

Closing date to apply **15th January 2020**
Apply online at www.peterborough.gov.uk/admissions

Starting Infant or Primary School Transferring to Junior School in Peterborough City 2020/21

A guide for parents and carers

The information in relation to Peterborough City Council Schools was correct at the time of publication (September 2019). However, it should not be assumed that there will be no change before the start of, or during the school year 2020/21. 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.

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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 2015 and 31 August 2016, you must apply for a school place for September 2020.

When do I need to apply?

You can apply anytime from 12th September 2019. To receive an offer of a school place on the National Offer Day, 16th April 2020, you **must** submit a complete application before midnight on 15th January 2020, 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

From 12 September 2019	Application process for starting in reception or Year 3 in a Junior school begins. Opportunity for parents/carers to visit individual schools.
15 January 2020 <u>NATIONAL CLOSING DATE</u>	Closing date for completed online applications. We strongly recommend that you do not delay your application to the last minute in case of technical problems. SIFS to have been returned to schools directly.
31 January 2020	Final date change requests linked to changes of address and applications from UK Service Personnel will be accepted.
February/March/April	Preference forms checked, validated and determined
16 April 2020 NATIONAL OFFER DAY	Parents that applied online can log onto the council's website from 12.30am to see which school their child has been offered. Allocation information will be published on the Peterborough City Council website. Letters will be posted 2 nd class to parents who did not make an online application. No decisions will be issued by telephone.
April 2020	Continuing Interest lists established
7 May 2020	Closing date for parents to either accept or refuse the school place offered. If the parent does not reply, the offer will be withdrawn.
Week commencing 18 May 2020	Second round of allocations for late applications received between 16 January and 30 April.
Between June to July 2020	Independent Appeal Panels meet to consider appeals from parents/carers who are unhappy with their school allocation. Dates for the appeal deadline is available at www.peterborough.gov.uk/admissions
From week commencing 25 May 2020	All applications received between 1 May and 31 August will be processed and offers made on an individual basis.
September 2020	Children start school full or part time.

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 2020
- 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 2020 (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.

Foundation schools

Foundation schools are also maintained by the Council, but the governing bodies of foundation schools own the school buildings and sites. They are responsible for admissions and set their own 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 the 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 2020, children born between 1 September 2015 and 31 August 2016 are eligible to start school in September 2020.

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 2020
1 January - 31 March (spring term)	Child can attend full or part-time from September 2019, delay admission until the beginning of January 2020 or until after Easter 2020.
1 April- 31 August (summer term)	Child can attend full or part-time from September 2019 delay admission until the beginning of January 2020 or until after Easter 2020. 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 2020 by following our In Year process. Please Note: If you choose to delay entry to September 2020 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 with 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 webpages and follow the information for when to apply for a Year 3 place.



1. Apply for a Junior school place online by **15 January 2020**. 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.
2. You will then be offered a Junior school place in April.
3. 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
4. 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

Libby lives in Longthorpe. Her parents are keen for her 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. Libby does not live close enough to Longthorpe Primary School to be offered a place there. However she 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 she 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

Donna lives in Brewster Avenue. Her parents list the following preferences for a primary school for Donna:

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

Unfortunately Donna does not live close enough to any of the schools to be offered a place. This means that she has to be offered a place at the nearest school to her home with an available place – so Donna 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 you 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 2020, 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 2019
- You can apply at any time from 12 September 2019 to midnight on 15 January 2020.
- 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
- It is important to keep a record of your username and password to be able to make changes to your application and to log on to view your offer. Record them here for future use.

Username:
Password:

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.
- 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.

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 eligible to receive Child Benefit and Child Tax Credit

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 9 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 (EHP)

Please indicate in the appropriate place if your child has an EHP. 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 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.

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.

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

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, step brother 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 7).

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 would 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. SIF's 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 in order for it to be downloaded by ourselves.

Submitting your application

The closing date for receipt of your application is **15 January 2020**.

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 2020**, 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 2020.

If you move into the area after 31 January 2020 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 18 May 2020.

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 continuing interest 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 2020 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 continuing interest 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 2020 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)
Fulbridge Academy
Gladstone Primary School
Gunthorpe Primary School
Hampton College (Primary Phase)
Hampton Lakes Primary School
John Clare Primary School
Lime Academy Abbotsmede
Lime Academy Parnwell
Lime Academy Watgall
Longthorpe Primary School
Middleton Primary School
Newark Hill 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
The Elliot Foundation - Eyrescroft Primary School
The Elliot Foundation - Highlees 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

Voluntary Aided (VA) Schools:

All Saints CofE (VA) Primary School
Peakirk cum Glington CofE (VA) Primary School
St Augustine's C of E Junior 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.

How school places are allocated?

Application Received

Admission criteria are applied to each of your listed preferences

Places are offered up to the admission number at each school

The highest possible preference is offered to each child

If it has not been possible to allocate your child a place at any of your preferred schools, the School Admission Team will allocate a place to your child at the next nearest school to your home address with spaces available at the time.

Please note: If a school cannot offer your child a place, it will be because it has met its published admission limit with children higher on its admission criteria.

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 schools 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.

Distance Measurement

For admission purposes, 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. 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

PLEASE NOTE:

1. Any revised preferences submitted after an initial offer of a school place will take precedence over any previous preferences submitted on the existing application; and where we are able to offer one of your revised preferences, it will cancel any previous offer made regardless of whether you have accepted the offer of a school place.
2. If you are offered a lower preference and do not request to be removed from the waiting list of your higher preferences and we are subsequently able to offer one of your higher preferences, it will cancel the previous offer made regardless of whether you have accepted the offer of a school place.

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 2020 and see where we have been able to offer your child a school place. Notification letters will be posted on 16 April 2020. 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 7 May 2019. 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 continuing interest 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 continuing interest lists

How do I get my child's name on a continuing interest 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 continuing interest list for the school(s) you have listed above the one you have been offered. Your child's name will remain on the continuing interest 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 continuing interest list for the next academic year, you will need to reapply in the July or end of the academic year.

How is the continuing interest list managed?

When all available places have been allocated, a continuing interest list will be established for each over-subscribed school. Your child will automatically be added to the continuing interest 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 continuing interest 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 continuing interest list for some time. So it's possible that over time a child's position on a continuing interest list can change.

A continuing interest 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 continuing interest 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 continuing interest 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.

Being on a continuing interest list does not affect the parent's right of appeal.

Parents can ask for their child's name to be removed from a continuing interest list at any time. Being on a continuing interest 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 continuing interest 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 continuing interest lists

After the end of the autumn term, the continuing interest lists will be transferred into our in-year admissions system. Continuing interest 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 continuing interest list for the next academic year you will need to complete a new in-year application form. Continuing Interest 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 at 16 April 2019

School Name	PAN	Offered	Criterion Allocated to	Distance (miles)
All Saints CofE (VA) Primary School	60	60	None	
Bishop Creighton Academy	30	30	6f (Out of catchment distance)	0.204
Braybrook Primary School	30	30	7 (Out of catchment distance)	0.504
Brewster Avenue Infant School	60	60	7 (Out of catchment distance)	1.180
Castor VC Primary School	26	26	7 (Out of catchment distance)	3.332
Eye CofE (VC) Primary School	60	60	3 (catchment)	0.548
Fulbridge Academy	120	120	6 (Out of catchment Sibling)	0.712
Hampton College	60	60	5 (Sibling)	4.458
Hampton Hargate Primary School	90	90	3 (Catchment)	0.518
Heritage Park Primary School	30	30	7 (Out of catchment distance)	0.720
John Clare Primary School	20	20	3 (Catchment)	0.661
Longthorpe Primary School	60	60	7 (Out of catchment distance)	1.730
Nene Valley Primary School	45	45	5 (Out of catchment distance)	0.812
Newark Hill Academy	60	60	7f (Out of catchment distance)	0.541
Norwood Primary School	30	30	7 (Out of catchment distance)	0.360
Old Fletton Primary School	60	60	7 (Out of catchment distance)	0.272
Orton Wistow Primary School	60	60	6 (Out of catchment distance)	1.044
Peakirk cum Glinton CofE (VA)	30	30	8 (Other faiths or none)	3.100
Queens Drive Infant School	90	90	7 (Out of catchment distance)	0.903
Ravensthorpe Primary School	60	60	7 (Out of catchment distance)	1.047
St Michael's CofE (VA) Primary School	60	60	4 (Catchment)	0.435
St Thomas More Catholic Primary School	60	60	8 (other faiths or none)	0.492
Sacred Heart RC (VA) Primary School	30	30	7 (Non-Baptised RC children)	0.384
Stanground St John's C of E Primary School	30	30	6 (Out of catchment distance)	0.546
The Duke of Bedford Primary School	30	30	3 (Catchment)	2.462
Werrington Primary School	60	60	7 (Out of catchment distance)	1.050
West Town Primary Academy	60	60	7 (Out of catchment distance)	0.514
Woodston Primary School	90	90	7 (Out of catchment distance)	0.466

*PAN – Published Admission Numbers

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 in order for your application to be considered.

In order for your new address to be used in the allocation, you must be residing at the property by 31 January 2020 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 2020.

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 2020**, we will not be able to take your new address into account during our initial allocations. This is because after 31 January 2020 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 in order 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 GP, 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 with regard to 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

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.

