

DETERMINATION OF THE CO-ORDINATED SCHEME FOR SECONDARY SCHOOLS

The co-ordinated scheme for Secondary admissions in Peterborough for September 2010 is set out below. The co-ordinated scheme will apply the 'All Preferences Equal' system. This is now the statutory required method of allocating school places. This scheme applies to all parents resident in the area covered by Peterborough City Council.

WHAT A PARENT HAS TO DO

A copy of the Secondary Admissions Booklet along with the Common Application Form (see below) will be made available to all Year 6 pupils on roll at every Peterborough Primary/Junior school. Copies of the Booklet will also be sent to neighbouring Local Authority Schools, will be available at Peterborough Direct, Bayard Place, Broadway, Peterborough and will be available on the Council's website.

Using the common application form (see below) or using the on-line application option, parents will be able to name up to three schools, ranking these in their preferred order.

Parents are expected to return the paper application form to their Primary/Junior school by the closing date (see below). The preferences stated will all be considered regardless of the ranked order, but an allocation will be made based on the ranking preference.

For children not attending Peterborough Junior/Primary schools, application forms should be returned by parents direct to the home Local Authority's Admission Team (i.e. that which covers the areas in which they live).

Parents may be asked to provide proof of address and/or date of birth by the Local Authority at the data processing stage.

Application forms received after the closing date will be treated as 'late' and will be dealt with after all on-time applications have been processed and places allocated.

Applications submitted after the closing date will be accepted where a parent can demonstrate a valid reason for not meeting the closing date in accordance with the terms under the School Admissions Code. This mainly refers to parents moving into the area. These applications will be incorporated into the allocations process.

The Common Application Form

Every parent living in the Local Authority's area will have the opportunity to complete a common application form, or apply on-line, listing up to three secondary schools in their preferred rank order, along with the opportunity to state reasons for their requests.

Supplementary Information Forms (SIF)

Secondary Aided Schools, Foundation Schools and the Academies may require parents to complete supplementary information forms (SIFs). These should be returned direct to the relevant Secondary school.

The Closing Date

The closing date by which parents should submit their application is **31 October 2009**. Online applications may be submitted up to midnight on that date.

It is important that parents only submit one method of application, i.e. if they apply on-line they should not submit a paper application.

For children not attending Peterborough Junior/Primary schools, application forms should be returned by parents direct to the home Local Authority's Admission Team (i.e. that which covers the area in which they live).

Changing Preferences

Once the closing date for applications has passed, the Local Authority will not allow preferences to be changed without a genuine reason for doing so, for example, if the family has recently moved address.

Reply Slips

Parents are required to accept/refuse the allocation of a school place within 2 weeks of the offer letter being received. Reply slips (enclosed with the offer letter) should be returned to the Local Authority.

Parents should not refuse the offer of a place unless they are certain of a place at an alternative school. (This will not take away your rights of appeal for any school of your choice, but will ensure that your child does have a school place assured.)

PRIMARY/JUNIOR SCHOOL ACTION

Primary/Junior schools will distribute the Secondary Admissions Booklets to all pupils on roll in Year 6.

Junior and Primary schools are required to submit any completed forms it receives to the Local Authority by week commencing **2 November 2009**.

Primary/Junior schools will check the data held on SAM (Schools Admissions Module) for accuracy and omissions.

LOCAL AUTHORITY ACTION

The Local Authority will prepare a booklet each year to help parents to understand the school admissions process. This will contain as much information as possible including the admissions criteria for all Peterborough Secondary Schools, details of the allocations process and the relative rules and definitions used in the process (all of which are referenced to the School Admissions Code).

The Local Authority will input the data supplied by parents on the application forms into the Allocations system.

The Local Authority will exchange application data with other Local Authorities where there are cross-border applications.

