

Closing date to apply **31st October 2018**
Apply online at www.peterborough.gov.uk/admissions

Transferring to Secondary School in Peterborough City 2019/20

A guide for parents and carers



The information in relation to Peterborough City Council Schools was correct at the time of printing (September 2018). However, it should not be assumed that there will be no change before the start of, or during the school year 2019/20. Like many local authorities Peterborough City Council is experiencing a high demand for Secondary School places. This means the admission limit shown may change for some schools.

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Introduction

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 Secondary 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?

For children who are transferring from Primary school to Secondary school or year 10 at the UTC.

When do I need to apply?

You can apply anytime from 12th September 2018

PLEASE NOTE:

In order to maximise your chances of being offered one of your preferred schools:

- **You MUST submit an application with all the required documents on time;**
- **You research and understand the admissions criteria of the schools you are applying to;**
- **You consider applying for your catchment school.**

There is **NO** automatic transfer from a nursery into Reception.

There is **NO** automatic transfer from Infant to Junior School

There is **NO** automatic offer of a sibling place without making an application.

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 www.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 council offices.

Who can apply?

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.

Open Evening dates 2018

School	Date
Arthur Mellows Village College	Thursday 4 October
City of Peterborough Academy	Wednesday 3 October
Greater Peterborough UTC	(Year 10 and 6th Form) Wednesday 19 September 2018 Thursday 18 October 2018 Saturday 24 November 2018 (10-1pm) Tuesday 5 February
Hampton College	Tuesday 25 September
Hampton Gardens	Tuesday 2 October
Jack Hunt School	Tuesday 25 September
Ken Stimpson Community School	Wednesday 3 October
Nene Park Academy	Wednesday 10 October
Ormiston Bushfield Academy	Thursday 4 October
Peterborough Regional College	Thursday 18 October (6-8pm) Saturday 24 November (10-1pm) 5 February 2019 (6-8pm) 2 April 2019 (6-8pm) 13 June 2019 (6-8pm)
Queen Katharine Academy	Thursday 27 September
St John Fisher School	Tuesday 2 October
Stanground Academy	Thursday 27 September
The King's School	Tuesday 18 September
Thomas Deacon Academy	Wednesday 26 September

Key Dates in the admissions process

For September 2018 Entry into Year 7

From 12th September 2018	Application process for transferring to Year 7 begins. Opportunity for parents/ carers to visit individual schools.
31 October 2018 Closing date	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.
23 November 2018	Final date for notification of change of address after the closing date.
November - February	Preference forms checked, validated and determined
1 March 2019 NATIONAL OFFER DAY	Parents that applied online can log onto the council's website from 12.30am to see which school their child has been offered Letters will be posted to parents No decisions will be issued by telephone
March 2019	Waiting lists established
15 March 2019	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 24 April 2019	Second round of allocations for late applications received after 31 October 2018 Further offers made from this date are subject to places becoming available.
June to July 2019	Independent Appeal Panels meet to consider appeals from parents/carers who are unhappy with their school allocation. Dates for the appeal deadline is available at www.peterborough.gov.uk/admissions
From week commencing 20 May 2019	Third round of allocations for late applications received by 3 May 2019. Further offers made from this date are subject to places becoming available.
September 2019	Children start school.

Section 1

Before making an application

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

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.

- Read the information in this booklet
- Visit schools - Ensure that you are entirely happy with your expressed preferences before submitting your application.
- Read Ofsted Reports
- You can view Ofsted reports at www.ofsted.gov.uk
- 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
- 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
- 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.
- Consider how your child will travel to and from school
- Use your three preferences
- Be aware there is no guarantee of a place at any school even if you live in the catchment area

Maximise your chances

All applications will be subject to the published admissions criteria

Apply on time

- The closing date is 31 October 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 1 March 2018 (unless your application is late).

Apply on-line

- You can apply on-line at www.peterborough.gov.uk/admissions
- 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).

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.

Types of schools 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 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.

Free schools

Free schools are independent of the local authority.

University Technical College

The governing body of the college determine and publish their own oversubscription criteria.

Age range of schools

Secondary schools admit children from the ages of 11 through to 16. This is known as Key Stages 3 and 4. If the school has a Sixth form, children can apply to stay there until they are 18 years old.

Post 16 (Sixth Form)

Most secondary schools in Peterborough offer sixth form provision. The council does not co-ordinate admissions to any post 16 establishments. All applications for places in a school's sixth form must be made directly to the school concerned. Please contact the schools with sixth forms for further information

University Technical Colleges (UTC)

University Technical Colleges (UTCs) are schools for 14–19 year olds. They provide children with the opportunity to gain both an academic and technical education. UTC students work closely with employers to enable them to be qualified to work in sectors that are growing and looking for skilled staff. Peterborough UTC offers specialism in environmentally sustainable manufacturing, engineering and built environment. The governing bodies of UTCs determine and publish their own oversubscription criteria. **Applications for places should be made directly to the UTC.**

Starting School

When can my child start secondary school, the UTC or Post 16 (sixth form)?

If your child was born between 1 September 2007 and 31 August 2008 we are able to offer a place at the beginning of the autumn term (September 2018) following the processing of your application. Your child will be admitted into Year 7 at secondary school.

To apply for places at the Greater Peterborough UTC (University Technical College) your child will need to have been born between 1 September 2004 and 31 August 2005.

To apply for Post 16 places (including the UTC) your child will need to have been born between 1 September 2002 and 31 August 2003.

Early or late transfer to secondary school

It is very unusual for children not to transfer to secondary school at the end of Year 6. You can make a request for deferred or accelerated entry (to start a year later or earlier at secondary school) in very exceptional circumstances.

If you feel that your child should be considered for early or late transfer to secondary school, you should first discuss this with the headteacher at your child's primary school. The headteacher will then contact the admissions team to talk about your circumstances. In all cases the individual child's educational and social development needs would be considered and a judgement made of what is best for the child both now and in the long-term.

Supplementary Information Form (SIF)

Some schools may require parents/carers to complete a SIF to enable the Governing Body of the school to assess your child's application correctly. Please contact the school concerned to request a form or download it from the admissions website. Completed supplementary information forms must be sent direct to the school to be received no later than the closing date stipulated by the school.

SECTION 2

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 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 the three preferences of other applicants 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 (if applicable) or the nearest school to your home address, as one of your preferences.
- 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 oversubscription 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

Laurence lives in Stanground. His parents are keen for him to attend a local school. They list the following preferences:

- 1st Arthur Mellows Village College
- 2nd Stanground Academy
- 3rd City of Peterborough Academy

All three of these schools are oversubscribed with first, second and third preferences. Laurence does not live close enough to Arthur Mellows Village College to be offered a place there. However he lives close enough to both Stanground Academy and City of Peterborough Academy to be offered a place.

As Stanground Academy was higher on his preference list than City of Peterborough Academy, he is offered a place at Stanground Academy.

Example 2

Kasia lives near Peterborough city centre. Her parents are not sure whether they live nearer to The King's School or Thomas Deacon Academy but they would like her to attend The Kings School. They list the following preferences:

- 1st The King's School
- 2nd Thomas Deacon Academy
- 3rd St John Fisher Catholic High School

The governors of The King's School are notified of Kasia's application. However they are not able to offer Kasia a place as she does not meet their religious criteria. Although Thomas Deacon Academy is closer to the family home than St John Fisher Catholic High School, Kasia cannot be offered a place there as she lives further away than 322 of the other children whose parents have applied for a place there. However, she does live close enough to St John Fisher Catholic High School to be offered a place, even though it is slightly further from her home than Thomas Deacon Academy. She is offered a place at St John Fisher Catholic High School.

Example 3

Emma lives in Bretton. Her parents list the following preferences for a secondary school for Emma:

- 1st Hampton College
- 2nd Nene Park Academy
- 3rd Ormiston Bushfield Academy

Unfortunately Emma 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 Emma is offered Queen Katherine Academy

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.

Children with special educational needs or an education health and care plan (EHCP)

All schools should be able to support children with special educational needs (subject to the 'reasonableness' clause).

Some children have a statement of special educational needs or an education health and care plan and may attend either a mainstream school or special school.

Before indicating your preference for a school placement, you may find it helpful to discuss the position with the EHCP co-ordinators, telephone: 01733 863675 or the SEND partnership officer, telephone: 01733 863979.

All governing bodies are required to admit to the school a child with a statement of special educational needs or an education health and care plan that names the school. Schools must admit such children whether they have available places or not.

