



# CITY OF PETERBOROUGH ACADEMY

## **ADMISSIONS POLICY 2023/24**

This policy was reviewed and approved by the Greenwood Academies  
Trust Board on 17 February 2022.

## **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) 1 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.

## **Admission to Year 7**

6. The City of Peterborough 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 and previously looked after children, including those 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\*.
  - 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 contact the Academy in the first instance and 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 Waiting Lists**

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

Applications for inclusion on a waiting list will be ranked solely according to our over-subscription criteria as described in paragraph 6 above.

## **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 6 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'.*

## **UK Armed Forces**

14. For families of UK service personnel with a confirmed posting to the area, or crown servants returning to live in the area from overseas, the Academy will:
  - Process an application in advance of the family arriving in the area provided it is accompanied by an official letter that declares a relocation date and a Unit postal address, intended address or quartering area address to use when considering the application against the school's oversubscription criteria.
  - Accept a Unit postal address or quartering area address for admissions purposes for a service child where the parent requests this
  - The Governors will not refuse a service child a place solely because the family does not have an intended address or does not yet live in the area.

Evidence of an intended address will be required such as tenancy agreement, or mortgage statement. Please contact the school for more details.

15. For late coordinated applications and in year applications supported by the appropriate military documentation, we will aim to remove any disadvantage to UK service personnel (UK Armed Forces). The Academy will consider whether:
  - An application from that address would normally succeed in an oversubscribed year
  - There is any child on the reserve list with higher priority under the oversubscription criteria
  - The prejudice from admitting an extra child would be excessive.
16. The Academy has discretion to admit above the admission number in these circumstances if they wish but are not obliged to do so. If a place is refused, you will be informed of your right of appeal.

## **Fair Access**

17. 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**

18. 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.

## **Definitions**

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

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 services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

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

Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders).

Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. 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).

## **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.