

**Closing date to apply 31<sup>st</sup> October 2023**  
Apply online at [www.peterborough.gov.uk/admissions](http://www.peterborough.gov.uk/admissions)

# **Transferring to Secondary School in Peterborough City 2024/25**

A guide for parents and carers



The information in relation to Peterborough City Council Schools was correct at the time of publication (September 2023). However, it should not be assumed that there will be no change before the start of, or during the school year 2024/25. 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 in response to demand.

*Thank you for showing your interest in joining one of our Peterborough secondary schools.*

*We are lucky to have fantastic schools across our City. I know personally how hard our school and academy leaders work every day to ensure they are offering the best opportunities for development and growth.*

*As the Local Authority we benefit from having close relationships with our schools, and our collaborative approach ensures we are always working together to help achieve the best outcomes for our children and young people, and helping them reach their potential.*

*I'm pleased to be able to share this guide with you, and I hope you find it useful.*

*All the information you need to know about the admissions process is available in here, but you can also find it on the City Council's website at:*

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

*In addition to this guide, each school produces its own prospectus and provides opportunities for parents to visit and find out more about the facilities and services provided.*

*I wish you the best for the future.*

*Chris Baird, Interim Director for Education*

# 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 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, years 9 or 10 at the Greater Peterborough UTC.

## When do I need to apply?

You can apply anytime from 12 September 2023 until 31 October 2023

### PLEASE NOTE:

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 or nearest school.**

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

## How do I apply?

Go to [www.peterborough.gov.uk/admissions](http://www.peterborough.gov.uk/admissions) and follow the instructions on screen. You can apply using a mobile phone or tablet. If you do not have internet access at home you can still apply online at your local library or at council offices.

## Who can apply?

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

# Key Dates in the admissions process

## For September 2024 Entry into Year 7

DATE	EVENT
September	Autumn Term starts
12 September 2023	Application process goes live. On-line application facility opens, Copies of composite prospectus are available on-line and in hard copy. Hard copy application forms are available on request.
September /October	Schools open evening visits - dates available on website
14 October	Email sent to all Peterborough primary and junior schools with reminder wording and information to be sent to all Year 6 parents via parent-mail, or equivalent
24 – 28 October	Half Term
<b>31 October</b>	<b>CLOSING DATE FOR ALL APPLICATIONS AND SIFS (to be classed as 'on-time')</b> Please see point 4.16
1 November	Any applications received from this date will be clearly marked/noted as 'late' and dealt with accordingly i.e. not considered until after the National Offer Day as part of the second allocation round.
9 November	Schools and the LA to check applications for any anomalies (such as addresses or pupils names).
22 November	Final date change requests linked to change of addresses and application from UK Service Personnel will be accepted (Second Deadline)
30 November	LA sends details of on-time applications to other LA's where the preferred school is located out of the resident's LA area
9 December	LA notifies each own admission authority schools in Peterborough, who rank their own admissions, with details of applications for ranking against their published over-subscription criteria (through SAM).
20 December	Notification received from SAT Team of schools which have been named in children's EHCPs.
6 January 2024	LA sends details of all on-time applications to own admission authority schools who choose to buy back the validation service from the LA admissions team to enable them to check and report any anomalies in the ranking which has been carried out.
13 January	Deadline by which all own admission authority schools to have reviewed the ranking applied, or to have ranked the preferences received according to their published over-subscription criteria
17 - 31 January	Data exchange with other LAs
3 February	LA processes applications following exchange of data with other LA's and own admission authority schools' criteria ranking and begins allocation process
by 10 February	Statutory Assessment Team must have informed children of the Secondary School named in their EHCP.  All allocations are complete
14 February	LA sends final allocation lists to neighbouring LAs  LA begins printing all offer letters

