and they may be unable to offer a place;

2. If parents do not want their child to miss their Reception year, they may request that children are admitted out of their normal age group i.e. into Reception instead of Year 1. Please note, this is a 'request' and parents do not have the right to insist that their child is admitted to a particular age group. The Local Authority is responsible for making the decision about which year group a child should be admitted to.

Parents/carers of summer born children who could start school in September 2024, but wish to delay their child's school start and apply for a Reception place to start in September 2025, should still make their application for a Reception place for their child's normal year of entry before the primary application deadline of midnight on 15 January 2024. If a delay is agreed, this application can be withdrawn. Parent/carers should also, if possible, make their request for admission out of the normal age group to their preferred schools by the same date - 15 January 2024 (midnight). This is to enable sufficient time for requests to be processed prior to National Offer Day (16 April or the next working day). Requests will however still be considered after this date.

Parents/carers wanting to request that they be able to apply for a Reception place for the September following their child's 5th birthday, should write to the Local Authority at:

The Admissions Team,
Peterborough City Council,
Ground Floor
Sand Martin House
Bittern Way
Fletton Quays
Peterborough PE2 8TY
Or by email to admissions@peterborough.gov.uk

In their request, parents/carers should provide some information about their child to explain why they think that their child should be educated out of their normal age group. It is important for parents/carers to provide any additional evidence to support their request as this information will help the Local Authority to make their decision e.g. parents/carers may be able to provide a report from the child's Early Years setting or evidence from a health or social care professional.

The request will then be considered by the Local Authority, who will make a decision on the basis of the circumstances of each case and in the best interests of the child concerned. The School Admissions Code requires admission authorities to consider a number of factors:

- the parent's/carer's views;
- information about the child's academic, social and emotional development;
- where relevant, the child's medical history and the views of a medical professional;
- whether the child may naturally have fallen into a lower age group if it were not for being born prematurely;
- the Headteacher's views

What happens next?

Parents/carers will be informed of the Local Authority's decision on the year group the child should be admitted to when they start school (i.e. Reception or Year 1) and reasons for the decision will be set out clearly.

If the request is approved: If the request to be admitted outside normal age group is approved by the Local Authority, parents/carers will receive confirmation by letter; this will be copied to the school. Parent(s)/carer(s) will then need to make an application for a place in Reception for the normal round of admissions in the following academic year.

Please note – this does not mean a child has been, or will be, offered a place in the Reception year at their chosen school. If, in this following normal admissions round, the school is oversubscribed, all applications (including delayed applications) for the school will be ranked in accordance with the school's oversubscription admission criteria.

If the request is rejected: If the request to be admitted outside normal age group is rejected by the Local Authority, parents/carers have to decide whether to accept a Reception place in the normal year of entry or delay their child's start until the September after their 5th birthday and apply for a Year 1 place.

11. In-year admissions

Applications should be made via Peterborough City Council. RAVENSTHORPE PRIMARY SCHOOL will accept admissions up to the Published Admission Number of the respective year group at the point of entry. In the event that this would cause an infant class to be unlawfully large or cause prejudice to the provision of efficient education or the efficient use of resources it may be necessary to refuse a place although the year group has not reached the school's published admission number. If there are more applications than places then the oversubscription criteria will be used to decide who should be offered the place. If it is necessary to refuse a place then you will be informed of your right of appeal. Parents can apply online at <https://www.peterborough.gov.uk/residents/schools-and-education/school-admissions/moving-schools-in-year-transfer>

12. Waiting Lists

Following the refusal of a place in any year group, the child's RAVENSTHORPE will automatically be added to the waiting list. Waiting lists are held in strict oversubscription criteria order. Applicants will be ranked according to the school's oversubscription criteria and the Local Authority will continue to coordinate on behalf of the school to allocate places from those lists, if places become available.

After the offer date there will be no distinction between 'on-time' and 'late' applications on waiting lists.

RAVENSTHORPE PRIMARY SCHOOL will advise the Local Authority when a place becomes available. The Local Authority will then offer the place to the child who is at the top of the waiting list.

Parents will be asked to confirm that they wish to stay on a higher preference school's waiting list when accepting an offer of a place at a lower preference school. A child's details will not be added to a school's waiting list if a higher preference school has been offered. Refusal of a place when offered a preference school will automatically remove them from the waiting list.

If, after a child is offered a place at a lower preference school which they have not yet started, a place becomes available at a higher preference school and their RAVENSTHORPE has been added to the waiting list for that school, the original offer will be withdrawn and a new offer is made. The reason for this is that the child will not yet have started or placed on roll at that lower preference school and we are obliged to meet a parent's highest preference. If a parent is happy to accept and keep the lower preferred offer, they must inform the Local Authority to remove them from the higher preference school's waiting list, or the offer for the lower preference will be withdrawn and their place (at the lower preferred school) will be offered on to the child who is top of the waiting list for that school.

After the offer date, if a parent wishes their child to be considered for an alternative school, a new application form must be completed listing the new order of preferences. Waiting lists for all oversubscribed primary schools will be maintained by the Local Authority until co-ordination ends, i.e. 31 August. Please note that a new application will need to be submitted to the Local Authority for a new academic year.

13. Appeals If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the grounds for your appeal in writing. You are required to fill out an appeals form. This, along with details of the appeals timetable can be found on the following webpage: <https://www.peterborough.gov.uk/residents/schools-and-education/school-admissions/school-admissions-appeals>

PETERBOROUGH KEYS ACADEMIES TRUST- Thorpe Primary School

Peterborough Keys Academies Trust is the Admission Authority for this Academy.

Arrangements for applications for places in Reception at THORPE PRIMARY SCHOOL will be made in accordance with Peterborough City Council's co-ordinated admission arrangements; parents resident in Peterborough can apply online at:

<https://www.peterborough.gov.uk/residents/schools-and-education/school-admissions>

Parents resident in other areas must apply through their home Local Authority (LA).

THORPE PRIMARY SCHOOL will use Peterborough City Council's timetable published online for these applications and the Council will make the offers of places as required by the School Admissions Code.

1. Published Admission Number (PAN)

The PAN for Reception is 90. If there are fewer applicants than places available all applicants will be admitted.

2. Special Educational Needs

In accordance with legislation on the allocation of places for children with an Education, Health and Care Plan (Children and Families Act 2014), those naming the school in the plan will take first preference.

Parents / carers should visit the school, by arrangement, before naming it on the EHCP, so that they are confident that the school has the facilities and resources to meet their child's needs.

Remaining places will be allocated in accordance with this policy.

3. Oversubscription Criteria

If there are more applications than places available we will apply the oversubscription criteria listed below. The oversubscription criteria are listed in the order we apply them

1. 'Looked after children' or children who were previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order, including those who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Children who are both living in the catchment area served by the school and have a sibling of compulsory school age attending the school at the time of their admission.
3. Other children living in the catchment area at the time of admission.
4. Children of members of teaching staff (working within THORPE PRIMARY SCHOOL), provided that they have been employed for a minimum of two years and/or recruited to fill a vacant post for which there is a demonstrable skills shortage.
5. Children who do not live in the catchment area served by the school, but who have siblings of compulsory school age attending the school at the time of their admission
6. Other children by distance from the school, with priority for admission given to children who live nearest to the school.

Definitions:

'Looked after child': A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

'Catchment area': The catchment area for THORPE PRIMARY SCHOOL is available via the Peterborough City Council website: <https://www.peterborough.gov.uk/residents/schoolsand-education/school-admissions/researching-schools-and-catchment-area#what-is-a-catchment-school-and-why-does-it-matter-5-0>

'Sibling': Sibling is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters (full or half), adopted siblings, stepbrothers or sisters and foster brothers and sisters.

Home address: Where a child lives normally during the school week with more than one parent at different addresses, the permanent home address for the purposes of school admissions will be the one where the child spends the majority of school nights Sunday – Thursday. If the child spends equal amounts of time at two addresses, the parents must agree which address they wish to be the child's main address before we can process the application.

4. Tie-Breaker

If the admission number is exceeded within criterion 5, priority will be given to those who live closest to the school. For criteria 5 and 6, all distances are measured on a straight line basis from the child's home address point to the address point of the school. Distances are provided by the Local Authority and are measured using a geographical information system.

5. Multiple Births and Brothers and Sisters in the Same Year Group

If twins or multiple birth children are split by operation of the oversubscription criteria, the school will go above its published admission number to accommodate all children unless this would make the class too large and prejudice the education of the other children. Multiple birth children are 'excepted pupils' to infant class limits if allocated in this way. If brothers and sisters in the same year group are split by operation of the oversubscription criteria, the school will go above its published admission number to accommodate all children unless this would make the class too large and prejudice the education of the other children or when this would breach infant class size limits.

6. Fraudulent or Misleading Applications

We reserve the right to check any address and other information provided so we can apply the oversubscription criteria accurately and fairly. As an admission authority we have the right to investigate any concerns we may have about your application and to withdraw the offer of a place if we consider there is evidence that you have made a fraudulent claim or provided misleading information, for example if a false address was given which denied a place to a child with a stronger claim.

7. Fair Access Protocol

Local Authorities are required to have Fair Access Protocols in order to make sure that unplaced children who live in the home local authority, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. This includes admitting children above the published admissions number to schools that are already full. Students allocated under fair access protocols will take precedence over those on a waiting list. THORPE PRIMARY SCHOOL will participate in Peterborough City Council's fair access protocol, details of which can be found here: <https://www.peterborough.gov.uk/residents/schools-and-education/school-admissions/fair-access-protocol>

8. Deferred Entry to School

In accordance with the requirements of the Admissions Code, if your child has been offered a place:-

- a) your child is entitled to a full-time place in the September following their fourth birthday;
- b) you can defer the date your child is admitted to the school until later in the school year but not beyond the point at which your child reaches compulsory school age and not beyond the beginning of the final term of the school year for which it was made; and
- c) if you wish, your child may attend part-time until later in the school year but not beyond the point at which your child reaches compulsory school age.

9. Admission of Children outside their Normal Age Group (not summer born)

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. It is important for parents to note that they will have responsibility for providing evidence to support their request.

Admission outside normal age group (in cases where the child is not summer born) should only be considered when both the parents and the professionals involved are of the opinion that the needs of the child cannot be best met within his or her age group even with appropriate levels of differentiation and support.

The key questions for all professionals involved and the child's parents are do they think that only in a different year group the child:

- would be more closely matched in terms of physical and emotional maturity to the other children
- would make significant progress
- would be able to maintain a better position academically within the class
- would cope with curricular demands with no, or much less, differentiation and support

If the answer to all of the above questions is clearly 'yes' then entry to a different year group could be valuable and would be considered. If the answer is 'no' or there is doubt, or the child may have longer term special educational needs, then it would normally be more appropriate for the child to enter a class with their peer group with the appropriate levels of support.

If parents wish for their child to be considered for admission to a year group which is outside their normal age group, then they must:

- a) Complete the LA common application form or the in-year admission form, as appropriate (as there is no guarantee that your request will be agreed).
- b) Send, alongside your application and in writing, details of your request, including:
 - information regarding how your child is performing in the 7 areas of learning and development in the Early Years Foundation Stage
 - if applicable, details of any interventions/additional support your child receives in their current pre-school setting
 - if applicable, a copy of your child's two most recent personal support, or additional needs plans
 - a covering letter explaining your reasons for your request
 - if applicable, reports from other agencies e.g. medical professionals or any other agency who may be supporting or working with your child
 - anything else which you feel is relevant

The Local Authority will consult with the Headteachers of your preferred schools, as required under the School Admissions Code.

10. Requests for admission out of normal age group (Summer Born children)

Whilst all children are entitled to a full-time school place in the September following their 4th birthday and most parents are happy for their child to start school at this point, parent(s)/carer(s) of summer born children (those born between 1 April and 31 August) who do not reach compulsory school age until a full year after they would normally start school, may wish to delay their child's start to school until the September following their 5th birthday. If parents wish to delay their summer born child's school start until the September following their 5th birthday, there are 2 options:

1. Parents can make an in-year application for a place for the September following their child's 5th birthday. The child would normally start school in Year 1 (their correct chronological age group) as other children in the child's age group already attending school will be moving from Reception to Year 1 at this point. It is important to remember that some schools are likely to be full and they may be unable to offer a place;
2. If parents do not want their child to miss their Reception year, they may request that children are admitted out of their normal age group i.e. into Reception instead of Year 1. Please note, this is a 'request' and parents do not have the right to insist that their child is admitted to a particular age group. The Local Authority is responsible for making the decision about which year group a child should be admitted to.

Parents/carers of summer born children who could start school in September 2024, but wish to delay their child's school start and apply for a Reception place to start in September 2025, should still make their application for a Reception place for their child's normal year of entry before the primary application deadline of midnight on 15 January 2024. If a delay is agreed, this application can be withdrawn. Parent/carers should also, if possible, make their request for admission out of the normal age group to their preferred schools by the same date - 15 January 2024 (midnight). This is to enable sufficient time for requests to be processed prior to National Offer Day (16 April or the next working day). Requests will however still be considered after this date.

Parents/carers wanting to request that they be able to apply for a Reception place for the September following their child's 5th birthday, should write to the Local Authority at:

The Admissions Team,
Peterborough City Council,
Ground Floor
Sand Martin House
Bittern Way
Fletton Quays
Peterborough
PE2 8TY

Or by email to admissions@peterborough.gov.uk

In their request, parents/carers should provide some information about their child to explain why they think that their child should be educated out of their normal age group. It is important for parents/carers to provide any additional evidence to support their request as this information will help the Local Authority to make their decision e.g. parents/carers may be able to provide a report from the child's Early Years setting or evidence from a health or social care professional.

The request will then be considered by the Local Authority, who will make a decision on the basis of the circumstances of each case and in the best interests of the child concerned. The School Admissions Code requires admission authorities to consider a number of factors:

- the parent's/carer's views;
- information about the child's academic, social and emotional development;
- where relevant, the child's medical history and the views of a medical professional;
- whether the child may naturally have fallen into a lower age group if it were not for being born prematurely;
- the Headteacher's views.

What happens next?

Parents/carers will be informed of the Local Authority's decision on the year group the child should be admitted to when they start school (i.e. Reception or Year 1) and reasons for the decision will be set out clearly.

If the request is approved: If the request to be admitted outside normal age group is approved by the Local Authority, parents/carers will receive confirmation by letter; this will be copied to the school. Parent(s)/carer(s) will then need to make an application for a place in Reception for the normal round of admissions in the following academic year.

Please note – this does not mean a child has been, or will be, offered a place in the Reception year at their chosen school. If, in this following normal admissions round, the school is oversubscribed, all applications (including delayed applications) for the school will be ranked in accordance with the school's oversubscription admission criteria.

If the request is rejected: If the request to be admitted outside normal age group is rejected by the Local Authority, parents/carers have to decide whether to accept a Reception place in the normal year of entry or delay their child's start until the September after their 5th birthday and apply for a Year 1 place.

11. In-year admissions

Applications should be made via Peterborough City Council. THORPE PRIMARY SCHOOL will accept admissions up to the Published Admission Number of the respective year group at the point of entry. In the event that this would cause an infant class to be unlawfully large or cause prejudice to the provision of efficient education or the efficient use of resources it may be necessary to refuse a place although the year group has not reached the school's published admission number. If there are more applications than places then the oversubscription criteria will be used to decide who should be offered the place. If it is necessary to refuse a place then you will be informed of your right of appeal. Parents can apply online at <https://www.peterborough.gov.uk/residents/schools-andeducation/school-admissions/moving-schools-in-year-transfer>

12. Waiting Lists

Following the refusal of a place in any year group, the child's THORPE will automatically be added to the waiting list.

Waiting lists are held in strict oversubscription criteria order. Applicants will be ranked according to the school's oversubscription criteria and the Local Authority will continue to coordinate on behalf of the school to allocate places from those lists, if places become available.

After the offer date there will be no distinction between 'on-time' and 'late' applications on waiting lists.

THORPE PRIMARY SCHOOL will advise the Local Authority when a place becomes available. The Local Authority will then offer the place to the child who is at the top of the waiting list.

Parents will be asked to confirm that they wish to stay on a higher preference school's waiting list when accepting an offer of a place at a lower preference school. A child's details will not be

added to a school's waiting list if a higher preference school has been offered. Refusal of a place when offered a preference school will automatically remove them from the waiting list.

If, after a child is offered a place at a lower preference school which they have not yet started, a place becomes available at a higher preference school and their THORPE has been added to the waiting list for that school, the original offer will be withdrawn and a new offer is made. The reason for this is that the child will not yet have started or placed on roll at that lower preference school and we are obliged to meet a parent's highest preference. If a parent is happy to accept and keep the lower preferred offer, they must inform the Local Authority to remove them from the higher preference school's waiting list, or the offer for the lower preference will be withdrawn and their place (at the lower preferred school) will be offered on to the child who is top of the waiting list for that school.

After the offer date, if a parent wishes their child to be considered for an alternative school, a new application form must be completed listing the new order of preferences.

Waiting lists for all oversubscribed primary schools will be maintained by the Local Authority until co-ordination ends, i.e. 31 August. Please note that a new application will need to be submitted to the Local Authority for a new academic year.

13. Appeals

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the grounds for your appeal in writing. You are required to fill out an appeals form. This, along with details of the appeals timetable can be found on the following webpage: <https://www.peterborough.gov.uk/residents/schools-and-education/school-admissions/school-admissions-appeals>

St Augustine's CofE (VA) Junior School

St. Augustine's Church of England (VA) Junior School provides for the needs of children within the 7 to 11 age range.

In a Voluntary Aided School the Governing Body is responsible for the admission of children to the school and all matters concerning pupil admissions. This policy was last determined by the Governing Body on 5th July 2023 for 2024-25 admissions. Should you have any queries relating to this policy you should contact Peter Ananicz - Chair of the Governing Body, via the school office.

The Governing Body will admit up to 60 children into any year group.

The Governing Body is the admissions authority for the School; this means the Governing Body set and apply the admissions policy for our School. All decisions regarding the admission of children into our School are made by the Governing Body. Peterborough City Council is responsible for co-ordinating all applications for places in the school.

St Augustine's School serves children living in the vicinity of the school, children from the Parishes of Woodston and Fletton and also welcomes those from a wider area on religious grounds. The Governing Body will give priority to children with a Statement of Special Educational Needs (SEN) or Education, Health and Care Plan (EHCP) issued by a Local Authority, where the school is named as the most appropriate setting for the child.

Applying for a place in Year 3 - (transfer from Infant to Junior)

The application process for pupils transitioning from Year 2 into Year 3 must be made online at www.peterborough.gov.uk/admissions or by completing and submitting a Peterborough Application Form, which is available on request from the Local Authority Admissions Team. The online application process opens on 12th September 2023 and closes on 15th January 2024. Offer letters will be issued by the Local Authority on the national primary offer date 16th April 2024.

Our school warmly welcome and encourage all parent(s)/ legal guardian(s) wishing to visit the school to do so prior to submitting an application; please contact our school direct on 01733 563566 to arrange your visit. **Please note:** Visits are not interviews and do not affect any decision regarding the availability of a place. Alternatively, we hold an open evening at school for Year 2 pupils and parent(s)/ legal guardian(s), usually held in early November (please see school website for date).

For conditions relating to applications, please refer to Peterborough City Council's Admissions Information Booklet which can be found at www.peterborough.gov.uk/admissions.

Late applications will be handled by the Local Authority Admissions Team*; full details of how a late application will be processed can be found at www.peterborough.gov.uk/admissions.

