

Closing date to apply **31<sup>st</sup> October 2019**  
Apply online at [www.peterborough.gov.uk/admissions](http://www.peterborough.gov.uk/admissions)

# Transferring to Secondary School in Peterborough City 2020/21

A guide for parents and carers



The information in relation to Peterborough City Council Schools was correct at the time of printing (September 2019). However, it should not be assumed that there will be no change before the start of, or during the school year 2020/21. 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 2019 until 31<sup>st</sup> October 2019

### 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 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. See key dates in the admissions process on page 8.

## How do I apply?

The easiest way to apply is online. Go to [www.peterborough.gov.uk/admissions](http://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.

## 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 2019

School	Date
Arthur Mellows Village College	Thursday 10 October (6.30pm)
City of Peterborough Academy	Wednesday 2 October
Greater Peterborough UTC	<p><b>(Year 10 and 6<sup>th</sup> Form)</b>            Thursday 10 October 2019 : 5.30 – 8.00 pm            Tuesday 4 February 2020 : 5.30 – 8.00 pm            Tuesday 31 March 2020 : 5.30 – 8.00 pm            Thursday 30 April 2020 : 5.30 – 8.00 pm</p> <p>We are also holding an open day on:            Saturday 23 November 2019 : 9.00 am – 12.00 noon</p>
Hampton College	Tuesday 24 September 6.30pm (Year 7) Wednesday 2 October 9.30am (Year 7) Tuesday 29 October 6pm (6 <sup>th</sup> Form)
Hampton Gardens	Tuesday 1 October 6pm – 8pm
Jack Hunt School	Tuesday 24 September
Ken Stimpson Community School	Wednesday 2 October (Year 7) Tuesday 5 November (6 <sup>th</sup> Form)
Nene Park Academy	Wednesday 2 October Thursday 14 November (6 <sup>th</sup> Form)
Ormiston Bushfield Academy	25 September 3.30pm
Peterborough Regional College	Thursday 17 October (6-8pm) Saturday 23 November (11-1pm) Tuesday 4 February 2020 (6-8pm) Tuesday 31 March 2020 (6-8pm) Thursday 11 June 2020 (6-8pm)
Queen Katharine Academy	Thursday 26 September 6pm
St John Fisher School	Tuesday 1 October
Stanground Academy	Thursday 26 September (Year 7) Wednesday 13 November (6 <sup>th</sup> Form)
The King's School	Wednesday 18 September 6pm – 8pm
Thomas Deacon Academy	Wednesday 25 September

# Key Dates in the admissions process

For September 2020 Entry into Year 7

<b>From 12 September 2019</b>	<b>Application process for transferring to Year 7 begins. Opportunity for parents/carers to visit individual schools.</b>
<b>31 October 2019 Closing date</b>	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.
<b>22 November 2019</b>	Final date for notification of change of address after the closing date.
<b>November - February</b>	Preference forms checked, validated and determined
<b>2 March 2020 NATIONAL OFFER DAY</b>	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
<b>3 March 2020</b>	Continuing interest list established
<b>23 March 2020</b>	Closing date for parents to either accept or refuse the school place offered. If the parent does not reply, the offer will be withdrawn.
<b>From week commencing 27 April 2020</b>	Second round of allocations for late applications received after 31 October 2019 Further offers made from this date are subject to places becoming available. Letters will be posted 2 <sup>nd</sup> Class
<b>19 June 2020</b>	Independent Appeal Panels must have met to consider appeals from parents/carers who are unhappy with their school allocation. Dates for the appeal deadline is available at <a href="http://www.peterborough.gov.uk/admissions">www.peterborough.gov.uk/admissions</a>
<b>September 2020</b>	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](http://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 2019
- 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 2 March 2020 (unless your application is late).

### Apply on-line

- You can apply on-line at [www.peterborough.gov.uk/admissions](http://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 available.

# 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 coordinate 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 2008 and 31 August 2009 we are able to offer a place at the beginning of the autumn term (September 2020) 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 2005 and 31 August 2006.

To apply for Post 16 places (including the UTC) your child will need to have been born between 1 September 2003 and 31 August 2004.

## **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:

- 1<sup>st</sup> Arthur Mellows Village College
- 2<sup>nd</sup> Stanground Academy
- 3<sup>rd</sup> 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:

- 1<sup>st</sup> The King's School
- 2<sup>nd</sup> Thomas Deacon Academy
- 3<sup>rd</sup> 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:

- 1<sup>st</sup> Hampton College
- 2<sup>nd</sup> Nene Park Academy
- 3<sup>rd</sup> 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 863996 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 2020, you must apply online at: [www.peterborough.gov.uk/admissions](http://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 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 2019
- You can apply at any time from 12 September 2019 to midnight on 31 October 2019.
- 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 complete an amendment form on the Parent Portal Home page.** 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 legal 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 or carer 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 children<sup>1</sup>

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 <b>have</b> a defined catchment area:- <ul style="list-style-type: none"><li>• Arthur Mellows</li><li>• Nene Park Academy</li><li>• Hampton College</li><li>• Ormiston Bushfield Academy</li><li>• Jack Hunt School</li><li>• Ken Stimpson Community School</li><li>• Queen Katharine Academy</li><li>• Hampton Gardens School</li></ul>	The following schools <b>do not</b> have a defined catchment area:- <ul style="list-style-type: none"><li>• City of Peterborough Academy</li><li>• The King's (The Cathedral) School</li><li>• Stanground Academy</li><li>• St John Fisher Catholic High School</li><li>• Thomas Deacon Academy</li><li>• Greater Peterborough UTC</li></ul>
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<sup>1</sup> 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.

<sup>1</sup> 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 with a letter from your child's GP as evidence of where the child resides.

## **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](mailto: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 online 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 also be listed on your application. SIF's are also available from [www.peterborough.gov.uk/admissions](http://www.peterborough.gov.uk/admissions) in the section applying to certain schools for religious reasons.

## Amending/reviewing online applications

You can review your online application at any time by logging into your online account. If you wish to make changes to your online account before the deadline of 31<sup>st</sup> October you can do so through the online portal, if you wish to make changes after the deadline you will need to submit an amendment form.

### Submitting your application

The closing date for receipt of your application is **31 October 2019**.