24 February	<p>LA publishes final allocations lists to all Peterborough Secondary Schools in SAM</p> <p>Allocation information is available to all Peterborough Primary and Junior Schools through SAM</p>
<b>1 March</b>	<p><b>NATIONAL OFFER DATE</b></p> <p>Offer letters sent by email to parents who have made their application on-line and by Second Class Post via Royal Mail to those who made paper applications. Allocation information is published on the LA website.</p> <p>Parents must email the admissions team if they do not wish to take up the offered place and give details of alternative education. Parents also informed of their right of appeal against any refusal.</p>
15 March	Reminder email and letter sent to parents who have not yet responded to the offer letter sent
28 March	Parents submit appeal forms in order to ensure these can be heard by the 19 June (national secondary appeals deadline)
2 - 31 March	Vacancies arising as a result of offers being refused by parents will be offered to children on waiting lists for schools in order of ranking following National Offer Date
31 March	No further changes to preference will be processed or allocations made from Waiting Lists until offers have been made as part of Second Round
3 April	All offers for whom no response has been received from parent will be withdrawn
3 April	LA processes applications received between 1 November and 31 March
28 April	LA issues offer letters by 2nd class post to those parents who applications was considered in Second Round and those on children on a waiting list where a place has become available.
28 April - 31 August	LA processes all late applications received after 31 March on an individual basis in order of the date the application was received.
31 May	LA sends reminder letter and application form to all Peterborough children known to them for whom an application has not been received, or for whom a school place has not been accepted.
14 June	Statutory deadline by which appeals lodged by 30 March must be heard.
29 June	LA publishes revised allocation lists to all schools via SAM
31 August	In Year co-ordination commences

# 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 for your preferred school

All applications will be subject to the published admissions criteria

### Apply on time

- The closing date is 31 October 2023
- All applications received after this date will be processed at a later date after the majority of places have been allocated.
- A late application therefore means that you are much less likely to get what you prefer or want.
- Notification of places offered will be made on 1 March 2024 (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.

### 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 directly to any school.

### Post 16 (Sixth Form)

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

### University Technical Colleges (UTC)

University Technical Colleges (UTCs) are secondary schools and Sixth Forms. They provide children with the opportunity to gain both an academic and technical education, alongside valuable employer engagement. Greater Peterborough UTC offers specialisms in STEM (Science, Technology, Engineering and Maths) as well as Architecture and Design. The governing bodies of UTCs determine and publish their own oversubscription criteria. **Applications for places in Year 9, 10 and 12 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 2012 and 31 August 2013, we can offer a place at the beginning of the autumn term (September 2024) following the receipt of your completed application. Your child will be admitted into Year 7 at secondary school.

To apply for Post 16 places (including the UTC) your child will need to have been born between 1 September 2007 and 31 August 2008.

### **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 delayed 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 decision 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 few 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 several 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. If you don't have express three preferences 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 all other applications have been considered. This may mean when 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 not 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**

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

1st Arthur Mellows Village College

2nd Stanground Academy

3rd City of Peterborough Academy

All three of these schools are oversubscribed with first, second and third preferences. Zane does not live close enough to Arthur Mellows Village College to be offered a place there.

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

### **Example 2**

Amelia lives near Peterborough City Centre. Amelia's parents are not sure whether they live nearer to The King's (The Cathedral) School or Thomas Deacon Academy, but they would like her to attend The King's School. They list the following preferences:

1st The King's (The  
Cathedral) School

2nd Thomas Deacon  
Academy

3rd St John Fisher Catholic High School

The governors of The King's (The Cathedral) School are notified of Amelia's application. However, they are not able to offer Amelia 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, Amelia 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 his home than Thomas Deacon Academy. Amelia is offered a place at St John Fisher Catholic High School.

### **Example 3**

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

1st Hampton College

2nd Nene Park Academy

3rd Ormiston Bushfield Academy

Unfortunately, Luke does not live close enough to any of the schools to be offered a place. This means that he has to be offered a place at the nearest school to his home with an available place – so Luke 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 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.

## Children with 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?

### 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 all other 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 based on 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

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 most school nights (Sunday through Thursday).

When a child's time is divided equally between two addresses you must provide additional documentation to confirm your child's address by 31 October 2023.

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 share 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 2023. If multiple applications are received, you risk your child not being considered for a school place or an offered place being withdrawn.

## **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 biological 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 (EHCP)**

Please indicate in the appropriate place if your child has an EHCP. 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/child in care' 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

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

### **School Catchment Areas:**

The following schools have a defined catchment area:-

- Arthur Mellows
- Nene Park Academy
- Hampton College
- Ormiston Bushfield Academy
- Jack Hunt School (Trust)
- Ken Stimpson Academy
- Queen Katharine Academy
- Hampton Gardens School
- Manor Drive Secondary School

### **The following schools do not have a defined catchment area:-**

- City of Peterborough Academy
- The King's (The Cathedral) School
- Stanground Academy
- St John Fisher Catholic High School
- Thomas Deacon Academy
- Greater Peterborough UTC

### **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, stepbrother 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 and will seek further 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.

