

**PETERBOROUGH LOCAL AUTHORITY (LA)**  
**DETERMINED SCHEME FOR**  
**CO-ORDINATION OF**  
**SECONDARY ADMISSIONS FOR SEPTEMBER 2020**

## **1 Introduction**

- 1.1 All local authorities are required<sup>1</sup> to formulate a scheme to co-ordinate admissions during the normal admission round to maintained secondary schools (including academies, but excluding maintained special schools and maintained nursery schools) within their area.

### **Co-ordination for September 2020**

- 1.2 Peterborough City Council (LA) will notify the Secretary of State for Education by 28 February 2019 that agreement to its co-ordinated scheme for admissions has been secured and has provided him/her with a copy of this document.

### **Admission Criteria**

- 1.3 Within 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 Secondary 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 compliant with legislation and the School Admissions Code and 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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<sup>1</sup> The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements (England) Regulations 2012

### **3 The Scheme**

#### **3.1 The scheme shall:**

- apply to all community, voluntary controlled, voluntary aided, foundation and academy secondary schools in the LA area, except for the Greater Peterborough University Technical College (University Technical College);
- ensure that a fair and transparent system for the allocation of school places is achieved;
- require the LA to produce a guide for parents providing information about the secondary admissions process; the application procedure and containing information relating to the criteria by which every maintained secondary school, or Academy, in Peterborough specifying the criteria by which the admission authority for each school 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 secondary<sup>2</sup> 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 (1 March, or next working day, where this is a weekend or bank holiday) a single offer of a secondary 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**

#### **Normal admission round**

- 4.1. This scheme will apply to all children resident in the LA area, or living in another LA area, who are applying for a school place at a Peterborough maintained school, or Academy, for the school's initial year of entry for the start of the relevant autumn term; that is Year 7 for all secondary schools and Year 9 to other local authority area upper schools. This scheme will apply to all admission authorities in the LA area.
- 4.2. Applications received for children transferring to Secondary 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 processed in accordance with the published in-year co-ordinated scheme.

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<sup>2</sup> Within this scheme, 'secondary' refers to any school with an initial year of intake between Year 7 and Year 11.

- 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 “Co-ordinated In Year Admission Scheme.”

### **Common Application Form and the Admissions Information Booklet**

- 4.4. 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:
- Primary Schools in respect of admission to Year 7; and
  - Secondary schools in respect of admission to Year 9 or 10 at a University Technical College.
- 4.6 This information will allow schools to support the parents of children who are due to start, or transfer, to the school in 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 LA will identify those Peterborough pupils in Year 6, attending schools in Peterborough, through data exchange with Peterborough schools and through information held on council databases about children attending schools in other local authority areas. Neighbouring local authorities will be asked to provide records of Peterborough children attending schools in their areas so that application information can be sent directly to their parents. The LA, will in return, provide information to other local authority admission teams about any of their residents attending Peterborough schools.
- 4.8 The on-line facility is available at: [www.peterborough.gov.uk/admissions](http://www.peterborough.gov.uk/admissions)
- 4.9 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, nationality 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 a statement of special educational need (SEN) or an Education Health Care Plan (EHCP).
- 4.10 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.

### **Supplementary Information Form (SIF)**

- 4.11 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 when considering their application. This will include any criteria relating to church attendance.

4.12 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.

4.13 Information on which schools may require a SIF will be provided in the guide for parents and on the website, where copies of the SIF will be available for download.

4.14 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 which is being applied for by the national closing date. Any forms, which are submitted to the LA, will be date-stamped and forwarded to the relevant school.

### **Processing Applications**

4.15 The LA will co-ordinate all applications and the offer of places for all school places in the Peterborough City Council 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 City Council area).

### **On time applications**

4.16 An "on-time" application is an online, or emailed, application submitted and received by the local authority admissions team, no later than 23:59 on the National Closing Date (see timetable 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 – Thursday 9am – 5pm and Friday 9am – 4.30pm on, or before, the National Closing Date, where this falls on a weekend.

### **Late Applications**

4.17 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.