*Late applications are all those received after the National Closing Date but before the 31st August in the offer year.

Admissions Oversubscription Criteria

When the number of applications received exceeds the Published Admission Number (PAN) of 60, after the admission of children with a Statement of Special Educational Needs (SEN) or

Education, Health and Care Plan (EHCP) issued by a Local Authority, where the school is named as the most appropriate setting for the

child, pupils will be allocated a place according to the following oversubscription criteria in this order of priority.

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, care arrangement order, or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989). Children who appear to the Admission Authority to have been in state care (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society) outside of England but ceased to be so as a result of being adopted only.
2. Children of parent(s)/legal guardian(s) who regularly worship or have worshipped (See Note 1) at a Church of England or Methodist Church. A supplementary information form from the parish priest will be required to confirm the duration and frequency of a family's attendance at public worship. Supplementary information forms are available from the school.
3. Siblings of children who are already registered on the school roll at the time of admission. By sibling we mean a brother or sister, half brother or sister, step brother or sister, adopted brothers and sisters or the child of the parent(s)/legal guardian(s) partner, but in every case the child should be living in the same family unit at the same address.
4. Children moving up from Year 2 at the main feeder school Brewster Avenue Infant School.
5. Children of parent(s)/legal guardian(s) who live in the vicinity of St Augustine's School otherwise known as the catchment area as defined on Peterborough City Council's website www.peterborough.gov.uk/admissions
6. Other, e.g. children applying from out of catchment that meet none of the criteria above.

In the event of over subscription in any category and/or in order to decide between two applications that cannot otherwise be separated, the school will use a clear and fair tie-breaker. Children living closest to the school (Distance Measurement) will receive higher priority.

NOTE 1

In this policy, we define regular attendance as at least monthly attendance at public worship, for a duration of one year prior to the national admissions deadline.

NOTE 2

A supplementary information form from the parish priest / minister / pastor will be required to confirm the duration and frequency of a family's attendance at public worship in any other Christian church. Supplementary information forms are available from the school.

Late Applications

Late applications are any application forms received by the Local Authority after its specified deadline date. Late applications will not receive an offer of a school place by the Local Authority on the National Offer Day however; your application will be processed in the next round of allocations.

Waiting Lists

When an application is refused for the reason that the PAN for Year 3 has been reached, your child's name will be automatically placed on a waiting list for this year group, ranked according to the oversubscription criteria in this policy. This list will be revised:

- whenever a new application is received,
- whenever the number of pupils in that year group falls below the PAN of 60,
- whenever a child's name is removed from the waiting list, or
- whenever there is a change of circumstances which affects the child's position on the waiting list

i.e. a new application is received that meets a higher criterion than their own.

Parent(s)/legal guardian(s) are required to notify the school in writing if there are any changes of family circumstances which may affect their position on this list e.g. a house move.

Waiting lists are held by the Local Authority but maintained by the School. Children's names will remain on this list until the last day of the Summer term; parent(s)/legal guardian(s) will then have the option to reapply the following academic year for a place. If a place does become available parent(s)/legal guardian(s) will be contacted immediately (usually by letter), by the LA Admissions Team and will have 10 days in which to indicate whether they wish to accept the place – this can be done by contacting the school direct.

Admission to other year groups/deferred entry to Year 3

Year 3 admission offers are made according to the child's chronological age. When a parent believes their child should be educated in a higher, or lower year group, e.g. if the child is gifted and talented or has experienced problems such as ill health, this must be discussed in the first instance with the Headteacher of the school.

Where a child is already attending a school a decision will be made based on the individual circumstance of the case and determined by the school following a discussion between the Headteacher and the parent. All accelerations and deferral decisions will be made by the Governing Body; a meeting will be held to consider the request and decisions made on the basis of the circumstances of each case and in the best interests of the child concerned.

Notes and Definitions:

The Governing Body have adopted the definitions used by Peterborough City Council in the following circumstances:

- Distance Measurement
- Proof of Address
- Parents who live separately
- Siblings
- Waiting list

For details of the full definitions please refer to the Guide for parents, published on the Peterborough City Council website: www.peterborough.gov.uk/admissions

Tie Breaker

In the event of over subscription in any category, children living closest to the school (Distance Measurement) will receive higher priority. This will be measured in a straight line from the child's place of residence to the school using the Ordnance Survey (OS) seed points computed by the Local Authority's measuring system www.peterborough.gov.uk/admissions

Distance Measurement

Distance is measured in a straight line using the Local Land Property Gazetteer (LLPG) provided from the seed point located at the child's home address to the seed point for the school. The seed point is taken from the Ordnance Survey's (OS) Address-Base dataset. It is used to locate individual residential and school

addresses using grid references as seed points. The straight line measurement is used purely as a tie-breaker; it has no relevance to how you would walk to the school. Distance is not measured using Google or other similar apps.

In the case of flats, the priority is that of floor level i.e. ground, first, second etc. in that order. In cases of exactly the same measurement where no differentiation can be established, a lottery will be used to decide the allocation of the place.

Residency definition

The address you give should be the child's current permanent place of residence at the time of the application and the address of the parent or legal guardian with whom the child spends the majority of time during the school week. (Parent(s)/legal guardian(s) will be asked to produce evidence of residency/home address during the admissions process).

Proof of Address

As part of the school admission process and to ensure that offers of school places have been made fairly, St. Augustine's School is committed to following strict address verification procedures. If your child is offered a place at our school we will ask you to provide proof of address.

Parents who live separately

When parents live separately, the application must be based on the address at which the child usually lives. When parents live separately but the child lives with both parents at different addresses, the child's home address will be taken to be the address where the child lives for most of the week. If the child spends an equal amount of time with each parent, the address will be taken to be that of the main parent/carer to is responsible for the day to day care of the child

Sibling's definition

Siblings of children who are already registered on the school roll at the time of admission. By sibling we mean a brother or sister, half brother or sister, step brother or sister, adopted brothers and sisters or the child of the parent(s)/legal guardian(s) partner, but in every case the child should be living in the same family unit at the same address. Every effort will be made to ensure that twins and those from multiple births can attend the same school.

Applying for a place after the start of a school year, or for other year groups at the school

To apply for a place after the start of the school year, parent(s)/ legal guardian(s) should visit the Peterborough City Council website for information on how to make an application www.peterborough.gov.uk/admissions.

Vacancies in particular year groups may not always be available; please feel free to contact the school direct on 01733 563566 to discuss any queries or ask questions you may have. We kindly welcome parent(s)/ legal guardian(s) and children to visit the school for a tour prior to submitting an application. The Local Authority Admissions Team will process the application in accordance with the published arrangements and process and will contact the school to determine if a place is available in the requested year group. The school in return, will notify the Admissions Team of their decision to receive an offer. The LA Admissions Team will then write to the parent(s)/legal guardian(s), to confirm the details of the school at which a place is to be offered. Where the Admissions Team is unable to meet any preferences expressed by the parent(s)/ legal guardian(s), a place will be offered at the next nearest alternative school with places available.

Admission to other years groups following in-year admission

All in-year admission offers will be made according to the child's chronological age. When a parent believes their child should be educated in a higher, or lower year group, this must be discussed in the first instance with the Headteacher of the school.

Where a child is already attending a school a decision will be made based on the individual circumstance of the case and determined by the school following a discussion between the Headteacher and the parent.

Waiting List

When an in-year application is refused, your child's details are automatically placed on a waiting list for the year group, ranked according to the oversubscription criteria. Their name will remain on this list until the last day of the Summer term in which the application was made.

Parent(s)/ legal guardian(s) will be contacted immediately (usually by letter), by the LA Admissions Team if a place becomes available for their child and have 10 days to indicate whether they wish to accept the place – this can be done by contacting the school direct. Parent(s)/legal guardian(s) should be aware that their child's place on the list may change if an application is subsequently received that meets a higher criterion than their own.

Fair Access

St. Augustine's Junior School participates in Peterborough City Council's Fair Access protocol. All schools, including Voluntary Aided Schools, Trust Schools and Academies must participate in the protocol. The purpose of the Fair Access Protocol is to ensure that vulnerable children are offered a school place as quickly as possible and to evenly spread children with additional needs across all schools in the county. The protocol only applies to mid-term applications; it does not operate when children transfer from primary school to secondary school.

Right of Appeal

Should a child be refused admission, parent(s)/legal guardian(s) have the right to appeal against the decision. An independent appeals panel will be set up to consider the appeal; parent(s)/legal guardian(s) will be kept informed of the procedures and will be invited to attend. Appeals will be heard by an independent appeal committee convened in accordance with the Code of Practice for Admissions. Appellants will be given the opportunity to attend the hearing of the appeal. Appeals should be sent in writing to:

Appeals Officer, Education Department, Peterborough City Council, Sand Martin House, Bittern Way, Fletton Quays
Peterborough, PE2 8TY

Please mark your envelope 'Admissions Appeals'.

For more information regarding this process, please visit www.peterborough.gov.uk/admissions.

St John Henry Newman Catholic Primary School

St John Henry Newman Catholic Primary School is founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below **except** when considering applicants under the “Open place” category (1/5th of available places) which will be awarded without reference to faith. The “Open place” category will apply in the first year(s) that the school is opened. Admission arrangements including the provision of “Open places” will be reviewed annually by the school governing body. Where any change to the admission arrangements is proposed, the governing body will consult in accordance with statutory requirements.

The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and instrument of government and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved, and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The governing body is the admissions authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round.

Pupils with an Education, Health and Care Plan (see note 1)

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

¹ This is for admission to the school at the start of the school year in September and not for applications made in-year.

Oversubscription Criteria

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

Foundation places (4/5th of available places)

1. Baptised Catholic looked after and previously looked after children. (see notes 2&3)
2. Baptised Catholic children (see note 3)
3. Other looked after and previously looked after children. (see note 2)
4. Catechumens and members of an Eastern Christian Church. (see notes 4&5)

5. Children of other Christian denominations whose membership is evidenced by a minister of religion. (see note 6)
6. Children of other faiths whose membership is evidenced by a religious leader. (see note 7)
7. Any other children.

Open places (1/5th of available places)

1. Looked after and previously looked after children. (see note 2)
2. Children living closest to the school (as detailed at ii below)

Within each of the categories listed above, the following provisions will be applied in the following order.

- i. The attendance of a sibling at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made (see note 8).
- ii. After children in (i) above, priority will be given within each category to children living closest to the school. Distances are measured in a straight line using the Local Land Property Gazetteer (LLPG), provided from the “seed point” at the child’s home address to the seed point for the school ⁴. In the event of distances being the same for two or more

children where this would determine the last place to be allocated, random allocation will be carried out and supervised by a person independent of the school. Under random allocation, a lottery system will be used to decide the allocation of a place.

¹ The “seed point” is taken from the Ordnance Survey’s (OS) address-based dataset. It is used to locate individual addresses using grid references as seed points. It may be necessary to use other OS maps or online resources for any address not covered by the Council’s measuring system.

Application Procedures and Timetable

To apply for a place at this school in the normal admission round ⁵, you **must** complete a Common Application Form (*excluding admission to the nursery – see below*) available from the local authority in which you live. Applications can also be submitted online at <https://www.peterborough.gov.uk/residents/schools-and-education/school-admissions> for Peterborough residents or <https://www.cambridgeshire.gov.uk/residents/children-and-families/schools-learning/apply-for-a-school-place> for Cambridgeshire residents outside Peterborough. You are also requested to complete the Supplementary Information Form (SIF) if you wish to apply under foundation place oversubscription criteria 1 and 2 or 4 to 6. This is available from the school website or the school office [*address to be advised*]. The Supplementary Information Form should be returned to the school by 15th January 2024.

You will be advised of the outcome of your application on 16th April 2024 or the next working day, by the local authority on the school’s behalf. If you are unsuccessful (unless your child

gained a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

If you do not provide the information required in the SIF and return it by the closing date, together with all supporting documentation, your child will not be placed in criteria 1 or 2 or 4 to 6, and this is likely to affect your child's chance of being offered a place.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions of 15th January 2024.

Late Applications

Late applications, except those deemed by the local authority (LA) as exceptional and to be processed on time, will be considered after the first round of offers issued on 16th April 2024. This is because all applications received by the closing date must be considered before any late applications. If there are exceptional circumstances why your application is late please include them when you send in your application.

Admission of Children Below Compulsory School Age and Deferred Entry

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child is admitted to the school, until later in the school

year but not beyond the point at which they reach compulsory school age⁶, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

Admission of Children outside their Normal Age Group

A request may be made for a child to be admitted 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, i.e. a child born between 1st April and 31st August, may request that the child be admitted out of their normal age group, to Reception rather than Year 1.

Any such request should be made in writing to the school at the same time as the admission application is made. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the headteacher, including the headteacher's statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals, as appropriate.

Waiting Lists

In addition to their right of appeal, unsuccessful children will be offered the opportunity to be

⁶ This is for admission to the school at the start of the school year in September and not for applications made in-year.

placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out above and **not** in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until the last day of the summer term.

Inclusion on the school's waiting list does not mean that a place will eventually become available.

In-Year Applications

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. In-year applications are coordinated by the local authority and should be made submitted online at <https://www.peterborough.gov.uk/residents/schools-and-education/school-admissions> for Peterborough residents, or <https://www.cambridgeshire.gov.uk/residents/children-and-families/schools-learning/apply-for-a-school-place> for Cambridgeshire residents outside Peterborough.

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

If there are no places available, the child will be added to the waiting list (see above).

You will be advised of the outcome of your application in writing, and you have the right of appeal to an independent appeal panel.

Fair Access Protocol

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in the locally agreed protocol. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The governing body has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

Nursery

Applications to the Nursery will be open to children who will have attained the age of three when they are admitted. Applications to the Nursery must be made directly to the school by contacting [to be advised]. The oversubscription criteria, as detailed above, will be also applied to applications to the Nursery in the event of oversubscription.

Attendance at the school's nursery does not guarantee a place, nor give a higher priority for a place in Reception at the school. Applications for places in Reception must be made in the normal way even if your child is in the nursery, to the home local authority and all applications will be prioritised in accordance with the published oversubscription criteria.

The governing body reserves the right to withdraw the offer of a place or, where a child is already attending the school, the place itself, where it is satisfied that the offer or

place was obtained by deception.

¹ The school year when a child becomes 5 years old

Notes (these notes form part of the oversubscription criteria)

1. An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.
2. A 'looked after child' has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.

A 'previously looked after child' is a child who was looked after but ceased to be so because he or she was adopted or became subject to a child arrangements order or special guardianship order. Previously looked after children also includes those children who appear (to the governing body) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

3. 'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child who is part of a Catholic family where a letter from a priest demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (e.g. a looked after child in the process of adoption by a Catholic family).

For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

4. 'Catechumen' means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.
5. 'Eastern Christian Church' includes Orthodox Churches and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.
6. "Children of other Christian denominations" means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on

principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and CYTŪN in Wales are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

7. "Children of other faiths" means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 6 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

- A religion which involves belief in more than one God, and
- A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

8. 'Sibling' includes:

- all brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters and
- the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same address as the applicant.

In all these cases, the child and their sibling will both be living at the same address in a single family unit. This means that children from different family units, where those are living together at the same address, are not considered siblings under this criterion.

9. A 'parent' means all parents including any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.

St John's Church School (voluntary aided)

In accordance with the Education Act 2006 and the requirements of the school admissions code of practice, the governors of St John's Church of England Primary School consulted on the admission arrangements for September 2022.

The governors will admit up to 60 pupils in each year group.

The governing body will give priority to children with a statement of special educational needs or an education health and care plan which names the school. This will be in addition to any specific arrangements to specialist provision.

In the event of the school being oversubscribed the following order of priority will apply:

1. Looked after children and children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
2. Children who appear to have been in state care outside of England and cease to be in state care as a result of being adopted.
3. Children from families who are worshipping members of Christ Church in Orton Goldhay.
4. Children from families who are worshipping members of other Christian churches.
5. Brothers and sisters of those attending St John's at the time of admission.
6. Children from within the school's designated catchment area.
7. Any other child.

Notes:

- 1 A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.
- 2 A 'worshipping member' is defined in this policy as someone who attends public worship at least monthly for a period of one year prior to the national admissions deadline.
- 3 For this Admissions policy, the definition of 'other Christian church' means a church which is designated as such, nationally by the Archbishops of Canterbury and York or locally by the Diocesan Bishop, or which is a member of Churches Together in England, or affiliated to the Evangelical Alliance, or a Partner Church of Affinity.
- 4 Admission under Categories 2 and 3 will require a Supplementary Information Form, verified from the relevant church minister. Forms are available from the school office and should be returned to the school office.
- 5 'Brothers and sisters' include:
 - o Full or half brothers or sisters living together in the same household
 - o Adopted brothers and sisters living together in the same household
 - o Stepbrothers and sisters where the parents are married and living together in the same household

6 Admission under Category 1, children who appear to the Admission Authority to have been in state care (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society) outside of England but ceased to be so as a result of being adopted only.

7 A full list of catchment areas is available on the Peterborough City Council website.

In the event of over-subscription in any category, distance from the school will be used to determine places with the closest gaining higher priority. Distance is measured from the centre of the child's home address to the school, using the National Ordnance Survey seed points on the local authority's computerised measuring system.

Continuing interest list

If the school has more applications than places available parents may elect to place their child's name on a continuing interest list.

- Pupils will be placed on the continuing interest list in strict order according to the over-subscription criteria on the admissions policy. If a place becomes available at the school, places will be allocated according to these criteria.
- The continuing interest list will be held from the allocation of places date, for at least one term in the year of admission.
- Parents must contact the school and request that their child's name is placed on the continuing interest list. This can be done by telephone or email.
- Parents must contact the school within seven days of the allocation of school places. Parents must contact the school again at the beginning of September if they wish their child to remain on the continuing interest list – within ten school days. Any places which become available at the beginning of September will be allocated after ten school days.

St Michael's CofE Primary School (Voluntary Aided)

The Ely Diocesan Board of Education, in consultation with the Parochial Church Council of St. Michael's Parish Church, appoint a majority of the Governors. The Local Council and the school staff are also represented on the Governing Body. As an aided school the Governing Body is the admissions authority.

Therefore, the Governing Body sets and applies the admissions policy for the School. All decisions regarding the admission of children into our school are coordinated by the Local Authority.

How to Apply: The application process for admissions into the Reception Year (initial year of entry) is co-ordinated by the Local Authority (LA), which acts on behalf of the Governing Body to offer places at our school.

Parents should submit the online application form, available through the LA Admissions Team website linked below. If successful, offer letters will be issued by the LA. Late applications (those submitted between the deadline and the end of the first week of the autumn term) will also be handled by the LA Admissions Team.

To apply for a place after the start of term or in any other year group, please contact the LA Admissions Team, for an In-Year application Form.

St. Michael's VA Primary School primarily serves the catchment area of the township known as Cardea, situated in South Stanground, but also welcomes applicants from further afield on religious grounds. Most children attending St. Michael's will join at the Reception intake. Other children join us "in year" at other times, once a year group has already started. This may be because they are new to the area and need a school place or simply would like to transfer from another school.

The Governing Body will admit up to the Published Admission Number (PAN) of 60 pupils into Year R to Year 6.

The Governing Body will admit children with a Statement of Special Educational Needs (SEN) or Education, Health and Care Plan (EHCP) issued by a Local Authority, where this school is named as the most appropriate setting for the child.

