Starting Infant, Junior & Primary School
in Peterborough City Council 2018/19
Starting school • Transferring to a Junior School • Moving into the area

A guide for parents and carers

Apply online at www.peterborough.gov.uk/admissions
Closing date to apply 15 January 2018
IT IS IMPORTANT THAT YOU TAKE TIME TO READ THIS BOOKLET WHICH OUTLINES THE APPLICATION PROCESS.

What is this booklet about?
This booklet contains a wealth of information to help you choose the right schools, make an application and understand how the application process works. It provides a profile of all of Peterborough infant, junior and primary schools alongside information about admission arrangements. Please read it carefully, look at the school websites and take the opportunity to visit the schools in your area before applying.

Who is this booklet for?
If you have a child who was born between 1 September 2013 and 31 August 2014, you must apply for a school place for September 2018.

When do I need to apply?
You can apply anytime from 12th September 2017.

Please note: In order to maximise your chance of being offered one of your preferred schools
• You MUST submit an application with all the required documents on time.
• Your child must meet the admissions criteria of the school to be offered a place.

and there is
• NO automatic transfer from a nursery into a school.
• NO automatic offer of a sibling place without making an application.

Application deadline Monday 15 January 2018

What happens if I miss the closing date?
Applications received after the closing date will be considered after those that are received on time and after the first round of offers have been made.

How do I apply?
The easiest way to apply is online. Go to peterborough.gov.uk/admissions and follow the instructions on screen. If you do not have internet access at home you can still apply online at your local library or at the council offices in Bayard Place.

Who can submit the application?
Applications must be made by a parent or carer who holds legal parental responsibility for a child. Only one application should be made per child.

The information in relation to Peterborough City Council Schools was correct at the time of printing (September 2017). However it should not be assumed that there will be no change before the start of, or during the school year 2018/19. Like many local authorities Peterborough City Council is experiencing a high demand for Primary School places. This means the admission limit shown may change for some schools.

How to contact us:
If you want more information about the school admissions process, or if you want to comment about this booklet or the admission arrangements, please write to:

The Admissions Team
Peterborough City Council
Bayard Place, Broadway
Peterborough PE1 1FB

Telephone: 01733 864007
Telephone opening hours are: 12pm - 5pm Monday to Friday

Email: admissions@peterborough.gov.uk

Apply online at www.peterborough.gov.uk/admissions | Deadline 15 January 2018
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INTRODUCTION: Before making an application

This section will provide you with information about what you should know and do before making a school application.

1. **Read the information in this booklet**

2. **Visit schools**
   - Ensure that you are entirely happy with your expressed preferences before submitting your application.

3. **Read Ofsted Reports**
   - You can view Ofsted reports at [www.ofsted.gov.uk](http://www.ofsted.gov.uk)

4. **Look at the school’s prospectus**
   - You can get this from the school. It will give you an idea about the school’s ethos and character, national test results and public examination results.

5. **Look to see how many places are available in each school**
   - This is called the Published Admissions Number or PAN. This number is set to take account of the number of pupils each site can accommodate in each year group and how many places are needed in an area.

6. **Consider how likely it is that your child will be offered a place at your preferred schools**
   - Read the oversubscription criteria for each school and look to see which apply to your child.

7. **Consider how your child will travel to and from school**

8. **Use your three preferences**

9. **Be aware there is no guarantee of a place at any school even if you live in the catchment area**

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**Do talk to your child about your decision**

**Do not be influenced by others. The right school for other children is not necessarily the right school for your child.**

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Apply online at [www.peterborough.gov.uk/admissions](http://www.peterborough.gov.uk/admissions) | Deadline 15 January 2018
INTRODUCTION: Key dates in the admissions process

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>From 12 September 2017</td>
<td>Application process for starting in Reception or Year 3 in a Junior school begins. Opportunity for parents/carers to visit individual schools.</td>
</tr>
<tr>
<td>15 January 2018 Closing date</td>
<td>Closing date for completed online applications. We strongly recommend that you do not delay your application to the last minute in case of technical problems.</td>
</tr>
<tr>
<td>9 February 2018</td>
<td>Final date for notification of change of address after the closing date.</td>
</tr>
<tr>
<td>February/March/April</td>
<td>Preference forms analysed.</td>
</tr>
</tbody>
</table>
| 16 April 2018 | “National offer day”.  
  • Parents that applied online will be notified by email during the afternoon of the outcome of their application  
  • Letters will be posted to parents  
  • No decisions will be issued by telephone |
| April 2018 | Waiting lists established |
| 4 May 2018 | Closing date for parents to either accept or refuse the school place offered. If the parent does not reply, the offer will be withdrawn |
| From week commencing 14 May 2018 | Second round of allocations for late applications received by 30 April 2018. Further offers made from this date are subject to places becoming available. |
| June to July 2018 | Independent Appeal Panels meet to consider appeals from parents/carers who are unhappy with their school allocation |
| From week commencing 11 June 2018 | Third round of allocations for late applications received by 25 May 2018. Further offers made from this date are subject to places becoming available. |
| September 2018 | Children start school full or part time. If you wish, you can defer admission |

School term dates 2018/19

Term dates are determined by the Local Authority in liaison with its neighbours. However, please note that the governing bodies of Peterborough schools and academies may decide to vary the dates.

Near to the time your child is due to start, you will receive a letter from the school you have been offered with uniform details and information about the school in general. The school will also confirm the date and time your child is expected to start.
Apply online at www.peterborough.gov.uk/admissions | Deadline 15 January 2018
Maximise your chance
(All applications will be subject to the published admissions criteria)

1 Apply on time
- The closing date is 15 January 2018
- All applications received after this date will be processed at a later date after majority of places have been allocated.
- A late application therefore means that you are much less likely to get what you prefer or want.
- Notification of places offered will be made on 18 April 2018 (unless your application is late).

2 Apply on-line
- Communication with you will be quicker.
- You will receive email confirmation acknowledging your application and receive email notification of the outcome (rather than having to wait for the post to arrive).

3 Use all preferences
- You could disadvantage yourself if you do not use your opportunity to express a preference for three schools.
- Each preference is considered in its own right so give yourself three separate chances.
- We only look at the order of your preferences (1st, 2nd or 3rd) if we are able to offer you more than one of your preferences. We will always allocate the highest preference.

4 Choose wisely
- Consider the school’s oversubscription criteria.
- Don’t assume that you will be allocated a place at your closest school if you do not state it as one of your preferences.
- Don’t assume that your child will get priority because they attend a nursery within the area of the infant or primary school.
- Include your catchment school as one of your preferences.

TYPES OF SCHOOL IN PETERBOROUGH

Community schools
Community schools are owned and maintained by the Council, which sets the admissions policy, including the criteria used for allocating places at schools that receive more applications than they have places.

Voluntary controlled schools
Voluntary controlled schools were originally set up by bodies such as Church of England Dio or Roman Catholic Church but are now maintained by the council. The council is responsible for setting the oversubscription criteria.

Voluntary aided (church) schools
Voluntary aided (church) schools are maintained by the council which pays the teachers’ salaries and the day-to-day running costs of the schools. Generally the buildings are owned by the diocese. Schools are either Roman Catholic (RC) or Church of England (CoFE). The governing body of the school sets the admission policy and criteria.

Foundation schools
Foundation schools are also maintained by the Council, but the governing bodies of foundation schools own the school buildings and sites. They are responsible for admissions and set their own policy and criteria.

Academies
An academy is a school that is run by an academy trust and its governors. They are independant of local authority control and funded directly by central government.

Free schools
Free schools are independent of the local authority. There are currently no primary free schools in Peterborough.
This section helps to clarify some of the most common misconceptions parents have about the school admissions process.

<table>
<thead>
<tr>
<th>Myth</th>
<th>Myth</th>
<th>Myth</th>
<th>Myth</th>
<th>Myth</th>
<th>Myth</th>
</tr>
</thead>
<tbody>
<tr>
<td>My child has a right to be given one of our school choices.</td>
<td>The schools you list on your application form are preferences only. Each school preference will be processed in accordance with the school’s admission arrangements and the highest possible preference will be offered. When we are unable to offer any school listed on your application, we will allocate the next nearest school to your home address with an available place.</td>
<td>I have an older child already at the school so I do not need to apply.</td>
<td>Listing one school will mean that you will have to offer me that school.</td>
<td>I live nearer to the school than the last child offered under the distance criterion last year so I’m guaranteed a place.</td>
<td>Children in my road go to the school so my child will too.</td>
</tr>
<tr>
<td>I have an older child already at the school so I do not need to apply.</td>
<td>Even if you have an older child at the school, without an application your child will not be considered for a place at the school. Please look at the admissions criterion for the school you are applying for.</td>
<td>If you list only one school and your child cannot be offered a place under the school’s admission arrangements, we will offer the next nearest school to your home address with a vacancy.</td>
<td>Listing one school will mean that you will have to offer me that school.</td>
<td>Although the information listed in Section 4 can give you an idea of how likely it is that you will be offered a place at your preferred school, the ‘last distance’ will change every year. We cannot guarantee any child will be offered a place at any school.</td>
<td>The number of pupils offered under each criterion at each school can change every year. Therefore, just because you know pupils living near you that go to a certain school does not mean that your child will be offered a place there.</td>
</tr>
<tr>
<td>Listing one school will mean that you will have to offer me that school.</td>
<td></td>
<td></td>
<td>Listing the same school three times will improve my chances of being offered a school.</td>
<td></td>
<td>Your child can only be considered once for a school and any duplicated preferences will be deleted.</td>
</tr>
<tr>
<td>I live nearer to the school than the last child offered under the distance criterion last year so I’m guaranteed a place.</td>
<td></td>
<td></td>
<td>Listing the same school three times will improve my chances of being offered a school.</td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>
INTRODUCTION

It does not matter if my form is late. If you apply after 15 January 2018, we will look at your application after all those that applied on time and it is very unlikely that you will be offered one of your preferred schools.

I can only apply for Peterborough schools. You can apply for both Peterborough and out of area schools by naming them on the Peterborough application form.

My child is in the nursery attached to the school – so my child will automatically get a place at the school. The nursery a child attends is not considered during the application process. All places are processed in accordance with the school’s oversubscription criteria.

My child care arrangements will be taken into consideration before a place is offered Your child care arrangements is not taken into consideration when school places are allocated.

Places are offered on a ‘first come, first served’ basis so my child will get a place at my preferred school if I apply early. All submitted on-time applications received by the closing date 15 January 2018 are processed together irrespective of when the application is submitted.

I don’t have to list my catchment school as a preference because the Local Authority will offer it to my child anyway. We will only consider the preferences on your application. If we are unable to offer any of the three preferences, we will allocate the next nearest school to your home address with available places and that may not be your catchment school. It could be a school further away from your home address.

It is the Local Authority’s responsibility to make sure that I apply for a school place for my child. Applying for a school place is the parent’s responsibility.

I know someone who works at my preferred school so my child will get a place there. All applications are considered by the Admissions Team strictly in accordance with the oversubscription criteria for the schools - without favour or prejudice.

Apply online at www.peterborough.gov.uk/admissions | Deadline 15 January 2018
Infant schools
Infant schools provide education for children aged 4 to 7 years. The first year of infant school is called the Reception year for children who become 5 during that year. Years 1 and 2 then follow for children who become 6 and 7 during these years.

Junior schools
Junior schools provide education for children 7 to 11 years. They cover four school years, Years 3 to 6.

Primary schools
Primary schools provide education across the whole primary age range of 4 to 11 years. They cover the Reception year and Years 1 to 6. Children transfer to secondary school at the end of Year 6.

When children start school in Peterborough
Children start school in the September of the school year in which they will become 5 years of age, which means most children are 4 years old when they start school. For entry in September 2018, children born between 1 September 2013 and 31 August 2014 are eligible to start school in September 2018.

Children reach statutory school age on the prescribed date following their 5th birthday. The prescribed days are 31st August, 31st December and 31st March. Statutory school age means the age when a parent is legally required to make sure that their child attends school (or is educated other than at school).

All children are allowed to start full-time in September or defer admission until they reach compulsory school age (or until the start of the summer term if this is earlier). You can also request that your child attend part-time initially, but you will need to discuss this with the school at which your child has been offered a place.

Please use the table below to see what options are available to you.

<table>
<thead>
<tr>
<th>Child's birthday</th>
<th>What options are available to you? You should discuss these with your allocated school</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 September - 31 December (autumn term)</td>
<td>Child can attend full-time, request to attend part-time from September or defer admission until the beginning of January 2019</td>
</tr>
<tr>
<td>1 January - 31 March (spring term)</td>
<td>Child can attend full or part-time from September 2018 or defer admission until the beginning of January 2019 or until after Easter 2019.</td>
</tr>
<tr>
<td>1 April- 31 August (summer term)</td>
<td>Child can attend full or part-time from September 2018 or defer admission until January or Easter. You can also choose not to send your child to school until the September following their fifth birthday. If you opt for this, an application under the 2019/20 admissions policy will be required and will normally be considered for Year 1 rather than a Reception class.</td>
</tr>
</tbody>
</table>

Request to delay entry to school in the same year (known as deferred entry)
If you feel that your child is not ready to start school in the September following their fourth birthday, you can either arrange for your child to attend part-time until they reach statutory school age, or defer the date your child is admitted to the school until later on in the Reception year. If your child’s entry is deferred, the school must hold your child’s place and not offer it to another child. Your child must also start school in the school year for which the offer was made. The latest your child can start school is at the beginning of the summer term 2019.

If you wish to defer your child’s entry, you will need to confirm this with the school where your child has been offered a Reception place. You may also need to confirm this with the early learning provider so that your child can continue to receive their free early learning entitlement.

Applying to a year group outside the normal age group (for summer born children only)
Children born between 1 April and 31 August are regarded as summer born children.

In exceptional circumstances, summer born children may be admitted to school in a different year group. This is usually due to concerns in relation to a child’s development. If you would like to request for your ‘summer born child’ to start school outside of their normal age group, and be admitted to reception rather than Year 1, please follow the process below.

Parents should apply for the normal reception year for their child. The normal year in this case, is the academic year when your child will be five years old – between 1 September and 31 August.

When you apply, you should inform the School Admissions Team in writing, that you do not wish to send your child to school until the September after their fifth birthday and request that your child is admitted out of their normal age group – to reception rather than Year 1. Your letter or email should include reasons for your request and any evidence to support your case.

Evidence could show:
- whether your child is summer born
- information about your child’s personal, social, emotional development and academic development
• if relevant, the child’s medical history and views of a medical professional
• whether your child has previously been educated out of year group
• whether your child was born prematurely

The council or school will look at each case on its merits, taking into account the child’s best interest and either agree or refuse the request on that basis.

Where the council is the admissions authority, we will seek views of the headteacher of the school where the child is most likely to be allocated a school place before a decision is taken. We may also take into account the views of the manager of their current early years setting and other professionals. We will make sure you are aware of whether your request for admission out of year group has been agreed before the final offers are made in April. Any reasons for refusal will be shared with you.

If your request is refused, your child will still be considered for admission to their normal age group. If we agree to your request, your child will be admitted into reception rather than Year 1 the following year; but you would need to apply again for a reception place for that year. Please note the decision to agree to delay your child does not guarantee that a place will be available as this depends on the number of applications for entry in that year and it is not possible to reserve a place until the following year.

Requests for admission out of the normal year group will be considered alongside other applications made at the same time. An application from a child who would ‘normally’ be a Year 1 child for a reception place will be considered alongside applications for reception. There is no statutory right of appeal if your request is not agreed.

Applying for a Year 3 junior or primary school place (Key Stage 2)

If you live in Peterborough and your child is in Year 2 at an infant school and is due to transfer to Year 3, you will need to apply for a Year 3 place at a junior school.

You can apply for a place in the junior school linked to your child’s infant school, to any other junior school or you can apply through an in-year process for a Year 3 place in a primary school. However, if you express a preference for a primary school, you need to understand that it is most likely that the year group will be full with children already in the school and no additional places are created for those seeking a place in Year 3.

To apply for a junior school place you should:
• apply online at www.peterborough.gov.uk/admissions

To apply for a primary school place you should:
• complete an ‘In-Year’ application form.

Applying for a primary school place will mean that you are added to the current Year 2 waiting list for that school (if one exists). If a place becomes available before the following September you will have to decide whether to take the place offered with an immediate start date or refuse the place and re-apply at the end of the school year.

Some schools may require parents/carers to complete a SIF (Supplementary Information Form) to enable the governing body of the school to assess your child’s application correctly. Please contact the school concerned to request a form. Completed supplementary information forms must be sent direct to the school to be received no later than the closing date stipulated by the school.

### How do I get a year 3 place for my child at Primary School?

To move your child from an Infant School to a Primary School rather than a Junior School, you will need to follow these steps:

1. Apply for a junior school place online by 15 January 2018. This will ensure that your child has a junior school place in case it is not possible to offer a place at the primary school you prefer. If you list a preference for a Primary school on your Junior application it will not be processed.
2. You will then be offered a junior school place in April.
3. When you have been notified of your child’s junior school place, you should apply for a primary school place by completing an In-year application form, and return this to the admissions team as soon as possible
4. We will then check whether it is possible to offer your child a place at the primary school you prefer. If we are able to offer a place at the primary school, we will do so, and take away the junior school place. You will get a decision within two weeks.

Apply online at www.peterborough.gov.uk/admissions | Deadline 15 January 2018
SECTION 1: How should I decide my preferred schools?

You need to be aware that many schools in the city are heavily oversubscribed. This is important to remember when deciding on your preferred schools. In previous years, it has not been possible to meet all preferences at a number of schools in Peterborough. When considering your preferred schools, you are strongly advised to look at the school’s oversubscription criteria and consider which category you would come under.

Think carefully about your preferences

The number of preferences that you can make on your application is limited. You need to be realistic in making your preferences. If your child is unlikely to meet the criteria, you may not receive an offer at any of your preferred schools. This could happen if you live too far away from the schools or if you name a church school but do not attend the church connected to that school. It is therefore important to understand the order in which places are allocated if a school is oversubscribed by reading the admission policy for the school - see Section 8 and 9.

You should think carefully about your order of preference when you decide how to list the schools you are applying for. This is because if your child qualifies for a place at a number of schools, you will only be made one offer of the school which you named as a higher preference.

The law states that you have a right to express a school preference and admission authorities are required to comply with that preference but please be aware that it is subject to the availability of places at the school. This is because there will be times when there are more applications than places. When there are more applications for a school than places available, oversubscription criteria (often called admission criteria) are used to determine priority for admission.

You should decide which schools you would prefer your child to attend and apply for a school place online listing up to three different preferences. You don’t have to express three preferences. However, if you only give one preference, and are not offered a place at that school, you will be offered a place at the next nearest school with an available place after everyone else’s three preferences have been considered. This may mean that by the time we look at allocating a place for your child, your local school may be full and your child may have to travel some distance to get to school.

Due to the high demand for places, you are advised to include your catchment school where your application can be considered on home to school distance.

The order of preference in which you list your schools is confidential. Schools are not told the preference order in which you have listed them.

- Each of your preferences will be considered equally and separately. Listing second and third preferences will not affect your chance of being offered your first preference. Each school listed on your application considers your child’s application against its admission criteria only and not according to the order of preference you put the school on your application. This guarantees that, for example, an application from a parent who has ranked the school as third preference is considered equally to an application on which the school is ranked as first preference.
- If we can offer your child a place at more than one of your preferred schools, we will offer you the highest ranked school we can, so please make sure you like your first preference more than your second preference and your second preference more than your third.
- If we are not able to offer your child a place at any of the schools you applied for, we will offer a place at the next nearest school with available places.

The following examples are provided to illustrate what may happen. Please note: they are only possible scenarios and they are in no way a guide to oversubscription levels. Please do not assume that if your situation is the same as one of these examples, your application will inevitably have the same outcome.

Example 1
1) Libby lives in Longthorpe. Her parents are keen for her to attend a local school. They list the following preferences:
   - Longthorpe Primary School
   - Thorpe Primary School
   - West Town Primary Academy

All three of these schools are oversubscribed with first, second and third preferences. Libby does not live close enough to Longthorpe Primary School to be offered a place there. However she lives close enough to both Thorpe Primary and West Town Academy to be offered a place. As Thorpe Primary was higher on her preference list than West Town Academy she is offered a place at Thorpe Primary.

Example 2
2) Sam lives near Cardea. Her parents are not sure whether they live nearer to Oakdale Primary School or Southfields Primary School but they would like her to attend Oakdale as she attends the nursery there at the moment. They list the following preferences:
   - Southfields Primary School
   - Oakdale Primary School
   - St Michael’s C of E Primary School

The governors of St Michael’s C of E Primary School are notified of Sam’s application. However they are not able to offer Sam a place as she does not meet their religious criteria. Although Southfields Primary School is closer to the family home than
Oakdale Primary School, Sam cannot be offered a place there as she lives further away than 90 of the other children whose parents have applied for a place there. However, she does live close enough to Oakdale Primary School to be offered a place, even though it is slightly further from her home than Southfields Primary School. She is offered a place at Oakdale Primary School.

Example 3
3) Donna lives in Brewster Avenue. Her parents list the following preferences for a primary school for Donna:

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

Unfortunately Donna does not live close enough to any of the schools to be offered a place. This means that she has to be offered a place at the nearest school to her home with an available place – so Donna is offered The Beeches Primary School.

