

Woodston Primary School

Academy Admission arrangements for 2026–27

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The Woodston Primary School is part of the Meridian Trust family of schools. It is the Trust who is the Admission Authority and is responsible for setting the rules which govern how admissions to our school are managed.

1. AIMS:

This policy aims to:

- Explain how to apply for a place at the school;
- Set out the school's arrangements for allocating places to the pupils who apply;
- Explain how to appeal against a decision not to offer your child a place.

2. LEGISLATION AND STATUTORY REQUIREMENTS

This policy is based on the following advice from the Department for Education (DfE):

- School Admissions Code (2021)
- School Admission Appeals Code (2022)

As an academy, the school is required by its funding agreement to comply with these codes and with the law relating to admissions as set out in the School Standards and Framework Act 1998.

3. HOW TO APPLY FOR A PLACE IN THE NORMAL ADMISSION ROUND

The normal admissions round is the period during which parents/carers can apply for state-funded school places at the school's normal point of entry (Reception), using the Common Application Form (CAF) provided by their home local authority.

Parents/carers should use the application form provided by their home local authority (regardless of which local authority the schools are in).

This form is used to express a preference for a minimum of 3 state-funded schools, in rank order.

All parents/carers who submit an on-time application (i.e. by midnight on 15th January) will receive an offer for a school place directly from their local authority on National Offer Day (16 April or the next working day).

Parents/carers living in Peterborough should visit the Peterborough School Admissions website.

4. PUBLISHED ADMISSION NUMBER

The school has an agreed intake of 90 children each year for entry into Reception. This is called the Published Admission Number or PAN.

The school will accordingly admit up to this number of pupils if there are sufficient applications. Where fewer applicants than the PAN are received, we will offer places at the school to all those who have applied. If there are more than 90 applications received, then we use the oversubscription criteria shown below to decide, fairly and clearly, which children will be offered a place.

We cannot normally go beyond this number in Reception, Years 1 or 2, because of the legal Infant Class Size limit of 30 children in all of these classes. In the later years the PAN is not so restrictive, and we can decide to vary from it if the organisation of the class or size of room so demands.

Places will first be allocated to children who have an Education, Health and Care (EHC) Plan that names the school as appropriate provision.

5. APPLICATION FOR RECEPTION PLACES

Applications should be made to the Local Authority where your child lives, and to whom you pay Council Tax. Applications will be processed as part of the normal Local Authority process for co-ordinating school offers for reception places.

For Peterborough City Council it can be seen at: www.peterborough.gov.uk and it is most important that you thoroughly read this information before making your application.

Applications can be made online at: [Apply for a primary school place | Peterborough City Council](#) or by filling in a Common Application Form available from the Local Authority Admissions Team or calling on 01733 864 007

Paper applications should be sent to the Local Authority, although you will get a quicker response by email if you apply online.

The closing date for applications is midnight on 15th January.

Offers will be made on 16 April or the next working day.

PLEASE NOTE: Attendance at any pre-school setting **does not** confer any special consideration for admission into the Reception year.

6. LATE APPLICATIONS FOR RECEPTION PLACES

All applications received after the closing date will be considered as late applications. Late applications will be processed after those received on time. *(If you were unable to apply by the closing date, and the admission authority agree that there are very exceptional reasons for an application being late, it will be considered as on time if it is received by the exceptional late date in the Co-ordinated Admissions Scheme and evidence is provided with your application. **This only applies in circumstances outside your control which made it impossible for the application to have been made on time.**)*

7. DEFERRED ENTRY INTO RECEPTION

Parents/carers offered a place in Reception for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. (The start of the term following their 5th birthday) This must be requested when the application is first made. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.

Parents/carers must make a formal request in writing (an email is sufficient) directly to the school in the first instance. The admission authority of the school will consider the request and make a decision on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of:

- The parent's/carer's views;
- Information about the child's academic, social and emotional development;
- Where relevant, the child's medical history and the views of a medical professional.
- Whether the child has previously been educated out of their normal age group;
- Whether the child may naturally have fallen into a lower age group if it were not for being born prematurely;
- The views of the Head teacher of the school concerned.

The admission authority of the school will set out clearly for parents/carers the reasons for their decision about the year group a child should be admitted to.

Parents/carers do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

Once the year group has been agreed, an application for that year group can be processed.

8. ADMISSIONS FOR YEARS OTHER THAN RECEPTION

If you are requesting a place for your child in other year groups, or for Reception after the normal admission round has finished, we have commissioned the Local Authority to manage the process for us.