Parents wishing to visit the school prior to submitting an application are welcome to do so. Visits are not interviews and do not affect any decision regarding the availability of a place. Please contact the school to make a mutually convenient arrangement.

Peterborough City Council is responsible for co-ordinating all applications for places in the school. All applications must be made online (<https://admissions.peterborough.gov.uk>) Please refer to Peterborough City Council's Admissions Information Booklet for 2024-2025 for conditions relating to applications.

All parents are advised to read the LA booklet for parents on primary admissions.

How places are offered:

For admission into the Reception Year in September, the LA, on behalf of the Governing Body will offer places to 60 children. This is the Published Admission Number (PAN) for that year group. In the event that more than 60 applications are received, then, over subscription criteria will be applied to determine priority for places. All preferences will be treated equally, regardless of whether they are first, second or third preferences.

For children with an Education Health and Care Plan or social circumstances where these needs can be best met at our school, written professional supporting evidence must be provided. A professionally qualified person such as a medical doctor, psychologist or social worker must set out in writing the particular reasons why this school will best meet the needs of the child and the difficulties which would be caused if the child had to attend an alternative school.

Oversubscription Criteria

When there are more applications than there are places available, pupils will be admitted according to our school's oversubscription criteria which are ranked in order of priority as follows:

Priority 1

A 'looked after child' or a child who has previously been looked after but immediately after being a looked after became subject to an adoption, residence or special guardianship order. A looked after child is a child who is (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22 (1) of the Children Act 1989) at the time of application to a school. Children who appear to the Admission Authority to have been in state care (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society) outside of England but ceased to be so as a result of being adopted only.

Priority 2

Children with special medical or social circumstances where these needs can be best met at this school. This is not about educational needs. Written professional supporting evidence must be attached to the Application Form if requested under this criterion. A professionally qualified person such as a medical doctor, psychologist or social worker must set out in writing the particular reasons why this school will best meet the needs of the child and the difficulties which would be caused if the child had to attend another school.

Priority 3

Children of serving members of UK Military personnel and eligible for the Service Pupil Premium.

Priority 4

Children living in catchment who have siblings attending the school at the time of admission.

Priority 5

Children living in catchment who normally attend St. Michael's Church and whose parents are practising members of that Church and attend at least monthly.

Priority 6

Children living in catchment who normally attend a Church in Churches Together in Britain and Ireland, and whose parents are practising members of that Church and attend at least monthly.

Priority 7

Children living in catchment, whose parents/carers particularly wish for their children to receive

an education set within a Church of England School.

Priority 8

Children living in catchment but nearest the school according to straight line distance.

Priority 9

Children living outside catchment who have siblings attending the school at the time of admission.

Priority 10

Children living outside catchment who normally attend St. Michael's Church and whose parents are practising members of that Church and attend at least monthly.

Priority 11

Children living outside catchment who normally attend a Church in Churches Together in Britain and Ireland, and whose parents are practising members of that Church and attend at least monthly.

Priority 12

Children living outside catchment, but nearest the school according to the shortest straight line distance.

A sibling is defined as another child of compulsory school age living in the same family house. Every effort will be made to ensure that brothers or sisters and those from multiple births can attend the school, understanding the need to comply with the Education Regulations 1998 with regards to Infant Class Sizes.

If parents/carers wish to be considered under the oversubscription criteria 5, 6, 10 or 11 then they will need to complete a **Supplementary Information Form**. The Supplementary Information Form can be obtained from the school and should be returned directly to the school not to Peterborough City Council.

Tie Breaker

Should the Published Admissions Number be reached in any one category, children living closer to the school will receive higher priority. This will be measured in a straight line from the child's place of residence to the school using the National Ordnance Survey seed points computed by the Local Authority's measuring system. It is used to locate individual residential and school addresses using grid references. In the case of flats, the priority is that of floor level, i.e. ground floor, second etc. in that order. In cases of exactly the same measurement where no differentiation can be established, random allocation will be used to decide the allocation of the place. Parents/carers will be invited to attend the random allocation.

Separated Parents

If a child lives with separated parents, the home address will be treated as the place where the child sleeps for most of the school week. If the child spends an equal amount of time at two addresses, the parents must decide which address they wish to use as the child's main address for the application. Please note – if false or misleading information is used to try and gain a school place, this may lead governors to reject the application or withdraw the offer of a place.

Waiting Lists

Pupils will be placed on the Waiting List in strict order according to the oversubscription criteria in this Admissions Policy. Where the Governing Body is unable to offer a place because the Published Admissions Number for the year group applied for has been reached, the child's

name will be automatically placed on the waiting list for that year group. If a place becomes available at the school, it will be allocated according to the oversubscription criteria, not on a first come, first served basis. The waiting list for each year group will be revised:

- Whenever a new application is received
- Whenever the number of pupils in that year group falls below the Published Admission Number
- Whenever a child's name is removed from the waiting list
- Whenever there is a change of circumstances which affects the child's position on the waiting list

Parents/Carers are required to notify the school immediately if there are any changes of family circumstances which may affect their position on the waiting list e.g. moving house.

Applicants will be required to respond to an offer of a place within 14 days of receipt and will be required to reconfirm the child's place of residence.

Waiting lists will be maintained by the Local Authority. Please note that children who are the subject of a direction by the Local Authority to admit or who are allocated a place in accordance with a Fair Access protocol must take preference over those on the waiting list.

Fair Access Protocol

All LA's are legally required to operate a Fair Access Protocol across their area. All schools are required to co-operate with that protocol. This ensures that children who are vulnerable, unable to access an appropriate school place under the standard admission arrangements for the area, have an admission safety net.

Appeals Should a child be refused admission, parents/legal guardians have the right to appeal against the decision. An independent appeals panel will be set up to consider the appeal; parent/legal guardians will be kept informed of the procedures and will be invited to attend. Significant changes in circumstances which may affect the application category under which you originally applied must be notified to the Clerk to the Appeals Panel in writing in advance of the appeal hearing. Failure to do so may result in the adjournment of the appeal hearing. Parents/legal guardians wishing to appeal should write or email as follows:

Appeals Officer
Education Department
Peterborough City Council
Sand Martin House
Bittern Way
Fletton Quays
Peterborough PE2 8TY

Transport

All parents should consider how their child will get to school for the whole of their time on roll. Parents are advised not to rely on lifts, car shares or public service vehicles always being available. Supported transport will be provided for those children attending this school if it is either the designated school for the home address or the closest school which was available when the parent could apply.

Where a parent could have applied on time but didn't do so, there will be no entitlement to assistance from the LA with education transport to the alternative school as suitable arrangements had been made by the LA to enable parents to become a registered pupil at a closer school.

All parents are encouraged to use sustainable travel wherever possible.

Uniform Policy

Children attending St Michael's Church School are expected to wear a uniform. A link to our School Uniform shop can be found on our website.

Documentary Evidence

Once a place has been offered to a child, evidence of the child's identity may be requested – usually a short birth certificate. This may not be necessary where the child has been on roll at another school in England which can confirm that evidence has been seen at the school.

The school may also request evidence that a child's address is genuine or that the person who made an application for admission was legally permitted to do so.

School Fees and Charges

There is no charge for applying for a place, for admissions or for the provision of education. We will not request donations before or during the admission process and any donations made to the school following admission are entirely voluntary. No activities such as school visits are compulsory. A policy on charging for activities is available on request from the school.

Infant Class Size Legislation

Any appeal for a place at St. Michael's may be subject to Key Stage One or Infant Class Size legislation; a more limited form of appeal. This is the legal maximum number of children allowed in a Reception, Year 1 or Year 2 class with one qualified teacher. There are very limited exceptions which would allow the school to exceed 30 children in a Key Stage One class.

Please note that where a child is refused a place in a Key Stage 1 class, parents have the right to have this decision reviewed. This process is very similar to an appeal but the circumstances in which the panel can find in the parent's favour are limited by law. For further information, please contact the school office or the LA Admissions Team.

Deferred Admission

Children are required to start their compulsory education from the beginning of the term following their 5th birthday (based on a 3 term year with terms starting in September, January and April). In St. Michael's Church School children are offered a full year in Reception i.e. the school place is available from the beginning of the school year in which the child has their 5th birthday.

All parents/carers can request that entry to the School is deferred until later in the same school year (i.e. a child born in the autumn term could defer starting school until January and a child born in the spring or summer term could defer their start until after Easter. If such a request is made, the School is required to hold the place for the child; the place cannot be offered to another child and the place cannot be kept open beyond the academic year for which the original application was accepted. This is a decision for the parent to make, taking all factors into account including the advice of educational professionals.

Any parents/carers considering deferring their child's admission to School must discuss this with the Headteacher. Where a parent does not inform the Headteacher that admission is to be deferred and does not admit the children in September, the place will be withdrawn and may be offered to another child.

Parents/carers of a child born during the Summer Term who are thinking of deferring their

child's admission by a full school year – please refer to the section on Summer Born children below.

Admission of Children outside their normal age group

Parents/carers may seek a place for their child outside of their normal age group e.g. if the child is considered gifted and talented or has experienced problems such as ill health. If parents/carers wish to do so, they must discuss their request with the Headteacher.

Process for requesting a place out of normal age group (not summer born)

Parents/carers have a right to seek a place for their child outside of their normal age group as stated above. The Admissions Committee of the Governing Board will convene a meeting to consider the request and will make decisions 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/carer's views
- information about the child's academic, social and emotional development
- where relevant, the child's medical history and the views of a medical professional
- whether the child has previously been educated out of their normal age group
- whether the child may naturally have fallen into a lower age group if it were not for being born prematurely
- The Headteacher's views.

Please note – if the Admissions Committee does not agree to the request to be admitted out of cohort, there is no right of appeal against that decision.

Requests for admission out of normal age group (Summer Born)

Parents/carers of a summer born child (i.e. a child born in the period from 1 April to 31 August) may choose not to send their child to school until the September following their 5th birthday and may request that they are admitted out of their normal age group – e.g. to Reception rather than to Year 1.

Parents/carers who wish to defer making an application for a place in Reception should make such a request to the Governing Board, as they are the admissions authority. The request needs to be accompanied by reasons for such a request and should be made by 1 December of the year prior to the year the child should enter Reception according to actual date of birth.

The Admissions Committee of the Governing Board will convene a meeting to consider the request and will make decisions 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/carer's views;
- information about the child's academic, social and emotional development;
- where relevant, the child's medical history and the views of a medical professional;
- whether the child has previously been educated out of their normal age group;
- whether the child may naturally have fallen into a lower age group if it were not for being born prematurely;
- The Headteacher's views.

What happens next?

The Admissions Committee will inform the parents/carers of its decision on the Year group the child should be admitted to when they have to start school (i.e. Reception or Year 1) and will set out clearly the reasons for their decision.

If the Admissions Committee agrees to the parent's/carer's request to defer the application for a Reception place, they will inform the local authority and the parents/carers will then need to

make an application for a place in Reception in the normal round of admissions in the following academic year.

Please note – following the normal admissions round, if the School is oversubscribed, all applications (including deferred applications) for the School are ranked in accordance with the School's oversubscription criteria. If the application is not successful, parents/carers will have the right to appeal for a place in Reception;

If the Admissions Committee does not agree to the application being deferred, there is no right of appeal against that decision and the parents/carers will need to make an application to the local authority for a place in Reception by 15th January or make an in-year application for a Year 1 place at the appropriate time.

St Thomas More Catholic Primary School

St Thomas More Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and Articles of Association and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The governing body is the admissions authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round¹. The governing body has set its admission number at 60 pupils to be admitted to the reception year in the school year which begins in September 2024. The governing body will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's Published Admissions Number ("PAN").

Pupils with an Education, Health and Care Plan (see note 1)

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

Oversubscription Criteria

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

1 This is for admission to the school at the start of the school year in September and not for applications made in-year

1. Baptised Catholic looked after and previously looked after children. (see notes 2&3)
2. Baptised Catholic children (see note 3)
3. Other looked after and previously looked after children. (see note 2)
4. Catechumens and members of an Eastern Christian Church. (see notes 4&5)
5. Children of other Christian denominations whose membership is evidenced by a minister of religion. (see note 6)
6. Children of other faiths whose membership is evidenced by a religious leader. (see note 7)
7. Any other children.

Within each of the categories listed above, the following provisions will be applied in the following order.

- (i) The attendance of a sibling at the school at the time of enrolment will increase the priority of an application within each category so that the

application will be placed at the top of the category in which the application is made (see note 8).

- (ii) After children in (i) above, priority will be given within each category to children living closest to the school. Distances are measured on a straight line “crow fly” basis, using Ordnance Survey data. In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out and supervised by a person independent of the school. Under random allocation, all the names will be entered into a ‘hat’ and the required number of names will be drawn out.

Application Procedures and Timetable

To apply for a place at this school in the normal admission round², you **must** complete a Common Application Form available from the local authority in which you live. Applications can also be submitted online via Peterborough City Council’s website <https://www.peterborough.gov.uk/residents/schools-and-education/school-admissions>

You are also requested to complete the Supplementary Information Form which is available from the school website <https://www.st-thomasmore.peterborough.sch.uk/page/?title=Admissions&pid=21>

2 This is for admission to the school at the start of the school year in September and not for applications made in-year.

or the School Office if you wish to apply under oversubscription criteria 1 to 6. The Supplementary Information Form should be returned to the School Office, St Thomas More Catholic Primary School, Park Lane, Eastfield, Peterborough PE1 5JW by 15th January 2024.

You will be advised of the outcome of your application on 16th April 2024 or the next working day, by the local authority on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

If you do not provide the information required in the SIF and return it by the closing date, together with all supporting documentation, your child will not be placed in criteria 1 to 6 and this is likely to affect your child’s chance of being offered a place. All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15th January 2024.

Late Applications

Late applications, except those deemed by the LA as exceptional and to be processed on time, will be considered after the first round of offers issued on 16th April. This is because all applications received by the closing date must be considered before any late applications. If there are exceptional circumstances why your application is late please include them when you send in your application.

Admission of Children Below Compulsory School Age and Deferred Entry

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

Admission of Children outside their Normal Age Group

A request may be made for a child to be admitted 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, i.e. a child born between 1st April and 31st August, may request that the child be admitted out of their normal age group, to reception rather than year 1.

Any such request should be made in writing to Mrs McElhinney, Headteacher, St Thomas More Catholic Primary School, Park Lane, Eastfield, Peterborough PE1 5JW at the same time as the admission application is made. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the headteacher, including the headteacher's statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals, as appropriate.

Waiting Lists

In addition to their right of appeal, unsuccessful children will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out above and not in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until the last day of the summer term.

Inclusion on the school's waiting list does not mean that a place will eventually become available.

In-Year Applications

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Application should be made to the school by contacting the School Office, St Thomas More Catholic Primary School, Park Lane, Eastfield, Peterborough PE1 5JW.

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

If there are no places available, the child will be added to the waiting list (see above).

You will be advised of the outcome of your application in writing. If the school is unable to offer your child a place, and you have the right of appeal to an independent appeal panel. You will be sent a form to formally request an independent appeal. Your appeal will then be heard within 30 school days from receipt of the form requesting the appeal.

Applicants must be informed of the outcome of their application within 15 school days of receipt, but the aim is to notify applicants of the outcome of their application within 10 school days.

Fair Access Protocol

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in the locally agreed protocol. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The governing body has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

The governing body reserves the right to withdraw the offer of a place or, where a child is already attending the school, the place itself, where it is satisfied that the offer or place was obtained by deception.

Notes (these notes form part of the oversubscription criteria)

1. An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.

2. A 'looked after child' has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.

A 'previously looked after child' is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order. Included in this definition are those children who appear (to the governing body) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

3. 'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child who is part of a Catholic family where a letter from a priest demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (e.g. a looked after child in the process of adoption by a Catholic family).

For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

4. 'Catechumen' means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.

5. 'Eastern Christian Church' includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.

6. "children of other Christian denominations" means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will

and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and CYTŪN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

7. "children of other faiths" means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 6 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

- A religion which involves belief in one God
- A religion which involves belief in more than one God, and
- A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

8. 'Sibling' includes:

- (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters and
- (ii) (ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same address as the applicant.

In all these cases, the child and their sibling will both be living at the same address in a single family unit. This means that children from different family units, where those are living together at the same address, are not considered siblings under this criterion.

9. A 'parent' means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.

Sacred Heart RC (VA) Primary School

Sacred Heart Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and Articles of Association and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The governing body is the admissions authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round¹. The governing body has set its admission number at 30 pupils to be admitted to the reception year in the school year which begins in September 2024.

The governing body will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's Published Admissions Number ("PAN").

Pupils with an Education, Health and Care Plan (see note 1)

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

1 This is for admission to the school at the start of the school year in September and not for applications made in-year

Oversubscription Criteria

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

1. Baptised Catholic looked after and previously looked after children. (see notes 2,3&10)
2. Baptised Catholic children of staff who have been employed by the school for at least two years or are in a position where there is a demonstrable skills shortage (see notes 3&10)
3. Baptised Catholic children (see notes 3&10)
4. Other looked after and previously looked after children. (see note 2)
5. Catechumens and members of an Eastern Christian Church. (see notes 4&5)
6. Children of staff who have been employed by the school for at least two years or are in a position where there is a demonstrable skills shortage.
7. Children of other Christian denominations whose membership is evidenced by a minister of religion. (see note 6)

8. Children of other faiths whose membership is evidenced by a religious leader. (see note 7)
9. Any other children.

Within each of the categories listed above, the following provisions will be applied in the following order

- (i) The attendance of a sibling at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made (see note 8).
- (ii) After children in (i) above, priority will be given within each category to children living closest to the school. Distances are measured on a straight line “crow fly” basis, using Ordnance Survey data. In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out and supervised by a person independent of the school. Under random allocation, all the names will be entered into a ‘hat’ and the required number of names will be drawn out

Application Procedures and Timetable

To apply for a place at this school in the normal admission round2 , you must complete a Common Application Form available from the local authority in which you live.

Applications can also be submitted online via Peterborough City Council’s website <https://www.peterborough.gov.uk/residents/schools-andeducation/school-admissions>
You are also requested to complete the Supplementary Information Form which is available from the school website <https://www.sacredheartprimary.org.uk/page/?title=Admissions&pid=47>

or the School Office if you wish to apply under oversubscription criteria 1 to 8. The Supplementary Information Form should be returned to the School Office, Sacred Heart Catholic Primary School, Tollgate, Bretton, Peterborough, PE3 9XD by 15th January 2024.

You will be advised of the outcome of your application on 16th April 2024 or the next working day, by the local authority on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

If you do not provide the information required in the SIF and return it by the closing date, together with all supporting documentation, your child will not be placed in criteria 1 to 8 and this is likely to affect your child’s chance of being offered a place.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15th January 2024.

Late Applications

Late applications, except those deemed by the LA as exceptional and to be processed on time, will be considered after the first round of offers issued on 16th April. This is because all applications received by the closing date must be considered before any late applications. If there are exceptional circumstances why your application is late please include them when you send in your application.

Admission of Children Below Compulsory School Age and Deferred Entry A child is entitled to a full-time place in the September following their fourth birthday. A child’s parents may defer

the date at which their child is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

Admission of Children outside their Normal Age Group

A request may be made for a child to be admitted 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, i.e. a child born between 1 st April and 31st August, may request that the child be admitted out of their normal age group, to reception rather than year 1.