Changing your preferences or changing the order
You can make any changes to your application before the closing date. However, if you wish to change your preferences after the closing date or you wish to change the preference order, all your preferences would be considered as late applications and considered after all on-time applications. It is possible to change your preferences after your application has been downloaded by the Admissions team but you will need to complete an amendment form which you will find on the council’s website.

Please note
If applying for a church school, please check if you need also to complete the school’s supplementary information form. Completed supplementary information forms (SIF) must be sent direct to the school to be received no later than the closing date stipulated by the school. The school governors are responsible for admissions to these schools, therefore any questions you have about admission to these schools should be addressed directly to the school.

BE AWARE:
- Living in the catchment area does not automatically guarantee a place in a school.
- A sibling link at the preferred school does not automatically guarantee a place.
- Attendance at a nursery – even on a school’s premises – is not a criterion and does not guarantee a place in the school.
How do I apply?

If you live in Peterborough and your child is due to start school or transfer to a junior school in September 2018, you must apply online at: www.peterborough.gov.uk/admissions

You are required to use the online system – it is quicker, safer and provides you with a confirmation receipt. (In the rare cases of you not being able to access this, please contact the school admissions team who will talk you through the process.)

Local libraries, council offices and most schools have public access computers where you can access the website. Most of our schools will help you access the on-line system if you do not have a home computer, smart phone or ipad.

- The online facility is available 24 hours a day and 7 days a week from 12 September 2017
- You can apply at any time from 12 September 2017 to midnight on 15 January 2018.
- We will email you confirmation that your application has been received.
- There are clear simple prompts to guide you through making your application. (Further information is available in this booklet under ‘completing the application form”).
- There is no risk that your application will get lost or be delayed as long as you remember to submit the application
- You can change the information online at any time until the closing date. remembering to re-submit if you re-open your account for any reason. Once submitted and downloaded by us, you need to contact the admissions team to make any changes. You will receive a confirmation email from us when your application has been downloaded.
- The outcome of your application will be available to view on national offer day

It is important to keep a record of your username and password to be able to make changes to your application and to log on to view your offer. Record them here for future use.

<table>
<thead>
<tr>
<th>Username:</th>
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<tbody>
<tr>
<td>Password:</td>
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</tbody>
</table>

If you need help with the online system, please telephone: 01733 864007 between 12pm and 5pm (Monday – Friday)

You can use the online preference form to apply for a voluntary aided (church) school, an academy, a free school or a school in another Local Authority area, but you must remember to provide any additional supporting documents or information as required by that school’s admission criteria. The supporting documents and information must be handed directly to the school and you must at that point tell the church school or academy if you have applied online.

Co-ordinated Admissions

The council co-ordinates admission arrangements for schools in the city by using the same application form for all church aided, community schools and academies. This means that regardless of whether you wish to apply for a church aided, community school or academy in Peterborough or in another local authority in England, you only need to complete one application form. Church aided schools and academies are still responsible for offering places in their schools (see oversubscription criteria for Own Admission Authority Schools). The council will let parents know the schools’ decisions.

We also share admissions information with neighbouring Local Authorities. If you live in Peterborough, any applications for schools in the area of another Local Authority should be made through Peterborough City Council. You are entitled to apply to different academies, church aided and community schools and schools in other Local Authorities, but you must do this through Peterborough City Council Admissions Team if you are a Peterborough resident.

Church aided and academies have their own admission criteria, (usually including religious requirements in the case of church aided schools). If applying to a church aided or academy you must still apply online to the council.

If one of your preferences is a church aided school you may also be asked to complete a supplementary information form or provide other information.

Where you are required to complete a supplementary information form or provide other information to a church aided school or academy, you should provide it to the school by the closing date stipulated by the school. Please check this with the school.

If you live in Peterborough and do not apply online you will not be allocated a place at a school. You need to ensure that you apply to the Local Authority where you pay your Council tax.

The contact numbers of the neighbouring councils to Peterborough are:

Cambridgeshire County Council.................. 0345 045 1370
Lincolnshire County Council ....................... 01522 782030
Northamptonshire County Council .......... 0300 126 1000
Rutland County Council ............................ 01572 722577
Completing the online application

Your child's details
Enter your child's details ensuring that the address, postcode and date of birth are correct so that we can process your application accurately. It is essential that this information is correct. We regularly check addresses and if they are not correct we may have to withdraw our offer of a school place. The address you give us should be the child’s permanent address at the time of application. ‘At the time of application’ means the closing date for applications unless you are in the process of moving house when the second deadline applies.

Home address
• The child’s current permanent residential address must be used. The home address is the address of the parent with whom the child normally lives from Monday to Friday.

• The address of a relative or childminder, or where your child stays or sleeps because of special domestic arrangements or personal circumstances cannot be considered. All applicant addresses will be thoroughly checked.

• You cannot use an address until you are permanently residing there and able to prove you have no connection with the previous address. All changes of address will be thoroughly investigated to ensure there is a permanent commitment to the new address and that it is not a temporary arrangement to access a preferred school. A temporary address cannot be considered. This includes other property owned by the applicant, temporary rental agreements and temporary moves to live with friends or family.

• Any recent change of principal carer and/or parental responsibility (for example, if a child moves to live at another address) must be supported by satisfactory legal documents such as a court order. Only applications from a person who is legally responsible for the child can be accepted. If a child does not live with their parent/s and is looked after by relatives, documentary evidence such as a Will or a Court order are required as proof that the relatives are the child’s guardians. A private fostering arrangement will not give parental responsibility. Please let Peterborough Admissions know if a parent at another address is to be kept advised of the progress and outcome of their child’s application.

• Schools expect to see continuity of address throughout the application process; and you will be asked for proof at any time if your address is different from the address on your application.

• If it is discovered that a place has been offered on the basis of a fraudulent or intentionally misleading application (for example a false claim to residence), that offer will be withdrawn even if the child has started at the school.

Parents who live separately
When parents live separately, the application must be based on the address at which the child usually lives. When parents live separately but the child lives with both parents at different addresses, the child’s home address will be taken to be the address where the child lives for most of the week. If the child spends an equal amount of time with each parent, the address will be taken to be that of the main parent/carer eligible to receive Child Benefit and Child Tax Credit.

Proof of Address
As part of the school admission process, you will be asked to provide proof of address to the school your child has been offered. To ensure that offers of school places are made fairly, Peterborough City Council is committed to following strict address verification procedures. Further information about proof of address can be found in Section 7 of this booklet.

‘Are you the parent of the child?’
The definition of a ‘parent’ in education law is wider than just those with parental responsibility. The definition of a parent is defined in section 576 of the Education Act 1996. This can include all natural parents whether they have parental responsibility or not, other people who have acquired parental responsibility by court order or anyone else who has care of a child such as another family member.

Statement of special educational needs (or children with an education health and care plan (ECHP))
Please indicate in the appropriate place if your child has a statement of special educational needs or an education health and care plan (ECHP). Please name the local authority dealing with your child.
SECTION 2: Making an Application (continued)

Looked after children
Please indicate in the appropriate place if your child is or was a ‘looked-after child’ and the name of the local authority that is or was dealing with your case.

Your details
It is important that this information is correct as we may use this to contact you about the admissions process. We also need to know your relationship with the child and whether you have parental responsibility as defined by the Children Act 1989.

Your preferences
- Rank the schools you would like your child to attend in order of preference by writing the name of the school in the boxes with the school you want first in the ‘Preference 1’ section and the school you want second in the ‘Preference 2’ box etc.
- We strongly recommend you use your options of listing three schools and that one of these schools should be your catchment school. There is no advantage in listing only one school.
- If you choose to list just one school and your application is unsuccessful, you will have no say in the school you are allocated to. You could be allocated a school some distance from your home if nearer schools have received more applications than there are places available.
- The online system will not allow you to select the same school/college more than once as we can only process one application per child per school/college.

Please note:

- You may be allocated any one of your preferences and you need to be sure that you are willing and able to get your child to that school. If you are offered one of your preferences the city council will not pay for transport to school; this is your responsibility.

- Your catchment school
If you do not apply to your catchment area school as one of your preferences, you will not automatically be offered a place there if you are unsuccessful with your other preferences (as your catchment area school may already have been filled with preference requests). You need to consider whether your catchment school should be one of your preferences.

- Your reasons for applying for each of your preferences
  - We need you to give us this information so that the local authority or school governors can correctly apply their over-subscription criteria. If you do not provide us with the correct information in this section it could mean that we cannot consider you under a particular criterion, e.g., if you fail to tell us that the child has a sibling (brother or sister) connection within the school, then this will not be considered.

- Siblings (brothers and sisters)
  - Many schools give priority to brothers and sisters. It is important to show on the form if there will be a brother or sister at the school when your child starts. Add the names of any brothers or sisters that attend the school and their date of birth in the appropriate place. By sibling, we mean a brother or a sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer’s partner but in every case the child must be living in the same family unit at the same address. Every effort will be made to ensure that twins and those from multiple births can attend the same school.

1. A ‘looked after child’ is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).
2. A parent is any person who has parental responsibility or care of the child. "Family members" include only parents and siblings.
Confirmation
In this section you are confirming that all the information you have provided is correct as at the time of application and you have not deliberately given any false information. ‘At the time of application’ means the closing date for applications unless you are in the process of moving house when the second deadline applies (see section 6).

The city council, as a responsible admissions authority, reserves the right to verify any address given as the child’s permanent address in order to ensure that it is allocating places appropriately and fairly.

Where a suspected fraudulent application is identified during the allocation process (before allocation day), if relevant evidence is not provided and the application is deemed to be fraudulent, the family concerned will be offered the opportunity to provide their correct address and advised that the application will now be treated as ‘late’. We may also undertake sample spot checks.

Failure to provide any document reasonably required by the city council to verify residence after the allocation day will result in the place being withdrawn. We will then offer a place at the nearest school to the home address with an available place. This may be some distance away.

Multiple applications
The city council can only accept one application per child. If applications are received from both parents which are not the same, we will accept the application of the main parent/carer eligible to receive Child Benefit and Child Tax Credit.

False information
If you deliberately give false information, the school admissions code allows for the offer of a school place to be withdrawn. The city council takes this matter very seriously and will move to the withdrawal of the place if it is proved to be a fraudulent application. This applies even after the child has started at the new school.

Providing false information could also lead to prosecution.

Whistle-blowing
If you believe that someone else has given false information, we would encourage this to be reported, by emailing admissions@peterborough.gov.uk. All reports received will be investigated.

Supplementary Information Forms (SIFs)
Some schools request additional information from parents and will require a SIF as well as the on-line application. SIFs are obtainable from the school and should be returned to the school concerned. SIFs will not be considered on their own. The schools must be also be listed on your application.

Amending/reviewing online applications
If you re-visit your online account for any reason, to make changes or just to review it, you must re-submit your application in order for it to be downloaded by ourselves.

Submitting your application
The closing date for receipt of your application is 15 January 2018. Before you submit your application please check that you:

- are familiar with the oversubscription criteria for each school you are applying for;
- are clear on the order you want to list the schools you are applying for;
- think carefully about naming a school where your child is unlikely to qualify for a place; and
- do not disadvantage your child by listing only one preference;
- have considered naming your nearest school and you have used all three preferences, as this will increase your chances of obtaining a place for your child at one of your preferred schools.

Moving into Peterborough before the allocation process
If you move into the city after the closing date, but before Friday 9 February 2018, and you can provide documentary evidence to confirm this, your application will be processed at the same time as those applications received by 15 January 2018.

If you move into the area after 9 February 2018 your application will only be considered as a late application and will be processed with other late applications in subsequent rounds of allocations commencing from 14th May 2018.

Applying for a school place after the allocation process
If you apply for a school place or move into the area after the allocation of places, you will still be able to apply and name up to three preferences. We will offer you a place at one of your preferred schools if this is possible. If all the places at your preferred schools have been allocated, your child’s name will be added to waiting lists in criteria order. Your child will be allocated a place at the next nearest school to your home with available places.

Changing your application information
You can change the information at any time until the closing date, but once submitted and downloaded by us you would need to contact the admissions team to amend your application. You will receive a confirmation email from us when your application has been downloaded.

What happens if my application is late?
Late applications received after the closing date of 15 January 2018 will only be considered after all applications received by the closing date. This means it is much more likely you will not get a place at your preferred school, as the places may already have been given to other children.

If you are moving within Peterborough, you must still make your application by the deadline. Late applications received for oversubscribed schools will be placed on a waiting list for that school.

Please note
If you re-open your online account for any reason even just to review your application, you must re-submit. Failure to do so may mean that we are unable to download the application and it will not be added to our database.

Once the closing date has passed and before 9 February 2018 you can only change your preferences if there is genuine reason to do so, e.g. a change of address. A request to change a preference will be considered by the local authority on an individual basis.

Confirmation
In this section you are confirming that all the information you have provided is correct as at the time of application and you have not deliberately given any false information. ‘At the time of application’ means the closing date for applications unless you are in the process of moving house when the second deadline applies (see section 6).

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- think carefully about naming a school where your child is unlikely to qualify for a place; and
- do not disadvantage your child by listing only one preference;
- have considered naming your nearest school and you have used all three preferences, as this will increase your chances of obtaining a place for your child at one of your preferred schools.

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If you move into the area after 9 February 2018 your application will only be considered as a late application and will be processed with other late applications in subsequent rounds of allocations commencing from 14th May 2018.

Applying for a school place after the allocation process
If you apply for a school place or move into the area after the allocation of places, you will still be able to apply and name up to three preferences. We will offer you a place at one of your preferred schools if this is possible. If all the places at your preferred schools have been allocated, your child’s name will be added to waiting lists in criteria order. Your child will be allocated a place at the next nearest school to your home with available places.

Changing your application information
You can change the information at any time until the closing date, but once submitted and downloaded by us you would need to contact the admissions team to amend your application. You will receive a confirmation email from us when your application has been downloaded.

What happens if my application is late?
Late applications received after the closing date of 15 January 2018 will only be considered after all applications received by the closing date. This means it is much more likely you will not get a place at your preferred school, as the places may already have been given to other children.

If you are moving within Peterborough, you must still make your application by the deadline. Late applications received for oversubscribed schools will be placed on a waiting list for that school.

Please note
If you re-open your online account for any reason even just to review your application, you must re-submit. Failure to do so may mean that we are unable to download the application and it will not be added to our database.

Once the closing date has passed and before 9 February 2018 you can only change your preferences if there is genuine reason to do so, e.g. a change of address. A request to change a preference will be considered by the local authority on an individual basis.
SECTION 3: How your application is processed

This section tells you how school places are allocated.

Who decides who is offered places?

There are different types of schools. Decisions about which children should be offered school places are made by the admissions authority for each school type. However, Peterborough City Council notifies applicants of the decisions of all the admissions authorities for each school. The schools within each school type category that make school offer decisions in Peterborough are as follows:

Voluntary controlled schools

The City Council decides who is offered school places. There are five voluntary controlled school in Peterborough. Their admission arrangements are the same as community schools (see Section 8).

- Barnack C of E Primary School
- Castor Voluntary Controlled Primary School
- Eye C of E Primary School
- Newborough C of E (VC) Primary School
- St Botolph’s C of E (VC) Primary School

Academies and Voluntary aided schools

The governing bodies of the following schools are the admission authorities for their schools and they set and publish their own admissions criteria. They also decide which children are allocated places at their schools. Peterborough City Council informs applicants of the decisions of these schools.

Academies:
- Bishop Creighton Academy
- Dogsthorpe Academy (Junior)
- Eyrescroft Primary School
- Fulbridge Academy
- Gladstone Primary School

Voluntary Aided (VA) Schools:
- All Saints C of E (VA) Primary School
- Peakirk cum Gilton C of E (VA) Primary School

- Hampton College (Primary Phase)
- Highlees Primary School
- Lime Academy Abbotsmeade
- Lime Academy Parnwell
- Lime Academy Watergall
- Newark Hill Academy
- Ormiston Meadows Academy
- Thomas Deacon Academy (Junior)
- Welland Academy
- West Town Primary Academy
- William Law CE Primary School
- Stanground St John’s C of E Primary School

- St Augustine’s C of E Junior School
- St John’s C of E Primary School
- St Michael’s C of E (VA) Primary School
- St Thomas More Catholic Primary School
- Sacred Heart RC (VA) Primary School
- The King’s (The Cathedral) School (Junior)

Foundation Schools
- Orton Wistow Primary School

Community Schools

All other schools not listed above are Community Schools. Peterborough City Council sets the admissions criteria and determines which children can be offered places at Community Schools in accordance with the admissions policy.

If you are applying for a place at a voluntary-aided school or academy, you must complete the school’s supplementary information form (if they have one) and also submit an application online to the council for a school place. You must return the completed supplementary information form directly to the school to enable the governing body to assess your application correctly. Please note that the supplementary form is not an application form, but it is an important part of the process. You can obtain copies of supplementary information from the council’s website or from the school.

The oversubscription criteria are also known as admission criteria. You will find the oversubscription criteria for Peterborough community primary schools in section 8 of this booklet. The criteria for all other schools vary depending on the type of school you are applying for and can be found in section 9.
How school places are allocated

On submission of the application, each one of your preferences is treated as a separate application regardless of the order you have listed them in.

Peterborough Admissions will give your child’s details to each school/admissions authority. All on time applications will be considered at the same time. Schools will not be told which preference number they are or which other schools you have applied for.

If you have listed a voluntary aided school or academy we send your application details to the relevant school as the school governors decide who should be offered places.

If a school receives more applications than they have places available, the school will use its oversubscription criteria to rank and determine which applicants can receive an offer. This information is then returned to Peterborough Admissions and matched against the applicant’s list of preferences. All possible offers are shared and exchanged across neighbouring Local Authorities through the Co-ordination Scheme.

If you have listed a community or voluntary controlled school, Peterborough City Council Admissions will apply the council’s oversubscription criteria if there are more applications than available places.

If you have listed a school in a neighbouring authority, the application will be sent to the local authority for processing.

If more than one of your preferred schools can offer your child a place, we will offer a place at the one which features highest in your list of preferences.

If only one preferred school can offer your child a place, this is the place you will be offered.

If a place cannot be offered at any of the preferred schools, a place will be offered at the catchment area school (if places remain available), or the next nearest school with places available.

Your child’s name is automatically added to the waiting list of the preferred schools higher than the school we have offered.

You will receive only one offer of a school place for each child.

If you are unhappy with your allocated school or with the preferences you listed on your original application, you do have the option to submit a revised form listing different preferences. However, if you do this, your new form will considered with other late applications. This is to ensure that parents who change their minds are not given an unfair advantage by being allowed to list more than three preferences.

Note: Most Peterborough schools receive more applications than they have places available and use admissions over-subscription criteria to determine who can be offered. All over-subscribed Community & Voluntary controlled schools will offer places using the criteria listed in section 8, however Voluntary Aided schools offer places using religious criteria have different priorities (see section 9).

Distance measurement

For admission purposes, distance is measured in a straight line using the Local Land Property Gazetteer (LLPG) provided from the seed point located at the child’s home address to the seed point for the school.

The seed point is taken from the ordinance survey’s (OS) Address-Base dataset. It is used to locate individual residential and school addresses using grid references as seed points.

The straight line measurement is used purely as a tie-breaker; it has no relevance to how you would walk to the school. Distance is not measured using Google or other similar apps.

Please Note:

1. Any revised preferences submitted after an initial offer of a school place will take precedence over any previous preferences submitted on the existing application; and where we are able to offer one of your revised preferences, it will cancel any previous offer made regardless of whether you have accepted the offer of a school place.

2. If you are offered a lower preference and do not request to be removed from the waiting list of your higher preferences and we are subsequently able to offer one of your higher preferences, it will cancel the previous offer made regardless of whether you have accepted the offer of a school place.
SECTION 4: Outcome of your application

This section sets out when you will know the outcome of your application and what to do when you find out.

When and how will I be told the outcome of my application?

If you live in Peterborough and have applied online, you will be able to access the school admissions website from 12.30am on the morning of 16 April 2018 and see where we have been able to offer your child a school place. Notification letters will be posted on 16 April 2018. If you live outside of Peterborough, your own local authority will offer you a school place either through their online system and/or by letter.

Please note that decisions will not be given over the telephone and there are no facilities to come and pick up a letter from reception at Bayard Place.

After you receive your school admission decision

How do I accept my child's school place?

You must accept or refuse the offer of a school place as soon as possible but no later than 4 May 2018. Please contact the school you have been offered to accept the school place by this date. If you wish to refuse an offer, please email admissions@peterborough.gov.uk

If you do not reply to the offer letter, the offer of a school place will be removed and offered to another child on the waiting list.

What happens if I am not happy with the school my child has been offered?

• you may ask the school admissions team about places at other schools
• your child’s name will be automatically placed on a waiting list for your first preference school
• you may appeal.

Refusing (declining) the offer of a school/college place

If you refuse the place you have been offered, that place will be offered on to the next child on the waiting list, leaving your child without a school place.

You will not be able to come back to that offer in the future (unless there are still spare places at that particular school). You are advised to discuss this issue with the admissions team before refusing/declining a school place offer.

