PETERBOROUGH CITY COUNCIL (LA)

SCHEME FOR
CO-ORDINATION OF
PRIMARY ADMISSIONS FOR SEPTEMBER 2021

CONSULTATION DOCUMENT
1. **Introduction**

1.1. All local authorities are required to formulate a scheme to co-ordinate admissions during the normal admissions round to maintained primary schools (including academies, but excluding maintained special schools and maintained nursery schools) within their area.

1.2. **Co-ordination for September 2021**

Peterborough City Council (LA) will notify the Secretary of State for Education by 28 February 2020 that agreement to its co-ordinated scheme for admissions has been secured and has provided him/her with a copy.

1.3. **Admission Criteria**

Under the co-ordinated scheme, the LA, as the admission authority, will set and apply the oversubscription criteria for all maintained community and voluntary controlled schools. Academies, voluntary aided, free and foundation schools will set and apply their own oversubscription criteria.

2. **Aims of the Primary Scheme**

2.1. Co-ordination schemes are intended to simplify the admissions process whilst reducing the likelihood of any child being left without a school place. Co-ordination establishes a mechanism that ensures that, as far as is reasonably practicable, every parent of a child living in a local authority area who has applied to a maintained school is sent a single offer of a school place by their local authority.

2.2. Co-ordination schemes do not affect the rights and duties of the governing bodies of voluntary aided and foundation schools to set and apply their own admission arrangements and oversubscription criteria, nor for academies and free Schools to agree their own arrangements with the Secretary of State. Admission authorities do not have to determine the same or similar oversubscription criteria, but must ensure that their own admission arrangements are compatible with, and do not undermine, the co-ordination scheme for their area. These arrangements are required to:-

- Meet all statutory requirements relating to the co-ordinated admissions process
- Ensure that the needs of the child and the wishes of the parent(s) are the prime considerations;
- Ensure that as many parents as possible gain a place for their child at one of their preferred schools;
- Ensure that every child living in the LA area who has applied for a school place in the normal admission round is issued with an offer letter on the agreed offer letter date;
- Specify how late applications should be dealt with and how applications that fall outside of the normal admission round should be dealt with;
- Ensure that all parties to the admissions process work together to achieve the above aims, within the limits of the legislation relating to school admissions.

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1 The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements (England) Regulations2012
3. The Scheme

3.1. The scheme shall:
- apply to all community, voluntary controlled, voluntary aided, foundation and academy primary schools in the LA area;
- ensure that a fair and transparent system for the allocation of school places is achieved;
- require the LA to produce a guide for parents (composite prospectus) providing information to parents about the primary admissions process; the application procedure and containing information relating to the criteria by which every maintained primary school, or Academy, in Peterborough shall determine whether a child is to be granted, or refused, admission. This booklet will be available on the LA website, ([www.peterborough.gov.uk/admissions](http://www.peterborough.gov.uk/admissions)) no later than 12 September, and in hard copy on request;
- provide a single on-line application form enabling a parent living in the LA area to apply for up to three primary schools, whether in the LA’s area or not, to give reasons for those applications and to rank them in order of preference;
- provide a paper common application form upon request for parents/carers unable to make their application through the on-line facility;
- ensure that on the national offer date (16 April, or next working day, where this is a weekend or bank holiday) a single offer of a primary school place is made by the LA to the parent of every child living within the LA area for whom an “on-time” application has been received within the published timetable;
- stipulate timetables for all aspects of the process;
- set out a procedure for determining any application made otherwise than in the course of a normal admission round, or where it is for admission during the normal round, any application submitted after the application deadline stipulated by the scheme;
- specify whether, in determining if a pupil is to be granted or refused a place at a school in the LA area, the LA will have regard to any information provided by another LA as to whether that pupil is to be granted a place in that LA’s area.

4. The Process of Allocation

4.1. Normal admission round
This scheme will apply to all children resident in the LA area who are applying for a school place for the school's initial year of entry for the start of the relevant autumn term; either Reception Year (for all infant and primary schools); Year 3 (for all junior (KS2) schools) – the normal admission round. This scheme will apply to all admission authorities in the LA area.

4.2. Applications received for children transferring to Primary School will only be considered in the normal admission round where the year group applied for is the point of entry to the school. Applications received for schools where this is not the point of entry will be considered as an in year application and in accordance with the published in-year co-ordinated scheme.

