

**PETERBOROUGH CITY COUNCIL (LA)**

**SCHEME FOR  
CO-ORDINATION OF  
PRIMARY ADMISSIONS FOR SEPTEMBER 2020**

**CONSULTATION DOCUMENT**

## **1. Introduction**

1.1. All local authorities are required to formulate a scheme to co-ordinate admissions during the normal<sup>1</sup> 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 2020**

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.

### **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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<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 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<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 (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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<sup>2</sup> 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](http://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/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.

#### 4.28. **Refusing an offer**

**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.)

#### 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. 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 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 application form must be completed listing the new order of preferences.



## **Appendix 1**

### **Primary Admissions Timetable for Admission September 2020**

<b>DATE</b>	<b>EVENT</b>
By 12 September 2019	<p>The composite prospectus and application forms are available to download from the Council's website.</p> <p>LA Admissions Team sends information by Royal Mail to all registered Early Years settings in Cambridgeshire information to be forwarded to the parents of children due to start school in the 2019/20 school year.</p> <p>Copies of the composite primary prospectus and application forms will be sent to settings to forward to those parents who request a copy and who wish to complete a paper application.</p> <p>The on-line application process will go live.</p>
By 9 December 2019	Email to Cambridgeshire 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
On or by 6 January 2020	Email to Cambridgeshire Infant schools with reminder letter to be issued to all children due to start school or to transfer to Junior school
<b>15 Jan 2020</b>	<b>CLOSING DATE FOR ALL APPLICATIONS AND SIFS (to be classed as 'on-time')</b> Please see point 4.15
24 January 2020	All applications collected by schools must be received by the LA Admissions Team.
31 January 2020	Final date change requests linked to changes of address and applications from UK Service Personnel will be accepted (Second Deadline )
14 Feb 2020	LA sends details of all applications to neighbouring LAs
28Feb 2020	<p>LA sends details of all applications to own Admission Authority Schools with non-standard criteria.</p> <p>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.</p>
14 February 2020	SAT Team must have informed pupils with a SSEN / EHCP of the school named in their statement.
13 March 2020	Voluntary Aided, Foundation and Academy schools send the LA their lists ranked according to criteria.
29 March 2020	Final data exchange with other LAs
1 April 2020	LA processes applications following exchange of data with other LAs and criteria ranking and begins final allocation process
6 April 2020	<p>All allocations completed.</p> <p>LA notifies final allocation details are on the portal to all Cambridgeshire primary schools.</p> <p>Infant schools receive details via portal of which Junior Schools their children have been allocated.</p>

	LA prints all offer letters via post room.
<b>16 April 2020</b>	<p><b>NATIONAL PRIMARY OFFER DATE</b></p> <p>Offer letters sent to parents via Royal Mail by 2<sup>nd</sup> class post, or by email in cases where the parent has applied on line.</p> <p>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. Places declined by parents are allocated to those on the reserve list in order of ranking.</p>
17 April – 30 April 2020	Vacancies arising as a result of offers being refused by parents will be offered to children at top of reserve lists created following National Offer Date
30 April 2020	No further changes to preference or allocation from reserve lists will be processed or made until offer have been made as part of Second Round
1 May 2020	All offers for whom no response has been received from parent will be withdrawn.
1 May 2020	LA processes applications received between 16 January and 2 May 2019 (Second Round)
18 May 2020	LA issues offer letters by 2 <sup>nd</sup> class post to those parents whose application was considered in Second Round including places to children on a reserve list where a place has become available.
14 May – 31 August 2020	LA processes all late applications received after 2 May 2019 on an individual basis in order of the date the application was received.
21 May 2020	Deadline for parents to submit appeal forms in order to ensure appeal is heard within 40 school days.
1 June 2020	Junior/Y3 only Offers are sent by 2 <sup>nd</sup> class post to parents of children who are known to the LA for whom an application has not been submitted.
23 July 2020	<p>Statutory deadline by which all appeals submitted by 21 May 2019 must be heard.</p> <p>Allocation list available on the school's portal.</p>
31 August 2020	In Year Co-ordination commences

**Appendix 2****Primary School Admission Authorities within Peterborough Local Authority Area**

Peterborough City Council	On behalf of all community and voluntary controlled primary schools
All Saints Primary School	Voluntary Aided
Barnack Primary School	Voluntary Controlled
Bishop Creighton Academy	Academy
Braybrook Primary School	Community
Brewster Avenue Infant School	Community
Castor Primary School	Voluntary Controlled
Discovery Primary School	Community
Dogsthorpe Infant School	Community
Dogsthorpe Academy	Academy
Eye Primary School	Voluntary Controlled
Eyrescroft Primary School	Academy
Fulbridge School	Academy
Gladstone Primary School	Academy
Gunthorpe Primary School	Academy
Hampton College	Academy
Hampton Hargate Primary School	Community
Hampton Vale Primary School	Community
Hampton Lakes Primary School	Free School/Academy
Heritage Park Primary School	Community
Highlees Primary School	Academy
John Clare Primary School	Academy
King's School	Academy
Leighton Primary School	Community
Lime Academy Abbotsmede	Academy
Lime Academy Parnwell	Academy
Lime Academy Watergall	Academy
Longthorpe Primary School	Academy
Middleton Primary School	Academy
Nene Valley Primary School	Community
Newark Hill Academy Primary School	Academy
Newborough Primary School	Voluntary Controlled
Northborough Primary School	Community
Norwood Primary School	Community
Oakdale Primary School	Community
Old Fletton Primary School	Community
Ormiston Meadows Primary School	Academy
Orton Wistow Primary School	Foundation
Paston Ridings Primary School	Community
Peakirk cum Glinton Primary School	Voluntary Aided
Queens Drive Infant School	Community
Ravensthorpe Primary School	Academy
Sacred Heart RC Primary School	Voluntary Aided
Southfields Primary School	Community
St Augustine's Junior School	Voluntary Aided

St Botolph's Primary School	Academy
St John's C of E Primary School	Voluntary Aided
St Michael's C of E Primary School	Voluntary Aided
St Thomas More RC Primary School	Voluntary Aided
Stanground St John's School	Academy
The Beeches Primary School	Community
The Duke of Bedford Primary School	Community
Thomas Deacon Academy	Academy
Thorpe Primary School	Academy
Welbourne Primary School	Community
Welland Primary School	Academy
Werrington Primary School	Academy
West Town Primary Academy	Academy
William Law C of E Primary School	Academy
Winyates Primary School	Community
Wittering Primary School	Academy
Woodston Primary School	Community

## 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>