### **Verification of Data**

4.18 Parents may be asked to provide proof of address by the LA at the data processing stage.

## **Request to Change Preferences**

- 4.19 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 where siblings have changed schools). A second deadline date (see timetable in **appendix 1**) applies for such changes.
- 4.20 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 that their child’s name is to be removed from any Continuing Interest list for any school refused that is not included as a preference on the most recent application form. This ensures that a parent will have a maximum of three ‘live’ preferences for the normal year of entry at any one time.

## **Children of UK Service Personnel (UK Armed Forces)**

- 4.21 Applications received for children of UK Service Personnel will be accepted in accordance with the requirements of 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 2.18 of the School Admissions Code provided this received by the second deadline date specified in the timetable in **appendix 1**.

## **Applicants Moving into Peterborough**

- 4.22 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.

## **All Preferences Equal**

- 4.23 Parental preferences will be ranked by the relevant authority within the LA area according to the oversubscription criteria for the relevant school. The numerical order of the preference will not affect this ranking as the system operated is one where ‘all preferences are equal’.
- 4.24 Own admission authority schools, who have chosen not to buy-back the validation service from the LA, will receive, through the Schools Portal, 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, through the Schools Portal, information to the LA as to how these applications have been ranked in accordance with the school’s determined admission arrangements in accordance with the published timetable.

## **Allocation of Places**

- 4.25 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 the 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.

## **Co-ordination with Other Local Authorities**

- 4.26 The LA will, wherever possible, take account of higher preference offers that can be made by another local authority where notification of these is received in accordance with the published timetable.

## **Offer Letters**

- 4.27 Parents will receive one offer of a school place. Offers will be in the form of emails to those parents who have made an "on-time" online application. Parents who have made a paper application, or for whom a change of preference form has been submitted before the second deadline (See 4.18 and 4.21), will receive a paper offer letter sent by 2<sup>nd</sup> class post on the National Offer Day. The offer will provide parents with information about 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.

## **Reply to an offer**

- 4.28 Parents are required to accept/refuse 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 refused. 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.

### **Refusing an offer**

- 4.29 **Parents should not refuse 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, but should ensure that all children have a school place.)

### **Co-ordination after allocation day (1 March)**

- 4.30 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 1 March and 31 August for Year 7 places for September in the same year). The LA will continue to co-ordinate the offers for places to the point of entry of a school during this period, liaising with other LAs and own admission authority schools in their area. 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 schools will be maintained and held by the LA until 31 December of the year of admission, or 31 August, where the school manages their own in-year admission process. 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. Refusal of a place when offered a preference school will automatically remove the child 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 been 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. Failure to do so will result in the offer for the lower preference being withdrawn and their place (at the lower preferred school) being offered 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 application form must be completed listing the new order of preferences.

## Appendix 1 – Secondary Admissions Timetable for Admission September 2020

DATE	EVENT
September	Autumn Term starts
By 12 September	LA Admissions Team sends, to all primary and junior schools, UID letters for all Peterborough children. The schools will issue these to the children via pupil post. The letters will provide a brief guide to the online application process, provide a Unique Identification Number (UID) for their child, and draw parents' attention to the online guide.
On 12 September	On-line application process goes live.  Copies of composite prospectus are available on-line and in hard copy. Hard copy application forms are available on request .
September/ October	Schools open evenings/visits are held
14 October	Email sent to all Peterborough primary and junior schools with reminder wording and information to be sent to all Year 6 parents via parent-mail, or equivalent
<b>31 October</b>	<b>CLOSING DATE FOR ALL APPLICATION FORMS &amp; SIFS (to be classed as "on-time")</b> Please see point 4.16
1 November	Any applications received from this date will be clearly marked/noted as 'late' and dealt with accordingly i.e. not considered until after the National Offer Day as part of the second allocation round.
By 7 November	All application forms sent direct to schools must reach the LA. Schools and the LA to check applications for any anomalies (such as addresses or pupils names).
22 November	Final date change requests linked to change of addresses and applications from UK Service Personnel will be accepted ( <b>Second Deadline</b> ) Please see point 4.19 and 4.21.
29 November	LA sends details of on-time applications to other LA's where a preference is expressed for a school located out of the resident's LA area
9 December	LA notifies all Peterborough own Admission Authority Schools with non-standard criteria that their applications are available to be viewed through the Schools Portal.  All Peterborough own admission authority schools with non-standard criteria, send reminder letters to parents who have not submitted any required SIF.  Using relevant information provided through the SIF process (where applicable) and information provided through the Schools Portal, own admission authority schools must then rank all applications received which express a preference for the school.
20 Dec	Notification received from SAT Team of schools which have already been named in children's statements of SEN or EHCPs.
6 January	LA sends details of all on-time applications to own admission authority schools who choose to buy back the validation service from the LA admissions team to enable them to check and report any anomalies in the ranking which has been carried out.