The Allocation Process

The LA, using parental preference data and the admission criteria for all Peterborough schools will allocate places according to each parent's preference ranking as follows:

- Where a parent's first preference can be met, a place will be allocated at that school. The Local Authority will not consider any lower ranked preferences.
- Where a parent's first preference cannot be met, but the second preference can be met, a place will be allocated at the second preference school. The application for the first preference will be placed on the reserve list for that school and ranked according to the school's oversubscription criteria.
- Where a parent's first and second preference cannot be met, but the third preference can be met, a place will be allocated at the third preference school. The application for the first

preference and the second preference will be placed on the reserve list for those schools and ranked according to the school's oversubscription criteria.

- Where none of the parent's preferences can be met, a place will be allocated at the nearest school with available places (as long as the child resides in the Peterborough area).

PCC will, wherever possible, take account of higher preference offers that can be made by another Local Authority.

Offer Letters

Parents will receive one offer of a school place which will be sent by the Local Authority on:

Monday 1 March 2010.

Offer letters will provide parents with the reasons for refusing their child at their first, second or third preference schools (if applicable). It will explain that they have the right to appeal against those refusals and the process of the appeals procedure.

Waiting Lists

Waiting lists will operate until at least the end of the Autumn term.

Children will be ranked on the waiting list in the same order as the oversubscription criteria regardless of when an application was made.

Children who are subject of a direction by the Local Authority to admit or who are allocated to a school in accordance with a Fair Access Protocol must take precedence over those on a waiting list.

From the 2010-2011 academic year, local authorities must formulate schemes for co-ordinating applications made during the academic year and applications for admissions to age groups other than the normal year of entry ('in year applications').

The Local Authority will formulate a scheme for the 2010-2011 academic year by 1st January 2010. The scheme will comply with all the requirements of the Schools Admissions Code

MOVING INTO THE AREA OR CHANGE OF SCHOOL ALLOCATED

If families move into the area outside of the normal admissions round, or if they wish to change their child's school, they should approach the Local Authority and complete an application form.

This process is subject to the change in arrangements detailed above under 'Waiting lists' and will be addressed in the new arrangements.

**Secondary Admissions
Timetable for September 2010
YEAR 7 INTAKE**

Date	Action
August 2009	Admissions & Transport meet with SEN and ETCiC Teams
8 September 2009	AUTUMN TERM STARTS
September 2009	Secondary booklet (with application form) distributed to Junior/Primary/Secondary Schools. Booklet available on-line. On-line application facility available
September/October 2009	Open Evening Visits
September/October 2009	Primary schools forward completed application forms to the LA (via courier service) LA begin to process completed application forms
31 October 2009	Closing date for application forms Online system closes at midnight
From 1 November 2009	Any application forms received from this date will be clearly marked/tagged 'LATE' and dealt with accordingly
26 to 30 October 2009	HALF TERM
2 November 2009	Headteachers of Junior/Primary Schools forward the remaining completed preference forms to the Admissions Team via the courier service
16 November 2009	Primary schools to have checked SAM ¹ and reported any anomalies
4 December 2009	Export of data to other Local Authorities
December 2009	Allocation of places for children with Special Needs completed
19 December 2009 to 4 January 2010	CHRISTMAS HOLIDAYS
22 January 2010	Final allocation process begins
25 January 2010	Final date for consideration of new applicants to Peterborough or any change of address requests
8 January 2010	Voluntary Aided, Foundation and Academy to have completed ranking of applications
5 February 2010	LA exchanges data with VA & Foundation schools and other LAs and adjusts allocations accordingly
15 to 19 February 2010	HALF TERM Printing of letters
1 March 2010	Letters to parents notifying them of allocated school with reply slip, to be returned to the Local Authority, stating their acceptance/refusal of the place offered
31 March 2010	Deadline for parent to return appeal papers (in order to be heard by end of school year)
27 March to 11 April 2010	EASTER HOLIDAYS
From May 2010	Admission Appeals
4 May 2010	Late application allocation day for those applications received after 25 February 2010
31 May 2010 to 4 June 2010	HALF TERM
6 July 2010	Statutory deadline by which appeals lodged by the March closing date must be heard
21 July 2010	END OF SUMMER TERM

