

PETERBOROUGH



**Proposed In-Year
Co-ordinated Scheme
For All Local Authority (LA) Maintained Schools and Academy
Schools who choose to buy-in this service from the LA for
Admissions for the Academic Year 2025\26**

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CO-ORDINATED IN-YEAR ADMISSION ARRANGEMENTS 2025/26

Introduction

The School Admission Code 2021 states Local Authorities must publish information on their website by 31st August explaining how In Year applications can be made and how they will be dealt with from **1 September 2025 until 31st August 2026**.

Peterborough Local Authority (LA) currently provides an in-year co-ordination service to all schools free of charge. This document provides information and guidance about how an application received by the LA Admissions Team will be processed.

This document also brings together locally agreed protocols already in place in relation to the in-year admission of children to state-funded schools in Peterborough. These are set out in the appendices at the end of this document.

SECTION 1 – Statutory Requirements

The School Admission Code is issued under Section 84 of the School Standards and Framework Act 1998. The School Admissions Code came into force in December 2014 and was revised in September 2021, it applies to admissions to all maintained schools in England. It imposes mandatory requirements on all admission authorities.

Academies are required by their funding agreements to comply with the School Admissions Code and the law relating to admissions.

Point 2.27 of The School Admissions Code requires that, “Local authorities **must**, on request, provide information to a parent about the places still available in all schools within the area, and a suitable form for parents to complete when applying for a place for their child at any school for which they are not the admission authority.

Any parent can apply for a place for their child at any time to any school outside the normal admissions round.”

Point 2.30 of The School Admissions Code requires that;

“Parents must not be refused the opportunity to make an application or be told that they can only be placed on a waiting list rather than make a formal application. Upon receipt of an in-year application, the admission authority, or the local authority if it is co-ordinating the admissions authority’s in-year admissions, should aim to notify the parents of the outcome of their application in writing within 10 school days, but they must be notified in writing within 15 school days. Where an application is refused, the admission authority must also set out the reason for refusal and information about the right to appeal in accordance with paragraph **2.32**. Where an admission authority manages its own in-year admissions, it must also notify the local authority of every application and its outcome as soon as reasonably practicable, but should aim to be within two school days, to allow the local authority to keep up to date figures on the availability of places in the area and to ensure they are aware of any children who may not have a school place.”

The governing body or trust of those voluntary aided and foundation schools and academies, which have chosen not to use the LA Admissions Team service, will be responsible for considering and determining all applications in which their school is named in accordance with this scheme and in accordance with the School Admissions Code. They must also ensure that

their arrangements for managing In-Year applications are published on their school's website and is included in the school's admission policy.

Own Admission Authority (OAA) schools will need to inform the LA admissions twice weekly or within two days of all the applications they have received and copies of offer letters sent to applicants.

SECTION 2 – Elements of the Scheme

For entry in the 2025\26 academic year, the LA Admissions Team will manage **all** In Year applications for school places at all community and voluntary controlled schools within Peterborough and for those own admission authority schools, for whom the governing body or trust has requested this service by signing and returning the Service Level Agreement for Admission services for the 2025\26 academic year.

This document explains how those applications will be processed.

1. Application Forms

In accordance with the School Admissions Code the LA will provide an application form to be used by all parents with school age children who move into or within Peterborough and require a school place outside of the normal transfer round.

Parents of children with an Education Health Care Plan (EHCP) should refer to Peterborough City Council Local Offer for more information about how to apply for a change of school <https://fis.peterborough.gov.uk/kb5/peterborough/directory/localoffer.page?familychannel=8>

Applications should, where possible, be made using the online form available on the website <https://www.peterborough.gov.uk/admissions> Paper applications will be made available on request by contacting the LA Admissions Team.

School places cannot be allocated on the basis of intended future changes of address unless the house move has been confirmed by sight of a solicitor's letter stating contracts have been exchanged and providing the latest date by which completion, is expected to take place, or a signed tenancy agreement.

Please note: Applications for school places will not be accepted more than 6 teaching weeks before the date that the place is required.

Exemption to the above requirement is provided to UK service personnel (UK Armed Forces) by point 2.21 of the School Admissions Code.

2. Requirement on Schools

In order to be able to meet parental expectations, safeguarding of children and the requirements of the School Admissions Code, excellent communication between all schools and the LA Admissions Team will be essential. **Schools will need to respond to requests within two days of receiving the request for a school place in order to meet the School Admission Code (2021) 10 day timeline.**

To support this, the following will be required:

2.1 Pupil Update Forms

On a weekly basis during term time (or when a child starts or leaves the school) and on the last working day before school holidays, schools will be asked to confirm the vacancies for each year group at the school using the SAM module.

For OAA schools - Using templates issued by the Peterborough School Admissions Team schools will be required to provide information on the children that have started at the school,

providing the LA with the child's name, date of birth address and previous school details. They will also need to complete the same information including destination details of any child that has left their school and the last date that the child was on roll. For any child in which an application has been received but for which the school cannot offer a place as the school is full they will require the same information so that the LA can consider the child for a school place. The school will also be required to provide details of the number of children on roll within each year group and describe the way in which classes will be organised within the school.

In order to accurately reflect pupil movement which may have occurred during the summer holidays, having followed published CME procedures, schools will be requested to send an updated class organisation chart by the end of the third full week of the Autumn Term of the new academic year, and to provide updated vacancy numbers on request.

Throughout the rest of the academic year on a two weekly basis, to meet with timescales of the allocation rounds, schools will be asked to confirm the joiners and leavers which the Admissions Team holds for their school.

2.2 Applications for schools in Peterborough

Applications for community and voluntary controlled schools and own admission authority schools which have chosen to use the LA Admissions Team service will be processed by the LA Admissions Team in accordance with the process and timetable set out in section 3 of this document.

Applications for own admission authority schools which have chosen to manage their own in-year applications will be loaded on to the Admissions system and will be made available in the SAM system. These parents will receive a letter from the Admissions Team on receipt of their application to advise that they will need to complete the schools common application form and apply to the school directly.

From 1 September 2025 these schools are:-

Secondary Schools

Arthur Mellows Village College
Greater Peterborough UTC
Manor Drive Secondary Academy
Thomas Deacon Academy

Primary Schools

Braybrook Primary Academy
Discovery Primary Academy
Fulbridge Primary Academy
Gladstone Primary Academy
Hampton Vale Primary Academy
Lime Academy Abbotsmede
Lime Academy Parnwell
Lime Academy Watergall
Manor Drive Primary Academy

Should the school not be able to allocate a school place to a child that has applied directly to the own admission authority school; the school will forward the details of the child to the Admissions team within 2 school days to see if an application has been received for alternative schools. If no application has been received the LA will look to allocate an alternative

preference school or the next nearest school with available places. The school will also forward the child's details through to the Children Missing Education (CME) team at cme@peterborough.gov.uk

2.3 Children leaving the school

Children must only be withdrawn from the school roll in accordance with the "Children Missing Education Policy and Procedures" published in October 2023 (currently under review).

In cases where schools have followed this guidance, they must inform the LA Admissions Team immediately of the child leaving. This should be done by completing a leavers list and sending through the Admissions Team via a secure email. Schools must **also** complete the CME form/s: [Children missing education - Peterborough City Council](#) which is then emailed to the CME Team.

2.4 Placing Children on Roll

Once a place has been offered, the school should place the child on their roll within **10 school days**.

It is imperative that schools attempt to contact families who have been offered a place. If the child does not attend school and it has been impossible to make contact with the family, then CME Policy and Procedures should be followed.

Schools are reminded that they **are not allowed** to refuse to accept a child if a school place exists. The only exception to this is if the child concerned is one the school believes should be considered as described within the Peterborough Fair Access Protocol.

3. Requirements on LA Admissions Team

3.1 Waiting Lists

Waiting Lists will be held by the LA Admissions Team for all year groups for all community and voluntary controlled schools, and for schools for whom the governing body has arranged for the LA Admissions Team to determine applications on their behalf. This information is available to schools to view via the Schools Portal.

Ranking of applications received for an oversubscribed school will be carried out by the LA Admissions Team for all schools, unless religious criteria forms a part of the over-subscription criteria and a SIF has been completed. In these circumstances details of the child applying will be sent to the governing body/admissions committee to rank against their published criteria.

Own admission authority schools who choose not to sign to a Service Level Agreement with the LA Admissions Team will need to maintain their own Waiting lists in those cases where they have published information that they will hold such a list.

SECTION 3 - Application Process

The table below shows how applications managed by the LA Admissions Team will be processed.

Appendix 3 of this document shows the proposed In Year Allocation Timetable for admission in the 2025 – 26 academic year.

On receipt of an application form the LA Admissions Team will load the application to the admissions database. Where any information or documentation is missing the applicant will be emailed if applied online or written to (2nd class postage) if applied on a paper application. The application will be placed on hold until the items are received.

Fair Access:

All applications received by the School Admissions Team will be processed and offered a place in line with 2.28 of the School Admissions Code. Any school then wishing for a child to be considered through the Fair Access Protocol will need to email their referral through to PCCfairaccess@peterborough.gov.uk within 5 working days.

Applications received will be loaded to the admissions system and processed every two weeks as per the timetable in **Appendix 3**. All preferences will be ranked according to the preferred schools oversubscription criteria and the bulk allocation run will offer to the highest preference with a place available.

Where a place cannot be offered at a preferred school the LA Admissions Team will approach the catchment school for a place. If the catchment school was a named preference a further approach will be made to see if they are able to meet catchment need.

Where a place cannot be offered at a school the LA Admissions Team will consider the application again under the list of 'other' criteria and based on the information, whether to refer to Fair Access Protocol, see section 4 below.

In Year Applications for September 2024 entry

Parents will be advised schools are not open during the summer holidays and the Admissions team will not be able to make any offers during the holiday period.

SECTION 4 - Fair Access Protocol and In Year Admissions

Review of the Fair Access Protocol

Fair Access Protocol will be reviewed separately from the Admissions Annual Consultation.

The local authority will undertake an annual review of the existing Protocol, to ensure compliance with legislation and government guidance.

If the majority of schools can no longer support the principles of the Protocol, they should initiate a review with the local authority. **The existing Protocol will remain binding on all schools until the point at which a new one is adopted.**

It is proposed that a revised Fair Access Protocol be shared with schools from November 2024, to allow responses to be submitted and the final protocol published and implemented in early 2025.

SECTION 5 – Co-ordination with Other LAs

There is no longer a legal requirement for local authorities to co-ordinate applications across county borders. The following procedures will apply.

5.1 Peterborough resident moving to another LA area

Where a Peterborough child is moving to another LA area, the LA Admissions Team will advise the parent that they need to apply to that authority using that LA’s application form or online system.

5.2 Applying for a place in a Peterborough school from other LA areas

The LA In-Year Admissions Team will accept applications for places in Peterborough schools for children outside the LA area where the child is able to access the school within the travel timescales in the home to school transport policy.

SECTION 6 – Contact admissions@peterborough.gov.uk
Tel: 01733 864007

Phonelines are open 9am – 2pm Monday to Friday.

Appendix 1 Local Protocol on Over-admission Checklist

Child : D.O.B.
Over admitting school : Application Date:

From the start of each Academic Year over admissions above the PAN for the year group may be made for applications as follows:	Condition met?
1. in all circumstances, and all year groups, where the “exceptions” to Infant Class Size Legislation would apply (2.63 of the School Admissions Code);	
2. for any child where the admission has been made under the Fair Access Protocol or is a Child in Care or previously Child in Care;	
3. for a catchment child where there are no other children on the waiting list and if there are this child would be at the top without any others in the same criterion;	
4. for an out of catchment child, where the catchment area school is unable to accommodate and there is no reasonable alternative (can be legitimate exception to ICS, but usually only in Y2 and above);	
5. for an out of catchment child whose older sibling was allocated a place at the school due to oversubscription at the catchment area school;	
6. for an out of catchment child whose sibling attends the school, where ALL the following conditions are met:	

- the over admission will not result in the total number of children exceeding the net capacity of the school; and
- the over admission will not result in the school being unable to take the next catchment area child who applies for that year group; and
- the over admission will not result in the school being able to accommodate all catchment area children the following September; and
- the headteacher and governing body of the catchment area school have no objection to the over admission; and
- the headteacher and governing body of the preference school support the over admission; and
- there is no concern about the school's ability to meet infant class size legislation, either at the time or in the future; and
- class sizes in KS2 are not expected to exceed 32 for a mixed year group class or 34 for a single year group class.

¹ The older sibling must have applied on time and still be in attendance at the school at the time of admission of the younger.

Appendix 2

Back Office Process for administration of In Year Applications

Schools will need to update their vacancy information using the Schools Admissions Module fortnightly during term time and on the last day of each term and half term.

Applications will be processed and considered on a fortnightly basis as follows:-

Admissions Team	<p>Fortnightly on a Friday in accordance with published timetable In year Applications received since last day of previous deadline for applications to be received will be imported and/or loaded to School Admissions Module.</p> <p>Loading of all applications will be completed by midday on Monday.</p>
Schools	<p>Each fortnight on a Monday afternoon (during term time) and on the last day of each school term and half term, schools will be required to log into the School Admissions Module and take the following actions:-</p> <ul style="list-style-type: none"> • Check ranking of applications of children for whom an application has been received according to published over-subscription criteria. Where there is a faith criteria and a SIF has been received, schools will be required to rank children accordingly; • Provide updated information about available spaces in each year group
Admissions Team	<p>Fortnightly on a Tuesday midday Auto allocation process will be run and offer letters will be produced for applicants where a place is available.</p>
Schools	<p>Fortnightly on a Tuesday afternoon Schools Portal will be updated to show places offered through the auto allocation process</p>
Admissions Team	<p>Fortnightly on a Wednesday Places will be identified at the next nearest school with a place available for those children who were not allocated a place as part of the auto allocation process using the vacancy information supplied by schools on Monday.</p> <p>Fair Access Protocol will be implemented where appropriate</p> <p>Over-admissions will be sought in accordance with the over-admission protocol detailed in appendix 1.</p> <p>Offer letters will be produced and Schools Portal will be updated.</p>
Schools	<p>From Wednesday each fortnight Schools will be able to view details of all offers made this week, either as a preference, or as the next nearest school with a place available.</p>

School Holidays

The above process has been designed with the aim of allowing admissions to be made to schools with vacancies during the school holidays and to prevent children from being out of school for extended periods at the beginning of the academic year, where a place was available.

Applications for children moving to Peterborough, or within Peterborough as a result of a house move will be considered in accordance with the process and timetable set out in Appendix 2. Applications for children where a change of school is being requested, but where the child has not changed address will be considered in accordance with our In-Year Process as detailed in Appendix 2.

Applications received during the long summer holidays which include only preferences for schools and year groups which are full will be processed in accordance with the fortnightly timetable which will allow for schools to advise of their 'real' vacancies and to maximise the number of places we can allocate, allowing for the reduction of children which have to be offered the next nearest school with available places and to offer a preference school.

Appendix 3 – Timetable for IY Allocations 2025-2026

Allocations are made term-time only.

Allocation Dates – Week Commencing	Deadline for Applications to be received	Offer letters/emails to be sent no later than
8 September 2025	4 September 2025	12 September 2025
22 September 2025	18 September 2025	26 September 2025
6 October 2025	2 October 2025	10 October 2025
20 October 2025	16 October 2025	24 October 2025
HALF TERM	27 October 2025	31 OCTOBER 2025
3 November 2025	30 October 2025	7 November 2025
17 November 2025	13 November 2025	21 November 2025
1 December 2025	27 November 2025	5 December 2025
15 December 2025	11 December 2025	19 December 2025
CHRISTMAS HOLIDAY	22 December 2025	2 January 2026
12 January 2026	8 January 2026	16 January 2026
26 January 2026	22 January 2026	30 January 2026
9 February 2026	5 February 2026	13 February 2026
HALF TERM	16 February 2026	20 February 2026
23 February 2026	19 February 2026	27 February 2026
9 March 2026	5 March 2026	13 March 2026
23 March 2026	19 March 2026	27 March 2026
EASTER HOLIDAY	30 March 2026	10 April 2026
20 April 2026	16 April 2026	24 April 2026
4 May 2026 (bank holiday)	30 April 2026	8 May 2026
18 May 2026	14 May 2026	22 May 2026
HALF TERM	25 May 2026	29 May 2026
1 June 2026	28 May 2026	5 June 2026
15 June 2026	11 June 2026	19 June 2026
13 July 2026	9 July 2026	17 July 2026