School waiting lists

How do I get my child’s name on a waiting list?

If you have applied for your child to start in reception or year 3 (of a junior school) and you do not get your first, second or third preferred school, your child’s name will be automatically placed on the waiting list for the school(s) you have listed above the one you have been offered. Your child’s name will remain on the waiting list until the end of the academic year, or until a place becomes available if this happens sooner. If you wish your child’s name to remain on the waiting list for the next academic year, you will need to reapply in the July or end of the academic year.

How is the waiting list managed?

When all available places have been allocated, a waiting list will be established for each over-subscribed school. Your child will automatically be added to the waiting list of any school you named on your application that was a higher preference than the school where your child was allocated a place. Positions on a waiting list must follow the same order as the oversubscription criteria and are not allocated on a ‘first come, first served’ basis. If new or late applications have a higher priority under the oversubscription criteria, they will be ranked higher than those who have been on the waiting list for some time. So it’s possible that over time a child’s position on a waiting list can change.
A waiting list can be lengthened when any future applications for new pupils are refused and the names of these children are added to the list. These names are not added to the end of the list but are inserted according to how well they meet the oversubscription criteria. So, a new application from a child with a higher priority for admission than any of the children already on the list would force all those other children down by one place.

A waiting list can be shortened if any places become free at the preferred school. The free place would be offered to the child at the top of the waiting list at the time in which the place becomes available. If the place is accepted, all the other children on the list would go up by one position. If the place is declined, the child in the top position would be removed from the list and the child in the next position would be offered the place.

Parents can ask for their child’s name to be removed from a waiting list at any time. Being on a waiting list does not affect the parent’s right of appeal.

Waiting lists for Peterborough Schools will last until the end of the current academic year. If you would like your child to be considered for a school in Peterborough for the next academic year starting 1 September, you will need to complete a new In-Year application. Waiting lists for out of area schools are maintained by the relevant authority responsible for the school or the school themselves. Please refer to their admission arrangements for details of how they are maintained.

Please note: If a place becomes available at a school it will be offered to the child at the top of the waiting list.

If you are subsequently offered a place at one of your higher ranked preferred schools this will automatically remove the place previously offered at any lower preference school. It is important, therefore, to tell us if you do not wish to remain on the waiting list as you are now happy to accept a lower preference.

In-year transfer waiting lists
After the end of the autumn term, the waiting lists will be transferred into our in-year admissions system. Waiting lists will be maintained by the local authority for Peterborough community schools and by the individual schools/college if they are their own admission authority. They will last until the end of the current academic year. If you wish to remain on the school’s waiting list for the next academic year you will need to complete a new in-year application form. Waiting lists for out of area schools are maintained by the relevant authority responsible for the school or the school themselves. Please refer to their admission arrangements for details of how they are maintained.

What happens if a place becomes available at a school with a waiting list?
The school admissions team will offer the place to the child at the top of the waiting list. Parents must accept the place within 10 days otherwise, the place is offered to another child.

Appeals
If you are unhappy with the school place your child has been offered, you have a right to appeal to the independent appeals panel. Information relating to appeals along with the timetable for appeals to be heard are on our website. Academies, voluntary aided, trust and free schools are all responsible for their own appeals and you should contact these schools direct to discuss the process.

You can only appeal for a school for which you have expressed a preference and have been refused. If you wish to appeal, it is a good idea to accept the place at the school you have been offered, as this will have no effect on the outcome of your appeal, and will prevent your child from missing out on a school altogether. The appeal panel’s decision is binding on the council and on parents/carers.

There is a legal limit on the size of infant classes, set at thirty children. Where classes are at maximum capacity an appeal panel can only agree the appeal if it can be shown that the authority has made a mistake in applying its oversubscription criteria or has acted unreasonably.
## SECTION 5a: List of schools in Peterborough

Alphabetical list of Peterborough primary, infant and junior schools.

PAN is the Published Admission Number (the number of spaces available for entry into school).

<table>
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<tr>
<th>School details</th>
<th>Category type and age range</th>
<th>Out of school facility</th>
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<th>No on roll as at January 2017</th>
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<td>Telephone: 01733 563688</td>
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<tr>
<td>Fax: 01733 319884</td>
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## Additional information on these schools can be found in Section 8 ** Additional information on these schools can be found in Section 9

Apply online at [www.peterborough.gov.uk/admissions](http://www.peterborough.gov.uk/admissions) | Deadline 15 January 2018
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Additional information on these schools can be found in Section 8.

** Additional information on these schools can be found in Section 9.
### SECTION 5a: List of schools in Peterborough (continued)

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<td>Interim Headteacher: Mr Simon Martin</td>
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## Additional information on these schools can be found in Section 8  ** Additional information on these schools can be found in Section 9

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Apply online at [www.peterborough.gov.uk/admissions](http://www.peterborough.gov.uk/admissions) | Deadline 15 January 2018
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<th>School details</th>
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| Gunthorpe Primary School  
The Pentlands, Hallfields Lane, Peterborough PE4 7YP  
Telephone: 01733 571193  
Fax: 01733 576967  
Email: office@gunthorpe.peterborough.sch.uk  
Website: www.gunthorpeprimary.org.uk  
Head: Mrs Fran Hollingsworth | Community Primary  
4 to 11 | | 60 | 401 | Page 41 | No |
| Hampton College**  
Hampton College, Primary Phase, Clayburn Road  
Hampton Vale, Peterborough PE7 8GL  
Telephone: 01733 246821  
Fax: 01733 246823  
Email: primary@hamptoncollege.org.uk  
Website: www.hamptoncollegeprimary.org.uk  
Head: Ms Helen Price  
Head of School (Primary Phase): Mr Paul Jones | Primary Academy  
Reception Year 1, Year 2, Year 3 and Year 4 only | | 60 | 296  
(Primary Phase only) | Page 50 | No |
| Hampton Hargate Primary School  
Hargate Way, Hampton Hargate Peterborough PE7 8BZ  
Telephone: 01733 296780  
Fax: 01733 296789  
Email: office@hampton-hargate.peterborough.sch.uk  
Website: www.hampton-hargate.peterborough.sch.uk  
Head: Mr Andy Lyons | Community Primary  
4 to 11 | Breakfast Club and After School Club | 90 | 632 | Page 41 | No |
| Hampton Vale Primary School  
Westlake Avenue, Hampton Vale, Peterborough PE7 8LS  
Telephone: 01733 247000  
Fax: 01733 247320  
Email: office@hamptonvale.peterborough.sch.uk  
Head: Mrs Anne Neary | Community Primary  
4 to 11 | Breakfast and After School Club | 90 | 626 | Page 41 | No |

## Additional information on these schools can be found in Section 8  ** Additional information on these schools can be found in Section 9

Apply online at [www.peterborough.gov.uk/admissions](http://www.peterborough.gov.uk/admissions) | Deadline 15 January 2018

Primary Admissions Booklet 2018-19 | 25
### SECTION 5a: List of schools in Peterborough (continued)

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<td>Community Primary&lt;br&gt;4 to 11</td>
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<td>Highlees Primary School**&lt;br&gt;Ashton Road, Westwood, Peterborough PE3 7ER&lt;br&gt;Telephone: 01733 264294&lt;br&gt;Fax: 01733 264283&lt;br&gt;Email: <a href="mailto:highleesoffice@hedef.org">highleesoffice@hedef.org</a>&lt;br&gt;Website: <a href="http://www.highleesprimary.co.uk">www.highleesprimary.co.uk</a>&lt;br&gt;Head of School: Mrs Jo Stroud&lt;br&gt;Executive Principal: Mrs Emma Ward</td>
<td>Primary Academy&lt;br&gt;4 to 11</td>
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<td>John Clare Primary School&lt;br&gt;West Street, Helpston, Peterborough PE6 7DU&lt;br&gt;Telephone: 01733 252332&lt;br&gt;Fax: 01733 253684&lt;br&gt;Email: <a href="mailto:office@johnclareprimary.org">office@johnclareprimary.org</a>&lt;br&gt;Website: <a href="http://www.johnclareschool.org">www.johnclareschool.org</a>&lt;br&gt;Head: Mrs Rachel Simmons</td>
<td>Community Primary&lt;br&gt;4 to 11</td>
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<td>Leighton Primary School&lt;br&gt;Orton Malborne, Peterborough PE2 5PL&lt;br&gt;Telephone: 01733 232949&lt;br&gt;Fax: 01733 237059&lt;br&gt;Email: <a href="mailto:officeadmin@leightonprimary.net">officeadmin@leightonprimary.net</a>&lt;br&gt;Website: <a href="http://www.leightonprimaryschool.co.uk">www.leightonprimaryschool.co.uk</a>&lt;br&gt;Head: Mrs Hayley Sutton</td>
<td>Community Primary&lt;br&gt;4 to 11</td>
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<td>Fax: 01733 343194</td>
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<td>Email: <a href="mailto:admin@limeacademyabbotsmede.london">admin@limeacademyabbotsmede.london</a></td>
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<td>Acting Head: Ms Rachael Holland</td>
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<tr>
<td>Head: Mrs Sarah Cullen</td>
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<td>Lime Academy Watergall</td>
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<td>Breakfast Club</td>
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<td>Watergall, Bretton, Peterborough PE3 8NX</td>
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<tr>
<td>Telephone: 01733 264238 Fax: 01733 266440</td>
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<td>Email: <a href="mailto:office@watergall.peterborough.sch.uk">office@watergall.peterborough.sch.uk</a></td>
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<tr>
<td>Head: Ms Lorraine White</td>
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<tr>
<td>Bradwell Road, Longthorpe, Peterborough PE3 9QW</td>
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<tr>
<td>Telephone: 01733 265959</td>
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<tr>
<td>Fax: 01733 265852</td>
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<tr>
<td>Email: <a href="mailto:office@longthorpe.peterborough.sch.uk">office@longthorpe.peterborough.sch.uk</a></td>
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<tr>
<td>Head: Mr Ryan McLay</td>
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<td>Middleton Primary School #</td>
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<tr>
<td>Middleton, South Bretton, Peterborough PE3 9XJ</td>
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<tr>
<td>Telephone: 01733 262696</td>
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<td>Email:<a href="mailto:office@middletonprimaryschool.co.uk">office@middletonprimaryschool.co.uk</a></td>
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<tr>
<td>Head: Mrs Kathy Fountain</td>
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**Additional information on these schools can be found in Section 8. Additional information on these schools can be found in Section 9.**

Apply online at [www.peterborough.gov.uk/admissions](http://www.peterborough.gov.uk/admissions) | Deadline 15 January 2018
### SECTION 5a: List of schools in Peterborough (continued)

<table>
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<tr>
<th>School details</th>
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</table>
| **Nene Valley Primary School**  
Sugar Way, Peterborough PE2 9RT  
Telephone: 01733 897517  
Email: office@nenevalleyprimary.net  
Website: www.nenevalleyprimary.net  
Head: Mr Stuart Mansell  
Community Primary  
4 to 11  
Breakfast Club and After School Club  
45  
307  
Page 41  
No |  
| **Newark Hill Academy**  
Eastfield Road, Peterborough PE1 4RE  
Telephone: 01733 566053  
Email: admin@newarkhillacademy.org  
Website: www.newarkhillacademy.org  
Principal: Mrs Sonia Kendal  
Primary Academy  
4 to 11  
Breakfast Club  
60  
504  
Page 53  
No |  
| **Newborough CofE (VC) Primary School**  
School Road, Newborough, Peterborough PE6 7RG  
Telephone: 01733 810253  
Fax: 01733 810035  
Email: office1@newborough.peterborough.sch.uk  
Website: www.newboroughschool.co.uk  
Head: Mrs Rebecca Marrs  
Voluntary Controlled Primary  
4 to 11  
Breakfast and After School Club  
30  
207  
Page 41  
No |  
| **Northborough Primary School**  
Church Street, Northborough, Peterborough PE6 9BN  
Telephone: 01733 252204  
Email: office@northborough.peterborough.sch.uk  
Website: www.northboroughschool.co.uk  
Head: Mr Stuart Mallott  
Community Primary  
4 to 11  
Breakfast Club and After School Club  
30  
215  
Page 41  
No |  

# Additional information on these schools can be found in Section 8  
** Additional information on these schools can be found in Section 9
<table>
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| Norwood Primary School  
Gunthorpe Road, Peterborough, PE4 7DZ  
Telephone: 01733 574717  
Fax: 01733 703250  
Email: office@norwood.peterborough.sch.uk  
Website: www.norwood-school.co.uk  
Head: Mrs Deborah Reynolds | Community Primary  
4 to 11 | Breakfast Club and After School Club | 30 | 208 | Page 41 | No |
| Oakdale Primary School  
Oakdale Avenue, Stanground, Peterborough PE2 8TD  
Telephone: 01733 566237  
Fax: 01733 554722  
Email: office@oakdale.peterborough.sch.uk  
Website: www.oakdale.peterborough.sch.uk  
Head: Ms Ilona Wrigley | Community Primary  
4 to 11 | Breakfast Club and After School Club | 30 | 209 | Page 41 | No |
| Old Fletton Primary School  
London Road, Old Fletton, Peterborough PE2 9DR  
Telephone: 01733 554457  
Fax: 01733 352917  
Email: office@oldfletton.peterborough.sch.uk  
Website: www.oldfletton.org.uk  
Head: Mrs Sarah Levy | Community Primary and Nursery  
3 to 11 | Breakfast Club and After School Club | 60 | 388 | Page 41 | No |
| Ormiston Meadows Academy**##  
Matley, Orton Brimbles, Peterborough PE2 5YQ  
Telephone: 01733 231008  
Email: office@ormistonmeadows.co.uk  
Website: www.ormistonmeadows.co.uk  
Principal: Mrs Jean Watt | Primary Academy  
4 to 11 | Breakfast Club and After School Club | 30 | 199 | Page 55 | No |

## Additional information on these schools can be found in Section 8  ** Additional information on these schools can be found in Section 9

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### SECTION 5a: List of schools in Peterborough (continued)

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<td>Paston Ridings Primary School</td>
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<tr>
<td>Peakirk cum Glinton C of E (VA) Primary School **, Rectory Lane, Glinton, Peterborough PE6 7LR</td>
<td>Church of England Voluntary Aided Primary and Nursery 3 to 11</td>
<td>Breakfast Club and After School Club</td>
<td>30</td>
<td>205</td>
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<td>Queen's Drive Infant School</td>
<td>Community Infant 4 to 7</td>
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## Additional information on these schools can be found in Section 8  ** Additional information on these schools can be found in Section 9
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<td>St Augustine’s C of E (VA) Junior School **</td>
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<td>St Botolph’s CofE (VC) Primary School</td>
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<td>St John’s CofE Primary School **</td>
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<th>School details</th>
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<tr>
<td>St Michael’s C of E (Voluntary Aided) Primary School ** Constantine Drive, Stanground South, Peterborough PE2 8SZ Telephone: 01733 306778 Email: <a href="mailto:office@stmichaelschurchschool.co.uk">office@stmichaelschurchschool.co.uk</a> Website: <a href="http://www.stmichaelschurchschool.co.uk">www.stmichaelschurchschool.co.uk</a> Head: Mrs Jackie Ashley</td>
<td>Voluntary Aided Primary 4 to 11</td>
<td>Breakfast Club and After School Club</td>
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<td>287</td>
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<td>Yes</td>
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<tr>
<td>St Thomas More Catholic Primary School ** Park Lane, Eastfield, Peterborough PE1 5JW Telephone: 01733 566005 Fax: 01733 312350 Email: <a href="mailto:office@st-thomasmoreprimary.com">office@st-thomasmoreprimary.com</a> Website: <a href="http://www.st-thomasmore.peterborough.sch.uk">www.st-thomasmore.peterborough.sch.uk</a> Head: Mrs Anne-Marie McElhinney</td>
<td>Roman Catholic Voluntary Aided Primary 4 to 11</td>
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<tr>
<td>Sacred Heart RC (VA) Primary School ** Tollgate, Bretton, Peterborough PE3 9XD Telephone: 01733 262449 Email: <a href="mailto:office@sacredheart.peterborough.sch.uk">office@sacredheart.peterborough.sch.uk</a> Website: <a href="http://www.sacredheartprimary.org.uk">www.sacredheartprimary.org.uk</a> Head: Mr Mark Cooper</td>
<td>Roman Catholic Voluntary Aided Primary 4 to 11</td>
<td>Breakfast Club</td>
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<tr>
<td>Southfields Primary School ## Southfields Avenue, Stanground, Peterborough PE2 8PU Telephone: 01733 562873 Fax: 01733 703329 Email: <a href="mailto:office@southfields.peterborough.sch.uk">office@southfields.peterborough.sch.uk</a> Website: <a href="http://www.southfieldsprimary.co.uk">www.southfieldsprimary.co.uk</a> Head: Ms Laura Martin</td>
<td>Community Primary 4 to 11</td>
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<td>Voluntary Controlled Primary Academy</td>
<td>Breakfast Club</td>
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<td><strong>The Beeches Primary School</strong>&lt;br&gt;Beech Avenue, Peterborough, PE1 2EH&lt;br&gt;Telephone: 01733 209877&lt;br&gt;Email: <a href="mailto:office@beeches.peterborough.sch.uk">office@beeches.peterborough.sch.uk</a>&lt;br&gt;Website: <a href="http://www.beeches-school.co.uk">www.beeches-school.co.uk</a>&lt;br&gt;Head: Mr Tim Smith</td>
<td>Community Primary</td>
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<td><strong>The Duke of Bedford Primary School</strong>&lt;br&gt;Wisbech Road, Thorney, Peterborough PE6 0ST&lt;br&gt;Telephone: 01733 270243&lt;br&gt;Fax: 01733 271004&lt;br&gt;Email: <a href="mailto:enquiries@dukeofbedford.peterborough.sch.uk">enquiries@dukeofbedford.peterborough.sch.uk</a>&lt;br&gt;Website: <a href="http://www.dukeofbedford.peterborough.sch.uk">www.dukeofbedford.peterborough.sch.uk</a>&lt;br&gt;Headteacher: Mrs Cathy Bailey</td>
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<td><strong>The King's (The Cathedral) School</strong>&lt;br&gt;Park Road, Peterborough PE1 2UE&lt;br&gt;Telephone: 01733 751541&lt;br&gt;Email: <a href="mailto:admissions@kings.peterborough.sch.uk">admissions@kings.peterborough.sch.uk</a>&lt;br&gt;Website: <a href="http://www.kings.peterborough.sch.uk">www.kings.peterborough.sch.uk</a>&lt;br&gt;Head: Mr. Darren Ayling</td>
<td>Voluntary Aided Academy Junior (Also Secondary plus 6th form)</td>
<td>Breakfast Club</td>
<td>15</td>
<td>62 (Primary Sector only)</td>
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<tr>
<td><strong>Thomas Deacon Academy Junior (TDAJ)</strong>&lt;br&gt;Queen's Gardens, Peterborough PE1 2UW&lt;br&gt;Telephone: 01733 426060&lt;br&gt;Email: <a href="mailto:office@tdajan.peterborough.sch.uk">office@tdajan.peterborough.sch.uk</a>&lt;br&gt;Website: <a href="http://www.thomasdeaconacademy.com">www.thomasdeaconacademy.com</a>&lt;br&gt;Head of TDA Juniors: Mrs Lucy Burks</td>
<td>Academy Junior 7-11 (Also Secondary plus 6th form 11 to 18)</td>
<td>Breakfast Club / After School Club</td>
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## Additional information on these schools can be found in Section 9

SECTION 5a: List of schools in Peterborough

Apply online at www.peterborough.gov.uk/admissions | Deadline 15 January 2018
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** Additional information on these schools can be found in Section 8  ** Additional information on these schools can be found in Section 9

Apply online at [www.peterborough.gov.uk/admissions](http://www.peterborough.gov.uk/admissions) | Deadline 15 January 2018
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<tr>
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Apply online at [www.peterborough.gov.uk/admissions](http://www.peterborough.gov.uk/admissions) | Deadline 15 January 2018 |
### SECTION 5b: How places were allocated on offer day 2017

The information we provide in this section about applications and offers is based upon the number of ‘on time’ applications we received and the allocations we made on the allocation day - 16 April 2017.

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<td></td>
<td></td>
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<td>3.2%</td>
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</table>
SECTION 6: Moving House

If you are in the process of moving house or recently changed address, you must still apply by the closing date (to us if you are moving within Peterborough or to your home local authority if you are currently living outside Peterborough). You must state your child’s current address at the time of application in order for your application to be considered.

In order for your new address to be used in the allocation, you must be residing at the property by 9 February 2018 and be able to provide the necessary proof of address set out in section 7 of this booklet.

We will be able to use your new address to process your application providing we receive the proof of address by February 2018.

You will also be able to change the schools you have listed on your application form up to this date if a material change in circumstances has taken place. We may ask at a later stage that you support previous evidence by sending us further evidence, for example a utility bill. If you cannot provide this evidence until after 9 February 2018, we will not be able to take your new address into account during our initial allocations. This is because after 9 February 2018 we are unable to make any further changes to our computer systems. However, we will be able to use your new address for any waiting list application you make.

You must also inform us of any move which makes a material change to your application; i.e. if you move out of the catchment area for a school you have requested.