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 Fax: 01733 319884 Email: office@allsaints.peterborough.sch.uk Website: www.allsaints.peterborough.sch.uk Head: Mrs Rachael Hutchinson	Church of England Aided Primary 4 -11		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: Mr Neil Fowkes	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 Fax: 01733 352320 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 Fax: 01733 370325 Email: office@braybrook.peterborough.sch.uk Website: www.braybrookprimary.co.uk Head: Miss Emma Green	Community Primary 4 -11	Breakfast Club and After School Club	30	No
Brewster Avenue Infant & Nursery 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: Mr Nick Brompton	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@discovery.peterborough.sch.uk Website: www.discoveryprimaryschool.com Head: Mrs Michelle Siequien	Primary Academy 4 - 11	Breakfast Club and After School Club	90	No

School details	Category type & age range	Out of school facility	PAN	SIF required
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
Dogsthorpe Infant School Central Avenue, Dogsthorpe, Peterborough PE1 4LH Telephone: 01733 566849 Email: office@dogsthorpe-inf.peterborough.sch.uk Website: www.dogsthorpeinfants.com Head: Mrs Rebecca Waters	Community Infant 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
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		120	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 4 - 11		120	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: Mrs Fran Hollingsworth	Primary Academy 4 - 11		60	No
Hampton College** Primary Phase, Clayburn Road Hampton Vale, Peterborough PE7 8GL Telephone: 01733 246821 Fax: 01733 246823 Email: primary@hamptoncollege.org.uk Website: www.hamptoncollegeprimary.org.uk Executive Headteacher: Ms Helen Price Head of School (Primary Phase): Mr Paul Jones	All through - Academy 4 - 19		60	No
Hampton Hargate Primary School Hargate Way, Hampton Hargate Peterborough PE7 8BZ Telephone: 01733 296780 Fax: 01733 296789 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 Temporary Accommodation Hampton College Telephone: 01733 246826 Fax: Email: enquiries@hamptonlakesprimary.org.uk Website: www.hamptonlakes.org.uk Executive Headteacher: Ms Helen Price Head of School: Miss Zoe Trigg	Free School 4 - 11		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 Fax: 01733 247320 Email: office@hamptonvale.peterborough.sch.uk Head: Mrs Anne Neary	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: Karen Bell	Community Primary 4 - 11	Before School Club	30	No
John Clare Primary School West Street, Helpston, Peterborough PE6 7DU Telephone: 01733 252332 Fax: 01733 253684 Email: office@johnclareprimary.org Website: www.johnclareschool.org Head: Mrs Rachel Simmons	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 Hayley Sutton	Community Primary 4 – 11	Breakfast Club	60	No
Lime Academy Abbotsmede Kingsley Road, Peterborough PE1 5JS Telephone: 01733 566847 Fax: 01733 343194 Email: admin@limeacademyabbotsmede.london Website: www.limeacademyabbotsmede.london Head: Ms Rachael Holland	Primary Academy 2 – 11	Breakfast Club	60	No
Lime Academy Parnwell Saltersgate, Peterborough PE1 4YH Telephone: 01733 942912 Fax: 01733 558729 Email: admin@limeacademyparnwell.london Website: www.parnwellschool.co.uk Head: Mrs Sarah Cullen	Primary Academy 4 – 11	Breakfast Club and After School Club	60	No
Lime Academy Watgall Watgall, Bretton, Peterborough PE3 8NX Telephone: 01733 264238 Fax: 01733 266440 Email: office@watgall.peterborough.sch.uk Website: www.watgall.peterborough.sch.uk Head: Ms Lorraine White	Primary Academy 4 – 11	Breakfast Club	60	No
Longthorpe Primary School Bradwell Road, Longthorpe, Peterborough PE3 9QW Telephone: 01733 265959 Fax: 01733 265852 Email: office@longthorpe.peterborough.sch.uk Website: www.longthorpe.net Head: Mr Ryan McLay	Primary Academy 4 – 11		60	No
Middleton Primary School ## Middleton, South Bretton, Peterborough PE3 9XJ Telephone: 01733 262696 Email: office@middletonprimaryschool.co.uk Website: www.middletonprimaryschool.co.uk Head: Mrs Kathy Fountain	Primary Academy 4 – 11		60	No

School details	Category type & age range	Out of school facility	PAN	SIF required
Nene Valley Primary School Sugar Way, Peterborough PE2 9RT Telephone: 01733 897517 Email: office@nenevalleyprimary.net Website: www.nenevalleyprimary.net Head: Mr Stuart Mansell	Community Primary 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 Head: Mrs Rebecca Marrs	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: Mr Stuart Mallott	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 Fax: 01733 554722 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
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: office@owps.org.uk Website: www.owps.org.uk Head: Mr Simon Eardley	Primary Academy 4 - 11	Breakfast Club and After School Club	60	No

School details	Category type & age range	Out of school facility	PAN	SIF required
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 Joanna Cook	Community Primary 4 - 11	Breakfast Club and After School Club	90	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.peakirkcumglinton.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 Fax: 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@ravensthorpe.peterborough.sch.uk Head: Mr Martin Fry	Primary Academy 4 – 11	Breakfast Club and After School Club	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 Nicola Pierce	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 Fax: 01733 230620 Email: office@st-botolphs.peterborough.sch.uk Website: www.stbotolphsprimary.co.uk Head: Mrs Helen Rouse	Primary Academy 4 - 11	Breakfast Club and After School Club	60	No
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	No
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

School details	Category type & age range	Out of school facility	PAN	SIF required
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 Mark Cooper	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 Ms Laura 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-johns.peterborough.sch.uk Website: www.stangroundstjohnsschool.co.uk Head Mrs Sally Williams	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-school.co.uk Head: Mr Tim Smith	Community Primary 4 – 11	Breakfast Club	90	No
The Duke of Bedford Primary School Wisbech Road, Thorney, Peterborough PE6 0ST Telephone: 01733 270243 Email: enquiries@dukeofbedford.peterborough.sch.uk Website: www.dukeofbedford.peterborough.sch.uk Headteacher: Mrs Cathy Bailey	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. Darren Ayling	Voluntary Aided Academy Junior (also Secondary plus 6 th Form)		15	Yes
The Elliot Foundation – Eyrescroft Primary School Eyrescroft, Bretton, Peterborough PE3 8EZ Telephone: 01733 262190 Fax: 01733 263164 Email: eyrescroftoffice@hefed.org Website: www.highleeseyrescrofftederation.co.uk Executive Principal: Mrs Emma Ward	Primary Academy 7 - 11		60	No
The Elliot Foundation – Highlees Primary School** Ashton Road, Westwood, Peterborough PE3 7ER Telephone: 01733 264294 Fax: 01733 264283 Email: highleesoffice@hefed.org Website: www.highleeseyrescrofftederation.co.uk Head of School: Mrs Jo Stroud Executive Principal: Mrs Emma Ward	Primary Academy 4 - 11		60	No
Thomas Deacon Academy Junior (TDAJ) ** Queen's Gardens, Peterborough PE1 2UW Telephone: 01733 426060 Website: www.thomasdeaconacademy.com Leader 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

School details	Category type & age range	Out of school facility	PAN	SIF required
Thorpe Primary School Atherstone Avenue, Peterborough PE3 9UG Telephone: 01733 264340 Fax: 01733 267135 Email: office@thorpeprimary.net Website: www.thorpeprimary.co.uk Head: Mrs Kate Trethewy	Primary Academy 3 – 11	Breakfast Club	90	No
Welbourne Primary School## Goodwin Walk, Werrington, Peterborough PE4 6NR Telephone: 01733 576642 Email: office@wel.education Website: www.welbourneprimary.co.uk Head: Claire Everton	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: Mr Ben Wilding	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 Twelvtree Avenue, Werrington, Peterborough PE4 5DT Telephone: 01733 577600 Email: office@williamlaw.peterborough.sch.uk Website: www.williamlawceschool.co.uk Head: Mrs Tracey Cunningham	Church England Primary Public Funded Academy	Breakfast Club and After School Club	90	Yes
Winyates Primary School Orton Goldhay, Peterborough PE2 5RF Telephone: 01733 234185 Fax: 01733 361305 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 Fax: (01780) 782336 Email: office@wittering.peterborough.sch.uk Website: www.wittering.peterborough.sch.uk Head: Mr Rhys Thrower	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 Jacki Mitchell	Community Primary 4 - 11	Breakfast Club and After School Club	90	No

SECTION 10 - Oversubscription Criteria

COMMUNITY & VOLUNTARY CONTROLLED PRIMARY SCHOOLS FOR 2020-2021

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, Middleton Primary Academy, Nene Valley Primary Academy, Northborough Primary School, Ravensthorpe Primary Academy, St Botolph's CofE Primary School, Thorpe Primary Academy, Welbourne Primary Academy and Woodston 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 skills 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.

It may be necessary to use other OS maps or online resources for any home address outside of the

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

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:

Middleton Primary School - 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 printing.

All Saints' Church of England Voluntary Aided Primary School

Admissions Policy for Academic Year 2020-2021

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. This policy was agreed by the Governing Body on 29th January 2019.

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. A "looked after child" or a child who was 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 a child who is (a) in the care of a local authority [within England] or (b) being provided with accommodation by a local authority [within England] 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 who appear to have been in state care outside of England and cease 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 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).
4. Children or children of parent(s)/carer(s) who are worshipping members of or children who have been baptised in any church which 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).
5. 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.
6. 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.
7. 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.
8. 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.

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

If parent(s)/legal guardian(s) wish to be considered under oversubscription criteria 3 or 4, then they will need to complete a **Supplementary Information Form**. 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 and **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 – **15 January 2020**.

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 Local Land Property Gazetteer (LLGP) provided from the seed points computed by the Local Authority's 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, 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 (including those in state care outside of England) 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

Distance is measured in a straight line using the Local Land Property Gazetteer (LLGP) provided from the seed point 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-Based dataset. It is used to locate individual residential and school addresses using grid references as seed points.

This policy was agreed by the Governing Body on 29th January 2019

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 the floor level i.e. ground, 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 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 send this direct to the school.
- ☐ 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 carers must declare this individually in a letter and send this direct to the school.
- ☐ 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 carers must declare this individually in a letter and send this information to the school.

