Meridian Trust

Admissions policy for year of entry 2027 - 2028

West Town Primary Academy

Approved by the Academy Council: September 2025

Review Date: Sept 2027 for year of entry 2029 - 2030

1. Introduction

1.1 The academy provides places for children aged 4 – 11. Admission to Early Years Foundation Stage EYFS is in September.

1.2 The catchment area that the Academy serves can be found on the Peterborough City Council website and then search for school catchment areas.

2. Admission Number

2.1 The planned admission number for the school for each of the reception intakes from September 2027 is 60.

3. Applications for the normal point of entry – Reception EYFS

3.1 Applications for admission to West Town Primary Academy, for a child in their first year of school to enter the EYFS reception class, should be made through the Peterborough Council coordinated admissions scheme. Details of how to apply can be found on the Peterborough City Council website: http://www.peterborough.gov.uk/children_and_families/schools/school_admissions.aspx

3.2 The closing date for applications for entry September 2027 is the date set by Peterborough City Council admissions authority and can be found on the council website as above.

3.3 Places will be offered by email / post on the date specified by Peterborough City Council.

4 Acceptance of an offer of a place

4.1 Where an offer of a place is made, the applicant should be notified that they have two weeks to accept the offer. Where an offer is not accepted the Academy Council reserves the right to withdraw the offer and the offer of a place to be made to the next applicant on the waiting list.

5 **Oversubscription criteria**

5.1 Children who have an Education, Health and Care plan (EHCP) which names West Town Primary Academy as the school will be admitted.

In the event of the number of applications received exceeding the Published Admission Number (PAN), priority for places will be allocated strictly against the following criteria in the order listed:

(i) Children in Care, also known as Looked after Children (LAC, CLA) and children who were looked after but ceased to be so by reason of adoption, a child arrangement order (residence order) or a

special guardianship order. children who appear to the Admission Authority to have been in state care (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society) outside of England but ceased to be so as a result of being adopted only.

(ii) Children whose home address is in the catchment area for the Academy with a sibling on role

(iii) Children whose home address is in the catchment area for the Academy

(iv) Children with an older brother or sister continuing at the school at the time of admission of the younger child

(v) Other children.

5.2 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 ordinance survey's (OS) Address-Base dataset. It is used to locate individual residential and school addresses using grid references as seed points.

5.3 A sibling is defined as a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner. In every case the child must be normally resident in the same family unit at the same address.

6 Waiting Lists

6.1 The Academy will operate a waiting list for each year group. Where in any year group the school receives more applications for places than there are places available, the places will be determined by ranking pupils according to the oversubscription criteria. This waiting list will be maintained by the Academy and it will be open to any parent to ask for his or her child's name to be placed on the list, following an unsuccessful application having previously been made to the school. Anyone wishing to remain on the waiting list will need to reapply in July as all lists will be cleansed at the end of the academic year.

6.2 Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in paragraph 5. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

7 In Year Admissions

7.1 Parents should apply by completing a City Council admission form which is available on the City Council website or can be supplied by the academy.

7.2 Once an application form is received, the academy will liaise with the City Council to clarify whether or not a place is able to be offered. If a place is not offered, the child will be put on the waiting list for a place when one becomes available. Places on the list are allocated in line with the oversubscription criteria.

8. Appeals

8.1 In the event of a place not being allocated, parents and relevant children will have the right of appeal to an independent appeal panel. The appeal panel will be independent of the academy. The arrangements for appeals will be in line with the School Admissions Code and the School Admission Appeals code published by the Department for Education as it applies to Academies, Free Schools, Foundation and Voluntary Aided Schools. The determination of the appeals panel will be made in accordance with the school Admissions appeal code and the decision will be binding on all parties.

8.2 The academy uses Peterborough City Council to manage its appeals who will prepare guidance for parents and relevant children about how the appeals process will work and a named contact who can

answer any enquiries parents may have about the process. Appeal forms are available from the city council website.

9. Additional Information

9.1 Additional information regarding Peterborough City Council's coordinated admissions process can be found online at www.peterborough.gov.uk

10. Home address

10.1 The home address is defined as the address of the adult with parental responsibility with whom the child normally lives and which applies at the time of application. A fraudulent claim to an address may lead us to withdraw an offer of a school place.

10.2 Applications based on future addresses can only be considered up to 6 teaching weeks before the child is expected to take up the place and upon confirmation of a minimum of six month tenancy agreement or exchange of contracts. Places will not be allocated until the child is resident in the address.

Glossary of terms

This list explains what some of the terms we use.

Admission Authority
This is the body which decides a school's admission arrangements. This is usually:
- The School Admissions Team for Community and Voluntary Controlled schools.
- The school for Voluntary Aided, Foundation, Academy, UTC and Free schools.

Admission number or PAN
This is the number of places available at point of transfer or normal entry year group of a school.

Age range
This means the ages of children educated at the different school phases.

Appeal Panel
This is an independent panel which hears appeals relating to school admissions decisions.

Children in public care (also known as Looked after Children)
Looked after children (LAC or CLA)
This is a 'looked after child' or a child who was previously 'looked after' but immediately after being 'looked after' became subject to an adoption, residence or special guardianship order. A 'looked after' child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

Department for Education
This is the government department responsible for education.

DfE number
This is a unique identification number allocated to a school.

Oversubscription admission criteria
List of criteria that are used, in rank order, to decide which children will be allocated places at a school should that school be oversubscribed.

Published Admission number (PAN)
The number of pupils it has been agreed can be allocated to each year of entry.