



## ADMISSIONS CRITERIA – IN-YEAR 2023/24 ENTRY YEARS 3, 4, 5 & 6

### OVERSUBSCRIPTION CRITERIA

The Board of Governors will admit 15 pupils (the published admission number) into Year 3, including those with a Statement of Educational Need or Education Health and Care Plan (EHC), which names the School on the Statement/EHC.

**Please be aware that since the Junior Department opened in September 2011 we have been oversubscribed as a school. In such circumstances, oversubscription criteria are applied as listed below. To make sure that your application is given due consideration under our published oversubscription criteria, it is vital that when you complete the Local Authority Parental Preference Reasons section online, you check all of the boxes that are relevant to your application.**

**Even if you have completed a Supplementary Information Form (SIF), you can still check as many boxes as appropriate on the Local Authority Common Application Form.**

If the places are oversubscribed, the following oversubscription criteria will be used to select the 15 places in the following order of priority:

1. 'Looked After Children' 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. A Looked After Child is a child who is (a) in the care of a local authority in England, or (b) being provided with accommodation by a local authority in England in the exercise of their social services functions, or (c) 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 only. (See note A below.)
2. Cathedral choristers, up to nine places. (See note B below.)
3. Children of worshipping members of the Church of England or Methodist Church of Great Britain. (See note C below.)
4. Children of other applicants to the limit of places available, places being awarded to the child(ren) living close(st) to the School as indicated by a straight line from the main school reception entrance to the child's home, as calculated using Peterborough City Council's measuring process.

If at any stage, a tie-breaker is required, places will be allocated to the child(ren) living close(st) to the School as indicated by a straight line from the main school reception entrance to the child's home, as calculated using Peterborough City Council's measuring process. If this system cannot separate two or more applications, these applications will be further ranked by lottery.

### Notes:

**'Looked After Children'** - A child or young person is regarded as a 'Looked after Child' when they are accommodated or in care. If they are accommodated this means that their parent(s) retain parental responsibility and can ask for them to be returned home at any time. If they are subject to a Care Order then the local authority in England shares parental responsibility with the parent(s) and decides where the child should live. Looked After Children are cared for in a number of different settings including foster homes, children's homes and residential schools.

**‘A child in state care outside of England’** – 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, but ceased to be so as a result of being adopted only.

- A. In relation to Criteria 2, places will be open to boy and girl choristers. Children of parents/carers applying under this category must have already had a successful voice trial with the Peterborough Cathedral Director of Music and must be Cathedral Choristers upon entry into The King's (The Cathedral) School.
- B. **Children of worshipping members of the Church of England and Methodist Church of Great Britain: (These applications must be accompanied by a Year 3 Supporting Information Form (SIF), which is available from the School).**

Members of the Church of England and Methodist Church of Great Britain are defined as those who score above zero on the School’s marking system.

In relation to Criteria 3, the Supplementary Information Form (SIF) will need to be signed by a Church of England Priest or by a Methodist Minister, or if a Priest or Minister is unavailable during an interregnum, a Church Warden or Church Leader. Evidence of worship from the Priest, Minister or Leader of the religious community concerned, must be submitted on the SIF. The information should define the worship pattern of the applicant (the parent/carer), who lives at the child’s home address, in terms of frequency and duration.

The information on the SIF should cover your **whole** attendance record and **current** pattern of worship for the last eight years, or more. If you have worshipped at different churches during the last eight years, or more, a separate SIF from previous parish(es) must be submitted. Where a religious leader has been in post for only a part of the time you have worshipped there, they should state how they are able to confirm your attendance for the whole period. Please note that the **maximum** number of marks available for Period of Attendance at Worship is 9.

### Criteria 3 Marking Process

Frequency of Attendance at Worship	Marks
More than weekly throughout the year	5
Four/Five times per month	4
Three times per month	3
Fortnightly	2
Monthly	1
Major Festivals only	0.5

Period of Attendance at Worship	Marks
Greater than 8 years	9
Between 7 and 8 years	8
Between 6 and 7 years	7
Between 5 and 6 years	6
Between 4 and 5 years	5
Between 3 and 4 years	4
Between 2 and 3 years	3
Between 1 and 2 years	2
Less than 1 year	1

The **total** mark awarded for each application will be the product of the marks for frequency and period of attendance for worship, (i.e. frequency mark multiplied by period of attendance mark). Places are offered strictly in descending order of each applicant's **total** mark.

The evidence on the Supplementary Information Form (SIF) will be used by the Board of Governors in determining which applicants are awarded places. The evidence will help the Board of Governors assess the commitment, in terms of frequency and duration, which the applicant has devoted to their religious community.

**The address submitted on the Supplementary Information Form should be the child's home. This is the home at which the child spends the majority of school week nights (Sunday - Thursday inclusive).**

- C. The Board of Governors will deal with late applications after all of the 'on time' applications have been processed.
- D. Parents/Carers not offered a place for their child due to the School having admitted up to the published admission number (PAN, 15) will be advised of their right to appeal.
- E. Admission of children out of their normal age group - parents/carers may seek a place for their child out of their normal age group by completing the Local Authority Common Application Form. In addition, parents/carers should write to the Registrar to request consideration of the request. The Admissions Committee will convene a panel to consider the request and will make a decision 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.

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.

- F. If the School has more applications than places available, unsuccessful parents/carers may elect to place their child's name on a waiting list that will be kept until the end of the academic year. Pupils will be placed on the waiting list in strict order, according to the oversubscription criteria. If a place becomes available at the School, places will be allocated according to the oversubscription criteria. Parents/Carers will be asked to contact the School using the form provided, to request that their child's name is placed on the waiting list.
- G. 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 will take preference over those on the waiting list.

### **Admission Appeals**

If parents/carers have concerns about the decision to refuse their son/daughter an In-Year place, they have the right to appeal to an independent admissions panel. If parents/carers wish to make an appeal, they should do so in writing. The School's Registrar, Mrs Lamsdale, should be contacted in the first instance and can provide the necessary forms for setting out the grounds for the appeal. In-Year appeals will be heard within 30 school days of receipt.