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 22 November 2019**, 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 2019.

**If you move into the area after 22 November 2019** 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 27 April 2020.

## 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 continuing interest 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 complete an amendment form to make any changes. 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 2019 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 continuing interest list for that school

**PLEASE NOTE:**

Once the closing date has passed and before 22 November 2019 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
- Queen Katharine 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 at the next nearest school with places available.

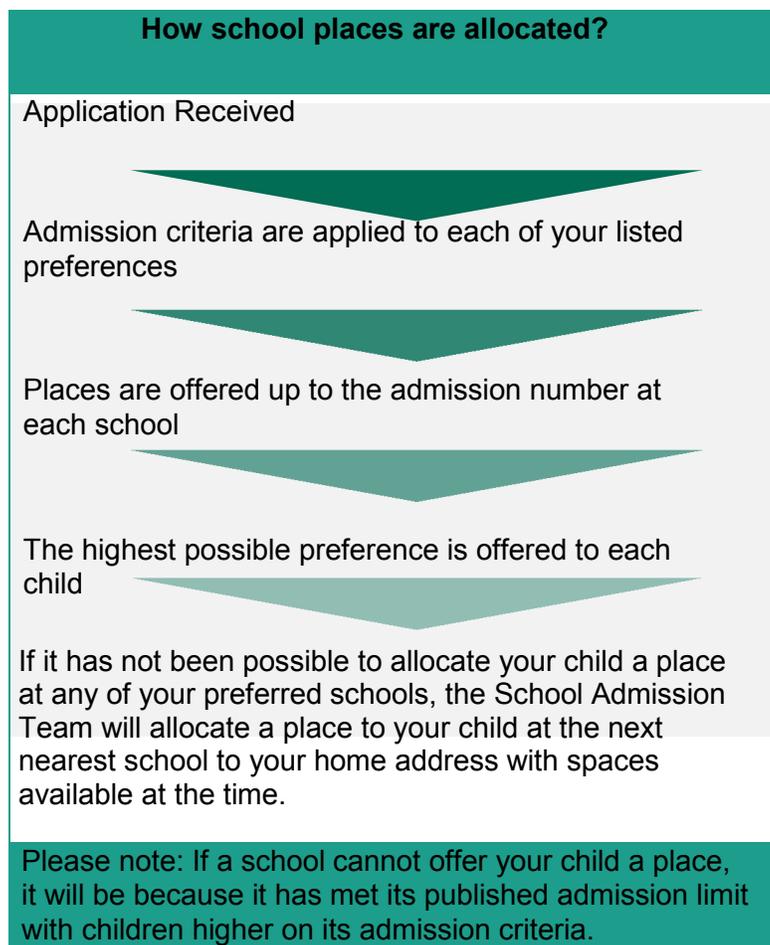
Your child's name is automatically added to the continuing interest list of the preferred schools higher than the school we have offered.

### **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 9, 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 9).

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 offers 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 continuing interest 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 2 March 2020 and see where we have been able to offer your child a school place. Notification letters will be posted 2<sup>nd</sup> Class on 2 March 2020. 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 23 March 2020. 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](mailto: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 2 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 continuing interest 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 continuing interest list for your first preference school
- you may appeal.

### School Continuing Interest lists

#### How do I get my child's name on a continuing Interest list?

If you have applied for a school place for your child and you do not get offered your first, second or third preferred school, your child's name will be automatically placed on the continuing interest list for the school(s) you have listed above the one you have been offered. Your child's name will remain on the continuing interest 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 continuing interest list for the next academic year, you will need to reapply in the July or end of the academic year.

### **How is the continuing interest list managed?**

When all available places have been allocated, a continuing interest list will be established for each over-subscribed school. Your child will automatically be added to the continuing interest 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 continuing interest 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 continuing interest list for some time. So it's possible that over time a child's position on a continuing interest list can change.

A continuing interest 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 continuing interest 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 continuing interest 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 continuing interest 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 continuing interest 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 continuing interest list as you are now happy to accept a lower preference.

### **In-year transfer continuing interest list**

After the end of the autumn term, the continuing interest list will be transferred into our in-year admissions system. Continuing interest list 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 continuing interest list for the next academic year you will need to complete a new in-year application form. Continuing interest 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 6:-

## How places were allocated on Offer date March 2019

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 rcd
Arthur Mellows Village College	264	264	256	8	0	Distance 1.538	114	617
City of Peterborough Academy	180	180	125	40	6	N/A	0	336
Hampton College	150	150	139	11	0	Distance 2.894	9	373
Hampton Gardens	210	210	192	12	6	Distance 5.047	2	478
Jack Hunt School	330	330	299	19	12	Distance 1.464	67	595
Ken Stimpson Community School	270	228	150	60	15	N/A	0	375
Nene Park Academy	240	240	225	11	4	Distance 3.380	6	461
Ormiston Bushfield Academy	210	195	189	5	0	N/A	0	320
Queen Katherine Academy	270	193	109	26	5	N/A	0	247
St John Fisher Catholic School	133	133	114	15	4	Other 0.660	60	298
Stanground Academy	300	212	185	14	3	N/A	0	339
The Kings School	165	165	151	12	2	N/A	151	691
Thomas Deacon Academy	242	242	216	22	4	Distance 0.950	92	659
<b>Totals</b>	<b>2964</b>	<b>2742</b>	<b>2350</b>	<b>255</b>	<b>61</b>			