- 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 send this information to the school. 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 national deadline of 5pm on 15 January 2020. The School will submit the completed form SIF/A to the relevant minister with form SIF/B to verify the information. As the 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 "' Name". 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) 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/finda-church.cfm>

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

This policy was agreed by the Governing Body on 29th January 2019 4

Sibling Definition

Children aged between 4 and 11, 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 half-sister
- legally 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 siblings 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 the application and when the child starts.

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 on NATIONAL Dead line (15 January). Late applicants will not receive an offer of a school place by the local authority on national offer day (16 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 Continuing Interest List and will be advised of their right to appeal.

Continuing Interest List – Reception 2020/21

If a place becomes available at the School for the Reception 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 Reception year group applied for has been reached, the child's name will be automatically placed on the Continuing Interest List for the Reception year group. Pupils will be placed on the Continuing Interest List in strict order according to the oversubscription criteria in this Admissions Policy. This list 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 Continuing Interest List or
- ☐ whenever there is a change of circumstances which affects the child's position on the continuing interest list

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

Where a place becomes available and can be offered to a child on a continuing interest list, the parent will be given up to either 10 days in which to indicate whether they wish to accept the place, where they have been notified of this place by letter or email, or 5 days where they have been notified by telephone. If no response is received within the specified time period, the offer is void and the child's details will be removed from the continuing interest list and the place offered to the next child on the continuing interest list

Continuing Interest Lists will be maintained by the school.

In May of each academic year, the school will contact the parent(s)/ carer(s) of those currently on the continuing interest list to enquire if they wish their children to be carried over to the next (new/September) year group. If no reply is received in writing, by 15th June, they will be removed from the next (new/September) year group continuing interest 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 continuing list.

Please note: placing a Child's name on the continuing interest 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

Appeals for the First and Second round of Allocation for the Reception 2020/21 Classes, will be heard within 40 school days of receipt of completed paperwork.

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 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 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.

An Accelerations and Deferrals Panel (established by the Governing Body) 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 policy was agreed by the Governing Body on 29th January 2019 6

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 Accelerations and Deferrals Panel 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 Accelerations and Deferrals Panel 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 Accelerations and Deferrals Panel 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. (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 Accelerations and Deferrals Panel 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 Accelerations and Deferrals Panel 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. This policy was agreed by the Governing Body on 29th January 2019

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
Pyecroft
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. 276-282)
Sallows Road
Southlands Avenue
Stone Lane (even nos. 2-36)
Tate Close
Victoria Street
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. 2

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 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 or previously Looked After children.*
- 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 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 Continuing Interest Lists

14. As required by the Schools Admissions Code, the Bishop Creighton Academy will maintain a continuing interest list until the end of the autumn term for Reception year. Applications for inclusion on a continuing interest 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:

The School Admission Appeals Administrator
Peterborough City Council
Democratic Services
Second Floor, Sand Martin House
Bittern Way
Fletton Quays
Peterborough PE2 8TY

Please mark your envelope 'Admissions Appeals'.

Fair Access

17. 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

18. 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

In accordance with Section 22 of the Children Act 1989, a 'Looked After child' is defined as:

- ☐ a child who is in the care of a Local Authority at the time an application for admission to the Academy is made
- ☐ a child who is 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 at the time of making an application to the Academy.

Previously Looked After children are children who were looked after, but ceased to be so because they were adopted¹ (or became subject to a child arrangements order or special guardianship order). This includes children who were adopted under the Adoption Act 1976 and Section 46 of the Adoption and Children Act 2002.

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.

1. An adoption order is an order under section 46 of the Adoption and Children Act 2002. A 'child arrangements order' is an order under Section 12 of the Children and Families Act 2014 determining (a) with whom the child is to live, spend time or otherwise have contact and (b) when a child is to live, spend time or otherwise have contact with any person. 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)

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 and Child Tax Credit 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 3 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.

Discovery Primary Academy

If you wish to apply for a place at Discovery Primary Academy you must first contact the Peterborough County Council Admissions Team on 01733 864007. The Admissions Team deal with all aspects of the admissions process.

Peterborough operates a catchment area for each Local Authority and Voluntary Controlled School although parents/carers do have the right to express a preference for an alternative school. We accept children from the local neighbourhood and sometimes from further away. Priority is given to pupils living in the catchment area but an admission limit for each year group is determined by the Local Authority. The school PAN number is currently 90.

Children who have a statement of special educational needs that names the school will be admitted. Those children with a statement of special educational needs that does not name the school will be referred to Student Assessment to determine an appropriate place. Thereafter, the criteria used to allocate places in the event of over subscription are:

1. Children in Care, also known as Looked After Children.
2. Children living in the catchment area with a sibling at the school at the time of admission.
3. Children living in the catchment area.
4. Children living outside the catchment area who have a sibling at the school at the time of admission.
5. Children living outside the catchment area who have been unable to gain a place at their catchment area school because of oversubscription.
6. Children living outside the catchment area, but nearest to the school as measured by a straight line.

If your child has been attending a pre-school, a nursery school or nursery class, this will not be taken into account when admission allocation decisions are made. Attendance at a particular 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

Dogsthorpe Academy

PROCEDURE FOR ADMITTING PUPILS TO THE 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.

Procedures where the Dogsthorpe Academy is oversubscribed

- 4. 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 or previously Looked After children*
- 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.

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 Continuing Interest Lists

13. As required by the Schools Admissions Code, the Dogsthorpe Academy will maintain a continuing interest list until the end of the autumn term for Year 3. Applications for inclusion on a continuing interest 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:

The School Admissions Team
Peterborough City Council
Town Hall
Bridge Street
Peterborough
PE1 1HF

Please mark your envelope 'Admissions Appeals'.

Fair Access

16. 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

17. 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

In accordance with Section 22 of the Children Act 1989, a 'Looked After child' is defined as:

- ☐ a child who is in the care of a Local Authority at the time an application for admission to the Academy is made
- ☐ a child who is 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 at the time of making an application to the Academy.

Previously Looked After children are children who were looked after, but ceased to be so because they were adopted¹ (or became subject to a child arrangements order or special guardianship order). This includes children who were adopted under the Adoption Act 1976 and Section 46 of the Adoption and Children Act 2002.

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.

1. An adoption order is an order under section 46 of the Adoption and Children Act 2002. A 'child arrangements order' is an order under Section 12 of the Children and Families Act 2014 determining (a) with whom the child is to live, spend time or otherwise have contact and (b) when a child is to live, spend time or otherwise have contact with any person. 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)

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 Ordnance Survey's (OS) Address-Base dataset. It is used to locate individual residential and school addresses using grid references as seed points.

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

The Fulbridge Academy Admissions Policy

1. Introduction

1.1 The Local Governing Committee of The Fulbridge Academy applies the regulations on admissions fairly and equally to all those who wish to attend this school. The School Standards and Framework Act 1998 introduced a new framework for school admission as of September 2000. This policy conforms to the regulations that are set out in that Act and also further explained in the statutory School Admissions Code of Practice and the statutory Appeals Code of Practice. The Fulbridge Academy is traditionally oversubscribed, therefore early dialogue is essential to ensure the best possibility of gaining a place within the school.

2. Aims and objectives

2.1 We are an inclusive school that welcomes children from all backgrounds and abilities.

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

2.3 The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the places available, we enforce the procedure set out below in order to determine whether a child is accepted or not. It is our 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 statements of SEN) that s/he may have plays no part in the admissions policy of this school.

3. How parents can apply for their child to be admitted to our school

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

The regulations for entry to each school are published each year by the Local Authority. Parents can receive a copy of these regulations 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 this school.

Applications must be submitted online on the Local Authority admissions website. The Local Authority notifies parents about the school place as soon as all the applications have been considered.

3.3 In this area, children enter school in the academic year in which they become five (5). There is one admissions 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 this school 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.

3.4 If your 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 a particular 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.

4. Admission appeals

4.1 If we do not offer a child a place at this school, it is because to do so would prejudice the education of other children by allowing the numbers of children in the school to increase too much.

4.2 If parents wish to appeal against a decision to refuse entry, they can do so by applying to the Governors of the Academy within twenty-one (21) days of notification of the refusal. An appeals panel then meets to consider all appeals by parents who have been refused a place at our school and who wish to appeal against this decision. An appeals panel decision is binding for all parties concerned. If the appeals panel decides that we should admit a child to our school, then we will accept this and continue to do all we can to provide the best education for all the children at our school. (Details of appeal arrangements can be found on the School Admissions Appeals section on the Peterborough City Council website).

5. PAN

5.1 PAN is the number of children that the school can accommodate. The standard number for our school is one hundred and twenty (120) pupils in each year group from Reception to Year 6. We keep this number under review and the Governors will apply to change the number if circumstances allow.

6. Infant class size

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

7. Deferring and delaying admission.

7.1 Deferring admissions

If you choose to defer admission to later in the academic year, you must discuss it with your allocated school when you accept the school place. Where a place is deferred, it cannot be given to another child but you 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 admissions

If your child is “summer born” and you prefer to delay admission to the following September, your 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.

8. Fair Access Protocol

8.1 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 .

9. Review

9.1 This policy will be reviewed annually with the Local Authority’s Admission arrangements in light of any changed circumstances in our school or the local area.

10. Admission and Oversubscription Criteria

The Governors will admit children with a statement of special educational needs or an education health and care plan 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. The governors will admit children on social or medical grounds, where professionals have clearly identified that the Fulbridge Academy will best meet the needs of the child (NB: These applications must be accompanied by documentary evidence from appropriate professionals within the Health or Social Services);
- iii. 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;
- iv. Children of members of staff providing that they have been employed for a minimum of two (2) years;
- v. Other children living in the catchment area at the time of admission;
- vi. 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;
- vii. Other children whose parents have requested a place (NB: measurements for this will be done from the Academy to the home address)3.

11. 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.

We will follow the Local Authority’s coordinated scheme with regard to the closing date for the receipt of the admission form.