Any such request should be made in writing to the Headteacher, Sacred Heart Catholic Primary School, Tollgate, Bretton, Peterborough, PE3 9XD at the same time as the admission application is made. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the headteacher, including the headteacher's statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals, as appropriate.

2 This is for admission to the school at the start of the school year in September and not for applications made in-year.

Waiting Lists

In addition to their right of appeal, unsuccessful children will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out above and not in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until the last day of the summer term.

Inclusion on the school's waiting list does not mean that a place will eventually become available.

In-Year Applications

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Application should be made to the school by contacting the School Office, Sacred Heart Catholic Primary School, Tollgate, Bretton, Peterborough, PE3 9XD.

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

If there are no places available, the child will be added to the waiting list (see above).

You will be advised of the outcome of your application in writing. If the school is unable to offer your child a place, and you have the right of appeal to an independent appeal panel. You will be sent a form to formally request an independent appeal. Your appeal will then be heard within 30 school days from receipt of the form requesting the appeal.

Applicants must be informed of the outcome of their application within 15 school days of receipt, but the aim is to notify applicants of the outcome of their application within 10 school days.

Fair Access Protocol

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in the locally agreed protocol. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The governing body has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

The governing body reserves the right to withdraw the offer of a place or, where a child is already attending the school, the place itself, where it is satisfied that the offer or place was obtained by deception.

Notes (these notes form part of the oversubscription criteria)

1. An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.

2. A 'looked after child' has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.

A 'previously looked after child' is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order. Included in this definition are those children who appear (to the governing body) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

3. 'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child who is part of a Catholic family where a letter from a priest demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (e.g. a looked after child in the process of adoption by a Catholic family).

For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

4. 'Catechumen' means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens. Catechumens are children above the age of 7 who are undergoing a course of instruction to become baptised into the Catholic Church, or who have been baptised within another Christian denomination, and are undergoing a course of instruction in preparation for reception into the Catholic Church through the sacrament of Holy Communion.

5. 'Eastern Christian Church' includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.

6. "children of other Christian denominations" means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord

Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and CYTÛN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

7. "children of other faiths" means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 6 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

- A religion which involves belief in one God
- A religion which involves belief in more than one God, and
- A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

8. 'Sibling' includes:

- (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters who are living at the same address; and
- (ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same address as the applicant.

In all these cases, the child and their sibling will both be living at the same address in a single family unit. This means that children from different family units, where those are living together at the same address, are not considered siblings under this criterion.

9. A 'parent' means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.

10. Churches in Full Communion with the Roman Catholic Church are the:

- Albanian Byzantine Catholic Church
- Armenian Catholic Church
- Belarusian Greek Catholic Church
- Bulgarian Greek Catholic Church
- Chaldean Catholic Church
- Coptic Catholic Church
- Eritrean Catholic Church
- Ethiopian Catholic Church
- Byzantine Church of Croatia, Serbia and Montenegro
- Greek Byzantine Catholic Church
- Hungarian Greek Catholic Church
- Italo-Albanian Byzantine Catholic Church
- Macedonian Greek Catholic Church
- Maronite Church
- Melkite Greek Catholic Church
- Romanian Church United with Rome, Greek-Catholic

- Russian Greek Catholic Church
- Ruthenian Byzantine Catholic Church
- Slovak Byzantine Catholic Church
- Syriac Catholic Church
- Syro-Malabar Catholic Church
- Syro-Malankara Catholic Church
- Ukrainian Greek Catholic Church

Stanground St John's C of E Primary School

1. Introduction

This document sets out the admission arrangements for all schools which form part of the Diocese of Ely Multi-Academy Trust ("DEMAT").

Schools will comply with all relevant provisions of the Department for Education's School Admissions Code 2021 ("the Admissions Code"), the School Admission Appeals Code 2022 ("the Appeals Code") and the law on admissions. The school will, through DEMAT, consult as may be required and/or necessary. The Admission Authority for the Schools is the DEMAT Board, the powers and functions of which may be delegated to the Local Governing Body ("LGB") of the school.

All schools in DEMAT will participate in coordinated admission arrangements for Reception and in-year entry which will be administered by the Local Authority (LA) in their relevant geographical location.

Notwithstanding these arrangements the Secretary of State may direct the DEMAT school to admit named pupils to a school following a request by the Local Authority to intervene.

2. Admission Arrangements

The admission arrangements for Stanground St John's Church of England Primary School for the 2024/2025 academic year are set out below.

2.1 Nursery/Pre-School (where relevant)

It is important to note that attendance/enrolment in the nursery will be distinct and separate and have no relevance to attendance in the primary or other sections of the school for which a separate application will have to be made.

Oversubscription – If the nursery/pre-school is oversubscribed, priority will be given to children with Education, Health and Care Plans where the nursery / preschool school is named. The remaining places will then be offered in accordance with the oversubscription criteria which apply to the school as a whole (as described in paragraph 3), except that sibling priority will only apply where a sibling already attends the school nursery/pre-school or primary school.

Waiting list – The nursery/pre-school will keep a waiting list which will be used to fill casual vacancies occurring as a result of an enrolled child leaving during the academic year or withdrawing from a place that has been offered. The list will be compiled in accordance with the requirements of the Admissions Code so that children will be ranked in line with the school's oversubscription criteria (see paragraph 3).

2.2 Primary

Published Admission Number (PAN) – Reception Entry The Academy has an agreed PAN of 30.

Admission of children below compulsory school age and deferred entry to school

1. Compulsory school age

A child must start full-time education once they reach the compulsory school age of 5, starting on 31 December, 31 March or 31 August following their fifth birthday, whichever comes first e.g. if a child reaches compulsory school age on 31 March, they must start full-time education at the beginning of the summer term that year.

Most children start school full-time in the September after their 4th birthday. This means they will turn 5 during their first school year e.g. child's 4th birthday is between 1 September 2022 and 31 August 2023 they will usually start school in September 2023.

2. Children starting later – deferral

In accordance with paragraph 2.17 of the Admissions Code and as described above, a parent/carer may request that their child's taking up of a place be deferred until later in the school year, DfE states that if parents do not think their child is ready to start school at the usual time, they can start later as long as they are in full-time education by the time they reach 'compulsory school age'.

This can result in several different scenarios requested when applying for a school place:

- Parental request for pupils to start part-way through their reception year
- Parental request for pupils to start part-time in their reception class
- Parental request for pupils to start in the next school year (Y1) in the September after they turn 5 (in the summer term)

Parents will still need to apply for a school place with their Local Authority at the same time as everyone else. Within the application they request that their child starts later.

After the allocation of Reception places, the school will admit 'rising fives', i.e. all children with places can be admitted to the Reception year at school in the September following their fourth birthday.

Admission of children outside their normal age group

In respect of a child born in the summer term and reaching compulsory school age between April 1 and August 31, the ordinary expectation is that the child will join Reception. If a child starts in the September after they turn 5 in the summer term the child will go into Y1 alongside their peer group.

Parents of gifted and talented children, or those who have experienced problems such as ill health, can seek places outside their normal age group. Where a child is already attending a school, this discussion will take place between the headteacher and the parents, and will be decided on the individual circumstances of each request.

Admission authorities must make decisions 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.

The admission authority must also take into account the views of the headteacher of the school concerned. When informing a parent of their decision on the year group the child should be admitted to, the admission authority must set out clearly the reasons for their decision.

When it is agreed by the admission authority that a child can be admitted out of their normal age group, the application will be processed by the LA as part of the main admissions round (unless the parental request is made too late for this to be possible) and on the basis of the determined admission arrangements set out in this policy only, including the application of oversubscription criteria where applicable. Parents wishing to apply for admission outside the normal age group may contact the school office for further guidance.

Applicants should provide documentation in support of their application regardless of whether they are asking for the child to be admitted in a lower or higher year group. Applicants will be notified in writing of the decision. There is no right of appeal against a decision not to allow an

out of age range admission. If the request is refused, you may submit a complaint to the school in accordance with its complaints policy.

Timescales

To ensure that the outcome of any request is known in time to make an informed decision about whether their child will start school before compulsory school age, parents must:

- make an application for their child's normal age group at the usual time with their LA, AND submit a request for admission outside the normal age group at the same time
- The Admission Authority will then ensure that the parent receives the response to their request before primary national offer closing date

If their request is agreed, their application for the normal age group may be withdrawn before a place is offered. If their request is refused, the parent must decide whether to accept the offer of a place for the normal age group (with the option of deferring entry to later in the school year or part time attendance initially), or to refuse it and make an in-year application for admission to year one for the September following the child's 5th birthday, depending on when the child's birthday falls.

Where a parent's request for out of year group admission is agreed, they must make a new application for a school place during the main admissions round the following year.

Where the primary school is oversubscribed, the criteria for admission are as set out below.

Infant and Junior schools

Parents must make a separate application for a school place when transferring from infant to junior school. The place must be applied for through the admission authority as detailed above. Every effort should be made by the nursery, pre-school and infant school to promote the application process and timeframes.

2.3 Consideration of applications

Applying for Reception places in the normal admissions round1

Arrangements for applications for places at the school will be made in accordance with the relevant LA's co-ordinated admission arrangements and will be made on the Common Application Form provided and administered by the relevant LA. Parents should apply to the LA in whose area they live, not the LA in whose area the school is, if this is different.

The deadline for submitting applications is 15 January for admission to Reception the following September. The National Offer Date for Reception places is 16 April or the next working day.

Where fewer applications are received than places available, the school will offer places to all those who have applied.

It is always the responsibility of the parent to apply for a school place for their child. The Nursery, Pre-school or Infant school should promote the timeframe and process for school admissions and encourage all parents to complete an application form

3. Oversubscription Criteria

When the school is oversubscribed, after the admission of Children with an Education, Health and Care Plan (EHCP) where the Academy is named, priority for admission will be given to those children who meet the criteria set out below

1. Looked after children² and previously looked after children³ including those who appear (to the Admissions Authority) to have been in state care outside of England⁴ and ceased to be in state care as a result of being adopted⁵.

1 This includes late applications which are those made after the application deadline but before the first day of the Autumn term.

2 A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

3 Children who were looked after, but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order, immediately following having been looked after,

4 A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

5 This includes children who were adopted under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders).

2. Sibling⁶ : where the child has a sibling in the school or a sibling has already been offered a place at the school, and where the sibling will still be attending the school at the time of admission but not in a specialist unit or a specialist resource base for Hearing Impaired provision or in a nursery/pre-school. Priority will be given, where necessary, to applications where there is the smallest age gap.

3. Children of staff recruited to fill a vacant post at the school for which there is a demonstrable skill shortage. DEMAT is required to approve the Headteachers' designation of such posts and confirm the assessment that a member of staff appointed meets the requirements of the shortage. Priority will be limited to one place for each form of entry in any year.

4 All other applicants

In cases where there are more applicants within a criterion than there are places available, a straightline distance measurement between the child's home and the school will be used to rank applications. The measurement will be taken from the child's home address which has been notified to the school and other relevant agencies as being the child's normal place of residence⁷. Priority will be given to those children who live closest to the school. DEMAT will measure the distance by a straight line ('as the crow flies'). All straight-line distances are calculated electronically using data provided jointly by the Post Office and Ordnance Survey. The data plots the co-ordinates of each property and provides the address-point between which the straight-line distance is measured and reported to three decimal places. Where there is more than one home within a single building (for example apartments) we will measure to a single point within that building irrespective of where those homes are located.

Tie breaker: If DEMAT is unable to distinguish between applicants using the published criteria, including those who live in blocks of flats, places will be offered via a random draw which will be supervised by someone independent of the school.

Note: If the final place available at a school is offered to a twin, triplet or other multiple birth and the remaining sibling(s) would ordinarily be refused, we will offer places to the remaining sibling(s) at the same school. The law requires that this will apply even in those primary schools where this would mean that more than 30 pupils would be admitted to an infant class with a single qualified teacher.³

4. Right of appeal

There will be a right of appeal to an Independent Appeal Panel for all applicants refused admission to the primary school (see section 5).

⁶ The term 'sibling' includes: natural, half, step, and adopted brothers and sisters; a child of the partner of the parent; and children who are fostered into the family. In all these cases, the child and their sibling will both be living at the same address (that is where the child is ordinarily resident) in a single family unit. This means that children in other family units, living together at the same address, are not considered siblings under this criterion.

⁷ Meaning the place where your child usually lives and where they sleep overnight. Where a child lives at two or more addresses, each for part of the week, the address at which the child is ordinarily resident will be considered to

be the address that the child lives at for most of the week (excluding weekends and school holidays).

4.1 Operation of Waiting Lists

Subject to any provisions regarding waiting lists in the LA's co-ordinated admission scheme, the school will operate a waiting list.

Where in any year group the school receives more applications for places than there are places available, a waiting list will operate until 31 December of each school year of admission. This will be maintained by the school and it will be open to any parent/carer to ask for his or her child's name to be placed on the waiting list following an unsuccessful application.

A child's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out above. When places become vacant, they will be allocated to children on the waiting list in accordance with the oversubscription criteria, not the date on which the application is received or added to the waiting list.

At the end of the Summer Term, the school will close review the waiting list and advise applicants whether they have been successful. If a Parent/carers wish to apply for a place in the next school year, if there are still no places available, they will be given the right of appeal and asked if they wish to remain? on the waiting list.

5. In- Year Applications

Applications should be submitted to the school directly.

The school will consider all such applications and if the year group applied for has a place available, it will admit the child.

If more applications are received than there are places available, the oversubscription criteria in section 3, shall apply.

Fair Access: The school will participate in the LA's Fair Access Protocol which will be used to place vulnerable and/or hard-to-place children, where they are having difficulty securing a school place in-year, and it can be demonstrated that reasonable measures have been taken to secure a place through the usual in-year admission procedures. Pupils admitted under this protocol will be prioritised over those children on the in-year waiting list.

6. Arrangements for Appeal Panels

When the Admission Authority informs a parent of a decision to refuse their child a place at the school when they have applied for a place, this will include the reason why admission was refused; information about the right to appeal; the deadline for lodging an appeal and the contact details for making an appeal. NB when this decision is made as part of the LA's coordinated process, the LA will notify the parent of the above. The Appeal Panel will be independent of the school. The arrangements for appeals will be in line with the Appeals Code. The determination of the Appeal Panel will be made in accordance with the Code and will be binding on all parties. The school will provide written guidance for parents/carers about how the appeals process works and will provide parents/carers with a named contact who can answer any queries parents/carers may have about the process.

Soke Education Trust- Gunthorpe, Primary School, John Clare, Northborough Primary School, Werrington Primary School, Wittering Primary School

In accordance with the Education Act 2002 and the requirements of the School Admissions Code, the Directors of Soke Education Trust are required to consult, determine and notify their admission arrangements for the school for September 2024

DETERMINATION OF ADMISSION ARRANGEMENTS FOR SEPTEMBER 2024

The Board of Directors of Soke Education Trust apply the regulations on admissions fairly and equally to those children who attend Gunthorpe Primary, John Clare Primary, Northborough Primary, Werrington Primary and Wittering Primary.

Soke Education Trust is its own admission authority and is responsible for setting the criteria for admission and for their interpretation. As its own admissions authority, Soke Education Trust has made the decision to use Peterborough Local Authority Admissions Service to co-ordinate the admission arrangements for trust schools.

Soke Education Trust adheres to Peterborough's Fair Access protocol.

SOKE EDUCATION TRUST SCHOOL INFORMATION

Gunthorpe Primary School

Admission Criteria 2024/25 for Gunthorpe Primary

Gunthorpe Primary mainly serves the areas of

Andrews Crescent	Bartram Gate	Beadle Way
Bowness Way	Brendon Garth	Brickenden Rd
Brooker Avenue	Caldbeck Cl	Cambrian Way
Carpenter Close	Cartwright Grove	Chamberlain Way
Cheviot Avenue	Chiltern Rise	Cleveland Court
Cooper Road	Derwent Drive	Freston
Grampian Way	Gunthorpe Ridings	Gunthorpe Rd (evens)
Hallfields Lane	Herald Way	Holmes Way

The published admission number for September 2024 for Gunthorpe Primary is 60 children

John Clare Primary

Admission Criteria 2024/25 for John Clare Primary

John Clare Primary mainly serves the areas of Helpston and Etton

The published admission number for September 2024 for John Clare Primary is 20 children.

Northborough Primary School

Admission Criteria 2024/25 for Northborough Primary

Northborough Primary mainly serves the village of Northborough and surrounding area.

The published admission number for September 2024 for Northborough is 30 children.

Werrington Primary School

Admission Criteria 2024/25 for Werrington Primary

Werrington Primary mainly serves the areas of Werrington Village.

The published admission number for September 2024 for Werrington Primary is 60 children.

Wittering Primary School

Admission Criteria 2024/25 for Wittering Primary

Wittering Primary mainly serves the areas of Wittering, Wansford and Thornhaugh.

The published admission number for September 2024 for Wittering Primary is 60 children.

For further information on school catchment areas

www.peterborough.gov.uk/residents/schools-and-education/school-admissions/catchment-area/

PROCESS FOR ADMISSION

Admission of Children into the Early Years Foundation Stage – at the start of the academic year

The Department for Education (DfE) Admissions Code 2014 requires that admissions into the Foundation year group, at the beginning of the academic year, be coordinated by the Local Authority. This is in order to provide a better service to parents and carers. This co-ordination involves a common application form and a common timetable as described in the 'co-ordinated scheme'. Further information can be found on www.peterborough.gov.uk/admissions

The Local Authority publishes a composite booklet entitled Admissions Information booklet, published each year. This provides parents and carers with information on the admission process, timetable and how parents can apply for a place in the school of their choice.

Parents have a right to express a preference for the school of their choice and they should do so using the common application form. Application forms can be obtained from www.peterborough.gov.uk/admissions

Admission of Children out of 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 are admitted out of their normal age group – to reception rather than year 1.

Parents requesting admission out of the normal age group will be assessed on a case-by-case basis.

In Year Admissions

Soke Education Trust uses Peterborough Local Authority Admissions Service to co-ordinate the admission arrangements for trust schools. Soke Education Trust schools will advise the Local Authority of all available places.

An application must be submitted to the Local Authority. They will respond, in writing, to advise whether an offer of a school place is available.

The Trust does not always have enough places available for every child whose parents have applied for a place. In this case the School will use an order of priority for admissions to the school.

This will be in addition to any specific arrangements to specialist provision. The order of priority for all other children is as follows:

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence/care arrangements order or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).
2. 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. A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society
3. Children who are both living in the catchment area* served by the school and have siblings** of compulsory school age still attending the school at the time of their admission.
4. Other children living in the catchment area* at the time of admission.
5. Children of members of teaching staff (working within the requested school), provided that they have been employed for a minimum of two years and/or are recruited to fill a vacant post for which there is a demonstrable skills shortage.
6. Children who do not live in the catchment area* served by the school, but who have siblings** of compulsory school age attending the school (or are attending an infant or junior school on the same site) at the time of their admission.
7. Other children whose parents have requested a place who live outside the catchment area* of the school.

*An alphabetical list of streets and their school catchment areas is available on the Peterborough City Council website.

** Definition of siblings

The definition of a brother or sister sometimes referred to as a sibling: - a brother or sister

sharing the same parents

- a half brother or half sister where 2 children share one common parent
 - a step-brother or step sister, where two children are related by a parent's marriage - adopted children
 - A child who has been adopted or is fostered by parents/carers who have other children.
- A brother or sister must be living at the same address as the child when the application is made.