\* Places remained available following the first round

## Allocated places by admissions criteria (2019)

School	Total Offers	SEN	LAC	Sibling & Catchment	Catchment	Sibling	Distance	Staff	Designated Primary	Service	Directed	Music & Academic	Faith	Total
Arthur Mellows	264	7	6	N/A	190	27	23	4	N/A	5	0	N/A	N/A	262
City of Peterborough Academy	180	3	1	N/A	N/A	54	112	0	1	N/A	9	N/A	N/A	180
Hampton College	150	2	1	41	70	10	25	0	N/A	N/A	0	N/A	N/A	209
Hampton Gardens	210	7	0	8	77	21	96	0	N/A	N/A	0	N/A	N/A	209
Jack Hunt School	330	2	3	N/A	259	33	33	0	N/A	N/A	0	N/A	N/A	330
Ken Stimpson	228	5	0	0	58	0	161	0	N/A	N/A	4	N/A	N/A	228
Nene Park	240	2	2	52	130	13	038	0	N/A	N/A	0	N/A	N/A	240
Ormiston Bushfield	195	1	0	58	68	18	48	0	N/A	N/A	1	N/A	N/A	195
Queen Katherine	193	1	0	0	75	37	26	0	N/A	N/A	54	N/A	N/A	193
St John Fisher	133	2	1	0	N/A	N/A	46	8	68	N/A	0	N/A	17	133
Stanground	212	1	1	0	N/A	57	141	0	N/A	N/A	11	N/A	N/A	212
The Kings	165	3	6	N/A	N/A	31	N/A	6	N/A	N/A	0	18	101	180
Thomas Deacon	242	0	0	N/A	N/A	98	144	0	N/A	N/A	0	N/A	N/A	332
<b>Totals</b>	<b>2742</b>	<b>38</b>	<b>21</b>	<b>159</b>	<b>927</b>	<b>399</b>	<b>893</b>	<b>14</b>	<b>69</b>	<b>5</b>	<b>79</b>	<b>18</b>	<b>118</b>	<b>2903</b>

# SECTION 7:

## 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 of 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 22 November 2019 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 22 November 2019.

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 **22 November 2019**, we will not be able to take your new address into account during our initial allocations. This is because after **22 November 2019** we are unable to make any further changes to our computer systems.

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

## 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:

**At least two documents** to prove that your child lives with you. For example; **a letter from your child's GP, Dentist, Hospital, Optician; NHS Medical Card; Child Trust Fund document; Letter from Social Services or Housing Department confirming child's placement at address.**

### **Proof of the child's Date of Birth**

The child's birth certificate/adoption certificate **OR**

The child's passport (this must be valid)

### **Proof of Parental Responsibility**

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

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

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

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

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

Others can also acquire parental responsibility by holding a Child Arrangement Order, Special Guardianship Order, or the Local Authority via a Care Order. Examples of documents that 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,  
Peterborough  
PE2 8TY

**Telephone:** 01733 864007

**Email:** [admissions@peterborough.gov.uk](mailto: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 on our website, 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, Glinton, Peterborough PE6 7JX

Telephone: 01733 252235 • Fax: 01733 252206

Email: [office@arthurmellows.org](mailto:office@arthurmellows.org)

Website: [www.arthurmellows.org](http://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 2020/21	264
No. of preferences 2019/2020	617
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 places allocated on the 1 March 2019	264

## Admission Criteria (In force with effect from September 2020 admissions round)

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 previously looked after, but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order
2. Children in Care# - Children who appear to the admission authority to have been in state care outside of England and ceased to be in state care as a result of being adopted.
3. Children living in the catchment area (identified in criteria 5) 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.)
4. Children of members of staff provided that they have been employed for a minimum of two years and/or are recruited to fill a vacant post for which there is a demonstrable skills shortage.
5. Children 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 County Primary; Peakirk cum Glinton Church of England; Wittering County Primary. (See map of catchment area posted on the College website).
6. The attendance of a sibling\* who is on the College roll at the time of admission.
7. Children living nearest the College as measured by the shortest straight line distance. 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.

#### Definitions

# i) A looked after child is a child who is in the care of a local authority in England, or is being provided with accommodation by a local authority in England in the exercise of their social services functions.

# ii) A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

\*Siblings are defined as children aged between 4 and 16, living together in the same family unit, who have a sibling on the roll of the school at the time of application and admission to the school. Sibling includes: brother or sister, half-brother or sister, adopted brother or sister, child of the parent/carer or their partner, children looked after, or previously looked after. This doesn't include children temporarily living in the same family unit - for example a looked after child in short-term, or interim, foster placement. In every case, the sibling must be living permanently in the same family home (at least Monday to Friday) and must be on the roll of the school, or have been offered and accepted a place at the school at the time of application and when the child starts. 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. 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.

#### Published Admission Number (PAN) - 264 (Years 7-11)

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.

#### **Proof of Address**

As part of the admissions process you may be asked to provide proof of address. To ensure that offers of school places are made fairly, the College is committed to following strict address verification procedures.

#### **Late Applications (Year 6-7 applications)**

Late applications received after the closing date set by the Local Authority 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 for the College, if oversubscribed, will be placed on the waiting list.

#### **All Preferences Equal (Year 6-7 applications)**

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.

#### **Continuing Interest List (Year 6-7 applications)**

For September Year 7 intake, vacancies may occur after the allocation of places on 2 March. Places on the Continuing Interest List are allocated in accordance with the College's Admission Criteria. 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.

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

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

**After 1 September all matters relating to Admissions are handled by the College.**

During the time between 2 March and 1 September changes to the Admission List may take place because:

- i. Parents/carers withdraw children from the Acceptance List due to moving out of the area, RAF postings or other factors. If a vacancy becomes available then the first person on the Waiting List is offered the place.
- ii. 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 2 March from the College. If parents/carers wish to Appeal for a place in Year 7, then they must contact the College. The Appeal is heard before an independent panel.
- iii. If any Appeal is successful then no further admission through the Continuing Interest 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.

**Admission Appeals**

Parents/carers have the right to express a preference for their child's school. If parents/carers are not allocated a place for their child at the school of their preference they may appeal to an independent body called the Appeals Panel. Parents/carers should contact the College for further information should they wish to appeal.

# City of Peterborough Academy

Reeves Way, Peterborough PE1 5LQ  
Telephone: 01733 821440  
Email: [admin@cityofpeterboroughacademy.org](mailto:admin@cityofpeterboroughacademy.org)  
Website: [www.cityofpeterboroughacademy.org](http://www.cityofpeterboroughacademy.org)

## Arrangements for open visits

See chart at the front of this booklet

## Academy

Principal – Mr Andrew Burton

Age range	11-18 years
Published admissions number 2020/2021	180
No. of preferences 2019/2020	336
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 places allocated on the 1 March 2019	180

## PROCEDURE FOR ADMITTING PUPILS TO THE CITY OF PETERBOROUGH ACADEMY

The City of Peterborough Academy provides for the needs of children within the 11 to 16 age range. Pupils will be admitted at the age of 11+ without reference to ability or aptitude using the criteria set out in this policy. Admission to our Academy is not dependent on any 'voluntary' contribution. The Greenwood Academies Trust is the Admissions Authority for the City of Peterborough Academy. The Academy participates in the Local Authority co-ordinated scheme and all deadlines within that should be adhered to by applicants.