Schools will seek to accommodate pupils with physical disabilities wherever possible. However, by their very nature, some buildings are more accessible than others. Parents of children requiring wheelchair access should contact the school's governing body in the case of foundation and voluntary-aided schools or academies, or the local authority admissions team for community and voluntary controlled schools

SECTION 3:

Making an Application

How do I apply?

If you live in Peterborough and your child is due to start Year 7 in September 2019, 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/android Tablet.

- The online facility is available 24 hours a day and 7 days a week from 12 September 2018
- You can apply at any time from 12 September 2018 to midnight on 31 October 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 above for future use.

Username:
Password:

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 oversubscription 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, free 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 oversubscription 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, academy or free school, you should provide it to the school by the closing date stipulated by the school. Please check this with the school.

PLEASE NOTE:

If you live in Peterborough and do not apply for a school place, you will not be automatically allocated a place at a school.

You need to ensure that you apply to the Local Authority where you pay your Council tax. Follow this link to identify your Local Authority - <https://www.gov.uk/find-local-council>.

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 (see section 7). If you are moving within Peterborough, you must still make your application by the deadline.

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 may 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 8 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.

Education, Health and Care Plan (EHP)

Please indicate in the appropriate place if your child has an EHP. Please name the local authority dealing with your child

Looked after children¹

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.

School Catchment Areas:

The following schools have a defined catchment area:- <ul style="list-style-type: none">• Arthur Mellows• Nene Park Academy• Hampton College• Ormiston Bushfield Academy• Jack Hunt School• Ken Stimpson Community School• The Voyager Academy• Hampton Gardens School	The following schools do not have a defined catchment area:- <ul style="list-style-type: none">• City of Peterborough Academy• The King's (The Cathedral) School• Stanground Academy• St John Fisher Catholic High School• Thomas Deacon Academy• Greater Peterborough UTC
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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, or (c) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application.

¹ A parent is any person who has parental responsibility or care of the child. 'Family members' include only parents and siblings.

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 oversubscription 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.

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 7).

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 withdraw the school 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. SIF's are also available from www.peterborough.gov.uk/admissions

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 **31 October 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 23 November 2018**, and you can provide documentary evidence to confirm that you have previously made an application to the Local Authority area in which you previously lived, your application will be processed at the same time as those applications received by 31 October 2018.

If you move into the area after 23 November 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 24 April 2019.

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 the 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. You will not be able to see your account online once any changes have been submitted.

What happens if my application is late?

Late applications received after the closing date of 31 October 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 23 November 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 4:

How is your application 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:

Community schools

The council decides who is offered school places and sets the oversubscription criteria for the school. There is only one community secondary school in Peterborough.

- Ken Stimpson Community School

Foundation, Free and Voluntary Aided schools and Academies

The governing bodies of the following schools are the admission authorities for their schools and they set and publish their own oversubscription criteria as well as decide which children to allocate places to. Peterborough City Council informs applicants of the decisions of these schools.

Academies:

- Arthur Mellows Village College
- Nene Park Academy
- Hampton College
- Ormiston Bushfield Academy
- Thomas Deacon Academy
- Stanground Academy
- The Voyager Academy
- City of Peterborough Academy

Voluntary Aided (VA) Schools:

- St John Fisher Catholic High School
- The King's (The Cathedral) School

Foundation Schools

- Jack Hunt School

Free School

- Hampton Gardens School

If you are applying for a place at any Own Admission Authority school, 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 each of our secondary school in section 9 of this booklet. The criteria vary depending on the type of school you are applying for.

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 foundation, voluntary aided school, free 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 school, Peterborough City Council Admissions will apply the Council's oversubscription criteria if there are more applications than available places.

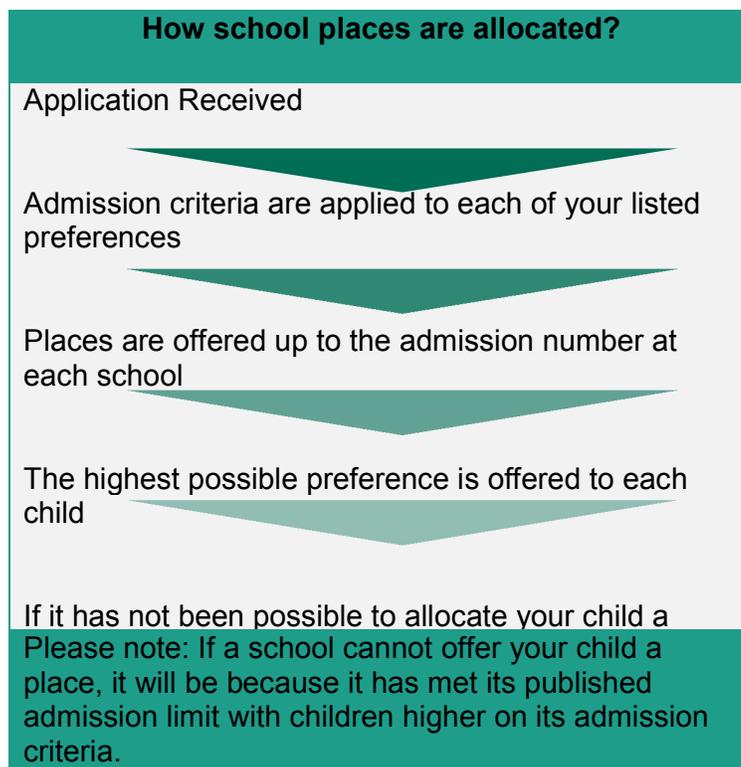
If you have listed a school in a neighbouring authority, the application will be sent to the local authority for processing.

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 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 be 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.

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:

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 10, however, Academies, Foundation schools and Voluntary Aided schools offer places using non-standard criteria, such as religious criteria, and they may have different priorities (see Section 11).

Refer to the relevant schools websites for details of their full Admission Policy and to complete and return supplementary Information forms as required by schools by the school's application deadline.

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 5:

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 1 March 2018 and see where we have been able to offer your child a school place. Notification letters will be posted on 1 March 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 Sand Martin House.

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 15 March 2019. 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.

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

If you do not accept the offer you will be asked about the arrangements you will be making for your child's education in September. Please remember the offer that we give you on 1 March will either be:

- The highest preference school you listed that your child qualified for
- Or the nearest school with an available place

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

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.

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.

School waiting lists

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

If you have applied for a school place for your child 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.

Being on a waiting list does not affect the parent's right of appeal.

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

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.

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

SECTION 5:-

How places were allocated on Offer date March 2018

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

School	PAN	Total offers	1st Pref	2nd Pref	3rd Pref	Last Offer	No on W/L	No of Prefs
Arthur Mellows Village College	264	264	255	8	1	Distance 1.405	132	620
City of Peterborough Academy	180	180	138	12	3	Distance 1.383	25	376
Hampton College	210	*	137	18	2			
Hampton Gardens	210	210	146	13	2	N/A	39	479
Jack Hunt School	330	330	261	34	5	Distance 1.088	111	628
Ken Stimpson Community School	210	210	146	31	9	Distance 2.087	16	356
Nene Park Academy	180	*	174	6	0			
Ormiston Bushfield Academy	150	*	128	14	0			
Queen Katherine Academy	270	*	65	5	3			156
St John Fisher Catholic School	133	133	84	24	3	Other 1.412	17	247
Stanground Academy	300	*	209	10	3			
The Kings School	135	135	133	2	0	N/A	291	733
Thomas Deacon Academy	342	342	268	59	5	Distance 0.917	91	605
Totals	2844	2465	2144	236	36	480		5115

* Places remained available following the first round

Allocated places by admissions criteria (2018)

School	Total Offers	SEN	LAC	Sibling & Catchment	Catchment	Sibling	Distance	Staff	Designated Primary	Service	Directed	Music & Academic	Faith	Total
Arthur Mellows	264	7	3	N/A	172	26	44	6	N/A	6	0	N/A	N/A	264
City of Peterborough Academy	180	5	0	N/A	N/A	13	34	0	101	N/A	5	N/A	N/A	158
Hampton College		1	1	38	81	11	25	0	N/A	N/A	16	N/A	N/A	173
Hampton Gardens	210	3	0	0	72	0	85	0	N/A	N/A	1	N/A	N/A	161
Jack Hunt School	330	8	1	N/A	204	33	52	2	N/A	N/A	0	N/A	N/A	300
Ken Stimpson	210	2	0	0	28	0	156	0	N/A	N/A	0	N/A	N/A	186
Nene Park		11	3	59	107	0	0	0	N/A	N/A	0	N/A	N/A	180
Ormiston Bushfield		1	0	35	69	14	23	0	N/A	N/A	6	N/A	N/A	148
Queen Katherine		1	0	0	38	17	17	0	N/A	N/A	16	N/A	N/A	89
St John Fisher	133	3	1	N/A	N/A	21	14		10	N/A	2	N/A	62	113
Stanground	300	7	0	N/A	N/A	70	145	0	N/A	N/A	4	N/A	N/A	226
The Kings	135	3	3	N/A	N/A	34	N/A	6	N/A	N/A	0	15	74	135
Thomas Deacon	342	2	1	N/A	N/A	132	197	0	N/A	N/A	0	N/A	N/A	332
Totals	246	54	13	132	771	371	792	14	111	6	50	15	136	2465

SECTION :

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 23 November 2018 and be able to provide the necessary proof of address set out in section 8 of this booklet.

