On this page:

- Introduction
- Timetable
- Before you apply
- Moving schools due to moving home
- Changing schools if your child has Special Educational Needs
- Changing schools for looked after children
- UK service personnel/crown agents
- Apply for a school place

Introduction

An in-year admission could be:

- a move between Peterborough schools, or
- a move to a Peterborough school from a school in a different county, or country.

To apply for a place at a school outside of Peterborough you will need to apply to the local authority which the new school is located.

You can submit an application for a school place up to 30 school days before the intended start date. When we have received a complete application, along with the appropriate documentary evidence, (proof of your Peterborough address and Student Details form where your child is moving from one Peterborough School to another) we process applications following the timetable found below.

Please note: Your reason for applying or your circumstances may affect how you apply. Please ensure you read through the information on this page to get the best experience of the In-Year Admissions process.

Timetable

In Year applications received now will be processed for the new 2019 school year.

Applications made after 12 July 2019 cannot be guaranteed an offer of a place for the start of the new school year due to school summer holiday break. Some schools may not agree for offers to be made in the school holidays. If this is the case, your application will be considered in our first September allocation.

<table>
<thead>
<tr>
<th>Allocation dates (week commencing)</th>
<th>Deadline for applications to be received is 12pm midday</th>
<th>Offer letters to be sent (no later than)</th>
</tr>
</thead>
<tbody>
<tr>
<td>15 July 2019</td>
<td>12 July 2019</td>
<td>19 July 2019</td>
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<tr>
<td>Applications received after 12 July 2019 will be processed during the holidays where schools wish for the team to make offers.</td>
<td></td>
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<tr>
<td>9 September 2019</td>
<td>6 September 2019</td>
<td>13 September 2019</td>
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<tr>
<td>23 September 2019</td>
<td>20 September 2019</td>
<td>27 September 2019</td>
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<tr>
<td>7 October 2019</td>
<td>4 October 2019</td>
<td>11 October 2019</td>
</tr>
<tr>
<td>Half term (21 - 25 October 2019)</td>
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<tr>
<td>28 October 2019</td>
<td>25 October 2019</td>
<td>1 November 2019</td>
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<tr>
<td>11 November 2019</td>
<td>8 November 2019</td>
<td>15 November 2019</td>
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<tr>
<td>9 December 2019</td>
<td>6 December 2019</td>
<td>13 December 2019</td>
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<tr>
<td>Christmas holiday (19 December 2019 - 3 January 2020)</td>
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</tbody>
</table>
6 January 2020 | 3 January 2020 | 10 January 2020
20 January 2020 | 17 January 2020 | 24 January 2020
3 February 2020 | 31 January 2020 | 7 February 2020

**Half term (17 - 21 February 2020)**
24 February 2020 | 21 February 2020 | 29 February 2020
9 March 2020 | 6 March 2020 | 13 March 2020
23 March 2020 | 20 March 2020 | 27 March 2020

**Easter holiday (2 - 17 April 2020)**
20 April 2020 | 17 April 2020 | 24 April 2020
5 May 2020 | 1 May 2020 | 8 May 2020
18 May 2020 | 15 May 2020 | 22 May 2020

**Half term (25 - 29 May 2020)**
8 June 2020 | 5 June 2020 | 12 June 2020
22 June 2020 | 19 June 2020 | 26 June 2020
13 July 2020 | 10 July 2020 | 17 July 2020

**Before you apply**

If you are changing from one Peterborough school to another you will need to ask your current school to complete a student details form. You will need to send the completed form with your in-year application. Your application will not be processed without this form.

If you are applying under academic or religious grounds, you may also need to complete a Supplementary Information Form (SIF) and send this to the school so they have it when they receive a request for a school place from us.

Many issues that worry parents/carers and children can be put right without the need to move schools. Before you consider changing your child's school, we recommend that you reflect and discuss the move with your child's tutor/head of year or head teacher prior to making an application.

It is important that you think carefully before moving your child from their current school.

Please read our leaflet of ‘things to consider’ to ensure you are fully aware of some of the issues that can affect your child moving school.