Tie-Breaker

In cases of equal merit, priority will be given to the child living nearest the school as measured by a straight line. Distance is measured in a straight line using the Local Land Property Gazetteer (LLPG) provided from the seed point located at the child's home address to the seed point for the school. The seed point is taken from the Ordnance Survey's (OS) Address-Point® dataset. It is used to locate individual residential and school addresses using grid references.

Waiting Lists

Waiting lists for all oversubscribed primary schools will be maintained by the Local Authority until co-ordination ends, i.e. 31 August. Waiting lists are held in strict oversubscription criteria order. Applicants will be ranked according to each individual school's oversubscription criteria and the Local Authority will continue to coordinate on behalf of Soke Education Trust to allocate places from those lists, if places become available.

After the offer date there will be no distinction between 'on-time' and 'late' applications on waiting lists .

Soke Education Trust schools will advise the Local Authority when a place becomes available. The Local Authority will then offer the place to the child who is at the top of the waiting list.

Parents will be asked to confirm that they wish to stay on a higher preference school's waiting list when accepting an offer of a place at a lower preference school. A child's details will not be added to a school's waiting list if a higher preference school has been offered. Refusal of a place when offered a preference school will automatically remove them from the waiting list.

If, after a child is offered a place at a lower preference school which they have not yet started, a place becomes available at a higher preference school and their name has been added to the waiting list for that school, the original offer will be withdrawn and a new offer is made. The reason for this is that the child will not yet have started or placed on roll at that lower preference school and we are obliged to meet a parent's highest preference. If a parent is happy to accept and keep the lower preferred offer, they must inform the Local Authority to remove them from the higher preference school's waiting list, or the offer for the lower preference will be withdrawn and their place (at the lower preferred school) will be offered on to the child who is top of the waiting list for that school.

After the offer date, if a parent wishes their child to be considered for an alternative school, a new application form must be completed listing the new order of preferences.

Appeals

For any child subsequently refused a place, parents/carers will have the right to appeal against the decision, to an independent Appeals Panel.

Parents/carers wishing to appeal should contact:

Appeals Officer

Education Department

Sand Martin House

Peterborough

PE2 8TY

The Elliot Foundation – Eyrescroft Primary School

This Admissions Policy relates to admission to the Academy in the academic year 2024/25

General

The Academy will comply with the Department for Education's School Admissions Code ("the Admissions Code") the School Admission Appeals Code ("the Appeals Code") and the law relating to admissions as set in the School Standards and Framework Act 1998.

The Academy, through The Elliot Foundation Academies Trust (TEFAT) who are the admission authority will consult the relevant bodies where amendments to the policy are required or within the specified timescale as per the Admissions Code.

The Academy will participate in the co-ordinated admissions arrangements for reception and in-year entry which will be administered Peterborough County Council ("the LA") Primary school admissions.

Admission Numbers

1. Published Admission Number (PAN) – Reception Entry

The Academy has an agreed PAN of 30 (1 Form Entry). The Academy will accordingly admit 30 children (aged rising 5) if sufficient applications are received.

Application Process

2. Reception Admission

a) Applications for a reception place must be via the online admissions form provided and administered by the home LA (the one that the parent/carer pays council tax to). For further information on this process please visit your home LA website.

b) The Academy will consider all applications for a reception place under the published admissions criteria clause 3.

3. Admission Criteria

When the Academy is oversubscribed, after the admission of Children with an Education, Health and Care Plan (EHCP) where the academy is named, priority for 1 admission will be given to those children who meet the criteria set out below:

a) A 'looked after child'. A looked after child is a child who is a) looked after by a local authority or b) being provided with accommodation by a local authority in the exercise of their social services functions, in accordance with section 22 (1) of the Children Act 1989. *Details of eligibility must be supplied by the allocated social worker or foster carer.*

Or

A child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangement order, or special guardianship order. This includes children who appear to the admission authority to have been in state care outside of England and ceased to be in care as a result of being adopted. *Proof of eligibility will be required.*

b) Children for whom it is essential to be admitted to the Academy because of special circumstances to do with significant medical or social needs, which relate to the child or an immediate member of the child's family. Applications must be supported by medical evidence from a GP or hospital consultant, social worker, or similar professional.

i The supporting evidence should set out the particular reason why the Academy is the most suitable and the difficulties that would be caused if the child had to attend another school. This evidence must be sent to the Academy by the application closing date, for the child to be considered under this criterion.

c) Children who, on the date of application, have a sibling (e.g. a natural brother or sister, or a half brother or sister, or a legally adopted brother or sister or half-brother or sister, or step-brother or sister) who is living with them at the same address and on roll of the Academy.

d) Children of staff, where the member of staff has been employed by the Academy for 2 or more years at the time of application, or the member of staff was recruited to fill a vacant post for which there is a demonstrable skill shortage.

e) Children living nearest to the Academy within the catchment area (see Peterborough County Council website for details).

f) Children living nearest to the Academy outside of the catchment area.

1 An Education, Health and Care plan (EHCP) is a plan made by the local authority under Section 37 of the Children and Families Act 2014 specifying the special education provision required for that child. This policy is not relevant to the process for naming the school on a child's EHCP. There is a separate process for selecting or changing the school named on an EHCP which is outside of the admissions process. Contact your home local authority for further details.

4. How Distances Are Calculated

a) Distance is measured in a straight line using the Local Land Property Gazetteer (LLPG) provided from the seed point located at the child's home address to the seed point for the school. The seed point is taken from the ordinance survey (OS) address files.

b) It may be necessary to use other OS maps or online resources for any home address outside of the Peterborough local authority area not covered by the council's GIS system.

5. Additional Information

a) Accessibility by car or public transport, a childminders or business address cannot be taken into consideration.

b) Children living at more than one address:

Your child's application can only be considered from one home address. The address used on your application must be the address at which your child spends the majority of school nights (Sunday through Thursday).

c) When a place is offered proof of eligibility will be required. The Academy will follow the process used by the LA to establish eligibility. If false or misleading information is used to gain entry to the academy the offer of a place will be withdrawn, and the parent/carer will be given the right of appeal.

6. Tie Break

Sibling

If there are more siblings than there are places available, the places will be offered to the siblings who meet clause 3d, 3e and 3f, in this order.

Distance

In the event of a tie break under 3e and 3f random allocation will be used, which will be undertaken by a person independent of TEFAT.

7. Infant Class Size Legislation

The Academy is required to comply with Infant Class Size requirement which means that it can teach no more than 30 infants per schoolteacher. Our admission number therefore reflects this position. However, if one child of a multiple birth can be accommodated within the published admission number, the Academy will accommodate the other child/children as an exception to the Infant Class Size requirement as per the School Admissions Code.

8. Children of Service Personnel (UK Armed Force)

The Academy will consider applications for a place from families of UK Service Personnel (UK Armed Forces) or a Crown Servant returning from overseas as a result of a posting; under the published admissions criteria clause 3. The distance measurement used to consider the application will be calculated to the posting address or unit postal address, providing proof of posting is supplied (e.g. a letter that declares the relocation date and unit postal or quartering area address) with the application. Places can be allocated in advance of the family arriving in the area.

Waiting Lists

9. Reception

a. The Academy will operate a waiting list where it receives more applications than there are places available. A waiting list will operate from the day after national offer day until the 31 December of the new academic year. Applicants who have not been offered a place by the Academy or a *higher preference from their online application form will be allocated a place on the waiting list. *Higher preference – an applicant has been offered a place at a school that the parent/carer placed higher on the application form than their preference of the Academy.

b. Parents/Carers of applicants who placed the Academy as a lower preference on their application form and received a higher preference or wish to make a new application should contact the LA.

c. Parents/Carers who would like their child's name to remain on the reception waiting list after the 31st December will need to reapply under the In-year waiting list process set out in clause 12.

10. In Year Admission

a) The Academy will operate a waiting list for applications submitted for years 1 – 6 and reception after 31 December. Applications should be made to [Moving schools \(in-year\) transfer - Peterborough City Council](#). The LA will consider all such applications on behalf of the Academy and if the year group applied for has a place available admit the child, unless one of the permitted reliefs applies.²

(b) If more applications are received than there are places available, the admissions criteria clause 3 will be applied. Parents/Carers will be advised of the outcome of their application within 10 school days. The waiting list will operate for the full academic year.

11. The date of application will not be taken into consideration for all waiting lists as the applicant's position will be determined solely in accordance with the oversubscription criteria set out in clause 3. If at the end of the academic year a parent/carer would like their children to be considered for entry to the subsequent year group, they will be required to apply afresh.

12. Appeals

Where an application to the Academy is declined, parents have the right to appeal to an independent appeal panel. The Academy will provide guidance for parents/carers on how the appeal process works and a named contact who will be able to answer any questions or queries. A timetable for appeals will be published by the date specified in the Appeals Code.

13. Reception Starting Dates

Children will qualify for admission to the reception class in the September following their fourth birthday. Where an offer has been made:

- i. the child's parent/carer can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the 3 school year for which the offer was made; and
- ii. where the parent/carer wishes, a child may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

14. Admission of Children outside Their Normal Age Group Including Summer Born Children.

a) The Academy will consider an application for a place outside of the child's normal age group, which includes summer born children (1 April – 31 August), their decision will be based on the circumstances of each case and in the best interests of the child concerned. Parents/Carers will need to write to the Academy giving a reason and providing documentation to support this request.

b) The Academy will take into account the parent/carer'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.

c) The Academy will consider the information provided and inform the parent/carer in writing of their decision. If the Academy agrees to this request the child will be considered with the other applicants under the published admissions criteria for the admission year/year group that they are applying for.

d) Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if the child is offered a place at the school but is not in the parent/carers preferred age group.

15. Fair Access

The Academy will participate in the LA's Fair Access Protocol which will be used to place vulnerable and/or hard to place children, where they are having difficulty securing a school place in-year, and it can be demonstrated that reasonable measures have been taken to secure a place through the usual in-year admission procedures. Pupils admitted under this protocol will be prioritised over those children on the in-year waiting list.

2 Section 87 of the SSFA 1998

3 Compulsory school age is set out in section 8 of the Education Act 1996 and the Education (Start of Compulsory School Age) Order 1998. A child reaches compulsory school age on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

The Elliot Foundation – Highlees Primary School

This Admissions Policy relates to admission to the academy in the academic year 2024/25

General

The Academy will comply with the Department for Education's School Admissions Code ("the Admissions Code") the School Admission Appeals Code ("the Appeals Code") and the law relating to admissions as set in the School Standards and Framework Act 1998.

The Academy, through The Elliot Foundation Academies Trust (TEFAT) who are the admission authority will consult the relevant bodies where amendments to the policy are required or within the specified timescale as per the Admissions Code.

The Academy will participate in the co-ordinated admissions arrangements for reception and in-year entry which will be administered by Peterborough County Council ("**the LA**") Primary school admissions.

Admission Numbers

1. Published Admission Number (PAN) – Reception Entry

The Academy has an agreed PAN of 60 (2 Form Entry). The Academy will accordingly admit 60 children (aged rising 5) if sufficient applications are received.

Application Process

2. Reception Admission

a) Applications for a reception place must be via the online admissions form provided and administered by the home LA (the one that the parent/carer pays council tax to). For further information on this process please visit your home LA website

b) The Academy will consider all applications for a reception place under the published admissions criteria clause **3**.

3. Admission Criteria

When the academy is oversubscribed, after the admission of Children with an Education, Health and Care Plan (EHCP) where the Academy is named, priority for 1 admission will be given to those children who meet the criteria set out below:

1 An Education, Health and Care plan (EHCP) is a plan made by the local authority under Section 37 of the Children and Families Act 2014 specifying the special education provision required for that child. This policy is not relevant to the process of naming the school on a child's EHCP. There is a separate process for selecting or changing the school named on an EHCP which is outside of the admissions process. Contact your home local authority for further details

a) A 'looked after child'. A looked after child is a child who is a) looked after by a local authority or b) being provided with accommodation by a local authority in the exercise of their social services functions, in accordance with section 22 (1) of the Children Act 1989. *Details of eligibility must be supplied by the allocated social worker or foster carer*

Or

A child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangement order, or special guardianship order. This includes children who appear to the admission authority to have been in state care outside of England and ceased to be in care as a result of being adopted. *Proof of eligibility will be required.*

b) Children for whom it is essential to be admitted to the Academy because of special circumstances to do with significant medical or social needs, which relate to the child or an immediate member of the child's family. Applications must be supported by medical evidence from a GP or hospital consultant, social worker, or similar professional.

i The supporting evidence should set out the particular reason why the Academy is the most suitable and the difficulties that would be caused if the child had to attend another school. This evidence must be sent to the Academy by the application closing date, for the child to be considered under this criterion.

c) Children who, on the date of application, have a sibling (e.g. a natural brother or sister, or a half brother or sister, or a legally adopted brother or sister or half-brother or sister, or step-brother or sister) who is living with them at the same address and on roll of the Academy.

d) Children of staff, where the member of staff has been employed by the Academy for 2 or more years at the time of application, or the member of staff was recruited to fill a vacant post for which there is a demonstrable skill shortage.

e) Children living nearest to the Academy within the catchment area (see Peterborough County Council website for details).

f) Children living nearest to the Academy outside of the catchment area.

4. How Distances Are Calculated

a) Distance is measured in a straight line using the Local Land Property Gazetteer (LLPG) provided from the seed point located at the child's home address to the seed point for the school. The seed point is taken from the ordnance survey (OS) address files. The address point for a property does not change.

b) It may be necessary to use other OS maps or online resources for any home address outside of the Peterborough local authority area not covered by the council's GIS system

5. Additional Information

a. Accessibility by car or public transport, a childminders or business address cannot be taken into consideration.

b) **Children living at more than one address:** The child's application can only be considered from one home address. The address used on the application must be the address at which the child spends the majority of school nights (Sunday through Thursday).

c) When a place is offered proof of eligibility will be required. The Academy will follow the process used by the LA to establish eligibility. If false or misleading information is used to gain entry to the academy the offer of a place will be withdrawn, and the parent/carer will be given the right of appeal.

6. Tie Break

Sibling

If there are more siblings than there are places available, the places will be offered to the siblings who meet clause 3d, 3e and 3f, in this order.

Distance

In the event of a tie break under 3e or 3f random allocation will be used, which will be undertaken by a person independent of TEFAT.

7. Infant Class Size Legislation

The Academy is required to comply with Infant Class Size requirement which means that it can teach no more than 30 infants per school teacher. Our admission number therefore reflects this position. However, if one child of a multiple birth can be accommodated within the published admission number, the Academy will accommodate the other child/children as an exception to the Infant Class Size requirement as per the School Admissions Code.

8. Children of Service Personnel (UK Armed Force)

The Academy will consider applications for a place from families of UK Service Personnel (UK Armed Forces) or a Crown Servant returning from overseas as a result of a posting; under the published admissions criteria clause 3. The distance measurement used to consider the application will be calculated to the posting address or unit postal address, providing proof of posting is supplied (e.g. a letter that declares the relocation date and unit postal or quartering area address) with the application. Places can be allocated in advance of the family arriving in the area.

WAITING LISTS

9. Reception

a) The Academy will operate a waiting list where it receives more applications than there are places available. A waiting list will operate from the day after national offer day until the 31 December of the new academic year. Applicants who have not been offered a place by the Academy or a *higher preference from their online application form will be allocated a place on the waiting list. *Higher preference – an applicant has been offered a place at a school that the parent/carer placed higher on the application form than their preference of the Academy.

b) Parents/Carers of applicants who placed the Academy as a lower preference on their application form and received a higher preference or wish to make a new application should contact the LA.

c) Parents/Carers who would like their child's name to remain on the reception waiting list after the 31st December will need to reapply under the In-year waiting list process set out in clause 10.

10. In Year

a) The Academy will operate a waiting list for applications submitted for years 1 – 6 and reception after 31 December. Applications should be made to Moving schools (in-year) transfer - Peterborough City Council. The LA will consider all such applications on behalf of the Academy and if the year group applied for has a place available admit the child, unless one of the permitted reliefs applies **2**

c) If more applications are received than there are places available, the admissions criteria clause 3 will be applied. Parents/Carers will be advised of the outcome of their application within 10 school days. The waiting list will operate for the full academic year.

2 Section 87 of the SSFA 1998

11. The date of application will not be taken into consideration for all waiting lists as the applicant's position will be determined solely in accordance with the oversubscription criteria set out in clause 3. If at the end of the academic year a parent/carer would like

their children to be considered for entry to the subsequent year group, they will be required to apply afresh.

12. Appeals

Where an application to the Academy is declined, parents have the right to appeal to an independent appeal panel. The Academy will provide guidance for parents/carers on how the appeal process works and a named contact who will be able to answer any questions or queries. A timetable for appeals will be published by the date specified in the Appeals Code.

13. Reception Starting Dates

Children will qualify for admission to the reception class in the September following their fourth birthday. Where an offer has been made:

- i. the child's parent/carer can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the 3 school year for which the offer was made; and
- ii. where the parent/carer wishes, a child may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

14. Admission of Children outside Their Normal Age Group Including Summer Born Children.

a) The Academy will consider an application for a place outside of the child's normal age group, which includes summer born children (1 April – 31 August), their decision will be based on the circumstances of each case and in the best interests of the child concerned.

Parents/Carers will need to write to the Academy giving a reason and providing documentation to support this request.

b) The Academy will take into account the parent/carer'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.

c) The Academy will consider the information provided and inform the parent/carer in writing of their decision. If the academy agrees to this request the child will be considered with the other applicants under the published admissions criteria for the admission year/year group that they are applying for.

d) Parents/Carers have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if the child is offered a place at the school, but it is not in the parent/carers preferred age group.

15. Fair Access

The Academy will participate in the LA's Fair Access Protocol which will be used to place vulnerable and/or hard to place children, where they are having difficulty securing a school place in-year, and it can be demonstrated that reasonable measures have been taken to secure a place through the usual in-year admission procedures. Pupils admitted under this protocol will be prioritised over those children on the in-year waiting list.

3 Compulsory school age is set out in section 8 of the Education Act 1996 and the Education (Start of Compulsory School Age) Order 1998. A child reaches compulsory school age on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

The King's (The Cathedral) School

OVERSUBSCRIPTION CRITERIA

The Board of Governors will admit 15 pupils (the published admission number) into Year 3, including those with a Statement of Educational Need or Education Health and Care Plan (EHC), which names the School on the Statement/EHC.

Please be aware that since the Junior Department opened in September 2011 we have been oversubscribed as a school. In such circumstances, oversubscription criteria are applied as listed below. To make sure that your application is given due consideration under our published oversubscription criteria, it is vital that when you complete the Local Authority Parental Preference Reasons section online, you check all of the boxes that are relevant to your application.

Even if you have completed a Supplementary Information Form (SIF), you can still check as many boxes as appropriate on the Local Authority Common Application Form.

If the places are oversubscribed, the following oversubscription criteria will be used to select the 15 places in the following order of priority:

1. 'Looked After Children' or a child who was previously looked after, but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. A Looked After Child is a child who is (a) in the care of a local authority in England, or (b) being provided with accommodation by a local authority in England in the exercise of their social services functions, or (c) who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted only. (See note A below.)
2. Cathedral choristers, up to nine places. (See note B below.)
3. Children of worshipping members of the Church of England or Methodist Church of Great Britain. (See note C below.)
4. Children of other applicants to the limit of places available, places being awarded to the child(ren) living close(st) to the School as indicated by a straight line from the main school reception entrance to the child's home, as calculated using Peterborough City Council's measuring process.