### Admission number for secondary provision (age 11)

1. The Academy has the following agreed admission number for the Academy:  
 180 for pupils in Year 7

### Process of Application

2. Arrangements for applications for places at the Academy will be made in accordance with Peterborough City Council LA's co-ordinated admissions arrangements; parents resident in Peterborough can apply online at:

**[www.peterborough.gov.uk/schooladmissions](http://www.peterborough.gov.uk/schooladmissions)**

Parents resident in other areas must apply through their home Local Authority.

3. The Academy will use the PCC's timetable for applications to the Academy each year (exact dates within the months may vary from year to year).

- a) In September – the Academy will publish in its prospectus information about the arrangements for admission, including oversubscription criteria, for the following September.
- b) September/October – the City of Peterborough Academy will provide opportunities for parents to visit the Academy.
- c) By 31 October – Parents complete the common application form (CAF) and return it to PCC to administer.
- d) 2 March – notification of offers made to parents.

### Consideration of applications

4. The City of Peterborough Academy will consider all applications for places at the Academy. Where fewer than the published admission number(s) for the relevant year groups are received, the Academy will offer places to all those who have applied.

Late applications will be considered in accordance with the relevant home authorities' co-ordinated scheme.

### **Procedures where the Academy is over-subscribed**

5. Where the number of applications for admission is greater than the published admission number in any age group, applications will be considered against the criteria set out in paragraph 6 below. 3

#### **Admission to Year 7**

6. 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 with a sibling\* on roll at the Academy at the time of application and admission.

c) 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.

d) 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 of the Academy.

\* see definitions

#### **Admission of children outside their normal age group**

7. Parents may request admission for their child outside their normal age group.

In general, it is considered that children should be educated in their normal age group, with the curriculum differentiated as appropriate and they should only be educated out of their normal age group in very limited circumstances.

The decision to allow a child to repeat a year or to admit a child into a cohort outside their chronological year group lies with the Academy, in liaison with the Local Authority, based on the circumstances of the case and in the best interests of the child concerned, taking into account the views of the parent, the Principal and any supporting evidence provided by the parent.

8. Any parent of wanting their child to be admitted outside of the normal age group for Year 7 should make an application to their Local Authority for their child's normal age group at the usual time but also submit a request for admission outside of the normal age group at the same time.

Any parent wanting their child to be admitted out of the normal age group in any other year should submit a request, in writing, to the Academy as soon as is possible.

#### **Operation of Continuing Interest Lists**

9. As required by the Schools Admissions Code, the City of Peterborough Academy will maintain a continuing Interest list until the end of the Autumn term for Year 7.

Applications for inclusion on a continuing interest list will be ranked solely according to our over-subscription criteria as described in paragraph 8 above. 4

#### **Arrangements for in-year Admissions**

10. The Local Authority will co-ordinate admissions for in-year applications and for applications for year groups other than the normal point(s) of entry.

11. Subject to any provisions in the LA's co-ordinated admission arrangements relating to applications submitted for years other than the normal year of entry, the Academy will consider all such applications and if the year group applied for has a place available, admit the child unless one of the permitted reliefs apply.

12. If more applications are received than there are places available, the over-subscription criteria in paragraph 8 for the relevant age group shall apply. Parents whose application is refused shall be entitled to appeal.

#### **Right of Appeal**

13. There will be a right of appeal to an Independent Appeals Panel for unsuccessful applicants relating to admissions at age 11 or above.

Appeals should be made within twenty (20) school days of the date of refusal to:

City of Peterborough Academy  
Reeves Way  
Peterborough  
PE1 5LQ

Please mark your envelope 'Admissions Appeals'.

### **Fair Access**

14. The City of Peterborough Academy participates in the Peterborough City Council Fair Access protocol. All schools, including Voluntary Aided Schools, Trust Schools and Academies must participate in the protocol. The purpose of the Fair Access Protocol is to ensure that vulnerable children are offered a school place as quickly as possible and to evenly spread children with additional needs across all schools in the county. The protocol only applies to mid-term applications; it does not operate when children transfer from primary school to secondary school.

### **Fraudulent or Misleading Applications**

15. As an Admission Authority, we have the right to investigate any concerns we may have about your application and to withdraw the offer of a place if we consider there is evidence that you have made a fraudulent claim or provided misleading information, for example a false address was given which denied a place to a child with a stronger claim. We reserve the right to check any address and other information provided so we can apply the oversubscription criteria accurately and fairly. 5

## Definitions

### 1. Definition of 'Looked After' and previously 'Looked After' children

In accordance with Section 22 of the Children Act 1989, a 'Looked After child' is defined as:

- a child who is in the care of a Local Authority at the time an application for admission

to the Academy is made

- a child who is being provided with accommodation by a Local Authority in the exercise of their social services functions in accordance with section 22(1) of the Children Act 1989 at the time of making an application to the Academy.

Previously Looked After children are children who were looked after, but ceased to be so because they were adopted<sup>1</sup> (or became subject to a child arrangements order or special guardianship order). This includes children who were adopted under the Adoption Act 1976 and Section 46 of the Adoption and Children Act 2002.

### 2. Definition of siblings and the position of twins

A sibling is defined as:

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

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

### 3. Definition of the straight line distance from the Academy to an intending pupil's home

Distance as will be determined using Peterborough City Council's Local Land Property Gazetteer (LLPG) from the Ordnance Survey (OS) seed point located at the child's home address to the OS seed point (or a specified point(s)) for the school, using a straight line. 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 GIS 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.

*1. An adoption order is an order under section 46 of the Adoption and Children Act 2002. A 'child arrangements order' is an order under Section 12 of the Children and Families Act 2014 determining (a) with whom the child is to live, spend time or otherwise have contact and (b) when a child is to live, spend time or otherwise have contact with any person. 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)*

# Greater Peterborough UTC

Peterborough Regional College  
Park Crescent,  
Peterborough PE1 4DZ  
Telephone: 03456728722

Email: [info@gputc.com](mailto: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](http://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, 31 March 2020, 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.

