DLPT Primary

Determined Arrangements 2027-2028

Cambridgeshire & Peterborough Primary Schools

Approved by:	**Mr Jonathan Lewis (CEO)**	**Date**:	10.12.2025
Last reviewed:			
Next review due by:			

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Aims

This Policy aims to:

- Explain how to apply for a place at a school within The Diamond Learning Trust.
- Set out the Trusts arrangements for allocation of primary places to the pupils that apply.
- Explain how to appeal against a decision not to offer your child a place.

Legislation and Statutory Requirements

This policy is based on the Schools Admission Code 2021 and the School Admission Appeals Code. The Board of Directors of The Diamond Learning Partnership Trust (DLPT) is the admission authority for all trust schools. As such, the Board sets and applies the admissions policy for every school within the Trust, and all decisions regarding the admission of children are made by the Board.

The Trust is required to comply with these codes, as well as with the legislation governing school admissions set out in the School Standards and Framework Act 1998. In accordance with the Schools Admission Code 2021, the academy will undertake statutory consultation every seven years, provided no changes are made to the admission arrangements.

How to Apply

Admissions for a place in EYFS (Reception class) are arranged by Cambridgeshire/Peterborough Local Authority (LA). An application form is available from each LA's Admissions Team and must be completed within the normal admissions round and no later than the national closing date.

Cambridgeshire - https://www.cambridgeshire.gov.uk/residents/children-and-families/schools-learning/apply-for-a-school-place/primary-reception-junior-or-middle-school

Peterborough Local Authority (LA). https://www.peterborough.gov.uk/residents/schools-and-education/school-admissions/primary-school-admissions

Offer letters will be issued by the LA on the national offer date or the first working day after. Any late applications (those after the national closing date) will be processed by the LA Admissions Team. Please note, pupils attending any of the TDLPT Pre-school/Nursery provisions, will not transfer automatically into the main school. A separate application must be made for a place in reception.

The home LA will offer places to up to the Published Admission Number (PAN) for each school within the Trust. If the school is not oversubscribed, all applicants will be offered a place. In the event of the LA receiving more applicants than the number of places set out below, places will be given to those children who meet any of the criteria set out below, in order, until all places are filled. If more than PAN applications are received, this same criterion (below) will be applied to determine priority for places.

Primary Schools within the DLPT and their Published Admission Number

School	Local Authority (LA)	PAN
Braybrook Primary Academy	Peterborough	30
Burrowmoor Primary Academy	Cambridgeshire	60
Glebelands Primary Academy	Cambridgeshire	60
Gorefield Primary Academy	Cambridgeshire	15
Great Staughton Primary Academy	Cambridgeshire	15

Kimbolton Primary Academy	Cambridgeshire	15
Leverington Primary Academy	Cambridgeshire	30
Middlefield Primary Academy	Cambridgeshire	30
Murrow Primary Academy	Cambridgeshire	15
Round House Primary Academy	Cambridgeshire	60
Thomas Eaton Primary Academy	Cambridgeshire	15
Winhills Primary Academy	Cambridgeshire	30
Wintringham Primary Academy	Cambridgeshire	60

Oversubscription Criteria for DLPT Primary Schools with Catchment Areas[1]

All children whose Education, Health and Care Plan (EHCP) names the school, take priority over all other applicants and will be admitted irrespective of whether there are places available in the year group. Those children with an EHCP that does not name the school will be referred to the Statutory Assessment and Resources (STAR) Team to determine an appropriate place;

1. Children in Care (CIC) and Children who were previously in care (CIC) but ceased to be so by reason of adoption, a residence order (now known as a child arrangement order) or special guardianship order.
2. Children living[2] in the catchment area with a sibling[3] at the school at the time of admission.
3. Children living in the catchment area.
4. Children living outside the catchment area who have a sibling at the school at the time of admission.
5. Children living outside the catchment area who have applied and been unable to gain a place at their Cambridgeshire / Peterborough catchment area school because of oversubscription.
6. Children who live outside the catchment area.

Oversubscription Criteria for DLPT Primary Schools without Catchment Areas

All children whose Education, Health and Care Plan (EHCP) names the school, take priority over all other applicants and will be admitted irrespective of whether there are places available in the year group. Those children with an EHCP that does not name the school will be referred to the Statutory Assessment and Resources (STAR) Team to determine an appropriate place;

1. Children in Care (CIC) and Children who were previously in care (CIC) but ceased to be so by reason of adoption, a residence order (now known as a child arrangement order) or special guardianship order.
2. Children living closest to the school with a sibling[4] at the school at the time of admission.
3. Children living closest to the school.

Equal Merit

In cases of equal merit, priority will go to the child living closest to the school by the shortest distance (as the crow flies). This will be determined using a combination of local maps and online resources e.g. Google Maps. In the event of (a) two or more children living at the same address

[1] See Appendix 2 for catchment areas

[2] Home Address - the place the child resides for the majority of school nights with an adult who has parental responsibility.