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

1 Children In Care

a) A looked after child is a child who is in the care of a local authority in England, or is being provided with accommodation by a local authority in England in the exercise of their social services functions.

b) 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 organization or any other provider of care whose sole purpose is to benefit society.

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 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.

3 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 you 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.

12. Continuing Interest Lists (from September 2017 the Academy deals with its own in-year admissions)

All parents who are refused a place at the school at any time may wish to place their child's name on a Continuing interest list (NB: This does not affect your right of appeal). Pupils will be placed on the continuing interest list in strict order according to the oversubscription criteria on the Admissions Policy. If a place became available at the Academy, places will be allocated according to criteria. Time on the continuing interest 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 is placed on the continuing interest list. Details of the in-year process can be found on the Fulbridge Academy website.

The Academy will write to everyone on the continuing interest list in the summer term. 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.

The Reception intake continuing interest list is held by the Local Authority until the start of the Autumn term, at which point the Academy will write to everyone on the list to ask if they want to transfer onto the Academy in-year continuing interest list.

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

Gladstone Primary School

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 90. The current and proposed PAN for the school is shown in the table below, Year of entry into reception

Year of entry into reception	PAN
2018	120
2019	120
2020	90
2021	90
2022	90
2023	120

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.

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.

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.'

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.

Commented [SS1]: Simon – we have recently consulted on a change to the sibling definition which I have shown below. It will be for the Trust to determine whether they wish to follow this definition, or not.

5.4. 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. 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.

5.5. 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.

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

6. Continuing Interest 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 continuing interest 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 continuing interest list, following an unsuccessful application having previously been made to the Gladstone Primary Academy.

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

6.3. Children's position on the continuing interest 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 continuing interest 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 continuing interest list for a place when one becomes available and will be offered the right to appeal. Places on the continuing interest 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 eligible to receive Child Benefit and Child Tax Credit

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. 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 it was made.

10.2. To defer entry, parents must confirm this with the Gladstone Primary Academy where the child has been offered a Reception place. Parents may also need to confirm this with the early learning provider so that your child can continue to receive their free early learning entitlement.

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:

- ☐ 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.

Gunthorpe Primary Academy

Admission of Children into the Early Years Foundation Stage – at the start of the academic year

Admission Criteria 2020/21 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 2020 for Gunthorpe Primary is 60 children

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.

Continuing Interest Lists

Continuing interest 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 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 continuing interest 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 continuing interest list.

Parents will be asked to confirm that they wish to stay on a higher preference school's continuing interest 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 continuing interest list if a higher preference school has been offered. Refusal of a place when offered a preference school will automatically remove them from the continuing interest 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 continuing interest 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 continuing interest 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 continuing interest 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:
School Admissions Appeals Service
2nd Floor
Sand Martin House
Peterborough
PE2 8TY

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 2020

☐ 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 sibling² on roll at the time of admission

¹A 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, 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. 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 staff³ 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.

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

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 2020 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

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.

Continuing Interest 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 continuing interest list for each year group. Where in any year the school receives more applications for places than there are places available, a continuing interest 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 continuing interest list, following an unsuccessful application.

Children's position on the continuing interest list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the continuing interest list in accordance with the oversubscription criteria. The continuing interest list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the continuing interest list. ⁴

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.

Appellants 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

Admission Arrangements for September 2020

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

Hampton Lakes Primary School is a new primary free school, opening 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 Year to Year 6. In the first year, it will open to one Reception class (30 children).

Admission number

The school has an admission number of

- **60** for entry in Reception in 2020
- 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.⁴
2. Children living in catchment 1 with a sibling⁵ 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, 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.) are tied for the final place, we will admit such siblings even if this means exceeding PAN. 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 Ordnance Survey maps or online resources for any address outside of the Peterborough local authority area not covered by the council's computerised measuring system.

In case of flats, the priority is that of floor level i.e. basement, ground, first, second etc, in that order.

In cases of exactly the same measurement where no differentiation can be established, a lottery overseen by Peterborough City Council will be used to decide the allocation of the place.

Late applications

All applications received by the local authority if after 15 January 2020 will be considered to be late applications. Late applications will be considered after those received on time. The local authority will then

⁴ for the purposes of admissions, the definition of a 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

⁵ 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).

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 continuing interest 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 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.

Continuing Interest lists

The school will operate a continuing interest list for each year group. Where in any year the school receives more applications for places than there are places available, a continuing interest 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 continuing interest list, following an unsuccessful application.

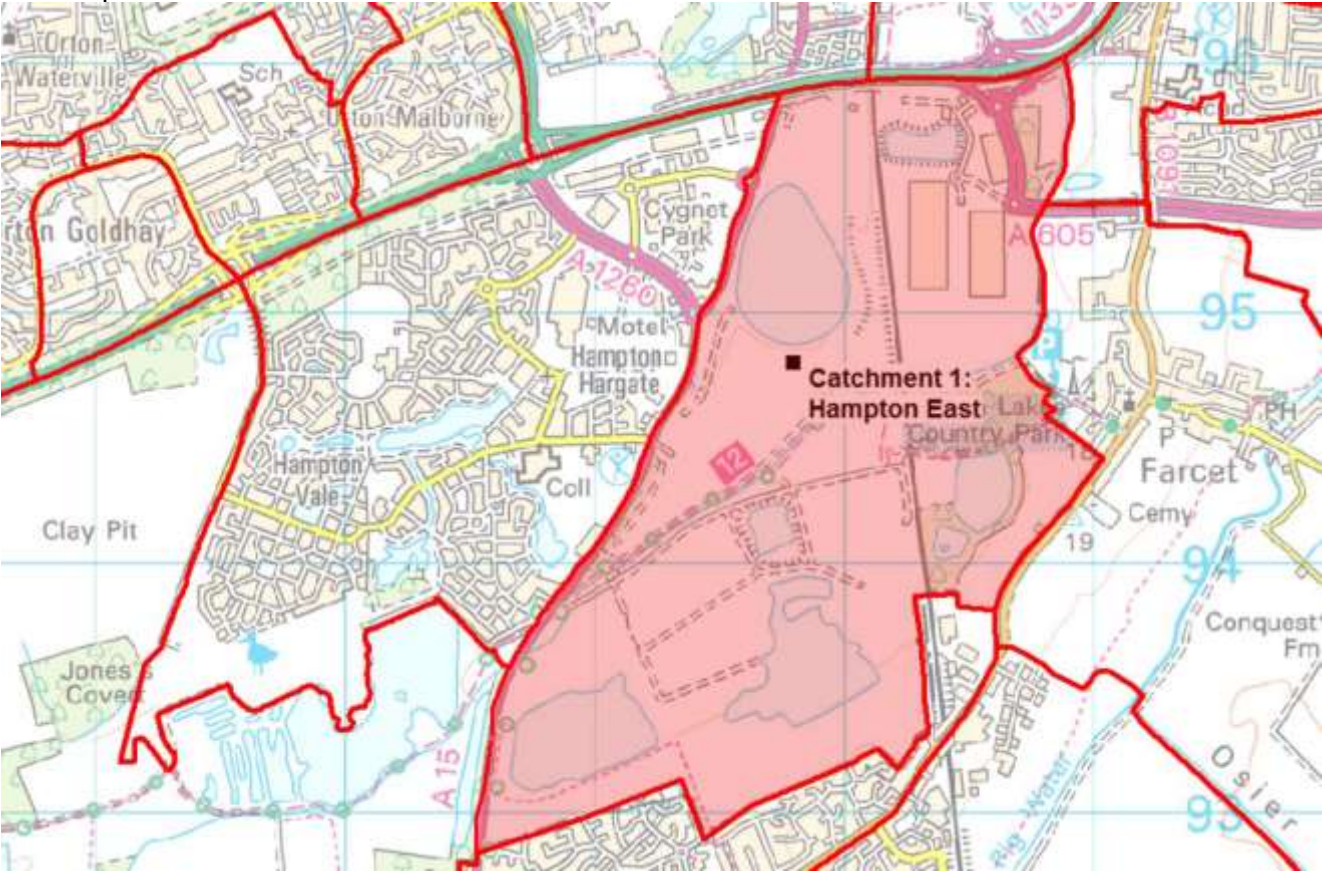
Children's position on the continuing interest list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the continuing interest list in accordance with the oversubscription criteria. The continuing interest list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

