

## Online Applications

From 14th November 2016 you can apply for a primary school place online at [www.hartlepool.gov.uk/schooladmissions](http://www.hartlepool.gov.uk/schooladmissions) then click on the link for online admission applications.

There are lots of benefits of applying online:

- You can apply 24 hours a day, 7 days a week
- There's no risk that your application will be lost in the post
- It's safe and secure, and quick and easy to use
- You will get your decision quicker than parents who submit by paper application form.

### Who makes the application?

The person who has parental responsibility should submit the application for the child's school place. If parents are separated, and both have parental responsibility, please ensure that you are both involved in the application process. If you need further advice about who should apply for your child's school place, please contact the Admissions Team.

### Once I've made an application, and submitted it, can I change my preferences or submit other information?

You can make changes to your application right up to the closing date. Every time you make a change to your online application you will receive an e-mail confirming the status of your application. You can also check the status of your application when you log in to the system and select your existing records. Always make sure you re-submit each time you re-visit your application.

### What do I need to do to apply online?

You need access to a computer and an e-mail account.

### What if I can't apply online?

Please contact the Admissions Team (contact details below) to obtain a paper copy of the application form. **Please do not apply online and complete the paper application form. The closing date for applications is 15<sup>th</sup> January 2017.**

Please contact the Admissions Team if you require further guidance:  
School Admissions Team, Hartlepool Borough Council,  
Hartlepool CETL (Centre of Excellence for Teaching & Learning), Brierton Lane, Hartlepool, TS25 4AF, Tel: 01429 523765  
E-mail: [admissionsteam@hartlepool.gov.uk](mailto:admissionsteam@hartlepool.gov.uk)

## Education in Hartlepool

# Admissions to Primary School September 2017



## Education in Hartlepool

### – September 2017

Apply online and view the full version of the booklet  
at [www.hartlepool.gov.uk](http://www.hartlepool.gov.uk)



## A quick guide to the application process

In September 2017 your child will be due to start Primary School. This leaflet contains a basic guide to the application process and some information about the allocation of school places. A full version of the booklet "Education in Hartlepool – September 2017", which gives details of all the schools maintained by this authority and the admission policies in place for 2017/18, is available on the Hartlepool Borough Council website at [www.hartlepool.gov.uk/schooladmissions](http://www.hartlepool.gov.uk/schooladmissions). The booklet also contains guidance if you are considering deferring the entry of your child/ren into primary school. A copy can also be obtained by calling the Admissions Team on 01429 523765.

The timetable for the application process is as follows:

Mid November 2016	<ul style="list-style-type: none"> <li>Application letters distributed to nursery pupils</li> <li>Online application website available</li> </ul>
15 <sup>th</sup> January 2017	<ul style="list-style-type: none"> <li>Closing date for receipt of applications (online and paper)</li> </ul>
16 <sup>th</sup> April 2017	<ul style="list-style-type: none"> <li>For online applications - primary school offers available to view on website. If unsuccessful at gaining a place at a preferred school, a letter will be posted by 2<sup>nd</sup> class post</li> <li>For paper applications - allocation letters will be posted by 2<sup>nd</sup> class post</li> </ul>
17 <sup>th</sup> May 2017	<ul style="list-style-type: none"> <li>Closing date for parents to lodge an appeal</li> <li>Closing date for places to be accepted</li> </ul>
June/July 2017	<ul style="list-style-type: none"> <li>Appeals to be heard by Independent Panels</li> </ul>

If you need any help with any aspect of applying for a school place please contact the Admissions Team on 01429 523765.

Please remember that it is important that you apply for a school place for your child. Applying online is quick, easy and you can view which school you have been allocated online. Go to [www.hartlepool.gov.uk/schooladmissions](http://www.hartlepool.gov.uk/schooladmissions) to begin the online application process.

## Admissions Criteria

Sometimes there are more applications for schools than there are places available. If this is the case, then places are offered up to the school's admission limit using the admissions criteria for the school.

Attendance at nursery is not included in the admission criteria of any Hartlepool primary school and **DOES NOT** guarantee a place at that primary school.

The criteria for Hartlepool schools can be found in the "Education in Hartlepool – September 2017" booklet which is available on our website.

The table below shows the number of places available in each primary school for admission into Reception in September 2017.

School Name	Number of places available
Barnard Grove Primary School	45
Brougham Primary School	45
Clavering Primary School	55
Eldon Grove Academy	75
Eskdale Academy (formerly Owton Manor Primary)	30
Fens Primary School	60
Golden Flatts Primary School	30
Grange Primary School	50
Greatham C of E Primary School	15
Hart Primary School	15
Holy Trinity C of E Primary School	30
Jesmond Gardens Primary School	45
Kingsley Primary School	60
Lynnfield Primary School	55
Rift House Primary School	30
Rossmere Primary School	55
Sacred Heart RC Primary School	60
Springwell School	n/a
St. Aidan's CE (Aided) Memorial Primary School	50
St. Bega's RC Primary School	25
St. Cuthbert's RC Primary School	40
St. Helen's Primary School	45
St. John Vianney RC Primary School	30
St. Joseph's RC Primary School	24
St. Peter's Elwick C of E VA Primary School	15
St. Teresa's RC Primary School	45
Stranton Primary School	50
Throston Primary School	60
Ward Jackson C of E VA Primary School	25
West Park Primary School	45
West View Primary School	55

Please ensure that you read the admissions criteria for each of the schools you wish to apply for, and supply any relevant supporting documentation by the closing date.