### **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 - 31 March 2020 - 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.

### **Continuing Interest lists**

Where, in any year, GPUTC receives more eligible applications than there are places available, a continuing interest 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 continuing interest list. If, and when places become available they will be allocated to those on the continuing interest 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](mailto:enquiries@hamptoncollege.org.uk)

Website: [www.hamptoncollege.org.uk](http://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 2020/21	210*
No. of preferences 2019/2020	373
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 places allocated on the 1 March 2019	210*

*\*Please note that Year 6 children, already pupils of the school, will move automatically into Year 7 in September 2020 and all subsequent years. This means that the number of places offered to children not currently attending the school on National Offer Day 2 March, will be 150.*

## Hampton College (secondary phase) - Admissions arrangements for September 2020

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

Applications will be processed through the Peterborough City Council coordinated admissions scheme.

### Admission number:

- 150 for entry in Year 7 in 2020 (for external applicants)

**60** places are allocated automatically to pupils in Year 6 at Hampton College, making a total of 210 places in Year 7.

The school will accordingly admit this number of pupils if there are sufficient applications. Where fewer applicants than the published admission number(s) for the relevant year group are received, the local authority will offer places at the school to all those who have applied.

### Oversubscription criteria

When the school is oversubscribed, after the admission of pupils with an Education, Health and Care plan naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order<sup>1</sup>
2. Children living in catchment with a sibling<sup>2</sup> on roll at the time of admission
3. Children living in catchment
4. Children of members of staff<sup>3</sup>, 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. Other children with a sibling on roll at the time of admission
6. Other children

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.

\*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.'

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<sup>1</sup> 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). A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

<sup>2</sup> For the purposes of admissions, the definition of a sibling is as follows: children aged between 4 and 16, living in the same family unit, who have a sibling on the roll of the school at the time of application and admission to the school. Sibling includes 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. This does not include children temporarily living in the same household, for example, a looked after child in a short term, or interim, foster placement.

<sup>3</sup> Staff refers to all employed at Hampton College as their principle place of work, whose employer is the Hampton Academies Trust.

# Hampton Gardens

Hartland Avenue  
Hampton Gardens  
Peterborough  
PE7 8HR

Email: [enquiries@hamptongardens.org.uk](mailto:enquiries@hamptongardens.org.uk) Website: [www.hamptongardens.org.uk](http://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 2020/21	210
No. of preferences 2019/20	478
No. of preferences 2018/2019	479
No. of places allocated on the 1 March 2019	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.

## Admission number

The free school has admissions numbers of

- 210 for entry in Year 7 in 2020

The school will accordingly admit this number of pupils if there are sufficient applications. Where fewer applicants than the published admission number(s) for the relevant year group are received, the local authority will offer places at the school to all those who have applied.

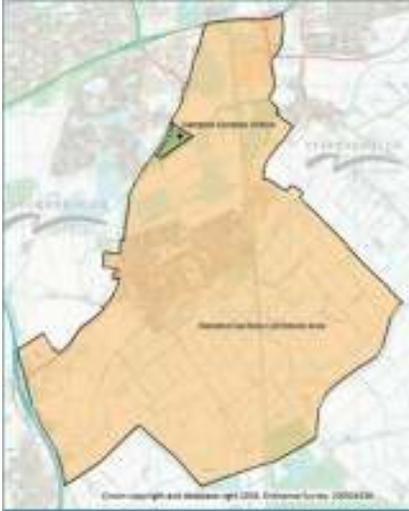
## Oversubscription criteria

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](http://www.hamptongardens.org.uk).

\*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'.

# Jack Hunt School (Trust)

Bradwell Road  
Peterborough  
PE3 9PY

Telephone: 01733 263526 • Fax: 01733 330364

Email: [admissions@jackhunt.net](mailto:admissions@jackhunt.net)

Website: [www.jackhunt.net](http://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 2020/21	330
No. of preferences 2019/20	595
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 places allocated on the 1 March 2019	330

The oversubscription criteria for Jack Hunt School are:

Child with statements of special education needs (Education and Health Care Plans).

(All governing bodies are required by Section 324 of the Education Act 1996 to admit to the school a child with a statement of special education needs that names the school this is not an oversubscription criterion. Schools must admit such children whether have places or not.)

The governors will give priority to children with a statement of special education needs (EHCP) which names the school on the statement (EHCP). 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. In addition, the school must be confident that they have the facilities and resources to meet the 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 the following primary schools:-

Gladstone Primary School, Highlees Primary School, Longthorpe Primary School, Middleton Primary School, Ravensthorpe Primary School, Thorpe Primary School and West Town Primary Academy. This includes children living within the above catchments who may be attending Sacred Heart 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 5 applicants 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 the time of admission (the definition of brother or sister is contained in the local authority admissions booklet issued by your primary school).

5. Children attending one of the Peterborough Keys Academies Trust primary schools:- Middleton Primary School, Longthorpe Primary School, Ravensthorpe Primary School and Thorpe Primary School.

6. 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 using the Local Authority's computerised measuring system.

The Published Admission Number for Years 7,8 and 9 will be 330 and 300 for Years 10-11 from September 2020

# Ken Stimpson Community School

Staniland Way,  
Werrington,  
Peterborough  
PE4 6JT

Telephone: 01733 765950 Fax: 01733 765951

Email: [ppa@kscs.org.uk](mailto:ppa@kscs.org.uk)

Website: [www.kscs.org.uk](http://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 2020\2021	270
No. of preferences 2019/2020	375
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 places allocated on the 1 March 2019	228

## 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 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 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](mailto:enquiries@neneparkacademy.org)

Telephone: 01733 368300

Website: [www.neneparkacademy.org](http://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 2020/21	240
No. of preferences 2019/20	461
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 March 2019	240

## 1 Introduction

1.2 The Academy provides for pupils aged 11-19 and has 2 Normal Points of Entry, at the start of Year 7 and the start of Year 12. Applications for Year 7 Point of Entry will be co-ordinated by Peterborough City Council in accordance with its common application procedures and Paragraphs 3, 4, 5 and 6 below. Arrangements for late admission into Year 7 and for admission to other year groups will be co-ordinated by the Academy Council in accordance with paragraphs 6, 7 and 8 below. Admission to Year 12 will be co-ordinated via UCAS Progress.