We will be able to use your new address to process your application providing we receive the proof of address by 23 November 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 **23 November 2018**, we will not be able to take your new address into account during our initial allocations. This is because after 23 November 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.

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.

SECTION 8:

Proof of Address

As part of the school admission process, you may 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:

- **Proof of where you (the parent/carer) live**
- **Proof that the child lives with you (the parent / carer)**
- **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 a recent utility bill for your home address, showing usage - Gas, Electricity, Water, Telephone (Not mobile phones)
- A copy of your driving licence
- 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
- 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)

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; 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 denotes 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.

Having read the booklet, if you want more information about the school admissions process:

Please write to:

The Admissions Team Peterborough City Council

Sand Martin House, Bittern Way, Fletton Quays, PE2 8TY

Telephone: 01733 864007

Email: admissions@peterborough.gov.uk

Office opening hours: 9am - 5pm Monday to Friday

SECTION 9:

Oversubscription Criteria

Secondary schools and colleges in Peterborough (in alphabetical order)

This section sets out the oversubscription 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.

General information relating to attainment, OfSTED inspections, uniforms, etc. can be found on the schools individual websites. The latest information relating to whether certain schools have changed or will be changing their status to academies since this booklet was written can also be found there. Each school/college has listed their Oversubscription criteria and any other relevant information you will need in deciding whether to make an application for the particular school.

Some schools also require a supplementary information form (SIF). These can be found at the back of this booklet, or are available from the school.

Please note: SIFs should be returned to the school and not to the council.

Arthur Mellows Village College

Helpston Road,
Glington,

Peterborough PE6 7JX

Telephone: 01733 252235 • Fax: 01733 252206

Email: office@arthurmellows.org

Website: www.arthurmellows.org

Arrangements for open visits

See chart at the front of this booklet

Academy and Specialist Technology College

Head of College – Mr M Sandeman BSc (Eng), PGCE (Science)

Age range	11-18 years
Published admissions number 2019/20	264
No. of preferences 2018/2019	620
No. of preferences 2017/2018	566
No. of preferences 2016/2017	628
No. of preferences 2015/2016	611
No. of preferences 2014/2015	548
No. of places allocated on the 1 st March 2018	264

Oversubscription criteria:

Priority will be given to children with a statement of special educational needs or education health and care plan which names the college. This will be in addition to any specific arrangements to specialist provision.

1. Children in Care – ‘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 living in the catchment area (identified in criteria 4) who would be in receipt of the Service Premium. (The service premium is additional funding paid annually to schools under section 14 of the Education Act 2002 for the purposes of supporting the pastoral needs of the children of Armed Services personnel.)
3. 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.
4. Children living in the catchment area of the following primary schools: Barnack Church of England; Castor Church of England; Duke of Bedford, Thorney; Eye Church of England; John Clare, Helpston; Newborough Church of England; Northborough Primary; Peakirk cum Glington Church of England; Wittering Primary. (See map of catchment area posted on the College website.)
5. The attendance of a sibling* who is on the college roll at the time of admission
6. Children living nearest the college as measured by the shortest straight line distance, from the centre of the home address** to the college using the National Ordnance Survey seed points via the local authority’s computerised measuring system and the council’s geographic information system (GIS) from the seed point located at the child’s home address to the seed point for the college, using a straight line.

Admission Limit 264

It is impossible to predict how many equal preferences will be made for Arthur Mellows Village College, numbers of siblings and house buying/building changes from year to year.

All preferences equal

All preferences listed by parents/carers on the preference form (paper or on-line application) are

considered by the Local Authority equally. Where a pupil can be offered a place at more than one school, parents / carers will be offered the school they placed higher on their list.

Waiting list

Vacancies may occur after the allocation of places on 1 March.

Places on the Waiting List are allocated in accordance with the College's Admission Criteria. Distance from the College is carefully measured by the Local Authority between the College and the centre of the home address. Please bear in mind that this is calculated by the Local Authority using the National Ordnance Survey seed points via a computerised measuring system.

Once the 264 pupil limit has been reached the Waiting List is created by the Local Authority.

Therefore, the nearer you live to the College out of catchment the better your chance of possibly gaining a place at the College and being included in the 264 or higher up on the Waiting List.

Within a few days of the Acceptance List being published by the Local Authority the Waiting List is available at the College.

Admission Appeals

Admission appeals for Year 7 take place later in the year, usually in the summer term. Any applicant refused a place has the right to appeal. Details regarding the appeal procedure are available after 1 March from the college. If parents/carers wish to appeal for a place in Year 7, then they must contact the college immediately after 1 March. The appeal is heard before an independent panel.

If any appeal is successful then no further admission through the waiting list is possible until the year number has fallen to 263 pupils.

Please remember that the admissions appeal panel is independent to the college, no member of the college is able to influence the admissions process.

** Sibling is defined as 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 and 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 be admitted together.*

*** The home address is the address of the parent with whom the child normally lives from Monday to Friday. Where children spend time with both parents at more than one address, the address used to allocate a school place will be the one at which the child spends the majority of school nights. Where children spend equal amounts of school nights with both parents; the address used will be the one most advantageous to the application. Both parents must declare this individually in a letter and send it to the College at time of application. Applications from children living at a different address from Monday to Friday should be accompanied by a copy of the Parental Responsibility Order for the person the child lives with.*

City of Peterborough Academy

Reeves Way,
Peterborough
PE1 5LQ

Telephone: 01733 821440

Email: admin@cityofpeterboroughacademy.org

Website: www.cityofpeterboroughacademy.org

Arrangements for open visits

See chart at the front of this booklet

Academy

Principal – Mrs Alex Emmerson

Age range	11-18 years
Published admissions number 2019/20	180
No. of preferences 2018/2019	376
No. of preferences 2017/2018	327
No. of preferences 2016/2017	336
No. of preferences 2015/2016	209
No. of preferences 2014/2015	112
No. of places allocated on the 1 st March 2018	180

Oversubscription Criteria

The City of Peterborough 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) A child attending one of the following primary schools, without taking the school's order in the following alphabetical list into account:
 - o Abbotsmede Community Primary School – Lime Academy
 - o All Saints C of E Junior School
 - o Bishop Creighton Academy
 - o Dogsthorpe Academy
 - o Newark Hill Academy
 - o Parnwell Primary School - Lime Academy
 - o Welland Academy
- c) A child with a sibling* on roll at the Academy at the time of application and admission.
- d) Children of staff in either or both of the following circumstances:
 - o where the member of staff has been employed at the Academy for two or more years at the time at which the application for admission to the Academy is made; and
 - o the member of staff is recruited to fill a vacant post for which there is a demonstrable skills shortage.
- e) Other children.

In the event of oversubscription within the above criterion, priority will be given to those living nearest to the Academy, as defined by the straight line distance*.

In the event that two or more distances are exactly the same, the Academy will use a method of random allocation by lot, drawn by an independent person outside

Definitions

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 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.

Twins and other siblings from multiple births

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 the straight line distance from the Academy to an intending pupil's home

*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 on-line resources for any home address outside of the Peterborough LA area not covered by the Council's distance measuring system.

Where two dwellings with the same front entrance are located on different floors of the same building, a lower floor will be regarded as being closer to the Academy than any above it. Where two or more dwellings with the same front entrance are located on the same floor of the same building, the closest dwelling to the front door, counting clockwise, will be regarded as being closer to the Academy than any subsequent dwelling counted clockwise.

Where a child lives with parents with shared responsibility, each for part of a week, the 'home' address will be determined as the address at which the child resides for the majority of the week and/or where the child is registered with a doctor and/or where the child benefit is paid.