10 January	Deadline by which all own admission authority schools, those with non-standard criteria and those who choose to buy back the validation service from the LA Admissions Team, to have reviewed the ranking applied, or to have ranked the preferences received according to their published over-subscription criteria.
13 – 30 January	Data exchange with other LAs
31 January	Final date for data exchange with other LAs
3 – 13 February	LA processes applications following exchange of data with other LA's and own admission authority schools' criteria ranking and begins allocation process.
By 14 February	SAT Team must have informed pupils with a EHCP of the school named in their statement and shared this information with the LA Admissions Team and schools
14 February	Allocations process completed  LA sends final allocation lists to neighbouring LAs.  LA begins printing hard copy offer letters required.
28 February	LA publishes final allocation lists to all Peterborough Secondary Schools in Provider Portal.  Allocation information is available to all Peterborough Primary and Junior schools through the Provider Portal.  Allocation information is available for upload to the LA website
<b>2 March</b>	<b>SECONDARY NATIONAL OFFER DATE</b> Offer letters sent by email to parents who made their application on-line and by Second Class post via Royal Mail to those who made paper applications. Allocation information published on the LA website  Parents must email the admissions team if they do not wish to take up the offered place and give details of alternative education. Parents also informed of their right of appeal against any refusal.
3– 16 March	Vacancies arising as a result of offers being refused by parents will be offered to children on Continuing Interest lists for schools in order of ranking following National Offer Date
3 – 31 March	LA processes applications received between 1 November and 31 March (Second Round)
16 March	Reminder email and letter sent to parents who have not yet responded to the offer letter sent.
23 March	All offers for whom no response has been received from parent will be withdrawn
23 March	No further allocations will be made from Continuing Interest lists
31 March	Parents submit appeal forms in order to ensure these can be heard by the 19 June (National Secondary Appeals deadline).
1 April	No further new applications or changes to preferences will be processed
1 – 26 April	LA makes allocations for new and change of preference applications received between 1 November and 31 March and to those children on a continuing interest list for whom a place is now available at a higher preference school following the withdrawal of offers on 23 March ( <b>Second Round</b> )
27 April	LA issues offer letters by 2 <sup>nd</sup> class post to those parents whose application was considered in Second Round.

28 April – 31 August	LA processes all late applications received after 31 <sup>st</sup> March on an individual basis in order of the date the application was received.
31 May	LA sends reminder letter and application form to all Peterborough @Year 6 children known to them for whom an application has not been received or for whom a school place has not been accepted.
19 June	Statutory deadline by which appeals lodged by 30 March must be heard.
23 July	Final allocation list is made available to all schools on the Schools Portal
31 August	In Year Co-ordination commences

## **Appendix 2**

SECONDARY ADMISSION AUTHORITIES IN PETERBOROUGH - Please check the Council's website for the most up-to-date information on status of an individual school.

<b>School</b>	<b>Status</b>
Arthur Mellows Village College	Academy
City of Peterborough Academy	Academy
Hampton College	Academy
Hampton Gardens	Academy. This is Peterborough school which is also the catchment school for Cambridgeshire children living in Yaxley.
Jack Hunt	Academy
Ken Stimpson Community School	Community
Nene Park Academy	Academy. This is a Peterborough school which is also the catchment school for Cambridgeshire children living in the catchment area of Elton Primary School
Ormiston Bushfield Academy	Academy
Queen Katharine Academy	Academy
St John Fisher Catholic High School	Voluntary Aided
Stanground Academy	Academy
Thomas Deacon Academy	Academy
The King's (The Cathedral) School	Voluntary Aided Academy

## **BACKGROUND DOCUMENTS**

The School Admissions Code is available at:

<https://www.gov.uk/government/publications/school-admissions-code--2>

The School Admissions Regulations 2012 are available at:

<http://www.legislation.gov.uk/uksi/2012/8/contents/made>