



**CITY OF PETERBOROUGH  
ACADEMY**

**PROPOSED  
ADMISSIONS  
POLICY  
2027/2028**

This policy was reviewed and approved by the Greenwood Academies  
Trust Board on 6 February 2026.

## **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. All parents/carers who are unsuccessful in gaining a place for their child may wish to place their child's name on the waiting list. To do so, parents/carers must contact the Academy and request that their child's name is placed on the waiting list. This should be done by email/in writing to the Principal.

Each added child will require the list to be ranked again in line with the Academy's published oversubscription criteria. Priority will not be given to children on the basis that they have been on the waiting list the longest.

10. A child's name will remain on the waiting list until the end of the school term in which the application was made. If parents wish their child's name to remain on the list for the remainder of the academic year, they must write to/email the Academy at the beginning of each term to renew their interest.

Please note – placing a child's name on the waiting list does not affect parents' rights to appeal.

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

11. An in-year admission refers to an application for a school place made during the school year, or an application for admission to a school made at the start of the school year for any year group other than the normal year of entry.

Peterborough City Council will co-ordinate admissions for in-year admissions and applications should be made online to the local authority [Admissions website](#)

### **Right of Appeal**

12. If a parent's/carer's application for a place at the Academy is unsuccessful, they have the right of appeal to an Independent Appeals Panel.

Parents/carers should submit their appeal, in writing and giving their reasons for appeal, to the Academy at:

City of Peterborough Academy  
Reeves Way  
Peterborough PE1 5LQ

### **UK Armed Forces**

13. Special conditions apply to applications from UK Armed Service Personnel and Crown Servants.

For families of service personnel with a confirmed posting to their area, or crown servants returning from overseas to live in the area, a place will be allocated in advance of the family arriving in the area (as long as one is available), provided the application is accompanied by an official letter that declares a relocation date. Applications will not be refused solely because the family do not yet have an intended address, or do not yet live in the area.

The address at which the child will live will be used when applying the oversubscription criteria as long as evidence of an intended address is provided. A Unit or quartering area address will be used as the child's home address where a parent requests this.

14. 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**

15. 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**

16. 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.

Previously looked after children are children who were looked after, but ceased to be so because they were adopted under the Adoption Act 1976 (see Section 12 adoption orders) or the Adoption and Children Act 2002 (see Section 46 adoption orders), or became subject to a child arrangements order (as defined in Section 8 of the Children Act 1989 and as amended by Section 12 of the Children and Families Act 2014), or became subject to a special guardianship order (see Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

This includes 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 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.

### **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.

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.