

PETERBOROUGH Secondary School CITY COUNCIL

A guide for parents of children starting secondary school in September 2021 in Peterborough city.

This leaflet explains how to apply for a secondary school place if your child lives in Peterborough and was born between 1 September 2009 and 31 August 2010

Application deadline Midnight 31 October

All the information you need to apply for a school place, including an online application form and electronic copy of our full admissions guide will be available on our website www.peterborough.gov.uk/admissions

Alternatively, you may apply using a paper application form by contacting the Admissions Team: email: admissions@peterborough.gov.uk

Why not apply online for your child's school place?

The benefits of applying online are:

- it is quick and easy to do;
- the system is secure;
- there is no risk that your application will get lost in the post;
- you can change / amend the details on your application up until the closing date;
- you will get an e-mail confirmation when your application has been received and each time it is successfully resubmitted;
- it is available 24 hours a day, 7 days a week up until the closing date of 31 October 2020 (except during periods of essential maintenance);
 - Support will be available from the Admissions Team during the office hours below by emailing admissions@peterborough.gov.uk
- All applications are considered equally, whether online or on paper. Therefore, you should not apply twice.

Key facts about the application process

What do I have to do?

You should select up to three schools in order of preference.

To help you make this decision you can:

- find your catchment area school online at www.peterborough.gov.uk/admissions or by looking at the admissions guide;
- find other schools in your area by looking at the admissions guide;
- read the oversubscription criteria for the schools you are interested in;
- arrange to attend the schools' open events;
- look at other sources of information like the school prospectus and website;

You must make an application by Midnight 31 October 2020.

- It is vital that you apply by the closing date. Applications which are received after the deadline will be classed as late and processed in subsequent rounds of allocations commencing from 26 April 2021.
- This may result in you not gaining a place at your preferred or catchment school.
- You must apply to the local authority where you reside, or will be residing by 31 October 2020.
- Applications can be made either online at www.peterborough.gov.uk/admissions/admissions or on a paper application form available from any Peterborough primary school or by contacting the Admissions Team.
- If you are applying for any aided church school, make sure you also complete the school's supplementary information form (SIF) and return it to the school by the closing date, otherwise **your application will not be processed under the school's faith-based criteria.**

What happens next?

We will offer your child a school place on 1 March 2021.

- If you applied online, you will receive an email on 1 March 2021 informing you of the school you have been offered.
- School offer letters will be sent by second class post, despatched on the 1 March 2021, to everyone who applied before the deadline, whether you applied on paper or online.
- If we are unable to offer your child a place at any of your preferred schools, we will offer you a place at the nearest designated school.

What happens if I am not offered the school I want?

- Your child's details will be added to the school's waiting list in case a place becomes available and will be held on this list until the end of the academic school year (July 2021)
- You can ask about other schools that have places remaining, and submit a new application requesting alternative school preferences.
- You can request an appeal. For further information see <https://www.peterborough.gov.uk/residents/schools-and-education/school-admissions/school-admissions-appeals/>

Useful information

Important

- If you fail to make an application for your child's place before the deadline an offer of a place will **not** be made for your child on 1 March 2021. This may have a severe and negative impact on your chances of securing a place at your preferred school.
- If you are applying for a secondary school which requires a completed SIF, you must ensure that you complete a Supplementary Information Form (SIF) **and** a Local Authority Application Form.

Considering a school

- Find details of a school's profile, Ofsted report and performance data at <http://schoolsfinder.direct.gov.uk>
- Make time to visit the school.
- Do not judge a school by what others say.
- Think about transport and how your child will get to school.

Use your preferences wisely

- Use all three preferences available to you and be realistic about the schools you apply for.
- List your school preferences in the order that you would most prefer them, not the order you think you might get them.
- You are advised to name your catchment school as one of your preferences.

Allocating school places

- All applications received by the deadline are considered at the same time, no school offers are made on a "first come, first served" basis and priority is **not** given to those who put the school as a first preference.
- Decisions about who to offer school places to are made solely using the oversubscription criteria for that school, no other information is taken into consideration.
- All your preferences will be considered. The order in which you list the schools will be used if you can be offered a place at more than one school. In this case, you will be offered the school which you put as the highest preference.

Naming a school

- Naming more than one school will not weaken your chance of gaining a place at your first preference school.
- Naming the same school more than once will not increase your chance of gaining a place.

Important Dates

