



# **Admissions Arrangements Policy 2022 - 2023**

**Date of Completion: November 2021**

**Policy Reviewed by LGB: 08.11.2021**

**Date of Next Review: September 2022**

**Version 3.0**

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**Peterborough Keys Academies Trust (PKAT) is the Admission Authority for Longthorpe Primary School.**

## 1. Introduction

- 1.1. In accordance with the Education Act 2002 and the requirements of the School Admissions Code 2021, Longthorpe Primary School is required to consult, determine and notify their admission arrangements for schools for September 2021.

## 2. Determination of admission arrangements for September 2022-2023

- 2.1. The Board of Trustees of PKAT apply the regulations on admissions fairly and equally to those children who attend Longthorpe Primary School.
- 2.2. PKAT is the admission authority for Longthorpe Primary School and is responsible for setting the criteria for admission and for their interpretation. Longthorpe Primary School uses Peterborough City Council Admissions Service to co-ordinate the admission arrangements for Trust schools.
- 2.3. All schools in PKAT adhere to Peterborough's Fair Access protocol.

## 3. PKAT Primary School Information

- 3.1. Catchment areas for each school within PKAT are available via the Peterborough City Council website: <https://www.peterborough.gov.uk/residents/schools-and-education/school-admissions/>
- 3.2. The published admission number for September 2022 for Longthorpe Primary School is 60 children

## 4. Process for Admission

- 4.1. Admission of Children into the Early Years Foundation Stage – at the start of the academic year
  - a) The Department for Education (DfE) Admissions Code 2021 requires that admissions into the Foundation year group, at the beginning of the academic year, be coordinated by the Local Authority. This is in order to provide a better service to parents and carers. This co-ordination involves a common application form and a common timetable as described in the 'co-ordinated scheme'. Further information can be found on [www.peterborough.gov.uk/admissions](http://www.peterborough.gov.uk/admissions)
  - b) The Local Authority publishes a composite booklet entitled Primary Schools Admissions Booklet, published online each year. This provides parents and carers with information on the admission process, timetable and how parents can apply for a place in the school of their choice.
  - c) Parents have a right to express a preference for the school of their choice and they should do so using the online application service, [www.peterborough.gov.uk/admissions](http://www.peterborough.gov.uk/admissions).
- 4.2. Admission of children outside of their normal age group
  - a) Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1.
  - b) Parents requesting admission out of the normal age group will be assessed on a case-by-case basis.

## 5. In Year Admissions & Over Subscription Criteria

- 5.1. Longthorpe School uses Peterborough Local Authority Admissions Service to co-ordinate their admission arrangements. Longthorpe School will advise the Local Authority of all available places.
- 5.2. An application must be submitted to the Local Authority. They will respond, in writing, to advise whether an offer of a school place is available.
- 5.3. Longthorpe School does not always have enough places available for every child whose parents have applied for a place in a particular school. In this case the school will use an order of priority for admissions to the school.
- 5.4. This will be in addition to any specific arrangements to specialist provision. The order of priority for all other children is as follows:
  - a) A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence/care arrangements order or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).
  - b) Children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society
  - c) Children who are both living in the catchment area\* served by the school and have siblings\*\* of compulsory school age still attending the school at the time of their admission.
  - d) Other children living in the catchment area\* at the time of admission.
  - e) Children of members of teaching staff (working within the requested school), 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.
  - f) Children who do not live in the catchment area\* served by the school, but who have siblings\*\* of compulsory school age attending the school (or are attending an infant or junior school on the same site) at the time of their admission.
  - g) Other children whose parents have requested a place who live outside the catchment area\* of the school.

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*\*An alphabetical list of streets and their school catchment areas is available on the Peterborough City Council website.*

**\*\* Definition of siblings**

*The definition of a brother or sister sometimes referred to as a sibling: -*

- *a brother or sister sharing the same parents;*
- *a half-brother or half-sister where 2 children share one common parent;*
- *a step-brother or step sister, where two children are related by a parent's marriage - adopted children*
- *a child who has been adopted or is fostered by parents/carers who have other children.*
- *A brother or sister must be living at the same address as the child when the application is made.*

5.5. Tie-Breaker - In cases of equal merit, priority will be given to the child living nearest the school as measured by a straight line. Distance is measured in a straight line using the Local Land Property Gazetteer (LLPG) provided from the seed point located at the child's home address to the seed point for the school. The seed point is taken from the Ordnance Survey's (OS) Address-Base dataset. It is used to locate individual residential and school addresses using grid references as seed points.

## **6. Continuing Interest Lists (Waiting Lists)**

- 6.1. Continuing interest lists for all oversubscribed primary schools will be maintained by the Local Authority until co-ordination ends, i.e.31 August. Continuing Interest lists are held in strict oversubscription criteria order. Applicants will be ranked according to each individual school's oversubscription criteria and the Local Authority will continue to coordinate on behalf of Longthorpe School to allocate places from those lists, if places become available.
- 6.2. After the offer date there will be no distinction between 'on-time' and 'late' applications on continuing interest lists.
- 6.3. Longthorpe School will advise the Local Authority when a place becomes available. The Local Authority will then offer the place to the child who is at the top of the continuing interest list.
- 6.4. Parents will be asked to confirm that they wish to stay on a higher preference school's continuing interest list when accepting an offer of a place at a lower preference school. A child's details will not be added to a school's continuing interest list if a higher preference school has been offered. Refusal of a place when offered a preference school will automatically remove them from the continuing interest list.
- 6.5. If, after a child is offered a place at a lower preference school which they have not yet started, a place becomes available at a higher preference school and their name has been added to the continuing interest list for that school, the original offer will be withdrawn and a new offer is made. The reason for this is that the child will not yet have started or placed on roll at that lower preference school and we are obliged to meet a parent's highest preference. If a parent is happy to accept and keep the lower preferred offer, they must inform the Local Authority to remove them from the higher preference school's continuing interest list, or the offer for the lower preference will be withdrawn and their place (at the lower preferred school) will be offered on to the child who is top of the continuing interest list for that school.
- 6.6. After the offer date, if a parent wishes their child to be considered for an alternative school, a new application form must be completed listing the new order of preferences.

## **7. Appeals**

- 7.1. For any child subsequently refused a place, parents/carers will have the right to appeal against the decision, to an independent Appeals Panel.
- 7.2. Parents/carers wishing to appeal should contact: School Admissions Appeals Service

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