4.3. For information regarding admission to these year groups and all other year groups after the start of the academic year please refer to the ‘In Year Co-ordination – Admission Arrangements for all Maintained and Academy Schools’ scheme.

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2 Within this scheme, ‘primary’ refers to any school with an initial year of intake between Year Reception and Year 6
4.4. **Common Application Form and the Admissions Information Booklet**

Parents are expected and encouraged to apply online. We will, therefore, limit the availability of a paper version of the common application form; instead signposting the on-line access to as many applicants as possible.

4.5. The LA will provide a brief guide to the application process and information on applying for a school place in advance of the application process opening to all:

- Early Years Settings, Primary and Infant schools in respect of admission to Reception; and
- Infant schools in respect of transfer to Junior school

4.6. This information will allow settings and schools to support the parents of children who are due to start or transfer to the school the following September. Electronic copies of the Admissions Information booklets, (composite prospectus) will include information and guidance explaining the operation of the co-ordinated scheme and advice on completing the application form, will be available on the council’s website. Hard copies are available on request.

4.7. The on-line facility is available at: www.peterborough.gov.uk/admissions

4.8. The on-line facility, or the common application form, (whichever is used by the applicant) will collect the basic pupil/parent data required by all LAs to process the application. This will include the child’s name, date of birth, address, telephone number, applicant details, primary school attended (where applicable), sibling details, and whether or not the child is Looked After or was previously looked after, in England, or overseas, but ceased to be so by reason of adoption, a care arrangements order or special guardianship order, or has an Education Health and Care Plan (EHCP).

4.9. The application form will allow parents to express a preference for up to three schools, to rank the preferences in order and to provide reasons for their preference.

4.10. **Supplementary Information Form (SIF)**

Admission authorities, other than the LA may have their own Supplementary Information Form (SIF) for the collection of any necessary additional information from parents to enable them to apply the school’s oversubscription criteria. This may include any criteria relating to church attendance.

4.11. A SIF must not ask:

- personal details about parents and families, such as maiden names, criminal convictions, marital, or financial status;
- for any financial contribution, voluntary or otherwise;
- details of parents’ achievements, educational background or whether either the parents’ or the child’s first language is English;
- details about parents’ or children’s disabilities, special educational needs or medical conditions;
- about parents’ or children’s interests, hobbies or membership of societies;
- for parents to agree to support the ethos of the school in a practical way; or
- for both parents to sign the form, or for the child to complete the form.

4.12. Information on which schools may require a SIF will be provided in the LAs composite prospectus. Copies of the SIF will be available for download from the Council’s website and will be available from the school.
4.13. All parents making applications for a school requiring the completion of a SIF must still complete an online/paper common application form. All SIFs must be returned directly to the school at which a place is being sought by the national closing date. Any forms, which are submitted to the LA, will be date-stamped and forwarded to the relevant school.

4.14. **Processing Applications**
The LA will co-ordinate all applications and the offer of places for all school places in the Peterborough area (being the admissions authority for all community and voluntary controlled schools and acting as a co-ordinator for all other own admission authority schools within the Peterborough local authority area).

4.15. **On time applications**
An ‘on-time’ application is an online, or emailed, application submitted and received by the local authority admissions team no later than 23:59hrs on the National Closing Date (see timetable attached in appendix 1), or a hand-delivered, or posted, paper application received at the local authority offices, or a Peterborough school, within office opening hours of Monday – Friday 9am – 5pm on, or before, the National Closing Date, where this falls on a weekend.

4.16. **Late Applications**
Any application for the normal admission round received after the national closing date will be deemed ‘late’. Late applications will be dealt with after all on-time applications have been processed and places allocated. Late applications will be processed in “rounds” and places will be allocated in accordance with the published timetable.

4.17. **Verification of Data**
Parents may be asked to provide proof of address by the LA at the data processing stage.

4.18. **Request to Change Preferences**
Once an application form has been received no changes can be made to that application after the National Closing Date has passed, unless there is a genuine reason for the change (such as a change of address or siblings have changed schools). A second deadline date (see timetable in appendix 1) applies for such changes.