Greater Peterborough UTC

Peterborough Regional College

Park Crescent, Peterborough PE1 4DZ

Telephone: 03456728722

Email: info@gputc.com

<http://gputc.com>

University Technical College

The UTC Principal : Steve Warburton

Arrangements for open visits

See chart at the front of this booklet

Age range	14-19 years
Published admissions number Year 10	100
Published admissions number Year 12	150

Admission Process

The Greater Peterborough UTC Admissions Process is managed by GPUTC itself. All applicants are asked to apply directly through the school via completing the application form found on the website at www.gputc.com, UCAS Progress or its Prospectus. GPUTC is designed for the benefit of the Geographical Sub-Region and welcomes applications from any student in the region.

Special educational needs or an education health and care plan

Provisions for students who have, with GPUTC's agreement, named GPUTC on their statement or health plan will be made. GPUTC can assure parents and carers that it complies with the requirements of the Disability Discrimination Act.

Admissions to KS4 (Year 10)

All students must apply directly to GPUTC. Following the application the student will be invited to the school to have an informal discussion with a member of the Leadership Team. The discussion will consist of two elements; ensuring that the student understands the model of education taught at GPUTC and for them to self-assess their suitability to attend the school. A formal offer will be made after this stage has taken place. Applicants must have a demonstrable interest in either Engineering or the Built Environment to attend the school.

Oversubscription criteria:

If the number of applicants to GPUTC for Year 10 entry is 100 or less on the application deadline, 31st March 2019, then all applicants will be admitted. If there are more applicants than places then the following arrangements will apply:

1. Any Looked-after children in the care of a local authority and previously looked-after children, who wish to attend GPUTC, will first be admitted regardless of where they are resident.
2. Places for all other applications will be allocated on the basis of travelling distance to the UTC. This criteria only applies when the school is oversubscribed.

There will be an automatic right of transfer to the post-16 section of the school for Year 11 GPUTC students who meet the minimum entry requirements.

Admissions to Post-16 (Year 12)

All students must apply directly to GPUTC. Following the application the student will be invited to the school to have an informal discussion with a member of the Leadership Team. The informal interview will consist of two elements; ensuring that the student understands the model of education taught at GPUTC and for them to self-assess their suitability to attend the school. A formal offer will be made after this stage has taken place. Applicants must have a demonstrable interest in either Engineering or the Built Environment to attend the school.

Minimum entry requirements

All applicants for the Level 3 course will need to meet a minimum entry requirement of 5 GCSEs at Grade 5, or equivalents, including Maths (5 C grades or better if they were taken before 2017). All applicants for our pilot 1-year Level 2 course (10 places max) will need an anticipated 5 GCSEs at Grade 3 or 4 to gain an interview for a conditional place.t

Oversubscription criteria:

When the sixth form is undersubscribed all applicants meeting the minimum academic entry requirements will be admitted. When there are more applicants on the deadline day - 31st March 2018 - that satisfy the minimum academic entrance requirements than the number of post-16 places available, and after the admission of pupils with statements of special educational needs (or an education health and care plan) where GPUTC is named on the statement (and who meet the minimum academic entrance requirements), the criteria will be applied in the order of the Oversubscription criteria set out below:

When there are more than 150 applicants for the 6th form, admission will then be in the following order:

1. Looked after children in the care of a local authority, and previously looked after children, meeting the minimum entry requirements
2. Places for all other applications will be allocated on the basis of travelling distance to the UTC. This criteria only applies when the school is oversubscribed. These limits only apply when the school is oversubscribed.

Waiting lists

Where, in any year, GPUTC receives more eligible applications than there are places available, a waiting list, with date of application, will be maintained by GPUTC until the end of the first GPUTC term after the start of the school year. It will be open to any parent to ask for their child's name to be placed on the waiting list. If, and when places become available they will be allocated to those on the waiting list in line with the Oversubscription criteria set out above.

Appeals

Unsuccessful applicants will have a right of appeal to an independent appeals panel. The appeals process conforms to the School Admission Appeals Code. The appeals panel will follow the arrangements generally adopted for all schools in the local authority, with panel members independent of GPUTC and parents and young people being offered guidance and invited to attend the panel.

Hampton College

Eagle Way,
Hampton Vale,

Peterborough PE7 8BF

Telephone: 01733 246820 • Fax: 01733 246823

Email: enquiries@hamptoncollege.org.uk

Website: www.hamptoncollege.org.uk

Arrangements for open visits

See chart at the front of this booklet

Academy

Head of School (Secondary) - Mr J Gilligan Bsc(hons), NPQH, PGCE

Age range	4 -18 years
Published admissions number 2019/20	210*
No. of preferences 2018/2019	359
No. of preferences 2017/2018	370
No. of preferences 2016/2017	616
No. of preferences 2015/2016	390
No. of preferences 2014/2015	371
No. of places allocated on the 1 st March 2018	143

Hampton College is an academy operated by the Hampton Academies Trust, which also runs Hampton Gardens School in Peterborough.

**Please note that Year 6 children, already pupils of the school, will move automatically into Year 7 in September 2019 and all subsequent years. This means that the number of places offered to children not currently attending the school on National Offer Day, 1st March, will be 150.*

Oversubscription criteria:

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

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/child arrangements 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 living in the catchment area served by the school* with a sibling** of compulsory school age on roll at the time of admission.
3. Children living in the catchment area for the school*.
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. The attendance of a sibling** on the school roll at the time of admission.
6. Other children whose parents have requested a place.

Every effort will be made to ensure that brothers or sisters (as defined above) and those from multiple births can attend the same secondary school if this is a stated parental preference.

In cases of equal merit, priority will be given to the child living nearest to 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 Ordnance Survey maps or online resources for any home address outside of the Peterborough local authority area not covered by the council's 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 measured by a straight line as above.

*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.'

Hampton Gardens

Hartland Avenue,
Hampton Gardens,
Peterborough PE7 8HR

Email: enquiries@hamptongardens.org.uk

Website: www.hamptongardens.org.uk

Arrangements for open visits

See chart at the front of this booklet

Free School

Head of School – Mr A Greenwood, BEd (Hons)

Age range	11 -18 years
Published admissions number 2019/20	210
No. of preferences 2018/2019	479
No. of places allocated on the 1 st March 2018	210

Hampton Gardens is a new secondary free school, which opened in September 2017 to serve the communities of Yaxley and Hampton East.

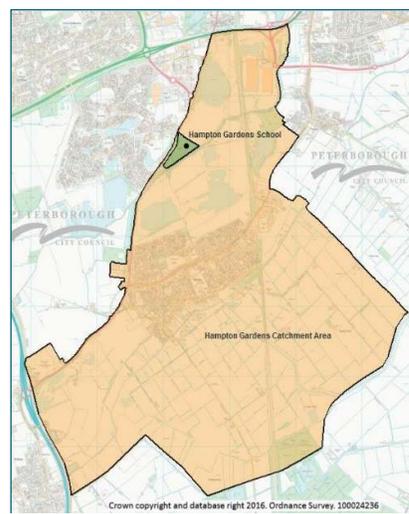
The free school is operated by Hampton Academies Trust which also runs Hampton College in Peterborough. Applications will be processed through the Peterborough City Council coordinated admissions scheme.

Oversubscription criteria

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

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/child arrangements 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 living in the catchment area served by the school with a sibling on roll at the time of admission.
3. Children living in catchment (see catchment map).
4. Children of members of staff provided that they have been employed for a minimum of 2 years and/or are recruited to fill a vacant post for which there is a demonstrable skills shortage
5. Other children with a sibling* on roll at the time of admission.
6. Other children

Further details about the school's oversubscription criteria and other information can be found on the school's website: www.hamptongardens.org.uk.



Hampton Gardens School catchment Map

**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 secondary school if this is a stated parental preference.

In cases of equal merit, priority will be given to the child living nearest to 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 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 Ordnance Survey maps or online resources for any home address outside of the Peterborough local authority area not covered by the council's 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 measured by a straight line as above.

Jack Hunt School (Trust)

Bradwell Road,

Peterborough PE3 9PY

Telephone: 01733 263526 • Fax: 01733 330364

Email: admissions@jackhunt.net

Website: www.jackhunt.net

Arrangements for open visits

See chart at the front of this booklet

Trust school

Specialism - Language and Sports

Headteacher – Mrs P J Kilbey BEd (Hons) PG Dip Ed NPQH

Age range	11 -18 years
Published admissions number 2019/20	330
No. of preferences 2018/2019	628
No. of preferences 2017/2018	556
No. of preferences 2016/2017	632
No. of preferences 2015/2016	638
No. of preferences 2014/2015	640
No. of places allocated on the 1 st March 2018	330

Oversubscription criteria

The governors will give priority to children with a statement of special educational needs which names the school on the statement. Parents must visit the school, by arrangement, before naming Jack Hunt School on the statement, so that they are confident that the school has the facilities and resources to meet their child's needs.

