



# ADMISSIONS ARRANGEMENTS

## for year of entry 2025

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### REVISIONS

<b>Version</b>	<b>Page/ Item No.</b>	<b>Description of Change</b>	<b>Approved On</b>
1.0		First approval	
1.1	4/5.4 i	Amendment to include previously looked after children in line with requirements of Admissions Code 2021 and removal of point ii in line with above.	13/07/21

	<b>5/ *</b>	Definition clarified for looked after and previously looked after children	
<b>1.2</b>	<b>p.3/2.0 and various</b>	Amendments to dates to align with 2025 entry.	19/09/23
	<b>p.7/9.0</b>	Amendment to Appeals Officer address.	
<b>1.3</b>	<b>p.6/6.0</b>	Section amended from 'continuing interest list' to 'waiting list' throughout this section – updated DfE requirement.	09/07/24

## Contents

1. Introduction .....	3
2. Determination of admission arrangements for September 2025 .....	3
3. OWN trust school information .....	3
4. Process for admission .....	3
5. In year admissions.....	4
6. Waiting lists.....	5
7. Appeals.....	6

## 1. Introduction

- 1.1. In accordance with the Education Act 2002 and the requirements of the School Admissions Code, the Trustees of OWN Trust are required to consult, determine and notify their admission arrangements for schools for September 2025.

## 2. Determination of admission arrangements for September 2025

- 2.1 The Board of Trustees of OWN Trust apply the regulations on admissions fairly and equally to those children who attend Orton Wistow Primary School, Woodston Primary School and Nene Valley Primary School.
- 2.2 OWN Trust is its own admission authority and is responsible for setting the criteria for admission and for their interpretation. As its own admissions authority, OWN Trust has made the decision to use Peterborough City Council Admissions Service to co-ordinate the admission arrangements for Trust schools.
- 2.3 OWN Trust adheres to Peterborough's Fair Access protocol.

## 3. OWN trust school information

Catchment areas for each school within the Trust are available via the Peterborough City Council website:  
<https://www.peterborough.gov.uk/residents/schools-and-education/school-admissions/>

### 3.1 Orton Wistow Primary School

The published admission number for September 2025 for Orton Wistow Primary School is 60 children

### 3.2 Woodston Primary School

The published admission number for September 2025 for Primary School is 90 children.

### 3.3 Nene Valley Primary School

The published admission number for September 2025 for Nene Valley Primary School is 45 children.

## 4. Process for admission

### 4.1 Admission of Children into the Early Years Foundation Stage – at the start of the academic year

- 4.1.1 The Department for Education (DfE) Admissions Code 2023 requires that admissions into the Foundation year group, at the beginning of the academic year, be coordinated by the Local Authority. This is in order to provide a better service to parents and carers. This co-ordination involves a common application form and a common timetable as described in the 'co-ordinated scheme'. Further information can be found on  
[www.peterborough.gov.uk/admissions](http://www.peterborough.gov.uk/admissions)

4.1.2 The Local Authority publishes a composite booklet entitled Primary Schools Admissions Booklet, published each year. This provides parents and carers with information on the admission process, timetable and how parents can apply for a place in the school of their choice.

4.1.3 Parents have a right to express a preference for the school of their choice and they should do so using the online application service, [www.peterborough.gov.uk/admissions](http://www.peterborough.gov.uk/admissions) .

#### **4.2 Admission of Children out of their normal age group**

4.2.1 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. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1.

4.2.2 Parents requesting admission out of the normal age group will be assessed on a case-by-case basis.

### **5. In year admissions**

5.1. OWN Trust uses Peterborough Local Authority Admissions Service to co-ordinate the admission arrangements for Trust schools. OWN Trust schools will advise the Local Authority of all available places.

5.2. An application must be submitted to the Local Authority. They will respond, in writing, to advise whether an offer of a school place is available.

5.3. The Trust does not always have enough places available for every child whose parents have applied for a place in a particular school. In this case the school will use an order of priority for admissions to the school.

5.4. This will be in addition to any specific arrangements to specialist provision. The order of priority for all other children is as follows:

- i. A 'looked after child'\* or a child who was 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 have been in state care outside of England and ceased to be in state care as a result of being adopted.
- ii. Children who are both living in the catchment area\*\* served by the school and have siblings\*\*\* of compulsory school age still attending the school at the time of their admission.
- iii. Other children living in the catchment area\*\* at the time of admission.
- iv. Children of members of staff (working within the requested school), provided that they have been employed for a minimum of two years and/or are recruited to fill a vacant post for which there is a demonstrable skills shortage.
- v. Children who do not live in the catchment area\*\* served by the school, but who have siblings\*\*\* of compulsory school age attending the school (or are attending an infant or junior school on the same site) at the time of their admission.
- vi. Other children whose parents have requested a place who live outside the catchment area\*\* of the school.

\* 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). An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians). A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

\*\*An alphabetical list of streets and their school catchment areas is available on the Peterborough City Council website.

\*\* \*Definition of siblings

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

- a brother or sister sharing the same parents;
- a half-brother or half-sister where 2 children share one common parent;
- a step-brother or step sister, where two children are related by a parent's marriage - adopted children
- a child who has been adopted or is fostered by parents/carers who have other children.
- A brother or sister must be living at the same address as the child when the application is made.

## 5.5. Tie-Breaker

In cases of equal merit, priority will be given to the child living nearest the school as measured by a straight line. Distance is measured in a straight line using the Local Land Property Gazetteer (LLPG) provided from the seed point located at the child's home address to the seed point for the school. The seed point is taken from the Ordnance Survey's (OS) Address-Base dataset. It is used to locate individual residential and school addresses using grid references as seed points.

## 6. Waiting lists

- 6.1. Waiting lists for all oversubscribed primary schools will be maintained by the Local Authority until co-ordination ends, i.e. 31 August. Waiting lists are held in strict oversubscription criteria order. Applicants will be ranked according to each individual school's oversubscription criteria and the Local Authority will continue to coordinate on behalf of OWN Trust to allocate places from those lists, if places become available.
- 6.2. After the offer date there will be no distinction between 'on-time' and 'late' applications on waiting lists.
- 6.3. OWN Trust schools 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.
- 6.4. 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.
- 6.5. 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.

- 6.6. 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.

## **7. Appeals**

For any child subsequently refused a place, parents/carers will have the right to appeal against the decision, to an independent Appeals Panel.

**Parents/carers wishing to appeal should contact:**

**Appeals Officer  
Education Department  
Peterborough City Council  
Sand Martin House  
Bittern Way  
Fletton Quays  
Peterborough  
PE2 8TY**