4.19. Parents or carers wishing to amend preferences after the closing date, will need to complete a “Change of Preference” Form, which will be available from the school admissions webpages, or by contacting the School Admissions Team. The new application will replace any previous application. This means that parents must include any schools from previous applications if they would like them to remain as a live preference. If a school is no longer included on the most recent application form the parent, or carer, will be agreeing they are refusing any previous offer made for that school and any right of appeal against refusal of a place at that school. The parent will also be agreeing to their child’s name is to be removed from any continuing interest list for any school refused that is not included on a preference on the most recent application form. This ensures that a parent will have a maximum of three live preference for the normal year of entry at any one time.

4.20. **Children of UK Service Personnel (UK Armed Forces)**
Applications received for children of UK Service Personnel will be accepted in accordance with the requirements of para 2.18 of the School Admissions Code. Applications submitted after the national closing date will be accepted and treated as having been received “on-time” where this is received with documentation specified in
para 2.18 of the School Admissions Code provided this received by the second
deadline date specified in the timetable in appendix 1.

4.21. **Applicants Moving into Peterborough**
Applications submitted after the closing date will only be accepted and treated as
having been received “on time” where a parent can demonstrate they have made an
on-time application to the local authority admissions team in which they previously lived.

4.22. **All Preferences Equal**
Parental preferences will be ranked by the relevant authority within the LA area
according to the oversubscription criteria for the relevant school. The order of
preference will not affect this ranking as the system operated is one where ‘all
preferences are equal’.

4.23. Own admission authority schools, who have chosen not to buy-back the validation
service from the LA, will receive, through SAM, information about all preferences
received for their school and will be asked to rank these preferences in accordance with
the published timetable. Children will be ranked according to the school’s determined
over-subscription criteria and not by the order of their preference. These schools will
provide the LA through SAM how these applications have been ranked in accordance
with their admission policy and return this to the LA in accordance with the published
timetable.

4.24. **Allocation of Places**
The LA, using preference and oversubscription criteria rankings (including those
supplied by own admission authority schools), will allocate places according to each
parent’s preference ranking, as follows:

- Where a parent’s first preference can be met, a place will be allocated at that
  school. The LA will then ‘discard’, i.e. not consider, any lower ranked preferences;

- Where a parent’s first preference cannot be met, but the second preference can, a
  place will be allocated at the second preference school. The child’s name will be
  placed on the continuing interest list for the first preference school ranked according
to their oversubscription criteria. The third preference will be ‘discarded’ i.e. not be
  considered;

- Where a parent’s first and second preference cannot be met, but the third
  preference can, a place will be allocated at the third preference school. The child’s
  name will be placed on the continuing interest list for the first and second preference
  schools ranked according to their oversubscription criteria;

- Where none of the parent’s preferences can be met, a place will be allocated at the
  next nearest school to the home address with available places (if the child resides in
  the Peterborough City Council area). The LA will, where possible, work with another
  LA to offer places where the next nearest school with a place available is located
  outside of the LA in which this applicant resides. The child’s name will be placed on
  the continuing interest list for first, second and third preference schools ranked
  according to their oversubscription criteria.
4.25. **Co-ordination with Other Local Authorities**  
The LA will, wherever possible, take account of higher preference offers that can be made by another local authority.

4.26. **Offer Letters**  
Parents will receive one offer of a school place. Offer letters will provide parents with the reasons for refusing their child at their first, second or third preference schools (if applicable). It will explain that they have the right to appeal against those refusals.

4.27. **Reply to an offer**  
Parents are required to accept/decline the allocation of a school place within 10 school days of the offer letter being sent, or posted. During that period the allocated school will attempt to contact parents to confirm if the place offered is to be accepted, or declined. No later than, ten working days after the national offer date the LA will send a chaser letter to all parents who have not confirmed their admissions decision. If, after a further 5 working days from this date, no decision has been received from the parent, the place may be withdrawn and will be included and offered as part of the “second” round of allocations.

4.28. **Declining an offer**  
Parents should not decline the offer of a place unless they are certain of a place at an alternative school. (This does not remove a parent’s right of appeal to a school they are on the continuing interest list for, but should ensure that all children have a school place.)

4.29. **Co-ordination after allocation day (16 April)**  
The School Admissions Code (page 37 “The Admissions Timeline”) clarifies that parents must continue to apply to their home local authority for “late” applications for the normal admissions round (i.e. between 16 April and 31 August for reception and junior to middle transfer). This will ensure that places which become available are re-allocated effectively and duplicate offers are avoided.