1. Children in care (children in public care) and children who were in care, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
2. Children living in the catchment areas for primary schools:- Gladstone Primary Academy, Highlees Primary School, Longthorpe Primary School, Middleton Primary School, Ravensthorpe Primary School, Thorpe Primary School and West Town Primary School. This includes children living within the above catchments who may be attending Sacred Heart RC Primary School and other primary schools.
3. Up to 5 places in any one academic year for children of permanent employees whose place of work is Jack Hunt School at the time of admission. Where the member of staff has been employed for more than 2 years and/or has been recruited to fill a vacant post for which there is a demonstrable skill shortage. Where more than five applications are received preference will be given to permanent employees with the longest period of continuous employment by the school.
4. Where the child has a brother or sister attending the school at time of admission (the definition of brother or sister is contained in the local authority admissions booklet issued by your primary school)
5. Any other applicant.

Where the number of applicants exceeds the number of places within any of the above criteria priority will be given to those living nearest the school measured in a straight line between the centre of the home address and the centre of the school site.

The published admission number for Year 7 will be 330, and for Year 8 to 11 will be 300 per year group.

The application procedures and timescales for Year 7 are described in the coordinated scheme for secondary schools admissions set out in the city council's admissions booklet.

Late applications for Year 7 will be allocated a place if possible, but if there are no places available they will be offered a place by the city council at the nearest school to their home address at which there is a place available, measured by a straight line from their home. Parents will be required to complete an application form and details will be sent to the nearest school for consideration. If the parent wants their child to be added to a reserve list for Jack Hunt School they will be added to the list in criteria order.

Ken Stimpson Community School

Staniland Way,
Werrington,
Peterborough PE4 6JT
Telephone: 01733 765950 Fax: 01733 765951
Email: ppa@kscs.org.uk Website: www.kscs.org.uk

Arrangements for open visits

See chart at the front of this booklet

International, business, enterprise and community school

Principal – Mr Bryan Erwin

Age range	11 -18 years
Published admissions number 2019/20	270
No. of preferences 2018/2019	356
No. of preferences 2017/2018	347
No. of preferences 2016/2017	401
No. of preferences 2015/2016	375
No. of preferences 2014/2015	323
No. of places allocated on the 1 st March 2018	210

Oversubscription Criteria

The local authority will admit children with a statement of special educational needs or 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 living in the catchment area served by the school* with a sibling** on roll at the time of admission
3. Children living in the catchment area* for the school
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. The attendance of a sibling** on the school roll at the time of admission
6. Other children whose parents have requested a place who live outside the catchment area for 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 secondary school if this is a stated parental preference.

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 Ordnance Survey maps or online resources for any home address outside of the Peterborough local authority area not covered by the council's 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 council 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 measured by a straight line as above.

Nene Park Academy

Oundle Road,
Orton Longueville,
Peterborough PE2 7EA

Email: enquiries@neneparkacademy.org

Telephone: 01733 368300

Website: www.neneparkacademy.org

Arrangements for open visits

See chart at the front of this booklet

Principal – Mr Steve Howard Bsc Hons, NPQH

Age range	11 -18 years
Published admissions number 2019/20	240
No. of preferences 2018/2019	426
No. of preferences 2017/2018	399
No. of preferences 2016/2017	258
No. of preferences 2015/2016	350
No. of preferences 2014/2015	312
No. of places allocated on the 1 st March 2018	231

Oversubscription criteria:

The Academy will admit children with a statement of Special Educational Needs which names the Academy as the appropriate school for the child.

Remaining places will be allocated according to the following criteria, in order of priority:

1. A 'Looked after child' or a child who was previously looked after but immediately after being looked after became a subject to an adoption, child arrangements, 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.
2. Children who live in the catchment area of Nene Park Academy*, attend primary schools** within the catchment area of Nene Park Academy and who have a sibling*** at the school at the time of application;
3. Children who live in the catchment area of Nene Park Academy* with a sibling*** at the school at the time of application;
4. Children who live in the catchment area of Nene Park Academy* who are attending the primary schools** within it;
5. Children who live in the catchment area of Nene Park Academy*;
6. Children who live outside the catchment area of Nene Park Academy*, who are attending primary schools** within it and who have a sibling*** at the school at the time of application;
7. Children who live outside the catchment area of Nene Park Academy* who have a sibling*** at the school at the time of application;
8. Children who live outside the catchment area of Nene Park Academy* who are attending the primary schools** within the catchment area;
9. Other children

Criteria	In Catchment Area of Nene Park Academy*	Primary School in Catchment**	Sibling***
2	√	√	√
3	√		√
4	√	√	
5	√		
6		√	√
7			√
8		√	

Additional Notes

*The Catchment Area for Nene Park Academy can be found via the following links:-

In the first instance the following link gives a broad indicator of the Nene Park Academy Catchment Area:-

<http://www.neneparkacademy.org/attachments/download.asp?file=1754&type=PNG>

The Peterborough City Council website provides a more specific interactive map and a School Catchment Area List by street of residence:-

<https://www.peterborough.gov.uk/residents/schools-and-education/school-admissions/catchmentarea/>

**Primary schools in the catchment area are:- St Botolphs Church of England Primary School, Nene Valley Primary School, Woodston Primary School, St Augustine's Church of England Junior School, Braybrook Primary School, Leighton Primary School and Elton Church of England Primary School.

*** 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, and in every case the child must be normally resident in the same family unit at the same address and on roll at the time of application.

Where places are oversubscribed within any of the above groups, priority will be given to children living nearest to the Academy. Distance is measured using the Councils Geographic Information System (GIS) from the Ordnance Survey (OS) seed point located at the child's home address to the OS seed point for the school, using a straight line.

After the admission criteria has been applied, should applications for siblings whose birthdays are in the same academic year fall either side of the school's Published Admission Number the school will admit above the PAN in order to allocate all siblings to the same school.

Tie Breaker

Where 2 applications cannot be otherwise separated a Tie Breaker will apply and random allocation will be used. This process will be independently verified. The school will use a random number generator in this procedure.

Ormiston Bushfield Academy

Orton Centre,
Orton Goldhay,
Peterborough PE2 5RQ
Telephone: 01733 233014 Fax: 01733 371524
Email: maureen.roberts@bushfield.co.uk (P/A to Principal Maureen Roberts)
Website: www.bushfield.co.uk

Arrangements for open visits

See chart at the front of this booklet

Academy

Principal – Mr Dennis Kirwan BEd (Hons), NPQH

Age range	11 -18 years
Published admissions number 2019/20	210
No. of preferences 2018/2019	244
No. of preferences 2017/2018	216
No. of preferences 2016/2017	260
No. of preferences 2015/2016	272
No. of preferences 2014/2015	250
No. of places allocated on the 1 st March 2018	148

Oversubscription Criteria

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

1. 'Looked after children' or a child who was previously looked after, but immediately after being looked after was adopted or became subject to a child arrangements order or special guardianship order. A looked after child is a child who is in the care of a local authority, or being provided with accommodation by a local authority in the exercise of their social service functions.(definition used in Section 22(1) of the Children Act 1989)
2. Children living in the catchment area served by the Academy with a sibling on roll at the time of admission.
3. Children living in the catchment area served by the Academy.
4. The attendance of a sibling* on the Academy roll at the time of admission.
5. Other children whose parents have requested a place.

In cases of equal merit, priority will be given to the child living nearest the academy 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.

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 academy measured by a straight line as above.

**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 of 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.'

Queen Katherine Academy

Mountsteven Avenue,

Peterborough

PE4 6HX

Telephone: 01733 383888

Fax: 01733 383871

Email: info@gka.education

Website: www.gka.education

Arrangements for open visits

See chart at the front of this booklet

Academy – media arts

Headteacher – Mr Scott Hudson

Age range	11 -18 years
Published admissions number 2019/20	270
No. of preferences 2018/2019	144
No. of preferences 2017/2018	156
No. of preferences 2016/2017	147
No. of preferences 2015/2016	242
No. of preferences 2014/2015	292
No. of places allocated on the 1 st March 2018	213

Oversubscription Criteria

The governing body will give priority to children with a statement of special educational needs which names the Academy.