## **Whistleblowing**

If you believe that someone else has given false information, we 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. SIF forms are obtainable from the school and should be returned to the school concerned. A SIF will not be considered on their own. The schools must also be listed on your application. SIF forms 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 October 2023 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 2023**.

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 2023**, 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 2023.

**If you move into the area after 22 November 2023** 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 26 April 2024.

## 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 2023 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 2023 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.

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.

**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 4:

## Outcome of your application

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

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

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

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

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

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

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

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

# SECTION 5:

## 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 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 letter from your solicitor confirming exchange of contracts on your new property you are purchasing stating a full postal address and including a completion date
- 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

If you are moving in with a friend or relative, we will need a letter from the friend/relative confirming that you are coming to stay with them (mentioning you all by full name) and we will also need to see a recent utility bill for the friend/relative dated within the last three months.

## 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** 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 for 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

# SECTION 7:

## Separated Parents

For all parents, the search for a good school and the right one for their child(ren) can be stressful. What type of school should they go to? Is the location right? Will their child get a place? Will their child be happy there? Add to the mix a separated couple, who may already have quite conflicting views on matters, and the whole process can be very difficult indeed.

As parents you have 'parental responsibility' for a child – this means that you are entitled to make decisions about their education, including which school they attend. Parental responsibility also covers areas such as medical treatment, choice of religion and a change of surname - even after you separate or divorce.

The legal position is that a birth mother automatically has parental responsibility for a child. A father has parental responsibility if he is married to the mother at the time of the child's birth. If the parents are unmarried, the father can acquire parental responsibility if he is registered on the child's birth certificate as their father (after 2003). He can also obtain parental responsibility by applying for a Court order or entering into a parental responsibility agreement with the mother.

Parents are therefore generally expected to discuss and agree upon important decisions relating to their child's education together. However, sometimes parents do not agree, or one parent makes a unilateral decision on a child's schooling without the other's consent.

What happens if you cannot reach an agreement about the school?

You might want to consider:

- How will the change affect your child?
- Does the school offer better opportunities/facilities/Ofsted standards? Details of the new school should be obtained, and visits carried out and this information shared with the other parent.
- Will the location be an issue in terms of child arrangements?
- Can both parents still easily get to school for collection and drop off?
- Will changing schools have a financial impact on you/the family?
- What does your child think about the move?
- What is the objection to the school your ex-partner has suggested or moved the child to?

If you feel you have tried everything and cannot reach an agreement, then it might be time to seek legal advice. In these situations, your application will be placed on hold and your child would remain at the current school.

If one parent has day to day care and it is not possible to remain at the current school due to a house move/reasonable distance, then the application may proceed based on the preference of the parent who has day to day care and is taking responsibility to ensure their child is in education. A child who is not in receipt of education both parents, who have parental responsibility, are liable for prosecution.



# SECTION 8:

## 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.**

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-andeducation/school-transport/>

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

# SECTION 9:

## 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 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 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 2023**. Any application made after this date will be treated as a late application, which means that it will not be processed until the second round of applications. Late applicants will not receive an offer of a school place on **1 March 2024** and are significantly less likely to be offered places at more popular schools, which may be oversubscribed.

### What is my child's home address?

It is very important that the address you give on your child's application will be your child's permanent or main residence at the time school places are allocated on **1 March 2024**. 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 2024**.

### 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 most 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 2023** 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 share 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 2023. 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 Admissions 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 2024), you will need to submit your application form by 31 October 2023, 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 occasions 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.

All applications made to Peterborough City Council are 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 using 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 most of its pupils. In several cases an address may be in the catchment area for a secondary school that falls under another 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 schools 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 2023 intake can be found on the PCC website.

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 2023 your child will **not** receive a school offer on **1 March 2024**.

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 refer 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 30 November 2023

### **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, stepparents, grandparents, older siblings, aunts and uncles – do not have legal parental responsibility for a child. In order to make an application they will need to provide a written statement from one or more of the child's parents and legal confirmation that they are able to apply.

### **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 into 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, community, free, 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, Post: Box-ALC2605, New Shire Hall, Emery Crescent, Enterprise Campus,  
Alconbury Weald PE28 4YE  
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, Priory House, Monks Walk,  
Chicksands, Shefford, SG17 5TQ  
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, County Hall, Norwich, NR1 2DH 0344 800 8020  
[admissions@norfolk.gov.uk](mailto:admissions@norfolk.gov.uk) [www.norfolk.gov.uk/school-admissions](http://www.norfolk.gov.uk/school-admissions)