The same rules apply as for the Reception children, except for those applying for a place in years 3,4, 5, and 6 where the strict 30 limit per class imposed by the Infant Class Size legislation does not always apply.

You can apply for a place at any time and your application will be dealt with under the statutory timescales. Details can be found at www.peterborough.gov.uk/residents/schools-and-education/school-admissions/moving-schools-in-year-transfer. If a place cannot be offered, then the child's name will automatically be placed on the waiting list until the end of the term in which you are seeking admission. If you wish your child to remain on the waiting list after that point, then you must ask for your continuing interest in a place to be noted.

9. ADMISSION OF CHILDREN OUTSIDE THEIR NORMAL AGE GROUP

Children will normally be educated within their chronological year group. However, you may request that your child is admitted outside his or her normal age group. We will make decisions on the basis of the circumstances of each case, and in the best interests of the child, in line with the School Admissions Code 2021.

You can make a request to the school in writing. This will need to include all supporting evidence. Meridian Trust will make a decision on the request based upon all the evidence available, and taking advice from all the relevant professionals, and will write to you with the outcome including the reasons for the decision. If the request is refused, you will be given the details of how to complain to the school.

The application form must be sent to the Local Authority where the child lives along with the decision letter from the school and other relevant evidence by the relevant closing date. Even if the request is agreed there is no guarantee there will be a place available if the year group is oversubscribed.

10. APPEALS

If you have been refused a place for your child at our school, you have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Information on how to make an appeal will be provided in the letter refusing your child a school place.

If parents/carers wish to submit supporting evidence after lodging their appeal, it should be e-mailed to appeals team at Peterborough city council within 10 working days of the submission of the appeal. Appeals for admissions at the normal point of entry must be lodged in writing, giving the reasons for appeal, by the date specified on the Peterborough city council appeals website. Appeals received after this date will still be heard, but there is no guarantee they will be heard before the end of the

school year in which the application is made.

NB: For appeals concerning places not offered during the normal admissions round, i.e. in-year places, appeals should be submitted within 30 school days of refusal of a place

11. WAITING LISTS

The school will operate a waiting list for each year group. This is managed for us by the Local Authority. Where we receive more applications for places than there are places available, the waiting list will operate until the 31st December. Your child's name will automatically be placed on the waiting list, if you have been refused a place. Your child's position on the waiting list will be determined solely in accordance with the oversubscription criteria, and not on the basis of the date when the application was received. When places become vacant, they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be re-ordered whenever anyone is added to, or leaves, the waiting list. This means that your child's position on the waiting list can move up, but can also go down. If you wish your child to remain on the waiting list after 31st December, you must ask for your continuing interest in a place to be noted.

12. OVER SUBSCRIPTION CRITERIA:

When there are more applications for places than there are places available, priority will be given in the following order:

1. SEND:

The Academy/School will admit children with a statement of special educational needs or disabilities which names Woodston Primary School as the appropriate school for the child and where we have agreed that we can meet the needs of the child.

2. Looked after children and all previously looked after children (definition below).

3. 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.

4. Other children living in the catchment area* at the time of admission.

5. Children of all members of staff at Woodston Primary 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.
6. Children who do not live in the catchment area* served by the school, but who have siblings* of compulsory school age attending the school at the time of their admission.
7. Other children whose parents have requested a place who live outside the catchment area**of the school.

** See **NOTES**, below for more detailed descriptions/definitions of how we use these terms.)*

13. TIE BREAK

If a tie-break is necessary to determine which child is admitted, the child living closest to the school measured in a straight line will be given priority for admission.

If there are two or more children with exactly the same circumstances, (e.g., the same distance measurement), then Random Allocation, undertaken by a person unconnected with the school or the Trust, will be used as a tie-break to decide who has highest priority for admission.

14. NOTES:

1. Admission Authority:

This refers to the Meridian Trust.

2. Local Authority/LA:

This refers to Peterborough City Council's Education department.

Definitions

Looked after children are children who, at the time of making an application to a school, are:

- In the care of a local authority, or

- Being provided with accommodation by a local authority in exercise of its social services functions.

Previously looked after children are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order.