If you move before we send out the allocation letters, please send us evidence of your new address (proof) so that we can make sure that your allocation letter goes to the new address.

Please note: If your proposed house move falls through, then you must inform us so that the correct address can be used for the allocation. Failure to do so may result in an offer being withdrawn.

What happens if I move to the area at a time when my child would not normally change school?

If you have moved house and it is no longer practical to make the journey to your child’s current school, you may need to apply for a place at a different school. If you wish to apply for a maintained school in Peterborough, you will need to apply via the School Admissions Team, using an ‘In-Year Application Form’.

You can apply for a school place in advance of your move if you wish, however you will not receive a decision until you have moved into the area.

No school places are reserved for people who move into the area, but we will be pleased to advise you about which schools have places available at the time you require a school. Please bear in mind however, that available places at individual schools change from time to time.

Fair access protocol

As required by law, Peterborough City Council has a fair access protocol with schools. This protocol ensures that children to whom the protocol applies and who are without a school place take precedence over children on a school’s waiting list.
SECTION 7: Proof of address

As part of the school admission process, you will be asked to provide proof of address to the school your child has been offered. To ensure that offers of school places are made fairly, Peterborough City Council is committed to following strict address verification procedures. Please ensure that you have the correct documentation required in order to avoid any unnecessary delay in the child’s admission to school.

The offer of a school place is conditional until proof of address has been confirmed by the school.

The school will require the following proof before your child is admitted into school:

1. **Proof of where you (the parent/carer) live**
2. **Proof that the child lives with you (the parent / carer)**
3. **Proof of the child’s date of birth**

Where there is any doubt about parental responsibility, the school will also ask you to provide proof of parental responsibility.

**Proof of where you live**

Please provide any two of the following:

- A copy of a current tenancy agreement signed by all parties and arranged through a letting / estate agency.
- Current private tenancy agreement (not arranged through a letting/estate agency) must be supported with three copies of utility bills.
- A copy of your Council Tax bill for the current year
- A copy of your driving licence
- A copy of a recent utility bill for your home address, showing usage - Gas, Electricity, Water, Telephone (Not mobile phones)
- A photocopy of the Child Benefit statement, showing parent’s name, the child’s name and the home address
- A copy of your rent book for a current Council tenancy
- A copy of a letter from a Housing Association confirming that you and the child are living at the address
- A copy of your house insurance dated within the last 12 months
- HMRC Tax notification documentation
- Credit Card Statements dated within the last three months
- Bank / Building Society / Statement dated within the last three months
- A copy of your Council Tenancy agreement
- TV Licence (valid for the current year) with the name and address
- Letter from National Asylum Support Service (NASS) OR UK Border Force (UKBA) confirming placement at the address
- A photocopy of the Child Benefit statement, showing parent’s name, the child’s name and the home address
- A photocopy of the child’s medical card, showing the home address
- Home Office paperwork (including child’s name and date of birth)

Apply online at www.peterborough.gov.uk/admissions | Deadline 15 January 2018
Recently moved house?

If you have recently moved house and your present address is different from the address on your application, you must provide the school with a Closing Council Tax bill or Closing utility bill for gas, water or electricity for your previous address to prove that you were living at the address at the time of application.

You will also need proof of your new address.

If you do not provide the above proofs, we will assume your child does not live at the address you have provided. Even if you prove that you live at the address yourself, we still need proof that your child lives there as well.

Please be aware that irrespective of the proof you provide, the school may ask you to supply further evidence to verify your address or prove a sibling link.

Proof that the child lives with you

The school will also require proof that the child that has been offered a school place lives with you. Therefore, please provide:

- A photocopy of your most recent child benefit statement OR
- A photocopy of your family tax credit letter which clearly states your child’s name and address

If you do not receive child benefit or family tax credit, please provide at least two alternative documents to prove that your child lives with you. For example; a letter from your child’s GP, dentist, hospital, optician; NHS Medical Card; child trust fund document; Letter from social services or housing department confirming child’s placement at address

Proof of the child’s Date of Birth

- The child’s birth certificate / adoption certificate OR
- The child’s passport (this must be valid)

Proof of Parental Responsibility

Where there is any doubt about parental responsibility, the school will ask you to provide proof of parental responsibility. In such cases, whatever you choose to provide will be entirely up to you. However, it must indicate that you have parental responsibility.

In law having “Parental Responsibility” (PR) means all the rights, duties, powers, responsibility and authority that a parent of a child has in relation to the child and his property. For example having the right to make important decisions about the child’s life in areas like medical treatment and education. People other than a child’s natural parents can acquire parental responsibility through:

- being granted a child arrangement order
- being appointed a guardian

According to current law, a natural mother always has parental responsibility for her child. A father however, has this responsibility if he is on the birth certificate for a child born after 1st December 2003 or if he is married to the child’s mother or has acquired legal responsibility for the child.

Changes in the Adoption and Children Act 2002 mean that from 30 December 2005, unmarried and same-sex couples that have jointly adopted a child will also have equal rights with regard to parental responsibility.

Others can also acquire parental responsibility by holding a Child Arrangement Order, Special Guardianship Order, or the Local Authority via a Care Order.

Examples of documents that denote parental responsibility include:

- The child’s Birth Certificate;
- Marriage Certificate;
- Parental Responsibility Agreement entered into by birth parents;
- Copy of a Court Order giving father parental responsibility
- Child Arrangement Order in respect of the child
- Adoption Order
- Upon taking office as a formally appointed guardian of the child

Please note: It is an offence to give a false address. If we offered your child a school place based on information which then turns out to be false or misleading, we reserve the right to withdraw the offer and your application will be re-considered based on the correct facts. This may apply even if your child has started at the school offered.

Apply online at www.peterborough.gov.uk/admissions | Deadline 15 January 2018
Admission arrangements for Peterborough Community and Voluntary Controlled Primary Schools for 2018-19

As the admissions authority, the local authority gives priority to children whose parents have applied for a school place by the published deadline. Community and voluntary controlled schools do not always have enough places available for every child whose parents have applied for a place. In this case the local authority will use an order of priority for admissions to all Community and voluntary-controlled schools in Peterborough.

The local authority will admit children with a statement of special educational needs or an education health and care plan which names a school. This will be in addition to any specific arrangements to specialist provision.

The order of priority for all other children is as follows:

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

2. Children who are both living in the catchment area* served by the school and have siblings** of compulsory school age attending the school (or are attending an infant or junior school on the same site) at the time of their admission.

3. Other children living in the catchment area* at the time of admission.

4. Children of members of staff, provided that they have been employed for a minimum of two years and/or are recruited to fill a vacant post for which there is a demonstrable skills shortage.

5. Children who do not live in the catchment area* served by the school, but who have siblings** of compulsory school age attending the school (or are attending an infant or junior school on the same site) at the time of their admission.

6. For admission to junior (KS2) schools only; children who are in attendance at an infant school on the same site at the time of application, have been in attendance at the school for at least a term prior to application and remain there until the end of the summer term.

7. Other children whose parents have requested a place who live outside the catchment area* of the school.

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

**For the purposes of admissions, the Department for Education definition of sibling is as follows:

'Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer’s partner, and in every case, the child should be living in the same family unit at the same address. Every effort will be made to ensure that brothers or sisters (as defined above) and those from multiple births can attend the same primary school, understanding that the local authority must comply with the Education (Infant Class Sizes) (England) Regulations 1998.

In cases of equal merit, priority will be given to the child living nearest the school as measured by a straight line as above.

In cases of exactly the same measurement where no differentiation can be established, a lottery will be used to decide the allocation of the place. For late applications, the local authority will allocate places in the same order of priority. In cases of equal merit, priority will be given to the child living nearest the school as measured by a straight line as above.

Specialist provision for children and young people with special educational needs (SEN)

A small number of Peterborough schools have been designated as SEN 'Hubs'. This means that they are experienced in working with children and young people with a particular type of SEN in addition to the support that would normally be available in a mainstream school.

The Hubs provide support and training to Peterborough schools but some Hubs also have a small number of specialist places for children with Education, Health and Care Plans (EHCP). A list of those who offer specialist places showing their area of expertise can be found below. You can find out more about Hubs on the Peterborough Parent Partnership Service if you wish to know more about Hubs or how the statutory SEN process works.

Admission to a Hub is through the statutory SEN process. It is best to talk with your child’s lead professional or contact the Peterborough Parent Partnership Service if you wish to know more about Hubs or how the statutory SEN process works.

Hubs offering specialist places:

- Welbourne Primary School - Autism
- Middleton Primary School - Hearing Impairment
- Ormiston Meadows Primary - Physical Needs
- Southfields Primary - Speech, Language and Communication Difficulties
SECTION 9: Oversubscription criteria

FOR OWN ADMISSION AUTHORITIES

This section sets out the oversubscriptions criteria adopted by the governors of each own admission authority school in Peterborough. These pages are a synopsis of the individual schools’ admissions arrangements. You should refer to the school’s own website for sight of the full admissions policy or contact the schools if you are in any doubt about this.

All information given is up-to-date at the time of printing.

All Saints’ Church of England Voluntary Aided Primary School

Admissions Policy for Academic Year 2018-2019

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 setting the admission policy.

Peterborough City Council is responsible for co-ordinating all applications for places in the school and their admission application form must be completed and returned to them, either on paper or online. The admission application form is available from this school, Peterborough City Council and from website www.peterborough.gov.uk.

A copy of the policy for All Saints’ Primary School can be found on the school’s website www.allsaints.peterborough.sch.uk and is on display in the school foyer.

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 (see overleaf).

If parent(s)/legal guardian(s) wish to be considered under oversubscription criteria 3 or 4, then they will need to complete a Supplementary Information Form. The Supplementary Information Form can be obtained from the school, from the school’s website www.allsaints.peterborough.sch.uk or from the Local Authority and should be returned directly to the school not to Peterborough City Council.

For September Reception intake, the online Admission Application Form (and the paper Supplementary Information Form, if completed) must be submitted by the published closing date for applications – 15 January 2018.

The Governing Body will consider late applications after all the “on time” applications have been processed. Those refused a place, due to the school having admitted up to their admission number of 60, will be added to the Waiting List and will be advised of their right to appeal.

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)/legal guardian(s) will be required to provide current written proof of residence and original proof of their child’s birth date prior to admission.

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.

For admission of children below compulsory school age and deferred entry to school visit www.allsaints.peterborough.sch.uk

Oversubscription criteria

1. A “looked after child” or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. A looked after child is a child who is (a) in the care of a local authority or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children’s Act 1989).

2. Children with special medical or social circumstances where these needs can best be met at this school. This is not about educational needs. Written professional supporting evidence must be attached to the Common Application Form if admission is requested under this criterion. A professionally qualified person such as a medical doctor, psychologist or social worker must set out in writing the particular reasons why this school will best meet the needs of the child and the difficulties which would be caused if the child had to attend another school.

3. Children or children of parent(s)/legal guardian(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.

4. Children or children of parent(s)/legal guardian(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
SECTION 9: Oversubscription criteria

1. 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 waiting list for that year group. Pupils will be placed on the Waiting List in strict order according to the oversubscription criteria in this Admissions Policy. The waiting 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 waiting list or
- whenever there is a change of circumstances which affects the child’s position on the waiting list

Parent(s)/legal guardian(s) are required to notify the school immediately if there are changes of family circumstances which may affect their position on the waiting list eg moving house.

Applicants will be required to respond to an offer of a place within 14 days and will be required to reconfirm the child’s place of residence.

Waiting lists will be maintained by the school.

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 waiting list.

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: The Appeals Administrator, Peterborough Diocese - Board of Education, Bouverie Court, 6 The Lakes, Bedford Road, Northampton NN4 7YD (01604 887006)

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 ie 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)/legal guardian(s) will be invited to attend the random allocation.

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.
- 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.

Appoint online at www.peterborough.gov.uk/admissions | Deadline 15 January 2018
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.

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. 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.

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 when the application is made.

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.

Requests to defer applying for a place in Reception (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 Board, 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 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
Airedale Close
Alexandra Road
(odd no’s. 3-103, even no’s. 2-86)
All Saints’ Road
Alma Road
Anthony Close
Ascot Drive
Barkston Drive
Bedes Close
Bettles Close
Bradfield Way
Broadway
(odd no’s. 77-219, even no’s. 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 no’s. 260-344)
Elizabeth Court
Elmfield Road (odd no’s. 1-105)
Exeter Road (odd no’s. 1-47, even no’s. 2-52)
Foxdale
Francis Gardens
Fulbridge Road (even no’s. 2-116)
Garton End Road
Garton Street
Gracechurch Court
Grange Avenue
Graveline 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 no’s. 109-395)
Mansfield Court
Mayfield Road
Millfield Court
Miral Court
Newark Avenue (odd no’s. 5-181)
Newmarket Close
Nottingham Way
Nursery Close
Old Court Mews
Oxford Road
Park Crescent
Park Road (odd no’s. 123-263, even no’s. 150-256)
Park Terrace
Peveril Road (odd no’s. 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 no’s. 243-261, even no’s. 276-282)
Sallows Road
Southlands Avenue
Stone Lane (even no’s. 2-36)
Tate Close
Victoria Street
Waterloo Road
Wesleyan Road
William Nichols Court
Woodbyth Road
Woodcote Close
Bishop Creighton Academy

Pupils will be admitted at the age of 4+ without reference to ability or aptitude using the criteria set out in this policy. Admission to our academy is not dependent on any ‘voluntary’ contribution.

The Greenwood Academies Trust is the admissions authority for the Bishop Creighton Academy.

The academy participates in the local authority co-ordinated scheme and all deadlines within that should be adhered to by applicants.

Admission Number for Primary Provision (age 5)

1. The academy has the following agreed admission number:
   a) 30 for pupils in Reception Year

2. Accordingly, the academy will admit a maximum of 30 children each year in the relevant age group if sufficient applications are received.

Process of Application

3. Arrangements for applications for places at the Bishop Creighton Academy will be made in accordance with Peterborough City Council’s co-ordinated admission arrangements; parents resident in Peterborough can apply online at: www.peterborough.gov.uk/schooladmissions

Parents resident in other areas must apply through their home local authority.

4. The Bishop Creighton Academy will use Peterborough City Council’s timetable for applications to the academy each year (exact dates within the months may vary from year to year):
   a) September/October - the academy will provide opportunities for parents to visit
   b) By 15 January 2018 – Parents must complete the common application form (CAF) and return it to the local authority to administer (by midnight for on-line applications)
   c) 16 April 2018 – notification of offers made to parents.

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

Consideration of Applications

5. The academy will consider all applications for places at the Bishop Creighton Academy.

   Where fewer than the published admission number(s) for the relevant year groups are received, the academy will offer places at the academy to all those who have applied.

   Any applications received after the closing date will be accepted but considered only after those received by the closing date.

Procedures where the Bishop Creighton Academy is oversubscribed

6. Where the number of applications for admission is greater than the published admission number in any age group, applications will be considered against the criteria set out below.

Admission to Reception Year – oversubscription criteria

7. The Bishop Creighton Academy will first accept all pupils with a statutory right to a place through a statement of special educational needs or an education health and care plan naming the academy. After the admission of these pupils, criteria will be applied for the remaining places in the order in which they are set out below:
   a) Looked after children or previously looked after children* (*see definition below).
   b) Children who are both living in the catchment area and have a sibling* (*see definition on page 44) on roll at the academy at the time of application and admission.
   c) Other children living in the catchment area at the time of application.
   d) Children of members of staff, provided that they have been employed for a minimum of two years and/or are recruited to fill a vacant post for which there is a demonstrable skills shortage.
   e) Children who do not live in the catchment area but who have a sibling on roll at the Academy at the time of application and admission.
   f) Other children whose parents have requested a place who live outside the catchment area.

In the event of oversubscription within the above criteria, preference will be given to children who live nearest the academy as measured by a straight line distance* (*see definition on page 44)

In the unlikely event the academy needs to use a random allocation system for the last place offered, this will be undertaken by an independent person outside of the academy.

Definition of ‘Looked After’ and previously ‘Looked After’ children

In accordance with Section 22 of the Children Act 1989, a looked after child is defined as:

- a child who is in the care of a local authority at the time an application for admission to the Academy is made
- a child who is being provided with accommodation by a local authority in the exercise of their social services functions in accordance with section 22(1) of the Children Act 1989 at the time of making an application to the academy.
- Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). This includes children who were adopted under the Adoption Act 1976 and section 46 of the Adoption and Children Act 2002.
SECTION 9: Oversubscription criteria

Definition of siblings and the position of twins

A sibling is defined as:

- Sibling is defined as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters or another child normally living for the majority of term time in the same household, where an adult in the household has parental responsibility as defined by the Children Act 1989, or any child in the household where an adult in the household is defined as a parent for the purposes of section 576 of the Education Act 1996. This could include a person who is not a parent but who has responsibility for him/her.

In the case of twins or other siblings from a multiple birth, where there is only one place available in the academy, these will be considered together as one application. The academy’s admission number may be exceeded by one.

In the case of siblings in the same year group, where there is only one place available in the academy, both will be considered together as one application. The academy may go above its admission number as necessary to admit all the children.

Definition of Distance

Distances are measured on from the property to the nearest access point to the academy grounds. It is measured on a straight line basis using the local authority’s computerised distance measuring system.

Each address has a unique address point established by the Ordnance Survey address files. The address point for a property does not change.

Definition of Home address

The child’s place of residence is taken to be the parental home, other than in the case of children fostered by a Local Authority, where either the parental address or the foster parent(s) address may be used. Where a child spends part of the week in different homes, their place of residence will be taken to be their parent or parents’ address.

If a child’s parents live at separate addresses, the address where the child permanently spends at least three ‘school’ nights (i.e. Sunday, Monday, Tuesday, Wednesday or Thursday) will be taken to be the place of residence. Evidence that a child’s place of residence is permanent may also be sought.

If a child spends equal amounts of time at the two addresses, the parents must agree which address they wish to be the child’s main address.

Where parents share custody of their child but cannot agree on either the home address or school preferences, the Academy will only consider the application of the parent who receives Child Benefit for the child.

A fraudulent claim to an address may lead the Academy to withdraw an offer of a place.

Tie Break

If any of the oversubscription criteria have too many applicants then the tie-break will be by distance using the method in paragraph 7 above.

If the distance criterion is not sufficient to distinguish between two applicants for the last remaining place then a lottery will be conducted by an independent person.

Dogsthorpe Academy

The Dogsthorpe Academy provides for the needs of children within the 7 to 11 age range within Dogsthorpe and the surrounding area.

Pupils will be admitted at the age of 7+ without reference to ability or aptitude using the criteria set out in this policy. Admission to our academy is not dependent on any ‘voluntary’ contribution.

The academy participates in the local authority co-ordinated scheme and all deadlines within that should be adhered to by applicants.

Admission number(s)

1. The Academy has the following agreed admission number:
   a) 90 for pupils in Year 3

Admission number for junior provision (age 7)

2. The Dogsthorpe Academy has an agreed admission number of 90 places in Year 3. Accordingly, the Academy will admit a maximum of 90 children each year in the relevant age group if sufficient applications are received.

Process of Application

3. Arrangements for applications for places at the Dogsthorpe Academy will be made in accordance with Peterborough City Council’s co-ordinated admission arrangements and will be made on the common application form provided and administered by the relevant local authority.

4. The Dogsthorpe Academy will use Peterborough City Council’s timetable for applications to the academy each year (exact dates within the months may vary from year to year):
SECTION 9: Oversubscription criteria

a) By 3 September 2017 – the Dogsthorpe Academy will publish information about the arrangements for admission, including oversubscription criteria, for the following September (e.g. in September 2017 for admission in September 2018).

b) September/October - the Dogsthorpe Academy will provide opportunities for parents to visit the Academy

c) By 15 January 2018 – Parents must complete the common application form (CAF) and return it to the local authority to administer (by midnight for on-line applications)

d) 16 April 2018 – notification of places made to parents.

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

Consideration of applications

5. The academy will consider all applications for places at the Dogsthorpe Academy.

Where fewer than the published admission number(s) for the relevant year groups are received, the academy will offer places at the Dogsthorpe Academy to all those who have applied.

Any applications received after the closing date will be accepted but considered only after those received by the closing date.

Procedures where the Dogsthorpe Academy is oversubscribed

6. Where the number of applications for admission is greater than the published admission number in any age group, applications will be considered against the criteria set out below.

Admission to Year 3 – oversubscription criteria

7. The academy will first accept all pupils with a statutory right to a place at the academy through a statement of special educational needs or an education health and care plan naming the Dogsthorpe Academy.

8. For this age group, after admission of the above pupils, criteria will be applied for the remaining places in the order in which they are set out below:

a) Looked after children or previously looked after children*

b) Children who are both living in the catchment area and have a sibling* on roll at the academy at the time of application and admission

c) Other children living in the catchment area at the time of application.

d) Children of members of staff, provided that they have been employed for a minimum of two years and/or are recruited to fill a vacant post for which there is a demonstrable skills shortage

e) Children who do not live in the catchment area but who have a sibling on roll at the academy at

f) Other children whose parents have requested a place who live outside the catchment area.

In the event of oversubscription within the above criteria, preference will be given to children who live nearest the academy as measured by a straight line distance*.

In the unlikely event the academy needs to use a random allocation system for the last place offered, this will be undertaken by an independent person outside of the academy.