If at any stage, a tie-breaker is required, places will be allocated to the child(ren) living close(st) to the School as indicated by a straight line from the main school reception entrance to the child's home, as calculated using Peterborough City Council's measuring process. If this system cannot separate two or more applications, these applications will be further ranked by lottery.

Notes:

- A. **‘Looked After Children’**- A child or young person is regarded as a ‘Looked after Child’ when they are accommodated or in care. If they are accommodated this means that their parent(s) retain parental responsibility and can ask for them to be returned home at any time. If they are subject to a Care Order then the local authority in England shares parental responsibility with the parent(s) and decides where the child should live. Looked After Children are cared for in a number of different settings including foster homes, children’s homes and residential schools.

‘A child in state care outside of England’ – A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society, but ceased to be so as a result of being adopted only.

- B. In relation to Criteria 2, places will be open to boy and girl choristers. Children of parents/carers applying under this category must have already had a successful voice trial with the Peterborough Cathedral Director of Music and must be Cathedral Choristers upon entry into The King's (The Cathedral) School.

- C. **Children of worshipping members of the Church of England and Methodist Church of Great Britain:**
(These applications must be accompanied by a Year 3 Supporting Information Form (SIF), which is available from the School).

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 arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

Children of Worshipping Members of the Church of England and Methodist Church of Great Britain are defined as those who score above zero on the School’s scoring system as described below as the “Marking Process”.

In relation to Criteria 3, the Supplementary Information Form (SIF) will need to be signed by a Church of England Priest or by a Methodist Minister, or if a Priest or Minister is unavailable during an interregnum, a Church Warden or Church Leader. Evidence of worship from the Priest, Minister or Leader of the religious community concerned, must be submitted on the SIF. The information should define the worship pattern of the applicant (the parent/carer), who lives at the child’s home address, in terms of frequency and duration.

The information on the SIF should cover your **whole** attendance record and **current** pattern of worship for the last eight years, or more. If you have worshipped at different churches during the last eight years, or more, a separate SIF from previous parish(es) must be submitted. Where a religious leader has been in post for only a part of the time you have worshipped there, they should state how they are able to confirm your attendance for the whole period. Please note that the **maximum** number of marks available for Period of Attendance at Worship is 9.

Criteria 3 Marking Process

Frequency of Attendance at Worship	Marks
More than weekly throughout the year	5
Four/Five times per month	4
Three times per month	3
Fortnightly	2

Monthly	1
Major Festivals only	0.5

Period of Attendance at Worship	Marks
Greater than 8 years	9
Between 7 and 8 years	8
Between 6 and 7 years	7
Between 5 and 6 years	6
Between 4 and 5 years	5
Between 3 and 4 years	4
Between 2 and 3 years	3
Between 1 and 2 years	2
Less than 1 year	1

The **total** mark awarded for each application will be the product of the marks for frequency and period of attendance for worship, (i.e. frequency mark multiplied by period of attendance mark). Places are offered strictly in descending order of each applicant's **total** mark.

The evidence on the Supplementary Information Form (SIF) will be used by the Board of Governors in determining which applicants are awarded places. The evidence will help the Board of Governors assess the commitment, in terms of frequency and duration, which the applicant has devoted to their religious community.

The address submitted on the Supplementary Information Form should be the child's home. This is the home at which the child spends the majority of school week nights (Sunday – Thursday inclusive).

- D. The Board of Governors will deal with late applications after all of the 'on time' applications have been processed.
- E. Parents/Guardians/Carers not offered a place for their child due to the School having admitted up to the published admission number (PAN, 15) will be advised of their right to appeal.
- F. Admission of children out of their normal age group – Parents/carers may seek a place for their child out of their normal age group by completing the Local Authority Common Application Form. In addition, parents/carers should write to the Registrar to request consideration of the request. The Admissions Committee will convene a panel to consider the request and will make a decision 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/carer's views;
 - information about the child's academic, social and emotional development;
 - where relevant, the child's medical history and the views of a medical professional;
 - whether the child has previously been educated out of their normal age group;
 - whether the child may naturally have fallen into a lower age group if it were not for being born prematurely;
 - the Headteacher's views.

If the Admissions Committee does not agree to this request to be admitted out of cohort, there is no right of appeal against that decision.

- G. If the School has more applications than places available, unsuccessful parents/carers may elect to place their child's name on a waiting list that will be kept

until the end of the academic year. Pupils will be placed on the waiting list in strict order, according to the oversubscription criteria on the Admissions Policy. If a place becomes available at the School, places will be allocated according to the oversubscription criteria. Parents will be asked to contact the School to request that their child's name is placed on the waiting list.

- H. Please note that children who are the subject of a direction by the Local Authority to admit, or who are allocated a place in accordance with a Fair Access Protocol will take preference over those on the waiting list.

Admission Appeals

If parents/carers have concerns about the decision to refuse their son/daughter a place, they have the right to appeal to an independent admissions panel. The deadline for lodging an appeal will be 20 school days from the date of notification that their application was unsuccessful. If parents/carers wish to make an appeal, they should do so in writing. The School Registrar should be contacted in the first instance and can provide the necessary forms for setting out the grounds for the appeal.

Thomas Deacon Junior Academy

1. Introduction

- 1.1. These arrangements are established in accordance with Annex 2 of the Academy's Funding Agreement.
- 1.2. The Academy provides for pupils aged 7 -19 and has two Normal Points of Entry, at the start of the Year 3 and Year 7 school years. Applications for admission at the normal point of admission will be co-ordinated by Peterborough City Council in accordance with its common application procedures, with the exception of places in year 7 which are to be offered to children currently in year 6 at Thomas Deacon Academy Junior College.

Arrangements for late admission into Year 7 and for admission to other year groups will be dealt with upon application directly to Thomas Deacon Academy.

2. Admission Numbers

- 2.1. The Academy's Published Admission Number is set at 90 for the Thomas Deacon Academy Junior College and 330 at Year 7 for Thomas Deacon Academy. At least 330 pupils will be admitted each year to Year 7 at the Normal Point of Entry and at least 90 to Year 3 at Normal Point of Entry provided sufficient eligible applications have been received. Where fewer than 330 applications have been received, all applicants will be admitted.

3. Admission Numbers

- 3.1. The Academy's Published Admission Number is set at 90 for the Thomas Deacon Academy Junior College and 330 at Year 7 for Thomas Deacon Academy. At least 330 pupils will be admitted each year to Year 7 at the Normal Point of Entry and at least 90 to Year 3 at Normal Point of Entry provided sufficient eligible applications have been received. Where fewer than 330 applications have been received, all applicants will be admitted.
- 3.2. Application for admission to Year 3, for September 2024, should be made to the local authority in whose area the applicant is normally resident by the closing date. The online application process opens during September 2023 (please check the Peterborough City Council website for dates).
- 3.3. Applications will be co-ordinated by Peterborough City Council who will consult as required with the Academy's Governing Body.
- 3.4. Places will be offered to all successful applicants by Peterborough City Council by 1st March. Where the Academy is oversubscribed, places will be awarded on the basis of the oversubscription criteria set out in Paragraph 6 below.

4. Late Applications for the Normal Point of Entry

- 4.1. Applications received after the closing date and before the Normal Point of Entry will be dealt with by Peterborough City Council in accordance with its procedures for late applications, after places have been awarded to on-time applications.

- 4.2. Where the Academy is oversubscribed as a result of late applications, these will be judged according to the oversubscription criteria.
- 4.3. Places will be offered to successful Year 7 applicants by 1st March or as soon as possible thereafter and in any case before 1st September.
- 4.4. Places will be offered to successful Year 3 applicants by the date published on the Peterborough City Council website or as soon as possible thereafter and in any case before 1st September.

5. Acceptance of Offer of a Place

- 5.1. Where an offer is made, the applicant should be notified of the date by which they must accept the offer. Where an offer is not accepted by the applicant in writing by the due date, the Academy's Governing Body reserves the right to withdraw the offer and to offer the place to the next applicant on the waiting list.

6. Oversubscription Criteria

- 6.1. The Academy will admit children with a statement of special educational needs or disabilities which names Thomas Deacon Academy as the appropriate school for the child and where we have agreed that we can meet the needs of the child.

- 6.2. Remaining places will be allocated according to the following criteria, in order of priority:

- i. Children in public care (CLA)
A looked after child or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order. A CLA is a child who is a) in the care of the LA or b) being provided with accommodation by a LA.

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. A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

- ii. Siblings of children attending the school at the time of application, where sibling is defined as a brother or sister with one or both parents in common and who is living at the same address.
- iii. Children of any member of staff employed by the Board of Directors of the Academy at the time of application:
 - a) Where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the Academy is made and/or
 - b) The member of staff was recruited to fill a

vacant post for which there is a demonstrable skill shortage.

- iv. Proximity measured as a straight line from the home address to the main gates of TDA (Queen's Gardens), where 'home address' is defined as the place of permanent residency. (TDA does not operate a catchment area).

7. Waiting List

- 7.1. If the Academy has more applications than places available children will automatically be placed onto a waiting list in accordance with the oversubscription criteria shown above and administered by the TDA. Parents/carers will be notified if a place becomes available at the Academy at any time. The waiting list will be held from the allocation of places until the end of Term 2 in the year of entry (3 or 7).
- 7.2. Where the Academy's roll in Year 7 falls below 330 or 90 for Year 3, up to 31st December, an available place will be offered to the next applicant on the waiting list.
- 7.3. Parents/carers of children remaining on the waiting list at 31st December in the case of Year 3 and Year 7 or 31st August in any case should contact TDA to clarify whether they wish to remain on the list.

8. In-Year Applications for Admission

- 8.1. In-Year applications should be made by completing the In-Year Application form and re- turning it directly to TDA.
- 8.2. Throughout the period September to December inclusive, the Academy will continue to offer places to applicants until the roll reaches 90 in Years 3 to 6 and 330 in each other year groups (Years 7 – 10).
- 8.3. When a place is offered in-year or someone is added to the waiting list, the waiting list is re-ranked in accordance with the over-subscription criteria. This means that children can move up or down the waiting list.

9. Post-16 Entry Requirements

- 9.1. Please contact the Director of Sixth Form, Michala Jackson (MTJ@tda.education) regarding post-16 entry requirements and programmes of study at Thomas Deacon Academy.

10. Admission Appeals

- 10.1. Parents/carers have the right to express a preference for their child's school.
- 10.2. If Parents/Carers are not allocated a place for their child at the school of their preference they may appeal to an independent body called the Appeals Panel.
- 10.3. It should be noted that an Admission Authority cannot refuse admission to a year group (other than a normal point of entry) on the basis that they have already reached their Published Admission Number. Admission may be refused where the

admission of another child would prejudice the provision of efficient education or the efficient use of resources.

Should I appeal?

- 10.4. Not all families appeal if their request for a school is unsuccessful. Those who appeal usually do so because they feel that they have a particularly strong case. Advice and information can be sought at an early stage from the Academy.

How do I appeal?

- 10.5. Parents/Carers should contact the Appeals Officer at Peterborough City Council and advise that you would like to appeal. The officer will send the appropriate paper work. Contact details are:

Appeals Officer
Education Department
Peterborough City Council
Sand Martin House
Bittern Way
Fletton Quays
Peterborough PE2 8TY
Telephone: 01733 452589
Email: appealsservice@peterborough.gov.uk

What will happen next?

- 10.6. Parents/Carers will be informed by letter when the Appeal will be heard and they will receive a statement from the Academy giving reasons why it is not possible to allocate a place at the school of your choice. This will be sent at least seven days before the Hearing.
- 10.7. Parent/Carers will be invited to attend the Appeal hearing in order to discuss their case with the Appeals Panel. Parents/Carers may bring a friend or representative to help present the case or simply to provide support. The child(ren) may not be present at the appeal hearing.
- 10.8. Parents/Carers who have Special Needs and may need extra help, eg signing, different access to the building; should enquire at the LA. If a Parent/Carer is unable to attend or does not wish to attend, the Panel will decide the Appeal on the basis of the written information supplied.

Who is on the Appeals Panel?

- 10.9. Three people normally sit on the Panel and they will include:
- Lay person(s), who is not connected with the Academy and who has no personal experience in the management of a school.
 - Person(s) 'experienced in education' (often a retired Headteacher), who is not a member of the Academy's staff or Governing Body.
- 10.10. The Panel is advised by an Independent Clerk whose role is only to provide legal advice for the Panel and to ensure that correct procedures are followed in the Appeal Hearing.

Sometimes there is an observer who is being trained to be an Appeal Panel member.

Welbourne Primary Academy

Aims

This policy aims to:

- Explain how to apply for a place at the school
- Set out the school's arrangements for allocating places to the pupils who apply
- Explain how to appeal against a decision not to offer your child a place

Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code 2021](#)
- [School Admission Appeals Code](#)

As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

This policy complies with our funding agreement and articles of association.

Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

Looked after children are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

Previously looked after children are children who were looked after, but ceased to be so because they:

Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or

- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

A child reaches compulsory school age on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

How to apply for your child to be admitted to Reception

For applications in the normal admissions round you should use the application form provided by your home local authority (regardless of which local authority the schools are in). You can use this form to express your preference for a minimum of 3 state-funded schools, in rank order. Forms can be found on the Peterborough City Council Website

www.peterborough.gov.uk/admissions.

You will receive an offer for a school place directly from your local authority.

Requests for admission outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' 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
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The headteacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group

Allocation of places

Admission number

The school has an agreed admission number of 30 pupils for entry in each year group from Reception to Year 6.

Oversubscription criteria

All children whose education, health and care (EHC) plans name the school will be admitted before any other places are allocated.

If the school is not oversubscribed, all applicants will be offered a place.

In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order until all places are filled.

Highest priority will be given to looked after children and all previously looked after children who apply for a place at the school.

The order of priority for all other children is as follows:

1. Children who appear to have been in state care outside of England and ceases to be in state care as a result of being adopted
2. Children who are both living in the catchment area served by the school and have siblings of

- compulsory school age still attending the school at the time of their admission;
3. Other children living in the catchment area at the time of admission;
 4. Children of members of staff, provided that they have been employed for a minimum of two years and/or are recruited to fill a vacant post for which there is a demonstrable skill shortage.
 5. Children who do not live in the catchment area served by the school, but who have siblings of compulsory school age;
 6. Other children whose parents have requested a place who live outside the catchment area of the school.

Tie break

In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, the school will use the distance between the school and a child's home as a tie breaker to decide between applicants. Priority will be given to children who live closest to the school. Distance will be measured in a straight line from the child's home address to the school's front gates on Goodwin Walk. A child's home address will be considered to be where he/she is resident for the majority of nights in a normal school week.

Where the distance between 2 children's homes and the school is the same, random allocation will be used to decide between them. This process will be independently verified.

Children below compulsory school age

Where children below compulsory school age are offered a place at the school, they will be entitled to attend the school full-time in the September following their fourth birthday.

Parents may defer their child's entry to the school until later in the school year but not beyond the point at which the child reaches compulsory school age, and not beyond the beginning of the final term of the school year the offer was made for.

Where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

Delaying admission

If a child is "summer born" and parents prefer to delay admission to the following September, the child would normally be considered for admission into Year 1, rather than the Reception year. In exceptional circumstances, summer born children may be admitted to school in a different year group. This will require the admission authority to take account of the child's individual needs and abilities and to consider whether these can best be met in Reception or Year 1. It will also involve taking account of the potential impact on the child of being admitted to Year 1 without first having completed the reception year. The views of the head teacher will be an important part of this consideration.

Accelerated admission

There are some circumstances which mean that parents might feel that their child should start school a full academic year earlier, this is known as an accelerated admission into school, however the academy does not encourage this. In accordance with the Schools Admissions Code, all requests will be considered on the basis of the circumstances of each case, and in the best interests of the child, taking account of the child's educational and social development.

Challenging behaviour

We will not refuse to admit a child on behavioural grounds in the normal admissions round or

at any point in the normal year of entry. We may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged.

We may refuse admission for an in-year applicant for a year group that isn't the normal point of entry, only in such a case that we have good reason to believe that the child may display challenging behaviour that may adversely affect the provision we can offer. In this case, we will refer these pupils to the Fair Access Protocol. We will not refuse admission on these grounds to looked after children, previously looked after children and children with EHC plans listing the school.

Fair Access Protocol

We participate in Peterborough City Council's Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible.

Admissions to Welbourne ASD Hub

There are spaces for 8 children in the ASD hub at Welbourne. These spaces are allocated by the Local Authority SEND panel. For a child to be considered for a place in the hub, they must have an EHCP, with Autism named as their primary need. For more information and the full list of entrance guidance please refer to the Peterborough Local Offer.

In-year admissions

Parents can apply for a place for their child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHC plans name the school will be admitted.

Likewise, if there are spaces available in the year group you are applying for, your child will be offered a place.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available, it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 6.3 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Information regarding applications for in-year admissions can be found on the Peterborough City Council Website www.peterborough.gov.uk/admissions

Appeals

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must complete the Primary School Appeal form that can be found on the Peterborough City Council Website: www.peterborough.gov.uk/admissions.

You can find details of the school's appeals timetable on the Peterborough City Council Website: www.peterborough.gov.uk/admissions

Late Applications

For late applications, the Local Authority will offer places in the same order of priority as above, once all the 'on time' requests have been considered. The Academy will follow the Local Authority's co-ordinated scheme with regard to the closing date for the receipt of the admission

form. Unsuccessful applicants have the right to appeal, and details of the Appeals procedure can be found on the Peterborough City Council website in the School admissions appeals section.

Monitoring arrangements

This policy will be reviewed and approved by the Welbourne Primary Academy Committee every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the governing board will publicly consult on these changes. If nothing changes, it will publicly consult on the school's admission arrangements at least once every 7 years.

Definitions

Distance

Distance is measured in a straight line using the Local Land Property Gazetteer (LLPG) provided from the seed point located at the child's home address to the seed point for the school. The seed point is taken from the ordinance survey (OS) address files. The address point for a property does not change.

Home Address

The home address is the address of the parent with whom the child normally lives from Monday to Friday. When parents live separately, the application must be based on the address at which the child usually lives. When parents live separately but the child lives with both parents at different addresses, the child's home address will be taken to be the address where the child lives for most of the week. If the child spends an equal amount of time with each parent, the address will be taken to be that of the main parent / carer eligible to receive Child Benefit for the child.

As part of the admissions process a parent may be asked to provide proof of address. To ensure that offers of school places are made fairly, the Academy is committed to following strict address verification procedures. In cases of flats the priority is that of floor level i.e. ground, first, second etc., in that order. In cases of exactly the same measurement where no differentiation can be established, a lottery will be used to decide the allocation of a place.

Siblings

Are defined as children aged between 4 and 16, living together in the same family unit, who have a sibling on the roll of the school at the time of application and admission to the school. Sibling includes brother or sister, half-brother, or sister, adopted brother or sister, child of the parent/carer or their partner, children looked after, or previously looked after. This doesn't include children temporarily living in the same family unit - for example a looked after child in the short-term, or interim, foster placement. In every case, the sibling must be living permanently in the same family home (at least Monday to Friday) and must be on the roll of the school, or have been offered and accepted a place at the school at the time of application and when the child starts. Every effort will be made to ensure that twins and those from multiple births can be admitted together.

Children In Care

Children in Care – Looked After Children' and children who were previously looked after, but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order. Also, children who appear to the Admission Authority to have been in state care (i.e., in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society) outside of England but ceased to be so as a result of being adopted only.