¹ SAM is the Schools Admissions Module of the Tribal Admissions System

Secondary Community Schools Proposed Published Admission Numbers (PAN) for 2010

School	Year 7 PAN 2009	Year 7 Proposed PAN for 2010	Year 12* Current PAN	Year 12 Proposed PAN for 2010
Bushfield College	140	140	50	50
Hampton College	120	120	5	5
Ken Stimpson Community School	210	210	20	20

DETERMINATION OF THE CO-ORDINATED SCHEME FOR PRIMARY/INFANT/JUNIOR SCHOOLS

The co-ordinated scheme for Primary/Infant/Junior admissions in Peterborough for September 2010 is set out below. The co-ordinated scheme will apply the 'All Preferences Equal' system. This is now the statutory required method of allocating school places. This scheme applies to all parents resident in the area covered by Peterborough City Council. Any non-resident parent seeking a Peterborough school place should contact the Local Authority for further information.

Parents of Year 2 children attending Infant schools who are due to transfer into Year 3 and wish for a Year 3 place at a Junior/Primary school will be supplied with an admission booklet and application form by their current Peterborough school. Any other parent seeking a Year 3 place should request a copy of the admissions booklet. Parents will need to complete an application form and the process for the Year 3 requests will use the same timetable, including closing date, as the process for Reception Year requests. As for Reception Year applications, parents may choose to apply on-line rather than by using the paper form.

WHAT A PARENT HAS TO DO

The Local Authority will deliver the Primary Booklet to all Nursery settings for hand delivery to all children registered with them who are due to start school in September 2010. All Primary Schools will receive a supply of Primary Booklets for distribution to parents who request copies. Copies of the Booklet will also be available from Peterborough Direct at Bayard Place, Broadway, Peterborough and on the Council's website.

The Local Authority will make every effort to publicise the process and to make application forms available to parents (see below under Local Authority Action), but it is a parent/carers responsibility to register a child for admission to school before the closing date.

Using the common application form (see below) or using the on-line application option, parents will be able to name up to three schools, ranking these in their preferred order.

Parents are expected to return the paper application form to the home Local Authority by the closing date (see below). The preferences stated will all be considered regardless of the ranked order, but an allocation will be made based on the ranking preference.

Parents may be asked to provide proof of address and/or date of birth by the Local Authority at the data processing stage.

Application forms received after the closing date will be treated as 'late' and will be dealt with after all on-time applications have been processed and places allocated.

Applications submitted after the closing date will be accepted where a parent can demonstrate a valid reason for not meeting the closing date in accordance with the terms under the School Admissions Code. This mainly refers to parents moving into the area. These applications will be incorporated into the allocations process.

The Common Application Form

Every parent living in the Local Authority's area will have the opportunity to complete a common application form, or apply on-line, listing up to three Primary/Infant/Junior schools in their preferred rank order, along with the opportunity to state reasons for their requests.

Supplementary Information Forms (SIF)

Primary/Infant/Junior Aided and Foundation Schools may require parents to complete supplementary information forms. These should be returned direct to the relevant school.

The Closing Date

The closing date by which parents should submit their application is **11 December 2009**. On-line applications may be submitted up to midnight on that date.

It is important that parents only submit one method of application, i.e. if they apply on-line they should not submit a paper application.

For children who live outside of the Peterborough Local Authority area but who wish to apply for a place at a Peterborough school, the Peterborough common application form must be completed and returned to the Peterborough Local Authority.

Changing Preferences

Once the closing date for applications has passed, the Local Authority will not allow preferences to be changed without a genuine reason for doing so, for example, if the family has recently moved address.

Reply Slips

Parents are required to accept/refuse the allocation of a school place within 2 weeks of the offer letter being received. Reply slips (enclosed with the offer letter) should be returned to the Local Authority.