Appeals

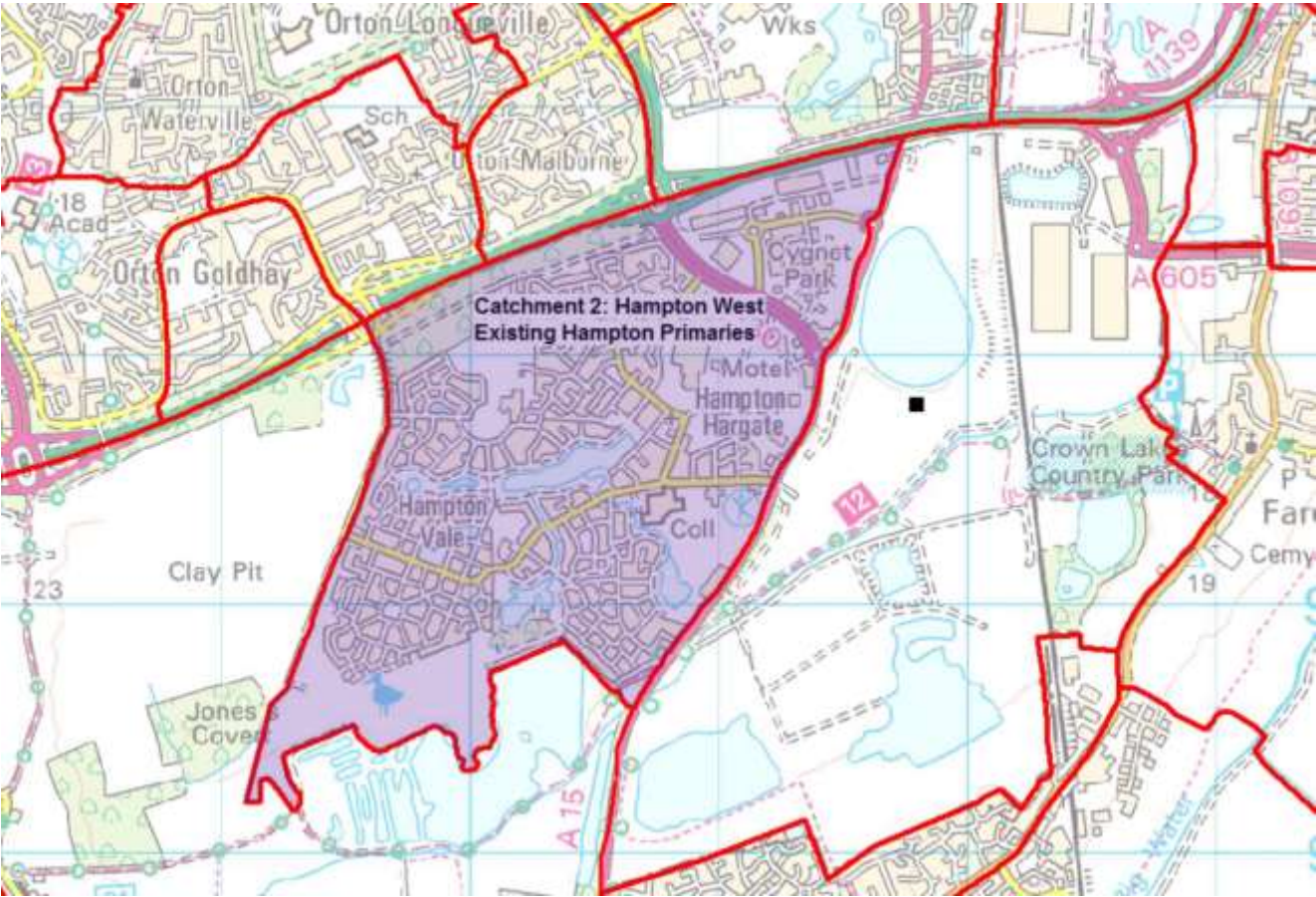
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Appellants should contact Peterborough City Council's admissions team for information on how to appeal. Appeal requests must be received by Peterborough City Council within 20 school days of the national offer day, or 20 school days after notification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

Catchment Areas
See Maps



Catchment 1



Catchment 2

John Clare Primary Academy

Admission of Children into the Early Years Foundation Stage – at the start of the academic year

Admission Criteria 2020/21 for John Clare Primary

John Clare Primary mainly serves the areas of Helpston and Etton

The published admission number for September 2020 for John Clare Primary is 20 children.

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.

Continuing Interest Lists

Continuing interest 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 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 continuing interest 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 continuing interest list.

Parents will be asked to confirm that they wish to stay on a higher preference school's continuing interest 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 continuing interest list if a higher preference school has been offered. Refusal of a place when offered a preference school will automatically remove them from the continuing interest 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 continuing interest 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 continuing interest 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 continuing interest 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:

School Admissions Appeals Service

2nd Floor

Sand Martin House

Peterborough

PE2 8TY

Lime Academy Abbotsmede

Lime Academy Parnwell

Lime Academy Watgall

1) Introduction

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

The Lime Trust Schools pride themselves on being inclusive schools, where they celebrate diversity and difference and acknowledge the richness that this brings to our school communities. They aim to provide opportunities for all children to access a broad, balanced and creative curriculum, regardless of age, attainment, ethnicity, language or background.

Lime Trust Schools operate a transparent, fair admissions policy, fully consistent with the current statutory requirements of the School Admissions Code and the School Admission Appeals Code

Applying for a Reception place in a normal September 2020 admission round (Lime Academy Abbotsmede)

The admission authority of Lime Academy Abbotsmede is the Lime Trust. This responsibility is delegated to the Local Governing Body of the Academy. However, under present legislation all admissions to state schools in the normal admission round, including academies, must be administered by the Local Authority in which the family resides.

Therefore, parents wishing their son/daughter to be admitted to reception at Lime Academy Abbotsmede in September 2020 **must complete the Local Authority common application form and name Lime Academy Abbotsmede as one of their preferred choices.** The form is available from the local authority and must be returned to them.

The school has an agreed published Admissions Number (PAN) of 60 pupils for entry in Reception. The school will accordingly admit up to 60 pupils in the relevant age group each year if sufficient applications are received. All applicants will be admitted if 60 or fewer apply.

Applying for a Reception place in a normal September 2020 admission round (Lime Academy Parnwell)

The admission authority of Lime Academy Parnwell is the Lime Trust. This responsibility is delegated to the Local Governing Body of the Academy. However, under present legislation all admissions to state schools in the normal admission round, including academies, must be administered by the Local Authority in which the family resides.

Therefore, parents wishing their son/daughter to be admitted to reception at Lime Academy Parnwell in September 2020 **must complete the Local Authority common application form and name Lime Academy Parnwell as one of their preferred choices.** The form is available from the local authority and must be returned to them.

The school has an agreed published Admissions Number (PAN) of 60 pupils for entry in Reception. The school will accordingly admit up to 60 pupils in the relevant age group each year if sufficient applications are received. All applicants will be admitted if 60 or fewer apply. Please refer to the school's website regarding the oversubscription criteria.

Applying for a Reception place in a normal September 2020 admission round (Lime Academy Watgall)

The admission authority of Lime Academy Watergall is the Lime Trust. This responsibility is delegated to the Local Governing Body of the Academy. However, under present legislation all admissions to state schools in the normal admission round, including academies, must be administered by the Local Authority in which the family resides.

Therefore, parents wishing their son/daughter to be admitted to reception at Lime Academy Watergall in September 2020 **must complete the Local Authority common application form and name Lime Academy Watergall as one of their preferred choices**. The form is available from the local authority and must be returned to them.

The school has an agreed published Admissions Number (PAN) of 60 pupils for entry in Reception. The school will accordingly admit up to 60 pupils in the relevant age group each year if sufficient applications are received. All applicants will be admitted if 60 or fewer apply. Please refer to the school's website regarding the oversubscription criteria.

Process of Application

Arrangements for applications for places 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

The Lime Academy Trust will use Peterborough City Council's timetable for applications

- a) September/October/November - Each Academy will provide opportunities for parents to visit
- b) By *15 January 2020 – Parents must complete the common application form (CAF) and return it to the local authority to administer
- c) *16 April 2020 – notification of offers made to parents.

*Dates may vary from year to year

Each academy will ensure its application processes enable parents to apply before these deadlines.

4) Over subscription criteria

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

If the Academy is oversubscribed, after the admission of pupils with an Education, Health and Care Plan where the Academy is named in the Statement or 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 who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order; and children at risk.

Priority 2: Medical reasons

Priority 3: Siblings

Priority 4: Other children by the distance from the Academy, with priority for admission given to

children who live nearest to the Academy.

5) Notes, definitions and further clarification

Statement of special educational needs or education, health and care plan

On rare occasions, a child will have a statement of special educational needs or Education, Health and Care Plan that specifies the Lime Academy School (Abbotsmede, Parnwell or Watergall) for the child. If this is the case, then the child will receive a place at the academy without the need to apply to the admissions authority.

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).

Children ‘at risk’

A child is ‘at risk’ if they are currently on the Child Protection Register or are under consideration for inclusion on the register, as advised by Peterborough’s Child Protection Officer.

Medical reasons

Very few children are offered places under this criterion. Medical priority is usually given to children who have an exceptional illness or disability, which means that one school is more appropriate than another for meeting the child’s exceptional medical need. If you think that your child should be considered under the medical criterion when making your application, you must:

- Explain how the school can meet your child’s needs better than any other school.
- Supply a letter of support from a suitably qualified medical professional with your application

The request to be given priority on medical grounds will then be considered by an independent panel.

Please note it is not usually possible to give a child priority on medical after the allocations have been completed if medical information was not submitted at the time of application.

Siblings

Sibling means:

- A full brother or sister
- A half brother or sister
- A step brother 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 Academy 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 the Academy.

Distance

Distance is measured in a direct line from the front door of the child’s permanent address to the permanent main gate of the academy. In the case of a multi-occupancy building such as flats where there may only be one address point, the tie break policy below will apply.

Tie Break

Random allocation will be used as a tie-break to decide who has highest priority for admission if the distance between a child’s home and the Academy is equidistant in any individual case. However, if

children of multiple birth (twins and triplets) are tied for the final place, those siblings will be admitted over PAN as permitted by infant class size rules

6) 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, taking into account 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.

8) Provision of evidence

After an offer has been made of a place at the Academy, the Academy 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.

9) Continuing interest lists

In addition to their right of appeal, unsuccessful applicants will be offered the opportunity to be placed on a continuing interest list held by the Academy and City Council. The Academy and City Council will operate a continuing interest list for each year group. Children's position on the continuing interest list will be determined solely in accordance with the oversubscription criteria. Where places become vacant, they will be allocated to children on the continuing interest list in accordance with the oversubscription criteria. The continuing interest list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves it.

Continuing interest lists will be closed at the end of August and reopened for the new school year, requiring parents to reapply if they wish to continue to seek a place.

The Academy is committed to the In-Year Fair Access Protocols held by the local authority. Should a vulnerable child waiting these protocols require a place at the Academy, they will take precedence over any child on the continuing interest list.

10) Right of appeal

Parents/Carers have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of the Academy. Appeals should be addressed to Joanne Underwood (Clerk to the Governors) c/o Lime Academy Parnwell, Saltersgate, Peterborough, PE1 4YH and submitted within 20 school days of the date of notification. The Appeal Panel will be independent of the Academy. 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 Academy 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.