Operation of waiting lists

9. As required by the schools admissions code, the Dogsthorpe Academy will maintain a waiting list until the end of the autumn term. Applications for inclusion on a waiting list will be ranked according to our over-subscription criteria as described in paragraph 8 above.

Definitions

1. Definition of ‘Looked after’ and previously ‘Looked after’ children

In accordance with the Education (Admissions of looked after children) (England) Regulations 2006 and in accordance with section 22 of the Children Act 1989, a ‘looked after child’ is defined as:

• a child who is ‘looked after’ at the time an application for admission to the academy is made or who was ‘looked after’, and formerly ‘looked after’ children who have since been adopted or made subject to a residence or special guardianship order¹;

• a child in relation to whom the local authority has confirmed will still be ‘looked after’ at the time when the child will be admitted to the academy.

2. Definition of siblings and the position of twins

Sibling:

• Sibling is defined as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters, half-brothers and sisters and foster brothers and sisters.

In the case of twins, or brothers and sisters in the same year group, where there is only one place available in the school, both will be considered together as one application. The academy’s admission number will be exceeded by one, except in cases where infant class regulations prevent this from happening.

A brother or sister must be living at the same address when the application is made.

3. Distance

Distances are measured on from the property to the nearest access point to the academy grounds. It is measured using the local authority’s computerised distance measuring system. Each address has a unique address point established by the Ordnance Survey address files. The address point for a property does not change.
SECTION 9: Oversubscription criteria

4. Home address
The child’s place of residence is taken to be the parental home, other than in the case of children fostered by a local authority, where either the parental address or the foster parent(s) address may be used. Where a child spends part of the week in different homes, their place of residence will be taken to be their parent or parents’ address.

If a child’s parents live at separate addresses, the address where the child permanently spends at least three ‘school’ nights (i.e. Sunday, Monday, Tuesday, Wednesday or Thursday) will be taken to be the place of residence. Evidence that a child’s place of residence is permanent may also be sought.

If a child spends equal amounts of time at the two addresses, the parents must agree which address they wish to be the child’s main address.

Where parents share custody of their child but cannot agree on either the home address or school preferences, the academy will only consider the application of the parent who receives child benefit for the child.

A fraudulent claim to an address may lead the academy to withdraw an offer of a place.

If any of the oversubscription criteria have too many applicants then the tie-break will be by the distance using the method in paragraph 8 above.

If the distance criterion is not sufficient to distinguish between two applicants for the last remaining place then a lottery will be conducted by an independent person.

1. An adoption order is an order under section 46 of the Adoption and Children Act 2002. A ‘residence order’ is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a ‘special guardianship order’ as an order appointing one or more individuals to be a child’s special guardian (or special guardians).

Fulbridge Academy

1 Introduction

1.1 The governing body of the Fulbridge Academy applies the regulations on admissions fairly and equally to all those who wish to attend this school. The School Standards and Framework Act 1998 introduced a new framework for school admissions as of September 2000. This policy conforms to the regulations that are set out in the act and also further explained in the statutory school admissions code of practice and the statutory appeals code of practice.

2 Aims and objectives

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

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

2.3 The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the places available, we enforce the procedure set out below in order to determine whether a child is accepted or not. It is our wish to allow parents the right to have a place at the school of their choice. However, this is not always possible, due to the excess demand on the school places available.

2.4 The level of ability of a child or any special needs (apart from statements of SEN or an education health and care plan) that s/he may have plays no part in the admissions policy of this school.

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

3.1 As our school is an academy, we have decided to determine the admissions arrangements in agreement with the local authority arrangements. The academy though, is the ‘admissions authority’. The regulations for entry to each school are published each year by the local authority. Parents can receive a copy of these regulations directly from the local authority.

3.2 The local authority publishes a composite admissions prospectus each year, which gives information about how parents can apply for a place in the school of their choice and they should do so on the application form. Expressing a preference does not in itself guarantee a place at this school. Application forms can be obtained from the school and should be completed by the date stipulated on the forms. The local authority notifies parents about the school place as soon as all the applications have been considered.

3.3 In this area, children enter school in the academic year after they become five. There is one admissions date per year, early in September (i.e. at the start of the school year). Therefore parents who wish to apply for their child to be admitted to this school must submit their application by the date set by the academy each year which will be the same as the local authority.

4 Admissions appeals

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

4.2 If parents wish to appeal against a decision to refuse entry, they can do so by applying to the governors of the academy within 21 days of notification of the refusal. An appeals panel then meets to consider all appeals by parents who have been refused a place at our school and who wish to appeal against this decision. An appeals panel’s decision is binding for all parties.
concerned. If the appeals panel decides that we should have to admit a child to our school then we will accept this and continue to do all we can to provide the best education for all the children at our school. (Details of appeal arrangements are set out in the code of practice on school admissions appeals, which came into force in September 1999.)

5 The standard number

5.1 The standard number is the number of children the school can accommodate. The standard number for our school is 120 in Reception Year to Year 3 and 90 for Years 4 to 6. We keep this number under review and the governors will apply to change the number if the circumstances allow.

6 Infant class size

6.1 We teach infant children (aged four to seven) in classes that have a maximum number of 30 children

7 Review

7.1 This policy will be reviewed annually with the admissions authority in light of any changed circumstances in our school or the local area.

Over-subscription criteria:

The governors will admit children with a statement of special educational needs or an education, health and care plan which names the academy.

• A looked after child, or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. A looked after child is a child who is: (a) in the care of the local authority (b) being provided with accommodation by a local authority in the exercise of their social services functions (see definition in section 22(1) of the Children Act 1989).

• The governors will admit children on social or medical grounds, where professionals have clearly identified that the Fulbridge Academy will best meet the needs of the child. (These applications must be accompanied by documentary evidence from appropriate professionals within the Health or Social Services.)

• Children who are both living in the catchment area served by the academy (see Peterborough City Council website for address list) and have a sibling (sibling refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister; or the child of the parent/carer’s partner where the child is living in the same family unit at the same address) at the time of admission. Up to date evidence of residency/home address may be requested by the academy from the parents at any time during the admissions process.

• Other children living in the catchment area at the time of admission.

• Children who do not live in the catchment area served by the academy, but who have a sibling of compulsory school age attending the school.

• Other children whose parents have requested a place.

Every effort will be made to ensure that brothers and sisters (see definition above) and those from multiple births can attend the same primary school, on the understanding that the academy must comply with the Education (Infant Class Sizes – England) Regulations 1998.

In cases of equal merit, priority will be given to the child living nearest to the academy as measured by a straight line. Distance is measured in a straight line using the Local Land Property Gazetter (LLPG) provided from the seed point located at the child’s home address to the seed point for the school. The seed point is taken from the ordnance survey’s (OS) Address-Base dataset. It is used to locate individual residential and school addresses using grid references as seed points. It may be necessary to use other OS maps or online resources for any home address outside the Peterborough local authority area not covered by the local authority’s computerised distance measuring system.

In cases of flats the priority is that of floor level i.e. ground, first second etc., in that order. In cases of exactly the same measurement where no differentiation can be established, a lottery will be used to decide the allocation of a place.

For late applications, the academy will offer places in the same order of priority as above once all the ‘on time’ requests have been considered.

We will follow the city council’s co-ordinated scheme with regard to the closing date for the receipt of the admission form.

Unsuccessful applicants have the right to appeal and should contact the academy to provide a copy of the appeal procedures.

Waiting lists:

All parents who are refused a place at the school at any time may wish to place their child’s name on a waiting list. (This does not affect your right of appeal.) Pupils will be placed on the waiting list in strict order according to the over-subscription criteria on the admissions policy.

If a place becomes available at the Academy, places will be allocated according to these criteria. Time on the waiting list is not part of the criteria and has no bearing on allocation of places.

Parents must contact the academy and request that their child’s name is placed on the waiting list for the school at the beginning of each term in September, January and April to confirm they still wish to be on the waiting list. If they do not their child’s name will be removed from the list.
SECTION 9: Oversubscription criteria

**Gladstone Primary Academy**

As the admissions authority, the Academy gives priority to children whose parents have applied for a school place by the published deadline. The Academy will use an order of priority for admissions. The Academy will admit children with a statement of special educational needs or an education health and care plan which names the school. This will be in addition to any specific arrangements to specialist provision.

The order of priority for all other children is as follows:

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. A looked after child is a child who is (a) in the care of a Academy, or (b) being provided with accommodation by a Academy in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

2. Children who are both living in the catchment area* served by the school and have siblings** of compulsory school age still attending the school at the time of their admission.

3. Other children living in the catchment area* at the time of admission.

4. Children of members of staff, provided that they have been employed for a minimum of two years and/or are recruited to fill a vacant post for which there is a demonstrable skills shortage.

5. Children who do not live in the catchment area* served by the school, but who have siblings** of compulsory school age attending the school (or are attending an infant or junior school on the same site) at the time of their admission.

6. Other children whose parents have requested a place who live outside the catchment area* of the school.

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

**For the purposes of admissions, the Department for Education definition of sibling is as follows:

'Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer’s partner, and in every case, the child should be living in the same family unit at the same address.

Every effort will be made to ensure that brothers or sisters (as defined above) and those from multiple births can attend the same primary school, understanding that the Academy must comply with the Education (Infant Class Sizes) (England) Regulations 1998.

In cases of equal merit, priority will be given to the child living nearest the school as measured by a straight line. Distance is measured in a straight line using the Local Land Property Gazetter (LLPG) provided from the seed point located at the child’s home address to the seed point for the school. The seed point is taken from the ordinance survey’s (OS) Address-Base dataset. It is used to locate individual residential and school addresses using grid references as seed points.

It may be necessary to use other OS maps or online resources for any home address outside of the Peterborough Academy area not covered by the council’s computerised distance measuring system. In the case of flats, the priority is that of floor level i.e. ground, first, second etc. in that order.

In cases of exactly the same measurement where no differentiation can be established, a lottery will be used to decide the allocation of the place. For late applications, the Academy will allocate places in the same order of priority. In cases of equal merit, priority will be given to the child living nearest the school as measured by a straight line as above.

**Hampton College**

As the admissions authority, Hampton College gives priority to children whose parents have applied for a school place by the published deadline. The college may not always have enough places available for every child whose parents have applied for a place. In this case the college will use an order of priority for admission.

Hampton College will admit children with a statement of special educational needs or an education, health and care plan which names a school. This will be in addition to any specific arrangements to specialist provision.

The order of priority for all other children is as follows:

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989).

2. Children who are both living in the catchment area* served by the school and have siblings** of compulsory school age still attending the school at the time of their admission.

3. Other children living in the catchment area* at the time of admission.

4. Children of members of staff, provided that they have been employed for a minimum of two years and/or are recruited to fill a vacant post for which there is a demonstrable skills shortage.

5. Children who do not live in the catchment area* served by the school, but who have siblings** of compulsory school age attending the school at the time of their admission.
Other children whose parents have requested a place who live outside the catchment area* of the school.

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

**For the purposes of admissions, the Department for Education’s definition of sibling is as follows:

'Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer’s partner, and in every case, the child should be living in the same family unit at the same address.

Every effort will be made to ensure that brothers or sisters (as defined above) and those from multiple births can attend the same primary school, understanding that the local authority must comply with the Education (Infant Class Sizes) (England) Regulations 1998.

In cases of equal merit, priority will be given to the child living nearest the school as measured by a straight line. Distance is measured in a straight line using the Local Land Property Gazetteer (LLPG) provided from the seed point located at the child’s home address to the seed point for the school. The seed point is taken from the ordinance survey’s (OS) Address-Base dataset. It is used to locate individual residential and school addresses using grid references as seed points.

It may be necessary to use other OS maps or online resources for any home address outside of the Peterborough local authority area not covered by the local authority’s computerised distance measuring system. In the case of flats, the priority is that of floor level i.e. ground, first, second etc., in that order.

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

For late applications, the college will allocate places in the same order of priority. In cases of equal merit, priority will be given to the child living nearest the school as measured by a straight line as above.

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**Highlees Primary School**

**Oversubscription criterion 2018-19**

When the Academy is oversubscribed, after the admission of Children with Statements of Special Educational Needs (SEN) / Education, Health and Care plan (EHCP) where the Academy is named, priority for admission will be given to those children who meet the criteria set out below:

a) A ‘looked after child’ or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. A looked after child is a child who is a) looked after by a local authority or b) being provided with accommodation by a local authority in their exercise of their social services functions, in accordance with section 22 (1) of the Children Act 1989. Details of eligibility must be supplied by the allocated social worker or foster carer.

b) Children for whom it is essential to be admitted to the Academy because of special circumstances do with significant medical or social needs, which relate to the child or an immediate member of the child’s family. Applications must be supported by medical evidence from a GP or hospital consultant, social worker or similar professional.

i. The supporting evidence should set out the particular reason why the Academy is the most suitable and the difficulties that would be caused if the child had to attend another School. This evidence must be sent to the Academy by the application closing date, for the applicant to be considered under this criterion.

c) Children who, on the date of application, have a sibling (i.e. a natural brother or sister, or a half brother or sister; or a legally adopted brother or sister or half-brother or sister, or step brother or sister) who is living with them at the same address and on roll of the Academy.

d) Children of staff, where the member of staff has been employed by the Academy for 2 or more years at the time of application, or the member of staff was recruited to fill a vacant post for which there is a demonstrable skill shortage.

e) Children living nearest the Academy within the catchment area (see Peterborough City Council website for details).

f) Children living nearest the Academy outside of the catchment area.

Every effort will be made to ensure that brothers or sisters (as defined above) and those from multiple births can attend the same primary school, understanding that the academy must comply with the Education (Infant Class Sizes) (England) Regulations 1998.

In cases of equal merit applicants will be considered under the tie-break process - see school admissions policy 18/19 on the academy website for further details.

Distance is measured in a straight line using the Local Land Property Gazetteer (LLPG) provided from the seed point located at the child’s home address to the seed point for the school. The seed point is taken from the ordinance survey’s (OS) Address-Base dataset. It is used to locate individual residential and school addresses using grid references as seed points.

It may be necessary to use other OS maps or online resources for any home address outside of the Peterborough local authority area not covered by the local authority’s computerised distance measuring system. In the case of flats, the priority is that of floor level i.e. ground, first, second etc., in that order.

For late applications, the academy will allocate places in the same order of priority.
SECTION 9: Oversubscription criteria

**Lime Academy Abbotsmeade**

As the admissions authority, the Academy gives priority to children whose parents have applied for a school place by the published deadline. The Academy will use an order of priority for admissions.

The Academy will admit children with a statement of special educational needs or an education health and care plan which names the school. This will be in addition to any specific arrangements to specialist provision.

The order of priority for all other children is as follows:

1. A ‘looked after child’ or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. A looked after child is a child who is (a) in the care of a Academy, or (b) being provided with accommodation by a Academy in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

2. Children who are both living in the catchment area* served by the school and have siblings** of compulsory school age still attending the school at the time of their admission.

3. Other children living in the catchment area* at the time of admission.

4. Children of members of staff, provided that they have been employed for a minimum of two years and/or are recruited to fill a vacant post for which there is a demonstrable skills shortage.

5. Children who do not live in the catchment area* served by the school, but who have siblings** of compulsory school age attending the school (or are attending an infant or junior school on the same site) at the time of their admission.

6. Other children whose parents have requested a place who live outside the catchment area* of the school.

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

**For the purposes of admissions, the Department for Education definition of sibling is as follows:

‘Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer’s partner, and in every case, the child should be living in the same family unit at the same address.

Every effort will be made to ensure that brothers or sisters (as defined above) and those from multiple births can attend the same primary school, understanding that the Academy must comply with the Education (Infant Class Sizes) (England) Regulations 1998.

In cases of equal merit, priority will be given to the child living nearest the school as measured by a straight line. Distance is measured in a straight line using the Local Land Property Gazetter (LLPG) provided from the seed point located at the child’s home address to the seed point for the school. The seed point is taken from the ordnance survey’s (OS) Address-Base dataset. It is used to locate individual residential and school addresses using grid references as seed points.

It may be necessary to use other OS maps or online resources for any home address outside of the Peterborough Academy area not covered by the council’s computerised distance measuring system. In the case of flats, the priority is that of floor level i.e. ground, first, second etc. in that order.

In cases of exactly the same measurement where no differentiation can be established, a lottery will be used to decide the allocation of the place. For late applications, the Academy will allocate places in the same order of priority. In cases of equal merit, priority will be given to the child living nearest the school as measured by a straight line as above.

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**Lime Academy Parnwell**

As the admissions authority, the Academy gives priority to children whose parents have applied for a school place by the published deadline. The Academy will use an order of priority for admissions.

The Academy will admit children with a statement of special educational needs or an education health and care plan which names the school. This will be in addition to any specific arrangements to specialist provision.

The order of priority for all other children is as follows:

1. A ‘looked after child’ or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. A looked after child is a child who is (a) in the care of a Academy, or (b) being provided with accommodation by a Academy in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

2. Children who are both living in the catchment area* served by the school and have siblings** of compulsory school age still attending the school at the time of their admission.

3. Other children living in the catchment area* at the time of admission.

4. Children of members of staff, provided that they have been employed for a minimum of two years and/or are recruited to fill a vacant post for which there is a demonstrable skills shortage.

5. Children who do not live in the catchment area* served by the school, but who have siblings** of compulsory school age attending the school (or are attending an infant or junior school on the same site) at the time of their admission.

6. Other children whose parents have requested a place who live outside the catchment area* of the school.
SECTION 9: Oversubscription criteria

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

**For the purposes of admissions, the Department for Education definition of sibling is as follows:

‘Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer’s partner, and in every case, the child should be living in the same family unit at the same address.

Every effort will be made to ensure that brothers or sisters (as defined above) and those from multiple births can attend the same primary school, understanding that the Academy must comply with the Education (Infant Class Sizes) (England) Regulations 1998.

It may be necessary to use other OS maps or online resources for any home address outside of the Peterborough Academy area not covered by the council’s computerised distance measuring system. In the case of flats, the priority is that of floor level i.e. ground, first, second etc. in that order.

In cases of equal merit, priority will be given to the child living nearest the school as measured by a straight line. Distance is measured in a straight line using the Local Land Property Gazetteer (LLPG) provided from the seed point located at the child’s home address to the seed point for the school. The seed point is taken from the ordinance survey’s (OS) Address-Base dataset. It is used to locate individual residential and school addresses using grid references as seed points.

In cases of exactly the same measurement where no differentiation can be established, a lottery will be used to decide the allocation of the place. For late applications, the Academy will allocate places in the same order of priority. In cases of equal merit, priority will be given to the child living nearest the school as measured by a straight line as above.

Lime Academy Watergall

As the admissions authority, the Academy gives priority to children whose parents have applied for a school place by the published deadline. The Academy will use an order of priority for admissions.

The Academy will admit children with a statement of special educational needs or an education health and care plan which names the school. This will be in addition to any specific arrangements to specialist provision.

The order of priority for all other children is as follows:

1. A ‘looked after child’ or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. A looked after child is a child who is (a) in the care of a Academy, or (b) being provided with accommodation by a Academy in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).
2. Children who are both living in the catchment area* served by the school and have siblings** of compulsory school age still attending the school at the time of their admission.
3. Other children living in the catchment area* at the time of admission.
4. Children of members of staff, provided that they have been employed for a minimum of two years and/or are recruited to fill a vacant post for which there is a demonstrable skills shortage.
5. Children who do not live in the catchment area* served by the school, but who have siblings** of compulsory school age attending the school (or are attending an infant or junior school on the same site) at the time of their admission.
6. Other children whose parents have requested a place who live outside the catchment area* of the school.

Newark Hill Academy

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

Pupils will be admitted at the age of 4+ without reference to ability or aptitude using the criteria set out in this policy. Admission to our Academy is not dependent on any ‘voluntary’ contribution.

The Academy participates in the local authority co-ordinated scheme and all deadlines within that should be adhered to by applicants.

Apply online at www.peterborough.gov.uk/admissions | Deadline 15 January 2018

Deadline 15 January 2018
SECTION 9: Oversubscription criteria

Admission number(s)
1. The academy has the following agreed admission number:
   a) 60 for pupils in Year R (Reception)
2. All children are entitled to a full-time place in the September following their fourth birthday. Parents offered a place in reception for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.
   Children reach compulsory school age on the prescribed day following their fifth birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.

Process of Application
3. Arrangements for applications for places at the Newark Hill Academy will be made in accordance with Peterborough City Council’s co-ordinated admission arrangements; parents resident in Peterborough can apply online at: www.peterborough.gov.uk/schooladmissions
   Parents resident in other areas must apply through their home local authority.
4. The academy will use Peterborough City Council’s timetable for applications each year (exact dates within the months may vary from year to year):
   a) September/October - the Newark Hill Academy will provide opportunities for parents to visit the academy
   b) By 15 January 2018 – Parents must complete the common application form (CAF) and return it to the local authority to administer (by midnight for on-line applications)
   c) 16 April 2018 – notification of places made to parents.
   The academy will ensure its application processes enable parents to apply before these deadlines.

Consideration of applications
5. The academy will consider all applications for places at the Newark Hill Academy.
   Where fewer than the published admission numbers(s) for the relevant year groups are received, the academy will offer places at the academy to all those who have applied.
   Any applications received after the closing date will be accepted but considered only after those received by the closing date.

