



# ALL SAINTS' CHURCH OF ENGLAND PRIMARY SCHOOL

## **Admissions Policy 2024-2025**

*"Learning to love; loving to learn"*

"A new command I give you, Love one another.  
As I have loved you, so you must love one another."

John 13:34

## Admissions Policy for Academic Year 2024-25

All Saints' Church of England Primary School is a Voluntary Aided school. The Governing Body of a Voluntary Aided school is the admission authority and has responsibility for the admission of children to the school.

Peterborough City Council is responsible for co-ordinating all applications for places in the school. All applications must be made online (<https://admissions.peterborough.gov.uk>).

A copy of the policy for All Saints' Primary School is contained in the booklet, on the school's website ([www.allsaints.peterborough.sch.uk](http://www.allsaints.peterborough.sch.uk)) and is on display in the school foyer. **The Governing body agreed this policy on 6<sup>th</sup> December 2022.**

The Governing Body will admit up to the Published Admission Number of **60** pupils into any year group, which is available for admission.

The governors will admit children with a Statement of Special Educational Needs (SEN) or Education, Health and Care Plan (EHCP) issued by a Local Authority, where this school is named as the most appropriate setting for the child.

### OVERSUBSCRIPTION CRITERIA

When there are more applications than there are places available, the governors will admit pupils according to our school's oversubscription criteria which are ranked in order of priority as follows:

1. From the 1<sup>st</sup> September 2021 a IAPLAC (internationally adopted previously looked after child) or a child who was previously looked after (PLAC) but immediately after being looked after was adopted or became subject to a child arrangements order, or special guardianship order. A looked after child (LAC) is a child who is (a) in the care of a local authority (including those in state care outside of England) 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's Act 1989) at the time of application to a school.
2. Children or children of parent(s)/carer(s) who are worshipping members of All Saints' Parish Church, Park Road, Peterborough or children who have been baptised at All Saints' Parish Church, Park Road, Peterborough. **These applications must be accompanied by a Supplementary Information Form (see definition below).**
3. Children or children of parent(s)/carer(s) who are worshipping members of or children who have been baptised in any church which is located in the City of Peterborough and is a member of Churches Together in Britain & Ireland or the Evangelical Alliance who do not qualify under (3) above. **These applications must be accompanied by a Supplementary Information Form (see definition below).**
4. Siblings of children attending this school at the anticipated time of admission who are living with their parent(s)/carer(s) within the Ecclesiastical Parish of All Saints' Parish Church, Park Road, Peterborough. See sibling definition, residency definition and parish definition below.
5. Children living with their parent(s)/carer(s) within the Ecclesiastical Parish of All Saints' Parish Church, Park Road, Peterborough. See residency definition & parish definition below.

6. Children of permanent staff employed directly by the school provided they have been employed at the school for at least two years at the time of admission or have been appointed to meet a demonstrable skills shortage.
7. Children who have a sibling attending this school at the anticipated time of admission who do not qualify under Category 5 above. See sibling definition below.
8. Children of parent(s)/carer(s) who wish their child to be educated in a church school and Christian environment.

If parent(s)/carer(s) wish to be considered under oversubscription criteria 3 or 4, then they will need to complete a

**Supplementary Information Form (see definition below) in addition to making the online application via the Peterborough City Council website (<https://admissions.peterborough.gov.uk>). The Supplementary Information Form can be obtained from the school, from the school's website [www.allsaints.peterborough.sch.uk](http://www.allsaints.peterborough.sch.uk) or from the Local Authority. The SIF/A form **should be returned directly to the school not to Peterborough City Council.****

For September Reception intake, the online Admission Application Form (and the paper Supplementary Information Form, if completed) must be submitted by the published closing date for applications **midnight 15th January 2024.**

#### TIE BREAKER

Should the Published Admissions Number be reached in any one category, children living closer to the school will receive higher priority. This will be measured in a straight line from the child's place of residence to the school using the National Ordnance Survey seed points computed by the Local Authority's measuring system. It is used to locate individual residential and school addresses using grid references. In the case of flats, the priority is that of floor level

i.e. ground, first, second etc. in that order. In cases of exactly the same measurement where no differentiation can be established, random allocation will be used to decide the allocation of the place. Parent(s)/carer(s) will be invited to attend the random allocation.

#### NOTES AND DEFINITIONS

##### CHILDREN IN CARE I.E. LOOKED AFTER CHILDREN (LAC) AND PREVIOUSLY LOOKED AFTER CHILDREN

Looked after children are children who are (a) in the care of a local authority (**including those in state care outside of England**), 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) at the time of application to a school.

Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).

##### DISTANCE MEASUREMENTS

Distances are measured on a straight line basis from the child's place of residence to the school using the National Ordnance Survey seed points computed by the Local Authority's measuring system. It is used to locate individual residential and school addresses using grid references. In the case of flats, the priority is that of floor level i.e. ground, first, second etc. in that order.

In the case where there are multiple applications from the same shared dwelling (e.g. Flats) or where there are two homes where the distance from the address point of the home to the address point of the school (using the system referred to above) is identical, random allocation, supervised by a suitable independent person, will be used to decide the priority in which applicants are selected in the event of a tiebreaker.

## RESIDENCY DEFINITION

The address you give should be the child's current permanent address at the time of application. The time of application means the closing date for applications. We do check addresses and if they are not correct the Governing Body may have to withdraw the offer of a school place. The address you should give is the address your child lives at from Monday to Friday.

- If your child lives at a different address from Monday to Friday, please provide a copy of the Parental Responsibility Order or Residence Order for the person your child lives with and attach it to the application form.
- If there are reasons why your child is not living at your address, for example, if you and the other parent/carer do not live together, you and the other carer must declare this individually in a letter and attach a copy to the application form.
- If your child regularly lives at more than one address Monday to Friday, the address you give should be the address where your child spends the majority of their time. You and the other carer must declare this individually in a letter and attach a copy to the application form.
- Where a child spends equal amounts of school nights with both parents, the address used should be the one most advantageous to the application. You should provide documentary proof of this situation and attach a copy to the application form. We may ask you for further evidence of this at a later stage.
- If your child is living with another family or you are looking after someone else's child, the law states that you must tell your local Children's Services Department. When we consider your application we may carry out checks when your address and that of the child are not the same.

Places are offered on the understanding that information given is correct. If the information given is found to be misleading or fraudulent, the offer of a place may be withdrawn or, if the child has already started at the school, the child may be removed from the school roll. Parent(s)/carer(s) will be required to provide current written proof of residence and original proof of their child's birth date prior to admission.

## CHILDREN OF "WORSHIPPING MEMBERS"

For parents/carers to be worshipping members, at least one of the parents/carers of the child needs to be regarded by the priest/minister/worship leader as being part of the worshipping community at the church/worship centre. This would not necessarily mean that the parent/carer is a "Member" in the technical sense (e.g. through baptism, confirmation or electoral roll) but would imply a pattern of attendance at worship (on Sunday or at other times) that is more than "occasional" and has been sustained for more than a short, very recent, period of time.

## SUPPLEMENTARY INFORMATION FORM A/B

If parents/carers wish their application to be considered in criterion 3 or 4, they must complete form SIF/A which is available from the School and return it to the School (not the local authority). This must be done by the deadline of 5pm on 15 January 2020. The School will submit the completed form SIF/A to the relevant minister with form SIF/B to verify the information. As SIF/B needs to be returned to the School in time for the School to rank admissions, it is very important to submit form SIF/A to the School as soon as possible.

## BAPTISM DEFINITION

Baptism is a rite in which water is poured or sprinkled or by immersion using the words 'N. I baptise you in the name of the Father and of the Son and of the Holy Spirit.' These applications must be accompanied a Supplementary

Information Form (see definition above). This form can be obtained from the school and the school's website ([www.allsaints.peterborough.sch.uk](http://www.allsaints.peterborough.sch.uk)) or from Peterborough City Council and should be returned directly to the school.

## CHURCHES TOGETHER IN BRITAIN & IRELAND

A list of member churches can be found at: <https://ctbi.org.uk/member-churches/>

Please contact the School Office if you require a paper copy of this information.

**Evangelical Alliance** – a list of member churches in Peterborough can be found at:

<http://eauk.org/connect/find-a-church.cfm>

Please contact the school office if you require a paper copy of this information.

## SIBLING DEFINITION

The definition of a brother or sister (sometimes referred to as a sibling):

- a brother or sister sharing the same parent(s)
- a half-brother or half-sister where two children share one common parent
- a step-brother or step-sister, where two children are related by a parent's marriage/partnership
- a legally adopted sibling

In every case, the siblings must be living at the same place of residence as the child when the application is made.

## SEPARATED PARENTS

If a child lives with separated parents, 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) and is subject to residency definition above. If the child spends an equal amount of time at 2 addresses, the parents must decide which address they wish to use as the child's main address for the application. Please note – if false or misleading information is used to try and gain a school place, this may lead Governors to reject the application or to withdraw the offer of a place.