Proof of address and date of birth

Primary/Infant/Junior schools may request sight of proof of address and/or date of birth only once an offer has been made. An offer may be withdrawn if it is proved that a fraudulent application has been made.

PRIMARY/INFANT/JUNIOR SCHOOL ACTION

Junior and Primary schools are required to submit any completed forms they receive to the Local Authority preferably by the closing date but by the end of the Autumn Term.

Primary/Junior schools will check the data held on SAM (Schools Access Module) for accuracy and omissions.

Schools may request, on behalf of the Admissions Authority, proof of the parent's address and the date of birth of the child only after an offer has been made.

LOCAL AUTHORITY ACTION

The Local Authority will prepare a booklet each year to help parents to understand the school admissions process. This will contain as much information as possible including the admissions criteria for all Peterborough Primary/Infant/Junior schools, details of the allocations process and the relative rules and definitions used in the process (all of which are referenced to the School Admissions Code).

Posters advertising the publication of the Primary Booklet, where to obtain a copy and the closing dates for applications to be received will be made available for display in the following places:

- All Primary, Infant and Junior Schools
- All Children's Centres
- All Nursery/Pre-School settings
- Every Peterborough Library
- Every Peterborough Doctor's Surgery

The posters will also refer to information being available in several different languages.

The Local Authority will input the data supplied by parents on the application forms into the Allocations system.

From Monday 22 March 2010 Primary schools will be contacted where parents with children transferring from Infant schools have expressed a preference for a Year 3 place. They will be asked to check the availability of spare places in their current Year 2. If places are available, Primary schools are required to reserve that place until September 2010.

The Allocation Process

The LA, using parental preference data and the admission criteria for all Peterborough schools will allocate places according to each parent's preference ranking as follows:

- Where a parent's first preference can be met, a place will be allocated at that school. The Local Authority will not consider any lower ranked preferences.
- Where a parent's first preference cannot be met, but the second preference can be met, a place will be allocated at the second preference school. The application for the first preference will be placed on the reserve list for that school and ranked according to the school's oversubscription criteria.
- Where a parent's first and second preference cannot be met, but the third preference can be met, a place will be allocated at the third preference school. The application for the first preference and the second preference will be placed on the reserve list for those schools and ranked according to the school's oversubscription criteria.
- Where none of the parent's preferences can be met, a place will be allocated at the nearest school with available places (as long as the child resides in the Peterborough area).

Offer Letters

Parents will receive one offer of a school place which will be sent by the Local Authority on **Wednesday 28 April 2010**. Offer letters will provide parents with the reasons for refusing their child at their first, second or third preference schools (if applicable). It will explain that they have the right to appeal against those refusals and the process of the appeals procedure.

Waiting Lists

Waiting lists will operate until at least the end of the Autumn term.

Children will be ranked on the waiting list in the same order as the oversubscription criteria regardless of when an application was made.

Children who are subject of a direction by the Local Authority to admit or who are allocated to a school in accordance with a Fair Access Protocol must take precedence over those on a waiting list.

From the 2010-2011 academic year, local authorities must formulate schemes for co-ordinating applications made during the academic year and applications for admissions to age groups other than the normal year of entry ('in year applications').

The Local Authority will formulate a scheme for the 2010-2011 academic year by 1st January 2010. The scheme will comply with all the requirements of the Schools Admissions Code

MOVING INTO THE AREA OR CHANGE OF SCHOOL ALLOCATED

If families move into the area outside of the normal admissions round, or if they wish to change their child's school, they should approach the Local Authority and complete an application form. This process is subject to the change in arrangements detailed above under 'Reserve/Waiting lists' and will be addressed in the new arrangements.