This includes children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

Children of UK Service Personnel (UK Armed Forces) and Crown Servants:

For families of service personnel with a confirmed posting, or crown servants returning from overseas, the School Admissions team will:

Pa) allocate a place 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. Admission authorities (i.e. bodies such as the local authority, academy trusts and governing bodies of schools) must not refuse to process an application and must not refuse a place solely because the family do not yet have an intended address, or do not yet live in the area.

b) use the address at which the child will live when applying their oversubscription criteria, as long as the parents/carers provide some evidence of their intended address. Admission authorities must use a Unit or quartering address as the child's home address when considering the application against their oversubscription criteria, where a parent/carer requests this.'

Siblings: A sibling is defined as a child's brother or sister. A sibling must be living at the same permanent address and as part of the same family unit (one or two parents/carers plus children) to qualify under this criterion. For School Admissions purposes, the term sibling includes:

- half-brothers and half-sisters

- step-brothers and step-sisters
- adopted children
- children in foster care
- children living in the same family unit, even if they are not biological brothers and sisters – for example when the parents/carers are not married/in a civil relationship.
- Cousins are not regarded as siblings.

Home Address (child's): The child's home address is defined as the address at which the child normally resides with their parent/carer on the closing date for applications. When we refer to a child's home address, we mean the permanent residence of the child. This address should be the child's only or main residence which is:

- owned by the child's parent(s)/carer(s) or
- leased to or rented by the child's parent(s)/carer(s) under a lease or written rental agreement of not less than six months' duration.

When parents/carers live separately and the child spends time with each parent, the home address will be treated as the place where the child sleeps for most of the school week (i.e. Sunday night – Thursday night inclusive).

If the child spends equal amounts of time at two addresses, the parents/carers must agree which address they wish to be the child's main address.

Documentary evidence of ownership or rental agreement may be required together with proof of actual permanent residence at the property concerned.

Catchment Area: Area as defined by Peterborough City Council and can be found on the admissions page or can be requested from the school.

Distance Measurements:

Distances are measured on a straight-line basis from the address point of the child's home to the address point of the school, using a geographical information system. Each address has a unique address point established by the most valuable elements from the National Land and Property Gazetteer (NPLG), Ordnance Survey Master Map, Royal Mail Postal Address File and The Valuation Office Agency. The address point for a property does not change.

Children of staff:

Staff refers to all employed at Woodston Primary School as their principal place of work. Staff members must either have been employed for 2 year or more, or be filling a role of demonstrable skills shortage

Multiple Birth Groups: In the case of twins or other siblings from a multiple birth, if the last child to be admitted is from a multiple birth group, the other children in the group will also be offered places, even if it means exceeding the Published Admission Number.

In the case of siblings (see definition above) in the same year group, where there is only one place remaining which is to be offered to one sibling, the other too will be offered a place.

15. Fraudulent or Misleading Applications

The admissions authority (or the LA processing an application on behalf of the admission authority) has the right to investigate any concerns we may have about an application and to withdraw the offer of a place if it is considered that there is evidence that an applicant has made a fraudulent claim or provided misleading information.

16. Conflicting Applications

The LA can only process one application per child. Where more than one adult shares parental responsibility and if the adults live at different addresses, it is important that an agreement be reached on which schools to apply for, prior to making the application. If multiple applications are received for the same child with conflicting address and/or preferences, or the School Admissions Team is made aware of a dispute between two parents, all applications will be placed on hold and will **not** be processed until:

- a new single application is made, signed by all parties; or

- written agreement is provided from both parents indicating which application they have agreed on; or
- a court order is provided confirming which parent's application carries precedence.

If no agreement can be made, parents are recommended to seek legal advice. If an agreement cannot be reached before the closing date, this may affect the chances of your child being allocated a place at your preferred school/s.

17. Late Applications

Late applications are any common application forms (for the normal point of entry) received by the local authority after its statutory closing date of 31 October. Late applicants will not receive an offer of a school place by the local authority on National Offer Day (1 March or the next working day).

Late applications will be processed in the subsequent rounds of allocations between April and July (for more details, refer to the local authority's timescales in their co-ordinated scheme on their website)

18. Admissions policy review

This policy will be reviewed and approved by the Academy Council annually.

19. Consultation

When changes are proposed to the school's admission arrangements, the Academy Council will consult on their admission arrangements (including any supplementary information form) that will apply for admission applications during the following offer year. Where the admission arrangements have not changed from the previous year, there is no requirement to consult, subject to the requirement that admission authorities must consult on their admission arrangements at least once every 7 years, even if there have been no changes during that period.

20. Determination

The admission authority will determine (i.e. formally agree) the admission arrangements for the next offer year by 28 February in the determination year, even if they have not changed from previous years and a consultation has not been required.