5. **Continuing Interest Lists**

5.1. Continuing interest lists for all oversubscribed primary schools will be maintained by the LA until co-ordination ends, i.e. 31 August. Where the school manages their own in-year admission process a continuing interest list will then be started with the school directly. Continuing Interest lists are held in strict oversubscription criteria order. Applicants will be ranked according to each individual school’s oversubscription criteria and the LA will continue to coordinate with own admission authority schools to allocate places from those lists, if places become available.

5.2. After the offer date there will be no distinction between ‘on-time’ and ‘late’ applications on continuing interest lists.

5.3. Schools must advise the LA when a place becomes available. The LA will then offer the place to the child who is at the top of the continuing interest list.

5.4. 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. Declining a place when offered a preference school will automatically remove them from the continuing interest list.
5.5. If, after a child is offered a place at a lower preference school which they have not yet started, a place becomes available at a higher preference school and their name has been added to the 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 LA 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.

5.6. After the offer date, if a parent wishes their child to be considered for an alternative school, a new online application must be completed listing the new order of preferences.
# Appendix 1
## Primary Admissions Timetable for Admission September 2021

<table>
<thead>
<tr>
<th>DATE</th>
<th>EVENT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>By 12 September 2020</strong></td>
<td>The composite prospectus and application forms are available to download from the Council’s website. An email to all Peterborough early years settings will be sent via the early years team to ask all parents living in our authority to apply for their child’s school place. The on-line application process will go live.</td>
</tr>
<tr>
<td><strong>By 11 December 2020</strong></td>
<td>Email to Peterborough Infant schools and Early Years Settings with reminder letter to be issued to all children due to start school or to transfer to Junior school</td>
</tr>
<tr>
<td><strong>On or by 8 January 2021</strong></td>
<td>Email to Peterborough Infant schools with reminder letter to be issued to all children due to start school or to transfer to Junior school</td>
</tr>
<tr>
<td><strong>15 Jan 2021</strong></td>
<td>CLOSING DATE FOR ALL APPLICATIONS AND SIFS (to be classed as 'on-time’) Please see point 4.15</td>
</tr>
<tr>
<td>31 January 2021</td>
<td>Final date change requests linked to changes of address and applications from UK Service Personnel will be accepted (Second Deadline )</td>
</tr>
<tr>
<td>15 Feb 2021</td>
<td>LA sends details of all applications to neighbouring LAs</td>
</tr>
<tr>
<td>26 Feb 2021</td>
<td>LA sends details of all applications to own Admission Authority Schools with non-standard criteria. Voluntary Aided, Foundation and Academy schools send reminder letters to parents who have not submitted any required SIF, apply their own criteria and rank the preferences received.</td>
</tr>
<tr>
<td>15 February 2021</td>
<td>SAMS Team must have informed pupils with an EHCP of the school named in their plan.</td>
</tr>
<tr>
<td>12 March 2021</td>
<td>Voluntary Aided, Foundation and Academy schools send the LA their lists ranked according to criteria.</td>
</tr>
<tr>
<td>26 March 2021</td>
<td>Final data exchange with other LAs</td>
</tr>
<tr>
<td>29 March 2021</td>
<td>LA processes applications following exchange of data with other LAs and criteria ranking and begins final allocation process</td>
</tr>
<tr>
<td>9 April 2021</td>
<td>All allocations completed. LA notifies final allocation details are on the portal to all Peterborough primary schools. Infant schools receive details via portal of which Junior Schools their children have been allocated. LA prints all offer letters.</td>
</tr>
<tr>
<td><strong>16 April 2021</strong></td>
<td>NATIONAL PRIMARY OFFER DATE Offer letters sent to parents via Royal Mail by 2nd class post, or by email in cases where the parent has applied on line. Parents asked to return a reply slip if they do not wish to take up the offered place. Parents also informed of right of appeal against any refusal and to whom to appeal.</td>
</tr>
<tr>
<td>17 April – 30 April 2021</td>
<td>Vacancies arising as a result of offers being refused by parents will be offered to children at top of continuing interest lists created following National Offer Date</td>
</tr>
<tr>
<td>Date</td>
<td>Event Description</td>
</tr>
<tr>
<td>-------------------</td>
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</tr>
<tr>
<td>30 April 2021</td>
<td>No further changes to preference or allocation from continuing interest lists will be processed or made until offer have been made as part of Second Round. All offers for whom no response has been received from parent will be withdrawn.</td>
</tr>
<tr>
<td>3 May 2021</td>
<td>LA processes applications received between 16 January to 30 April 2021 (Second Round)</td>
</tr>
<tr>
<td>18 May 2020</td>
<td>LA issues offer letters by 2&lt;sup&gt;nd&lt;/sup&gt; class post to those parents whose application was considered in Second Round including places to children on a continuing interest list where a place has become available.</td>
</tr>
<tr>
<td>14 May – 31 August 2021</td>
<td>LA processes all late applications received after 2 May 2021 on an individual basis in order of the date the application was received.</td>
</tr>
<tr>
<td>21 May 2021</td>
<td>Deadline for parents to submit appeal forms in order to ensure appeal is heard within 40 school days.</td>
</tr>
<tr>
<td>1 June 2021</td>
<td>Junior/Y3 only Offers are sent by 2&lt;sup&gt;nd&lt;/sup&gt; class post to parents of children who are known to the LA for whom an application has not been submitted.</td>
</tr>
<tr>
<td>23 July 2021</td>
<td>Statutory deadline by which all appeals submitted by 21 May 2021 must be heard. Allocation list available on the school’s portal.</td>
</tr>
<tr>
<td>31 August 2021</td>
<td>In Year Co-ordination commences</td>
</tr>
</tbody>
</table>
Appendix 2
Primary School Admission Authorities within Peterborough Local Authority Area