## 2 Admission Number

2.1 The Academy's Published Admission Number is set at 240 for admission to Year 7, and at least 240 pupils will be admitted each year to Year 7 at the Normal Point of Entry provided sufficient eligible applications have been received. Where fewer than 240 applications have been received, all applicants will be admitted.

For admission numbers for Year 12 see below.

## 3 Ordinary Applications for the Normal Point of Entry to Year 7

3.1 Application for admission to Year 7 should be made to the local authority in whose area the applicant is normally resident by the closing date of October 31<sup>st</sup> of the preceding year.

3.2 Applications will be co-ordinated by Peterborough City Council who will consult as required with the Academy's Academy Council.

3.3 Places will be offered to all successful applicants by Peterborough City Council by March 1<sup>st</sup>. Where the Academy is oversubscribed, places will be awarded on the basis of the oversubscription criteria set out in Paragraph 6 below.

## 4 Late Applications for the Normal Point of Entry

4.1 Applications received after the closing date and before the Normal Point of Entry will be dealt with by Peterborough City Council in accordance with its procedures for late applications, after places have been awarded to on time applications. Further details on the PCC procedure for late

applications can be found in the Secondary school admission booklet available on the PCC School admissions website.

4.2 Where the Academy is oversubscribed as a result of late applications, these applications will be judged according to the oversubscription criteria for each Normal Point of Entry.

4.3 Places will be offered to successful applicants by March 1<sup>st</sup> for Year 7 or as soon as possible thereafter and in any case before September 1<sup>st</sup> for the Normal Point of Entry for Year 12.

## **5 Acceptance of Offer of a Place**

5.1 Where an offer is made, the applicant should be notified that they have 10 school days in which to accept the offer. Where an offer is not accepted by the applicant in writing within 21 school days, the Academy Council reserves the right to withdraw the offer and offer that place to the next applicant on the waiting list.

## **6 Oversubscription Criteria Year 7 Admissions**

6.1 The Academy will admit children with a Statement of Special Educational Needs or Education, Health and Care Plan which names the Academy as the appropriate school for the child.

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

- i. Looked after children and previously looked after children. 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) at the time of making an application to a school. 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).
- ii. Children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.
- iii. 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;
- iv. Children who live in the catchment area of Nene Park Academy\* with a sibling\*\*\* at the school at the time of application;
- v. Children who live in the catchment area of Nene Park Academy\* who are attending the primary schools\*\* within it;
- vi. Children who live in the catchment area of Nene Park Academy\*;
- vii. 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;
- viii. Children who live outside the catchment area of Nene Park Academy\* who have a sibling\*\*\* at the school at the time of application;
- ix. Children who live outside the catchment area of Nene Park Academy\* who are attending the primary schools\*\* within the catchment area;
- x. 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:-

[NPA Catchment Boundary inc Elton](#)

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 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.

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](mailto:maureen.roberts@bushfield.co.uk) (P/A to Principal Maureen Roberts)  
Website: [www.bushfield.co.uk](http://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 2020/21	210
No. of preferences 2019/2020	320
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 places allocated on the 1 March 2019	195

## 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 Katharine Academy

Mountsteven Avenue,  
Peterborough  
PE4 6HX

Telephone: 01733 383888

Email: [info@gka.education](mailto:info@gka.education)

Website: [www.gka.education](http://www.gka.education)

## Arrangements for open visits

See chart at the front of this booklet

## Academy – media arts

Principal – Mrs Lynn Mayes

Age range	11 -18 years
Published admissions number 2020/2021	270
No. of preferences 2019/20	247
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 places allocated on the 1 March 2019	193

## 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 ● Norwood
  - Eyrescroft, ● Paston Ridings (north of Soke Parkway)
  - Fulbridge (west of Lincoln Road) ● The Beeches (west of Lincoln Road)
  - Gunthorpe ● 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 Queen Katharine 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 Queen Katharine 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](mailto:admissions@stjohnfisherschool.org.uk)

Website: [www.stjohnfisherschool.org.uk](http://www.stjohnfisherschool.org.uk)

## Arrangements for open visits

See chart at the front of this booklet

## Voluntary aided school

Headteacher – Mrs Kate Pereira

Age range	11 -18 years
Published admissions number 2020/2021	133
No. of preferences 2019/2020	298
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 places allocated on the 1 March 2019	133

St John Fisher Catholic High School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will always be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and instrument of government, and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our students. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The governing body is the admissions authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round (except for admission to Year 12). The governing body has set its admission number at 133 students to Year 7 in the school year which begins in September, 2020. Where logistically possible, the governing body will admit twins and all siblings from multiple births in admissions to Year 7, where one of the children is the last child ranked within the school's Published Admissions Number ("PAN").

**Students with an Education, Health and Care Plan (see note 1)** 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. St John Fisher Catholic High School Admission Policy 2020 Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

### **Oversubscription Criteria**

*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. (see notes 3, 10 & 11)
3. Other Baptised Catholic children. (see notes 3 & 11)
4. Other looked after and previously looked after children. (see note 2)
5. Catechumens and members of an Eastern Christian Church. (see notes 4&5)
6. Non-Catholic children who are in feeder schools and for whom St John Fisher is the nearest Catholic school (see note 10)
7. Children of other Christian denominations whose membership is evidenced by a minister of religion. (see note 6)
8. Children of other faiths whose membership is evidenced by a religious leader. (see note 7)
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.

### **Application Procedures and Timetable**

To apply for a place at this school in the normal admission round<sup>1</sup>, you **must** complete a Common Application Form (excluding admission to Year 12) available from the local authority in which you live. You are also requested to complete the Supplementary Information Form (SIF) attached to this policy if you wish to apply under oversubscription criteria 1 to 3 or 5 to 8. The Supplementary Information Form should be returned to The Registrar, St John Fisher Catholic High School, Park Lane, Peterborough, PE1 5JN by 31 October 2019.

<sup>1</sup> This is for admission to the school at the start of the school year in September and not for applications made in-year.

