

## Online Applications

From September 2016 you can apply for a secondary 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:

- It's quick and easy to use
- 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
- 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 both are 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 on 01429 523768.

### 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.

### 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 31<sup>st</sup> October 2016.

Please contact the Admissions Team if you require any assistance:  
School Admissions Team, Hartlepool Centre for Excellence in Teaching & Learning,  
Brierton Lane, Hartlepool, TS25 4BY  
Tel: 01429 523768  
E-mail: [admissionsteam@hartlepool.gov.uk](mailto:admissionsteam@hartlepool.gov.uk)

## Education in Hartlepool

# Admissions to Secondary School September 2017



## Education in Hartlepool – September 2017

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



## A quick guide to the application process

In September 2017 your child will be due to transfer to Secondary 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 Hartlepool schools and the admission policies in place for 2017-2018, is available on the Hartlepool Borough Council website at [www.hartlepool.gov.uk/schooladmissions](http://www.hartlepool.gov.uk/schooladmissions). A copy can also be obtained by calling the Admissions Team on 01429 523768.

The timetable for the application process is as follows:

Beginning of September 2016	<ul style="list-style-type: none"> <li>Application packs distributed to Year 6 pupils</li> <li>Online application website available</li> </ul>
Sept/Oct 2016	Secondary school open evenings for pupils and parents
31 <sup>st</sup> October 2016	Closing date for receipt of applications (online and paper)
1 <sup>st</sup> March 2017	<p><b>National Offer Day for Secondary Schools</b></p> <ul style="list-style-type: none"> <li>If you applied online your child's allocation will be available to view on our website. If requested during the application process, you will also be sent an allocation e-mail. If unsuccessful at gaining a place at a preferred school, an allocation letter will also be posted second class to the child's home address.</li> <li>Allocation letters will be posted second class to parents/guardians who didn't apply online.</li> </ul>
31 <sup>st</sup> March 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>
End of May – June 2017	Appeals to be heard by Independent Panels

If you need any help with the application process you can contact the Admissions Team on 01429 523768 who will be able to assist you on all aspects of applying for a school place.

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 on 1<sup>st</sup> March. Go to [www.hartlepool.gov.uk/schooladmissions](http://www.hartlepool.gov.uk/schooladmissions) and click on the link for online admission applications.

The following table shows dates and times of school open evenings when parents and pupils can visit the school and talk to staff:

Secondary School Open Evenings	
School Name	Date and Time of Open Evening
Dyke House Sports & Technology College	Tuesday, 20 <sup>th</sup> September 2016 6 – 8 pm
The English Martyrs School & Sixth Form College	Thursday, 6 <sup>th</sup> October 2016 6 – 7.30 pm
High Tunstall College of Science	Tuesday, 27 <sup>th</sup> September 2016 6 – 8 pm
Manor Community Academy	Wednesday, 28 <sup>th</sup> September 2016 4.30 – 7 pm
St Hild's Church of England VA School	Thursday, 22 <sup>nd</sup> September 2016 6 – 8 pm

## 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. The criteria for Hartlepool schools can be found in the 'Education in Hartlepool – September 2017' booklet which is available on our website. **Please note – living in the catchment area/attending a feeder school or having a sibling link does not automatically guarantee a place.**

*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.*

The table below shows the number of places available in each secondary school for admission into Year 7 in September 2017.

School Name	Number of places available
Dyke House Sports & Technology College	250
English Martyrs School & Sixth Form College	260
High Tunstall College of Science	241
Manor Community Academy	250
St Hild's Church of England VA School	180