1. Looked after child: 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, 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. Verified medical need relating to the pupil (the requirements are strict and need certification by a doctor or psychologist).
3. Children living in the catchment areas for the following primary schools:
 - Discovery
 - Eyrescroft,
 - Fulbridge (west of Lincoln Road)
 - Gunthorpe
 - Norwood
 - Paston Ridings (north of Soke Parkway)
 - The Beeches (west of Lincoln Road)
 - Watergall.
4. The attendance of a brother or sister on the school roll at the time of admission.
5. Children living outside the above area measured as follows:
Measured by a straight line from the centre of the home address to the academy using the National Ordnance Survey seed point via the local authority's computerised mapping system.

Priority will be given to students living nearest to The Voyager Academy as measured by a straight line. The distance, for admissions purposes, is measured using the straight line distance from the centre point of the home to the main student entrance to The Voyager Academy. For families who live outside the area covered by the Peterborough mapping system, distances are determined using a combination of local maps and on-line resources

St John Fisher Catholic High School

Park Lane,
Peterborough PE1 5JN
Telephone: 01733 343646 Fax: 01733 347983
Email: admissions@stjohnfisherschool.org.uk Website: www.stjohnfisherschool.org.uk

Arrangements for open visits

See chart at the front of this booklet

Voluntary aided school

Headteacher – Mr Sean Hayes B.Ed (Hons), CRE, NPQH,

Age range	11 -18 years
Published admissions number 2019/20	133
No. of preferences 2018/2019	247
No. of preferences 2017/2018	187
No. of preferences 2016/2017	243
No. of preferences 2015/2016	225
No. of preferences 2014/2015	206
No. of places allocated on the 1 st March 2018	133

This school requires a supplementary information form (SIF) available at the back of this booklet.

Oversubscription criteria:

The admission of students with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority:

1. Baptised Catholic looked after and previously looked after children. (see notes 2,3 & 11)
2. Baptised Catholic children who are in feeder schools and for whom St John Fisher is the nearest Catholic school;
 - All Saints' School, March
 - St Augustine's School, Stamford
 - St Thomas More School, Peterborough
 - Sacred Heart School, Bretton, Peterborough
3. Other Baptised Catholic children.
4. Other looked after and previously looked after children.
5. Catechumens and members of an Eastern Christian Church.
6. Non-Catholic children who are in feeder schools and for whom St John Fisher is the nearest Catholic school
7. Children of other Christian denominations whose membership is evidenced by a minister of religion. (
8. Children of other faiths whose membership is evidenced by a religious leader
9. Any other children.

Within each of the categories listed above, the following provisions will be applied in the following order.

- i. The attendance of a sibling at the school at the time of enrolment (excluding the sixth-form) will increase the priority of an application within each category so that the application

- will be placed at the top of the category in which the application is made (see note 8).
- ii. After children in (i) above, priority will be given within each category to children living closest to the school. Distances are measured on a straight line “crow fly” basis, using Ordnance Survey data. In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out and supervised by a person independent of the school. Under random allocation, all the names will be entered into a ‘hat’ and the required number of names will be drawn out.

Roman Catholic includes members of the other Catholic churches in union with the Roman Catholic Church.

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).

In the event of oversubscription in any category, priority will be given to those living closest to the school measured by a straight line from the center of the home address to the school using the National Ordnance Survey set points via the LA’s computerised measuring system.

All the above criteria include children with Verified Medical or Social Needs (the requirements are strict and need certification by a doctor, psychologist or social worker).

Stanground Academy

Peterborough Road,

Peterborough PE7 3BY Telephone 01733 821430

Email: admin@stangroundacademy.org

Website: www.stangroundacademy.org

Twitter : @StangroundAcad

Arrangements for open visits

See chart at the front of this booklet

Academy

Principal: Mr James Scarrott

Age range	11 -18 years
Published admissions number 2019/20	300
No. of preferences 2018/2019	317
No. of preferences 2017/2018	356
No. of preferences 2016/2017	387
No. of preferences 2015/2016	489
No. of preferences 2014/2015	338
No. of places allocated on the 1 st March 2018	189

Oversubscription criteria:

Stanground 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:

1. 'Looked After' children or previously 'Looked After' children*.
2. A child with a sibling* on roll at the Academy at the time of application.
3. Other children.

In the event of oversubscription using the above criteria, priority will be given to those living nearest to the Academy, as defined by the straight line distance*.

Definition of siblings and the position of twins

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.

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)

Definition of '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.

Definition of the proximity of a child's home to the academy

Proximity is measured as the straight line distance from the Academy's main reception to the front door of the child's home. 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 on-line resources for any home address outside of the Peterborough LA area not covered by the Council's distance measuring system.

Where two dwellings with the same front entrance are located on different floors of the same building, a lower floor will be regarded as being closer to the Academy than any above it.

Where two or more dwellings with the same front entrance are located on the same floor of the same building, the closest dwelling to the front door, counting clockwise, will be regarded as being closer to the Academy than any subsequent dwelling counted clockwise.

Where a child lives with parents with shared responsibility, each for part of a week, the 'home' address will be determined as the address at which the child resides for the majority of the week and/or where the child is registered with a doctor and/or where the child benefit is paid.

The King's (The Cathedral) School

Park Road,
Peterborough PE1 2UE
Telephone: 01733 751541 Fax: 01733 751542
Email: admissions@kings.peterborough.sch.uk Website: www.kings.peterborough.sch.uk

Arrangements for open visits

See chart at the front of this booklet

An independent academy funded by public subscription

Headteacher – Mr D Ayling BA MA MBA

Age range	7 -18 years
Published admissions number 2019/20	135
No. of preferences 2018/2019	733
No. of preferences 2017/2018	705
No. of preferences 2016/2017	653
No. of preferences 2015/2016	576
No. of preferences 2014/2015	545
No. of places allocated on the 1 st March 2018	135

This school requires a supplementary information form (SIF) available at the back of this booklet.

The oversubscription criteria may change subject to the review by the Office of the Schools Adjudicator

The Board of Governors will seek to preserve the existing character of the school by admitting 135 pupils, including those with a Statement of Educational Need or Education Health and Care Plan (EHCP), which names the School on the Statement/EHCP, on the following basis and in the following order of priority. This will give a year group of 150 pupils, with the 135 pupils joining the 15 pupils who were admitted into the School in Key Stage 2.

Please be aware that for at least the last 20 years we have been oversubscribed as a school. In such circumstances, oversubscription criteria are applied in A2, A3, A4, A5, A6, B1 and B2, as listed below. To make sure that your application is given due consideration under our published oversubscription criteria, it is vital that when you complete the Local Authority Parental Preference Reasons section online, you check all of the boxes that are relevant to your application.

Even if you have completed a Supplementary Information Form (SIF), you can still check as many boxes as appropriate on the Local Authority Common Application Form.

Should the number of pupils transferring from Year 6 not be 15, for whatever reason, then the places offered will be varied accordingly. If the places are oversubscribed, the following oversubscription criteria will be used to allocate the 135 places each year in the following order of priority:

Group A: A maximum of 120 places will be allocated in the following order of priority:

1. 'Looked After Children' 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) 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. (See note A below.)

2. Children of worshipping members of the Church of England or Methodist Church of Great Britain (maximum of 74 places). (See note B below.)
3. Children of any member of staff employed by the Board of Governors of the School 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 School is made and/or
 - b) the member of staff was recruited to fill a vacant post for which there is a demonstrable skill shortage.
4. Siblings of children attending the School at the time of application. (See note C below.)
5. Children of worshipping members of other Christian denominations or of Other Major Faiths. (See note D below.)
6. Children of any other applicants to the limit of places available, places being awarded to the child(ren) living close(st) to the School as indicated by a straight line from the main school reception entrance to the child's home, as calculated using Peterborough City Council's measuring process.

Group B: Pupils allocated by ability as measured by the School's assessment procedures in merit order for a maximum of 15 places.

1. 12 of these places will be allocated on overall academic ability.
2. 3 of these places will be allocated on musical ability.

If there are unallocated places in B1 due to a lack of suitable candidates, these places will be allocated in B2 and vice versa. If there are insufficient successful applicants for B1 and B2, additional places will be allocated in Group A under criteria 3 to 6.

Notes

'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.

Criteria A2 – Worshipping Members of the Church of England and Methodist Church of Great Britain are defined as those who score above zero on the School's scoring system as described below as the "Marking Process".

In relation to Criteria A2, the Supplementary Information Form (SIF A2) 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. Evidence of worship from the Priest, Minister or Leader of the religious community concerned, must be submitted on SIF A2. The information 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 SIF A2 should cover your whole attendance record. If you have worshipped at different churches during the last ten years, or more, a separate SIF A2 from 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.