<table>
<thead>
<tr>
<th>School Name</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Peterborough City Council</td>
<td>On behalf of all community and voluntary controlled primary schools</td>
</tr>
<tr>
<td>All Saints Primary School</td>
<td>Voluntary Aided</td>
</tr>
<tr>
<td>Barnack Primary School</td>
<td>Voluntary Controlled</td>
</tr>
<tr>
<td>Bishop Creighton Academy</td>
<td>Academy</td>
</tr>
<tr>
<td>Braybrook Primary School</td>
<td>Community</td>
</tr>
<tr>
<td>Brewster Avenue Infant School</td>
<td>Community</td>
</tr>
<tr>
<td>Castor Primary School</td>
<td>Voluntary Controlled</td>
</tr>
<tr>
<td>Discovery Primary School</td>
<td>Community</td>
</tr>
<tr>
<td>Dogsthorpe Infant School</td>
<td>Community</td>
</tr>
<tr>
<td>Dogsthorpe Academy</td>
<td>Academy</td>
</tr>
<tr>
<td>Eye Primary School</td>
<td>Voluntary Controlled</td>
</tr>
<tr>
<td>Eyrescroft Primary School</td>
<td>Academy</td>
</tr>
<tr>
<td>Fulbridge Academy</td>
<td>Academy</td>
</tr>
<tr>
<td>Gladstone Primary School</td>
<td>Academy</td>
</tr>
<tr>
<td>Gunthorpe Primary School</td>
<td>Academy</td>
</tr>
<tr>
<td>Hampton College</td>
<td>Academy</td>
</tr>
<tr>
<td>Hampton Hargate Primary School</td>
<td>Community</td>
</tr>
<tr>
<td>Hampton Vale Primary School</td>
<td>Community</td>
</tr>
<tr>
<td>Hampton Lakes Primary School</td>
<td>Free School/Academy</td>
</tr>
<tr>
<td>Heritage Park Primary School</td>
<td>Community</td>
</tr>
<tr>
<td>Highlees Primary School</td>
<td>Academy</td>
</tr>
<tr>
<td>John Clare Primary School</td>
<td>Academy</td>
</tr>
<tr>
<td>Leighton Primary School</td>
<td>Community</td>
</tr>
<tr>
<td>Lime Academy Abbotsmeade</td>
<td>Academy</td>
</tr>
<tr>
<td>Lime Academy Parnwell</td>
<td>Academy</td>
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<tr>
<td>Lime Academy Watergall</td>
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</tr>
<tr>
<td>Longthorpe Primary School</td>
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</tr>
<tr>
<td>Middleton Primary School</td>
<td>Academy</td>
</tr>
<tr>
<td>Nene Valley Primary School</td>
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</tr>
<tr>
<td>Newark Hill Academy Primary School</td>
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</tr>
<tr>
<td>Newark Primary School</td>
<td>Voluntary Controlled</td>
</tr>
<tr>
<td>Northborough Primary School</td>
<td>Community</td>
</tr>
<tr>
<td>Norwood Primary School</td>
<td>Community</td>
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<tr>
<td>Oakdale Primary School</td>
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<td>Old Fletton Primary School</td>
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<tr>
<td>Ormiston Meadows Primary School</td>
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<tr>
<td>Orton Wistow Primary School</td>
<td>Foundation</td>
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<td>Paston Ridings Primary School</td>
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<td>Peakirk cum Glinton Primary School</td>
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<td>Queens Drive Infant School</td>
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<td>Ravensthorpe Primary School</td>
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<td>Sacred Heart RC Primary School</td>
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<td>Southfields Primary School</td>
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<td>St Augustine's Junior School</td>
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<tr>
<td>St Botolph's Primary School</td>
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<tr>
<td>St John's C of E Primary School</td>
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</tr>
<tr>
<td>St Michael's C of E Primary School</td>
<td>Voluntary Aided</td>
</tr>
<tr>
<td>St Thomas More RC Primary School</td>
<td>Voluntary Aided</td>
</tr>
<tr>
<td>School Name</td>
<td>Type</td>
</tr>
<tr>
<td>--------------------------------------------</td>
<td>------------</td>
</tr>
<tr>
<td>Stanground St John’s School</td>
<td>Academy</td>
</tr>
<tr>
<td>The Beeches Primary School</td>
<td>Community</td>
</tr>
<tr>
<td>The Duke of Bedford Primary School</td>
<td>Community</td>
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<tr>
<td>The King’s (The Cathedral) School</td>
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</tr>
<tr>
<td>Thomas Deacon Academy</td>
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<td>Thorpe Primary School</td>
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<tr>
<td>Welbourne Primary School</td>
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<tr>
<td>Welland Primary School</td>
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</tr>
<tr>
<td>Werrington Primary School</td>
<td>Academy</td>
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<td>West Town Primary Academy</td>
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<tr>
<td>William Law C of E Primary School</td>
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<td>Winyates Primary School</td>
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<tr>
<td>Wittering Primary School</td>
<td>Academy</td>
</tr>
<tr>
<td>Woodston Primary School</td>
<td>Community</td>
</tr>
</tbody>
</table>
Admissions Policy for Academic Year 2021-22

