



Discovery Primary Academy

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Website: www.discoveryprimarieschool.com

Head Teacher: Ms M Siequien

Deputy Head Teacher: Miss C Daniels

6th September 2019

Discovery Primary Academy Notification of administration of the In-year admissions process

- From January 2020 the Discovery Primary Academy will become their own admissions authority. Permission has been given from the ESFA (Education and Skills Funding Agency) and the Peterborough Local Authority to allow us to do this in line with the other schools within the Four Cs Multi Academy Trust (MAT).
- The Peterborough Local Authority will still administer all Reception and Year 7 applications through their own online application process.
- The process of in year admissions will begin in January 2020 and will be administered on a weekly basis, all applications will be processed and parents advised where their child is on the waiting list. To apply for a place at our academy you must visit our academy office to complete an application form which will include a fair access questionnaire to ensure all children without a place are found a suitable school or academy as soon as possible.
- We will require the following proof before your child is admitted into our academy:
 1. Two forms of proof of where you (the parent/carer) live
 2. Two forms of proof that the child lives with you (the parent / carer)
 3. Proof of the child's date of birth
- Our academy admissions policy will give you more details on the exact process for the application and will also give you details of your right to appeal.
- Admission applications will be processed throughout the academic year and our academy will display a timetable of the dates on our website.
- If you have any further queries or questions with regards to this change, please contact the academy office on 01733 325001 Monday to Friday between 9am and 2pm.

Ms M Siequien

Head of Discovery Primary Academy