Criteria A2 Marking Process

Frequency of Attendance at Worship	Marks
More than weekly throughout the year	5
Four/Five times per month	4
Three times per month	3
Fortnightly	2
Monthly	1
Major Festivals only	0.5

Period of Attendance at Worship	Marks
Greater than 8 years	9
Between 7 and 8 years	8
Between 6 and 7 years	7
Between 5 and 6 years	6
Between 4 and 5 years	5
Between 3 and 4 years	4
Between 2 and 3 years	3
Between 1 and 2 years	2
Less than 1 year	1

The total mark awarded for each application will be the product of the marks for frequency and period of attendance for worship, (i.e. frequency mark multiplied by period of attendance mark). Places are offered strictly in descending order of each applicant's total mark.

The evidence on Criteria A2 Supplementary Information Form (SIF A2) 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.

Children are siblings if:

A brother or a sister, half-brother or sister, adopted brother or sister, stepbrother or sister, or the child of a parent/carer's partner, and in every case the child must be living in the same family unit at the same address.

Children of worshipping members of Other Christian denominations and Other Major Faiths: (These applications must be accompanied by form SIF A5, which is available from the School).

For parents/carers to be 'worshipping members', the applying parent/carer of the child, who lives at the child's home address, needs to be regarded by the priest/minister/worship leader as being part of the worshipping community at the church/worship centre. This would not necessarily mean that the parent/carer is a "Member" in the technical sense (e.g. through baptism, confirmation or electoral roll) but would imply a pattern of attendance at worship (on Sunday or at other times) that is more than "occasional" and has been sustained for at least five years. All SIF A5 Forms that are supported in this way will then be ranked by a lottery. Each application will be allocated a number and the numbers will be drawn at random to produce the rank order that will determine which children are awarded a place in this category.

- ii) Children of worshipping members of 'Other Christian denominations' are defined as members of any Church that is a member of Churches Together in England, or the Evangelical Alliance.
- iii) To confirm whether your Church is a member of the **Evangelical Alliance**, please visit the following website; <http://www.eauk.org/connect/find-a-church.cfm>
- iv) Children of members of the following major faiths: Islam, Hinduism, Judaism, Sikhism and Buddhism.

E. The relevant sections of the SIF/A2/A5 form should be filled in by the applying parent and then sent to the priest/religious leader for completion. Once the form has been completed, the applying parent should return it to the School.

The address submitted on Supplementary Information Forms (SIF A2 and SIF A5) should be the child's home. This is the home at which the child spends the majority of school week nights (Sunday – Thursday inclusive).

- F. The Board of Governors will deal with late applications after all of the 'on time' applications have been processed.
- G. Parents/Guardians/Carers not offered a place for their child due to the School having admitted up to the published admission number (PAN, 135) will be advised of their right to appeal.
- H. Pupils admitted to Category B1 will have taken the Governors' Entrance Examination and will have been ranked in order of merit. The examination consists of tests in English, Mathematics and Verbal Reasoning.

A minimum total score of 100 out of 145 will be required for the child to be considered for admission. Places are offered strictly in descending order of each child's total score. Examples of the English and Mathematics tests are in The King's (The Cathedral) School Year 7 Admissions Booklet.

- I. Pupils will be allocated for category B2 by audition, carried out by the Music staff of The King's (The Cathedral) School. At the audition the candidate will be expected to:
 - i) Perform a piece of his/her choice on their main instrument or voice. Candidates who play another instrument may, if they wish, perform a second piece.
 - ii) Respond to various aural tests which might include:
 - 1. Repetition of a melody
 - 2. Clapping a rhythm
 - 3. Identification of time signatures/beats in bars.
 - iii) The following scoring system will be used to determine the successful music applicants:
 - a) Performance of chosen piece

This will be judged and scored by considering both the difficulty of the music performed and the quality of the performance.

Level of Difficulty	Pass	Merit	Distinction
Grade 3	10	15	20
Grade 4	15	20	25
Grade 5	20	25	30
Grade 6	25	30	35
Grade 7	30	35	40

b) Response to tests:

Level	Points
Grade 4	5
Grade 5	10
Grade 6	15
Grade 7	20

Each applicant will be awarded a total mark for the audition and places will be awarded to the top three scoring pupils.

- J. If at any stage, a tie-breaker is required places will be allocated to the child(ren) living close(st) to the School as indicated by a straight line from the main school reception entrance to the child's home, as calculated using Peterborough City Council's measuring process. If this system cannot separate two or more applications, these applications will be further ranked by lottery.
- K. Admission of children out of their normal age group – Parents/carers may seek a place for their child out of their normal age group by completing the Local Authority Common Application Form. In addition, parents should write to the Registrar to request consideration of the request. The Admissions Committee will convene a panel to consider the request and will make a decision on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of:
- the parent's/carer's views;
 - information about the child's academic, social and emotional development;
 - where relevant, the child's medical history and the views of a medical professional;
 - whether the child has previously been educated out of their normal age group;
 - whether the child may naturally have fallen into a lower age group if it were not for being born prematurely;
 - the Headteacher's views.

If the Admissions Committee does not agree to this request to be admitted out of cohort, there is no right of appeal against that decision.

- L. If the School has more applications than places available, unsuccessful 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 oversubscription criteria on the Admissions Policy. If a place becomes available at the School, places will be allocated according to the oversubscription criteria. The waiting list will be held from the allocation of places date, until the end of Year 10. Parents will be asked to contact the School using the form provided, to request that their child's name be placed on the waiting list.
- M. 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 will take preference over those on the waiting list.

Thomas Deacon Academy

Queen's Gardens,
Peterborough PE1 2UW Telephone: 01733 426060
Website: www.thomasdeaconacademy.com

Arrangements for open visits

See chart at the front of this booklet

A STEM Specialist Academy

Principal: Mr Geoff Walls

Age range	7 -18 years
Published admissions number 2019/20	242
No. of preferences 2018/2019	605
No. of preferences 2017/2018	624
No. of preferences 2016/2017	742
No. of preferences 2015/2016	736
No. of preferences 2014/2015	735
No. of places allocated on the 1 st March 2018	242

Thomas Deacon Academy (TDA) has an agreed admission number of 332 pupils. Where fewer than 332 applications for places are received, the Academy will offer places to all those who applied.

Procedures where Thomas Deacon Academy is oversubscribed:

Priority will be given to children with a Statement of Special Educational Needs or Disability (SEND) or an Education, Health and Care Plan (EHCP) which names TDA as the appropriate school for the child and where TDA has agreed that it can meet the child's needs.

TDA does not operate a catchment area

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 LA or b) being provided with accommodation by the LA.
- ii. Siblings of children attending the school at the time of application.
 - 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/carers cohabit and the parents/carers with their children live together in the same household.
- iii. Children of any member of staff employed by the Board of Directors of the Academy at the time of application:
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 the member of staff was recruited to fill a vacant post for which there is a demonstrable skill shortage.
- iv. Proximity measured as a straight line from the home address to the main gates of TDA.

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) Principal: Ms Sue Bailey

Telephone: 01733 821405

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 Day School for Social, Emotional and Mental Health Needs. Age 11-16.

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: Mr P Pike

Website: www.phoenix.peterborough.sch.uk

Telephone: 01733 391666 or 01733 391800 Fax: 01733 391477

SECTION 10:

School Transport

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)
- Secondary Children attend their nearest suitable school, and live more than three 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.

SECTION 11:

Frequently Asked Questions

Which schools can I apply for?

You can apply for a place at any maintained or academy (i.e. non-fee paying) mainstream school on your home authority's online system or paper application form, as long you are applying for the school's natural year of entry.

If you submit invalid preferences, such as an independent school or a school where the year group you are applying for is not the natural year of entry, these preferences will be discarded and you may not be offered the opportunity to name other schools in their place.

I don't know the area very well, how do I find out where the schools are?

A list of schools is provided in the directory section of this guide. You can also visit <https://www.peterborough.gov.uk/residents/schools-and-education/school-admissions/catchment-area/> which enables you to search for schools in your area based on your home post code. Please be aware that the distances you find stated here will not be as accurate as the measurements used when we decide the outcome of a tiebreaker which is calculated using a different mapping system.

What happens if I apply after the closing date?

It is vital that your child's application is received by the national closing date **31 October 2018**. Any application made after this date will be treated as a late application, which means that it will not be processed until the second round of applications. Late applicants will not receive an offer of a school place on 1 March 2019 and are significantly less likely to be offered places at more popular schools, which may be oversubscribed.

What is my child's home address?

It is very important that the address you give on your child's application will be your child's permanent or main residence at the time school places are allocated on **1 March 2019**. Unless you are applying based on a future house move that you have made the Admissions Team aware of, and for which you have provided sufficient supporting evidence, this should also be the address where your child will be residing when they start school in September 2019.