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

Peterborough City Council is responsible for co-ordinating all applications for places in the school. All applications must be made online (https://admissions.peterborough.gov.uk). A copy of the policy for All Saints’ Primary School is contained in the booklet, on the school’s website (www.allsaints.peterborough.sch.uk) and is on display in the school foyer. The Governing body agreed this policy on 6 November 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 (including those in state care outside of England) or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children’s Act 1989) at the time of application to a school.

2. Children who appear to have been in state care outside of England and cease to be in 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 located in the City of Peterborough and is a member of Churches Together in Britain & Ireland or the Evangelical Alliance who do not qualify under (3) above. These applications must be accompanied by a Supplementary Information Form (see definition below).

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)/carer(s) wish to be considered under oversubscription criteria 3 or 4, then they will need to complete a Supplementary Information Form (see definition below) in addition to making the online application via the Peterborough City Council website (https://admissions.peterborough.gov.uk).

The Supplementary Information Form can be obtained from the school, from the school’s website www.allsaints.peterborough.sch.uk or from the Local Authority. The SIF/A form should be returned directly to the school not to Peterborough City Council.

For September Reception intake, the online Admission Application Form (and the paper Supplementary Information Form, if completed) must be submitted by the published closing date for applications – January 2021.

**Tie Breaker**
Should the Published Admissions Number be reached in any one category, children living closer to the school will receive higher priority. This will be measured in a straight line from the child’s place of residence to the school using the National Ordnance Survey seed points computed by the Local Authority’s measuring system. It is used to locate individual residential and school addresses using grid references. In the case of flats, the priority is that of floor level i.e. ground, first, second etc. in that order. In cases of exactly the same measurement where no differentiation can be established, random allocation will be used to decide the allocation of the place. Parent(s)/carer(s) will be invited to attend the random allocation.

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

Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).

**Distance Measurements**
Distances are measured on a straight line basis from the child’s place of residence to the school using the National Ordnance Survey seed points computed by the Local Authority’s measuring system. It is used to locate individual residential and school addresses using grid references. In the case of flats, the priority is that of floor level i.e. ground, first, second etc. in that order.
In the case where there are multiple applications from the same shared dwelling (e.g. Flats) or where there are two homes where the distance from the address point of the home to the address point of the school (using the system referred to above) is identical, random allocation, supervised by a suitable independent person, will be used to decide the priority in which applicants are selected in the event of a tiebreaker.