**Primary Admissions
Timetable for September 2010
RECEPTION YEAR AND YEAR 3 INTAKE**

Date	Action
August 2009	Admissions & Transport meeting with SEN and ETCiC Teams
8 September 2009	AUTUMN TERM STARTS
First week of school term September 09	Primary Admissions Booklet (with application form) distributed to Early Years settings and primary schools. Posters sent to Early Years settings, schools, doctor's surgeries, and children's centres. Booklet available on-line. On-line application facility available
September/October 2009	Schools forward completed application forms to LA (via courier service) LA begin to process forms
26 to 30 October 2009	HALF TERM
w/c 2 November 2009	Press release alerting parents to the deadline for applications to be received
w/c 16 November 2009	LA emails Infant schools requesting they chase up parents to return their application forms for Year 3 places
11 December 2009	Closing date for application forms to be returned by parents Online system closes at midnight
From 12 December 2009	Any application forms received from this date will be clearly marked/tagged 'LATE' and dealt with accordingly Schools send all on-time applications by beginning of next term
19 December 2009 to 4 January 2010	CHRISTMAS HOLIDAYS
29 January 2010	Schools to have checked SAM ² and reported any anomalies
15 to 19 February 2010	HALF TERM
By 26 February 2010	Aided and Foundation schools, apply their own admission criteria and rank the preferences received via SAM
22 March 2010	Primary schools contacted regarding year 3 places and asked to reserve a place
April 2010	Allocation of places for children with Special Needs and LAC completed
1 April 2010	Final date for consideration of new applicants to Peterborough or any change of address requests
27 March to 11 April 2010	EASTER HOLIDAYS
By 23 April 2010	In discussion with Aided and Foundation schools, late applications are allocated and letters printed by LA
28 April 2010	Letters to parents notifying them of allocated school, with reply slip to be returned to the Local Authority, stating their acceptance/refusal of the place offered
29 April onwards	Schools and LA work together in processing acceptances and refusals of school places
19 May 2010	Deadline for parent to return appeal papers (in order to be heard by end of school year)
31 May 2010 to 4 June 2010	HALF TERM
11 June 2010	Late application allocation day for applications received after 1 April 2010
21 July 2010	END OF SUMMER TERM

² SAM is the Schools Admissions Module of the Tribal Admissions System

Primary Community and Voluntary Controlled School proposed published admission numbers (PAN) for 2010

School	PAN 2009	Proposed PAN for 2010	School	PAN 2009	Proposed PAN for 2010
Abbotsmede Primary School	60	60	Newborough VC Primary School	30	30
Barnack CE Primary School	17	17	Northborough Primary School	30	30
Bishop Creighton Primary School	30	30	Norwood Primary School	30	30
Braybrook Primary School	30	30	Oakdale Primary School	30	30
Brewster Avenue Infant School	60	60	Old Fletton Primary School	40	40
Castor VC Primary School	25	25	Parnwell Primary School	45	45
Discovery	60	60	Paston Ridings Primary School	60	60
Dogsthorpe Infant School	90	90	Queen's Drive Infant School	70	70
Dogsthorpe Junior School	90	90	Ravensthorpe Primary School	30	30
Eye VC Primary School	48	48	St Botolph's VC Primary School	60	60
Eyrescroft Primary School	60	60	Southfields Infant School	60	60
Fulbridge School	90	90	Southfields Junior School	60	60
Gladstone Primary School	60	60	Stanground St John's VC Primary School	30	30
Gunthorpe Primary School	60	60	The Beeches Primary School	75	90
Hampton Hargate Primary School	90	90	The Duke of Bedford Primary School	30	30
Hampton Vale Primary School	60	60	Thorpe Primary School	60	60
Heritage Park Primary School	30	30	Watergall Primary School	45	45
Highlees Primary School	45	45	Welbourne Primary School	30	30
John Clare Primary School	15	15	Welland Primary School	30	30
Leighton Primary School	50	50	Werrington Primary School	60	60
Longthorpe Primary School	60	60	West Town Primary School	45	45
Matley Primary School	45	45	Winyates Primary School	30	30
Middleton Primary School	45	45	Wittering Primary School	90	90
Nene Valley Primary School	45	45	Woodston Primary School	30	30
Newark Hill Primary School	60	60			