**Your catchment school**

It is strongly recommended that you choose your catchment school as one of your three school preferences, even if there are currently no places available, as this may affect your entitlement to transport, should it not be possible to offer a place at this school. Please read our Frequently Asked Questions for more details.

In a small number of cases, your child's address may be in the catchment area for a school that falls under a neighbouring local authority. If this is the case for your child's home address, you should make your application to that local authority.

We also encourage you to find out more about schools in Peterborough by:

- Checking you're applying to the correct council [here](https://www.gov.uk/find-local-council)
- Checking your school catchment areas
- Visit the school directory to see school info and visit websites
- Reading Ofsted reports [here](https://reports.ofsted.gov.uk/) for the schools you are considering
- Checking Department for Education performance tables [here](https://www.compare-school-performance.service.gov.uk/schools-by-type)
Moving schools due to moving home

For cases in which you are seeking an in-year transfer due to moving home, you will need to provide proof of your new address with your application.

If you are unable to provide proof of your new address, you can apply using your old address. However, this may affect how your application is considered against the over subscription criteria for your chosen schools and your position on the school’s waiting list, should your preferred school be full.

Moving from abroad

UK law states that children must be receiving an education between the school term after their fifth birthday and the last Friday in June in the school year that they turn 16.

If you are moving from overseas, temporarily or permanently, your child may be eligible for a school place. You will need to provide proof of your new address. Your child must be:

- aged between 4 and 16
- intending to attend a Peterborough school for at least 30 school days

Please note: If you are applying for a Year 11 school place between April and July, please do not submit an application. This is due to GCSE exams and study leave taking place during this period.

Please email admissions@peterborough.gov.uk for further guidance and include your full name, address and contact details. We only process applications for Peterborough state schools. We do not manage admissions for independent (fee paying) schools.

Find more information on standard visitor visas (https://www.gov.uk/standard-visitor-visa) and study visas (https://www.gov.uk/study-visit-visa) on Gov.uk.

Changing schools if your child has Special Educational Needs

If your child has an Education, Health and Care Plan or Statement of Special Educational Needs, you will need to contact the Statutory Assessment and Monitoring Service (SAM) instead of the Admissions Team. Find out more on our Family Information Service website (https://fis.peterborough.gov.uk/#/peterborough/directory/family-page?familyChannel=5).

You may also like to contact the SAM Service on 01733 863733 or by email to SENTeam@peterborough.gov.uk

Changing schools for looked after children or previously looked after children

Under the School Admissions Code, children who are looked after or have previously been looked after are granted a priority in admissions arrangements.

A child is looked after by a local authority if a court has granted a care order to place a child in care, or a council’s children’s services department has cared for the child for more than 24 hours.

Applications for looked after children must be made by the Social Worker involved with the child or documentation attached to your application to say that their social worker is in agreement with the application.

A previously looked after child is defined as a child who following being looked after became subject to:
an Adoption Order under the Adoption Act 1976 or Section 46 of the Adoption and Children Act 2002
a Residence or Child Arrangement Order under Section 8 of the Children Act 1989 and amended by Section 12 of the families Act 2014
Special Guardianship Order under Section 14a of the Children Act 1989
For previously looked after children you will need to provide evidence that they were previously looked after and attach this to your application.

UK service personnel/crown agents

If you provide an official government letter stating your relocation date and intended address, we can allocate a school place in advance.

We will accept a Posting Order, or a quartering area address for applications from service personnel in the absence of a permanent home address.

You will need to provide this documentation with your application.

Apply for a school place

You make your online application using our Parent Portal.

If you have previously used the Parent Portal to make a Reception, or Year 7 application in Peterborough, you can choose the option to log in using your previous log in details.

If you have not previously used the Parent Portal, you will need to create a new account and follow the on-screen instructions.

You will need to make an application per child, based on your child’s home address.

When you apply we strongly recommend using all three preferences of which one is your catchment school. If you apply to one school, and we are unable to make an offer for this school, the offer you receive may be a school you would not have chosen for your child.

Please also check that you are not including any schools that administer their own in-year admissions as one of your three preferences (see Frequently Asked Questions).