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

- If your child lives at a different address from Monday to Friday, please provide a copy of the Parental Responsibility Order or Residence Order for the person your child lives with and attach it to the application form.
- If there are reasons why your child is not living at your address, for example, if you and the other parent/carer do not live together, you and the other carer must declare this individually in a letter and attach a copy to the application form.
- If your child regularly lives at more than one address Monday to Friday, the address you give should be the address where your child spends the majority of their time. You and the other carer must declare this individually in a letter and attach a copy to the application form.
- If your child regularly lives at more than one address Monday to Friday, the address you give should be the address where your child spends the majority of their time. You and the other carer must declare this individually in a letter and attach a copy to the application form.
- Where a child spends equal amounts of school nights with both parents, the address used should be the one most advantageous to the application. You should provide documentary proof of this situation and attach a copy to the application form. We may ask you for further evidence of this at a later stage.
- If your child is living with another family or you are looking after someone else’s child, the law states that you must tell your local Children’s Services Department.

When we consider your application we may carry out checks when your address and that of the child are not the same.

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

**Children of “worshipping members”**
For parents/carers to be worshipping members, at least one of the parents/carers of the child needs to be regarded by the priest/minister/worship leader as being part of the worshipping community at the church/worship centre. This would not necessarily mean that the parent/carer is a “Member” in the technical sense (e.g. through baptism, confirmation or electoral roll) but would imply a pattern of attendance at worship (on Sunday or at other times) that is more than “occasional” and has been sustained for more than a short, very recent, period of time.
Supplementary Information Form A/B
If parents/carers wish their application to be considered in criterion 3 or 4, they must complete form SIF/A which is available from the School and return it to the School (not the local authority). This must be done by the deadline of 5pm on 15 January 2020. The School will submit the completed form SIF/A to the relevant minister with form SIF/B to verify the information. As SIF/B needs to be returned to the School in time for the School to rank admissions, it is very important to submit form SIF/A to the School as soon as possible.

Baptism Definition
Baptism is a rite in which water is poured or sprinkled or by immersion using the words ‘N. I baptise you in the name of the Father and of the Son and of the Holy Spirit.’ These applications must be accompanied a Supplementary Information Form (see definition above). This form can be obtained from the school, from the school’s website (www.allsaints.peterborough.sch.uk) or from Peterborough City Council and should be returned directly to the school.

Churches Together in Britain & Ireland
A list of member churches can be found at: https://ctbi.org.uk/member-churches/

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

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

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

Sibling Definition
The definition of a brother or sister (sometimes referred to as a sibling):
- a brother or sister sharing the same parent(s)
- a half-brother or half-sister where two children share one common parent
- a step-brother or step-sister, where two children are related by a parent’s marriage/partnership
- a legally adopted sibling

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

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

Late applications
Late applications are any application forms (known as Common Application Forms (CAFs)/Preference Forms) received by the local authority after its deadline of 5pm on 15 January 2020. Late applicants will not receive an offer of a school place by the local authority on 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 Waiting List and will be advised of their right to appeal.
Continued Interest lists

If a place becomes available at the School in any year group, it will be allocated according to the oversubscription criteria (see above), not on a first come, first served basis. Where the Governing Body is unable to offer a place because the Published Admissions Number for the year group applied for has been reached, the child’s name will be automatically placed on the continuing interest list for that year group. Pupils will be placed on the continuing interest List in strict order according to the oversubscription criteria in this Admissions Policy.

The continuing interest list for each year group will be revised:
- whenever a new application is received,
- whenever the number of pupils in that year group falls below the Published Admissions Number of 60,
- whenever a child’s name is removed from the 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 immediately if there are changes of family circumstances which may affect their position on the continuing interest list e.g. moving house. Applicants will be required to respond to an offer of a place within 14 days of receipt and will be required to reconfirm the child’s place of residence.

Continuing interest lists will be maintained by the school. In June of each academic year, the school will contact the parent(s)/carer(s) of those currently on the 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 by 15th July, they will be removed from the next (new/September) year group waiting list.

Please note that children who are the subject of a direction by the Local Authority to admit or who are allocated a place in accordance with a Fair Access protocol must take preference over those on the continuing interest list. Please note: placing a Childs 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
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 delaying their
child’s admission by a full school year – please refer to the section on Summer Born children
below.