Procedures where the Newark Hill Academy is oversubscribed
6. Where the number of applications for admission is greater than the published admission number in any age group, applications will be considered against the criteria set out below.

Admission to Reception (statutory age 5) – oversubscription criteria
7. The Newark Hill Academy will first accept all pupils with a statutory right to a place through a statement of special educational needs or education health and care plan (EHCP) naming the academy.
   After the admission of these pupils, criteria will be applied for the remaining places in the order in which they are set out below:
   a) Looked after children or previously looked after children*
   b) Children who are both living in the catchment area and have a sibling* on roll at the academy at the time of application and admission
   c) Other children living in the catchment area at the time of application.
   d) Children of members of staff, provided that they have been employed for a minimum of two years and/or are recruited to fill a vacant post for which there is a demonstrable skills shortage
   e) Children who do not live in the catchment area but who have a sibling on roll at the academy at the time of application and admission.
   f) Other children whose parents have requested a place who live outside the catchment area.
   In the event of oversubscription within the above criterion, preference will be given to children who live nearest the academy as measured by a straight line distance. * (see definitions).

Operation of waiting lists
As required by the schools admissions code, the Newark Hill Academy will maintain a waiting list until the end of the autumn term for Reception year. Applications for inclusion on a waiting list will be ranked according to our over-subscription criteria as described in previously.
Orgomston Meadows Academy gives priority to children whose parents have applied for a school place by the published deadline. In cases of over subscription the following will be used as the order of priority for admissions.

Ormiston Meadows Academy will admit children with a statement of special educational needs or an education health and care plan which names a school. This will be in addition to any specific arrangements to specialist provision.

The order of priority for all other children is as follows:

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989).

2. Children who are both living in the catchment area* served by the school and have siblings** of compulsory school age attending the school at the time of their admission.

3. Other children living in the catchment area* at the time of admission.

4. Children of members of staff, provided that they have been employed for a minimum of two years and/or are recruited to fill a vacant post for which there is a demonstrable skills shortage.

5. Children who do not live in the catchment area* served by the school, but who have siblings** of compulsory school age attending the school at the time of their admission.

6. Other children whose parents have requested a place who live outside the catchment area* of the school.

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

**For the purposes of admissions, the Department for Education definition of sibling is as follows: 'Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer’s partner, and in every case, the child should be living in the same family unit at the same address.

Every effort will be made to ensure that brothers or sisters (as defined above) and those from multiple births can attend the same primary school, understanding that the local authority must comply with the Education (Infant Class Sizes) (England) Regulations 1998.

In cases of equal merit, priority will be given to the child living nearest the school as measured by a straight line. Distance is measured in a straight line using the Local Land Property Gazetteur (LLPG) provided from the seed point located at the child’s home address to the seed point for the school. The seed point is taken from the ordnance survey’s (OS) Address-Base dataset. It is used to locate individual residential and school addresses using grid references as seed points.

It may be necessary to use other OS maps or online resources for any home address outside of the Peterborough local authority area not covered by the local authority’s computerised
distance measuring system. In the case of flats, the priority is that of floor level i.e. ground, first, second etc. in that order.

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

For late applications, Ormiston Meadows Academy will allocate places in the same order of priority. In cases of equal merit, priority will be given to the child living nearest the school as measured by a straight line as above.

**Orton Wistow Primary School**

As its own admissions authority, the school gives priority to children whose parents have applied for a school place by the published deadline. The school does not always have enough spaces available for every child whose parents have applied for a place. In this case the school will use an order of priority for admissions to the school.

**Admissions criteria 2018/19**

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

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

The admission limit for September 2018 is 60 pupils

The school admit children with a statement of special educational needs or an education health and care plan, which names the school. This will be in addition to any specific arrangements to specialist provision.

The order of priority for all other children is as follows:

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989).

2. Children who are both living in the catchment area* and have siblings** of compulsory school age still attending the school at the time of their admission.

3. Other children living in the catchment area* at the time of admission.

4. Children of members of staff, provided that they have been employed for a minimum of two years and/or are recruited to fill a vacant post for which there is a demonstrable skills shortage.

5. Children who do not live in the catchment area* served by the school, but who have siblings** of compulsory school age attending the school (or are attending an infant or junior school on the same site) at the time of their admission.

6. Other children whose parents have requested a place who live outside the catchment of the school.

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

** For the purposes of admissions, the Department for Education's definition of sibling is as follows:

’Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer’s partner, and in every case, the child should be living in the same family unit at the same address.

Every effort will be made to ensure that brothers or sisters (as defined above) and those from multiple births can attend the same primary school, understanding that the local authority must comply with the Education (Infant Class Sizes) (England) Regulations 1998.

In cases of equal merit, priority will be given to the child living nearest the school as measured by a straight line. Distance is measured in a straight line using the Local Land Property Gazetteer (LLPG) provided from the seed point located at the child’s home address to the seed point for the school. The seed point is taken from the ordinance survey’s (OS) Address-Base dataset. It is used to locate individual residential and school addresses using grid references as seed points.

It may be necessary to use other OS maps or online resources for any home address outside of the Peterborough local authority area not covered by the local authority’s computerised distance measuring system.

In the case of flats, the priority is that of floor level i.e. ground, first, second etc., in that order. In cases of exactly the same measurement where no differentiation can be established, a lottery will be used to decide the allocation of the place.

For late applications, the local authority will allocate places in the same order of priority. In cases of equal merit, priority will be given to the child living nearest the school as measured by a straight line as above.

We will follow the city council’s co-ordinated scheme with regard to the closing date for the receipt of the admission form and the issuing of an offer letter. Unsuccessful applicants have the right to appeal and should ask the school to provide a copy of the appeal procedures.
Unsuccessful applicants have the right to appeal and should ask the school to provide a copy of the appeal procedure.

Peakirk cum Glinton CofE (VA) Primary School

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

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

When there are more applications than there are places available, the governors will admit pupils according to the following criteria which are listed in order of priority.

The governors will admit children with a statement of special educational needs or an education health and care plan which names the school.

Over-subscription criteria:

1. A ‘looked after child’ or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989).

2. The governors will admit children on social or medical grounds, where professionals have clearly identified that the school will best meet the needs of the child.

3. Children living with their parent(s)/legal guardian(s) in the civil parishes of Peakirk or Glinton with a sibling already at the school. (See residency definition below).

4. Children living with their parent(s)/legal guardian(s) in the civil parishes of Peakirk or Glinton.

5. Children living outside the civil parishes of Peakirk or Glinton who have a sibling attending the school at the time of admission. (See sibling definition below).

6. Children of worshipping members of any church which is located in the ecclesiastical parishes of St Pega, Peakirk or St Benedict, Glinton and is a member of Churches Together in England: this includes the Church of England (see ecclesiastical parish boundaries).

7. Children of worshipping members of any church that is a member of Churches Together in England, this includes the Church of England.

These applications must be accompanied by form SIF/A available from the school. The completed SIF/A will then be sent to the minister with form SIF/B to verify church allegiance.

8. Children of parent(s)/legal guardian(s) of other faiths, or none, who wish their child to be educated in a church school and Christian environment.

Right of Appeal

Governors will admit up to the published admission number. For any child subsequently refused a place, parent(s)/legal guardian(s) will have the right to appeal against the decision, to an independent appeals panel. Parent(s)/legal guardian(s) wishing to appeal should write to:

The Clerk to the Appeals Panel
Diocesan Board of Education
Bouverie Court,
6 The Lakes
Bedford Road
Northampton
NN4 7YD

Notes

Tie-breaker

Where there are more applications in any one category, applications will be prioritised on the distance from the child’s home to the main entrance of the school. This will be measured by a straight line from the centre of the child’s home address to the school using the National Ordnance Survey set points via the local authority’s computerised distance measuring system.

Late applications

The governing body will deal with late applications after all the ‘on-time’ applications have been processed. Those refused a place due to the school having admitted 30 children will be advised of their right of appeal.

Waiting lists

All parents who are refused a place at the school at any time may wish to place their child’s name on a waiting list. This does not affect your right of appeal. Pupils will be placed on the waiting list in strict order according to the over-subscription criteria on the admissions policy. If a place becomes available at the school, places will be allocated according to these criteria. Parents must contact the school and request that their child’s name is placed on the waiting list, telephone: 01733 252361 or email: office@peakirk.peterborough.sch.uk.
SECTION 9: Oversubscription criteria

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

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

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

Please note that children who are the subject of a direction by the local authority to admit or who are allocated a place in accordance with a fair access protocol must take preference over those on the waiting list.

Civil parishes of Peakirk and Glinton

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

Ecclesiastical parish boundaries

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

Residency definition

The child’s place of residence is the address of the parent(s)/legal guardian(s) with whom the child spends the majority of time during the school week.

(Parent(s)/legal guardian(s) may be asked to produce evidence of residency/home address at any time during the admissions process)

Definition of siblings

The definition of a brother or sister (sometimes referred to as a sibling);

- a brother or sister sharing the same parent(s) legal guardian(s)
- a half brother or half sister where two children share one common parent/legal guardian.
- a stepbrother or stepsister, where two children are related by a parent(s)/legal guardian(s) marriage/partnership
- adopted children

A brother or sister must be living at the same address when the application is made.

Definition of the term “worshipping member” is as follows: At least one of the parents or guardians of the child is regarded by the priest/minister/worship leader as part of the worshipping community at the church/worship centre.

This would not necessarily mean that the parent is a ‘member’ in a technical sense (e.g. through baptism, confirmation or electoral roll) but would imply a pattern of attendance at worship (on Sunday or at other times) that is more than “occasional” and has been sustained for more than a short, very recent period of time.

St Augustine’s CofE (VA) Junior School

In a voluntary aided school the governing body is responsible for all matters concerning pupil admissions. The governing body will admit up to 60 children.

St Augustine’s School serves children living in the vicinity of the school, children from the parish of Woodston and those from a wider area on religious grounds. The governing body will give priority to children with a statement of special educational needs or an education health and care plan which names the school.

Over-subscription criteria:

In the event of the school being over-subscribed the governors will allocate places on the following criteria in this order of priority.

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. A looked after child is a child who is:
   (a) in the care of a local authority, or
   (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989).

2. Children of parents who regularly worship at St Augustine’s Church Woodston or its sister church, St Margaret’s in Fletton.


4. Siblings of children who are already registered on the school roll at the time of admission. (By sibling we mean a brother or a sister, half brother or sister, step brother or sister, foster brothers and sisters or the child of the parent/carer’s partner, and in every case the child
should be living in the same family unit at the same address).

5. Children moving from Year 2 at the main feeder school Brewster Avenue Infant School, that have been in attendance at the school for at least a term prior to application.

6. Children of parents who live in the vicinity of St Augustine’s School otherwise known as the catchment area as defined in the catchment area address list on Peterborough City Council’s website.

7. Other, e.g. children applying from out of catchment that meet none of the criteria above.

**Tie-breaker**

In the event of over subscription in any category children living closest to the school. Distance is measured in a straight line using the Local Land Property Gazetteer (LLPG) provided from the seed point located at the child’s home address to the seed point for the school. The seed point is taken from the ordinance survey’s (OS) Address-Base dataset. It is used to locate individual residential and school addresses using grid references as seed points.

It may be necessary to use other OS maps or online resources for any home address outside of the Peterborough local authority area not covered by the local authority’s computerised distance measuring system.

In the case of flats, the priority is that of floor level i.e. ground, first, second etc., in that order. In cases of exactly the same measurement where no differentiation can be established, a lottery will be used to decide the allocation of the place.

**Residency definition**

The child’s place of residence is the address of the parent or legal guardian with whom the child spends the majority of time during the school week. (Parent(s)/legal guardian(s) will be asked to produce evidence of residency/home address during the admissions process).

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**St John’s Church (VA) Primary School**

In accordance with the Education Act 2006 and the requirements of the school admissions code of practice, the governors of St John’s Church of England Primary School consulted on the admission arrangements for September 2011. The governors have reviewed the admissions criteria and they will be as follows:

St John’s Church School serves children who live in streets in the vicinity of the school as well as a wider area on religious grounds. The school will admit children with a statement of special educational needs or an education health and care plan which names the school. This will be in addition to any specific arrangements to specialist provision.

In the event of the school being over-subscribed with applicants the following order of priority will apply:

1. Looked after children and children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
2. Children from families who are worshipping members of Christ Church in Orton Goldhay.
3. Children from families who are worshipping members of other christian churches.
4. Brothers and sisters of those attending St. John’s at the time of admission.
5. Children from within the school’s designated catchment area.
6. Any other child.

In the event of over-subscription in any category, distance from the school will be used to determine places with the closest gaining higher priority. Distance is measured from the centre of the child’s home address to the school using the National Ordnance Survey set points via the local authority’s computerised distance measuring system.

**Waiting list**

- If the school has more applications than places available parents may elect to place their child’s name on a waiting list.
- Pupils will be placed on the waiting list in strict order according to the over-subscription criteria on the admissions policy. If a place becomes available at the school, places will be allocated according to these criteria.
- The waiting list will be held from the allocation of places date, for at least one term in the year of admission.
- Parents must contact the school and request that their child’s name is placed on the waiting list. This can be done by telephone or email.
- Parents must contact the school within seven days of the allocation of school places.
- Parents must contact the school again at the beginning of September if they wish their child to remain on the waiting list – within ten school days. Any places which become available at the beginning of September will be allocated after ten school days.

**Notes:**

- Admission under categories 2 and 3 will require a letter from the relevant church minister.
- ‘Brothers and sisters’ include:
  - Full or half brothers or sisters living together in the same household.
  - Adopted brothers and sisters living together in the same household.
  - Step brothers and sisters where the parents are married and living together in the same household.
- Our published admission number (PAN) for September 2018 is 60.

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St Michael’s C of E Primary School (Voluntary Aided)

For admission into Reception year in September 2018, the local authority, on behalf of the governing body, will offer places to 60 children. This is the published admission number (PAN) for that year group. In the event that more than 60 applications are received, the oversubscription criteria will be applied to determine priority for places. All preferences will be treated equally, regardless of whether they are first, second or third preferences.

Children with a statement of special educational need or social circumstances where these needs can be best met at this school. Written professional supporting evidence must be provided. A professionally qualified person such as a medical doctor, psychologist or social worker must set out in writing the particular reasons why this school will best meet the needs of the child and the difficulties which would be caused if the child had to attend an alternative school.

Over-subscription criteria:

1. Looked after Catholic children
2. Looked after children
3. Baptised Catholic siblings - baptised Catholic children who have a brother or sister attending the school at the time of admission
4. Baptised Catholics - children who are baptised Catholics and live in the catchment area served by the school. This includes the parishes of St Peters and All Souls with the community of Our Lady of Lourdes, St Lukes, St Judes at Whittlesey, Our Lady and St Charles at Wisbech
5. Baptised Catholics - children who live outside the catchment area defined above
6. Siblings - children of other denominations and faiths who have a brother or sister in school at the time of admission
7. Children with a Catholic background - any other child whose parents or family have a Catholic background

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

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

St Thomas More RC (VA) Primary School

In accordance with the Education Act 2006 and the requirements of the school admissions code of practice, the governors of St Thomas More Catholic Primary School have determined the admission arrangements for September 2018.

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

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

The governing body will give priority to children with a statement of special educational needs or an education health and care plan which names the school. This will be in addition to any specific arrangements to specialist provision

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

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

Notes

- In relation to categories 1, 3, 4 and 5, a baptismal certificate/a copy of one/or a letter from a priest confirming the baptism, will be necessary.
- In relation to categories 1 and 2, a ‘looked after child’ or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social service functions (see the definition in section 22 (1) of the Children Act 1989).
- In relation to categories 3 and 6, children are siblings if their parents are married and parents and children live together in the same household, they are half or full brother or sister, living together in the same household; they are adoptive brother or sister, living together in the same household.
- In relation to category 7, the parents/grandparents/carers are Catholic and the application is supported by a letter from a priest.
- In the event of over subscription in any category, distance from the school, measured in a straight line, will be used to determine places with the closest gaining highest priority. Distance is measured using the local authority’s computerised distance measuring system from the Ordinance Survey (OS) seed point located at the child’s home address to the OS seed point for the school using a straight line.
- The school will operate a waiting list for each year group. Children will be added to this list, on request, in criteria order. Children who are the subject of a direction by the local authority to admit, or who are allocated to a school in accordance with an ‘in-year fair access’ protocol, must take precedence over those on a waiting list.

Sacred Heart RC (VA) Primary School

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

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

1. Looked after baptised Roman Catholic child or a child who was previously looked after, but immediately after being looked after became subject to an adoption or special guardianship order.
2. Baptised Roman Catholic children who have a brother or sister on the school roll at the time of admission.

Children are siblings if:
- they are half or full brother or sister, living together in the same household
- they are adoptive brother or sister, living together in the same household
- their parents are married and parents and children live together in the same household

3. Baptised Roman Catholic children. Please see appendix 1 list of Eastern Catholic Churches that are recognized by the Pope in Rome (available on the school’s website).
4. Looked after non-baptised Roman Catholic child or a child who was previously looked after, but immediately after being looked after became subject to an adoption, residence or special guardianship order.
5. Brothers and sisters of non-baptised Roman Catholic children on the school roll at the time of admission.
6. Children of permanent staff employed directly by the school, provided they have been employed at the school for at least two years.
7. Non-baptised Roman Catholic children

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

Applications

1. The application form should be returned to the local authority or completed online. Parents will have a maximum of three preferences. If you need further assistance with this please contact the admissions team on 01733 864007.
2. If your child is a baptised Roman Catholic and you are applying under criteria 1, 2 or 3, you must take the original baptismal certificate to Sacred Heart RC Primary School so the application can be considered in that criteria. If you need further assistance with this please contact the admissions team on 01733 864007.
3. The school will hold a waiting list that is reviewed regularly.

Stanground St John’s CofE Primary School

As the admissions authority, Stanground St John’s Primary School gives priority to children whose parents have applied for a school place by the published deadline. The school may not always
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have enough places available for every child whose parents have applied for a place. In this case the school will use an order of priority for admission.

Stanground St John’s Primary School will admit children with a statement of special educational needs or an education health and care plan which names a school. This will be in addition to any specific arrangements to specialist provision.

The order of priority for all other children is as follows:

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989).
2. Children who are both living in the catchment area* served by the school and have siblings** of compulsory school age still attending the school at the time of their admission.
3. Other children living in the catchment area* at the time of admission.
4. Children of members of staff, provided that they have been employed for a minimum of two years and/or are recruited to fill a vacant post for which there is a demonstrable skills shortage.
5. Children who do not live in the catchment area* served by the school, but who have siblings** of compulsory school age attending the school at the time of their admission.
6. Other children whose parents have requested a place who live outside the catchment area* of the school.

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

**For the purposes of admissions, the Department for Education definition of sibling is as follows:
‘Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer’s partner, and in every case, the child should be living in the same family unit at the same address.

Every effort will be made to ensure that brothers or sisters (as defined above) and those from multiple births can attend the same primary school, understanding that the local authority must comply with the Education (Infant Class Sizes) (England) Regulations 1998.

In cases of equal merit, priority will be given to the child living nearest the school as measured by a straight line. Distance is measured in a straight line using the Local Land Property Gazette (LLPG) provided from the seed point located at the child’s home address to the seed point for the school. The seed point is taken from the ordnance survey’s (OS) Address-Base dataset. It is used to locate individual residential and school addresses using grid references as seed points.

It may be necessary to use other OS maps or online resources for any home address outside of the Peterborough local authority area not covered by the local authority’s computerised distance measuring system. In the case of flats, the priority is that of floor level i.e. ground, first, second etc., in that order.

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

For late applications, the school will allocate places in the same order of priority. In cases of equal merit, priority will be given to the child living nearest the school as measured by a straight line as above.

The King’s (The Cathedral) School

Over-Subscription Criteria – Year 3

The Board of Governors will admit 15 pupils (the published admission number) into Year 3, including those with a statement of educational need or education health and care plan (EHC), which names the school on the statement/EHC.

If the places are over-subscribed, the following over-subscription criteria will be used to select the 15 places in the following order of priority:

1. A 'looked after child' or a child who was previously looked after, but immediately after being looked after became subject to an adoption, residence, or special guardianship order. A looked after child is a child who is (a) in the care of a local authority in England, or (b) being provided with accommodation by a local authority in England in the exercise of their social services functions.
2. Cathedral choristers, up to nine places. (See note B.)
3. Children of worshipping members of the Church of England or Methodist Church. (See notes C & D.)
4. Children of other applicants to the limit of places available, places being awarded to the child/(ren) living closer(est) to the school as indicated by a straight line from the main
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school reception entrance to the child’s home, as calculated using the local authority’s computerised distance measuring system.

Notes:

A. ‘Looked after children’ A child or young person is regarded as a ‘looked after child’ when they are accommodated or in care. If they are accommodated this means that their parent/s retain parental responsibility and can ask for them to be returned home at any time. If they are subject to a care order then the local authority in England shares parental responsibility with the parent/s and decides where the child should live. Looked after children are cared for in a number of different settings including foster homes, children’s homes and residential schools.