[3] Sibling – Shares same biological parents, brother sister, half-brother/sister or legally adopted living at same address as child.

[4] Sibling – Shares same biological parents, brother sister, half-brother/sister or legally adopted living at same address as child.

point (e.g., children resident in a block of flats) or (b) two addresses measuring the same distance from the school, the ultimate tiebreaker will be random selection. This being sealed envelopes with the name of one child per envelope, numbers assigned to children and drawn from an electronic randomiser.

Multiple Birth

Where applications are received in respect of twins, triplets or children of other multiple births, the Governing Body will endeavour to offer places in the same school, admitting above the planned admission number where necessary.

Waiting List

In the event of over-subscription into reception the criteria set out above will be applied and places offered in accordance with those; if applications exceed the number of places available, the LA will provide the school with a ranked waiting list, which they will maintain until 31 December. Parents will be contacted if a place becomes available for their child but should be aware that their child's place on a waiting list may change if an application is subsequently received that meets a higher criterion than their own.

Under the School Admissions Code, looked-after children, previously looked after children, and those allocated a place at the school in accordance with a Fair Access Protocol must take precedence over those on the waiting list.

Children below compulsory school age

Where children below compulsory school age are offered a place at the school, they will be entitled to attend the school full-time in the September following their fourth birthday.

Parents may defer their child's entry to the school until later in the school year but not beyond the point at which the child reaches compulsory school age, and not beyond the beginning of the final term of the school year the offer was made for.

Where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

Delay entry

The parents of summer-born children can choose to delay their child's entry to school until the following year when the child reaches statutory school age and may request that their child be admitted to Reception rather than Year 1 at that time. The local authority will process requests for summer born children. **Guidance on handling admission requests for summer born children - GOV.UK**. Please also see TDLPT Deferred Entry Policy.

In-Year Applications

Parents can apply for a place for their child at any time outside the normal admission round. As in the case in the normal admission round, all children whose EHC plans names the school will be admitted. In-Year applications to any DLPT schools need to be made directly to the Trust. In Year Application forms are available on all schools' websites. Please note applications for school places will not be considered more than four teaching weeks before the place is required. The exception being to UK service personnel. Applications can be requested from and returned to Admissions@diamondlearningtrust.com .

If a place is not available in the year group for which a child applies, they will be placed on a waiting list. The home LA will also be notified that DLPT have been unable to offer a place. The child will be

placed on a waiting list in the rank order of our oversubscription criteria, not in the date order by which their application was received. The child's details will remain on the waiting list until the end of the academic year unless we have been notified by the parent that a place is no longer needed. After this time if parents wish their child(ren) to remain on the list they should contact the Trust. Please note names held on the waiting list will not be carried over to a new school year.

Parents should be aware that their child's place on a waiting list may change if an application is subsequently received that meets a higher criterion than their own.

Parents have the right to appeal the refusal of a school place.

DLPT aim to notify a parent in writing within 15 school days with the result of their application.

Appeals

The parent(s) of any child who is refused a place at a DLPT school has a right of appeal. In the case of an EYFS/KS1 child, an independent infant class size appeal and KS2 to an Independent Appeals Panel. The panel consists of three people who are independent of the school, the school's Governing Body and the Local Authority. The panel will consider the circumstances of the case put before them. Both the Governing Body and the parents must abide by the decision it makes. The appeals are co-ordinated by Graham Manning for DLPT.

Appeal forms can be found on the schools' websites or requested from and returned to admissions@diamondlearningtrust.com

Appeals in relation to co-ordinated admission to Reception and Year 7 are currently arranged by the LA Admissions Team on behalf of the Governing Body. Further information and appeal forms are available from the LA Admissions Team.

Cambridgeshire: https://www.cambridgeshire.gov.uk/residents/children-and-families/schools-learning/apply-for-a-school-place/admission-appeals

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

Deferred Entry

- Request for admission outside the normal age group
- Request for summer-born child to delay school entry

The Diamond Learning Partnership Trust (DLPT) believes that children should be educated within their correct chronological year group, with the curriculum differentiated as necessary to meet the needs of individual children, and that they should only be placed outside their normal age group in exceptional circumstances.

However, parents may apply for out-of-year admission, either in a higher or lower year group. This may be appropriate, for example, if the child has experienced problems such as ill health. Please refer to our Request for Deferred Entry policy on each school's website. The panel will respond to all applications within 20 working days.

In all cases requests for deferred entry will only be agreed to in exceptional circumstances.

The parents of summer-born children can choose to delay their child's entry to school until the following year when the child reaches statutory school age and may request that their child be admitted to Reception rather than Year 1 at that time. The local authority will process requests for summer born children. **Guidance on handling admission requests for summer born children - GOV.UK**

Withdrawing an offer of a place

We will not withdraw an offer unless it has been offered in error, a parent has not responded within a reasonable time, or it is established that the offer was obtained through a fraudulent or intentional misleading application.

Where a parent has not responded to the offer, we will give them a further opportunity to respond and explain the offer may be withdrawn if they do not respond. If an offer is withdrawn on the basis of misleading information, we will consider the application afresh and a right of appeal will be offered if an offer is refused.

We will not withdraw an offer of a place, once a child has started in any of our schools except where that place was fraudulently obtained. In these circumstances, we will consider the length of time that the child has been at the school before deciding whether to withdraw the place.

Fair Access Protocol

We participate in Cambridgeshire / Peterborough's Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible and before anyone is considered from the waiting list. Eligibility for the Fair Access Protocol does not limit a parent's right to make an in-year application to the school for their child. Any application will be processed in accordance with the usual in-year admission procedures.

Children of UK service personnel and crown servants

Families of UK service personnel with a confirmed posting, or crown servants returning from overseas, will be allocated a place in advance of the family arriving in the area, provided a place is available and the application is accompanied by an official letter that declares a relocation date.

We will use the address at which the child will live when applying our oversubscription criteria, provided the parents provide some evidence of their intended address. Alternatively, the unit or quartering address will be used as the child's home address when considering the application against the oversubscription criteria, where this is requested by a parent.

Appendix 1

Definitions

Normal admissions round 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.

Looked-after children, as defined in section 22 of the Children Act 1989, are 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

Previously looked-after children are 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 (defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014), or
- Became subject to a special guardianship order (defined in section 14A of the Children Act 1989)

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

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.

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.

Parent - is any individual who holds parental responsibility, as defined under the Children Act 1989, or any person who has care of a child, where the child lives with them either full or part time and they look after that child.

Infant Class Size Limit Section 1 of the SSFA 1998 limits the size of an infant class (i.e. a class in which the majority of children will reach the age of five, six or seven during the school year) to 30 pupils per school teacher.

National Offer Day - The day each year on which local authorities are required to send the offer of a school place to all parents in their area. Secondary offer day is 1 March (or the next working day). Primary National Offer Day is 16 April (or the next working day).

Appendix 2: Catchments

Braybrook
The following roads: Abbotsbury, Bardney, Bathurst, Benyon Gove, Blackmead, Bodesway, Braybrook, Bringhurst, Cheyney Court, Clayton, Goodacre, Herlington, Holcroft, Kirkstall, Malborne Way, Sellers Grange, Walgrave.

Burrowmoor Primary Academy
This school does not have a geographical catchment area.

Glebelands
This school does not have a geographical catchment area.

Gorefield
Gorefield village and surrounding are north to North Level Main Drain and Fitton End; west to include Harrold Bridge and as far but not including Seeley's Lane; south to but not including Leverington Common; east to but not including Mays Lane.

Great Staughton
Catchment Area: Great Staughton, Perry and Dillington

Kimbolton
Covington, Tilbrook, Kimbolton and Stonely

Leverington Primary Academy
Leverington village and the surrounding area bounded by a line following but excluding Little Dowgate from Dowgate Road to Sutton Road, north along but excluding Sutton Road to Parson Drove Lane, east to the River Nene, north to the south side of Ferry Lane, west along, but excluding Ferry Lane, west to exclude Little Ramper, south along and to include Roman Bank to its junction with Fitton End, west 73 to exclude Fitton End Road, south to exclude Park Lane, south to include May's Lane, west to include Leverington Common as far as Barretts Bridge, south east to exclude Panswell Lane but to include Gadds Lane, north east to Dowgate Road at the junction with Little Dowgate.

Middlefield
The following roads, and all cul de-sacs and closes leading from them; Andrew Road, Bishop Road, Bodiam Way, Caernavon Road and Ridgeway

Murrow
Murrow village and the surrounding area; bounded in the East by Seadyke Road but including Murrow Lane to the junction with Tholomas Drove; in the south by and including Cants Drove; in the west by but not including Bishops Land Drove and Long Drove (Parsons Drove Fen); in the north by the Parsons Drove village boundary excluding Silver Lane north of the Pigeons crossroads.

Round House Primary
That part of St Neots bounded to the south by Cambridge Road, the north by Priory Hill, the east by the eastern boundary of Love's Farm development and the west by the railway line.

Thomas Eaton
Wimblington village and the surrounding area including Stonea, Hook, Latches Fen, Common Drove, Block Fen Drove, March Road, Blue Lane and Doddington Road

Winhills
The area bounded by the railway to the east, Potton Road (both sides) east side of Cromwell Road to its junction of Hen Brook, Hen Brook to Duck Lane, Duck Lane to Mallard Lane and a line to Cromwell Road and to include the whole of the Eynesbury Manor housing development.

Wintringham
The Wintringham Park Development and bounded to the west by Nuffield Road, that part of St Neots bounded to the south by Cambridge Road, the north by Priory Hill, the east by the eastern boundary of Love's Farm development and the west of the railway line.