Admissions Policy

Approved via Governorhub

Approved	September 2025
Review	September 2026

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 2026

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 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

For Gunthorpe Primary School, , John Clare Primary School, Northborough Primary School Werrington Primary School and Wittering Primary School, parents 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 Local Authority 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 and including 311 Eastrea Road and Lattersley Hill Farm

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 of staff employed by the Academy Trust of Alderman Jacobs School, subject to conditions in (Note 2)

3. Children who reside in the Whittlesey catchment area and who have a sibling attending the school at time of admission
4. Children who reside in the Whittlesey catchment area but do not have a sibling attending the school at the time of admission.
5. Children who reside outside the Whittlesey catchment area with a sibling already attending Alderman Jacobs School
6. Children who reside outside the Whittlesey catchment area but do not have a sibling attending the school at the time of admission

Notes

1. 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	Bartram Gate	Beadle Way
Bowness Way	Brendon Garth	Brickenden Rd
Brooker Avenue	Caldbeck Cl	Cambrian Way
Carpenter Close	Cartwright Grove	Chamberlain Way
Cheviot Avenue	Chiltern Rise	Cleveland Court
Cooper Road	Derwent Drive	Freston
Grampian Way	Gunthorpe Ridings	Gunthorpe Rd (evens)
Hallfields Lane	Herald Way	Holmes Way

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 villages of Helpston and Etton and the surrounding area.

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

Catchment
Northborough Primary mainly serves the villages of Northborough, Maxey and the surrounding area.

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.

Werrington Primary School

Catchment
Werrington Primary mainly serves the areas of Werrington Village and the surrounding area.

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
Wittering Primary School mainly serves the areas of Wittering, Wansford and Thornhaugh and the surrounding area.

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 (45 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/

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

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

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

Admissions Timetable

Applications for primary school places launch on 12 September 2025.

The deadline to apply is 15 January 2026.

We will send you your child's school place offer on 16 April 2026.