B. In relation to Category 2, places will be open to boy and girl choristers. Children of parents applying under this category must have already had a successful voice trial with the Peterborough Cathedral Director of Music and must be cathedral choristers upon entry into The King’s (The Cathedral) School.

C. In relation to Category 3 the application will need to be signed by a Church of England priest or by a Methodist minister, or if a priest or minister is unavailable during an interregnum, a church warden or church leader.

D. In relation to Category 3 evidence of worship from the priest, minister or leader of the religious community concerned, must be submitted in support of an application on Form Supp Year 3 2018. The information on Form Supp Year 3 2018 should define the worship pattern of the applicant (the parent), who lives at the child’s home address, in terms of frequency and duration.

The information on Form Supp Year 3 2018 should cover your whole attendance record. If you have worshipped at different churches during the last ten years, or more, a separate Form Supp Year 3 2018 from a previous parish/es must be submitted. Where a religious leader has been in post for only a part of the time you have worshipped there, they should state how they are able to confirm your attendance for the whole period.

The evidence on Form Supp Year 3 2018 will be used by the Board of Governors in determining which applicants are awarded places. The evidence will help the Board of Governors assess the commitment, in terms of frequency and duration, which the applicant has devoted to their religious community.

The address submitted on the application form should be the child’s home. This is the home at which the child spends the majority of school week nights (Sunday – Thursday inclusive).

E. If at any stage, a tie-breaker is required, places will be allocated to the child(ren) living closer(est) to the school as indicated by a straight line from the main school reception entrance to the child’s home, as calculated using the local authority’s computerised distance measuring system. If this system cannot separate two or more applications, these applications will be further ranked by lottery.

If the school has more applications than places available, unsuccessful parents may elect to place their child’s name on a waiting list which will be kept until the end of the key stage. Pupils will be placed on the waiting list in strict order, according to the over-subscription criteria. If a place becomes available at the school, places will be allocated according to the over-subscription criteria.

The King’s (The Cathedral) School oversubscription criteria may change subject to the review by the Office of the Schools Adjudicator

Thomas Deacon Academy Juniors (TDAJ)

1 Introduction

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

1.2 The academy provides for pupils aged 7 -19 and has two normal points of entry, at the start of the Year 3 and Year 7 school years. Applications for admission at the normal point of admission will be co-ordinated by Peterborough City Council in accordance with its common application procedures.

2 Admission Numbers

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

3 Ordinary Applications for the normal point of entry

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

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

3.4 Queen’s Drive Infants School will be deemed a feeder school.

4 Late Applications for the normal point of entry

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4.1 Applications received after the closing date and before the normal point of entry will be dealt with by Peterborough City Council in accordance with its procedures for late applications, after places have been awarded to on-time applications.

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

4.3 Places will be offered to successful Year 3 applicants by 17 April or as soon as possible thereafter.

5 Acceptance of offer of a place

5.1 Where an offer is made, the applicant should be notified of the date by which they must accept the offer. Where an offer is not accepted by the applicant in writing by the due date, the academy’s governing body reserves the right to withdraw the offer and to offer the place to the next applicant on the waiting list.

6 Oversubscription Criteria

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

6.2 Remaining places will be allocated according to the following criteria, in order of priority:
   i. Children in public care (CLA)
      A looked after child or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order. A CLA is a child who is a) in the care of the local authority or b) being provided with accommodation by the local authority.
   ii. Children attending the designated feeder school
   iii. Siblings of children attending the school at the time of application.
   iv. Children of any member of staff employed by the academy at the time of application:
      a) Where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the academy is made and/or
      b) The member of staff was recruited to fill a vacant post for which there is a demonstrable skill shortage.
   v. Proximity measured as a straight line from the home address to the main gates of TDA.
      (TDA does not operate a catchment area)

Waiting List

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

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

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

Welland Academy

The Welland Academy provides for the needs of children within the 4 to 11 age range.

Pupils will be admitted at the age of 4+ without reference to ability or aptitude using the criteria set out in this policy. Admission to our Academy is not dependent on any ‘voluntary’ contribution.

The Greenwood Academies Trust is the admissions authority for the Welland Academy.

The Academy participates in the local authority co-ordinated scheme and all deadlines within that should be adhered to by applicants.

Admission number for Primary Provision

1. The academy has the following agreed admission number:
   a) 60 for pupils in Year R (Reception)

2. All children are entitled to a full-time place in the September following their fourth birthday. Parents offered a place in reception for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made. Children reach compulsory school age on the prescribed day following their fifth birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.

Process of Application

3. Arrangements for applications for places at the Welland Academy will be made in accordance with Peterborough City Council co-ordinated admissions arrangements: parents resident in Peterborough can apply online at: www.peterborough.gov.uk/
Parents resident in other areas must apply through their home local authority.

4. The Welland Academy will use Peterborough City Council’s timetable for applications to the academy each year (exact dates within the months may vary from year to year):
   a) September/October - the Welland Academy will provide opportunities for parents to visit the Academy
   b) By 15 January 2018 – parents must complete the common application form (CAF) and return it to the local authority to administer
   c) 16 April 2018 – notification of places made to parents.

Consideration of Applications

5. The Welland Academy will consider all applications for places at the academy.
   Where fewer than the published admission number(s) for the relevant year groups are received, the academy will offer places to all those who have applied. Any applications received after the closing date will be accepted but considered only after those received by the closing date.

Procedures where the Welland Academy is oversubscribed

6. Where the number of applications for admission is greater than the published admission number in any age group, applications will be considered against the criteria set out below.

Admission to Reception – oversubscription criteria

7. The Welland Academy will first accept all pupils with a statutory right to a place through a statement of special educational needs or education health and care plan naming the academy. After the admission of these pupils, criteria will be applied for the remaining places in the order in which they are set out below:
   a) Looked after children or previously looked after children*
   b) Children who are both living in the catchment area and have a sibling* on roll at the academy at the time of application and admission
   c) Other children living in the catchment area at the time of application.
   d) Children of members of staff, provided that they have been employed for a minimum of two years and/or are recruited to fill a vacant post for which there is a demonstrable skills shortage
   e) Children who do not live in the catchment area but who have a sibling on roll at the academy at the time of application and admission.
   f) Other children whose parents have requested a place who live outside the catchment area.

In the event of oversubscription within the above criteria, preference will be given to children who live nearest the academy as measured by a straight line distance*.

* see definitions

In the unlikely event the academy needs to use a random allocation system for the last place offered, this will be undertaken by an independent person outside of the academy.

Definitions

1. Definition of ‘looked after’ and previously ‘looked after’ children

   In accordance with section 22 of the Children Act 1989, a ‘looked after child’ is defined as:
   • a child who is in the care of a local authority at the time an application for admission to the academy is made
   • a child who is being provided with accommodation by a local authority in the exercise of their social services functions in accordance with section 22(1) of the Children Act 1989 at the time of making an application to the academy.

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

2. Definition of siblings and the position of twins

   A sibling is defined as:
   • Sibling is defined as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters or another child normally living for the majority of term time in the same household, where an adult in the household has parental responsibility as defined by the Children Act 1989, or any child in the household where an adult in the household is defined as a parent for the purposes of section 576 of the Education Act 1996. This could include a person who is not a parent but who has responsibility for him/her.

   In the case of twins or other siblings from a multiple birth, where there is only one place available in the academy, these will be considered together as one application. The academy’s admission number may be exceeded by one; the school admissions code makes an exception to the infant class limit in this situation.

   In the case of siblings in the same year group, where there is only one place available in the academy, both will be considered together as one application. The academy may go above its admission number as necessary to admit all the children, except in cases where infant class regulations, as stated in the schools admissions code, prevent this from happening.

3. Distance

   Distances are measured from the property to the nearest access point to the academy grounds. It is measured using the local authority’s computerised distance measuring system. Each address has a unique address point established by the Ordnance Survey address files. The
address point for a property does not change.

4. Home address
The child’s place of residence is taken to be the parental home, other than in the case of children fostered by a local authority, where either the parental address or the foster parent(s) address may be used. Where a child spends part of the week in different homes, their place of residence will be taken to be their parent or parents’ address.

If a child’s parents live at separate addresses, the address where the child permanently spends at least three ‘school’ nights (i.e. Sunday, Monday, Tuesday, Wednesday or Thursday) will be taken to be the place of residence. Evidence that a child’s place of residence is permanent may also be sought. If a child spends equal amounts of time at the two addresses, the parents must agree which address they wish to be the child’s main address.

Where parents share custody of their child but cannot agree on either the home address or school preferences, the academy will only consider the application of the parent who receives child benefit for the child.

5. Tie Break
If any of the oversubscription criteria have too many applicants then the tie-break will be by distance using the method in paragraph 7 above.

If the distance criterion is not sufficient to distinguish between two applicants for the last remaining place then a lottery will be conducted by an independent person.

West Town Primary Academy

1. Introduction
1.1 The academy provides places for children aged 4 – 11. Admission to early years foundation stage (EYFS) in September term.

2. Admission Number
2.1 The planned admission number for the school for each of the reception intakes from September is 45

3 Applications for the normal point of entry – Reception EYFS
3.1 Applications for admission to West Town Primary Academy, for a child in their first year of school to enter the EYFS reception class, should be made through the Peterborough City Council coordinated admissions scheme.

Details of how to apply can be found on the Peterborough City Council website: http://www.peterborough.gov.uk/children_and_families/schools/school_admissions.aspx

3.2 The closing date for applications for entry September 2018 is 15 January 2018.

Parents are also advised to fill in a West Town Primary Academy School application form which is available from the school office or online on our website: www.westtownprimary.org

These forms should be returned to the school as soon as possible and no later than 15 January 2018.

3.4 Places will be offered on 16 April 2018.

4. Acceptance of an offer of a place
4.1 Where an offer of a place is made, the applicant should be notified that they have four weeks to accept the offer. Where an offer is not accepted the governing body reserves the right to withdraw the offer and the offer of a place to be made to the next applicant on the waiting list.

5. Oversubscription criteria
5.1 Children who have a statement of special educational needs where the statement names West Town Primary Academy as the school will be admitted.

In the event of the number of applications received exceeding the published admission number (PAN), priority for places will be allocated strictly against the following criteria in the order listed:

(i) Children in care, also known as looked after children (LAC/CLA) and children who were looked after but ceased to be so by reason of adoption, a residence order or a special guardianship order.

(ii) Children whose home address is in the catchment area for the academy with a sibling on role

(iii) Children whose home address is in the catchment area for the academy

(iv) Children with an older brother or sister continuing at the school at the time of admission of the younger child

(v) Other children.

5.2 Where places are oversubscribed within any of the above groups, priority will be given to children living nearest to the academy. Measurements are carried out based on a straight line from the front door of the child’s home address to the front door of the academy. The home address will be the address declared on the common preference form. Distances are measured using the local authority’s computerised distance measuring system from the
5.3 A sibling is defined as a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer’s partner. In every case the child must be normally resident in the same family unit at the same address.

6. Appeals

6.1 In the event of a place not being allocated, parents and relevant children will have the right of appeal to an independent appeal panel. The appeal panel will be independent of the academy. The arrangements for appeals will be in line with the school admissions code and the school admission appeals code published by the Department for Education (DfE) as it applies to academies, free schools, foundation and voluntary aided schools. The determination of the appeal panel will be made in accordance with the school admission appeals code and the school admissions code and the decision is binding on all parties.

6.2 The academy will prepare guidance for parents and relevant children about how the appeals process will work and will provide parents and relevant children with a named contact who can answer any enquiries parents and relevant children may have about the process. Before deciding to appeal visit the Peterborough City Council website to find out if a satisfactory alternate school may be available and read the information regarding appeals.

7. Waiting lists

7.1 The academy will operate a waiting list for each year group. Where in any year group the school receives more applications for places than there are places available, the places will be determined by ranking pupils according to the oversubscription criteria. This waiting list will be maintained by the academy and it will be open to any parent to ask for his or her child’s name to be placed on the waiting list, following an unsuccessful application having previously been made to the school. Anyone wishing to remain on a waiting list, will need to reapply in January and April as all waiting lists will be cleansed at the end of each full term.

7.2 Children’s position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in paragraph 3. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

The governors will admit children with a statement of special educational needs or an education health and care plan which names the school.

**Over-subscription criteria:**

1. A ‘looked after child’ or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989).

2. Children of members of staff, provided that they have been employed for a minimum of two years and/or are recruited to fill a vacant post for which there is a demonstrable skills shortage.

3. Children who have a sibling who is attending the school at the time of admission (see sibling definition below).

4. Children living within the designated area of the school (see designated area below).

5. Children of regular worshipping members of St John’s with Emmanuel Church, Werrington. These applications must be accompanied by form SIF/A available from the school. A receipt will be issued by the school on the submission of this form. The completed SIF/A will then be sent to the minister with form SIF/B to confirm church allegiance.

6. Children of regular worshipping members of any church within Churches Together in England, which includes the Church of England. These applications must be accompanied by form SIF/A available from the school. A receipt will be issued by the school on the submission of this form. The completed SIF/A will then be sent to the minister with form SIF/B to confirm church allegiance.

7. Children whose parents particularly wish for their children to receive an education set within a Church of England school.

8. Other children, whose parents have requested a place, who live outside the catchment area of the school.

**Designated Area**

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

William Law CE Primary School

The governing body are the admission authority for the school and are therefore responsible for all admissions.

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

When there are more applications than there are places available, the governors will admit pupils according to the following criteria which are listed in order of priority.

Apply online at [www.peterborough.gov.uk/admissions](http://www.peterborough.gov.uk/admissions) | Deadline 15 January 2018
SECTION 9: Oversubscription criteria

Waiting list
If the school has more applications than places available, parents may elect to place their child’s name on a waiting list (this does not affect your right of appeal). Pupils will be placed on the waiting list in strict order according to the over-subscription criteria on the admissions policy. Places will be allocated according to these criteria and not on a first come first served basis. In accordance with the local authority’s co-ordinated scheme, if a place becomes available at the school, we will contact the local authority and ask that they offer a place to the pupil ranked highest on the waiting list. All offers of places will be made through the local authority, rather than by the school directly.

In order to request that their child’s name is placed on the waiting list, parents should telephone 01733 577600 or email the school at: office@williamlaw.peterborough.sch.uk. Waiting lists for all year groups will be revised in September (not Reception Year), January and April each year. At the end of September, January and April, all names will be removed from the waiting lists, unless parents have indicated during that month that they wish their child’s name to remain on the list. If parents wish their child to remain on the waiting list they must contact the school in September, January and April.

Late applications
The governing body will consider late applications after all the ‘on time’ applications have been processed. Those refused a place due to the school having admitted up to their admission number of 90 will be advised of their right to appeal.

Right of Appeal
Governors will admit up to the published admission number. For any child subsequently refused a place, parents/legal guardians will have the right to appeal against the decision, to an independent appeals panel. Parents wishing to appeal should contact:

The Appeals Administrator, Diocesan Board of Education, Bouverie Court, 6 The Lakes, Bedford Road, Northampton NN4 7YD
Tel: 01604-887006
www.peterborough-diocese.org.uk

Notes:

Tie Breaker
Where there are more applications in any one category, applications will be prioritised on the distance from the child’s home to the main entrance of the school. When we measure distance we will measure in a straight line from the center of the child’s home address to the school using the National Ordnance Survey set points via the local authority’s computerised distance measuring system.

Residency definition
The child’s place of residence is the address of the parent or legal guardian with whom the child spends the majority of time during the school week.

(Parents/legal guardians may be asked to produce evidence of residency/home address at any time during the admissions process)

Definition of siblings
The definition of a brother or sister sometimes referred to as a sibling:
• a brother or sister sharing the same parents
• a half-brother or half-sister where 2 children share one common parent
• a stepbrother or stepsister, where two children are related by a parent’s marriage
• adopted children

A brother or sister must be living at the same address when the application is made.

Guidance on the term ‘worshipping member’
Guidance is as follows:

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

This would not necessarily mean that the parent is a “member” in a technical sense (e.g. through baptism, confirmation or electoral roll) but would imply a pattern of attendance at worship (on Sunday or at other times) that is more than “occasional” and has been sustained for more than a short, very recent period of time.

Parents are welcome to come and look around the school, please contact the school office 01733 577600 to arrange an appointment.
Have you...

☑️ made sure that all addresses (including postcode) on your application are correct?
☑️ checked to make sure your child's date of birth is correct?
☑️ told us if your child has a statement of special educational needs (or an education and health care plan) or is in care?
☑️ listed up to three schools in order of preference?
☑️ told us why you want each of your schools?
☑️ noted any documents that will need to be supplied and to whom to support your application?
☑️ finally, submitted the form and received an acknowledgement email?

If you need help with any part of this process, then please contact the admissions team on 01733 864007 or call/email the relevant people as per the information contained in this booklet.

Please remember: Your online application must be submitted by midnight on 15 January 2018

Special Schools in Peterborough

Please note: Places at these schools are allocated through the city council's assessment and review team.

City of Peterborough Academy Special School
Reeves Way, Peterborough PE1 5LQ
Day school for high functioning Autism and Asperger’s Syndrome
Age 4-13 (Reception to Year 8)
Head of school: Mrs Ives
Executive Principal: Mrs T Ydlibi
Telephone: 01733 821403
Website: www.copaspecialschool.org
Email: admin@copaspecialschool.org

Heltwate School
North Bretton, Peterborough PE3 8RL
Special School for Severe learning difficulties. Age 4-19.
Headteacher: Mr Adam Brewster
Website: www.heltwate.co.uk
Telephone: 01733 262878

NeneGate
Park Lane, Eastfield, Peterborough PE1 5GZ
Headteacher – Ms R O’Sullivan
Telephone: 01733 349438
Fax: 01733 345504

Marshfields School
Eastern Close, Dogsthorpe, Peterborough PE1 4PP
Day School for Moderate Learning Difficulties
Age 10 to 19 years
Headteacher: Mrs J James
Website: www.marshfields.co.uk
Telephone: 01733 568058
Fax: 01733 553855

The Phoenix School
Orton Goldhay, Peterborough PE2 5SD
Day School for Physical and multiple learning difficulties. Age 2 to 19 years.
Headteacher: Ms Trudy Duffield
Website: www.phoenix.peterborough.sch.uk
Telephone: 01733 391666 or 01733 391800
Fax: 01733 391477

Apply online at www.peterborough.gov.uk/admissions | Deadline 15 January 2018
Supplementary Information forms (SIFs)

On the following pages you will find the supplementary information forms required for the voluntary aided schools. These are also available from the schools themselves.

All SIFs need to be returned to the relevant school and NOT the local authority.
ALL SAINTS’ CHURCH OF ENGLAND
VOLUNTARY AIDED PRIMARY SCHOOL
SUPPLEMENTARY INFORMATION FORM - PART A
FOR ENTRY DURING ACADEMIC YEAR 2018-2019

To be completed by the parent/legal guardian

All Saints’ Church of England Voluntary Aided Primary School is a Voluntary Aided school. The Governing Body of a Voluntary Aided school is the Admission Authority and has responsibility for setting the admission policy.

When there are more applications than there are places available, the Governing Body will prioritise applications according to its oversubscription criteria, some of which relate to religious allegiance. If you wish your child to be considered under the religious criteria (criteria 3 and 4), please complete this form and return it to the school as soon as possible (or by the closing date of 15th January 2018 if you are applying for your child to start school in September 2018).

If you do not wish your child to be considered under the religious criteria, completion of this form is not necessary.

All applicants, whether or not they complete this Supplementary Form, MUST complete the Peterborough City Council Common Application Form ONLINE.

Please note that the information you provide on this form will be forwarded to the priest/minister/worship leader you name below and he/she will be asked to confirm the information you have submitted and that the church/worship centre you name is located in the City of Peterborough and is a member of Churches Together in Britain & Ireland or the Evangelical Alliance.

<table>
<thead>
<tr>
<th>Child’s Full Name</th>
<th>Date of Birth</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year Group applied for</td>
<td>Proposed Start Date</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of Parent/Legal Guardian</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>Post Code</td>
</tr>
<tr>
<td>Telephone Number</td>
<td></td>
</tr>
</tbody>
</table>

Please tick the box next to the criterion that you believe you meet

- Children or children of parent(s)/legal guardian(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.

- Children or children of parent(s)/legal guardian(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 the criterion above.

<table>
<thead>
<tr>
<th>Name of Priest/Minister/Faith Leader</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Church/Worship Centre</td>
<td></td>
</tr>
<tr>
<td>Address of Church/Worship Centre</td>
<td>Post Code</td>
</tr>
</tbody>
</table>

Signature of Parent/Legal Guardian...Date...

Name of Parent/Legal Guardian (please print)...

Please return this form to the school as soon as possible.

Or apply online at www.peterborough.gov.uk/admissions | Deadline 15 January 2018
To be completed by the priest/minister/worship leader nominated by the parent/legal guardian

The parent/legal guardian whose details appear below has applied for a place for their child at All Saints’ Church of England Voluntary Aided Primary School. They have indicated that they meet the admission criterion indicated by a tick.

The parent/legal guardian has given your name as the priest/minister/worship leader of their church/worship centre. We ask that you confirm your knowledge of this applicant in relation to the criterion they have ticked. Please be aware that this form, when completed, may have to be copied to the applicant and members of an Independent Panel, should an Appeal for a place be made.