11) In year admissions

In-year applications are those that fall outside the normal admission round for a place. This includes applications which fail to meet the closing date for applications above.

All applications for a place in any year group at Lime Trust Schools outside of the "normal" September admission round for reception places (so called in-year admissions) should be made directly to the School.

The agreed admissions number is 60 places in reception. If the number on roll in a particular year group is at or above that number, then the Academy Council of the Lime Trust Schools would normally refuse an application for a place in that year group. National class size legislation applies in the case of Reception, Y1 and Y2 classes. Application for a place in a "full" year group is likely to be unsuccessful.

All in-year applications will be considered.

12) Further information and associated documentation

This Policy should be viewed in conjunction with:

- Local Authority 'In Year' Admissions Form
- Admissions guidance & further information 2020/21

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

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 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 or previously Looked After children*
 - 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 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 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 Continuing Interest Lists

14. As required by the Schools Admissions Code, the Newark Hill Academy will maintain a continuing interest list until the end of the autumn term for Reception year. Applications for inclusion on a continuing interest 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:

The School Admission Appeals Administrator

Peterborough City Council

Democratic Services

Second Floor, Sand Martin House

Bittern Way

Fletton Quays

Peterborough PE2 8TY

Please mark your envelope 'Admissions Appeals'.

Fair Access

17. 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

18. 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

In accordance with Section 22 of the Children Act 1989, a 'Looked After child' is defined as:

- a child who is in the care of a Local Authority at the time an application for admission

to the Academy is made

- a child who is 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 at the time of making an application to the Academy.

Previously Looked After children are children who were looked after, but ceased to be so because they were adopted¹ (or became subject to a child arrangements order or special guardianship order). This includes children who were adopted under the Adoption Act 1976 and Section 46 of the Adoption and Children Act 2002.

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.

An adoption order is an order under section 46 of the Adoption and Children Act 2002. A 'child arrangements order' is an order under Section 12 of the Children and Families Act 2014 determining (a) with whom the child is to live, spend time or otherwise have contact and (b) when a child is to live, spend time or otherwise have contact with any person. 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)

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 and Child Tax Credit 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. The Newark Hill Academy provides for the needs of children within the 4 to 11 age range.

Ormiston Meadows Academy

1. Policy statement and principles

1.1 Policy aims and principles

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.

This policy details the academy's arrangements for admissions and will apply to all admissions from 01/09/2020 to 31/08/2021. This includes in-year admissions within this period.

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 at www.ormistonmeadows.co.uk. Arrangements for visits outside these dates can be made through the academy office (01733 231008).

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.

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

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

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

The academy admits students between the ages of 4 and 11. The intake is

- ☐ **Primary**

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.

2.1 Definitions

The academy uses the following definitions when applying this policy:

Distance

This is the straight line distance between the academy main gate and the child's home address (front door), using the National Ordnance 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.

Dual address

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.

Catchment area

Please refer to Peterborough Schools Admission Arrangements 2020/21.

Siblings

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 residents order
- ☐ Another child living in the same household

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.

2.2 Eligibility criteria

In line with The Schools Admissions Code 2014 ("the Code") Ormiston Meadows Academy will respond to applications for children coming from overseas in accordance with European Union law or Home Office rules for non-European Economic Area nationals. Ormiston Meadows Academy will not refuse a school place simply because of doubts about the child's immigration status.

2.3 Continuing Interest list

If the number of applicants exceeds the number of places available, children who have been refused a place will be automatically placed on a continuing interest 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.

The academy will maintain a continuing interest list until 31 December following the main academy intake. 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.

2.4 Withdrawal of a place

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. 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.

2.5 Determining arrangements and consultation

Admissions arrangements will be set annually, this will happen even if there are no changes from previous years and a consultation is not required.

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.

The academy will consult on admissions arrangements when changes to the academy's 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.

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.

Once our admissions arrangements have been determined we will notify the appropriate bodies and publish a copy of the determined arrangements on our website.

2.6 Admission of children outside their normal age group

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.

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

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.

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.

2.7 Complaints about admissions arrangements

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.

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.

Number of spaces (PAN)

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.

Application process

Applications for the 2020 academic year begins November 2019.

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>

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).

In accordance with the requirements of the School 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 may 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 the place was offered (with the exception of Summer born children);
- (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.

Summer born children, which are those born between 1st April and 31st August may have their place deferred entirely to the following academic year. If you wish you may request that your child is admitted to reception, rather than Year 1, but such a request will be an application for admission out of normal age group. In that situation you must note the following:

- (i) You must make an application for admission to the School for September 2020 entry but make it clear on the application form that you wish your child to enter the reception class in September 2021.
- (ii) Discussions with the School are strongly recommended prior to making a decision to decline entry for an entire year and to be admitted to reception in September 2021. Any decision will be on the basis of the circumstances of each case and in the best interests of the child concerned.
- (iii) If the request is agreed the September 2020 application may be withdrawn before a place is offered but a fresh application will need to be made for September 2021 entry which will be processed as a fresh application along with all other applications and in accordance with the School's admission arrangements. PLEASE NOTE that it is possible even if the request is agreed that the child may not be admitted in September 2021 as there is no guarantee of a school place.

(iv) If the request is refused the parent must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in year application for admission to year one for the September following the child's fifth birthday.

Selection criteria

Please follow the www.peterborough.gov.uk link shown under Application process for full details. If the number of applications is less than the number of spaces then all children will be offered places.

Oversubscription criteria

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:

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 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 (definition used is in Section 22(1) of the Children Act 1989).
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. 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.

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 shown under Application process for full details.

In-year admissions

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.

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.

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.

Unsuccessful applications

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.

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.

A child is allowed to be on the academy continuing interest list while lodging an appeal and the appeal will not affect their position on the list.

Orton Wistow Primary Academy

As its own admissions authority, the School gives priority to children whose parents have applied for a school place by the published deadline. The School 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.

Admission Criteria 2020/21

The school mainly serves the areas of Orton Wistow, Alwalton, Chesterton, Cherryfields and all roads in Orton Northgate that lead on to the Oundle Road. A plan of the catchment area is available in the school.

Children will be admitted to the school in the September of the academic year in which they reach their fifth birthday.

The admission limit for September 2020 is 60 pupils.

The school will admit children with a statement of Special Educational Needs or an Education Health and Care Plan which names this 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 child who was previously looked after became subject to an adoption, residence, care arrangements or special guardianship order 67. 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 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 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 (or are attending an Infant or Junior school on the same site) at the time of their admission.
6. 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

**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 must be living in the same family unit at the same address.'

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 Local Authority must comply with The School Admissions (Infant Class Sizes) (England) Regulations 2012.

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.

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

We will follow the Peterborough City Council's co-ordinated scheme with regard to the closing date for the receipt of the admission form and the issuing of an offer letter.

Unsuccessful applicants have the right to appeal and should ask the school to provide a copy of the appeal procedure.

Peakirk cum Glinton CofE (VA) Primary School

The governing body are the admission authority in this voluntary aided school and are therefore responsible for all admissions.

The governing body will admit up to 30 pupils into each year group.

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 a statement of special educational needs or an education health and care plan which names the school.

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 services functions (see the definition in section 22(1) of the Children Act 1989).
2. The governors will admit children on social or medical grounds, where professionals have clearly identified that the school will best meet the needs of the child.
These applications must be accompanied by documentary evidence from appropriate professionals within the health or social services.
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.
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.

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

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. 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.

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.

Continuing interest 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 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. Parents must contact the school and request that their child's name is placed on the continuing interest list, telephone: 01733 252361 or email: office@peakirk.peterborough.sch.uk

The continuing interest list will be revised at the time of allocation of places, again in September, January and April.

At the time of allocation of places, parents must contact the school within seven days to request that their child is placed on the continuing interest list. If parents wish their child to remain on the continuing interest list they must contact the school in September, January and April.

Parents should contact the school within ten school days at the beginning of September, January and April. Any places which become available will be allocated after ten school days at the beginning of September, January and April.

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 continuing interest list.

Civil parishes of Peakirk and Glington

A map showing the boundaries of Peakirk and Glington is available to view in the school office.

Ecclesiastical parish boundaries

For ecclesiastical parish boundaries, please visit the website: www.achurchnearyou.com, put in your postcode, click on where you live and the name of your ecclesiastical parish will be shown.

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)

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 two children share one common parent/legal guardian.

a stepbrother or stepsister, where two children are related by a parent(s)/legal guardian(s)
marriage/partnership

adopted children

A brother or sister must be living at the same address when the application is made Definition of the term “worshipping member” is as follows: At least one of the parents or guardians of the child is regarded by the priest/minister/worship leader as part of the worshipping community at the church/worship centre.

This would not necessarily mean that the parent is a ‘member’ in a 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.

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 14th March 2019 for 2020-21 admissions. Should you have any queries relating to this policy you should contact James Fordham - 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 <https://admissions.peterborough.gov.uk> or by completing and submitting a Peterborough Application Form, which is available on request from the Local Authority Admissions Team. Applications should be made no later than the national closing date of 15th January 2020. Offer letters will be issued by the Local Authority on the national primary offer date 16th April (or next working day where this is a weekend or bank holiday).

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. 3

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).

2. Children of parent(s)/legal guardian(s) who regularly worship at St Augustine's Church Woodston or its Sister Church, St Margaret's in Fletton. Written supporting evidence from the member of the clergy in post at the church, or in a period of vacancy from a churchwarden, must be attached to the application form if requested under this criterion.

3. Children of parent(s)/legal guardian(s) who worship at other Christian Churches (accompanied by written supporting evidence the accredited lead minister/ pastor/ official of the worshipping community) who are in

association with 'Churches Together in England' or who fall within the definition of Christian denominations advised by the Catholic Education Service.

4. 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.

5. Children moving up from Year 2 at the main feeder school Brewster Avenue Infant School.

6. 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

7. 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.