State Care

A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society

Welland Academy

The Welland Academy provides for the needs of children within the 4 to 11 age range.

Pupils will be admitted at the age of 4+ without reference to ability or aptitude using the criteria set out in this policy. Admission to our Academy is not dependent on any 'voluntary' contribution.

The Greenwood Academies Trust is the Admissions Authority for the Welland Academy.

The Academy participates in the Local Authority co-ordinated scheme and all deadlines within that should be adhered to by applicants.

Admission number for Primary Provision

1. The Academy has the following agreed admission number:
 - a) 60 for pupils in Year R (Reception)
2. All children are entitled to a full-time place in the September following their fourth birthday.

Parents offered a place in reception for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.

Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.

Process of Application

3. Arrangements for applications for places at the Welland Academy will be made in accordance with Peterborough City Council LA's co-ordinated admissions arrangements; parents resident in Peterborough can apply online at:

www.peterborough.gov.uk/schooladmissions

Parents resident in other areas must apply through their home Local Authority.

4. The Welland Academy will use Peterborough City Council's timetable for applications to the Academy each year (exact dates within the months may vary from year to year):
 - a) September/October - the Welland Academy will provide opportunities for parents to visit the Academy
 - b) By 15 January – Parents must complete the common application form (CAF) and return it to the LA to administer
 - d) 16 April or nearest working day – notification of places made to parents.

Consideration of Applications

5. The Welland Academy will consider all applications for places at the Academy.

Where fewer than the published admission number(s) for the relevant year groups are received, the Academy will offer places to all those who have applied.

Any applications received after the closing date will be accepted but considered only after those received by the closing date in accordance with the published Peterborough City Council co-ordinated scheme and timetable.

Procedures where the Welland Academy is oversubscribed

6. Where the number of applications for admission is greater than the published admission number in any age group, applications will be considered against the criteria set out below.

Admission to Reception – oversubscription criteria

7. The Welland Academy will first accept all pupils with a statutory right to a place through an Education Health and Care Plan naming the Academy. After the admission of these pupils, criteria will be applied for the remaining places in the order in which they are set out below:

- a) Looked after children and 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*.
- b) Children who are both living in the catchment area and have a sibling* on roll at the Academy at the time of application and admission
- c) Children who do not live in the catchment area but who have a sibling on roll at the Academy at the time of application and admission.
- d) Children of members of staff, provided that they have been employed for a minimum of two years and/or are recruited to fill a vacant post for which there is a demonstrable skills shortage.
- e) Other children living in the catchment area at the time of application.
- f) Other children whose parents have requested a place who live outside the catchment area.

In the event of oversubscription within the above criteria, preference will be given to children who live nearest the Academy as measured by a straight line distance*.

** see definitions*

In the unlikely event the Academy needs to use a random allocation system for the last place offered, this will be undertaken by an independent person outside of the Academy.

Admission of children outside their normal age group

8. Parents may request that their child is admitted outside their normal age group, for example, summer born children*, if the child is gifted and talented, has experienced problems such as ill health or is born prematurely.

9. For Reception year, any parent of a summer born child wanting their child to be admitted outside of the normal age group should make an application to the Academy in the first instance but also to the Local Authority for their child's normal age group at the usual time in case a request is not agreed.

For other year groups, any parent wanting their child to be admitted out of the normal age group should submit a request, in writing, to the Welland Academy as soon as is possible.

10. When such a request is made, the Academy will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the parent, the Principal and any supporting evidence provided by the parent. The Academy is responsible, as the admissions authority, for making the decision on which year group a child should be admitted to.

All such applications will be considered at the time they are submitted.

** The term 'summer born' is used to refer to children born from 1 April to 31 August.*

Arrangements for in-year admissions

11. Peterborough City Council will co-ordinate admissions for in-year applications and for applications for year groups other than the normal point(s) of entry.

12. Subject to any provisions in the LA's co-ordinated admission arrangements relating to applications submitted for years other than the normal year of entry, the Academy will consider all such applications and if the year group applied for has a place available, admit the child.

13. If more applications are received than there are places available, the oversubscription criteria in paragraph 7 for the relevant age group shall apply. Parents whose application is refused shall be entitled to appeal.

Operation of waiting lists

14. As required by the Schools Admissions Code, the Welland Academy will maintain a waiting list until the end of the autumn term. Applications for inclusion on a waiting list will be ranked according to our over-subscription criteria as described in paragraph 7 above.

Right of Appeal

15. There will be a right of appeal to an Independent Appeals Panel for unsuccessful applicants. Appeals should be made within twenty (20) school days of the date of refusal.

16. If refused admission you should contact the PCC Admissions Team at the address below to lodge an appeal:

Appeals Officer
Education Department
Peterborough City Council
Sand Martin House
Bittern Way
Fletton Quays
Peterborough PE2 8TY
Please mark your envelope 'Admissions Appeals'.

UK Armed Forces

17. For families of UK service personnel with a confirmed posting to the area, or crown servants returning to live in the area from overseas, the Academy will:

- Process an application in advance of the family arriving in the area provided it is accompanied by an official letter that declares a relocation date and a Unit postal 4 address, intended address or quartering area address to use when considering the application against the school's oversubscription criteria.

- Accept a Unit postal address or quartering area address for admissions purposes for a service child where the parent requests this
- The Governors will not refuse a service child a place solely because the family does not have an intended address or does not yet live in the area.

Evidence of an intended address will be required such as tenancy agreement, or mortgage statement. Please contact the school for more details

18. For late coordinated applications and in year applications supported by the appropriate military documentation, we will aim to remove any disadvantage to UK service personnel (UK Armed Forces). The Academy will consider whether:

- An application from that address would normally succeed in an oversubscribed year
- There is any child on the reserve list with higher priority under the oversubscription criteria
- The prejudice from admitting an extra child would be excessive.

19. The Academy has discretion to admit above the admission number in these circumstances if they wish but are not obliged to do so. If a place is refused, you will be informed of your right of appeal.

Fair Access

20. The Welland Academy participates in Peterborough City Council's Fair Access protocol. All schools, including Voluntary Aided Schools, Trust Schools and Academies must participate in the protocol. The purpose of the Fair Access Protocol is to ensure that vulnerable children are offered a school place as quickly as possible and to evenly spread children with additional needs across all schools in the county. The protocol only applies to mid-term applications; it does not operate when children transfer from primary school to secondary school.

Fraudulent or Misleading Applications

21. As an Admission Authority, we have the right to investigate any concerns we may have about your application and to withdraw the offer of a place if we consider there is evidence that you have made a fraudulent claim or provided misleading information, for example a false address was given which denied a place to a child with a stronger claim. We reserve the right to check any address and other information provided so we can apply the oversubscription criteria accurately and fairly

Definitions

1. Definition of 'Looked After' and previously 'Looked After' children

A 'looked after child' is a child who is:

- in the care of a local authority, or
- being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

A child is regarded as having been in state care outside of England if they were in the care of, or were accommodated by, a public authority, a religious organisation or any other provider of care whose sole or main purpose is to benefit society.

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 special guardianship order). This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders).

Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

2. Definition of siblings and the position of twins

A sibling is defined as:

- Sibling is defined as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters or another child normally living for the majority of term time in the same household, where an adult in the household has parental responsibility as defined by the Children Act 1989, or any child in the household where an adult in the household is defined as a parent for the purposes of Section 576 of the Education Act 1996. This could include a person who is not a parent but who has responsibility for him/her.

In the case of twins or other siblings from a multiple birth, where there is only one place available in the Academy, these will be considered together as one application. The Academy's admission number may be exceeded by one; the School Admissions Code makes an exception to the infant class limit in this situation.

In the case of siblings in the same year group, where there is only one place available in the Academy, both will be considered together as one application. The Academy may go above its admission number as necessary to admit all the children, except in cases where infant class regulations, as stated in the Schools Admissions Code, prevent this from happening.

3. Distance

Distance is measured in a straight line using the Local Land Property Gazetteer (LLPG) provided from the seed point located at the child's home address to the seed point for the school. The seed point is taken from the ordinance survey (OS) address files. The address point for a property does not change.

Distance is measured in a straight line using the Local Land Property Gazetteer (LLPG) provided from the seed point located at the child's home address to the seed point for the school. The seed point is taken from the ordinance survey (OS) address files. The address point for a property does not change.

4. Home address

The child's place of residence is taken to be the parental home, other than in the case of children fostered by a Local Authority, where either the parental address or the foster parent(s) address may be used. Where a child spends part of the week in different homes, their place of residence will be taken to be their parent or parents' address.

If a child's parents live at separate addresses, the address where the child permanently spends at least three 'school' nights (i.e. Sunday, Monday, Tuesday, Wednesday or Thursday) will be taken to be the place of residence. Evidence that a child's place of residence is permanent may also be sought.

If a child spends equal amounts of time at the two addresses, the parents must agree which address they wish to be the child's main address.

Where parents share custody of their child but cannot agree on either the home address or school preferences, the Academy will only consider the application of the parent who is eligible to receive Child Benefit for the child.

5. Tie Break

If any of the oversubscription criteria have too many applicants, then the tie-break will be by distance using the method in paragraph 7 above. If the distance criterion is not sufficient to distinguish between two applicants for the last remaining place, then a lottery will be conducted by an independent person.

West Town Primary Academy

1. Introduction

1.1 The academy provides places for children aged 4 – 11. Admission to Early Years Foundation Stage EYFS is in September.

1.2 The catchment area that the Academy serves can be found on the Peterborough City Council website and then search for school catchment areas.

2. Admission Number

2.1 The planned admission number for the school for each of the reception intakes from September 2024 is 60.

3. Applications for the normal point of entry – Reception EYFS

3.1 Applications for admission to West Town Primary Academy, for a child in their first year of school to enter the EYFS reception class, should be made through the Peterborough Council coordinated admissions scheme. Details of how to apply can be found on the Peterborough City Council website:

http://www.peterborough.gov.uk/children_and_families/schools/school_admissions.aspx

3.2 The closing date for applications for entry September 2024 is the date set by Peterborough City Council admissions authority and can be found on the council website as above.

3.3 Places will be offered by email / post on the date specified by Peterborough City Council.

4 Acceptance of an offer of a place

4.1 Where an offer of a place is made, the applicant should be notified that they have two weeks to accept the offer. Where an offer is not accepted the Academy Council reserves the right to withdraw the offer and the offer of a place to be made to the next applicant on the continuing interest list.

5 Oversubscription criteria

5.1 Children who have an Education, Health and Care plan (EHCP) which names West Town Primary Academy as the school will be admitted.

In the event of the number of applications received exceeding the Published Admission Number (PAN), priority for places will be allocated strictly against the following criteria in the order listed:

(i) Children in Care, also known as Looked after Children (LAC, CLA) and children who were looked after but ceased to be so by reason of adoption, a child arrangement order (residence order) or a special guardianship order. children who appear to the Admission Authority to have been in state care (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society) outside of England but ceased to be so as a result of being adopted only.

(ii) Children whose home address is in the catchment area for the Academy with a sibling on role

(iii) Children whose home address is in the catchment area for the Academy

(iv) Children with an older brother or sister continuing at the school at the time of admission of the younger child

(v) Other children.

5.2 In cases of equal merit, priority will be given to the child living nearest the school as measured by a straight line. Distance is measured in a straight line using the Local Land Property Gazetteer (LLPG) provided from the seed point located at the child's home address to the seed point for the school. The seed point is taken from the ordinance survey's (OS) Address-Base dataset. It is used to locate individual residential and school addresses using grid references as seed points.

5.3 A sibling is defined as a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner. In every case the child must be normally resident in the same family unit at the same address.

6 Waiting Lists

6.1 The Academy will operate a waiting list for each year group. Where in any year group the school receives more applications for places than there are places available, the places will be determined by ranking pupils according to the oversubscription criteria. This waiting list will be maintained by the Academy and it will be open to any parent to ask for his or her child's name to be placed on the list, following an unsuccessful application having previously been made to the school. Anyone wishing to remain on the waiting list will need to reapply in July as all lists will be cleansed at the end of the academic year.

6.2 Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in paragraph 5. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

7 In Year Admissions

7.1 Parents should apply by completing a City Council admission form which is available on the City Council website or can be supplied by the academy.

7.2 Once an application form is received, the academy will liaise with the City Council to clarify whether or not a place is able to be offered. If a place is not offered, the child will be put on the continuing interest list for a place when one becomes available. Places on the list are allocated in line with the oversubscription criteria.

8. Appeals

8.1 In the event of a place not being allocated, parents and relevant children will have the right of appeal to an independent appeal panel. The appeal panel will be independent of the academy. The arrangements for appeals will be in line with the School Admissions Code and the School Admission Appeals code published by the Department for Education as it applies to Academies, Free Schools, Foundation and Voluntary Aided Schools. The determination of the appeals panel will be made in accordance with the school Admissions appeal code and the decision will be binding on all parties.

8.2 The academy uses Peterborough City Council to manage its appeals who will prepare guidance for parents and relevant children about how the appeals process will work and a named contact who can answer any enquiries parents may have about the process. Appeal forms are available from the city council website.

9. Additional Information

9.1 Additional information regarding Peterborough City Council's coordinated admissions process can be found online at www.peterborough.gov.uk

10. Home address

10.1 The home address is defined as the address of the adult with parental responsibility with whom the child normally lives and which applies at the time of application. A fraudulent claim to an address may lead us to withdraw an offer of a school place.

10.2 Applications based on future addresses can only be considered up to 6 teaching weeks before the child is expected to take up the place and upon confirmation of a minimum of six month tenancy agreement or exchange of contracts. Places will not be allocated until the child is resident in the address.

Glossary of terms

This list explains what some of the terms we use.

Admission Authority

This is the body which decides a school's admission arrangements. This is usually:

- The School Admissions Team for Community and Voluntary Controlled schools.
- The school for Voluntary Aided, Foundation, Academy, UTC and Free schools.

Admission number or PAN

This is the number of places available at point of transfer or normal entry year group of a school.

Age range

This means the ages of children educated at the different school phases.

Appeal Panel

This is an independent panel which hears appeals relating to school admissions decisions.

Children in public care (also known as Looked after Children)

Looked after children (LAC or CLA)

This is a 'looked after child' or a child who was previously 'looked after' but immediately after being 'looked after' became subject to an adoption, residence or special guardianship order. A 'looked after' child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

Department for Education

This is the government department responsible for education.

DfE number

This is a unique identification number allocated to a school.

Oversubscription admission criteria

List of criteria that are used, in rank order, to decide which children will be allocated places at a school should that school be oversubscribed.

Published Admission number (PAN)

The number of pupils it has been agreed can be allocated to each year of entry.

William Law CE Primary School

1. Policy Statement

1.1 Peterborough Diocese Education Trust (PDET) is the admission authority for all of its academies and has responsibility for setting the admissions policy.

1.2 PDET will consider all applications for places at each of the academies in line with the admissions policy.

2. Principles behind the policy

2.1 The admission arrangements as determined by PDET are in accordance with the School Standards and Framework Act 1998 (and regulations made thereunder) and the School Admissions Code.

3 Operation of the policy

3.1 PDET as the admission authority has delegated some aspects of the process to the Academy Governance Committee (AGC) for each academy.

3.2 The AGC in each academy has delegated responsibility for:

3.2.1 Proposing admission criteria (including any proposed changes to the published admission number) to be determined (agreed) by the Governance and Nominations Committee (GNC)

3.2.2 Consulting on proposed admission criteria

3.2.3 Considering all applications made for the academy

3.2.4 Applying the oversubscription criteria to all applications where the number of applications is greater than the published admission number

3.2.5 Producing and presenting a statement of case at appeals

3.2.6 Maintaining waiting lists

3.2.7 Responding to admission queries from parents and the local authority.

3.3 The Governance and Nominations Committee (GNC) will:

3.3.1 Review proposed admission criteria

3.3.2 Determine (agree) the admission arrangements for all academies in accordance with statutory deadlines each year

3.3.3 Provide an appeals service for parent / carers wishing to appeal (currently through the Diocesan Appeal Service)

4. Procedures

4.1 PDET will adhere to the relevant local authority co-ordinated schemes. Currently this is West Northamptonshire Council, North Northamptonshire Council, Rutland County Council and Peterborough City Council and the schemes can be found on the authority's website.

4.2 PDET has set the published admission number for each of the academies. These are detailed in the appendices.

4.3 Where fewer applications are received than the published admission number at any of the PDET academies, all applicants will be offered a place.

4.4 The AGC will admit children with an Education, Health and Care Plan (EHC Plan) which names the academy.

4.5 Applications to start primary school for the first time must be made through the local authority where the child lives (regardless of which county the preferred schools are in)

4.6 Applications to start primary school during the school year, in any year group (known as 'in year applications') is dependent upon which local authority the academy falls within:

4.6.1 Applications for academies within Northamptonshire or Peterborough should be made to the local authority (North / West Northamptonshire Council or Peterborough City Council) who coordinate the application process.

4.6.2 Applications for academies within Rutland should be made directly to the academy.

4.7 Where there are more applications than there are places available, children will be admitted according to the oversubscription criteria, which are listed in the appendices.

4.8 All parents / carers who are unsuccessful at gaining a place for their child at the academy can place their child's name on the waiting list. Parents / carers must contact the academy by email / in writing.

4.8.1 If a place becomes available at the academy, it will be allocated according to the oversubscription criteria, not on a first come, first served basis.

4.8.2 A child's name will remain on the waiting list until the end of the school term in which the application was made. If parents / carers wish their child's name to stay on the waiting list for the remainder of the academic year, they must email/write to the academy at the beginning of each term to renew their interest i.e. in January and /or following the Easter break (April / May). A new application form will have to be completed if parents / carers want their child's name to remain on the waiting list in the following academic year.

4.9 If a parent / carer is refused a place at the academy, they have the right to appeal against the decision to an independent Admission Appeals Panel. This service is currently provided by the Diocese of Peterborough. Those wishing to appeal should write to: The Clerk to the Appeals Panel, Bouverie Court, 6 The Lakes, Bedford Road, Northampton, NN4 7YD, or email: education@peterborough-diocese.org.uk.

5. Common definitions

5.1 PDET has adopted a number of key definitions that apply across all oversubscription criteria. These are:

5.1.1 Looked after children and all previously looked after children

A 'looked after child' is a child who, at the time of making an application to a school, is:

- a) In the care of a local authority, or
- b) being provided with accommodation by a local authority in exercise of its social services functions (see the definition in Section 22(1) of the Children Act 1989)

Previously looked after children are children who were looked after, but ceased to be so because they:

- a) were adopted under the Adoption Act 1976 (see Section 12 adoption orders) or the Adoption and Children Act 2002 (see Section 46 adoption orders), or
- b) became subject to a child arrangements order (as defined in Section 8 of the Children Act 1989 and as amended by Section 12 of the Children and Families Act 2014), or
- c) became subject to a special guardianship order (see Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians)).

This includes children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organization, or any other provider of care whose sole or main purpose is to benefit society.

5.1.2 Distance Measurements

Distances are measured on a straight-line basis from the address point of the child's home to the address point of the school / academy, using a geographical information system. Each address has a unique address point established by the most valuable elements from the National Land and Property Gazetteer (NPLG), Ordnance Survey Master Map, Royal Mail Postal Address File and The Valuation Office Agency. The address point for a property does not change.