Thank you for taking the time to complete this form. Please return it to the school as soon as possible.

Name of Church/Worship Centre…………………………………………………………

<table>
<thead>
<tr>
<th>Child’s Full Name</th>
<th>Date of Birth</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Name of Parent/Legal Guardian……………………………………………………

Address………………………………………………………………………………
…………………………………………………………………………………………
…………………………………………………………………………………………

Post Code………………………………

The applicant has ticked the box next to the criterion that they believe they meet

- Children or children of parent(s)/legal guardian(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.

- Children or children of parent(s)/legal guardian(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 the criterion above.

I CAN/CANNOT* confirm that…………………………………………………………… is located in the City of Peterborough and is a member of Churches Together in Britain & Ireland*/ Evangelical Alliance*.

I CAN/CANNOT* confirm that the applicant meets the criterion that they have ticked.
* Please delete as applicable

If you cannot confirm the applicant’s tick is correct, you are invited to explain below.

Signature of priest/minister/worship leader:……………………. Date …………………

Name(please print)…………………………………………………………

Please return this form to the school as soon as possible.  
Or apply online at www.peterborough.gov.uk/admissions | Deadline 15 January 2018
St Thomas More Catholic Primary School  
Admission Application Document  

Personal Details  

<table>
<thead>
<tr>
<th>Pupil Surname:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Pupil First Name:</td>
<td></td>
</tr>
<tr>
<td>Date of birth:</td>
<td></td>
</tr>
<tr>
<td>Gender:</td>
<td>☐ Male ☐ Female</td>
</tr>
</tbody>
</table>

| Full names of Parents/Guardians - Who have legal responsibility of this child |
|-----------------------------|-----------------------------|
| Mother: | Father: |
| Mother’s Surname: | Father’s Surname: |
| Mother’s First Name: | Father’s First Name: |
| Home Address: | Home Address: |
| Postcode: | Postcode: |
| Home Number: | Home Number: |
| Mum Mobile: | Dad Mobile: |
| Email address: | Email address: |

Religion  

| Catholic: | ☐ |  |
| Church and Parish of Baptism: |  |
| Copy of Baptism Certificate supplied | ☐ Yes ☐ No |  |
| Current Place of worship: |  |
| Name of priest: |  |
| Other Sacraments received: |  |
| Reconciliation | ☐ Yes ☐ No |  |
| Holy Communion | ☐ Yes ☐ No |  |
| Non Catholic | ☐ |  |
| Religion: | Place Of Worship: |  |

DECLARATION  
I declare that all the information given on this application form is correct. I understand that all of the information given will be kept confidential. I will inform the school office immediately of any changes to my child’s personal information.

Signed ________________________ Date ________________________
**CHILD’S DETAILS AND MAIN ADDRESS**

<table>
<thead>
<tr>
<th>Surname</th>
<th>Forename(s) in full</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Date of Birth</th>
<th>Male</th>
<th>Female</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Address:**

- **First line**
- **Second line**
- **Third line**

<table>
<thead>
<tr>
<th>Town/City</th>
<th>Postcode</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Current School & Telephone no.**

**PARENT/CARER DETAILS: WHO RESIDES AT THE ABOVE ADDRESS.**

<table>
<thead>
<tr>
<th>Title</th>
<th>Initials</th>
<th>Surname</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Relationship to child</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

**Please provide as many contact numbers as possible:**

- **Home:**
- **Mobile:**
- **Work:**
- **Email:**

*The same parent’s name must be used on and throughout each form used (Local Authority Application, The King’s School Application, Category 3 Support Form) in relation to a particular application.*

**Parent’s Signature:** ___________________________ **Date:** ___________________________

**School use**

<table>
<thead>
<tr>
<th>Date received</th>
<th>Category/ies</th>
<th>Signature verified</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please return this form to the school as soon as possible.
Or apply online at [www.peterborough.gov.uk/admissions](http://www.peterborough.gov.uk/admissions) | Deadline 15 January 2018

Page 1 of 2
Please refer to admission criteria – 2018 entry

The admissions criteria – 2018 entry. (Tick all appropriate boxes)

I wish my child to be considered under the following categories and give full supporting details as given in

Application for a place in Year 3 at The King’s School – September 2018

4. Proximity to the school.

<table>
<thead>
<tr>
<th>A Category 3 Support Form must also be submitted.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parish/Church: ..........................................................</td>
</tr>
<tr>
<td>..............................................................................</td>
</tr>
<tr>
<td>..............................................................................</td>
</tr>
</tbody>
</table>

3. Member of a congregation.

Worshiping member of the Church of England or Methodist Church

2. Apply in this category.

Applicants will need to have been offered a choristership by Peterborough Cathedral in order to

Cathedral Choristers’ 9 to 18 places.

1. A looked after child or a child who was previously looked after, but immediately prior to

accommodation by a local authority in the exercise of their social services functions.

After child is a child who is (a) in the care of a local authority, or (b) living provided with

looked after because subject to an adoption, residence or special guardianship order. A looked

through Adoption, Residence, or Special Guardianship Order does not automatically meet this

criteria.

Please tick all appropriate boxes (y)

My child has a Statement of Educational Need or Education Health and Care Plan (EHCP) which

EHC

SEN
SUPPORT FOR YEAR 3, CATEGORY 3 APPLICATION
(Children of Worshipping Members of the Church of England and Methodist Church)
This form MUST be completed by the Priest or Minister NOT by the Parent.

Child’s Details

<table>
<thead>
<tr>
<th>Surname</th>
<th>Forename(s) in full</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date of Birth:</th>
<th>House Number/Name and Postcode:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Parent’s Details (Parent named on the main application form)

<table>
<thead>
<tr>
<th>Title</th>
<th>Initial</th>
<th>Surname</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Parent’s Pattern of Worship (Parent named above) Please see notes overleaf

<table>
<thead>
<tr>
<th>Frequency of Worship</th>
<th>Tick one only</th>
<th>From:</th>
<th>To:</th>
<th>No. of Years</th>
</tr>
</thead>
<tbody>
<tr>
<td>More than weekly throughout the year</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Four/Five times per month</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Three times per month</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fortnightly</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monthly</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Major Festivals</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Other comments relating to parent’s pattern of worship:

<table>
<thead>
<tr>
<th>Any other comments:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

The same parent’s name must be used on and throughout each form used (Local Authority Application, The King’s School Application, CAT 3 Support Form) in relation to a particular application.

Signature of Priest/Minister: ___________________________ Date: __________

Name: ___________________________

Position: _______________________ Church: _______________________

Please return this form to the school as soon as possible.
Or apply online at www.peterborough.gov.uk/admissions | Deadline 15 January 2018
Please return this form to the school as soon as possible.

Or apply online at www.peterborough.gov.uk/admissions | Deadline 15 January 2018

<table>
<thead>
<tr>
<th>Period of Attendance at Worship</th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 1 year</td>
<td>1</td>
</tr>
<tr>
<td>Between 1 and 2 years</td>
<td>2</td>
</tr>
<tr>
<td>Between 2 and 3 years</td>
<td>3</td>
</tr>
<tr>
<td>Between 3 and 4 years</td>
<td>4</td>
</tr>
<tr>
<td>Between 4 and 5 years</td>
<td>5</td>
</tr>
<tr>
<td>Between 5 and 6 years</td>
<td>6</td>
</tr>
<tr>
<td>Between 6 and 7 years</td>
<td>7</td>
</tr>
<tr>
<td>Between 7 and 8 years</td>
<td>8</td>
</tr>
<tr>
<td>Greater than 8 years</td>
<td>9</td>
</tr>
</tbody>
</table>

Frequent Marking Process

Major Festivals only

Monthly

Fortnightly

Three times per month

Four/five times per month

More than weekly throughout the year

Marks

If you have not been in post for the whole period covered please state how you are able to verify the attendance.

If the attendance is irregular to parents' pattern of worship, please provide further information in completing the form. Only provide information for your church and to your certain knowledge.

NOTES FOR PRIESTS SUPPORTING YEAR 3, CATEGORY 3 APPLICATIONS

Admissions Year 3, September 2018 Entry
This page is intentionally blank
Please return this form to the school as soon as possible.

Not applicable at www.peterborough.gov.uk/admissions | Deadline 15 January 2018

Please return this form to the school as soon as possible.

Signed __________

Date ______

Parent/Career

1. Child of a looker after child or a child who was previously looked after by immediately after being

2. Child of members of staff who have been employed for a minimum of

3. Child of members of staff who are required to fill a vacant post for which there is a demonstrable need.

4. Child living within the designated area of the school.

5. Child of regular worshipping members of any church within Church of England responsible for


7. Child whose parents specifically wish for their children to receive an education set with

8. Other children whose parents have requested a place, who live outside the catchment area.

Applications must be accompanied by

Receive will be sent to the minister on the form SI/F/A available from the school. A receipt will be issued by the school on receipt of this form. The completed form SI/F/A will then be sent to the minister with form SI/F/A will then be sent to the minister with form SI/F/A available from the school. A receipt will be issued by the school on the

Deadline 15 January 2018

Or apply online at www.peterborough.gov.uk/admissions
Please note: This is a very short summary of the council’s School Transport Policy.

If getting to school may be an issue for you, you should read the whole of the policy before making your preferences for school places. Full details of the current policy are available at: www.peterborough.gov.uk/schooltransport or telephone 01733 317455 for a copy to be sent to you.

It is a parent’s responsibility to ensure that their child can get to school.

Only a very small number of children qualify for free home to school transport as most catchment schools will be under the two or three mile lower limit (according to the age of the child). If you make a preference for a school other than your catchment school you will be expected to make your own arrangements for your child’s journey to and from school and to meet any costs involved.

When is transport available?

The city council will provide free transport for a pupil if they live within the boundaries of Peterborough Unitary Authority (i.e. the family’s council tax is paid to the city council) and the nearest suitable school at which the pupil is registered is not within walking distance of home measured by the shortest walking route, being:

- More than two miles for primary pupils up to and including year 3 (age 8) and
- Three miles for primary pupils in years 4, 5 and 6 (ages 8 to 11)

Primary school children from low income families qualify for free school transport if they:

- Are aged 8 to 11 years
- Go to their nearest suitable school, and live more than two miles away from school

Secondary-aged pupils from low income families qualify for free school transport if they:

- Attend one of three nearest suitable schools which are more than two miles and less than six miles (measured by the shortest available walking route) from the home address
- Attend the nearest school chosen on the grounds of religion or belief, and the school is between two and fifteen miles away from their home address.

The city council will provide free transport for a pupil if they live within the boundaries of Peterborough Unitary Authority (the family’s council tax is paid to the city council) and meet one of the following criteria:

- The nearest suitable school at which the pupil is registered is not within walking distance of the pupils home, i.e. more than three miles for secondary pupils measured by the shortest available walking route
- Where the pupil lives further than the maximum distances referred to above and is registered at the designated school (as designated by the city council for transport purposes) measured by the shortest available walking route
- Where the school attended is not the nearest suitable school or the designated school (as designated by the city council for transport purposes) for the pupil’s home address, and is further than the qualifying walking distances, and the Admissions Team can confirm that at the time of transferring to the school there were no available places at the designated school or at any school nearer to the pupil’s home.

Apply online at www.peterborough.gov.uk/admissions | Deadline 15 January 2018
SECTION 11: Frequently Asked Questions

My child was not offered a place at one of our preferred schools.

Unfortunately your preferred school was over-subscribed, and all the children offered a place had higher priority under the school’s admission criteria. Your child is automatically added to the waiting list for higher preference schools than the school you have been offered. Although a place cannot be made available at the present time, the position may change over the coming weeks and months as some parents decide not to accept the offers they have received. However, please note any places that become available will be offered from the waiting list strictly in accordance with the school’s published admission criteria and there is no guarantee that you will be offered a place before September.

You will have been offered a place has at an alternative school which would have been the next nearest school with available places. If you would like information about other schools which may have vacancies or short waiting lists or wish to make applications for other schools, please contact the Admissions Team.

I don’t agree with the decision not to offer my child a place at our preferred school.

If your application has been unsuccessful, you will be added to the school’s waiting list. You also have the right to appeal to an independent appeal panel against the decision made to not offer your child a place at your preferred school. When considering whether to appeal, it is important that you are aware that although the law allows you have the opportunity to appeal against admission decisions, it does not give your child the right to a place at a particular school. There is no guarantee that your appeal will be successful.

Most schools will already have a reception class at the legal maximum of 30 pupils. In such cases, an appeal panel can only uphold the appeal if they decide that the child has not been offered a place because of an error in applying the admission arrangements, or that those arrangements do not comply with admissions law, or that the decision was entirely unreasonable in legal terms. Unless you think there is a case to be made on any of these grounds, it is unlikely that an appeal will be successful.

Why has a child who lives near me been offered a place at my preferred school, but my child hasn’t?

Community school, Foundation school, Free school or Academy?

• This will be because siblings and children who live nearer to the school than your child have been offered all the available places.

• Although you may live fairly near to a school, if there were enough other applicants living closer than you to fill the available places, it will not have been possible to offer your child a place.

Church or Faith school?

• This will be because children who meet the religious criteria more fully, and/or who live nearer to the school than your child, have been offered all the available places.

• If there are more applicants who meet the religious criteria than there are places, most schools will decide which children will get a place based on how close they live to the school.

Please contact the school if you need more information about the religious criteria

Last year children living in my area got a place at my preferred school, so why hasn’t my child been offered a place this year?

Usually, distance from the school is used in the case of a tiebreak, therefore the child you are referring to may meet different admission criteria or lives slightly closer to the school than you. The pattern of applications can also vary from year to year, ie there may be more pupils living closer to the school or who have a sibling already attending the school. This in turn will lead to a change in the allocation of places at a school from year to year.

What happens if I don’t accept the school offered to me?

You can choose how to educate your child. If you have accepted a place at another school, ie an independent school, you should inform us that you do not want to accept the school you have been offered. This will enable another child to be offered the place your child vacates.

If the council are unable to ascertain whether you want the school place within a reasonable time (by 1 May), it will be assumed that you do not want the place and it will be withdrawn. If, by September, the council has not been notified of your intention to provide your child with education, your case may be referred to Children Missing Education.

Please note there is no guarantee that you will be offered a place from your preferred school’s waiting list or on appeal.

If you have been offered a place at another school you should therefore accept this in the meantime.

How important is distance from home to school?

Distance from home to school is used by many schools to decide which children qualify for a place. Unless your application meets religious criteria for a church school, you are more likely to be offered a place in a school closer to home than one further away. However, this isn’t always the case, especially if the nearby school is particularly popular. Information about the furthest distance that places were offered under the distance criterion at each school for the September 2017 intake can be found in Section 5 of this booklet.

What is an Admission Authority?

The admission authority is the body responsible for setting the admission criteria and deciding which children should be offered places at a particular school. This will vary according to the type of school.

For community schools the admission authority is the council whilst for foundation schools, voluntary aided schools, academies, and free schools it is the school’s governing body or academy trust.
My child does not have a school place for September

If you have not already applied for a school place, you should do so immediately. If you live outside of Peterborough, you should contact your home local authority.

If you have made an application, this will mean that unfortunately all your preferred schools were over-subscribed, and the children offered a place had higher priority under the schools’ admission criteria. If you wish to be included on the waiting list for any of your preferred schools you should contact the admission authority for the school. Although a place cannot be made available at the present time, the position may change over the coming weeks and months as some parents decide not to accept the offers they have received. However, please note any places that become available will be offered from the waiting list strictly in accordance with the school’s published admission criteria and there is no guarantee that you will be offered a place before September. You will have been offered a place has at an alternative school which would have been the next nearest school with available places.

If you would like information about other schools which may have vacancies or short waiting lists or wish to make applications for other schools, please contact the Admissions Team by email at admissions@peterborough.gov.uk

Am I guaranteed a place for my child in one of the schools I list?

No, this cannot be guaranteed. Much depends on:

- how many people apply for places at each school
- whether applicants have brothers or sisters already there
- and other factors.

These things can vary from year to year. The more schools you list, the better your chances of getting a place for your child at one of them.

Admission authorities publish information on the number of applications to schools in previous years and how far away schools have tended to recruit from. This can give you some idea of how likely it is you will obtain a place - but it is only a guide, not a prediction. It can help you make a more realistic choice, but you are entitled to express a preference for any school you wish.

Does the order in which I list my schools affect my chances of getting a school place?

No, we will not pass on details to the school of where the school is ranked within your preferences. No school will be told about other schools you have applied for.

The order of preference is only used where it is possible to offer you a place at more than one school. For example, if you list four schools and you could be offered a place at Numbers 2 and 4, you will be offered School 2 - the highest ranked on your list.

Do I have to apply for a school place?

Yes - everyone must apply.

If you would like your child to attend a school which is state funded, the law states you must make an application for admission. Neither the local authority nor the school will assume you want a place and reserve one for you; even if you have an older child attending the same school, your child attends a nursery class at the school or you live next door to the school.

My older child was allocated a place at a particular school last year; does this guarantee a place for my younger child this year?

No. It is not possible to guarantee a place for siblings. The number of pupils who are offered a place depends on the number who apply and where they live.

Should I list the catchment school for my home address?

Yes, if you do not list the catchment school for your home address as a preference it may fill up with children whose parents have listed it as a preference. If we are then unable to offer you your preferred school we would have to look at the next nearest school with places available. This school may be further away from your home address than you would like, therefore you should consider carefully how you intend to get your child to school. If you are unaware of the catchment school for your home address, please contact the Admissions Team.

Please note if you list a school which is not your catchment school you will be responsible for transport arrangements and any associated costs for the duration of your child’s time at that school.

How can I assess the likelihood of securing a place for my child?

You can work out how high up the list of admission criteria your child will be by looking at the schools admission policy (see Section 8 & 9) in this booklet. The admission policy will also tell you how many children the school can admit. You may also want to look at how many children were admitted under each admission category in previous years. However, you must treat this information with caution because circumstances can change from year to year. For example, if a new housing development opens in the catchment area of a small infant school, it may affect the number of out-catchment applicants the school can admit.

Do I have a right to a place at the school of my choice for my child?

No. Parents do not have an absolute right to choose the school they want for their child. Parents have a right to express a preference for a school and the council and other admission authorities have a duty to comply with that preference except where it would prejudice what the 1998 School Standards and Framework Act calls ‘efficient education or the efficient use of resources.’ If the council or governors of an admission authority school are unable to meet a parental preference, parents have the right to appeal to an independent appeal panel.

Will my child be guaranteed a place in the catchment area school?

The council cannot guarantee places in any school. If you apply to your catchment school the chances are usually high that you will be offered a place, but this cannot be guaranteed. Changes in the pattern of parents’ preferences and changes in local population may mean that a few schools will be oversubscribed from within their catchment area.

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SECTION 11: Frequently Asked Questions
Admissions to Infant, Junior & Primary Schools
in Peterborough City Council 2018/19

Information updated from the booklet is set out on this page

A new oversubscription criterion for Eyrescroft Primary School effective from 2018-19 is included below.

Eyrescroft Primary School - Oversubscription criteria

When the Academy is oversubscribed, after the admission of Children with Statements of Special Educational Needs (SEN) / Education, Health and Care plan (EHCP) where the Academy is named, priority for admission will be given to those children who meet the criteria set out below:

a) A ‘looked after child’ or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. A looked after child is a child who is a) looked after by a local authority or b) being provided with accommodation by a local authority in their exercise of their social services functions, in accordance with section 22 (1) of the Children Act 1989.

b) Children for whom it is essential to be admitted to the Academy because of special circumstances to do with significant medical or social needs, which relate to the child or an immediate member of the child’s family. Applications must be supported by medical evidence from a GP or hospital consultant, social worker or similar professional.

i The supporting evidence should set out the particular reason why the Academy is the most suitable and the difficulties that would be caused if the child had to attend another school. This evidence must be sent to the Academy by the application closing date, for the applicant to be considered under this criterion.

c) Children who, on the date of application have a sibling (i.e. a natural brother or sister, or a half brother or sister, or a legally adopted brother or sister or half-brother or sister, or step brother or sister) who is living with them at the same address and on roll of the Academy.

d) Children of staff, where the member of staff has been employed by the Academy for 2 or more years at the time of application, or the member of staff was recruited to fill a vacant post for which there is a demonstrable skill shortage.

e) Children living nearest to the Academy within the catchment area (see Peterborough City Council website for details).

f) Children living nearest to the Academy outside of the catchment area.

Every effort will be made to ensure that brothers or sisters (as defined above) and those from multiple births can attend the same primary school, understanding that the academy must comply with the Education (Infant Class Sizes) (England) Regulations 1998.

In cases of equal merit applicants will be considered under the tie-break process - see school admissions policy 18/19 on the academy website for further details.

Distance is measured in a straight line using the Local Land Property Gazetteer (LLPG) provided from the seed point located at the child’s home address to the seed point for the school. The seed point is taken from the ordinance survey’s (OS) Address-Base dataset. It is used to locate individual residential and school addresses using grid references as seed points.

It may be necessary to use other OS maps or online resources for any home address outside of the Peterborough local authority area not covered by the local authority’s computerised distance measuring system. In the case of flats, the priority is that of floor level i.e. ground, first, second etc., in that order.

For late applications, the academy will allocate places in the same order of priority.

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