Late Applications

Late applications are any application forms received by the Local Authority after its specified deadline date of 15th January 2020. Late applications will not receive an offer of a school place by the Local Authority on the National Offer day 16th April however; your application will be processed in the next round of allocations during w/c 18th May 2020.

Continuing Interest 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 continuing interest 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 continuing interest list, or
- whenever there is a change of circumstances which affects the child's position on the continuing interest 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.

Continuing interest 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
- Continuing interest lists

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 eligible to receive Child Benefit and Child Tax Credit.

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.

Continuing Interest Lists

When an in-year application is refused, your child's details are automatically placed on a continuing interest 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:

The School Admissions Team
Peterborough City Council
Ground Floor, 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's Church School (voluntary aided)

Applications received by school will be ranked according to the following criteria:

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 from families who are worshipping members of Christ Church in Orton Goldhay.
3. Children from families who are worshipping members of other Christian Churches.
4. Brothers and sisters of those attending St John's at the time of admission.
5. Children from within the school's designated catchment area.
6. Any other child.

Oversubscription:

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 2019.

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 over subscribed 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 from families who are worshipping members of Christ Church in Orton Goldhay.
3. Children from families who are worshipping members of other Christian Churches.
4. Brothers and sisters of those attending St John's at the time of admission.
5. Children from within the school's designated catchment area.
6. Any other child.

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 set points via 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.

Notes:

Admission under categories 2 and 3 will require a letter from the relevant church minister.

- 'Brothers and sisters' include:

Full or half brothers or sisters living together in the same household.

Adopted brothers and sisters living together in the same household.

Stepbrothers and sisters where the parents are married and living together in the same household.

- A full list of catchment areas is available on the Peterborough City Council website

St Michael's CofE Primary School (Voluntary Aided)

For admission into Reception year in September 2020, the local authority, 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, the oversubscription 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.

Children with a statement of special educational need or social circumstances where these needs can be best met at this 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.

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 services functions (see the definition in section 22(1) of the Children Act 1989).
2. Children living in the catchment area who have siblings attending the school at the time of admission.
3. Children living in the catchment area who normally attend a Churches Together in Britain and Ireland and whose parents are practising members of that church and attend at least monthly.
4. Children living in the catchment area.
5. Children living outside the catchment area who normally attend St Michael's Church and whose parents are practising members of that church and attend at least monthly.
6. Children living outside the catchment area 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.
7. Children living outside the catchment area who have siblings attending the school at the time of admission.
8. Children living outside the catchment area, but nearest the school according to the shortest straight line distance.

In cases of equal merit, priority will go to children living nearest the school according to the shortest straight line distance.

Parents applying on religious grounds must complete a supplementary information form available from the school, confirming – membership of the church, the family's general attendance, length and degree of involvement in the life and work of the church and the parents' commitment to a Christian upbringing of their children. This form must be countersigned by the church leader

St Thomas More RC (VA) Primary School

In accordance with the Education Act 2006 and the requirements of the school admissions code of practice, the governors of St Thomas More Catholic Primary School have determined the admission arrangements for September 2020.

The governors will admit up to 60 pupils in each year group.

In order to preserve the Catholic nature of the school, the governors will admit pupils according to the following criteria if the school is oversubscribed;

Oversubscription Criteria

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.

1. Looked after Catholic children
2. Looked after children
3. Baptised Catholic siblings - baptised Catholic children who have a brother or sister attending the school at the time of admission
4. Baptised Catholics - children who are baptised Catholics and live in the catchment area served by the school. This includes the parishes of St Peters and All Souls with the community of Our Lady of Lourdes, St Lukes, St Judes at Whittlesey, Our Lady and St Charles at Wisbech
5. Baptised Catholics - children who live outside the catchment area defined above
6. Siblings - children of other denominations and faiths who have a brother or sister in school at the time of admission
7. Children with a Catholic background - any other child whose parents or family have a Catholic background
8. Children of other faiths or none - children of other denominations and faiths, or none, who wish their child to be educated in a church school

In keeping with our mission statement, all the above criteria include children with verified medical needs (the requirements are strict and need certification by a doctor).

Notes

- In relation to categories 1, 3, 4 and 5, a baptismal certificate/a copy of one/or a letter from a priest confirming the baptism, will be necessary.
- In relation to categories 1 and 2, 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).
- In relation to categories 3 and 6, children are siblings if their parents are married and parents and children live together in the same household, they are half or full brother or sister, living together in the same household; they are adoptive brother or sister, living together in the same household.
- In relation to category 7, the parents/grandparents/carers are Catholic and the application is supported by a letter from a priest.
- In the event of over subscription in any category, distance from the school, measured in a straight line, will be used to determine places with the closest gaining highest priority.
- Distance is measured using the local authority's computerised distance measuring system from the Ordinance Survey (OS) seed point located at the child's home address to the OS seed point for the school using a straight line.
- The school will operate a continuing interest list for each year group. Children will be added to this list, on request, in criteria order. Children who are the subject of a direction by the local authority to admit, or who are allocated to a school in accordance with an 'in-year fair access' protocol, must take precedence over those on a continuing interest list.

Sacred Heart RC (VA) Primary School

The school is dedicated to the Roman Catholic education of Roman Catholic children as particularised in the School Prospectus.

The Governors will admit up to 30 pupils in each year group.

Accordingly, the allocation of places in the school is based on the following order of priorities:

1. Looked After Baptised Roman Catholic 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.
2. Baptised Roman Catholic children who have a brother or sister on the school roll at the time of admission.
Children are siblings if:
 - they are half or full brother or sister, living together in the same household;
 - they are adoptive brother or sister, living together in the same household;
 - their parents are married and parents and children live together in the same household.
3. Baptised Roman Catholic children of any member of staff employed by the Board of Governors of the School 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 School is made and/or
 - b. the member of staff was recruited to a vacant post for which there is a demonstrable skill shortage.
4. Children of worshipping members of the Roman Catholic Church.
5. Looked After non-baptised Roman Catholic 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.
6. Brothers and sisters of non-baptised Roman Catholic children on the school roll at the time of admission.
7. Non-baptised children.

On occasions when the school is oversubscribed and a 'tie-breaker' is required, the agreed tiebreaker will be 'the nearest distance to the school in a straight line, from home front door to school main entrance'.

Applications

1. Application for school places must be completed on-line on the Local Authority Admissions website. Parents will have a maximum of three preferences. If you need further assistance with this please contact the Admissions Team at PCC on 01733 864007
2. If your child is a baptised Roman Catholic and you are applying under criteria 1, 2, 3 or 4 you must take the original baptismal certificate to Sacred Heart RC Primary School so the application can be considered in that criteria. If you need further assistance with this please contact the Admissions Team at PCC on 01733 864007. To be amended accordingly the school will hold a continuing interest list that is reviewed regularly.
3. Children with a Statement of special educational needs or children with an education health and care plan (EHP) naming Sacred Heart RC Primary School will be admitted under section 324 of the Education Act 1996. For a full overview on SEND at Sacred Heart RC Primary School please use the following link:-
<http://www.sacredheartprimary.org.uk/aboutus>

Stanground St John's C of E Primary School

As the admissions authority, Stanground St John's Primary School gives priority to children whose parents have applied for a school place by the published deadline. The school may 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 admission.

Stanground St John's Primary School will admit children with a statement of special educational needs or an education health and care plan 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 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 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 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.

** 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.'

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 local authority must comply with the Education (Infant Class Sizes) (England) Regulations 1998.

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.

It may be necessary to use other OS maps or online resources for any home address outside of 90 the Peterborough local authority area not covered by the local authority's computerized 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 school 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.

The Elliot Foundation – Eyrescroft Primary School

The Elliot Foundation – Highlees Primary School

The Academy (Highlees & Eyrescroft Federation) will comply with the Department for Education's School Admissions Code of Practice ("the Admissions Code") the Schools Admissions Appeals Code of Practice ("the Appeals Code") and the law relating to admissions. 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")

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) each year of if sufficient applications are received.

When the Academy is oversubscribed, after the admission of children will Education Health and Care Plan (EHCP) where the Academy is name, priority for admission will be given to those children who meet the criteria set out below:

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, child arrangements, 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). Details of eligibility must be supplied by the allocated social worker or foster carer.
2. 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 relates 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.
3. 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.
4. Children who, on the date of the application, have a sibling (i.e. 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.
5. 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.
6. Children living nearest to the Academy within the catchment area (see Peterborough County Council website for details)
7. Children living nearest to the Academy outside of the catchment area.

*An alphabetical list of streets and their school catchment areas is available on the Peterborough City Council website.

**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.'

The King's (The Cathedral) School

YEAR 3 ADMISSIONS CRITERIA – 2020 ENTRY

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. (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.

- 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).**
Members of the Church of England and Methodist Church of Great Britain are defined as those who score above zero on the School’s marking system

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/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 continuing interest list that will be kept until the end of the academic year.

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 continuing interest list.

Thomas Deacon Junior

Introduction

These arrangements are established in accordance with annex 2 of the academy's funding agreement.

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 coordinated by Peterborough City Council in accordance with its common application procedures.

Admission Numbers

The academy's published admission number is set at 90 for the TDA Juniors. At least 90 pupils will be admitted each year to Year 3 at the normal point of entry and provided sufficient eligible applications have been received. Where fewer than 90 applications for Year 3 have been received, all applicants will be admitted.

Ordinary Applications for the normal point of entry

Application for admission to Year 3 should be made to the local authority in whose area the applicant is normally resident by the closing date of 15 January.

Applications will be co-ordinated by Peterborough City Council who will consult as required with the academy's governing body.

Places will be offered to all successful applicants by Peterborough City Council. Where the academy is oversubscribed, places will be awarded on the basis of the oversubscription criteria set out in paragraph 6 below.

Queen's Drive Infants School will be deemed a feeder school

Late Applications for the normal point of entry

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.