In the case where there are multiple applications from the same shared dwelling (e.g. flats) or where there are two homes where the distance from the address point of the home to the address point of the school / academy (using the system referred to above) is identical, random allocation, supervised by a suitable independent person, will be used to decide the priority in which applicants are selected.

5.1.3 Home address/residence

The child's home address means the permanent residence of the child at the time of application. Parents / carers may be asked to provide proof of a claim of residence at any time during the admission process. The address must be the child's only or main residence that is either:

- Owned by the child's parent(s) or carer(s)
- Leased to or rented by the child's parent(s) or carer(s) under a lease or written rental agreement of not less than 6 months duration. The property leased must be where the family lives.

If false or misleading information is used to try and gain a place, this may lead the AGC to reject the application or to withdraw the offer of a place.

5.1.4 Children of "worshipping members"

For parents / carers to be worshipping members, at least one of the parents / carers of the child needs to be regarded by the priest / minister / worship leader as being part of the worshipping community at the church / worship centre. This would not necessarily mean that the parent / carer is a "Member" in the technical sense (e.g. through baptism, confirmation or electoral roll) but would imply a pattern of attendance at worship (on Sunday or at other times) that is more than "occasional" and has been sustained for more than a short, very recent,

period of time

5.1.5 SIF A/B

If parents / carers wish their application to be considered under a faith criterion (where applicable), they must complete form SIF/A which is available from the academy and return it to the academy (not the local authority). This must be done by the deadline of 5pm on 15 January 2024. The academy will submit the completed form SIF/A to the relevant minister with form SIF/B to verify the information. As SIF/B needs to be returned to the academy in time for the academy to rank admissions, it is very important for parents / carers to submit form SIF/A to the academy as soon as possible.

5.1.6 Churches Together in Britain and Ireland and Churches Together in England

The denominations that are affiliated to Churches together in Britain and Ireland and Churches Together in England can be found at <https://ctbi.org.uk/member-churches/schools-information/>

5.1.7 Siblings

A brother or sister living at the same address as the applicant (i.e. within a family unit) including:

- a brother or sister sharing the same parents;
- a half-brother or half-sister where two children share one common parent;
- a step brother or step sister, where two children are related by a parents' marriage/civil partnership;
- a child who has been adopted or is fostered by parents / carers who have other children;
- children living in the same family unit, even if they are not biological brothers and sisters.

5.1.8 Children of staff members

Children of staff where the member of staff has been employed by the Trust to work at the school / academy for two or more years at the time at which the application for admission to the school is made, and/or a member of staff is recruited to fill a vacancy for which there is demonstrable skill shortage. "Children" means any child living at the same address as the member of staff within a family unit. "Living" means where the child sleeps for most for the school week.

5.1.9 Separated parents

If a child lives with separated parents, the home address will be treated as the place where the child sleeps for most of the school week (i.e. Sunday night – Thursday night inclusive). If the child spends an equal amount of time at 2 addresses, the parents must decide which address they wish to use as the child's main address for the application. If false or misleading information is used to try and gain a school place, this may lead the AGC to reject the application or to withdraw the offer of a place.

6. Admission of children below compulsory school age and deferred entry to school

6.1 Children are required to start their compulsory education from the beginning of the term following their 5th birthday (based on a 3-term year with terms starting in September, January and April). In PDET academies children are entitled to a full year in Reception i.e. the school place is available from the beginning of the school year in which the child has their 5th birthday.

6.2 Deferred entry:

Parents/carers can request that entry to the school / academy is deferred until later in the same school year (i.e. a child born in the Autumn term could defer starting school until January and a child born in the Spring or Summer term could defer their start until after Easter). If such a request is made the school is required to hold the place for the child; the place cannot be offered to another child but it cannot be kept open beyond the beginning of the summer term. Alternatively, where the parents / carers wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age (the start of the term following their 5th birthday). Any parents/carers considering deferring their child's admission to school or part time attendance are recommended to discuss this with the Headteacher.

6.3 Admission of children out of their normal age group

6.3.1 Parents/carers may seek a place for their child out of their normal age group e.g. if the child is gifted and talented or has experienced problems such as ill health.

6.3.2 Parents/carers of a summer born child (i.e. a child born in the period from 1 April to 31 August) may not want to send their child to school until the September following their 5th birthday and may request that they are admitted out of their normal age group – e.g. to Reception rather than to Year 1.

6.4 Process for requesting a place out of normal age group (not Summer Born)

6.4.1 Parents/carers may seek a place for their child out of their normal age group as stated in 6.3 above. If parents/carers wish to do so, they must contact their preferred school.

6.4.2 The AGC will convene a meeting to consider the request and will make decisions 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/carer's views;
- information about the child's academic, social and emotional development;
- where relevant, the child's medical history and the views of a medical professional;
- whether the child has previously been educated out of their normal age group;
- whether the child may naturally have fallen into a lower age group if it were not for being born prematurely;
- the Headteacher's views.

6.4.3 If the AGC does not agree to this request to be admitted out of cohort, there is no right of appeal against that decision.

6.5 Requests for admission out of normal age group (Summer Born children)

6.5.1 Parents/carers who wish to apply for a place in Reception out of the normal age group should make a request to the AGC. The request needs to be accompanied by reasons for such a request and should be made by 1 December of the year prior to the year the child should enter Reception if they had not requested to defer applying.

6.5.2 The AGC will convene a meeting to consider the request and will make decisions 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/carer's views; • information about the child's academic, social and emotional development; • where relevant, the child's medical history and the views of a medical professional; • whether the child has previously been educated out of their normal age group; • whether the child may naturally have fallen into a lower age group if it were not for being born prematurely; • the Headteacher's views.

6.5.3 The AGC will inform the parents/carers of its decision on the Year group the child should be admitted to when they have to start school (i.e. Reception or Year 1) and will set out

- clearly the reasons for their decision
- 6.5.4 If the AGC agrees to the parent's/carer's request to defer the application for a Reception place, they will inform the local authority and the parents/carers will then need to make an application for a place in Reception in the normal round of admissions in the following academic year
- 6.5.5 In the following normal admissions round, if the academy is oversubscribed, all applications (including deferred applications) for the academy will be ranked in accordance with the academy's oversubscription criteria. If the application is not successful, parents/carers will have the right to appeal but, as the purpose of the appeals process is to consider whether a child should be admitted to a particular school / academy, parents/carers do not have a right of appeal if they have been offered a place and it is not in the year group they would like;
- 6.5.6 If the AGC does not agree to the application being deferred, there is no right of appeal against that decision and the parents/carers will need to make an application to the local authority for a place in Reception by 15 January or make an in-year application for a Year 1 place at the appropriate time.
- 6.5.7 General advice on making a request for admission out of normal age group can be found on local authority websites.

APPENDICES – Oversubscription criteria for each academy

The Published Admission Number (PAN) for the Reception year of entry is 90.

The AGC will admit children with an Education, Health and Care Plan (EHC Plan) which names the School.

Oversubscription criteria

Where there are more applications than there are places available, children will be admitted according to the following criteria, which are listed in order of priority

1. Looked after children and all previously looked after children.
2. Children of members of staff provided that they have been employed for a minimum of two years at the time of admission, and/or are recruited to fill a vacant post for which there is a demonstrable skills shortage.
3. Children who have a sibling who is attending the school at the time of admission (See sibling definition).
4. Children living within the catchment area of the school (See catchment area below and also residency definition).
5. Children of regular worshipping members of St John's with Emmanuel Church, Werrington (see guidance on the term Worshipping Member).
6. Children of regular worshipping members of Churches together in Great Britain and Ireland, which includes the Church of England (see guidance on the term Worshipping Member).
7. Children whose parents/carers state their preference for their children to receive an education within a Church of England school.
8. Other children.

Tiebreaker

If the admission number is exceeded within any criterion, priority will be given to those who live closest to the School.

Catchment Area

Please see below a list of the catchment streets for William Law Primary School.

.Abbots Grove	Gasgoigne	The Paddocks	Sunnymead
Ash Park	Greenacres	Partridge Grove	Swallowfield
Barbers Hill	Hazel Croft	Pheasant Grove	Tanglewood
Candidus Court	Holgate Lane	Priors Gate	Tarrant
Canonsfield	Kilverstone	Redbridge	Temple Grange
Cardinals Gate	Kingsbridge Court	Rushton Avenue	Wainwright
Chatsfield	Livermore Green	Sapperton	Woodhall Rise
Cranemore	Merelade Grove	Sobrite Way	Wycliffe Grove
David's Close	Monks Grove	Somerville	
Derwood Grove			

You can also view the Peterborough City Council interactive map to view the catchment areas of Peterborough Schools.

;

Section 12 – Transport

Parents have a duty to ensure that their children attend school and to make any necessary transport arrangements, including accompanying their children when necessary on their journeys to and from school.

If you make a preference for a school other than your catchment or nearest you will be expected to make your own arrangements for your child's journey to and from school and meet any costs involved.

Primary

We will provide free transport for:

Primary aged children in Reception to Year 3 who attend their nearest suitable or designated school and live at least 2 miles from the school.

Primary aged children in Year 4 to Year 6 who attend their nearest suitable or designated school and live at least 3 miles from the school; or

who attend their nearest suitable or designated school, where the parents are in receipt of the appropriate benefits, and live at least 2 miles from the school.

SECTION 13 – Frequently Asked Questions

Which schools can I apply for?

You can apply for a place at any maintained or academy (i.e. non-fee paying) mainstream school on your home authority's online system or paper application form, as long you are applying for the school's natural year of entry.

If you submit invalid preferences, such as an independent school or a school where the year group you are applying for is not the natural year of entry, these preferences will be discarded and you may not be offered the opportunity to name other schools in their place.

I don't know the area very well, how do I find out where the schools are?

A list of schools is provided in the directory section of this guide. You can also visit <https://www.peterborough.gov.uk/residents/schools-and-education/school-admissions/catchment-area/> which enables you to search for schools in your area based on your home post code. Please be aware that the distances you find stated here will not be as accurate as the measurements used when we decide the outcome of a tiebreaker which is calculated using a different mapping system.

What happens if I apply after the closing date?

It is vital that your child's application is received by the national closing date **15 January 2024**. Any application made after this date will be treated as a late application, which means that it will not be processed until the second round of applications. Late applicants will not receive an offer of a school place on 16 April 2024 and are significantly less likely to be offered places at more popular schools, which may be oversubscribed.

What is my child's home address?

It is very important that the address you give on your child's application will be your child's permanent or main residence at the time school places are allocated on **16 April 2024**. Unless you are applying based on a future house move that you have made the Admissions Team aware of, and for which you have provided sufficient supporting evidence, this should also be the address where your child will be residing when they start school in September 2024.

My Child's time is divided between two addresses, which one do we use?

Your child's application can only be considered from **one** home address. The address used on your application **must** be the address at which your child spends the majority of school nights (Sunday through Thursday).

When a child's time is divided equally between two addresses you **must** provide a copy of a child benefit letter or a doctor's registration letter, this address will then be used as your allocation address. Failure to do so before **31 January 2024** will result in your application not being processed.

Please be aware that an address used for before and after-school childcare arrangements will **not** be considered.

Shared Parental Responsibility

Where more than one adult shares parental responsibility, and live at different addresses, it is important that agreement be reached, prior to making the application, on which schools to apply for.

If different applications are received, or the Admissions Team is made aware of a dispute between two parents, all applications will be placed on hold and will **not** be processed until such time that:

- 7 one joint application is made, signed by all parties; or
- 8 written agreement is provided from both parents; or

9 a court order is obtained confirming which parents' application carries precedence;

Please ensure that only one joint application is submitted by **15 January 2024**. If multiple applications are received you risk your child not being considered for a school place or an offered place being withdrawn.

What happens if I move address?

If you move address at any point during the admissions process, either within Peterborough or into Peterborough, it is **your** responsibility to immediately inform the Admission Team, in writing, of this change. You must complete an amendment form on our website at the following link:

<https://www.peterborough.gov.uk/residents/schools-and-education/school-admissions/changes-to-a-school-place-application>

If you wish for the school offer to be based on a future house move (to take place by **September 2023**), you will need to submit your application form by **15 January 2023**, noting the move on your form, evidence of this address will need to be provided to the school prior to your child starting with them.

If you are moving from overseas you must be in residing Peterborough before an application can be made.

Keep Us Updated

Please remember it is your duty to inform the Admissions Team of any change in circumstances.

What if someone uses a fraudulent address or gives other false information on their application?

Regrettably, on occasion some parents have given false information about their home address to get a place at a particular school. This practice is not acceptable and can deny a place to a child with a more genuine claim.

Peterborough City Council all applications to be made in good faith, giving correct information. All claims of fraudulent applications are taken seriously, and investigated until resolved to the satisfaction of the Admissions Team.

Any school place obtained by the use of incorrect or fraudulent details will be withdrawn.

What is a catchment area?

A catchment area is a geographical area surrounding a school from which it will usually take the majority of its pupils. In a number of cases an address may be in the catchment area for a secondary school that falls under a neighbouring Local Authority. If this is the case for your child's home address, you should make your application to your home Local Authority. To check the catchment area for your home address, please consult <https://www.peterborough.gov.uk/residents/schools-and-education/school-admissions/catchment-area/> or contact the Admissions Team.

Some Primary schools operate extended catchments for school admissions purposes beyond the areas recognised by the Local Authority for home to school transport. Please refer to the school's directory listing for more information.

How important is distance from home to school?

Distance from home to school is used by many schools to decide which children qualify for a place. Unless your application meets religious criteria for a church school, you are more likely to be offered a place in a school closer to home than one further away. However, this isn't always the case, especially if the nearby school is particularly popular. Information about the furthest distance that places were offered under the distance criterion at each school for the September 2023 intake can be found in Section 6 of this booklet.

All measurements are calculated digitally. For families who live outside of Peterborough, distances are

determined by using a combination of local maps and on-line resources.

What if I forget to make an application for my child?

If you do **not** complete an application form, or your application is received after the 15 January 2024 your child will **not** receive a school offer on 16 April 2024.

If you realise that you have forgotten to make an application, it is important you complete one as soon as possible.

What happens if I have twins or multiple-birth children?

If you have more than one child going through the process at the same time, you must make a separate application for each child. Please ensure that you make reference to each child on all application forms. Every effort will be made by the Local Authority to ensure that these children are offered places together.

I wish to make an application for a school that is outside of Peterborough, who do I send my application to?

If you are a Peterborough resident you must make your application through the Peterborough Admissions Team, regardless of the location of your preferred school. The Admissions Team will then co-ordinate with the relevant Local Authority to ensure that your application is considered alongside those who live within that authority.

We also strongly recommend that all applicants who name a school outside of Peterborough as one of their three preferences consult the Local Authority the school comes under, to check if there are any further actions they may need to take such as taking an aptitude test or completing a supplementary information form.

The date for all Local Authorities to exchange data on residents who have ranked out of county schools as a preference is set for 14 February 2024.

What if I want my child to start Primary school a year early or a year late?

It is Peterborough City Council's policy to admit children to the year group appropriate to their date of birth. In exceptional circumstances, your child may be able to start school a year earlier or later than would normally be the case. For further information please contact the Admissions Team.

Please note that the fact that a child has come from an educational system abroad, or does not speak English as their first language will not normally be considered as an exceptional circumstance. Support is available in all our schools within the correct year group for these children. An unsuccessful appeal for a place at a school will not be considered appropriate grounds for requesting a place in a different year group.

My child was previously a Looked After Child, is there anything different I need to do?

If you are applying for a child who was previously looked after (in care) and has since been adopted or is now under a special guardianship or residency order (now known as a child arrangement order) they will be given higher priority within every Peterborough school's criteria. Ideally you should provide the contact details of the social worker who was assigned to your child's case.

However, it is your responsibility to provide evidence to support this request in the form of:

- an adoption certificate or special guardianship;
- a residency order;
- a child arrangement order.

You will need to make specific mention of this on your application, as Peterborough City Council Admissions Team do not have access to public care records. You will also need to provide contact information for the social worker who was assigned to the child while they were in public care.

Who can make an application for my child?

Applications should only be submitted by someone with legal parental responsibility for the child in question, this is normally the child's mother or father. Other relatives – including, but not limited to, step-parents, grandparents, older siblings, aunts and uncles – do not have legal parental responsibility for a child. In order to make an application they will need to provide a written statement from one or more of the child's parents or a court document that bestows legal parental responsibility upon them.

How will you contact me if you require further information or documents?

During the allocation process the Admissions Team may need to contact you to request either clarification on information or documents you have submitted to us as part of your application. If you submit your application online, or provide a contact email address on your paper application form, this contact will be made via email. Therefore it is important that any email address you give is correct and is checked regularly, as information or document requests may be time-sensitive and deadlines cannot be extended.

We also suggest adding the following address to your safe-senders list, as deadlines cannot be extended for emails that have been filtered in to junk or spam folders: admissions@peterborough.gov.uk

What if I am a UK Service Personnel/Crown Agents?

Admission authorities must treat a family being posted to their area, whose posting abroad comes to an end, as meeting the residency criteria for the catchment area even if no house is currently owned in that area, once proof of the posting has been provided. A school place will be allocated in advance if accompanied by an official government letter declaring a relocation date and intended address. The Admissions Team will accept a unit postal address or a quartering area address for applications from service personnel in the absence of a new postal address.

My child currently attends an Independent school / a school in another County is there anything different I need to do?

If your child does not currently attend a Peterborough academy, foundation or voluntary aided school it is your responsibility to provide sufficient proof of your address in Peterborough to the allocated school.

Neighbouring Local Authorities

Bedford Borough Council

✉ School Admissions Service, Borough Hall, Cauldwell Street, Bedford, MK42 9AP
☎ 01234 718120 @ admissions@bedford.gov.uk 🌐 www.bedford.gov.uk

Cambridgeshire County Council

✉ Admissions Team, OCT1221 The Octagon Castle Hill Cambridge CB13 0AP
☎ 0345 045 1370 @ admissions@cambridgeshire.gov.uk
🌐 www.cambridgeshire.gov.uk

Central Bedfordshire

✉ School Admissions Service, Central Bedfordshire Council, Watling House, High Street North, Dunstable, LU6 1LF
☎ 0300 300 8037 @ admissions@centralbedfordshire.gov.uk
🌐 www.centralbedfordshire.gov.uk/admissions

Essex County Council

✉ School Admissions, PO Box 4261, Chelmsford, CM1 1GS
☎ 0845 603 2200 @ admissions@essex.gov.uk 🌐 www.essex.gov.uk/admissions

Hertfordshire County Council

✉ Admissions and Transport Team, Hertfordshire County Council, County Hall CHR102, Peggs Lane, Hertford, SG13 8DF
☎ 0300 123 4043 @ hertsdirect@hertsc.gov.uk 🌐 www.hertsdirect.org

Lincolnshire County Council

✉ County Offices, Newland, Lincoln LN11YQ
☎ 01522 782030 @ schooladmissions@lincolnshire.gov.uk
🌐 www.lincolnshire.gov.uk/schooladmissions

Norfolk County Council

✉ School Admissions, 8th Floor, County Hall, Martineau Lane, Norwich, NR1 2DL.
☎ 0344 800 8020 @ admissions@norfolk.gov.uk 🌐 www.norfolk.gov.uk

Starting Infant, Junior & Primary School in Peterborough City Council 2024/25
The Admissions Team,
Peterborough City Council,
Sand Martin House
Bittern Way
Fletton Quays
PE2 8TY

Telephone: 01733 864007

Email: admissions@peterborough.gov.uk

Website: www.peterborough.gov.uk/admissions