My Child's time is divided between two addresses, which one do we use?

Your child's application can only be considered from **one** home address. The address used on your application **must** be the address at which your child spends the majority of school nights (Sunday through Thursday).

When a child's time is divided equally between two addresses you **must** provide a copy of a child benefit letter or a doctor's registration letter, this address will then be used as your allocation address. Failure to do so before **1 December 2018** will result in your application not being processed.

Please be aware that an address used for before and after-school childcare arrangements will **not** be considered.

Shared Parental Responsibility

Where more than one adult shares parental responsibility, and live at different addresses, it is important that agreement be reached, prior to making the application, on which schools to apply for.

If different applications are received, or the Admissions Team is made aware of a dispute between two parents, all applications will be placed on hold and will **not** be processed until such time that:

- one joint application is made, signed by all parties; or
- written agreement is provided from both parents; or
- a court order is obtained confirming which parents' application carries precedence;

Please ensure that only one joint application is submitted by 31 October 2018. If multiple applications are received you risk your child not being considered for a school place or an offered place being withdrawn.

What happens if I move address?

If you move address at any point during the admissions process, either within Peterborough or into Peterborough, it is **your** responsibility to immediately inform the Admission Team, in writing, of this change. You must complete an amendment form on our website at the following link: <https://www.peterborough.gov.uk/residents/schools-and-education/school-admissions/changes-to-a-school-place-application>.

If you wish for the school offer to be based on a future house move (to take place by September 2019), you will need to submit your application form by 31 October 2018, noting the move on your form, evidence of this address will need to be provided to the school prior to your child starting with them.

If you are moving from overseas or your child does not currently attend a Cambridgeshire academy, foundation or voluntary aided school, you must be residing in Peterborough before an application can be made.

Keep Us Updated

Please remember it is your duty to inform the Admissions Team of any change in circumstances.

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

Regrettably, on occasion some parents have given false information about their home address to get a place at a particular school. This practice is not acceptable and can deny a place to a child with a more genuine claim.

Peterborough City Council all applications to be made in good faith, giving correct information. All claims of fraudulent applications are taken seriously, and investigated until resolved to the satisfaction of the Admissions Team.

Any school place obtained by the use of incorrect or fraudulent details will be withdrawn.

What is a catchment area?

A catchment area is a geographical area surrounding a school from which it will usually take the majority of its pupils. In a number of cases an address may be in the catchment area for a secondary school that falls under a neighbouring Local Authority. If this is the case for your child's home address, you should make your application to your home Local Authority. To check the catchment area for your home address, please consult

<https://www.peterborough.gov.uk/residents/schools-and-education/school-admissions/catchment-area/> or contact the Admissions Team.

Some secondary schools operate extended catchments for school admissions purposes beyond the areas recognised by the Local Authority for home to school transport. Please refer to the school's directory listing for more information.

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 2018 intake can be found in Section 5 of this booklet.

All measurements are calculated digitally. For families who live outside of Peterborough, distances are determined by using a combination of local maps and on-line resources.

What if I forget to make an application for my child?

If you do **not** complete an application form, or your application is received after the 31 October 2018 your child will **not** receive a school offer on **1 March 2019**.

If you realise that you have forgotten to make an application, it is important you complete one as soon as possible.

What happens if I have twins or multiple-birth children?

If you have more than one child going through the process at the same time, you must make a separate application for each child. Please ensure that you make reference to each child on all application forms. Every effort will be made by the Local Authority to ensure that these children are offered places together.

I wish to make an application for a school that is outside of Peterborough, who do I send my application to?

If you are a Peterborough resident you must make your application through the Peterborough Admissions Team, regardless of the location of your preferred school. The Admissions Team will then co-ordinate with the relevant Local Authority to ensure that your application is considered alongside those who live within that authority.

We also strongly recommend that all applicants who name a school outside of Peterborough as one of their three preferences consult the Local Authority the school comes under, to check if there are any further actions they may need to take such as taking an aptitude test or completing a supplementary information form.

The date for all Local Authorities to exchange data on residents who have ranked out of county schools as a preference is set for 23 November 2018.

What if I want my child to start secondary school a year early or a year late?

It is Peterborough City Council's policy to admit children to the year group appropriate to their date of birth. In exceptional circumstances, your child may be able to start school a year earlier or later than would normally be the case. For further information please contact the Admissions Team.

Please note that the fact that a child has come from an educational system abroad, or does not speak English as their first language will not normally be considered as an exceptional circumstance. Support is available in all our schools within the correct year group for these children. An unsuccessful appeal for a place at a school will not be considered appropriate grounds for requesting a place in a different year group.

My child was previously a Looked After Child, is there anything different I need to do?

If you are applying for a child who was previously looked after (in care) and has since been adopted or is now under a special guardianship or residency order (now known as a child arrangement order) they will be given higher priority within every Peterborough school's criteria. Ideally you should provide the contact details of the social worker who was assigned to your child's case.

However, it is your responsibility to provide evidence to support this request in the form of:

- an adoption certificate or special guardianship;
- a residency order;
- a child arrangement order.

You will need to make specific mention of this on your application, as Peterborough City Council Admissions Team do not have access to public care records. You will also need to provide contact information for the social worker who was assigned to the child while they were in public care.

Who can make an application for my child?

Applications should only be submitted by someone with legal parental responsibility for the child in question, this is normally the child's mother or father. Other relatives – including, but not limited to, step-parents, grandparents, older siblings, aunts and uncles – do not have legal parental responsibility for a child. In order to make an application they will need to provide a written statement from one or more of the child's parents or a court document that bestows legal parental responsibility upon them.

How will you contact me if you require further information or documents?

During the allocation process the Admissions Team may need to contact you to request either clarification on information or documents you have submitted to us as part of your application. If you submit your application online, or provide a contact email address on your paper application form, this contact will be made via email. Therefore it is important that any email address you give is correct and is checked regularly, as information or document requests may be time-sensitive and deadlines cannot be extended.

We also suggest adding the following address to your safe-senders list, as deadlines cannot be extended for emails that have been filtered in to junk or spam folders:

admissions@peterborough.gov.uk

My child currently attends an Independent school / a school in another County is there anything different I need to do?

If your child does not currently attend a Peterborough academy, foundation or voluntary aided school it is your responsibility to provide sufficient proof of your address in Peterborough to the allocated school.

Neighbouring Local Authorities

Bedford Borough Council

✉ School Admissions Service, Borough Hall, Cauldwell Street, Bedford, MK42 9AP
☎ 01234 718120 @ admissions@bedford.gov.uk 🌐 www.bedford.gov.uk

Cambridgeshire County Council

✉ Admissions Team, OCT1221 The Octagon Castle Hill Cambridge CB13 0AP
☎ 0345 045 1370 @ admissions@cambridgeshire.gov.uk
🌐 www.cambridgeshire.gov.uk

Central Bedfordshire

✉ School Admissions Service, Central Bedfordshire Council, Watling House, High Street North, Dunstable, LU6 1LF
☎ 0300 300 8037 @ admissions@centralbedfordshire.gov.uk
🌐 www.centralbedfordshire.gov.uk/admissions

Essex County Council

✉ School Admissions, PO Box 4261, Chelmsford, CM1 1GS
☎ 0845 603 2200 @ admissions@essex.gov.uk 🌐 www.essex.gov.uk/admissions

Hertfordshire County Council

✉ Admissions and Transport Team, Hertfordshire County Council, County Hall CHR102, Peggs Lane, Hertford, SG13 8DF
☎ 0300 123 4043 @ hertsdirect@hertscc.gov.uk 🌐 www.hertsdirect.org

Lincolnshire County Council

✉ County Offices, Newland, Lincoln LN11YQ
☎ 01522 782030 @ schooladmissions@lincolnshire.gov.uk
🌐 www.lincolnshire.gov.uk/schooladmissions

Norfolk County Council

✉ School Admissions, 8th Floor, County Hall, Martineau Lane, Norwich, NR1 2DL.
☎ 0344 800 8020 @ admissions@norfolk.gov.uk 🌐 www.norfolk.gov.uk

Starting Secondary School in Peterborough City Council 2019/20
The Admissions Team,
Peterborough City Council,
Sand Martin House
Bittern Way
Fletton Quays
PE2 8TY

Telephone: 01733 864007

Email: admissions@peterborough.gov.uk

Website: www.peterborough.gov.uk/admissions

My Secondary School Preferences

Preference 1:
Preference 2:
Preference 3: