

## Frequently Asked Questions

### What is a catchment area?

In Peterborough we operate a catchment area system. A catchment area is a defined geographical area surrounding a school from which it will usually take the majority of its pupils.

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.

### When should I use an in-year application form?

If your child is already in school or already of school age and you are not applying for a September start in the school's year of entry (Reception for a primary school, Year 3 for a junior school, Year 7 for secondary school, and Year 10 for a University Technical College) you should use the in-year application form. For an in-year transfer to an area outside Peterborough you will need to contact the local authority in your new area.

### When can I apply?

You can submit an in-year application form up to three school weeks before a place is required. For a transfer to start in September, please check the In Year Allocation Dates on the website.

### How will I receive the reply?

A response letter will be sent in the post. **Please note that decisions will not be given over the telephone.**

### What do I do when I receive the reply?

To accept the school place that has been offered you will need to contact the school within 10 school days. If you do not want to accept the place please notify us as soon as possible by sending a reply slip back to us with the reason why you wish to decline the offer.

### Which home address should I use?

It is very important that the address you give on your child's application will be your child's permanent address at the time the school place is allocated.

### My child's time is split between two addresses – which address 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.

Only one address can be considered as your child's main residence. Please note 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 conflicting applications are received, or the Admissions Team is made aware of a dispute between parents, all applications will be placed on hold and will **not** be processed until such time that:

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

### What if someone uses a fraudulent address or gives other false information on their application?

Every year there are cases where parents have given false information about their home address in order to obtain a place at a particular school. We do all we can to make sure that this does not happen, because this can prevent genuine applicants from getting a place at a school. The LA

Admissions Team may ask for proof of your address at any time throughout the application and allocation process. The records held by your child's current Peterborough maintained school, if the child attend one, will also be used help verify that the information provided on your child's application is correct.

**If you have any concerns or information about fraudulent addresses, please contact the LA Admissions Team, in confidence.**

### **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 of them. Please ensure you make reference to each child on the application form. Every effort will be made by the LA to ensure that these children will be offered places together.

### **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.