## LATE APPLICATIONS

Late applications are any application forms (known as Common Application Forms (CAFs)/Preference Forms) received by the local authority after its deadline of **midnight on 15 January 2022**. Late applicants will not receive an offer of a school place by the local authority on offer day (16 April) but their application will be processed in the next round of allocations (for details of when these are – refer to the local authority's composite prospectus).

Those refused a place, due to the school having admitted up to their admission number of 60, will be added to the Waiting List and will be advised of their right to appeal.

## CONTINUED INTEREST LISTS

If a place becomes available at the School in any year group, it will be allocated according to the oversubscription criteria (see above), not on a first come, first served basis.

Where the Governing Body is unable to offer a place because the Published Admissions Number for the year group applied for has been reached, the child's name will be automatically placed on the waiting list for that year group.

Pupils will be placed on the Waiting List in strict order according to the oversubscription criteria in this Admissions Policy. The waiting list for each year group will be revised:

- whenever a new application is received,
- whenever the number of pupils in that year group falls below the Published Admissions Number of 60,
- whenever a child's name is removed from the waiting list or
- whenever there is a change of circumstances which affects the child's position on the waiting list

Parent(s)/carer(s) are required to notify the school immediately if there are changes of family circumstances which may affect their position on the waiting list e.g. moving house.

Applicants will be required to respond to an offer of a place within 14 days of receipt and will be required to reconfirm the child's place of residence.

Waiting lists will be maintained by the school. In June of each academic year, the school will contact the parent(s)/ carer(s) of those currently on the waiting list to enquire if they wish their children to be carried over to the next (new/September) year group. If no reply is received by 15<sup>th</sup> July, they will be removed from the next (new/September) year group waiting list.

Please note that children who are the subject of a direction by the Local Authority to admit or who are allocated a place in accordance with a Fair Access protocol must take preference over those on the waiting list.

**PLEASE NOTE: PLACING A CHILDS NAME ON THE WAITING LIST DOES NOT AFFECT PARENTS'/CARERS' RIGHT TO APPEAL**

## RIGHT OF APPEAL

Should a child be refused admission, parent(s)/legal guardian(s) have the right to appeal against the decision. An independent appeals panel will be set up to consider the appeal; parent(s)/legal guardian(s) will be kept informed of the procedures and will be invited to attend. Significant changes in circumstances which may affect the application category under which you originally applied must be notified to the Clerk to the Appeals Panel in writing in advance of the appeal hearing. Failure to do so may result in the adjournment of the appeal hearing.

Parent(s)/legal guardian(s) wishing to appeal should write to or email as follows:

The Clerk to the Appeals Panel

Peterborough Diocese - Board of Education,

Bouverie Court,

6 The Lakes,

Bedford Road,

Northampton

NN4 7YD

Email: [education@peterborough-diocese.org.uk](mailto:education@peterborough-diocese.org.uk)

## INFANT CLASS SIZE LEGISLATION

The law states that there must not be more than 30 children in an infant class (that is, classes containing reception, year 1 and year 2 children). This applies even if other adults are always present, and/or some children are absent. There are a few circumstances in which an additional child or children may be classed as an 'exception' and the class sizes goes over 30. But if children leave and the class size returns to 30, that does not mean extra children can be admitted again.

## ADMISSION OF CHILDREN BELOW COMPULSORY SCHOOL AGE AND DEFERRED ENTRY TO SCHOOL

Children are required to start their compulsory education from the beginning of the term following their 5<sup>th</sup> birthday

(based on a 3 term year with terms starting in September, January and April). In All Saints' Church of England Primary School, children are offered a full year in Reception i.e. the school place is available from the beginning of the school year in which the child has their 5<sup>th</sup> birthday.

Deferred entry:

Parents/carers can request that entry to the School is deferred until later on within the academic year (i.e. a child born in the Autumn term could defer starting school until January and a child born in the Spring or Summer term could defer their start until after Easter. If such a request is made, the School is required to hold the place for the child; the place cannot be offered to another child but the place cannot be kept open beyond the academic year for which the original application was accepted.

Any parents/carers considering deferring their child's admission to School are recommended to discuss this with the Headteacher.

Parents/carers of a child born during the Summer Term who are thinking of deferring their child's admission by a full school year – please refer to the section on Summer Born children below.

## ADMISSION OF CHILDREN OUTSIDE THEIR NORMAL AGE GROUP

Parents/carers may seek a place for their child outside of their normal age group e.g. if the child is gifted and talented or has experienced problems such as ill health.

Also, parents/carers of a summer born child (i.e. a child born in the period from 1 April to 31 August) may choose not to send their child to school until the September following their 5<sup>th</sup> birthday and may request that they are admitted out of their normal age group – e.g. to Reception rather than to Year 1.

## PROCESS FOR REQUESTING A PLACE OUT OF NORMAL AGE GROUP (NOT SUMMER BORN)

Parents/carers have a right to seek a place for their child outside of their normal age group as stated above. If parents/carers wish to do so, they must contact the Headteacher at the School.

The Admissions Committee of the Governing Body will convene a meeting to consider the request and will make decisions 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 Headteacher's views.

**Please note – if the Admissions Committee does not agree to this request to be admitted out of cohort, there is no right of appeal against that decision.**

- Parents/carers who wish to defer making an application for a place in Reception should make such a request to the Governing Body, as they are the admissions authority. The request needs to be accompanied by reasons for such a request and should be made by **1 December** of the year prior to the year the child should enter Reception if they had not requested to defer applying.
- The Admissions Committee of the Governing Body will convene a meeting to consider the request and will make decisions 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 Headteacher's views.

### What happens next?

- The Admissions Committee will inform the parents/carers of its decision on the Year group the child should be admitted to when they have to start school (i.e. Reception or Year 1) and will set out clearly the reasons for their decision. (For details of when a child has to start school - see paragraph on "Admission of children below compulsory school age and deferred entry to school" above);
- If the Admissions Committee **agrees** to the parent's/carer's request to defer the application for a Reception place, they will inform the local authority and the parents/carers will then need to make an application for a place in Reception in the normal round of admissions in the following academic year.

**Please note** – in this following normal admissions round, if the School is oversubscribed, all applications (including deferred applications) for the School are ranked in accordance with the School's oversubscription

criteria. If the application is not successful, parents/carers will have the right to appeal for a place in Reception;

- If the Admissions Committee does **not agree** to the application being deferred, there is no right of appeal against that decision and the parents/carers will need to make an application to the local authority for a place in Reception by 15 January or make an in-year application for a Year 1 place at the appropriate time.

## The Area covered by the Ecclesiastical Parish of All Saints' Church, Park Road, Peterborough

A map of this area is on display in the school foyer

Airedale Close	Jellings Place
Alexandra Road (odd nos.3-103, even nos.2-86)	
All Saints' Road	Kings Gardens
Alma Road	
Anthony Close	Lammas Road
Ascot Drive	Lincoln Road (odd nos. 109 – 395)
	Lawn Avenue
Barkston Drive	
Bede Place	Mansfield Court
Bettles close	Mayfield Road
Bradford Way	Millfield Court
Broadway (odd nos. 77-219, even nos. 98-226)	Miral Court
Broadway Gardens	
Brownlow Road	Newark Avenue (odd nos. 5-181)
Burghley Mansions	Newmarket Close
Burghley Road	Nottingham Way
	Nursery Close
Caroline Court	
Cecil Road	Old Court Mews
Century Square	Oxford Road
Chain Close	
Chantry Close	Park Crescent
Cheltenham Close	Park Road (odd nos. 123-263, even nos. 150-256)
Christopher close	Park Terrace
College Park	Peveril Road (odd numbers only)
	Popley Court
Delamere Close	Princes Gate
Derby Drive	Princes Street
Dogsthorpe Grobe	Pyecroft
Dogsthorpe Road	Park Crescent
	Queen Charlotte Mews
Eastfield Road (even 260-344)	Queen's Drive West
Elizabeth Court	Queen's Gardens
Elmfield Road (odd nos. 1-105)	
Exeter Road (odd nos. 1-47, even nos. 2-52)	Regent's Court
	Robert Avenue
Foxdale	Rosemary Gardens
Francis Gardens	
Fulbridge Road (even nos. 2-116)	St. Martin's Mews
	St Martins's Street
Garton End Road	St Paul's Road (odd nos. 243-261, even nos. 276-282)
Garton Street	Sallows Road
Gracechurh Court	Southlands Avenue
Grange Avenue	Stone Lane (even nos. 2-36)
Granville Street	
Green Lane	Tate Close
Grimshaw Road	
	Victoria Street
Henry Court	
Henry Street	Waterloo Road
Highbury Sttreet	Wesleyan Road
Huntly Grove (odd nos. 35-115 & 141-153; even nos. 46 -150)	William Nichols Court
	Woodbyth Road
Ingleborough	Woodcote Close
Isherwood Close	Waterloo Road

