



BISHOP CREIGHTON ACADEMY

**ADMISSIONS POLICY
2025/2026**

This policy was reviewed and approved by the Greenwood Academies
Trust Board on 2 February 2024.

PROCEDURE FOR ADMITTING PUPILS TO THE BISHOP CREIGHTON ACADEMY

The Bishop Creighton Academy provides for the needs of children within the 4 to 11 age range.

Pupils will be admitted at the age of 4+ without reference to ability or aptitude using the criteria set out in this policy. Admission to our Academy is not dependent on any 'voluntary' contribution.

The Greenwood Academies Trust is the Admissions Authority for the Bishop Creighton Academy.

The Academy participates in the Local Authority co-ordinated scheme and all deadlines within that should be adhered to by applicants.

Admission Number for Primary Provision (age 5)

1. The Academy has the following agreed admission number:
 - a) 30 for pupils in Reception Year
2. Accordingly, the Academy will admit a maximum of 30 children each year in the relevant age group if sufficient applications are received.

Process of Application

3. Arrangements for applications for places at the Bishop Creighton Academy will be made in accordance with Peterborough City Council's co-ordinated admission arrangements; parents resident in Peterborough can apply online at:

www.peterborough.gov.uk/schooladmissions

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

4. The Bishop Creighton Academy will use Peterborough City Council's timetable for applications to the Academy each year (exact dates within the months may vary from year to year):
 - a) September/October - the Academy will provide opportunities for parents to visit
 - b) By 15 January – Parents must complete the common application form (CAF) and return it to the LA to administer (by midnight for on-line applications)
 - c) 16 April or nearest working day – notification of offers made to parents.

The Academy will ensure its application processes enable parents to apply before these deadlines.

Consideration of Applications

5. The Academy will consider all applications for places at the Bishop Creighton Academy.

Where fewer than the published admission number(s) for the relevant year groups are received, the Academy will offer places at the Academy to all those who have applied.

Any applications received after the closing date will be accepted but considered only after those received by the closing date in accordance with the published Peterborough City Council co-ordinated scheme and timetable.

Procedures where the Bishop Creighton Academy is oversubscribed

6. Where the number of applications for admission is greater than the published admission number in any age group, applications will be considered against the criteria set out below.

Admission to Reception Year – oversubscription criteria

7. The Bishop Creighton Academy will first accept all pupils with a statutory right to a place through an Education Health and Care Plan naming the Academy. After the admission of these pupils, criteria will be applied for the remaining places in the order in which they are set out below:
 - a) Looked after children and previously looked after children, including those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted*.
 - b) Children who are both living in the catchment area and have a sibling* on roll at the Academy at the time of application and admission.
 - c) Other children living in the catchment area at the time of application.
 - d) Children of members of staff, 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.
 - e) Children who do not live in the catchment area but who have a sibling on roll at the Academy at the time of application and admission.
 - f) Other children whose parents have requested a place who live outside the catchment area.

In the event of oversubscription within the above criteria, preference will be given to children who live nearest the Academy as measured by a straight line distance*.

** (see definitions)*

In the unlikely event the Academy needs to use a random allocation system for the last place offered, this will be undertaken by an independent person outside of the Academy.

Admission of children outside their normal age group

8. Parents may request that their child is admitted outside their normal age group, for example, summer born children*, if the child is gifted and talented, has experienced problems such as ill health or is born prematurely.
9. For Reception year, any parent of a summer born child wanting their child to be admitted outside of the normal age group should contact the Academy in the first instance and make an application to their Local Authority for their child's normal age group at the usual time but also submit a request for admission outside of the normal age group at the same time.

For other year groups, any parent wanting their child to be admitted out of the normal age group should submit a request, in writing, to the Bishop Creighton Academy as soon as is possible.

10. When such a request is made, the Academy will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the parent, the Principal and any supporting evidence provided by

the parent. The Academy is responsible for making the decision on which year group a child should be admitted to.

All such applications will be considered at the time they are submitted.

** The term 'summer born' is used to refer to children born from 1 April to 31 August.*

Arrangements for in-year Admissions

11. Peterborough City Council will co-ordinate admissions for in-year applications and for applications for year groups other than the normal point(s) of entry.
12. Subject to any provisions in the LA's co-ordinated admission arrangements relating to applications submitted for years other than the normal year of entry, the Academy will consider all such applications and if the year group applied for has a place available, admit the child.
13. If more applications are received than there are places available, the oversubscription criteria in paragraph 7 for the relevant age group shall apply. Parents whose application is refused shall be entitled to appeal.

Operation of Waiting Lists

14. As required by the Schools Admissions Code, the Bishop Creighton Academy will maintain a waiting list until the end of the autumn term for Reception year. Applications for inclusion on a waiting list will be ranked according to our over-subscription criteria as described in paragraph 7 above.

Right of Appeal

15. There will be a right of appeal to an Independent Appeals Panel for unsuccessful applicants relating to admissions at age 5 (statutory school age) or above. Appeals should be made within twenty (20) school days of the date of refusal.
16. If refused admission you should contact the PCC Admissions Team at the address below to lodge an appeal:

The School Admission Appeals Administrator
Peterborough City Council
Democratic Services
Second Floor, Sand Martin House
Bittern Way
Fletton Quays
Peterborough PE2 8TY

Please mark your envelope 'Admissions Appeals'.

UK Armed Forces

17. For families of UK service personnel with a confirmed posting to the area, or crown servants returning to live in the area from overseas, the Academy will:
 - Process an application in advance of the family arriving in the area provided it is accompanied by an official letter that declares a relocation date and a Unit postal address, intended address or quartering area address to use when considering the application against the school's oversubscription criteria.

- Accept a Unit postal address or quartering area address for admissions purposes for a service child where the parent requests this
- The Academy will not refuse a service child a place solely because the family does not have an intended address or does not yet live in the area.

Evidence of an intended address will be required such as tenancy agreement, or mortgage statement. Please contact the school for more details.

18. For late coordinated applications and in year applications supported by the appropriate military documentation, we will aim to remove any disadvantage to UK service personnel (UK Armed Forces). The Academy will consider whether:
- An application from that address would normally succeed in an oversubscribed year
 - There is any child on the reserve list with higher priority under the oversubscription criteria
 - The prejudice from admitting an extra child would be excessive.
19. The Academy has discretion to admit above the admission number in these circumstances if they wish but are not obliged to do so. If a place is refused, you will be informed of your right of appeal.

Fair Access

20. The Bishop Creighton Academy participates in Peterborough City Council's Fair Access protocol.

All schools, including Voluntary Aided Schools, Trust Schools and Academies must participate in the protocol.

The purpose of the Fair Access Protocol is to ensure that vulnerable children are offered a school place as quickly as possible and to evenly spread children with additional needs across all schools in the county. The protocol only applies to mid-term applications; it does not operate when children transfer from primary school to secondary school.

Fraudulent or Misleading Applications

21. As an Admission Authority, we have the right to investigate any concerns we may have about application and to withdraw the offer of a place if we consider there is evidence that a fraudulent claim has been made or misleading information provided, for example a false address was given which denied a place to a child with a stronger claim.

We reserve the right to check any address and other information provided so we can apply the oversubscription criteria accurately and fairly.

Definitions

1. Definition of 'Looked After' and previously 'Looked After' children

A 'looked after child' is a child who is:

- in the care of a local authority, or
- 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 making an application to a school.

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.

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). This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders).

Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. 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).

2. Definition of siblings and the position of twins

A sibling is defined as:

- Sibling is defined as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters or another child normally living for the majority of term time in the same household, where an adult in the household has parental responsibility as defined by the Children Act 1989, or any child in the household where an adult in the household is defined as a parent for the purposes of Section 576 of the Education Act 1996. This could include a person who is not a parent but who has responsibility for him/her.

In the case of twins or other siblings from a multiple birth, where there is only one place available in the Academy, these will be considered together as one application. The Academy's admission number may be exceeded by one.

In the case of siblings in the same year group, where there is only one place available in the Academy, both will be considered together as one application. The Academy may go above its admission number as necessary to admit all the children.

3. Distance

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 ordinance survey (OS) address files. The address point for a property does not change.

4. Home address

The child's place of residence is taken to be the parental home, other than in the case of children fostered by a Local Authority, where either the parental address or the foster parent(s) address may be used. Where a child spends part of the week in different homes, their place of residence will be taken to be their parent or parents' address.

If a child's parents live at separate addresses, the address where the child permanently spends at least three 'school' nights (i.e. Sunday, Monday, Tuesday, Wednesday or Thursday) will be taken to be the place of residence. Evidence that a child's place of residence is permanent may also be sought.

If a child spends equal amounts of time at the two addresses, the parents must agree which address they wish to be the child's main address.

Where parents share custody of their child but cannot agree on either the home address or school preferences, the Academy will only consider the application of the parent who is eligible to receive Child Benefit and Child Tax Credit for the child.

A fraudulent claim to an address may lead the Academy to withdraw an offer of a place.

5. Tie Break

If any of the oversubscription criteria have too many applicants, then the tie-break will be by distance using the method in paragraph 7 above.

If the distance criterion is not sufficient to distinguish between two applicants for the last remaining place, then a lottery will be conducted by an independent person.