To apply for a place in the Sixth Form, you **must** complete the application form that is available in the Sixth Form Prospectus or from the school. This should be returned to The Registrar, St John Fisher Catholic High School, Park Lane, Peterborough, PE1 5JN by 19 December 2019. You will be advised of the outcome of your application for a place in Year 7 on 1st March or the next working day by the local authority on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel. The outcome for applications to Year 12 will also be communicated by 1st March.

**The governing body reserves the right to withdraw the offer of a place or, where a child is already attending the school, the place itself, where it is satisfied that the offer or place was obtained by deception.**

***Notes (these notes form part of the oversubscription criteria)***

1. An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.

2. A 'looked after child' has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.

A 'previously looked after child' is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order, immediately following having been looked after.

3. 'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child who is part of a Catholic family where a letter from a priest demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (e.g. a looked after child in the process of adoption by a Catholic family).

For a child to be treated as Catholic, evidence of baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the laws of the Church.

4. 'Catechumen' means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.

5. 'Eastern Christian Church' includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.

6. "children of other Christian denominations" means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and CYTÛN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

7. "children of other faiths" means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 6 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

- A religion which involves belief in more than one God, and
- A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

8. 'Sibling' includes:

- (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters; and
- (ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same address as the applicant.

In all these cases, the child and their sibling will both be living at the same address in a single family unit. This means that children from different family units, where those are living together at the same address, are not considered siblings under this criterion.

9. A 'parent' means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.

10. For the purposes of this policy, feeder schools are:-

- St Thomas More Primary School, Peterborough,
- Sacred Heart Primary School, Peterborough,
- All Saints inter-Church Academy, March,
- St Augustine's Primary School, Stamford.

11. The following churches are recognised as being in full communion with the Roman Catholic Church: Albanian Byzantine Catholic Church, Armenian Catholic Church, Belarusian Greek Catholic Church, Bulgarian Greek Catholic Church, Chaldean Catholic Church, Coptic Catholic Church, Eritrean Catholic Church, Ethiopian Catholic Church, Byzantine Church of Croatia, Serbia and Montenegro, Greek Byzantine Catholic Church, Hungarian Greek Catholic Church, Italo-Albanian Byzantine Catholic Church, Macedonian Greek Catholic Church, Maronite Church, Melkite Greek Catholic Church, Romanian Church United with Rome, Greek-Catholic, Russian Greek Catholic Church, Ruthenian Byzantine Catholic Church, Slovak Byzantine Catholic Church, Syriac Catholic Church, Syro-Malabar Catholic Church, Syro-Malankara Catholic Church, Ukrainian Greek Catholic Church.

# Stanground Academy

Peterborough Road,  
Peterborough  
PE7 3BY  
Telephone 01733 821430

Email: [admin@stangroundacademy.org](mailto:admin@stangroundacademy.org)

Website: [www.stangroundacademy.org](http://www.stangroundacademy.org) Twitter: @StangroundAcad

## Arrangements for open visits

See chart at the front of this booklet

## Academy

Principal: Mr Gary Carlile

Age range	11 -18 years
Published admissions number 2020/2021	300
No. of preferences 2019/2020	339
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 places allocated on the 1 March 2019	212

## PROCEDURE FOR ADMITTING PUPILS TO THE STANGROUND ACADEMY

The Stanground Academy provides for the needs of children within the 11 to 19 age range who live in Stanground and the surrounding area.

Pupils will be admitted at the age of 11+ without reference to ability or aptitude using the criteria set out in this policy. Admission to our Academy is not dependent on any 'voluntary' contribution.

The Greenwood Academies Trust is the Admissions Authority for the Stanground Academy. The Academy participates in the Local Authority co-ordinated scheme and all deadlines within that should be adhered to by applicants.

### Admission number(s)

1. The Academy has the following agreed admission numbers for the Academy:

- a) 300 for pupils in Year 7
- b) 300 for pupils in Year 12, including eligible pupils already on roll at the Academy

### Admission number for secondary provision (age 11)

2. The Academy has an agreed admission number of 300 pupils in Year 7. The Academy will accordingly admit a maximum of 300 pupils in the relevant age group each year if sufficient applications are received.

### Admission number for Sixth Form provision (age 16)

3. The Academy has an agreed admission number of 300 eligible students including those eligible students already in the Academy wishing to stay on in the Sixth Form.

4. Once all eligible students already on roll in the Academy have been offered places, all remaining places will be offered to eligible external applicants. In the case of over-subscription, those students living closest to the Academy will be given priority.

## **Process of Application**

5. Arrangements for applications for places at the Academy will be made in accordance with Peterborough City Council LA's co-ordinated admissions arrangements; parents resident in Peterborough can apply online at:

**[www.peterborough.gov.uk/schooladmissions](http://www.peterborough.gov.uk/schooladmissions)**

Parents resident in other areas must apply through their home Local Authority.

6. The Stanground Academy will use the LA's timetable for applications each year (exact dates within the months may vary from year to year).

- a) In September – the Academy will publish in its prospectus information about the arrangements for admission, including oversubscription criteria, for the following September.
- b) September/October – the Stanground Academy will provide opportunities for parents to visit the Academy.
- c) By midday on 31 October – Parents must complete the common application form (CAF) and return it to the LA to administer. 3
- d) 2 March – notification of offers made available online or letters sent to parents.

## **Consideration of applications**

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

Late applications will be considered in accordance with the relevant home authorities' co-ordinated scheme.

## **Procedures where the Academy is oversubscribed**

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

### **Admission to Year 7**

9. The Stanground Academy will first accept all pupils with a statutory right to a place through an Education Health and Care Plan naming the Academy. After the admission of these pupils, criteria will be applied for the remaining places in the order in which they are set out below:

- a) 'Looked After' children or previously 'Looked After' children\*.
- b) A child with a sibling\* on roll at the Academy at the time of application.
- c) 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\*.

\* see definitions

### **Admission of children outside their normal age group**

10. Parents may request admission for their child outside their normal age group. In general, it is considered that children should be educated in their normal age group, with the curriculum differentiated as appropriate and they should only be educated out of their normal age group in very limited circumstances.

The decision to allow a child to repeat a year or to admit a child into a cohort outside their chronological year group lies with the Academy, in liaison with the Local Authority, based on the circumstances of the case and in the best interests of the child concerned, taking into account the views of the parent, the Principal and any supporting evidence provided by the parent.