Where the academy is oversubscribed as a result of late applications, these applications will be judged according to the oversubscription criteria.

Places will be offered to successful Year 3 applicants by 16 April or as soon as possible thereafter.

Acceptance of offer of a place

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.

Oversubscription Criteria

The Academy will admit children with a statement of special educational needs and disability (SEND) or an education, health and care plan (EHCP) which names TDA as the appropriate school for the child and where we have agreed that we can meet the needs of the child.

Remaining places will be allocated according to the following criteria, in order of priority:

1. 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 local authority or b) being provided with accommodation by the local authority.

2. Children attending the designated feeder school
3. Siblings of children attending the school at the time of application.
4. Children of any member of staff employed by the board of directors of the academy at the time of application:

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

The member of staff was recruited to fill a vacant post for which there is a demonstrable skill shortage.

5. Proximity measured as a straight line from the home address to the main gates of TDA. (TDA does not operate a catchment area)

Continuing Interest List

If the academy has more applications than places available children will automatically be placed onto a continuing interest list in accordance with the oversubscription criteria shown above and administered by the TDA. You will be notified if a place becomes available at the academy at any time. The continuing interest list will be held from the allocation of places until the end of term 2 in the year of entry (3 or 7)

Where the academy's roll in Year 3 falls below 90, up to 31 December an available place will be offered to the next applicant on the continuing interest list.

Parents of children remaining on the continuing interest list at 31 December in the case of Year 3 or 31 August in any case should contact TDA to clarify whether they wish to remain on the list

Welland Academy

PROCEDURE FOR ADMITTING PUPILS TO THE 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

c) 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. 2 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 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 or previously Looked After Children*

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 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 their Local Authority Admissions team 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 continuing interest lists

14. As required by the Schools Admissions Code, the Welland Academy will maintain a continuing interest list until the end of the autumn term. Applications for inclusion on a continuing interest 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:

The School Admission Appeals Administrator
 Peterborough City Council
 Democratic Services
 Second Floor, Sand Martin House
 Bittern Way
 Fletton Quays
 Peterborough PE2 8TY
 Please mark your envelope 'Admissions Appeals'.

Fair Access

17. 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

18. 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

In accordance with Section 22 of the Children Act 1989, a 'Looked After child' is defined as:

- a child who is in the care of a Local Authority at the time an application for admission to the Academy is made
- a child who is 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 at the time of making an application to the Academy.

Previously Looked After children are children who were looked after, but ceased to be so because they were adopted¹ (or became subject to a child arrangements order or special guardianship order). This includes children who were adopted under the Adoption Act 1976 and Section 46 of the Adoption and Children Act 2002.

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.

1. An adoption order is an order under section 46 of the Adoption and Children Act 2002. A 'child arrangements order' is an order under Section 12 of the Children and Families Act 2014 determining (a) with whom the child is to live, spend time or otherwise have contact and (b) when a child is to live, spend time or otherwise have contact with any person. 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)

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 and Child Tax Credit 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.

Werrington Primary Academy

Admission of Children into the Early Years Foundation Stage – at the start of the academic year

Admission Criteria 2020/21 for Werrington Primary

Werrington Primary mainly serves the areas of Werrington Village.

The published admission number for September 2020 for Werrington Primary is 60 children.

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.

Continuing Interest Lists

Continuing interest 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 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 continuing interest 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 continuing interest list.

Parents will be asked to confirm that they wish to stay on a higher preference school's continuing interest 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 continuing interest list if a higher preference school has been offered. Refusal of a place when offered a preference school will automatically remove them from the continuing interest 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 continuing interest 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 continuing interest 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 continuing interest 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:

School Admissions Appeals Service

2nd Floor

Sand Martin House

Peterborough

PE2 8TY

West Town Primary Academy

Approved by the Academy Council: Sept 2019
Introduction

1.1 The academy provides places for children aged 4 – 11. Admission to Early Years Foundation Stage EYFS is in September term.

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 2020 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 2020 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 waiting list.

5 Oversubscription criteria

5.1 Children who have a statement of special educational needs or an EHCP where this 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

(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 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 Continuing interest lists

6.1 The Academy will operate a continuing interest 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 continuing interest 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 continuing interest list, following an unsuccessful application having previously been made to the school. Anyone wishing to remain on a continuing interest list, will need to reapply in July as all continuing interest lists will be cleansed at the end of the academic year.

6.2 Children's position on the continuing interest list will be determined solely in accordance with the oversubscription criteria set out in paragraph 3. Where places become vacant they will be allocated to children on the continuing interest 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 a continuing interest list for a place when one becomes available. Places on the continuing interest 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 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 County 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

The Governing Body are the Admission Authority for the school and are therefore responsible for all admissions.

The Governing Body will admit up to 90 pupils into each year group from Reception to Year 6.

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 Education, Health & Care Plan (EHCP) which names the school.

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. A 'looked after child' or a child who was 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 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 application to a school.
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 below*).
4. Children living within the designated area of the school (*See designated 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. These applications must be accompanied by form SIF/A available from the school. A receipt will be issued by the school on the submission of this form. The completed SIF/A will then be sent to the minister with form SIF/B to confirm church allegiance.*
6. Children of regular worshipping members of any Church within Churches Together in England, which includes the Church of England (*see guidance on the term Worshipping Member*). You can visit www.cte.org.uk for an up to date list of Churches Together in England. *These applications must be accompanied by form SIF/A available from the school. A receipt will be issued by the school on the submission of this form. The completed SIF/A will then be sent to the minister with form SIF/B to confirm church allegiance.*
7. Children whose parents/carers state their preference for their children to receive an education within a Church of England school.
8. Other children who do not meet any of the above criteria's.

Designated Area	Derwood Grove	The Paddocks	Sunnymead
Abbotts Grove	Gasgoigne	Partridge Grove	Swallowfield
Ash Park	Greenacres	Pheasant Grove	Tanglewood
Barbers Hill	Hazel Croft	Priors Gate	Tarrant
Candidus Court	Kilverstone	Redbridge	Temple Grange
Canonsfield	Kingsbridge Court	Rushton Avenue	Wainwright
Cardinals Gate	Livermore Green	Sapperton	Woodhall Rise
Chatsfield	Merelade Grove	Sobrite Way	Wycliffe Grove
Cranemore	Monks Grove	Somerville	
David's Close			

Summer Born Children

Please refer to separate policy guidelines on the school's website.

Admission of Children out of their normal age group

Please refer to separate policy guidelines on the school's website.

Infant Class Size legislation

We teach infant children (aged four (4) to seven (7)) in classes that have a maximum number of thirty (30) children. Additional children may be admitted through the appeal process or to accept twins in the case of there only being one place available, as a permitted exception.

Continuing Interest List

All parents who are refused a place at the school at any time may wish to place their child's name on a continuing interest list (NB: This does not affect your right of appeal). Pupils will be placed on the continuing interest list in strict order according to the oversubscription criteria on the Admissions Policy. If a place became available at the Academy, places will be allocated according to criteria and not on a first come, first served basis. Time on the continuing interest list is not part of the criteria and has no bearing on allocation of places. Details of the in-year process can be found on the William Law website. The Academy will write to everyone on the continuing interest list in the summer term. If no response is received then, they will automatically be removed from the list. If parents wish their child to remain on the continuing interest list they **must reapply to the Local Authority** and also contact the school on 01733 577600 or by e-mail (office@williamlaw.peterborough.sch.uk).

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. 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 continuing interest list, however are still required to go through the Appeal process.

Late Applications

The Governing Body will consider late applications after all the 'on time' applications have been processed. Those refused a place due to the school having admitted up to their admission number 90, will be advised of their right to appeal.

Right of Appeal

Governors will admit up to the published admission number (90 per year group). 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:
The Appeals Administrator, Diocesan Board of Education, Bouverie Court, 6 The Lakes, Bedford Road, Northampton NN4 7YD (Tel: 01604-887006)
www.peterborough-diocese.org.uk

Notes & Definitions

Tie Breaker

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

Residency Definition

The child's place of residence is the address of the parent/carer with whom the child spends the majority of time during the school week (Parents/legal guardians may be asked to produce evidence of residency/home address at any time during the admissions process). The parent/carer should own the property or be able to provide proof of rental for the address on the application submitted to the Local Authority.

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.

Guidance on the term 'Worshipping Member'

At least one of the parent/carer of the child is regarded by the priest / minister / worship leader as part of the worshipping community at the church / worship centre.

A regular worshipping member would not necessarily mean that the parent/carer is a "Member" in a 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.

Wittering Primary Academy

Admission of Children into the Early Years Foundation Stage – at the start of the academic year

Admission Criteria 2020/21 for Wittering Primary

Wittering Primary mainly serves the areas of Wittering, Wansford and Thornhaugh.

The published admission number for September 2020 for Wittering Primary is 60 children.

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.

Continuing Interest Lists

Continuing interest 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 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 continuing interest 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 continuing interest list.

Parents will be asked to confirm that they wish to stay on a higher preference school's continuing interest 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 continuing interest list if a higher preference school has been offered. Refusal of a place when offered a preference school will automatically remove them from the continuing interest 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 continuing interest 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 continuing interest 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 continuing interest 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:

School Admissions Appeals Service

2nd Floor

Sand Martin House

Peterborough

PE2 8TY

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 2020**. 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 2020 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 2020**. 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 2020.

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 2020** 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:

- one joint application is made, signed by all parties; or

- written agreement is provided from both parents; or
- a court order is obtained confirming which parents' application carries precedence;

Please ensure that only one joint application is submitted by 15 January 2020. 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 2020), you will need to submit your application form by 15 January 2020, 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 2019 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 2020 your child will **not** receive a school offer on 16 April 2020.

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 2020.

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@hertsccl.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 2020/21
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

My Primary School Preferences

Preference 1:
Preference 2:
Preference 3: