

# SOKE EDUCATION TRUST

## Admissions Policy

Approved via Governorhub

Approved	December 2024
Review	September 2025



## Admissions Policy

### Aims

This policy aims to:

- Explain **how to apply** for a place at the school
- Set out the school's **arrangements for allocating places to the pupils** who apply
- Explain **how to appeal** against a decision not to offer your child a place

In accordance with the Education Act 2002 and the requirements of the School Admissions Code, the Directors of Soke Education Trust are required to consult, determine and notify their admission arrangements for the school for September 2025

### Legislation and Guidance

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code](#)
- [School Admission Appeals Code](#)

As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

This policy complies with our funding agreement and articles of association.

### Roles and Responsibilities

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the governing board will publicly consult on these changes.

### Definitions

#### Normal admissions round

This is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

#### 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.

#### Looked after children

Children who, at the time of making an application to a school, are:

- In the care of a local authority, or

- Being provided with accommodation by a local authority in exercise of its social services functions
- Children who appear to the Admission Authority to have been in state care (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society) outside of England but ceased to be so as a result of being adopted only

### **Previously looked after children**

Children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

### **Compulsory School Age**

A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

### **Determination of admission arrangements for September 2025**

The Board of Directors of Soke Education Trust apply the regulations on admissions fairly and equally to those children who attend Alderman Jacobs School, Gunthorpe Primary, John Clare Primary, Northborough Primary, Werrington Primary and Wittering Primary.

Soke Education Trust is its own admission authority and is responsible for setting the criteria for admission and for their interpretation. As its own admissions authority, Soke Education Trust has made the decision to use either the Cambridgeshire Local Authority Admissions Service or the Peterborough Local Authority Admissions Service, according to the location of each school. These authorities co-ordinate the admission arrangements for schools in the Trust

Soke Education Trust adheres to Cambridgeshire and Peterborough's Fair Access protocol.

If your child was born between 1 September 2020 and 31 August 2021 and lives in Peterborough or Cambridgeshire you need to apply for a reception place for them for September 2025. You can apply anytime from 12 September 2024. To receive an offer of a school place on the National Offer Day, 16 April 2025, you must submit a complete application before midnight on 15 January 2025, the National Closing Date.

### **How places are offered**

The application process for admissions into the initial year of entry is coordinated by Cambridgeshire Local Authority or Peterborough Local Authority which acts on behalf of the Trust to offer places at the requested school.

If applying to Alderman Jacobs School, parents should apply online at [www.cambridgeshire.gov.uk/admissions](http://www.cambridgeshire.gov.uk/admissions)

For Gunthorpe Primary School, , John Clare Primary School, Northborough Primary School Werrington Primary School and Wittering Primary School, parent should apply online at

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

Applications should be made no later than the national closing date. Offer letters will be issued by the LA on the published offer date.

*Late applications will be handled by the Admissions Team.*

To apply for a place after the start of the school year, or for any other year group, please contact the area LA Admissions Team for the school of your preference.

The application form must be returned to the correct LA Admissions Team who will then contact your preferred schools to determine the availability of a school place. The LA Admissions Team will write to you to confirm the details of the school at which a place is to be offered and, where appropriate, a suitable start date.

Where the Admissions Team is unable to meet any preferences expressed a place will be offered at the next nearest alternative school with places available.

Parents wishing to visit any of our schools prior to submitting an application are welcome to do so, though it may not always be possible to organise this at short notice. Please note that visits are not interviews and do not affect any decision regarding the availability of a place. Please contact the individual school to make arrangements.

All parents are advised to read the appropriate LA booklet for parents on primary admissions, before applying.

## **Soke Education Trust School Information**

### **Alderman Jacobs School**

#### **Catchment**

Alderman Jacobs School serves the catchment area of Whittlesey, Kings Dyke as far west as Horsey Toll, Pondersbridge as far south and including Oilmills Road, Whittlesey town and the area of the parish as far east as including 311 Eastrea Road and Lattersley Hill Farm but also welcomes applicants from a wider area if spaces are available.

The Governing Body of Alderman Jacobs School is the admission authority for the school. This means that the Governing Body sets and applies the admissions policy for the school. The Governing Body have appointed the Local Authority to provide an admissions and appeals service for the school.

#### **Admissions Criteria**

All preferences are treated equally. Children who have an education, health and care plan that names the school must be admitted. Children with an education, care or health plan that does not name the school will be referred to Student Assessment to determine an appropriate place.

Where applications exceed the PAN (90 places), places will be allocated in order to:

1. Children who appear to the Admission Authority to have been in state care (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society) outside of England but ceased to be so as a result of being adopted only.

2. Children with a serious or life-threatening medical condition; or children where there are sensitive and/or serious individual and/or family circumstances; which in any such case makes attendance at this school essential (Note 1)
3. Children of staff employed by the Academy Trust of Alderman Jacobs School, subject to conditions in (Note 2)
4. Children who reside in the Whittlesey catchment area and who have a sibling attending the school at time of admission
5. Children who reside in the Whittlesey catchment area but do not have a sibling attending the school at the time of admission.
6. Children who reside outside the Whittlesey catchment area with a sibling already attending Alderman Jacobs School
7. Children who reside outside the Whittlesey catchment area but do not have a sibling attending the school at the time of admission

### Notes

1. If an application is made on medical or other grounds as specified in criterion 2 of the admissions policy:
  - If, at the time of application, a child has a serious or life-threatening medical condition which the parent considers makes attendance at this school essential, this must be stated on the application form and will only be considered if substantive medical evidence is attached. Please note: a letter from a GP alone will not normally be deemed as sufficient medical evidence. The Directors reserve the right to consult with their own or Local Authority medical advisors.
  - If there are sensitive and/or serious individual and/or family circumstances which the parent considers makes attendance at this school essential, these must be stated on the application form. Substantive evidence will need to be provided at the time of application, such as a report from a support service.
2. There are two possible conditions.
  - The member of staff must have been employed on a continuous basis at the school for two or more years. For normal round admissions the date that will be used to assess the length of time that a member of staff has been employed will be the closing date for applications.
  - A member of staff is recruited to fill a vacant post for which, in the opinion of the Directors, there is a demonstrable skill shortage.
  - Applicants who wish to apply for a place under this criterion must tick that they are a staff member and include it in the Memo box.

## Gunthorpe Primary School

### Catchment

Andrews Crescent  
Bowness Way  
Brooker Avenue  
Carpenter Close  
Cheviot Avenue

Bartram Gate  
Brendon Garth  
Caldbeck Cl  
Cartwright Grove  
Chiltern Rise

Beadle Way  
Brickenden Rd  
Cambrian Way  
Chamberlain Way  
Cleveland Court

Cooper Road  
Grampian Way  
Hallfields Lane

Derwent Drive  
Gunthorpe Ridings  
Herald Way

Freston  
Gunthorpe Rd (evens)  
Holmes Way

Gunthorpe Primary serves the areas of:

### **Admission Criteria**

All preferences are treated equally. Children who have an education, health and care plan that names the school must be admitted. Children with an education, care or health plan that does not name the school will be referred to Student Assessment to determine an appropriate place.

Where applications exceed the PAN (60 places), places will be allocated in order to:

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence/care arrangements order or special guardianship order. 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).
2. 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. A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society
3. 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.
4. Other children living in the catchment area\* at the time of admission.
5. Children of members of teaching 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.
6. 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.
7. Other children whose parents have requested a place who live outside the catchment area\* of the school.

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

## **John Clare Primary**

### **Catchment**

John Clare Primary mainly serves the areas of Helpston and Etton

### **Admission Criteria**

All preferences are treated equally. Children who have an education, health and care plan that names the school must be admitted. Children with an education, care or health plan that does not name the school will be referred to Student Assessment to determine an appropriate place.

Where applications exceed the PAN (20 places), places will be allocated in order to:

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence/care arrangements order or special guardianship order. 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).
2. 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. A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society
3. 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.
4. Other children living in the catchment area\* at the time of admission.
5. Children of members of teaching 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.
6. 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.
7. Other children whose parents have requested a place who live outside the catchment area\* of the school.

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

## **Northborough Primary School**

### **Admission Criteria**

All preferences are treated equally. Children who have an education, health and care plan that names the school must be admitted. Children with an education, care or health plan that does not name the school will be referred to Student Assessment to determine an appropriate place.

Where applications exceed the PAN (30 places), places will be allocated in order to:

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence/care arrangements order or special guardianship order. 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).
2. 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. A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society
3. 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.
4. Other children living in the catchment area\* at the time of admission.
5. Children of members of teaching 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.
6. 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.
7. Other children whose parents have requested a place who live outside the catchment area\* of the school.

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

### **Catchment**

Northborough Primary mainly serves the village of Northborough and surrounding area.

### **Werrington Primary School**

#### **Catchment**

Werrington Primary mainly serves the areas of Werrington Village.

### **Admission Criteria**

All preferences are treated equally. Children who have an education, health and care plan that names the school must be admitted. Children with an education, care or health plan that does not name the school will be referred to Student Assessment to determine an appropriate place.

Where applications exceed the PAN (60 places), places will be allocated in order to:

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence/care arrangements order or special guardianship order. 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).
2. 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. A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society
3. 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.
4. Other children living in the catchment area\* at the time of admission.
5. Children of members of teaching 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.
6. 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.
7. Other children whose parents have requested a place who live outside the catchment area\* of the school.

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

## **Wittering Primary School**

### **Catchment**

mainly serves the areas of Wittering, Wansford and Thornhaugh.

### **Admissions Criteria**

All preferences are treated equally. Children who have an education, health and care plan that names the school must be admitted. Children with an education, care or health plan that does not name the school will be referred to Student Assessment to determine an appropriate place.

Where applications exceed the PAN (60 places), places will be allocated in order to:

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence/care arrangements order or special guardianship order. 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).

2. 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. A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society
3. 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.
4. Other children living in the catchment area\* at the time of admission.
5. Children of members of teaching 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.
6. 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.
7. Other children whose parents have requested a place who live outside the catchment area\* of the school.

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

For further information on school catchment areas [www.peterborough.gov.uk/residents/schools-and-education/school-admissions/catchment-area/](http://www.peterborough.gov.uk/residents/schools-and-education/school-admissions/catchment-area/)

### **Process for Admission**

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

The Department for Education (DfE) Admissions Code 2014 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 <https://www.cambridgeshire.gov.uk/residents/children-and-families/schools-learning/apply-for-a-school-place> or [www.peterborough.gov.uk/admissions](http://www.peterborough.gov.uk/admissions)

Each Local Authority publishes a composite booklet entitled Admissions Information 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.

Parents have a right to express a preference for the school of their choice and they should do so using the common application form.

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

Soke Education Trust do not believe it is in the best interest of pupils to be deferred to another year. As a Trust with experienced and knowledgeable staff, we are able to provide suitably differentiated and adapted, educational provision for children of all abilities.

It is our belief, based on evidence from the Education Endowment Fund, that children experience negative effects to their education when their schooling is deferred. If children are from disadvantaged backgrounds the negative impact increases further and is even more likely to increase their inequality. The research demonstrates that on average children who are held back a year in their schooling make at least three months less progress than their peers, on top of any current gaps in their learning. The negative effects increase with time and there is an increased risk that children will drop out of school entirely later on. Attempting to reduce the risk of drop out at points prior to the end of statutory schooling can cause social upheaval as the relationships built up over time are split. Furthermore, children can make relationships with others, who are not their chronological peers which can become inappropriate. Joining a school below a child's chronological age may create problems, socially and academically in the Primary phase and can be problematic with the administration of the statutory testing procedures.

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

### **In Year Admissions**

Soke Education Trust uses Cambridgeshire Local Authority Admission or Peterborough Local Authority Admissions Service to co-ordinate the admission arrangements for trust schools. Soke Education Trust schools will advise the Local Authority of all available places.

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.

The Trust does not always have enough places available for every child whose parents have applied for a place. In this case each school will apply their admission criteria.

### **Tie-Breaker**

#### **Cambridgeshire Schools**

In cases of equal merit, priority will go to the child closest to the school as measured by a straight line.

- The home address is defined as the address of the adult with parental responsibility with whom the child normally lives and which applies at the time of application.
- Where a child lives normally during the school week with more than one parent at different addresses, the home address for the purposes of school admissions will be the one where the child spends the majority of term time. If a parent can show that their child spends an equal amount of time at both addresses during school term time, they can choose which address to use on the application.
- Applications based on future addresses can only be considered up to **6 teaching weeks** before the child is expected to take up the place and upon confirmation of a minimum of six month tenancy agreement or exchange of contracts.

- A map showing the catchment area and/or further information can be obtained from the school.
- A sibling is defined as a brother and/or sister and any child living in the family unit. i.e. half-brother/sister and/or step-brother/sister.

### **Peterborough Schools**

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-Point® dataset. It is used to locate individual residential and school addresses using grid references.
- If a place becomes available it will be offered to the child at the top of the reserve list for the year group or, if no reserve list exists, the place will be offered to the first child for whom an application is received.
- The address used for the purpose of admission is the home address at the time of application. Applications based on future addresses can only be considered up to six teaching weeks before the child is expected to take up the place and upon confirmation of tenancy or exchange of contracts.

### **Waiting Lists**

Continuing interest lists for all oversubscribed primary schools will be maintained by the Local Authority until co-ordination ends, i.e. 31 August. Continuing Interest 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 Soke Education Trust 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 continuing interest lists.

Soke Education 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 continuing interest list.

Parents will be asked to confirm that they wish to stay on a higher preference school's continuing interest 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 continuing interest list if a higher preference school has been offered. Refusal of a place when offered a preference school will automatically remove them from the continuing interest 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 continuing interest 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 continuing interest 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 continuing interest 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.

## **Appeals**

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

If your child is refused a place at Alderman Jacobs Primary School you have a statutory right to appeal against that decision. All appeals are managed by the Local Authority admissions and appeals service. The contact for appeals is:

Samantha Bennett  
Education Admission Appeals Officer  
Telephone number: (01223) 699794;  
Email: [admission.appeals@cambridgeshire.gov.uk](mailto:admission.appeals@cambridgeshire.gov.uk)

If your child is refused a place at Gunthorpe Primary School, John Clare Primary School, Northborough Primary School, Werrington Primary School or Wittering Primary School you have a statutory right to appeal against that decision. All appeals are managed by the Local Authority admissions and appeals service. The contact for appeals is:

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

School Admissions Appeals Service Sand  
Martin House  
Peterborough PE2  
8TY

**Appendix 1****Primary Admissions Timetable for Admission September 2025**

<b>DATE</b>	<b>EVENT</b>
12 September 2024	Application process goes live. Online application facility opens via the online Parent Portal. Copies of composite prospectus are available on-line. Hard copy application forms are available on request by contacting the Admissions Team.
<b>15 January 2025</b>	<b>CLOSING DATE FOR ALL APPLICATIONS AND SIFS (to be classed as 'on time')</b>
31 January	Final date change requests linked to changes of address and applications from UK Service Personnel will be accepted (Second Deadline)
14 February	Local Authority sends details of on-time applications to other Local Authorities where the preferred school is located out of the resident's Local Authority area.
<b>16 April 2025</b>	<b>NATIONAL PRIMARY OFFER DATE</b> Offer letters sent by email to parents who have made their application on-line and by Second Class Post via Royal Mail to those who made paper applications. Allocation information is published on the Local Authority website.  Parents must email the admissions team if they do not wish to take up the offered place and give details of alternative education. Parents also informed of their right of appeal against any refusal.
30 April	Reminder email and letter sent to parents who have not yet responded to the offer letter sent.
7 May	All offers for whom no response has been received from parent will be withdrawn.
w/c 5 May	LA processes applications received between 16 January to 30 April (Second Round)
by 9 May	LA issues offer letters by 2 <sup>nd</sup> class post to those parents whose application was considered in Second Round including places to children on a waiting list where a place has become available.
21 May	Deadline for parents to submit appeal forms in order to ensure appeal is heard within 40 school days.
w/c 9 June	LA processes all late applications received between 1 May and 30 May (Third Round)
w/c 7 July	LA processes all late applications received between 31 May and 27 June (Fourth Round)
18 July	Statutory deadline by which all appeals submitted by 21 May must be heard.
w/c 21 July	LA processes all late applications received between 28 June and 18 July (Fifth Round)