11. Any parent of wanting their child to be admitted outside of the normal age group for Year 7 should make an application to their Local Authority for their child's normal age group at the usual time but also submit a request for admission outside of the normal age group at the same time.

Any parent wanting their child to be admitted out of the normal age group in any other year should submit a request, in writing, to the Academy as soon as is possible.

# The King's (The Cathedral) School

Park Road,  
Peterborough  
PE1 2UE

Telephone: 01733 751541

Fax: 01733 751542

Email: [admissions@kings.peterborough.sch.uk](mailto:admissions@kings.peterborough.sch.uk)

Website: [www.kings.peterborough.sch.uk](http://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 2020/21	135
No. of preferences 2019/2020	691
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 places allocated on the 1 March 2019	165

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.

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.

## Notes

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

B. Criteria A2 – Children of worshipping members of the Church of England and Methodist Church of Great Britain: (These applications must be accompanied by form SIF A2, which is available from the School).

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 and **current** pattern of worship for the last eight years or more. If you have worshipped at different churches during the last eight 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. Please note the **maximum** number of marks available for Period of Attendance at Worship is 9.

### 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.

C. 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.

D. 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).

(i) 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. A church/worship centre will be determined by the award of a worship license as issued by the Local Authority. 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. 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.

K. 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 the academic year. 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.

L. 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](http://www.thomasdeaconacademy.com)

## Arrangements for open visits

See chart at the front of this booklet

## A STEM Specialist Academy

Principal: Rick Carroll

Age range	7 -18 years
Published admissions number 2020/2021	332*
No. of preferences 2019\2020	659
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 places allocated on the 1 March 2019	332*

*Please note that Year 6 learners, who are already pupils of Thomas Deacon Junior Academy, will move automatically into Year 7 in September. This means that the number of places offered to children not currently attending the school on National Offer Day, 2 March, will be 242.*

90 places are allocated automatically to pupils in year 6 at TDA Juniors making a total of 332 places in Year 7. The Academy will accordingly admit this number of learners if sufficient applications are received. Where fewer applications for places are received, the Academy will offer places to all those who have applied.

Applications at this point will be processed through the Peterborough City Council coordinated admissions scheme.

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.**

**Medeshamstede Academy**

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 821403

Website: [www.medeshamstedeacademy.org](http://www.medeshamstedeacademy.org) Email: [admin@medeshamstedeacademy.org](mailto:admin@medeshamstedeacademy.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](http://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](http://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](http://www.phoenix.peterborough.sch.uk)

Telephone: 01733 391666 or 01733 391800 Fax: 01733 391477

# SECTION 10:

## School Transport

Parents have a duty to ensure that their children attend school and to make any necessary transport arrangements, including accompanying their children when necessary on their journeys to and from school. **If you make a preference for a school other than your catchment or nearest you will be expected to make your own arrangements for your child's journey to and from school and meet any costs involved.**

### Secondary

We will provide free transport for **secondary age children in Year 7 to Year 11** who:

- attend their nearest suitable or designated school and live at least 3 miles from the school; or
- attend any one of the three nearest suitable schools, where that school is more than two miles and less than six miles from their home, where the parents are in receipt of the appropriate benefits, and they live at least 2 miles from the school; or
- attend their nearest suitable school chosen on grounds of religion or belief, where that school is more than two miles and less than fifteen miles from their home, where the parents are in receipt of the appropriate benefits.

If you believe your child is eligible, you can apply for school transport assistance by completing an online application form <https://www.peterborough.gov.uk/residents/schools-and-education/school-transport/> or by telephoning the call centre on 01733 317455 for an application to be completed on your behalf.

**Full details of the current policy are available at:  
[www.peterborough.gov.uk/schooltransport](http://www.peterborough.gov.uk/schooltransport)**

# 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 2019**. 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 2 March 2020 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 **2 March 2020**. 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 2020.

### 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 **22 November 2019** 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 2019. 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 2020), you will need to submit your application form by 31 October 2019, 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 Peterborough 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 2019 intake can be found in Section 6 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 2019 your child will **not** receive a school offer on **2 March 2020**.

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 22 November 2019.

### **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

## **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](mailto: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](mailto:admissions@bedford.gov.uk) □ [www.bedford.gov.uk](http://www.bedford.gov.uk)

## Cambridgeshire County Council

☎️ Admissions Team, OCT1221 The Octagon Castle Hill Cambridge CB13 0AP  
☎️ 0345 045 1370 @ [admissions@cambridgeshire.gov.uk](mailto:admissions@cambridgeshire.gov.uk)  
□ [www.cambridgeshire.gov.uk](http://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](mailto:admissions@centralbedfordshire.gov.uk)  
□ [www.centralbedfordshire.gov.uk/admissions](http://www.centralbedfordshire.gov.uk/admissions)

## Essex County Council

☎️ School Admissions, PO Box 4261, Chelmsford, CM1 1GS  
☎️ 0845 603 2200 @ [admissions@essex.gov.uk](mailto:admissions@essex.gov.uk) □ [www.essex.gov.uk/admissions](http://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](mailto:hertsdirect@hertscc.gov.uk) □ [www.hertsdirect.org](http://www.hertsdirect.org)

## Lincolnshire County Council

☎️ County Offices, Newland, Lincoln LN11YQ  
☎️ 01522 782030 @ [schooladmissions@lincolnshire.gov.uk](mailto:schooladmissions@lincolnshire.gov.uk)  
□ [www.lincolnshire.gov.uk/schooladmissions](http://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](mailto:admissions@norfolk.gov.uk) □ [www.norfolk.gov.uk](http://www.norfolk.gov.uk)

Starting Secondary School in Peterborough City Council 2020/21  
The Admissions Team,  
Peterborough City Council,  
Sand Martin House  
Bittern Way  
Fletton Quays  
PE2 8TY

Telephone: 01733 864007

Email: [admissions@peterborough.gov.uk](mailto:admissions@peterborough.gov.uk)

Website: [www.peterborough.gov.uk/admissions](http://www.peterborough.gov.uk/admissions)

#### My Secondary School Preferences

Preference 1:
Preference 2:
Preference 3: