



**PETERBOROUGH KEYS**  
ACADEMIES TRUST

**NOVA PRIMARY ACADEMY**  
**ADMISSIONS ARRANGEMENTS**  
**FOR ACADEMIC YEAR 2023-24**

**Trustee Committee: People and Infrastructure Committee**

**Reviewed by CEO, Headteacher and Head of Governance: 21 February 2022**

**Date Policy Reviewed: February 2022**

**Date of Next Review: November 2022**



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Peterborough Keys Academies Trust is the Admission Authority for this Academy.

Arrangements for applications for places in Reception at NOVA PRIMARY ACADEMY will be made in accordance with Peterborough City Council's co-ordinated admission arrangements; parents resident in Peterborough can apply online at:

<https://www.peterborough.gov.uk/residents/schools-and-education/school-admissions>

Parents resident in other areas must apply through their home Local Authority (LA).

NOVA PRIMARY ACADEMY will use Peterborough City Council's timetable published online for these applications and the Council will make the offers of places as required by the School Admissions Code.

### **1. Published Admission Number (PAN)**

The PAN for Reception is 60. If there are fewer applicants than places available all applicants will be admitted.

### **2. Special Educational Needs**

In accordance with legislation on the allocation of places for children with an Education, Health and Care Plan (Children and Families Act 2014), those naming the school in the plan will take first preference.

Parents / carers should visit the school, by arrangement, before naming it on the EHCP, so that they are confident that the school has the facilities and resources to meet their child's needs.

Remaining places will be allocated in accordance with this policy.

### **3. Oversubscription Criteria**

If there are more applications than places available we will apply the oversubscription criteria listed below. The oversubscription criteria are listed in the order we apply them.

1. 'Looked after children' or children who were previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order, including those 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.

2. Children who are both living in the catchment area served by the school and have a sibling of compulsory school age attending the school at the time of their admission.

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

4. Children of members of teaching staff (working within NOVA PRIMARY ACADEMY), provided that they have been employed for a minimum of two years and/or recruited to fill a vacant post for which there is a demonstrable skills shortage.

5. 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.

6. Other children by distance from the school, with priority for admission given to children who live nearest to the school.

### *Definitions:*

'Looked after child': 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).

'Catchment area': The catchment area for NOVA PRIMARY ACADEMY is available via the Peterborough City Council website: <https://www.peterborough.gov.uk/residents/schools-and-education/school-admissions/researching-schools-and-catchment-area#what-is-a-catchment-school-and-why-does-it-matter-5-0>

'Sibling': Sibling is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters (full or half), adopted siblings, stepbrothers or sisters and foster brothers and sisters.

Home address: Where a child lives normally during the school week with more than one parent at different addresses, the permanent home address for the purposes of school admissions will be the one where the child spends the majority of school nights Sunday – Thursday. If the child spends equal amounts of time at two addresses, the parents must agree which address they wish to be the child's main address before we can process the application.

#### **4. Tie-Breaker**

If the admission number is exceeded within criterion 5, priority will be given to those who live closest to the school. For criteria 5 and 6, all distances are measured on a straight line basis from the child's home address point to the address point of the school. Distances are provided by the Local Authority and are measured using a geographical information system.

#### **5. Multiple Births and Brothers and Sisters in the Same Year Group**

If twins or multiple birth children are split by operation of the oversubscription criteria, the school will go above its published admission number to accommodate all children unless this would make the class too large and prejudice the education of the other children. Multiple birth children are 'excepted pupils' to infant class limits if allocated in this way. If brothers and sisters in the same year group are split by operation of the oversubscription criteria, the school will go above its published admission number to accommodate all children unless this would make the class too large and prejudice the education of the other children or when this would breach infant class size limits.

#### **6. Fraudulent or Misleading Applications**

We reserve the right to check any address and other information provided so we can apply the oversubscription criteria accurately and fairly. As an admission authority we have the right to investigate any concerns we may have about your application and to withdraw the offer of a place if we consider there is evidence that you have made a fraudulent claim or provided misleading information, for example if a false address was given which denied a place to a child with a stronger claim.

## **7. Fair Access Protocol**

Local Authorities are required to have Fair Access Protocols in order to make sure that unplaced children who live in the home local authority, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. This includes admitting children above the published admissions number to schools that are already full. Students allocated under fair access protocols will take precedence over those on a waiting list. NOVA PRIMARY ACADEMY will participate in Peterborough City Council's fair access protocol, details of which can be found here: <https://www.peterborough.gov.uk/residents/schools-and-education/school-admissions/fair-access-protocol> .

## **8. Deferred Entry to School**

In accordance with the requirements of the Admissions Code, if your child has been offered a place:-

- a) your child is entitled to a full-time place in the September following their fourth birthday;
- b) you can defer the date your child is admitted to the school until later in the school year but not beyond the point at which your child reaches compulsory school age and not beyond the beginning of the final term of the school year for which it was made; and
- c) if you wish, your child may attend part-time until later in the school year but not beyond the point at which your child reaches compulsory school age.

## **9. Admission of Children outside their Normal Age Group (not summer born)**

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. It is important for parents to note that they will have responsibility for providing evidence to support their request.

Admission outside normal age group (in cases where the child is not summer born) should only be considered when both the parents and the professionals involved are of the opinion that the needs of the child cannot be best met within his or her age group even with appropriate levels of differentiation and support.

The key questions for all professionals involved and the child's parents are do they think that only in a different year group the child:

- would be more closely matched in terms of physical and emotional maturity to the other children
- would make significant progress
- would be able to maintain a better position academically within the class
- would cope with curricular demands with no, or much less, differentiation and support

If the answer to all of the above questions is clearly 'yes' then entry to a different year group could be valuable and would be considered. If the answer is 'no' or there is doubt, or the child may have longer term special educational needs, then it would normally be more appropriate for the child to enter a class with their peer group with the appropriate levels of support.

If parents wish for their child to be considered for admission to a year group which is outside their normal age group, then they must:

- a) Complete the LA common application form or the in-year admission form, as appropriate (as there is no guarantee that your request will be agreed).
- b) Send, alongside your application and in writing, details of your request, including:
  - information regarding how your child is performing in the 7 areas of learning and development in the Early Years Foundation Stage
  - if applicable, details of any interventions/additional support your child receives in their current pre-school setting
  - if applicable, a copy of your child's two most recent personal support, or additional needs plans
  - a covering letter explaining your reasons for your request
  - if applicable, reports from other agencies e.g. medical professionals or any other agency who may be supporting or working with your child
  - anything else which you feel is relevant

The Local Authority will consult with the Headteachers of your preferred schools, as required under the School Admissions Code.

#### **10. Requests for admission out of normal age group (Summer Born children)**

Whilst all children are entitled to a full-time school place in the September following their 4th birthday and most parents are happy for their child to start school at this point, parent(s)/carer(s) of summer born children (those born between 1 April and 31 August) who do not reach compulsory school age until a full year after they would normally start school, may wish to delay their child's start to school until the September following their 5th birthday. If parents wish to delay their summer born child's school start until the September following their 5th birthday, there are 2 options:

1. Parents can make an in-year application for a place for the September following their child's 5th birthday. The child would normally start school in Year 1 (their correct chronological age group) as other children in the child's age group already attending school will be moving from Reception to Year 1 at this point. It is important to remember that some schools are likely to be full and they may be unable to offer a place;

2. If parents do not want their child to miss their Reception year, they may request that children are admitted out of their normal age group i.e. into Reception instead of Year 1. Please note, this is a 'request' and parents do not have the right to insist that their child is admitted to a particular age group. The Local Authority is responsible for making the decision about which year group a child should be admitted to.

Parents/carers of summer born children who could start school in September 2024, but wish to delay their child's school start and apply for a Reception place to start in September 2025, should still make their application for a Reception place for their child's normal year of entry before the primary application deadline of midnight on 15 January 2024. If a delay is agreed, this application can be withdrawn. Parent/carers should also, if possible, make their request for admission out of the normal age group to their preferred schools by the same date - 15 January 2024 (midnight). This is to enable sufficient time for requests to be processed prior to National Offer Day (16 April or the next working day). Requests will however still be considered after this date.

Parents/carers wanting to request that they be able to apply for a Reception place for the September following their child's 5<sup>th</sup> birthday, should write to the Local Authority at:

The Admissions Team,  
Peterborough City Council,  
Ground Floor  
Sand Martin House  
Bittern Way  
Fletton Quays  
Peterborough  
PE2 8TY

Or by email to [admissions@peterborough.gov.uk](mailto:admissions@peterborough.gov.uk)

In their request, parents/carers should provide some information about their child to explain why they think that their child should be educated out of their normal age group. It is important for parents/carers to provide any additional evidence to support their request as this information will help the Local Authority to make their decision e.g. parents/carers may be able to provide a report from the child's Early Years setting or evidence from a health or social care professional.

The request will then be considered by the Local Authority, who will make a decision on the basis of the circumstances of each case and in the best interests of the child concerned. The School Admissions Code requires admission authorities to consider a number of factors:

- 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 may naturally have fallen into a lower age group if it were not for being born prematurely;
- the Headteacher's views.

#### *What happens next?*

Parents/carers will be informed of the Local Authority's decision on the year group the child should be admitted to when they start school (i.e. Reception or Year 1) and reasons for the decision will be set out clearly.

*If the request is approved:* If the request to be admitted outside normal age group is approved by the Local Authority, parents/carers will receive confirmation by letter; this will be copied to the school. Parent(s)/carer(s) will then need to make an application for a place in Reception for the normal round of admissions in the following academic year.

*Please note* – this does not mean a child has been, or will be, offered a place in the Reception year at their chosen school. If, in this following normal admissions round, the school is oversubscribed, all applications (including delayed applications) for the school will be ranked in accordance with the school's oversubscription admission criteria.

*If the request is rejected:* If the request to be admitted outside normal age group is rejected by the Local Authority, parents/carers have to decide whether to accept a Reception place in the normal year of entry or delay their child's start until the September after their 5<sup>th</sup> birthday and apply for a Year 1 place.

## 11. In-year admissions

Applications should be made via Peterborough City Council. NOVA PRIMARY ACADEMY will accept admissions up to the Published Admission Number of the respective year group at the point of entry. In the event that this would cause an infant class to be unlawfully large or cause prejudice to the provision of efficient education or the efficient use of resources it may be necessary to refuse a place although the year group has not reached the school's published admission number. If there are more applications than places then the oversubscription criteria will be used to decide who should be offered the place. If it is necessary to refuse a place then you will be informed of your right of appeal. Parents can apply online at <https://www.peterborough.gov.uk/residents/schools-and-education/school-admissions/moving-schools-in-year-transfer>

## 12. Waiting Lists

Following the refusal of a place in any year group, the child's name will automatically be added to the waiting list.

Waiting lists are held in strict oversubscription criteria order. Applicants will be ranked according to the school's oversubscription criteria and the Local Authority will continue to coordinate on behalf of the school to allocate places from those lists, if places become available.

After the offer date there will be no distinction between 'on-time' and 'late' applications on waiting lists.

NOVA PRIMARY ACADEMY will advise the Local Authority when a place becomes available. The Local Authority will then offer the place to the child who is at the top of the waiting list.

Parents will be asked to confirm that they wish to stay on a higher preference school's waiting list when accepting an offer of a place at a lower preference school. A child's details will not be added to a school's waiting list if a higher preference school has been offered. Refusal of a place when offered a preference school will automatically remove them from the waiting list.

If, after a child is offered a place at a lower preference school which they have not yet started, a place becomes available at a higher preference school and their name has been added to the waiting list for that school, the original offer will be withdrawn and a new offer is made. The reason for this is that the child will not yet have started or placed on roll at that lower preference school and we are obliged to meet a parent's highest preference. If a parent is happy to accept and keep the lower preferred offer, they must inform the Local Authority to remove them from the higher preference school's waiting list, or the offer for the lower preference will be withdrawn and their place (at the lower preferred school) will be offered on to the child who is top of the waiting list for that school.

After the offer date, if a parent wishes their child to be considered for an alternative school, a new application form must be completed listing the new order of preferences.

Waiting lists for all oversubscribed primary schools will be maintained by the Local Authority until co-ordination ends, i.e. 31 August. Please note that a new application will need to be submitted to the Local Authority for a new academic year.



### 13. Appeals

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the grounds for your appeal in writing. You are required to fill out an appeals form. This, along with details of the appeals timetable can be found on the following webpage: <https://www.peterborough.gov.uk/residents/schools-and-education/school-admissions/school-admissions-appeals>

### 14. Version History

VERSION	ACTION	RESPONSIBLE	DATE
1.0	Draft written	Head of Governance	February 2022
1.0	Discussion with CEO and Headteachers	Head of Governance	21 February 2022
1.0	Policy determined by Trustee written resolution	Head of Governance	28 February 2022