Admission of children outside their normal age group

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

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

Process for requesting a place out of normal age group (not summer born) Parents/carers
have a right to seek a place for their child outside of their normal age group as stated above. If
parents/carers wish to do so, they must contact the Headteacher at the School.

The Admissions Committee of the Governing Body will convene a meeting to consider the
request and will make decisions on the basis of the circumstances of each case and in the
best interests of the child concerned.

This will include taking account of:
☐ the parent's/carer's views;
☐ information about the child’s academic, social and emotional development;
☐ where relevant, the child’s medical history and the views of a medical professional;
☐ whether the child has previously been educated out of their normal age group;
☐ whether the child may naturally have fallen into a lower age group if it were not for
being born prematurely;
the Headteacher's views.
Please note – if the Admissions Committee does not agree to this request to be admitted out of cohort, there is no right of appeal against that decision.

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

- Parents/carers who wish to defer making an application for a place in Reception should make such a request to the Governing Body, as they are the admissions authority. The request needs to be accompanied by reasons for such a request and should be made by 1 December of the year prior to the year the child should enter Reception if they had not requested to defer applying.

- The Admissions Committee of the Governing Body will convene a meeting to consider the request and will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of:
  - the parent's/carer’s views;
  - information about the child’s academic, social and emotional development;
  - where relevant, the child’s medical history and the views of a medical professional;
  - whether the child has previously been educated out of their normal age group;
  - whether the child may naturally have fallen into a lower age group if it were not for being born prematurely;
  - the Headteacher's views.

What happens next?

- The Admissions Committee will inform the parents/carers of its decision on the Year group the child should be admitted to when they have to start school (i.e. Reception or Year 1) and will set out clearly the reasons for their decision. (For details of when a child has to start school - see paragraph on “Admission of children below compulsory school age and deferred entry to school” above);

- If the Admissions Committee agrees to the parent’s/carer’s request to defer the application for a Reception place, they will inform the local authority and the parents/carers will then need to make an application for a place in Reception in the normal round of admissions in the following academic year.

Please note – in this following normal admissions round, if the School is oversubscribed, all applications (including deferred applications) for the School are ranked in accordance with the School’s oversubscription criteria. If the application is not successful, parents/carers will have the right to appeal for a place in Reception;

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

The Area covered by the Ecclesiastical Parish of

- All Saints’ Church, Park Road, Peterborough
- A map of this area is on display in the school foyer
- Airedale Close
- Alexandra Road (odd nos. 3-103, even nos. 2-86)
- All Saints’ Road
- Alma Road
- Anthony Close
- Ascot Drive
- Barkston Drive
Bede Place
Bettles Close
Bradfield Way
Broadway (odd nos. 77-219, even nos. 98-226)
Broadway Gardens
Brownlow Road
Burghley Mansions
Burghley Road
Caroline Court
Cecil Road
Century Square
Chain Close
Chantry Close
Cheltenham Close
Christopher Close
College Park
Delamere Close
Derby Drive
Dogsthorpe Grove
Dogsthorpe Road
Eastfield Road (even nos. 260-344)
Elizabeth Court
Elmfield Road (odd nos. 1-105)
Exeter Road (odd nos. 1-47, even nos. 2-52)
Foxdale
Francis Gardens
Fulbridge Road (even nos. 2-116)
Garton End Road
Garton Street
Gracechurch Court
Grange Avenue
Granville Street
Green Lane
Grimshaw Road
Henry Court
Henry Street
Highbury Street
Huntly Grove
(odd nos 35-115 and 141-153; even nos 46 -150)
Ingleborough
Isherwood Close
Jellings Place
Kings Gardens
Lammas Road
Lawn Avenue
Lincoln Road (odd nos. 109-395)
Mansfield Court
Mayfield Road
Millfield Court
Miral Court
Newark Avenue (odd nos. 5-181)
Newmarket Close
Nottingham Way
Nursery Close
Old Court Mews
Oxford Road
Park Crescent
Park Road (odd nos. 123-263, even nos. 150-256)
Park Terrace
Peveril Road (odd nos. only)
Popley Court
Princes Gate
Princes Street
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
BACKGROUND DOCUMENTS

The School Admissions Code is available at:


The School Admissions Regulations 2012 are available at: