

Child & Adult Services Department

# Education in Hartlepool

September 2018



To apply online please visit

[www.hartlepool.gov.uk/schooladmissions](http://www.hartlepool.gov.uk/schooladmissions)

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## Foreword

### Starting primary and secondary school is an important step for your child



Dear Parent/Guardian,

We are delighted that you are considering sending your child to a Hartlepool school in September 2018.

This booklet explains the different types of schools in Hartlepool and the co-ordinated admissions process that ensures all children are offered a school place at the same time. Some schools receive more applications than they have places, so we need a process to decide which children get a place and which have to go to other schools. These arrangements must be fair and unbiased and follow the conditions set by central government.

Hartlepool Borough Council is committed to working in close co-operation with school staff, governors and parents to make sure that all children in Hartlepool have an exciting, rewarding and successful experience in school. To this end we are ambitious for Hartlepool's children and we are working with schools:

- to make sure children are well prepared for each step of their education and learning journey;
- to support all Hartlepool schools to become 'good' or 'outstanding' as judged by Ofsted;
- to improve pupils' attendance at school.

All the information you need is available on our website and the easiest way to apply is online at [www.hartlepool.gov.uk/schooladmissions](http://www.hartlepool.gov.uk/schooladmissions)

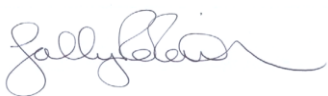
We strongly recommend that you submit your application online; however, paper application forms can also be obtained. Please ensure we receive your application (either online or on paper) by the closing date:

**Secondary applications by 31<sup>st</sup> October 2017**

**Primary applications by 15<sup>th</sup> January 2018**

Please get in touch with the Admissions Team if you have any questions or concerns – contact details can be found on page 83.

Please accept my best wishes for your child's happy and successful education in a Hartlepool school.



**Sally Robinson**  
Director of Child & Adult Services

# Schools

## Maintained schools

A maintained school is funded by the Government through the local authority and does not charge fees. Maintained schools include community, voluntary controlled, voluntary aided or foundation schools.

- **Community schools** These are run by the headteacher and governors in partnership with the Local Authority (Hartlepool Borough Council). The local authority is the admission authority for these schools and is responsible for setting the admission arrangements and allocating places in accordance with the published admission rules.
- **Academies** These are publicly funded, non-selective schools that operate within the state system although they are independently governed. Academies were set up to provide education for local pupils of all abilities. They place special emphasis on the individual needs of their pupils, including those with special educational needs.
- **Voluntary controlled schools** These were originally set up by bodies such as the Church of England or Roman Catholic Church but are now maintained by the Council. These are run by the headteacher and governors in partnership with

the Local Authority (Hartlepool Borough Council). The Local Authority is the admission authority for these schools and is responsible for setting the admission arrangements and allocating places in accordance with the published admission rules.

- **Voluntary aided schools** These were originally set up by bodies such as the Church of England or Roman Catholic Church and are jointly funded by the Church Diocesan Boards and the Council. The school governing body is the admission authority for these schools and is responsible for setting the admission arrangements and allocating places in accordance with the published admission rules.
- **Foundation schools** These were formerly grant maintained schools but are now maintained by the Council. The school governing body is the admission authority for these schools and is responsible for setting the admission arrangements and allocating places in accordance with the published admission rules.

All maintained schools and academies are bound by the mandatory requirements of the School Admissions Code and School Admissions Appeal Code.

# Applying for a school place

This section will help you understand the process of applying for a school place

## Co-ordinated admissions process

Hartlepool Borough Council (HBC) and other local authorities (LAs) are required to take part in a cross-border co-ordinated admission scheme to ensure that children across the country are offered a school place on the same day.

HBC co-ordinates the admissions to all Hartlepool maintained schools and academies and we aim to make the system fair and transparent for all.

Under co-ordinated admissions arrangements you list the schools you want to apply for on one form, including schools both within and outside the authority where they live, listing (ranking) them in order of preference. You need to apply online or return your paper application form to the authority where your child lives - you will need to provide as much information as possible on your application.

If you feel your child should be considered under a particular criterion please give reasons why.

It is important that you check the admission criteria of each school for which you are applying and supply all supporting documentation/baptism certificates by the closing date. This information is used by the school's admission authority to consider your child's application fully. If you do not supply additional information/baptism certificates your application will still be considered but it may not be possible for your application to be accurately assessed against the school's admission rules. Therefore the chances of your child being offered a place at the school may be reduced.

HBC operates an 'Equal Preference' admissions scheme in line with government requirements. Further information is contained in the 'How places are offered' section on page 11.

Where a school receives more applications than it has places available (oversubscribed), published admission rules will be used to decide the order in which applicants will be offered places. Each child is offered only one school place. This will be for the

highest ranked school that can offer a place to your child when the admission criteria (rules) are applied to all applications.

Although HBC co-ordinates the admission process for all maintained schools in Hartlepool, decisions about the rules and who to offer places to are made by the admission authority for the school.

Most academies, foundation and voluntary aided schools have different admission rules.

## How to apply for a school

You need to complete only one application for each child. You can either apply online or complete a paper application form. This booklet provides information for Hartlepool residents on:

- applying to start school
- transferring to secondary school (Year 6 to 7)

If you wish to apply for a school place at any other time, please refer to 'In-year transfers (transfers outside the normal year of entry)' on page 74, or 'Atypical admissions' on page 68.

## Closing dates for applications

There are different closing dates for starting school applications and secondary transfer applications.

Applications must be received by the Admissions Team no later than:

**31<sup>st</sup> October 2017 for Secondary Applications**  
**15<sup>th</sup> January 2018 for Primary Applications**

## Applying online

All you need is access to the internet and an email address. If you don't have access to the internet at home you can access the internet at any library.

## What are the benefits of applying online?

- quick, safe and easy to use;

- check or make changes to your application up to the deadline;
- no risk of the application getting lost in the post;
- receive an email acknowledgement of your application as soon as you have submitted it;
- view your school offer on the website;
- receive an email (provided you have requested one) advising you of the outcome of your application on allocation day;
- accept your offer of a school place online.

You can only apply online to the authority where you live. Only Hartlepool residents can apply using Hartlepool's online system.

### Using the on-line system

If you are new to the online admissions website you will need to register first (this should be done by the parent/guardian who has parental responsibility for the child). You will need to have a working email address and choose a password. **Please keep a note of this password** as you will need to use it every time you wish to enter the site.

Enter the details of the child you are applying for.

Enter the names of the schools you want to apply for. These can be schools in or outside of Hartlepool. Make sure you include information about any brothers or sisters (siblings) already attending the school.

If you feel that your child should be considered under a particular criterion please state why, and ensure that any supporting documentation/ expression of interest forms/baptism certificates are forwarded to the Admissions Team before the deadline.

The final page gives you a summary of the information you have entered and includes a declaration that you have given accurate information. You must click on the "I Agree" button in order to finish your application.

You will then be able to print the confirmation page that shows you that your application has been submitted and you will also receive an email confirmation.

You can log back in to your application at any time, up until the deadline, if you wish to change any of the details.

If you apply online, please do not send in a paper application form.

The website for online applications will be open for applications as follows:

### Secondary Applications:

**1<sup>st</sup> September 2017 - 31<sup>st</sup> October 2017**

### Primary Applications:

**13<sup>th</sup> November 2017 - 15<sup>th</sup> January 2018**

### Applying on paper

We recommend that you apply online. However, if you are unable to apply online you can obtain an application form from the School Admissions Team. You may use this form to apply for any school whether it is in Hartlepool or another local authority area.

Please complete the form in full and return it to the Admissions Team by the closing date. If you need to send in additional information/ expression of interest forms/baptism certificates please submit them with your application form.

It is recommended that you obtain proof of postage if you return the paper form, and contact the admissions team prior to the closing date to confirm receipt of your application. If the application form is not received you will need to show that you submitted it before the deadline.

Please ensure that you have the correct postage affixed to your envelope. If you do not, Royal Mail may not deliver your application, or it may not be received in time and will therefore be considered late.

### Non-Hartlepool Residents

Non-Hartlepool residents who wish their child to attend a Hartlepool school need to contact their home local authority for an application form. Contact details of neighbouring local authorities are given on page 83. You may express a preference for up to three Hartlepool schools.

## Primary Applications

Parents in Hartlepool who have children starting school in September 2017 will receive a primary application pack via their child's nursery school during week commencing 13<sup>th</sup> November 2017. If your child is absent from nursery long-term, your application pack will be posted to your home address. If your child does not attend a Hartlepool nursery school, please contact the School Admissions Team to ensure we have your child's details on our database in order for you to be issued with the correct paperwork.

## Secondary Applications

A letter advising parents/guardians about applying for secondary school will be delivered to all Hartlepool mainstream Year 6 children at their Hartlepool primary school at the beginning of September 2017.

For Hartlepool Year 6 children who attend primary schools outside of Hartlepool, the letters will be posted to their home address.

You must either apply online or complete a paper application form to be considered for a place at any school. You cannot apply direct to a school or return your application form to a school. Applications must be received by the Admissions Team by close of business on:

**31<sup>st</sup> October 2017 for Secondary Applications**

**15<sup>th</sup> January 2018 for Primary Applications**

## Where can I get help to complete the application?

If you require help or would like advice about completing your application please contact us, contact details can be found on page 83.

## How should I decide on my preferred schools?

Parents submit only one application form stating up to three preferences. It is therefore important to gain as much information as you can to decide which school is most suited to your child's future educational needs. Contact schools direct for a copy of their individual prospectus or view their website (see pages 79-80). Copies of inspection reports by the Office for Standards in Education (Ofsted) are available from schools, libraries and from the website [www.ofsted.gov.uk](http://www.ofsted.gov.uk). School performance

tables can also be viewed on the Department for Education (DfE) website [www.education.gov.uk](http://www.education.gov.uk)

## Be realistic

You need to think realistically about how likely you are to be offered a place at a particular school before you apply for it. The more realistic you are when deciding which schools to apply for, the more likely it is that you will get one of your preferred schools. Try to obtain as much information as possible about how places at your preferred schools are offered.

- Read the admission criteria for each school you are interested in.
- Consider which rules apply to your child.
- Be realistic about your preferences. It is recommended that you include your zone school/feeder secondary school as one of your three listed schools because this is the school that is most likely to be able to offer your child a place. However, please note that a place at your zone school/feeder secondary school cannot be guaranteed.
- Do not make your decision based on other peoples' opinions or experiences. Your situation is different and things change every year. Check that your information about a school is correct – go and visit, talk to school staff and make an informed decision for your child.
- Consider how your child will get to school. Very few children are entitled to free transport to school.
- If you live on the outskirts of Hartlepool you may want to consider applying for schools in neighbouring authority areas. The contact details for all areas bordering Hartlepool can be found on page 83. You can find information about schools in other authorities by visiting the website of the relevant local authority or school.
- If you live in Hartlepool you must still apply to Hartlepool Borough Council for a school outside of Hartlepool and include it as one of your three ranked schools. If you live outside of Hartlepool you must apply to your home authority and may list up to three Hartlepool schools.

Secondary schools host open evenings, details of which can be found on page 57.

We can provide support and advice before, during and after the allocation process. Information about Hartlepool schools can be found on pages 79-80.

### Use all three preferences

In Hartlepool you can apply for up to three schools in order of preference. If you only apply to one school, you will only be considered for that school and will not be considered for other schools. Schools do not know the order you have ranked them on your application form. This information is confidential prior to the allocation of places. Schools will not know and neither should they ask. Appeal panels will be aware because your application form and allocation letter will usually form part of the paperwork prepared for the appeal process.

Please do not name the same school more than once as this will not increase your chance of obtaining a place at the school and will limit your number of preferences.

### Late applications

Any online or paper application received after the deadline, (31<sup>st</sup> October 2017 for secondary applications, 15<sup>th</sup> January 2018 for primary applications), will be treated as a late application.

**Late applications are not dealt with until all on time applications have been considered.**

You are much less likely to be offered a place at one of your preferred schools if you apply late.

If there are exceptional reasons why you were unable to make your application by the closing date, please write to the Admissions Team giving your reasons and enclosing supporting evidence. Any late application will be considered on its individual merit. Parents will be informed in writing whether their application will be treated as late or on time.

### Changing preferences

It is very important that you get your preferences right before the closing date, as you will not be allowed to change them after the closing date without a genuine reason for doing so, for example if you have moved address.

### Children with a statement of special educational needs or education, health and care (ONE) plan

Children with statements of special educational needs or education, health and care (ONE) plan are allocated school places through a separate process. You can apply for a mainstream school place using the Hartlepool online system or paper application form but your application will be handled by the local Special Educational Needs and Disability (SEND) team.

If you have any questions about this process please contact the SEND team who will be happy to help you. Contact details can be found on page 83.

### Twins or multiple birth children

If you have more than one child going through the same primary or secondary process at the same time, you must make a separate application for each of them.

For community and voluntary controlled schools, if one of your children is offered the last place available at a school and you have applied for the same school for the other child(ren), we will offer a place for the other child(ren). Academies, foundation and voluntary aided schools should have their own policies on the admittance of twins and multiple births. For further details please refer to the school's admission criteria.

### Addresses

It is very important that the address you give on your child's application is your child's permanent address at the time of application.

If your address has changed temporarily, for example because you are living with another member of the family during a period of sickness, or have taken up temporary accommodation due to building works, then the parental address remains that at which you lived before the period of temporary residence began.

You should not give the address of childminders, grandparents or any other family members who may share in the care of your child as the Authority cannot consider those addresses for the purpose of its admissions process to schools.

For parents/guardians who may have more than one property, reference should only be made to the property in which they and the child(ren) mainly reside.

If you are thinking of moving you should still use the address where your child is living when you apply. If you move after submitting your application you must write to the Admissions Team with proof of your new address which can be:

a letter from your solicitor confirming the your completion date **or** a signed rental agreement of at least 6 months showing the start of your tenancy

**AND**

proof that you are no longer residing at the old property, which can be in the form of a termination of your old tenancy agreement or solicitor letter showing the sale of your old property.

Your completion date or tenancy start date must be no later than 2<sup>nd</sup> February 2018 for secondary school applications, and 12<sup>th</sup> March 2018 for primary school applications, for your new address to be used for allocation purposes. To be able to use your new address when allocating places, we must have received the evidence by this date.

If you change your address at any point, you must inform the Admissions Team in writing. It is not sufficient to amend your address on your online application.

If you move or send evidence after the above dates, it will not be possible to process your child's application using your new address. However, we can send your allocation letter with the offer of a school place to your new address.

### **Proof of address**

We will check the address on your application against the records we hold from your child's school/nursery. We may also require you to submit proof of address including utility bills, proof of child benefit/tax credit on request.

### **What address do I use if my child lives with me part of the week and their mother/father the other part?**

If a child lives at more than one address Monday to Friday (for example due to a separation), the address

you use should be the one which the child lives at most of the time. Please write a joint letter to explain your individual situation at the time of application.

Only one address can be used. If a child lives at two addresses, the address of the parent/guardian that claims the child benefit/child tax credit will usually be considered as the child's main residence. If you have shared custody supported by court documentation, please supply a copy of the court documentation to the Admissions Team before the closing date for applications.

Informal residence arrangements will not generally be accepted unless there are exceptional circumstances, for which independent supporting evidence will be required. Each case will be considered on its individual circumstances.

### **What happens if someone uses a fraudulent address or gives other false information on their application?**

Every year we have cases where parents give false information about their home address to get a place at a particular school. We do all we can to make sure that this does not happen because this can prevent genuine applicants from getting a place at a school. The Admissions Team may ask for proof of your address. Hartlepool Borough Council will consider legal action against parents who deliberately give false information, and the offer of a school place will be withdrawn.

You must inform the Admissions Team of any change in circumstance (eg change of address). If information is deliberately withheld, your application may be invalid and lead to the offer of a place being withdrawn.

If a place was obtained for an older child using fraudulent information there will be no sibling connection available to subsequent children from that family.

If you have any concerns or information about the use of fraudulent addresses, please contact the Admissions Team in confidence.



It is an offence to give false information to obtain a place at school.

# Important dates for you to note

Date	Event
September 2017	<ul style="list-style-type: none"> <li>Secondary school application packs are distributed via your child's primary school during w/c 4<sup>th</sup> September 2017</li> <li>The online system opens for you to apply online for secondary school places.</li> </ul>
September/October 2017	Secondary schools hold their open events.
<b>31<sup>st</sup> October 2017</b>	<b>Deadline for secondary school applications (online or paper).</b>
13 <sup>th</sup> November 2017	<ul style="list-style-type: none"> <li>Primary school application packs are distributed via your child's nursery school during w/c 13<sup>th</sup> November 2017. If your child is absent, or doesn't attend a private or mainstream nursery school in Hartlepool, you will receive their pack by post.</li> <li>The online system opens for you to apply online for primary school places.</li> <li>If you do not receive your primary school application pack by 24<sup>th</sup> November 2017 (and your child is due to commence Reception in September 2018), please contact the Admissions team (contact details on page 83).</li> </ul>
<b>15<sup>th</sup> January 2018</b>	<b>Deadline for primary school applications (online or paper).</b>
2 <sup>nd</sup> February 2018	If you move house, this is the latest date for you to notify the admissions team of your new address for it to be considered in the secondary allocation process.
<b>1<sup>st</sup> March 2018</b>	<b>National Offer Day for Secondary Schools</b> <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 email. 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>
12 <sup>th</sup> March 2018	If you move house, this is the latest date for you to notify the admissions team of your new address for it to be considered in the primary allocation process.
15 <sup>th</sup> March 2018	Deadline for accepting the secondary school place offered. Online applicants should accept the place online, other applicants must return the response form to the Admissions Team.
30 <sup>th</sup> March 2018	Deadline to register an appeal.
<b>16<sup>th</sup> April 2018</b>	<b>National Offer Day for Primary Schools</b> <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 email. 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>
30 <sup>th</sup> April 2018	Deadline for accepting the primary school place offered. Online applicants should accept the place online, other applicants must return the response form to the Admissions Team.
14 <sup>th</sup> May 2018	Deadline to register an appeal.
May/June 2018	Secondary appeals to be heard during this period.
June/July 2018	Primary appeals to be heard during this period.
September 2018	Children commence at their new school.

Key:		Secondary date to note
		Primary dates to note

# How places are offered

When a school is oversubscribed, published admission criteria (rules) are used by the school's admission authority to decide which children to offer places to. A summary of the rules for each school in Hartlepool can be found within this booklet. You should read the admission arrangements for each of the schools you are interested in to get a full understanding of how places are offered.

All community and voluntary controlled schools in Hartlepool have the same admission rules. More details about the admission rules for community and voluntary controlled schools, voluntary aided, foundation and academy schools within Hartlepool can be found on pages 16-73.

## Equal preference scheme

We use an equal preference system. This means at the first stage, each of your preferences are considered for the schools listed regardless of your preference (rank) order. If a school is oversubscribed, places will be allocated strictly according to the admission criteria for that school.

Applications are prioritised in accordance with a school's published admission criteria. An admissions authority receives a list of every child who has named their school on the application form, with no information about preference order (ranking).

Admissions authorities/governing bodies then apply their admission criteria and place each child in order according to how well they meet the individual admission criteria of the school. The ordered list is then sent to Hartlepool Borough Council and uploaded into the computer system. The rest of the process is automated. Applications to schools outside of Hartlepool or to Hartlepool schools from families living outside of Hartlepool are co-ordinated with the relevant authority.

If we are able to potentially offer a place at more than one of your preferences, the place will be allocated at the school which you placed highest on your application.

## What are my chances of getting my preferred school?

This can be difficult to assess as the pattern of applications changes from year to year for each school. Information on the previous year's applications can be found on pages 16-73 however it would be unwise to assume you are guaranteed/will not be offered a place this year based on the pattern of applications last year.

Generally if a school has been oversubscribed in the past, you will need to consider if your child would meet any of the admission criteria (rules) and consider the priority of that criteria (ie how high up the list of admission rules your child would be).



It is important that you list the schools in preference order (ie the school you would most prefer first, then second, then third) as you could be offered a place at any of your three preferences.



Attendance at nursery is not a criterion at any Hartlepool primary school and does not guarantee a place in the school.



Living in the catchment area/attending a feeder school or having a sibling link does not automatically guarantee a place.

## What if I do not get a place at any of my preferred schools?

If a place cannot be offered at any of your preferred schools and you are a Hartlepool resident, you will be allocated a place at the nearest available school to your home address with places still available.

### Example of how places are allocated

Joe applies for the following three schools, as follows:

Preference 1 – School A	Preference 2 – School B	Preference 3 – School C
A popular and oversubscribed school some distance away from his home	The admission zone school for his home address	Some distance away but Joe's sister attends and will still be at the school next year
▼	▼	▼
Joe does not meet the rules for this school and is not offered a place	Joe does meet the rules for this school and would be allocated a place	Joe does meet the rules for this school and would be allocated a place
	▼	▼
	<b>Joe has ranked this school higher so is offered a place here</b>	This place is reallocated to the next child on the list



# Allocation day and beyond – for children living in Hartlepool

**Allocation information will be sent out on 1<sup>st</sup> March 2018 for secondary school placements and on 16<sup>th</sup> April 2018 for primary school placements.**

## **Allocations and acceptances for online applications**

If you applied online and requested an email this will be automatically sent to you, on the above date, with details of your child's allocated school.

All online applicants can view the outcome of their application via the website on the above date. Simply log in using your email address and password and details of your child's allocated school will be available.

You must accept or decline the school place, and can do so by logging in to your allocation and following the online instructions.

If unsuccessful at gaining a place at a preferred school, an allocation letter will be posted second class to the child's home address. This letter will also include a copy of the "What Can You Do Now" leaflet which includes information about how to accept/decline a school place, waiting lists and how to appeal against the refusal of a school place.

## **Allocations and acceptances for paper applications**

If you applied on paper you will be sent an allocation letter by second class post on the offer date above. The letter will tell you which school has been offered to your child. It will include a response form for you to return to the Admissions Team to let them know if you wish to accept the place.

If you have not been offered a place at your most preferred school, this letter will also include a copy of the "What Can You Do Now" leaflet which includes information about how to accept/decline a school place, waiting lists and how to appeal against the refusal of a school place.

## **Next steps**

If you no longer want the school place offered, for example if you have moved out of Hartlepool or

have decided to educate your child privately, please decline the place online or use the response form provided with your allocation letter. The Admissions Team need to know that places have been declined so that your child's place can be offered to someone else. It is important that you accept or decline the school place offered by the following date:

**Secondary school places by 15<sup>th</sup> March 2018**

**Primary school places by 30<sup>th</sup> April 2018**

You can do this by:

- Accepting or declining the place online
- Telephoning the Admissions Team
- Returning the response form to the Admissions Team

If you do not respond, we reserve the right to withdraw the place offered to you in order to offer it to another child who wants it. You will then be offered a place at the nearest school to your home that still has places available, this could be some distance away.

If you have not been offered your most preferred school, you are advised to accept the school place you have been offered to ensure your child has a school place for September 2018. Accepting the place offered will not affect your chances of getting a place at a school you prefer more, either through the waiting list process or through an appeal.

## **What can you do if you are unhappy with the school place you have been offered or you would like to try to get a place at a school you prefer more?**

If you haven't been allocated a place at a preferred school you can **appeal** against the decision. Details of how to do this will be included in the "What Can You Do Now" leaflet which will accompany your allocation letter. Your allocation letter will include pupil allocation information. This shows how the rules were applied to any applications you made. Information relating to the allocations made to oversubscribed schools will also be supplied or can

be found online at [www.hartlepool.gov.uk](http://www.hartlepool.gov.uk). We will also include a list of schools which still have places remaining.

### Waiting lists

Children will not automatically be placed on a waiting list for any unmet higher preferences. If you would like your child to be considered when we reallocate any available spaces you must let us know, either by completing a waiting list application form or via the online system. The deadline to do this is 15<sup>th</sup> March 2018 for secondary school places and 30<sup>th</sup> April 2018 for primary school placements. Further details regarding waiting lists will be included in the “What Can You Do Now” leaflet which will be included in allocation letters or can be found at [www.hartlepool.gov.uk/schooladmissions](http://www.hartlepool.gov.uk/schooladmissions). You can request your child’s details go on the waiting list for any Hartlepool school.

Your child’s position on the waiting list will be prioritised according to the admissions criteria (rules) of the school.

Note: there is no distinction between on-time applicants and late applicants on the waiting list.

It is important to note that a child’s position on the waiting list can change, moving both up or down, as children either join or are removed from the waiting list.

The Admissions Team manage waiting lists for all community and voluntary controlled schools until the children leave Year 6. We will write to you once a year to ask whether you wish your child to remain on the waiting list. If no response is received we will remove your child’s details.

Academies, foundation and voluntary aided schools manage their own waiting lists. Schools are not obliged to hold waiting lists indefinitely therefore please refer to the school’s admissions policy for further details. Secondary schools in Hartlepool normally disband their waiting lists once children enter Year 10.

### The Appeals Process

If we are unable to offer you a place at a school you prefer, you have the right of appeal to an independent panel, which is set up under Section 94 of the School Standards and Framework Act 1998.

This right of appeal may be for more than one school. You may only appeal where you have applied and been refused admission to a school. You will have 20 school days within which to state that you intend to appeal or by the specified date given in your letter.

If your appeal form is received after the deadline date, we cannot guarantee that your appeal will be heard on time. Appeals for admissions to secondary schools are usually heard between May and June, and to primary schools between June and July. The appeals process is independent and separate from the process followed by the Admissions Team for the allocation of places and for the operation of waiting lists. Successful appellants are allocated a place in a school above the published admission limit by the appeals panel.

To appeal for place at any of your preferred Hartlepool community and voluntary controlled schools you may request an appeal pack to be posted to you by contacting the Admissions Team.

Details of how to appeal for a place at an academy, voluntary aided or foundation school will be included in the “What Can You Do Now” leaflet or direct from the school. The academy’s trust or governing body is the admission authority for these schools but some have asked the council to make the arrangements for their appeals.

Please submit your appeal by the deadline provided in your allocation letter (**secondary school placements by 30<sup>th</sup> March 2018, primary school placements by 14<sup>th</sup> May 2018**).

If you wish to appeal for a school outside Hartlepool you must contact the relevant local authority who will provide you with the necessary paperwork.

**Accepting a place at another school will not affect your chances of your appeal being successful.**

### Appeals for admission to infant classes

By law, no child at Key Stage 1 (Reception Class, Year 1 and Year 2) should be taught in a class of over 30 pupils except in very limited circumstances. If you have been refused a place at a school in line with infant class size legislation your grounds for appealing are limited because of this legislation. The law only allows an infant class size appeal to be

upheld where one or more of the following grounds are established:

**Ground A:** the appeal panel finds that the admission of an additional child/ren would not breach the infant class size limit; or

**Ground B:** the appeal panel finds that the admission arrangements did not comply with admissions law or were not correctly and impartially applied and the child would have been offered a place if the arrangements had complied or had been correctly and impartially applied; or

**Ground C:** the appeal panel details that the decision to refuse admission was not one which a reasonable admission authority would have made in the circumstances of the case.

Information on previous year's appeals can be found on pages 17-67.

### Reallocating Places

Once the deadline for accepting/declining the places has passed, the Admissions Team will reallocate any places that have become available since the offer day, for example because a family has moved out of Hartlepool and no longer requires a place, or a child has gained a place at a private or independent school or has received a higher preference offer.

There is a requirement for all local authorities to coordinate the allocation process after allocation day and to continue working closely with schools which have responsibility for their own admissions to ensure that only one place is offered to every child.

**After allocations are made any new or amended application must be made to Hartlepool Borough Council rather than to individual schools.** If you wish to apply for a school that was not included on your initial application form, you must make a new application to the Admissions Team. Any new preferences for an academy, voluntary aided or foundation school will be forwarded to the relevant school for consideration in accordance with that school's published admission criteria. If your child cannot be offered a place at your preferred school, we will write out to you advising of your right of appeal and provide information about how to place your child's details on a waiting list.

For secondary schools, reallocation of places will take place from 22<sup>nd</sup> March 2018.

For primary schools, reallocation of places will take place after week commencing 8<sup>th</sup> May 2018.

If you are successful in gaining a place you will be contacted with the new offer.



# Primary school admissions for entry into Reception Class in September 2018

If your child's date of birth falls between 1<sup>st</sup> September 2013 and 31<sup>st</sup> August 2014, they are due to commence full-time education in September 2018.

## Delaying entry into primary school

Legally a child does not have to be educated full-time until the prescribed day following their fifth birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August. You may feel your child is young for their age, or you may have family reasons for wanting to delay their entry into primary school. Alternatively, you may wish your child to attend school part-time until they reach compulsory school age. In these situations you still need to apply for a school place within the timescales set out in this booklet, but can request that your child is considered for 'deferred entry' until later in the school year, but not beyond. Please apply for a place in the normal way and by the closing date of 15<sup>th</sup> January 2018.

## Children out of year group

Children born in the summer term, 1 April to 31 August are not required to start school until a full school year after the point at which they could first have been admitted (the point at which other children would be entering Year 1). Before deciding to delay a child's entry to school, the Local Authority would recommend that parents visit the schools they are thinking of applying for. Teachers will explain the Early Years Foundation Stage curriculum and how it is tailored to meet the needs of the youngest pupils. If you then believe your child(ren) should be educated in a different year group (ie start school in September 2019 rather than 2018) admission authorities will expect parents to submit information in support of their request in order for them to be able to make a decision on the circumstances of the case. Supporting evidence from relevant professionals working with the child and family stating why it would be in the child's best interests to be placed outside their normal age appropriate cohort can also be provided. Please apply at the normal time (ie by closing date of 15<sup>th</sup> January 2018), you will receive the response to your request before primary national offer day (16<sup>th</sup> April

2018). A school's admission authority has responsibility for deciding whether to accept an application for a child "out of year group". (Please note, one admission authority cannot be required to honour a decision made by another admission authority on admission out of the normal age range, therefore the response to your request from each admission authority may differ). If the application is not accepted this does not constitute a refusal of a place and there is no right of appeal. If the application is accepted, parents must make a new application as part of the main admissions round the following year.

Once a child has been admitted to a school it is for the headteacher to decide how best to educate them. In some cases it may be appropriate for a child who has been admitted out of their normal age group to be moved to their normal age group – however in other cases it may not. Any decision to move a child to a different age group will be based on sound educational reasons and made by the headteacher in consultation with the parents.



## Admissions to Community and Voluntary Controlled Schools:

Barnard Grove Primary  
Clavinging Primary  
Fens Primary  
Golden Flatts Primary

Grange Primary  
Greatham CE Primary  
Hart Primary  
Kingsley Primary

Lynnfield Primary  
Rift House Primary  
Rossmere Primary  
St Helen's Primary

Throston Primary

In the first instance, places will be awarded to those pupils with a **Statement of Special Educational Needs or Education, Health and Care (ONE) Plan** where the school is named as the most appropriate educational setting for the child. The remaining places will be awarded in the following priority order:

1. Those children who are looked after children and previously looked after children (previously looked after children are children who were looked after, but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order);
2. Those children who have brothers or sisters who will be attending the school in September 2018;
3. Those children who live in the school's admission zone;
4. Those children who are distinguished from the great majority of other applicants whether on medical grounds or by other exceptional circumstances and who would suffer significant hardship if they were unable to attend the school;
5. Those children who live closest to the school as determined by a straight line distance measurement; from the (ordnance survey) address point for the child's home to the (ordnance survey) address point of the school, using the Local Authority's computerised measuring system.

**Tie-breaker:** If more children qualify under a particular criterion than there are places available, priority will be given to those children who live closest to the school (as described under criteria 5).

### Definitions:

**Looked After Child** - A 'looked after child' is a child who is in the care of a local authority or 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) at the time of making an application to a school.

**Sibling** - Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/guardian's partner, and in every case, the child should be living in the same family unit at the same address. In all cases the responsible parent will hold the child benefit for those children permanently living at that address. A brother or sister living at the same address must be attending the preferred school at the same time as the child who is applying. Please note - this criteria only applies to siblings who are of compulsory school age, not younger siblings who attend a nursery setting attached to a school.

**Twins or multiple birth children** - If you have more than one child who are twins or part of a multiple birth going through the application process this year, you must make a separate application for each child and indicate on each online or paper form that your child has a sibling also going through the process. For community and voluntary controlled schools, we will offer a place to the other child(ren) if one of your twins/multiple birth children is offered the last place available and you have applied to the same school for the other child(ren).

**Medical Grounds/Exceptional Circumstances** - A panel of specialist officers will determine whether the evidence provided is sufficiently compelling to meet the requirements for this criterion. If you think your child has a particular medical or social need to go to a certain school, you must provide supporting evidence from a doctor, psychologist or

other professional involved with your child. The supporting evidence must relate specifically to the school you are claiming medical grounds/ exceptional circumstances for, and clearly demonstrate why it is only that school that can meet your child's needs in a way that no other school can.

If you are applying on-line for a place under this criterion, please send your supporting evidence to the Admissions Team by the closing date, which should include your child's name and date of birth. NB: Exceptional social reasons do not, in the view of the Authority, include domestic inconvenience arising from parents' work patterns, child-minding problems, separation from particular nursery/primary school friends. Problems of this kind are widespread and cannot be classed as exceptional. Medical reasons do not include temporary conditions. They are permanent medical conditions which require special treatment available at the preferred school only. Medical evidence must be provided and the Authority's officers must be satisfied that the child would suffer to a significant degree if he/she went to any other school.

**Distance** - Distance will be measured by a straight line distance measurement from the (ordnance survey) address point of the child's home address to the (ordnance survey) address point of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority.

#### **NOTES:**

##### **Criteria 1 Applications**

- Applications from children who are looked after must be accompanied by a letter from the Social Worker confirming the legal status of the child and the reasons for the school preferences. Any change of legal status and/or placement arrangements must be notified to the Admissions Team.
- Applications for previously looked after children must be accompanied by a copy of any Special Guardianship Order, Adoption Order or Child Arrangements Order.

##### **Criteria 2 Applications**

- To obtain a school place under the sibling criteria the sibling must still attend the school at the time when the child for whom the place is

sought joins the school. This criterion only applies to siblings who are of compulsory school age, not younger siblings who attend a nursery setting attached to a school.

##### **Criteria 4 Applications**

A panel of officers will determine whether the evidence provided is sufficiently compelling to meet the requirements for this rule. The evidence must relate specifically to the school applied for under Criteria 4 and must clearly demonstrate why it is the only school that can meet the child's needs. Criteria 4 applications will only be considered at the time of the initial application, unless there has been a significant and exceptional change of circumstances within the family since the initial application was submitted.

All schools in Hartlepool have experience in dealing with children with diverse social and medical needs. However in a few very exceptional cases, there are reasons why a child has to go to one specific school. Few applications under Criteria 4 are agreed. All applications are considered individually but a successful application should include the following:

- specific professional evidence that justifies why only one school can meet a child's individual needs, and/or
- professional evidence that outlines exceptional family circumstances making clear why only one school can meet the child's needs
- if the requested school is not the nearest school to the child's home address clear reasons why the nearest school is not appropriate
- medical cases – a clear explanation of why the child's severity of illness or disability makes attendance at only one specific school essential.

Evidence should make clear why only one school is appropriate.

##### **Examples of cases which have been accepted under Criteria 4**

- A child with limited mobility who is only able to walk to their nearest school, as their admission zone school is further away.
- A child for whom only one school is suitable due to child protection issues.

##### **Examples of cases which have not been accepted under Criteria 4**

- Case made for continuity of child minding arrangements, such as using a childminder that

children are already familiar with who caters for children attending certain schools, or childminding by family members living close to a specific school. These cases were not upheld because they are not exceptional. Many families rely on complex childminding arrangements.

- Cases made for children with specific learning and/or behavioural needs where the professional evidence submitted is not school specific. All schools are able to support children with a wide variety of individual needs. If a child's individual needs warrant a Statement of Special Educational Needs or Education, Health and Care (ONE) Plan, the Statement or ONE Plan will name the appropriate school.
- Medical cases where even though there is a severe illness, more than one school could deal with the child's needs.

#### How to apply under Criteria 4

- Parents/guardians should submit all relevant information including professional evidence, with their application. If applying online, written information should be received before the closing date for applications and include the child's name and date of birth. Information provided after the closing date will only be

considered when there are significant changes of circumstances.

- We will only consider applications under Criteria 4 which are supported by a letter from a professional involved with the child or family, for example, a doctor, psychologist or police officer. We suggest you provide the relevant professional with a full copy of the guidance provided on these pages. Please ensure that the supporting evidence demonstrates why only one named school can meet the social/medical needs of your child or family.

#### Admission Zones

Admissions Zones are used in Criteria 3 for community and voluntary controlled schools. Some of the secondary schools (academy, foundation and voluntary aided) have also adopted the council's criteria and will also use primary admission zones to prioritise applications. Your child is not guaranteed a place at an admission zone school.

If you are unsure which admission zone you live in please refer to letter contained within the application pack issued to you, or alternatively contact the Admissions Team

#### Breakdown of Allocations for Community and Voluntary Aided Schools in September 2017

School	Sept 2017 PAN	No. of equal preferences received	Number admitted under oversubscription criteria (as at 16/04/2017)							No. of appeals heard	No. of successful appeals
			Named SEN	LAC	Sibling	Zone	Social/ Medical	Distance	Other offers made		
Barnard Grove Primary	45	91	0	0	13	19	0	7	0	N/A	N/A
Clavering Primary	60	102	0	0	16	24	0	5	1	N/A	N/A
Fens Primary	60	143	0	0	21	14	0	26*	N/A	0	N/A
Golden Flatts Primary	30	22	0	0	3	9	0	0	3	N/A	N/A
Grange Primary	50	66	0	1	15	13	0	13	1	N/A	N/A
Greatham C of E Primary	15	32	0	0	3	6	0	2	0	N/A	N/A
Hart Primary	15	52	0	0	3	5	0	6	0	N/A	N/A
Kingsley Primary	60	89	0	2	26	9	0	13	0	N/A	N/A
Lynnfield Primary	55	65	0	2	18	7	0	8	8	N/A	N/A
Rift House Primary	30	39	0	1	12	8	0	5	1	N/A	N/A
Rossmere Primary	55	105	0	0	18	11	0	17	0	N/A	N/A
St Helen's Primary	45	40	0	1	25	12	0	0	0	N/A	N/A
Throston Primary	60	93	0	3	17	23	0	5	0	N/A	N/A

\* Insufficient places were available to accommodate all applicants within the criteria, therefore tie-breaker applied.

### Breakdown of Allocations for Community and Voluntary Aided Schools in September 2016

School	Sept 2016 PAN	No. of equal preferences received	Number admitted under oversubscription criteria (as at 16/04/2016)							No. of appeals heard	No. of successful appeals
			Named SEN	LAC	Sibling	Zone	Social/ Medical	Distance	Other offers made		
Barnard Grove Primary	45	122	0	0	21	24	N/A	N/A	N/A	3	3
Clavering Primary	60	143	0	0	22	15	0	20	3	0	N/A
Fens Primary	60	136	0	0	24	10	0	18	0	N/A	N/A
Golden Flatts Primary	30	28	0	0	7	7	0	1	2	N/A	N/A
Grange Primary	50	83	1	0	24	23	0	2*	N/A	0	N/A
Greatham C of E Primary	15	24	0	0	7	7	0	1	N/A	0	N/A
Hart Primary	12	52	0	3	5	0	0	2	0	N/A	N/A
Kingsley Primary	60	126	0	0	21	10	0	25	2	N/A	N/A
Lynnfield Primary	55	65	0	2	24	6	0	11	3	N/A	N/A
Rift House Primary	30	53	0	0	19	11	N/A	N/A	N/A	0	N/A
Rossmere Primary	55	103	0	0	22	16	0	17*	N/A	3	3
St Helen’s Primary	45	43	0	0	17	17	0	2	0	N/A	N/A
Throston Primary	60	128	0	0	27	33*	N/A	N/A	N/A	4	1

\* Insufficient places were available to accommodate all applicants within the criteria, therefore tie-breaker applied.

## Admissions to Ad Astra Academy Trust Schools

**Brougham Primary School, West Park Primary School and West View Primary School are academy schools and part of Ad Astra Academy Trust.** The board of trustees of Ad Astra Academy Trust is the admissions authority for these schools, however the trust commissions Hartlepool Borough Council to undertake the administration of the admissions process on its behalf. The Academy Trust intends to admit pupils to the Reception year group in September 2018 by applying the Local Authority's admissions criteria which can be found on page 17.

### Right of Appeal

If you are not successful in obtaining a place for your child at an Ad Astra Academy Trust school you have a statutory right of appeal. Full information on the

appeals procedure is available from the Local Authority's School Admission Team.



### Breakdown of Allocations for Ad Astra Academy Trust Schools in September 2017

School	Sept 2017 PAN	No. of equal preferences received	Number admitted under oversubscription criteria (as at 16/04/2017)							No. of appeals heard	No. of successful appeals
			Named SEN	LAC	Sibling	Zone	Social/ Medical	Distance	Other offers made		
Brougham Primary School	45	51	1	0	14	15	0	6	1	N/A	N/A
West Park Primary School	45	95	0	1	23	5	0	13	0	N/A	N/A
West View Primary School	60	84	0	1	36	19	0	4*	N/A	0	N/A

\* Insufficient places were available to accommodate all applicants within the criteria, therefore tie-breaker applied.

### Breakdown of Allocations for Ad Astra Academy Trust Schools in September 2016

School	Sept 2016 PAN	No. of equal preferences received	Number admitted under oversubscription criteria (as at 16/04/2016)							No. of appeals heard	No. of successful appeals
			Named SEN	LAC	Sibling	Zone	Social/ Medical	Distance	Other offers made		
Brougham Primary School	45	68	0	1	17	20	0	4	1	N/A	N/A
West Park Primary School	45	106	0	0	24	9	0	12*	N/A	0	N/A
West View Primary School	60	86	0	0	27	25	0	7	1	0	N/A

\* Insufficient places were available to accommodate all applicants within the criteria, therefore tie-breaker applied.

## Admissions to Eldon Grove Academy

### Nursery

Children are admitted into nursery on a part time basis; a child is offered either a place for 5 mornings or 5 afternoons and there is also an opportunity to access a flexible place eg 2 ½ days. Admission is usually in the September or January following the child's 3<sup>rd</sup> birthday. A place in our nursery **does not** guarantee the child a place in school.

### Main School

Eldon Grove Academy, as a non-selective and inclusive Academy, welcomes children regardless of their aptitude or ability. We have a standard admission number of 75.

The Board of the Multi Academy Trust is the Admissions Authority and is responsible for the administration of the admission arrangements. If the number of applications for places at the Academy is greater than the admission number set for that year group, applications will be considered against the criteria set out below.

After the admission of children with statements of special educational needs/Education Health Care Plan (EHCP), where the Academy is named in part IV of the statement/recorded in the Plan, we will use the following factors, in priority order, to decide which students will be given places:

1. Looked after children (children in public care), or previously looked after children.
2. Children with brothers or sisters who are already at the Academy.
3. Children who main residence is within the catchment area.

4. Children who are distinguished from the great majority of other applicants.
5. Proximity to the Academy.

Criterion 5 may be used as a tie-breaker.

Definitions of terms used in the admission arrangements:

**Children who have a statement of special educational needs where the Academy is named in Part IV of the statement/recorded in the Education Health Care Plan (EHCP)** - Those children will have undergone a statutory assessment of their special educational needs. Where an academy is named in the statement/ recorded in the EHCP, the academy must admit the child.

1. **Looked after children** - The definition of a 'looked after child' is a person under the age of 18 who is provided with accommodation by a local authority, acting in its social services capacity, for a continuous period of more than 24 hours, by agreement with the parents or in accordance with section 22 of the Children's Act 1989. Previously looked after refers to those children who immediately after being looked after became subject to an adoption order, child arrangements order (under the provisions of the Children and Families Act 2014), or specialist guardianship order (under Section 14A of the Children Act 1989). Children looked after under an agreed series of short term placements (respite care) are excluded.
2. **Rules for Siblings** - Those children who have brothers or sisters who will be attending the school in the following September - Included in this factor are stepbrothers and sisters and half-brothers and sisters living at the same address and who will be attending the Academy at the expected time of admission.

3. **Rules for Residence** - We have the right to investigate whether you live at the address you say you do and we may change any offer if incorrect information has been given.
4. **Rules for those pupils who are distinguished from the great majority of other applicants** - Those children who are distinguished from the great majority of other applicants whether on medical grounds or by other exceptional circumstances and who would suffer significant hardship if they were unable to attend the Academy.
5. **Proximity to the Academy** - Those children who live closest to the school as determined by a 'straight line' distance measurement; from the (ordnance survey) address point for the child's home to the (ordnance survey) address point of the school.

#### **Tie Breaker**

If more children qualify under a particular criterion than there are places available, priority will be given to those children who live closest to the school (as described under criteria 5).

#### **Appeals against a decision not to admit a child to the Academy**

Parents have a legal right to appeal against a decision not to admit a child to the Academy. The Academy will be happy to provide information about this on request.

#### **Admission of children outside their normal age group**

In reference to paragraph 2.17 of the School Admissions Code, if a parent requests their child to be admitted outside of their normal age group, the admissions authority will decide on the basis of the circumstances provided.

#### **Waiting Lists**

Waiting lists are held in school for all year groups. Please contact the Academy to place your child's name on the waiting list. Names will be ranked in line with the Admission Policy criteria. If a place should become available the academy will write to offer a place to the highest ranked child. If the child does not require a place it will be offered to the next highest ranked child until the place is filled.

#### **Breakdown of Allocations in September 2017**

Sept 2017 PAN	No. of equal preferences received	Number admitted under oversubscription criteria (as at 16/04/2017)							No. of appeals heard	No. of successful appeals
		Named SEN	LAC	Sibling	Zone	Social/ Medical	Distance	Other offers made		
75	124	0	2	25	15	1	17	3	N/A	N/A

#### **Breakdown of Allocations in September 2016**

Sept 2016 PAN	No. of equal preferences received	Number admitted under oversubscription criteria (as at 16/04/2016)							No. of appeals heard	No. of successful appeals
		Named SEN	LAC	Sibling	Zone	Social/ Medical	Distance	Other offers made		
75	144	0	2	30	26	0	17	N/A	0	N/A

## **Admissions to Holy Trinity Church of England (Aided) Primary School**

**The Governing Body of Holy Trinity Church of England (Aided) Primary School is the Admissions Authority for this school.** The Governing Body intends to admit up to 30 pupils to the Reception year group in September 2018.

This arrangement follows consultation between the Governing Body, the Local Authority, all other schools in the areas and all other Admission Authorities in the area.

Applications for admission must be made on the Local Authority Common Admission Form, according to the timetable and detailed arrangements published each year by Hartlepool Local Education Authority.

The School Admissions Code requires school admission authorities to provide for the admission of all children in the September following their fourth birthday. However, a child is not required to start school until they have reached compulsory school age following their fifth birthday. For summer born

children (those born after 1 April) this can sometimes be almost a full school year after the point at which they could first be admitted.

Some parents may feel that their child is not ready to start school in the September following their fourth birthday. Parents are entitled to request in writing that:

- their child attends part-time until they reach compulsory school age; or
- that the date their child is admitted to school is deferred until later in the same academic year or until the term in which the child reaches compulsory school age. The school will hold any deferred place for the child, although, in the majority of cases, we find that children benefit from starting at the beginning of the school year, rather than part way through it; or
- that the date their child is admitted to school is deferred until the term after the child reaches compulsory school age.

The child must, however, start school full-time in the term after their fifth birthday.

If parents of summer born children wish to defer entry as outlined above and wish them to be admitted to the Reception Year in the term following their fifth birthday, rather than year 1, then parents should apply at the usual time for a place in September of the current academic year together with a written request that the child is admitted outside of his or her normal age group to the Reception Year in September the following year providing supporting reasons for seeking a place outside of the normal age group. This should be discussed with the Head Teacher as soon as possible. If their request is agreed, and this should be clear before the national offer day, their application for the normal age group may be withdrawn before any place is offered and they should reapply in the normal way for a Reception place in the following year. If their request is refused, the parents must decide whether to wait for any offer of a place in the current academic year (NB it will still be subject to the over-subscription criteria in this policy) or to withdraw their application and apply for a year 1 place the following year. Parents should be aware that the Year 1 group may have no vacancies as it could be full with children transferring from the previous Reception Year group.

Further information and advice on the admission of summer born children is available from the School Admissions Team at Hartlepool Borough Council.

All places will be allocated on the national offer day of 16<sup>th</sup> April 2018.

**Late Applications:** Admissions for Reception received after the closing date detailed in the Local Authority booklet will be accepted but considered only after those received by the closing date.

Places will be allocated, in the first instance, to those children with a statement of special educational needs or education, health and care (ONE) plan where the school is named as the most appropriate educational setting for the child. Where there are insufficient places available to meet all parental preferences, governors will allocate the remaining places on the basis of **equal preference** and priority will be given to applications in the following order:

1. Looked After Children and previously Looked After Children.
2. Siblings of children currently in the school. Parents should note that “current” means that your older child must still be in the school at the point when your younger child enters it.
3. Children and or parent/s who are at the heart of Holy Trinity Church, Seaton Carew and who live within the geographical area of the parish of Seaton Carew (details of the boundary are available from the school office)\*. If seeking admission under this criteria, applicants **must** provide a **written reference** from the Vicar to support their application.
4. Children and/or parent/s who are at the heart of another Christian Church (affiliated to Churches Together in England) and who live within the geographical area of the parish of Seaton Carew (details of the boundary are available from the school office)\*. If seeking admission under this criteria, applicants **must** provide a **written reference** from their minister to support their application.
5. Other children whose parents wish them to be educated at Holy Trinity Church of England (Aided) Primary School.

### **Tie Breaker:**

If under any criterion there are more children eligible for admission than places available in the school, distance from home to school will be used to determine the order of admission, with those closest to the school receiving priority. The distance is determined by a straight line distance measurement, from the (ordnance survey) address point for the child's home to the (ordnance survey) address point of the school.

### **Important Information:**

\* There will be a maximum allocation of 3 places under Category 3/4 (10% of the admission number). The 1 year period will be calculated retrospectively from the opening date for Admissions in 2018. The Vicar will collate evidence from the Trinity Tots Register, Worship Register and his knowledge of attendance of families at Wednesday and Sunday Worship before writing a reference.

Infant class size will be able to exceed the statutory limit, where the 31<sup>st</sup> child is a twin or multiple birth, or of an armed forces personnel. The 'excepted pupil' will be allowed for throughout Key Stage 1 or until class numbers fall back to the current size limit.

### **Waiting List**

Waiting lists are held in school for all year groups. Please contact the school to place your child's name on the waiting list. Names will be ranked in line with the Admission Policy criteria and oversubscription criteria.

If a place should become available the school will write to offer a place to the highest ranked child. If the child does not require the place it will be offered to the next highest ranked child until the place is filled.

### **Appeal**

Parents have a right of appeal should the school be unable to admit your child. You should contact the Chair of Governors at the school. They will make the necessary arrangements for an appeal.

### **Appeal where application is made outside of age range**

Requests from parents for places outside a normal age group will be considered carefully e.g. for those who have missed education due to ill health. Each case will be considered on its own merits and

circumstances. However, such admissions will not normally be agreed without a consensus that to do so would be in the pupil's interests. It is recommended that parents discuss their wishes with the Headteacher in advance of applying for a place. The governors may ask relevant professionals for their opinion on the case. It should be noted that if a place in the requested age group is refused, but one in the normal age group is offered then there is no right of appeal.

### **Transfer**

Parents who wish their child to transfer to Holy Trinity Church of England (Aided) Primary School, at any time other than the beginning of primary education, should contact the school. Should there be space in the school. Should there be space in the school the Governors will admit your child. If more requests are received than there are places available, the above criteria will apply.

### **Definitions:**

1. **Looked After Children:** Looked after children and children who were previously looked after, but ceased to be so because immediately after being looked after, they became subject to an adoption, child arrangements or special guardianship order.

Note: By a "looked-after child" we mean one in the care of a local authority or being provided with accommodation by a local authority in the exercise of its social services function. An adoption order is one made under the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002 (Section 46). A 'child arrangements order' is one settling the arrangements to be made as to the person with whom the child is to live (Children Act 1989, Section 8, as amended by the Children and Families Act 2014, Section 14). A 'special guardianship order' is one appointing one or more individuals to be a child's special guardian/s (Children Act 1989, Section 14A). Applications under this criterion must be accompanied by evidence to show that the child is looked after or was previously looked after (e.g. a copy of the adoption, child arrangements or special guardianship order)."

Please note that the criterion can only apply to children adopted, subject to a child arrangements or special guardianship order **immediately after being looked after**. Children adopted from overseas or following private fostering arrangements do not qualify as they were not in the care of a local authority immediately prior to being adopted, etc. The only way in which such children could be given

priority is under a medical/social criterion and, even then, they might not qualify.

2. **Siblings of children currently in school:** Sibling refers to blood brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner and in every case, the child must be living in the same family unit at the same address.
3. **At the heart of the church:** This means that the child and/or one or more parent has worshipped regularly, usually once a month, over a one year period. You must send a letter to the school informing them that you are seeking a reference from the Vicar confirming that this is the case. This will enable the school to

know they should expect this information from the vicar to follow in support of your application.

**A parent:** Any person who has parental responsibility or care of the child. It is sufficient that only one parent attends church.

4. **At the heart of the church:** This means that the child and/or one or more parent has worshipped regularly, usually once a month, over a one year period. You must include a letter from the Vicar confirming that this is the case with your application.

**A parent:** Any person who has parental responsibility or care of the child. It is sufficient that only one parent attends church.

#### Breakdown of Allocations in September 2017

Sept 2017 PAN	No. of equal preferences received	Number admitted under oversubscription criteria (as at 16/04/2017)							No. of appeals heard	No. of successful appeals
		Named SEN	1	2	3	4	5	Other offers made		
30	57	0	3	14	3	0	10*	N/A	7	0

\* Insufficient places were available to accommodate all applicants within the criteria, therefore tie-breaker applied.

#### Breakdown of Allocations in September 2016

Sept 2016 PAN	No. of equal preferences received	Number admitted under oversubscription criteria (as at 16/04/2016)							No. of appeals heard	No. of successful appeals
		Named SEN	1	2	3	4	5	Other offers made		
30	51	0	0	9	2	0	19	N/A	0	N/A



## Admissions to Sacred Heart RC Primary School

Sacred Heart RC Primary School was founded by the Catholic Church to provide education for children of Catholic families. The school is conducted by its Governing Body as part of the Catholic Church in accordance with its trust deed and instrument of government and seeks at all times to be a witness to Jesus Christ. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We, therefore, hope that all parents (see note 11) will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to

apply for and be admitted to a place at the school in accordance with the admission arrangements.

The Governing Body is the admissions authority and has responsibility for admissions to this school. The local authority undertakes the coordination of admission arrangements. The admission policy criteria will be dealt with on an equal preference basis.

#### **Parishes served by the school**

The school serves the former parishes of St Thomas More's and St Joseph's, Hartlepool.

These former parishes are now all part of the 'One' Parish of the Holy Family, which encompasses the whole of the town of Hartlepool.

#### **Published Admission Number**

The Governing Body has set its admission number at 60 pupils to be admitted to the reception class in the school year which begins in September 2018.

#### **Children with an Education, Health and Care plan or a statement of Special Educational Need**

Children who have an Education, Health and Care (EHC) plan or a Statement of Special Educational Need where the school is named as the most appropriate educational setting for the child will be admitted.

#### **Application Procedures and Timetable**

To apply for a place at this school, the parent must complete a Common Application Form (PAF) available from the local authority in which the child lives. The parent will be advised of the outcome of the application on 16 April or the next working day, initially by a letter or email from the local authority on behalf of the Governing Body.

If the parent is required to provide supplemental evidence to support the application (e.g. a baptismal certificate), this evidence should be provided at the time of application. If not provided, evidence may be sought by the Governing Body following the closing date for applications. This information must have been correct at the date of closing for applications.

All applications will be considered at the same time and after the closing date for admissions which is 15 January 2018.

#### **Late Applications**

Late applications will be administered in accordance with the local authority primary coordinated admissions scheme. Parents are encouraged to ensure that their application is received on time.

#### **Admission of Children below Compulsory School Age and Deferred Entry**

A child is entitled to a full-time place in the September following their fourth birthday. A request may be made for the date at which a child, below compulsory school age, is admitted to the school, to be deferred to later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year. A child may take up a part-time place until the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school in writing, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

#### **Admission of Children outside their Normal Age Group**

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

Any such request should be made in writing to the Headteacher of the school. The Governing Body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the Headteacher who has statutory responsibility for the internal organisation, management and control of the school, the Governing Body will take into account the views of the parents and of appropriate medical and educational professionals.

#### **Summer Born Children**

The parents of a summer born child, ie a child born between 1 April and 31 August, may request that the child be admitted out of their normal age group, to the reception class in the September following their fifth birthday and that the child will remain in this cohort as they progress through school.

Parents who want to make this request should make an application for their child's normal age group at

the usual time. The application to the local authority should include this request and in addition it should be made in writing to the headteacher of the school. The local authority will liaise with the governing body who will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the headteacher, who has statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals.

Parents will be informed of the outcome of the request before primary national offer day.

If the request is agreed by the governing body, the application for the normal age group may be withdrawn before a place is offered. If the request is refused, the parent must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in year application for admission to year one for the September following the child's fifth birthday.

Where a parent's request is agreed, they must make a new application as part of the main admissions round the following year.

One admission authority cannot be required to honour a decision made by another admission authority on admission out of the normal age group. Parents, therefore, should consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference schools.

### **Waiting Lists**

In addition to their right of appeal, applicants will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out below and not in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until the last day of the summer term. Inclusion on the school's waiting list does not mean that a place will eventually become available.

### **Infant Class Size Regulations**

Infant classes may not, by law, contain more than 30 pupils with a single qualified teacher (subject to the provisions in the School Admissions Code for 'excepted children'). Parents do have a right of appeal in accordance with the infant class size regulations if the school is oversubscribed and their child is refused a place.

### **In-Year Applications**

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. For information on making an in-year application, parents should contact the local authority admissions team at School Admissions Team, Hartlepool Borough Council, Centre for Excellence in Teaching & Learning, Brierton Lane, Hartlepool, TS25 4AF, on 01429 284368 or by email at [admissionsteam@hartlepool.gov.uk](mailto:admissionsteam@hartlepool.gov.uk)

Where there are places available but more applications than places, the published oversubscription criteria will be applied.

If there are no places available, a request can be made that the child is added to the waiting list (see above).

### **Right of Appeal**

Where a parent has been notified that a place is not available for a child, every effort will be made by the local authority to help the parent to find a place in a suitable alternative school. Parents who are refused a place have a statutory right of appeal. Further details of the appeals process are available by writing to the Chair of Governors at the school address.

### **Fair Access Protocol**

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by the governing body for the current school year. The governing body has this power, even when admitting the child would mean exceeding the published admission number.

## Nursery

For children attending the school's nursery, application to the reception class of the school should be made in the normal way, to the local authority. Attendance at the school's nursery does not guarantee that a place will be offered at the school.

## False Evidence

The Governing Body reserves the right to withdraw the offer of a place where false evidence is received.

## OVERSUBSCRIPTION CRITERIA

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

*First priority in each category will be given to children who will have an older sibling attending the school in September 2018.*

1. Looked after and previously looked after children (see notes 2 and 3).
2. Catholic children who are resident in the former parish(es) served by the school.
3. Catholic children who are resident in the 'One' Parish of the Holy Family.
4. Other Catholic children.
5. Catechumens and members of an Eastern Christian Church (see notes 5 and 6).
6. Children of other Christian denominations (see note 7).
7. Children of other faiths (see note 8).
8. Any other children.

## Tie Breaker

Where there are places available for some, but not all applicants within a particular criterion, priority will be given to children living closest to the school determined by the shortest distance. Distance will be measured by a straight line distance measurement, from the (ordnance survey) address point for the child's home to the (ordnance survey) address point of the school, using the local authority's computerised measuring system.

In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out in a public place and supervised by a person independent of the school.

## NOTES AND DEFINITIONS

1. An **Education, Health and Care Plan** is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child. A **Statement of Special Educational Needs** is a statement made by the local authority under section 324 of the Education Act 1996, specifying the special educational provision for a child.
2. 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):

An **Adoption Order** is an order under section 46 of the Adoption and Children Act 2002.

A **Child Arrangements Order** is an order outlining the arrangements as to the person with whom the child will live under the provisions of section 14 of the Children and Families Act 2014.

A **Special Guardianship Order** is an order appointing one or more individuals to be a child's special guardian or guardians.

3. A **previously looked after child** is a child who immediately moved on from that status after becoming subject to an adoption, child arrangement order or special guardianship order.
4. **Catholic** means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. Those who have difficulty obtaining written evidence of baptism or reception should contact their parish priest who, after consulting with the Diocese, will decide how the question of baptism or reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.
5. **Catechumen** means a member of the catechumenate of a Catholic Church and is a person who is receiving instruction in preparation for baptism. This must be

evidenced by a certificate of reception into the order of catechumens.

6. **Eastern Christian Church** includes Orthodox Churches, and must be evidenced by a certificate of baptism or reception from the authorities of that Church. Those who have difficulty obtaining written evidence of baptism or reception should contact the Diocese who will decide how the question of baptism or reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.
7. **Children of other Christian denominations** means children who are members of a Church or religious community that practises Trinitarian baptism recognised by the Catholic Church. Applicants must provide a baptismal certificate or where child baptism is not practised, a letter confirming their church membership from their minister or faith leader.
8. **Children of other faiths** means children who are members of a religious community that does not fall within the definitions above. Applicants must provide a letter of support to confirm their faith membership from their minister or faith leader.

9. **Home address** is the primary parental address which will be used in applying the admission criteria. This means that, when stating the choice of school, the parental address at the time of application should be given. The address of childminders or other family members who may share in the care of the child must not be used as the home address. Documentary evidence may be requested.
10. **Brother or sister** means a child who lives as a brother or sister in the same house, including natural brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, or the child of a parent's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling. It also includes natural brothers or sisters where the child for whom the school place is sought is not living in the same family unit at the same address as that sibling.
11. **Parent** means all natural parents, any person who is not a parent but has parental responsibility for the child, or who has care of the child (having care of a child means that the child lives with and is looked after by that person).

**This policy should be read in conjunction with the local authority's admission guidance for parents.**

#### Breakdown of Allocations in September 2017

Sept 2017 PAN	No. of equal preferences received	Number admitted under oversubscription criteria (as at 16/04/2017)										No. of appeals heard	No. of successful appeals
		Named SEN	1	2	3	4	5	6	7	8	Other offers made		
60	130	0	0	48	1	0	1	3	1	6	N/A	0	N/A

#### Breakdown of Allocations in September 2016

Breakdown of allocations in September 2016												
Sept 2016 PAN	No. of equal preferences received	Number admitted under oversubscription criteria (as at 16/04/2016)									No. of appeals heard	No. of successful appeals
		Named SEN	1	2	3	4	5	6	7	Other offers made		
60	125	0	0	47	4	0	0	0	8	1	0	N/A

## Admissions to Springwell School

Springwell School caters for children with a full range of special educational needs (SEN), including learning difficulties, autistic spectrum disorders and behavioural, emotional and social difficulties. Admissions are considered by a panel comprising representatives of the Child and Adult Services SEND Team and Springwell School Senior Leadership Team. Children accessing Springwell School must, in

all but exceptional cases, have a Statement of SEN or Education, Health and Care (ONE) Plan.

For further information regarding SEN, please refer to page 77. If you wish to discuss any aspect of SEN further, please contact the SEND Team (contact details can be found on page 83).

## Admissions to St Aidan's C of E (Aided) Memorial Primary School

The Governing Body of St Aidan's Church of England (Aided) Memorial Primary School is the Admissions Authority for the school.

We intend to admit up to 50 pupils to the reception year group in September 2018. This arrangement follows consultation between the governing body, the Local Authority, all other schools in the area and all other Admission Authorities in the area.

Applications must be made on the Local Authority Common Application Form. This form must be returned to the Local Authority. Applications received after the closing date will only be considered after all those received by the closing date.

Children who have an Education, Health and Care (EHC) plan or a Statement of Special Educational Need where the school is named as the most appropriate educational setting for the child will be admitted to the school before all others. Where there are insufficient places available to meet all parental preferences, governors will allocate the remaining places on the basis of equal preference and priority will be given to applications in the following order:

**1. Children in care.** This refers to children who are looked after by a Local Authority in accordance with Section 22 of the Children's Act 1989 at the time the application for admission to the school is made, and whom the Local Authority can confirm will still be looked after at the time of admission to the school. Looked after children and children who were previously looked after, but ceased to be so because immediately after being looked after they were then adopted (or became subject to a child arrangements order or special guardianship order) also come under this category. An 'adoption order' is defined as an order made under section 46 of the Adoption and Children Act 2002. A 'child arrangements order' is defined as an order outlining the arrangements as to the person with whom the child will live under section 8 of the Children Act 1989 as amended. A 'special guardianship order' is an order appointing one or more individuals to be a child's special guardian or guardians under the Children Act 1989.

**2. Children who will have a sibling attending the school at the time of their admission.** Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

### 3. Faith Criteria

- Church of England: Children of one or more parent who regularly or frequently attend worship at St Aidan's or St Columba's Churches. Regularly and frequently is defined as attendance at least once per month over the last twelve months.
- Other churches or faith communities: Children and/or one or more parent who are at the heart of the church or faith community or frequently attends another church.

Applications for faith places must be supported by a letter from an authorised minister or two office holders of the church or faith community.

**4. Medical or social criteria.** Pupils with very exceptional medical or social factors directly related to school placement. Applications must be supported by written evidence from a doctor or other professional practitioner, setting out the particular reasons why our school is the only school that can meet the child's needs and will be considered on a case by case basis, as assessed using the Local Authority criteria.

**5. Children whose parents wish them to be educated at St Aidan's Church of England (Aided) Memorial Primary School** up to the permitted admission number of 50.

### Multiple Births

For applications of children of multiple births, if one of the children is offered the last place available, we will offer a place for the other child/ren.

### Tie Breaker

Where there are places for some, but not all, applicants within a particular criterion, distance will

be measured by a straight line distance measurement; from the (ordnance survey) address point of the child's home address to the (ordnance survey) address point of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority.

### **Admission of children below compulsory age range and deferred entry to school**

The School Admissions Code 2014 requires school admission authorities to provide for the admission of all children in the September following their fourth birthday. However, a child is not legally required to start school until they have reached compulsory school age following their fifth birthday. For summer born children (those born after 1 April) this can sometimes be almost a full school year after the point at which they could first be admitted.

Some parents may not feel that their child is ready to start school in the September following their fourth birthday. Parents are entitled to request in writing that:

- their child attends part time until they reach compulsory school age
- the date their child is admitted to school is deferred until later in the same academic year or until the term in which the child reaches compulsory school age. The school will hold any deferred place for the child, although in the majority of cases we find that children benefit from starting at the beginning of the school year rather than part way through it
- the date their child is admitted to school is deferred until the term after the child reaches compulsory school age.

The child must, however, start school full time in the term after their fifth birthday.

### **Requests for admission outside of normal age range**

If parents of summer born children wish to defer entry as outlined above and wish them to be admitted to the Reception Year in the term following their fifth birthday, rather than Year 1, then parents should apply at the usual time for a place in September of the current academic year together with a request that the child is admitted outside of his or her normal age group to the

Reception Year in September the following year providing supporting reasons for seeking a place outside of the normal age group. This should be discussed with the Headteacher as soon as possible. If their request is agreed, and this should be clear before the national offer day, their application for the normal age group may be withdrawn before any place is offered and they should reapply in the normal way for a Reception place in the following year. If the request is refused, the parents must decide whether to wait for any offer of a place in the current academic year (NB it will still be subject to the over-subscription criteria in this policy) or to withdraw their application and apply for a Year 1 place the following year. Parents should be aware that the Year 1 group may have no vacancies as it could be full with children transferring from the previous Reception Year group.

Requests from parents for places outside a normal age group will be considered carefully, eg for those who have missed education due to ill health. Each case will be considered on its own merits and circumstances. However, such admissions will not normally be agreed without a consensus that to do so would be in the pupil's interests. It is recommended that parents discuss their wishes with the Headteacher in advance of applying for a place. The governors may ask relevant professions for their opinion on the case. It should be noted that if a place in the requested age group is refused, but one in the normal age range is offered then there is no right of appeal.

### **Information about waiting lists**

If you wish your child to attend St Aidan's School you must fill in an application form, even if your child attends nursery/you live in the admission zone for the school. Attendance at the nursery does not guarantee you a place at the school. If you are unable to gain a place initially then your child's name can be added to a waiting list for at least one term. This list will be administered in line with the admissions criteria.

### **Right of Appeal**

If you are not successful in obtaining a place for your child at our school, you have a statutory right of appeal. Further details are available from the school, Local Authority or the Durham Diocesan Board of Education or Chair of Governors.

## Transfers

Parents who wish their child to transfer to St Aidan's School at any other time other than the beginning of primary education should contact the Local Authority Admissions Team in the first instance. The

Admissions Team will contact the school on your behalf. Should there be space in the school the Governors will admit your child. If more requests are received than there are places available, the above criteria will apply.

### Breakdown of Allocations in September 2017

Sept 2017 PAN	No. of equal preferences received	Number admitted under oversubscription criteria (as at 16/04/2017)							No. of appeals heard	No. of successful appeals
		Named SEN	1	2	3	4	5	Other offers made		
50	53	0	1	11	7	0	20	3	N/A	N/A

### Breakdown of Allocations in September 2016

Sept 2016 PAN	No. of equal preferences received	Number admitted under oversubscription criteria (as at 16/04/2016)							No. of appeals heard	No. of successful appeals
		Named SEN	1	2	3	4	5	Other offers made		
50	66	0	0	22	2	0	14	0	N/A	N/A

## Admissions to St Bega's RC Primary School

St Bega's RC Primary School was founded by the Catholic Church to provide education for children of Catholic families. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and instrument of government, and seeks at all times to be a witness to Jesus Christ. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We, therefore, hope that all parents (see note 11) will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of a parent who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The governing body is the admissions authority and has responsibility for admissions to this school. The local authority undertakes the coordination of admission arrangements.

The admission policy criteria will be dealt with on an equal preference basis.

### Parishes served by the school

The school serves the parish of the Immaculate Conception (St Mary's).

### Published Admission Number

The governing body has set its admission number at 25 pupils to be admitted to the reception class in the school year which begins in September 2018.

### Children with an Education, Health and Care plan or a statement of Special Educational Need

Children who have an Education, Health and Care (EHC) plan or a statement of Special Educational Need where the school is named as the most appropriate educational setting for the child will be admitted.

### Application Procedures and Timetable

To apply for a place at this school, the parent must complete a common application form (PAF) available from the local authority in which the child lives. The parent will be advised of the outcome of the application on 16 April or the next working day, initially by a letter or email from the local authority on behalf of the governing body.

If the parent is required to provide supplemental evidence to support the application (e.g. a baptismal certificate), this evidence should be provided at the time of application. If not provided, evidence may be sought by the governing body following the

closing date for applications. This information must have been correct at the date of closing for applications.

All applications will be considered at the same time and after the closing date for admissions which is 15 January 2018.

### **Late Applications**

Late applications will be administered in accordance with the local authority primary coordinated admissions scheme. Parents are encouraged to ensure that their application is received on time.

### **Admission of Children below Compulsory School Age and Deferred Entry**

A child is entitled to a full-time place in the September following their fourth birthday. A request may be made for the date at which a child, below compulsory school age, is admitted to the school, to be deferred to later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year. A child may take up a part-time place until the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school in writing, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

### **Admission of Children outside their Normal Age Group**

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

Any such request should be made in writing to the headteacher of the school. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the headteacher who has statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals.

### **Summer Born Children**

The parents of a summer born child, i.e. a child born between 1 April and 31 August, may request that the child be admitted out of their normal age group, to the reception class in the September following their fifth birthday and that the child will remain in this cohort as they progress through school.

Parents who want to make this request should make an application for their child's normal age group at the usual time. The application to the local authority should include this request and in addition it should be made in writing to the headteacher of the school. The local authority will liaise with the governing body who will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the headteacher, who has statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals.

Parents will be informed of the outcome of the request before primary national offer day.

If the request is agreed by the governing body, the application for the normal age group may be withdrawn before a place is offered. If the request is refused, the parent must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in year application for admission to year one for the September following the child's fifth birthday.

Where a parent's request is agreed, they must make a new application as part of the main admissions round the following year.

One admission authority cannot be required to honour a decision made by another admission authority on admission out of the normal age group. Parents, therefore, should consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference schools.

### **Waiting Lists**

In addition to their right of appeal, applicants will be offered the opportunity to be placed on a waiting

list. This waiting list will be maintained in order of the oversubscription criteria set out below and not in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until the last day of the summer term. Inclusion on the school's waiting list does not mean that a place will eventually become available.

### **Infant Class Size Regulations**

Infant classes may not, by law, contain more than 30 pupils with a single qualified teacher (subject to the provisions in the School Admissions Code for 'excepted children'). Parents do have a right of appeal in accordance with the infant class size regulations if the school is oversubscribed and their child is refused a place.

### **In-Year Applications**

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. For information on making an in-year application, parents should contact the local authority admissions team at School Admissions Team, Hartlepool Borough Council, Centre for Excellence in Teaching & Learning, Brierton Lane, Hartlepool, TS25 4AF, on 01429 284368 or by email at [admissionsteam@hartlepool.gov.uk](mailto:admissionsteam@hartlepool.gov.uk).

Where there are places available but more applications than places, the published oversubscription criteria will be applied.

If there are no places available, a request can be made that the child is added to the waiting list (see above).

### **Right of Appeal**

Where a parent has been notified that a place is not available for a child, every effort will be made by the local authority to help the parent to find a place in a suitable alternative school. Parents who are refused a place have a statutory right of appeal. Further details of the appeals process are available by writing to the chair of governors at the school address.

### **Fair Access Protocol**

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly,

outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by the governing body for the current school year. The governing body has this power, even when admitting the child would mean exceeding the published admission number.

### **Nursery**

For children attending the school's nursery, application to the reception class of the school should be made in the normal way, to the local authority. Attendance at the school's nursery does not guarantee that a place will be offered at the school.

### **False Evidence**

The governing body reserves the right to withdraw the offer of a place where false evidence is received.

### **OVERSUBSCRIPTION CRITERIA**

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

*First priority in each category will be given to children who will have an older sibling attending the school in September 2018.*

1. Looked after and previously looked after children (see notes 2 and 3).
2. Catholic children who are resident in the former parish of St Mary's served by the school.
3. Catholic children who are resident in the 'One' Parish of the Holy Family.
4. Other Catholic children (see note 3).
5. Catechumens and members of an Eastern Christian Church (see notes 5 and 6).
6. Children of other Christian denominations (see note 7).
7. Children of other faiths (see note 8).
8. Any other children.

## Tie Breaker

Where there are places available for some, but not all applicants within a particular criterion priority will be given to children living closest to the school determined by the shortest distance. Distance will be measured by a straight line distance measurement, from the (ordnance survey) address point for the child's home to the (ordnance survey) address point of the school, using the Local Authority's computerised measuring system. In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out in a public place and supervised by a person independent of the school.

## NOTES AND DEFINITIONS

1. An **Education, Health and Care Plan** is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child. A **Statement of Special Educational Needs** is a statement made by the local authority under section 324 of the Education Act 1996, specifying the special educational provision for a child.

2. 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):

An **adoption order** is an order under section 46 of the Adoption and Children Act 2002.

A **child arrangements order** is an order outlining the arrangements as to the person with whom the child will live under the provisions of section 14 of the Children and Families Act 2014.

A **special guardianship order** is an order appointing one or more individuals to be a child's special guardian or guardians.

3. A **previously looked after child** is a child who immediately moved on from that status after becoming subject to an adoption, child arrangement order or special guardianship order.
4. **Catholic** means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of

the Catholic Church. Those who have difficulty obtaining written evidence of baptism or reception should contact their parish priest who, after consulting with the Diocese, will decide how the question of baptism or reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

5. **Catechumen** means a member of the catechumenate of a Catholic Church and is a person who is receiving instruction in preparation for baptism. This must be evidenced by a certificate of reception into the order of catechumens.
6. **Eastern Christian Church** includes Orthodox Churches, and must be evidenced by a certificate of baptism or reception from the authorities of that Church. Those who have difficulty obtaining written evidence of baptism or reception should contact the Diocese who will decide how the question of baptism or reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.
7. **Children of other Christian denominations** means children who are members of a Church or religious community that practises Trinitarian baptism recognised by the Catholic Church. Applicants must provide a baptismal certificate or where child baptism is not practised, a letter confirming their church membership from their minister or faith leader.
8. **Children of other faiths** means children who are members of a religious community that does not fall within the definitions above. Applicants must provide a letter of support to confirm their faith membership from their minister or faith leader.
9. **Home address** is the primary parental address which will be used in applying the admission criteria. This means that, when stating the choice of school, the parental address at the time of application should be given. The address of childminders or other family members who may share in the care of the child must not be used as the home address. Documentary evidence may be requested.
10. **Brother or sister** means a child who lives as a brother or sister in the same house, including natural brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, or the child of a parent's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling. It also includes natural brothers or sisters where the child for whom the school place is sought is not living in

the same family unit at the same address as that sibling.

child means that the child lives with and is looked after by that person).

11. **Parent** means all natural parents, any person who is not a parent but has parental responsibility for the child, or who has care of the child (having care of a

**This policy should be read in conjunction with the local authority's admission guidance for parents**

#### Breakdown of Allocations in September 2017

Sept 2017 PAN	No. of equal preferences received	Number admitted under oversubscription criteria (as at 16/04/2017)										No. of appeals heard	No. of successful appeals
		Named SEN	1	2	3	4	5	6	7	8	Other offers made		
25	47	0	1	5	6	0	0	3	0	3	1	N/A	N/A

#### Breakdown of Allocations in September 2016

Breakdown of Allocations in September 2016												
Sept 2016 PAN	No. of equal preferences received	Number admitted under oversubscription criteria (as at 16/04/2016)									No. of appeals heard	No. of successful appeals
		Named SEN	1	2	3	4	5	6	7	Other offers made		
25	42	0	0	7	5	0	3	0	9	0	N/A	N/A

## Admissions to St Cuthbert's RC Primary School

St Cuthbert's RC Primary School was founded by the Catholic Church to provide education for children of Catholic families. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and instrument of government, and seeks at all times to be a witness to Jesus Christ. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We, therefore, hope that all parents (see note 11) will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The governing body is the admissions authority and has responsibility for admissions to this school. The local authority undertakes the coordination of admission arrangements. The admission policy

criteria will be dealt with on an equal preference basis.

#### Parishes served by the school

The school serves the former parish of St Cuthbert's, Hartlepool. This former parish is now part of the 'One' Parish of the Holy Family, which encompasses the whole of the town of Hartlepool.

#### Published Admission Number

The governing body has set its admission number at 40 pupils to be admitted to the reception class in the school year which begins in September 2018.

#### Children with an Education, Health and Care plan or a statement of Special Educational Need

Children who have an Education, Health and Care (EHC) plan or a statement of Special Educational Need where the school is named as the most appropriate educational setting for the child will be admitted.

#### Application Procedures and Timetable

To apply for a place at this school, the parent must complete a common application form (PAF) available from the local authority in which the child lives. The parent will be advised of the outcome of the application on 16 April or the next working day,

initially by a letter or email from the local authority on behalf of the governing body.

If the parent is required to provide supplemental evidence to support the application (eg a baptismal certificate), this evidence should be provided at the time of application. If not provided, evidence may be sought by the governing body following the closing date for applications. This information must have been correct at the date of closing for applications.

All applications will be considered at the same time and after the closing date for admissions which is 15 January 2018.

### **Late Applications**

Late applications will be administered in accordance with the local authority primary coordinated admissions scheme. Parents are encouraged to ensure that their application is received on time.

### **Admission of Children below Compulsory School Age and Deferred Entry**

A child is entitled to a full-time place in the September following their fourth birthday. A request may be made for the date at which a child, below compulsory school age, is admitted to the school, to be deferred to later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year. A child may take up a part-time place until the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school in writing, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

### **Admission of Children outside their Normal Age Group**

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

Any such request should be made in writing to the headteacher of the school. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the headteacher who has statutory

responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals.

### **Summer Born Children**

The parents of a summer born child, i.e. a child born between 1 April and 31 August, may request that the child be admitted out of their normal age group, to the reception class in the September following their fifth birthday and that that the child will remain in this cohort as they progress through school.

Any such request should be made in writing to the headteacher of the school. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the headteacher who has statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals.

### **Waiting Lists**

In addition to their right of appeal, applicants will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out below and not in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until the last day of the summer term. Inclusion on the school's waiting list does not mean that a place will eventually become available.

### **Infant Class Size Regulations**

Infant classes may not, by law, contain more than 30 pupils with a single qualified teacher (subject to the provisions in the School Admissions Code for 'excepted children'). Parents do have a right of appeal in accordance with the infant class size regulations if the school is oversubscribed and their child is refused a place.

### **In-Year Applications**

For information on making an in-year application, please contact the School Admissions Team, Hartlepool Borough Council, Centre for Excellence in

Teaching and Learning, Brierton Lane, Hartlepool, TS25 4AF, on 01429 284368 or by email at [admissionsteam@hartlepool.gov.uk](mailto:admissionsteam@hartlepool.gov.uk)

Where there are places available but more applications than places, the published oversubscription criteria will be applied.

If there are no places available, a request can be made that the child is added to the waiting list (see above).

### **Right of Appeal**

Where a parent has been notified that a place is not available for a child, every effort will be made by the local authority to help the parent to find a place in a suitable alternative school. Parents who are refused a place have a statutory right of appeal. Further details of the appeals process are available by writing to the chair of governors at the school address.

### **Fair Access Protocol**

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the diocese and the governing body for the current school year. The governing body has this power, even when admitting the child would mean exceeding the published admission number.

### **Nursery**

For children attending the school's nursery, application to the reception class of the school should be made in the normal way, to the local authority. Attendance at the school's nursery does not guarantee that a place will be offered at the school.

### **False Evidence**

The governing body reserves the right to withdraw the offer of a place where false evidence is received.

### **OVERSUBSCRIPTION CRITERIA**

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

*First priority in each category will be given to children who will have an older sibling attending the school in September 2018.*

1. Looked after and previously looked after children (see notes 2 and 3).
2. Catholic children who are resident in the former parish of St Cuthbert's served by the school (see note 4 and parish boundary map).
3. Catholic children who are resident in the 'One' Parish of the Holy Family.
4. Other Catholic children.
5. Catechumens and members of an Eastern Christian Church (see notes 5 and 6).
6. Children of other Christian denominations (see note 7).
7. Children of other faiths (see note 8).
8. Any other children.

### **Tie Breaker**

Where there are places available for some, but not all applicants within a particular criterion priority will be given to children living closest to the school determined by the shortest distance. Distance will be measured by a straight line distance measurement, from the (ordnance survey) address point for the child's home to the (ordnance survey) address point of the school, using the Local Authority's computerised measuring system.

In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out in a public place and supervised by a person independent of the school.

### **NOTES AND DEFINITIONS**

1. An **Education, Health and Care Plan** is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child. A **Statement of Special Educational Needs** is a statement made by the local authority under section 324 of the Education Act 1996, specifying the special educational provision for a child.

2. 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):

An **adoption order** is an order under section 46 of the Adoption and Children Act 2002.

A **child arrangements order** is an order outlining the arrangements as to the person with whom the child will live under the provisions of section 14 of the Children and Families Act 2014.

A **special guardianship order** is an order appointing one or more individuals to be a child's special guardian or guardians.

3. A **previously looked after child** is a child who immediately moved on from that status after becoming subject to an adoption, child arrangement order or special guardianship order.
4. **Catholic** means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. Those who have difficulty obtaining written evidence of baptism or reception should contact their parish priest who, after consulting with the Diocese, will decide how the question of baptism or reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.
5. **Catechumen** means a member of the catechumenate of a Catholic Church and is a person who is receiving instruction in preparation for baptism. This must be evidenced by a certificate of reception into the order of catechumens.
6. **Eastern Christian Church** includes Orthodox Churches, and must be evidenced by a certificate of baptism or reception from the authorities of that Church. Those who have difficulty obtaining written evidence of baptism or reception should contact the Diocese who will decide how the question of baptism

or reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

7. **Children of other Christian denominations** means children who are members of a Church or religious community that practises Trinitarian baptism recognised by the Catholic Church. Applicants must provide a baptismal certificate or where child baptism is not practised, a letter confirming their church membership from their minister or faith leader.
8. **Children of other faiths** means children who are members of a religious community that does not fall within the definitions above. Applicants must provide a letter of support to confirm their faith membership from their minister or faith leader.
9. **Home address** is the primary parental address which will be used in applying the admission criteria. This means that, when stating the choice of school, the parental address at the time of application should be given. The address of childminders or other family members who may share in the care of the child must not be used as the home address. Documentary evidence may be requested.
10. **Brother or sister** means a child who lives as a brother or sister in the same house, including natural brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, or the child of a parent's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling. It also includes natural brothers or sisters where the child for whom the school place is sought is not living in the same family unit at the same address as that sibling.
11. **Parent** means all natural parents, any person who is not a parent but has parental responsibility for the child, or who has care of the child (having care of a child means that the child lives with and is looked after by that person).

**This policy should be read in conjunction with the local authority's admission guidance for parents.**

#### Breakdown of Allocations in September 2017

Sept 2017 PAN	No. of equal preferences received	Number admitted under oversubscription criteria (as at 16/04/2017)										No. of appeals heard	No. of successful appeals
		Named SEN	1	2	3	4	5	6	7	8	Other offers made		
40	55	0	0	11	1	0	0	2	0	8	2	N/A	N/A

### Breakdown of Allocations in September 2016

Sept 2016 PAN	No. of equal preferences received	Number admitted under oversubscription criteria (as at 16/04/2016)								No. of appeals heard	No. of successful appeals
		Named SEN	1	2	3	4	5	6	7		
40	76	0	1	19	7	0	1	0	9	0	N/A

## Admissions to St John Vianney RC Primary School

St John Vianney RC Primary School was founded by the Catholic Church to provide education for children of Catholic families. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and instrument of government, and seeks at all times to be a witness to Jesus Christ. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We, therefore, hope that all parents (see note 11) will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The governing body is the admissions authority and has responsibility for admissions to this school. The local authority undertakes the coordination of admission arrangements. The admission policy criteria will be dealt with on an equal preference basis.

### Parishes served by the school

The school serves the former parish of St John Vianney Hartlepool.

These former parishes are now all part of the 'One' Parish of the Holy Family, which encompasses the whole of the town of Hartlepool.

### Published Admission Number

The governing body has set its admission number at 30 pupils to be admitted to the reception class in the school year which begins in September 2018.

### Children with an Education, Health and Care plan or a statement of Special Educational Need

Children who have an Education, Health and Care (EHC) plan or a statement of Special Educational Need where the school is named as the most appropriate educational setting for the child will be admitted.

### Application Procedures and Timetable

To apply for a place at this school, the parent must complete a common application form (PAF) available from the local authority in which the child lives. The parent will be advised of the outcome of the application on 16 April or the next working day, initially by a letter or email from the local authority on behalf of the governing body.

If the parent is required to provide supplemental evidence to support the application (e.g. a baptismal certificate), this evidence should be provided at the time of application. If not provided, evidence may be sought by the governing body following the closing date for applications. This information must have been correct at the date of closing for applications.

All applications will be considered at the same time and after the closing date for admissions which is 15 January 2018.

### Late Applications

Late applications will be administered in accordance with the local authority primary coordinated admissions scheme. Parents are encouraged to ensure that their application is received on time.

### Admission of Children below Compulsory School Age and Deferred Entry

A child is entitled to a full-time place in the September following their fourth birthday. A request may be made for the date at which a child, below compulsory school age, is admitted to the school, to be deferred to later in the school year but not beyond the point at which they reach

compulsory school age, or beyond the beginning of the final term of the school year. A child may take up a part-time place until the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school in writing, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

### **Admission of Children outside their Normal Age Group**

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

Any such request should be made in writing to the headteacher of the school. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the headteacher who has statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals.

### **Summer Born Children**

The parents of a summer born child, i.e. a child born between 1 April and 31 August, may request that the child be admitted out of their normal age group, to the reception class in the September following their fifth birthday and that that the child will remain in this cohort as they progress through school.

Parents who want to make this request should make an application for their child's normal age group at the usual time. The application to the local authority should include this request and in addition it should be made in writing to the headteacher of the school. The local authority will liaise with the governing body who will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the headteacher, who has statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals.

Parents will be informed of the outcome of the request before primary national offer day.

If the request is agreed by the governing body, the application for the normal age group may be withdrawn before a place is offered. If the request is refused, the parent must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in year application for admission to year one for the September following the child's fifth birthday.

Where a parent's request is agreed, they must make a new application as part of the main admissions round the following year.

One admission authority cannot be required to honour a decision made by another admission authority on admission out of the normal age group. Parents, therefore, should consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference schools.

### **Waiting Lists**

In addition to their right of appeal, applicants will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out below and not in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until the last day of the summer term. Inclusion on the school's waiting list does not mean that a place will eventually become available.

### **Infant Class Size Regulations**

Infant classes may not, by law, contain more than 30 pupils with a single qualified teacher (subject to the provisions in the School Admissions Code for 'excepted children'). Parents do have a right of appeal in accordance with the infant class size regulations if the school is oversubscribed and their child is refused a place.

### **In-Year Applications**

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. For information on making an in-year application, parents should contact the local authority admissions team at School Admissions Team,

Hartlepool Borough Council, Centre for Excellence in Teaching & Learning, Brierton Lane, Hartlepool, TS25 4AF, on 01429 284368 or by email at [admissionsteam@hartlepool.gov.uk](mailto:admissionsteam@hartlepool.gov.uk)

Where there are places available but more applications than places, the published oversubscription criteria will be applied. If there are no places available, a request can be made that the child is added to the waiting list (see above).

### **Right of Appeal**

Where a parent has been notified that a place is not available for a child, every effort will be made by the local authority to help the parent to find a place in a suitable alternative school. Parents who are refused a place have a statutory right of appeal. Further details of the appeals process are available by writing to the chair of governors at the school address.

### **Fair Access Protocol**

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by the governing body for the current school year. The governing body has this power, even when admitting the child would mean exceeding the published admission number.

### **Nursery**

For children attending the school's nursery, application to the reception class of the school should be made in the normal way, to the local authority. Attendance at the school's nursery does not guarantee that a place will be offered at the school.

### **False Evidence**

The governing body reserves the right to withdraw the offer of a place where false evidence is received.

### **OVERSUBSCRIPTION CRITERIA**

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

*First priority in each category will be given to children who will have an older sibling attending the school in September 2018.*

1. Looked after and previously looked after children (see notes 2 and 3).
2. Catholic children who are resident in the former parish of St John Vianney Hartlepool served by the school.
3. Catholic children who are resident in the 'One' Parish of the Holy Family.
4. Other Catholic children.
5. Catechumens and members of an Eastern Christian Church (see notes 5 and 6).
6. Children of other Christian denominations (see note 7).
7. Children of other faiths (see note 8).
8. Any other children.

### **Tie Breaker**

Where there are places available for some, but not all applicants within a particular criterion priority will be given to children living closest to the school determined by the shortest distance. Distance will be measured by a straight line distance measurement, from the (ordnance survey) address point for the child's home to the (ordnance survey) address point of the school, using the Local Authority's computerised measuring system.

In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out in a public place and supervised by a person independent of the school.

### **NOTES AND DEFINITIONS**

1. An **Education, Health and Care Plan** is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child. A **Statement of Special Educational Needs** is a statement made by the local authority under section 324 of the Education Act 1996, specifying the special educational provision for a child.

2. 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):

An **adoption order** is an order under section 46 of the Adoption and Children Act 2002.

A **child arrangements order** is an order outlining the arrangements as to the person with whom the child will live under the provisions of section 14 of the Children and Families Act 2014.

A **special guardianship order** is an order appointing one or more individuals to be a child's special guardian or guardians.

3. A **previously looked after child** is a child who immediately moved on from that status after becoming subject to an adoption, child arrangement order or special guardianship order.
4. **Catholic** means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. Those who have difficulty obtaining written evidence of baptism or reception should contact their parish priest who, after consulting with the Diocese, will decide how the question of baptism or reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.
5. **Catechumen** means a member of the catechumenate of a Catholic Church and is a person who is receiving instruction in preparation for baptism. This must be evidenced by a certificate of reception into the order of catechumens.
6. **Eastern Christian Church** includes Orthodox Churches, and must be evidenced by a certificate of baptism or reception from the authorities of that Church. Those who have difficulty obtaining written evidence of baptism or reception should contact the Diocese who will decide how the question of baptism

or reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

7. **Children of other Christian denominations** means children who are members of a Church or religious community that practises Trinitarian baptism recognised by the Catholic Church. Applicants must provide a baptismal certificate or where child baptism is not practised, a letter confirming their church membership from their minister or faith leader.
8. **Children of other faiths** means children who are members of a religious community that does not fall within the definitions above. Applicants must provide a letter of support to confirm their faith membership from their minister or faith leader.
9. **Home address** is the primary parental address which will be used in applying the admission criteria. This means that, when stating the choice of school, the parental address at the time of application should be given. The address of childminders or other family members who may share in the care of the child must not be used as the home address. Documentary evidence may be requested.
10. **Brother or sister** means a child who lives as a brother or sister in the same house, including natural brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, or the child of a parent's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling. It also includes natural brothers or sisters where the child for whom the school place is sought is not living in the same family unit at the same address as that sibling.
11. **Parent** means all natural parents, any person who is not a parent but has parental responsibility for the child, or who has care of the child (having care of a child means that the child lives with and is looked after by that person).

**This policy should be read in conjunction with the local authority's admission guidance for parents.**

#### Breakdown of Allocations in September 2017

Sept 2017 PAN	No. of equal preferences received	Number admitted under oversubscription criteria (as at 16/04/2017)										No. of appeals heard	No. of successful appeals
		Named SEN	1	2	3	4	5	6	7	8	Other offers made		
30	79	0	0	25	3	1	0	1*	N/A	N/A	N/A	0	0

\* Insufficient places were available to accommodate all applicants within the criteria, therefore tie-breaker applied.

### Breakdown of Allocations in September 2016

Sept 2016 PAN	No. of equal preferences received	Number admitted under oversubscription criteria (as at 16/04/2016)								No. of appeals heard	No. of successful appeals
		Named SEN	1	2	3	4	5	6	7		
30	93	1	0	27	2*	N/A	N/A	N/A	N/A	4	0

\* Insufficient places were available to accommodate all applicants within the criteria, therefore tie-breaker applied.

## Admissions to St Joseph's RC Primary School

St Joseph's was founded by the Catholic Church to provide education for children of Catholic families. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and instrument of government and seeks at all times to be a witness to Jesus Christ. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We, therefore, hope that all parents (see note 11) will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The governing body is the admissions authority and has responsibility for admissions to this school. The local authority undertakes the coordination of admission arrangements.

The admission policy criteria will be dealt with on an equal preference basis.

### Parishes served by the school

The school serves the former parish of St Joseph's Hartlepool.

These former parishes are now all part of the 'One' Parish of the Holy Family, which encompasses the whole of the town of Hartlepool.

### Published Admission Number

The governing body has set its admission number at 24 pupils to be admitted to the reception class in the school year which begins in September 2018.

### Children with an Education, Health and Care plan or a statement of Special Educational Need

Children who have an Education, Health and Care (EHC) plan or a statement of Special Educational Need where the school is named as the most appropriate educational setting for the child will be admitted.

### Application Procedures and Timetable

To apply for a place at this school, the parent must complete a common application form (PAF) available from the local authority in which the child lives. The parent will be advised of the outcome of the application on 16 April or the next working day, initially by a letter or email from the local authority on behalf of the governing body.

If the parent is required to provide supplemental evidence to support the application (e.g. a baptismal certificate), this evidence should be provided at the time of application. If not provided, evidence may be sought by the governing body following the closing date for applications. This information must have been correct at the date of closing for applications.

All applications will be considered at the same time and after the closing date for admissions which is 15 January 2018.

### Late Applications

Late applications will be administered in accordance with the local authority primary coordinated admissions scheme. Parents are encouraged to ensure that their application is received on time.

### **Admission of Children below Compulsory School Age and Deferred Entry**

A child is entitled to a full-time place in the September following their fourth birthday. A request may be made for the date at which a child, below compulsory school age, is admitted to the school, to be deferred to later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year. A child may take up a part-time place until the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school in writing, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

### **Admission of Children outside their Normal Age Group**

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

Any such request should be made in writing to the headteacher of the school. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the headteacher who has statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals.

### **Summer Born Children**

The parents of a summer born child, i.e. a child born between 1 April and 31 August, may request that the child be admitted out of their normal age group, to the reception class in the September following their fifth birthday and that that the child will remain in this cohort as they progress through school.

Parents who want to make this request should make an application for their child's normal age group at the usual time. The application to the local authority should include this request and in addition it should be made in writing to the headteacher of the school. The local authority will liaise with the governing body who will make its decision about the

request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the headteacher, who has statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals.

Parents will be informed of the outcome of the request before primary national offer day.

If the request is agreed by the governing body, the application for the normal age group may be withdrawn before a place is offered. If the request is refused, the parent must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in year application for admission to year one for the September following the child's fifth birthday.

Where a parent's request is agreed, they must make a new application as part of the main admissions round the following year.

One admission authority cannot be required to honour a decision made by another admission authority on admission out of the normal age group. Parents, therefore, should consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference schools.

### **Waiting Lists**

In addition to their right of appeal, applicants will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out below and not in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until the last day of the summer term. Inclusion on the school's waiting list does not mean that a place will eventually become available.

### **Infant Class Size Regulations**

Infant classes may not, by law, contain more than 30 pupils with a single qualified teacher (subject to the provisions in the School Admissions Code for 'excepted children'). Parents do have a right of appeal in accordance with the infant class size

regulations if the school is oversubscribed and their child is refused a place.

### **In-Year Applications**

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. For information on making an in-year application, parents should contact the local authority admissions team at: School Admissions Team, Hartlepool Borough Council, Centre for Excellence in Teaching & Learning, Brierton Lane, Hartlepool, TS25 4F, on 01429 284368 or by email at [admissionsteam@hartlepool.gov.uk](mailto:admissionsteam@hartlepool.gov.uk).

Parents will be advised of the outcome of their application in writing.

Where there are places available but more applications than places, the published oversubscription criteria will be applied.

If there are no places available, a request can be made that the child is added to the waiting list (see above).

### **Right of Appeal**

Where a parent has been notified that a place is not available for a child, every effort will be made by the local authority to help the parent to find a place in a suitable alternative school. Parents who are refused a place have a statutory right of appeal. Further details of the appeals process are available by writing to the chair of governors at the school address.

### **Fair Access Protocol**

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by the governing body for the current school year. The governing body has this power, even when admitting the child would mean exceeding the published admission number.

### **Nursery**

For children attending the school's nursery, application to the reception class of the school

should be made in the normal way, to the local authority. Attendance at the school's nursery does not guarantee that a place will be offered at the school.

### **False Evidence**

The governing body reserves the right to withdraw the offer of a place where false evidence is received.

### **OVERSUBSCRIPTION CRITERIA**

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

*First priority in each category will be given to children who will have an older sibling attending the school in September 2018.*

1. Looked after and previously looked after children (see notes 2 and 3).
2. Catholic children who are resident in the former parish of St Joseph's, Hartlepool.
3. Catholic children who are resident in the 'One' Parish of the Holy Family.
4. Other Catholic children.
5. Catechumens and members of an Eastern Christian Church (see notes 5 and 6).
6. Children of other Christian denominations (see note 7).
7. Children of other faiths (see note 8).
8. Any other children.

### **Tie Breaker**

Where there are places available for some, but not all applicants within a particular criterion priority will be given to children living closest to the school determined by the shortest distance. Distance will be measured by a straight line distance measurement, from the (ordnance survey) address point for the child's home to the (ordnance survey) address point of the school, using the Local Authority's computerised measuring system.

In the event of distances being the same for two or more children where this would determine the last

place to be allocated, random allocation will be carried out in a public place and supervised by a person independent of the school.

#### NOTES AND DEFINITIONS

1. An **Education, Health and Care Plan** is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child. A **Statement of Special Educational Needs** is a statement made by the local authority under section 324 of the Education Act 1996, specifying the special educational provision for a child.

2. 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):

An **adoption order** is an order under section 46 of the Adoption and Children Act 2002.

A **child arrangements order** is an order outlining the arrangements as to the person with whom the child will live under the provisions of section 14 of the Children and Families Act 2014.

A **special guardianship order** is an order appointing one or more individuals to be a child's special guardian or guardians.

3. A **previously looked after child** is a child who immediately moved on from that status after becoming subject to an adoption, child arrangement order or special guardianship order.
4. **Catholic** means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. Those who have difficulty obtaining written evidence of baptism or reception should contact their parish priest who, after consulting with the Diocese, will decide how the question of baptism or reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.
5. **Catechumen** means a member of the catechumenate of a Catholic Church and is a person who is receiving instruction in preparation for baptism. This must be evidenced by a certificate of reception into the order of catechumens.

6. **Eastern Christian Church** includes Orthodox Churches, and must be evidenced by a certificate of baptism or reception from the authorities of that Church. Those who have difficulty obtaining written evidence of baptism or reception should contact the Diocese who will decide how the question of baptism or reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.
7. **Children of other Christian denominations** means children who are members of a Church or religious community that practises Trinitarian baptism recognised by the Catholic Church. Applicants must provide a baptismal certificate or where child baptism is not practised, a letter confirming their church membership from their minister or faith leader.
8. **Children of other faiths** means children who are members of a religious community that does not fall within the definitions above. Applicants must provide a letter of support to confirm their faith membership from their minister or faith leader.
9. **Home address** is the primary parental address which will be used in applying the admission criteria. This means that, when stating the choice of school, the parental address at the time of application should be given. The address of childminders or other family members who may share in the care of the child must not be used as the home address. Documentary evidence may be requested.
10. **Brother or sister** means a child who lives as a brother or sister in the same house, including natural brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, or the child of a parent's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling. It also includes natural brothers or sisters where the child for whom the school place is sought is not living in the same family unit at the same address as that sibling.
11. **Parent** means all natural parents, any person who is not a parent but has parental responsibility for the child, or who has care of the child (having care of a child means that the child lives with and is looked after by that person).

**This policy should be read in conjunction with the local authority's admission guidance for parents.**

### Breakdown of Allocations in September 2017

Sept 2017 PAN	No. of equal preferences received	Number admitted under oversubscription criteria (as at 16/04/2017)										No. of appeals heard	No. of successful appeals
		Named SEN	1	2	3	4	5	6	7	8	Other offers made		
24	29	0	0	2	1	0	1	0	18	0	0	N/A	N/A

### Breakdown of Allocations in September 2016

Breakdown of Allocations in September 2016												
Sept 2016 PAN	No. of equal preferences received	Number admitted under oversubscription criteria (as at 16/04/2016)									No. of appeals heard	No. of successful appeals
		Named SEN	1	2	3	4	5	6	7	Other offers made		
24	37	0	0	2	1	0	0	0	14	0	N/A	N/A

## Admissions to St Peter's Elwick Church of England VA Primary School

St Peter's Elwick Church of England Voluntary Aided Primary School is one of a family of Church of England schools in the Borough of Hartlepool. **The Federated Governing Body of St Peter's Elwick Church of England Voluntary Aided Primary School and Hart Primary School is the Admissions Authority for this school.** The Governing Body intends to admit up to 15 pupils to the Reception year group in September 2018. This number will apply to the Reception Year.

In the first instance, places will be awarded to those children with an Education, Health and Care Plan or a statement of Special Educational Needs where the school is named as the most appropriate educational setting for the child will be admitted to the school. If there is then greater demand for admission than there are places available, the following criteria will be applied in the order set out below.

**The remaining places will be awarded in the following priority order:**

1. Those children who are looked after children and previously looked after children (previously looked after children are children who were looked after, but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order);
2. Siblings of children currently in the school. Parents should note that 'current' means that your older child must still be in school at the point when the younger child enters it. Definition: Sibling refers to brother or sister, half brother or sister, step brother or sister, or the

child of the parent/carer's partner and in every case, the child must be living in the same family unit at the same address.

3. Those children who live in the school's admission zone;
4. Those children who are distinguished from the great majority of other applicants whether on medical grounds or other exceptional circumstances and who would suffer significant hardship if they were unable to attend the school;
5. Children whose parents reside in the Deanery of Hartlepool and participate in the life of other churches or faith communities, including other Christian Churches (affiliated to Churches Together in England).
  - a) at the heart of the church defined as 'a regular worshipper, by which is meant one who usually worships twice a month'.
  - b) attached to the church defined as 'a regular but not frequent worshipper by which is meant attends a monthly family service or is regularly involved in a weekday act of worship'.

Applications for faith places must be supported by a letter from an authorised minister or two office holders of the church or faith community.

6. Children whose parents express a wish for them to attend the school.

#### Tie-breaker:

In all criteria, if there are more applicants than places available then priority will be given to those who live closest to the school as determined by the straight line distance measurement, from the (ordnance survey) address point of the child's home address to the (ordnance survey) address point of the school, using the Local Authority's computerised measuring system).

#### Notes:

- Looked after children and children who were previously looked after, but ceased to be so because immediately after being looked after, they became subject to an adoption, child arrangements or special guardianship order. Note: By a "looked-after child" we mean one in the care of a local authority or being provided with accommodation by a local authority in the exercise of its social services function. An adoption order is one made under the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002 (Section 46). A 'child arrangements order' is one settling the arrangements to be made as to the person with whom the child is to live (Children Act 1989, Section 8, as amended by the Children and Families Act 2014, Section 14). A 'special guardianship order' is one appointing one or more individuals to be a child's special guardian/s (Children Act 1989, Section 14A). Applications under this criterion must be accompanied by evidence to show that the child is looked after or was previously looked after (e.g. a copy of the adoption, child arrangements or special guardianship order)."
- Medical Grounds/Exceptional Circumstances - A panel of specialist officers will determine whether the evidence provided is sufficiently compelling to meet the requirements for this criterion. If you think your child has a particular medical or social need to go to a certain school, you must provide supporting evidence from a doctor, psychologist or other professional involved with your child. The supporting evidence must relate specifically to the school you are claiming medical grounds/exceptional circumstances for, and clearly demonstrate why it is only that school that can meet your child's needs in a way that no other school can. If you are applying on-line for a place under this criterion, please send your supporting evidence to the Admissions Team by the closing date, which should include your child's name and date of birth. NB: Exceptional social reasons do not, in the view of the Authority, include domestic inconvenience arising from parents' work patterns, child-minding problems, separation from particular nursery/primary school friends. Problems of this kind are widespread and cannot be classed as exceptional. Medical reasons do not include

temporary conditions. They are permanent medical conditions which require special treatment available at the preferred school only. Medical evidence must be provided and the Authority's officers must be satisfied that the child would suffer to a significant degree if he/she went to any other school.

- When making an application, if applicants are seeking admission under criteria 5, they must supply a reference from their Church or Faith Group authorised minister or two office holders of the church or faith community.
- The school will need to see a birth certificate for the child also a recent utility bill to confirm address.

Parents who are refused a place have a statutory right of appeal. Further details of the appeals process are available by writing to the Chair of Governors at the school address.

Parents are asked to note that admission to Nursery is NO GUARANTEE of entry into the main school.

St Peter's Elwick participates in the co-ordinated admissions scheme of Hartlepool Child and Adult Services Department. Applications for places must be made via Hartlepool Local Authority.

**Late Applications** - Admissions for Reception received after the closing date detailed in the Local Authority booklet will be accepted but considered only after those received by the closing date.

**Waiting List** - You can apply to be placed on the waiting list. The waiting list will be ordered in accordance with the school's admissions criteria and in the event of a place becoming available, the Admissions Authority (the school) will contact you further.

**Admission of children below compulsory school age and deferred entry to school** - The School Admissions Code requires school admission authorities to provide for the admission of all children in the September following their fourth birthday. However, a child is not required to start school until they have reached compulsory school age following their fifth birthday. For summer born children (those born after 1 April) this can sometimes be almost a full school year after the point at which they could first be admitted. Some parents may feel that their child is not ready to start school in the September following their

fourth birthday. Parents are entitled to request in writing that:

- Their child attends part-time until they reach compulsory school age, or
- That the date their child is admitted to school is deferred until later in the same academic year or until the term in which the child reaches compulsory school age.
- That the date their child is admitted to school is deferred until the term after the child reaches compulsory school age.

The child must, however, start school full-time in the term after their fifth birthday.

Further information and advice on the admission of summer born children is available from Hartlepool Borough Council and DfE guidance.

#### **Appeal where application is made outside of age range**

- Requests from parents for places outside a normal age group will be considered carefully eg for those who have missed education due to ill health. Each case will be considered on its own merits and circumstances. However, such admissions will not normally be agreed without a consensus that to do so would be in the pupil's interests. It is recommended that parents discuss their wishes with the Headteacher in advance of applying for a place. The governors may ask relevant professions for their opinion on the case. It should be noted that if a place in the requested age group is refused, but one in the normal age range is offered then there is no right of appeal.

**Consultation** - In drafting this policy the Governing Body consulted with the Dioceses of Durham and Newcastle Joint Education Team and the Admissions Team of Hartlepool Child and Adult Services Department.

#### **Breakdown of Allocations in September 2017**

Sept 2017 PAN	No. of equal preferences received	Number admitted under oversubscription criteria (as at 16/04/2017)								No. of appeals heard	No. of successful appeals
		Named SEN	1	2	3	4	5	6	Other offers made		
15	25	0	0	6	4	0	0	0	0	N/A	N/A

#### **Breakdown of Allocations in September 2016**

Sept 2016 PAN	No. of equal preferences received	Number admitted under oversubscription criteria (as at 16/04/2016)								No. of appeals heard	No. of successful appeals
		Named SEN	1	2	3	4	5	6	Other offers made		
15	24	0	0	7	2	0	1	4	0	N/A	N/A

## **Admissions to St Teresa's RC Primary School**

St Teresa's RC Primary School was founded by the Catholic Church to provide education for children of Catholic families. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and instrument of government, and seeks at all times to be a witness to Jesus Christ. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully

supported by all families in the school. We, therefore, hope that all parents (see note 11) will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The governing body is the admissions authority and has responsibility for admissions to this school. The local authority undertakes the coordination of admission arrangements.

The admission policy criteria will be dealt with on an equal preference basis.

### **Parishes served by the school**

The school serves the former parishes of St Teresa's and St Patrick's, Hartlepool. The area covered by the former parishes forms part of the guidance notes.

These former parishes are now all part of the 'One' Parish of the Holy Family, which encompasses the whole of the town of Hartlepool.

### **Published Admission Number**

The governing body has set its admission number at 45 pupils to be admitted to the reception class in the school year which begins in September 2018.

### **Children with an Education, Health and Care plan or a statement of Special Educational Need**

Children who have an Education, Health and Care (EHC) plan or a statement of Special Educational Need where the school is named as the most appropriate educational setting for the child will be admitted.

### **Application Procedures and Timetable**

To apply for a place at this school, the parent must complete a common application form (PAF) available from the local authority in which the child lives. The parent will be advised of the outcome of the application on 16 April or the next working day, initially by a letter or email from the local authority on behalf of the governing body.

If the parent is required to provide supplemental evidence to support the application (e.g. a baptismal certificate), this evidence should be provided at the time of application. If not provided, evidence may be sought by the governing body following the closing date for applications. This information must have been correct at the date of closing for applications.

All applications will be considered at the same time and after the closing date for admissions which is 15 January 2018.

### **Late Applications**

Late applications will be administered in accordance with the local authority primary coordinated admissions scheme. Parents are encouraged to ensure that their application is received on time.

### **Admission of Children below Compulsory School Age and Deferred Entry**

A child is entitled to a full-time place in the September following their fourth birthday. A request may be made for the date at which a child, below compulsory school age, is admitted to the school, to be deferred to later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year. A child may take up a part-time place until the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school in writing, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

### **Admission of Children outside their Normal Age Group**

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. Any such request should be made in writing to the headteacher of the school. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the headteacher who has statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals.

### **Summer Born Children**

The parents of a summer born child, ie a child born between 1 April and 31 August, may request that the child be admitted out of their normal age group, to the reception class in the September following their fifth birthday and that the child will remain in this cohort as they progress through school.

Parents who want to make this request should make an application for their child's normal age group at the usual time. The application to the local authority should include this request and in addition it should be made in writing to the headteacher of the school. The local authority will liaise with the governing body who will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the headteacher, who has

statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals.

Parents will be informed of the outcome of the request before primary national offer day.

If the request is agreed by the governing body, the application for the normal age group may be withdrawn before a place is offered. If the request is refused, the parent must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in year application for admission to year one for the September following the child's fifth birthday.

Where a parent's request is agreed, they must make a new application as part of the main admissions round the following year.

One admission authority cannot be required to honour a decision made by another admission authority on admission out of the normal age group. Parents, therefore, should consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference schools.

### **Waiting Lists**

In addition to their right of appeal, applicants will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out below and not in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until the last day of the summer term. Inclusion on the school's waiting list does not mean that a place will eventually become available.

### **Infant Class Size Regulations**

Infant classes may not, by law, contain more than 30 pupils with a single qualified teacher (subject to the provisions in the School Admissions Code for 'excepted children'). Parents do have a right of appeal in accordance with the infant class size regulations if the school is oversubscribed and their child is refused a place.

### **In-Year Applications**

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. For information on making an in-year application, parents should contact the local authority admissions team at School Admissions Team, Hartlepool Borough Council, Centre for Excellence in Teaching & Learning, Brierton Lane, Hartlepool, TS25 4AF, on 01429 284368 or by email at [admissionsteam@hartlepool.gov.uk](mailto:admissionsteam@hartlepool.gov.uk)

Where there are places available but more applications than places, the published oversubscription criteria will be applied.

If there are no places available, a request can be made that the child is added to the waiting list (see above).

### **Right of Appeal**

Where a parent has been notified that a place is not available for a child, every effort will be made by the local authority to help the parent to find a place in a suitable alternative school. Parents who are refused a place have a statutory right of appeal. Further details of the appeals process are available by writing to the chair of governors at the school address.

### **Fair Access Protocol**

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the diocese and the governing body for the current school year. The governing body has this power, even when admitting the child would mean exceeding the published admission number.

### **Nursery**

For children attending the school's nursery, application to the reception class of the school should be made in the normal way, to the local authority. Attendance at the school's nursery does not guarantee that a place will be offered at the school.

### False Evidence

The governing body reserves the right to withdraw the offer of a place where false evidence is received.

### OVERSUBSCRIPTION CRITERIA

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

*First priority in each category will be given to children who will have an older sibling attending the school in September 2018.*

1. Looked after and previously looked after children (see notes 2 and 3).
2. Catholic children who are resident in the former parishes of St Teresa's and St Patrick's, Hartlepool.
3. Catholic children who are resident in the 'One' Parish of the Holy Family.
4. Other Catholic children.
5. Catechumens and members of an Eastern Christian Church (see notes 5 and 6).
6. Children of other Christian denominations (see note 7).
7. Children of other faiths (see note 8).
8. Any other children.

### Tie Breaker

Where there are places available for some, but not all applicants within a particular criterion priority will be given to children living closest to the school determined by the shortest distance. Distance will be measured by a straight line distance measurement, from the (ordnance survey) address point for the child's home to the (ordnance survey) address point of the school, using the Local Authority's computerised measuring system.

In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out in a public place and supervised by a person independent of the school.

### NOTES AND DEFINITIONS

1. An **Education, Health and Care Plan** is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child. A **Statement of Special Educational Needs** is a statement made by the local authority under section 324 of the Education Act 1996, specifying the special educational provision for a child.

2. 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):

An **adoption order** is an order under section 46 of the Adoption and Children Act 2002.

A **child arrangements order** is an order outlining the arrangements as to the person with whom the child will live under the provisions of section 14 of the Children and Families Act 2014.

A **special guardianship order** is an order appointing one or more individuals to be a child's special guardian or guardians.

3. A **previously looked after child** is a child who immediately moved on from that status after becoming subject to an adoption, child arrangement order or special guardianship order.
4. **Catholic** means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. Those who have difficulty obtaining written evidence of baptism or reception should contact their parish priest who, after consulting with the Diocese, will decide how the question of baptism or reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.
5. **Catechumen** means a member of the catechumenate of a Catholic Church and is a person who is receiving instruction in preparation for baptism. This must be evidenced by a certificate of reception into the order of catechumens.
6. **Eastern Christian Church** includes Orthodox Churches, and must be evidenced by a certificate of baptism or reception from the authorities of that Church. Those who have difficulty obtaining written evidence of baptism or reception should contact the

Diocese who will decide how the question of baptism or reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

7. **Children of other Christian denominations** means children who are members of a Church or religious community that practises Trinitarian baptism recognised by the Catholic Church. Applicants must provide a baptismal certificate or where child baptism is not practised, a letter confirming their church membership from their minister or faith leader.
8. **Children of other faiths** means children who are members of a religious community that does not fall within the definitions above. Applicants must provide a letter of support to confirm their faith membership from their minister or faith leader.
9. **Home address** is the primary parental address which will be used in applying the admission criteria. This means that, when stating the choice of school, the parental address at the time of application should be given. The address of childminders or other family members who may share in the care of the child must not be used as the home address. Documentary evidence may be requested.

10. **Brother or sister** means a child who lives as a brother or sister in the same house, including natural brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, or the child of a parent's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling. It also includes natural brothers or sisters where the child for whom the school place is sought is not living in the same family unit at the same address as that sibling.

11. **Parent** means all natural parents, any person who is not a parent but has parental responsibility for the child, or who has care of the child (having care of a child means that the child lives with and is looked after by that person).

12. **Former Parishes** of St Teresa and St Patrick covers the area of Hartlepool east of the Brierton Lane boundary, continuing to the coast to encompass the Warrior Drive area and all of Seaton Carew. It also includes Greatham Village.

**This policy should be read in conjunction with the local authority's admission guidance for parents.**

#### Breakdown of Allocations in September 2017

Sept 2017 PAN	No. of equal preferences received	Number admitted under oversubscription criteria (as at 16/04/2017)										No. of appeals heard	No. of successful appeals
		Named SEN	1	2	3	4	5	6	7	8	Other offers made		
45	82	0	0	34	4	0	0	4	0	1	0	N/A	N/A

\* Insufficient places were available to accommodate all applicants within the criteria, therefore tie-breaker applied.

#### Breakdown of Allocations in September 2016

Breakdown of Allocations in September 2016												
Sept 2016 PAN	No. of equal preferences received	Number admitted under oversubscription criteria (as at 16/04/2016)									No. of appeals heard	No. of successful appeals
		Named SEN	1	2	3	4	5	6	7	Other offers made		
45	110	0	0	34	8	0	1	0	2	N/A	0	N/A

## Admissions to Stranton Academy Trust Schools

**Eskdale Academy, Jesmond Gardens Primary School and Stranton Primary School are academy schools and part of Stranton Academy Trust.** The board of trustees of Stranton Academy Trust is the admissions authority for these schools.

The Academy Trust intends to admit pupils to the Reception year group in September 2018 by applying the Local Authority's admissions criteria which can be found on page 17.

### Right of Appeal

If you are not successful in obtaining a place for your child at a Stranton Academy Trust school you have a statutory right of appeal. Full information on the appeals procedure is available from the Local Authority's School Admission Team.

### Breakdown of Allocations for Stranton Academy Trust Schools in September 2017

School	Sept 2017 PAN	No. of equal preferences received	Number admitted under oversubscription criteria (as at 16/04/2017)							No. of appeals heard	No. of successful appeals
			Named SEN	LAC	Sibling	Zone	Social/ Medical	Distance	Other offers made		
Eskdale Academy	30	45	0	1	9	9	0	4	2	N/A	N/A
Jesmond Gardens Primary	45	89	0	0	11	15	0	12	1	N/A	N/A
Stranton Primary School	50	73	0	0	18	10	0	10	0	N/A	N/A

### Breakdown of Allocations for Stranton Academy Trust Schools in September 2017

School	Sept 2017 PAN	No. of equal preferences received	Number admitted under oversubscription criteria (as at 16/04/2017)							No. of appeals heard	No. of successful appeals
			Named SEN	LAC	Sibling	Zone	Social/ Medical	Distance	Other offers made		
Eskdale Academy	30	47	0	0	7	10	0	4	3	N/A	N/A
Jesmond Gardens Primary	45	125	0	0	23	19	0	3*	N/A	3	0
Stranton Primary School	50	76	0	0	19	8	0	8	4	N/A	N/A

\* Insufficient places were available to accommodate all applicants within the criteria, therefore tie-breaker applied.

## Admissions to Ward Jackson Church of England VA Primary School

The Governing Body of Ward Jackson Church of England VA Primary School is the Admissions Authority for this school. The Governing Body intends to admit up to 25 pupils to the Reception year group in September 2018 by applying the Local Authority's admissions criteria which can be found on page 17.

### Right of Appeal

If you are not successful in obtaining a place for your child at Ward Jackson Church of England VA School you have a statutory right of appeal. Full information on the appeals procedure is available from the Local Authority's School Admission Team.

### Breakdown of Allocations in September 2017

Sept 2017 PAN	No. of equal preferences received	Number admitted under oversubscription criteria (as at 16/04/2017)							No. of appeals heard	No. of successful appeals
		Named SEN	LAC	Sibling	Zone	Social/ Medical	Distance	Other offers made		
25	20	0	0	10	2	0	2	0	N/A	N/A

### Breakdown of Allocations in September 2016

Sept 2016 PAN	No. of equal preferences received	Number admitted under oversubscription criteria (as at 16/04/2016)							No. of appeals heard	No. of successful appeals
		Named SEN	LAC	Sibling	Zone	Social/ Medical	Distance	Other offers made		
25	29	0	0	6	3	0	5	2	N/A	N/A

# Secondary school admissions for entry into Year 7 in September 2018

If your child's date of birth falls between 1<sup>st</sup> September 2006 and 31<sup>st</sup> August 2007, they are due to move up to secondary school in September 2018.

## Partner primary school system

Hartlepool secondary schools operate a 'partner primary school' system for its schools. This means that each primary school has a feeder link to a designated secondary school.

It is important for you to know about the partner primary school arrangements when you apply to transfer your child to the next stage of their education. In the event that there are more applications for the secondary school than there are places available, priority is given to those pupils attending a linked partner primary school **and** living in the admission zone of that primary school. For further guidance on the partner primary model, the Admissions Team will be happy to help – contact details can be found on page 83.

The English Martyrs School & Sixth Form College also operates a feeder link system however, when considering applications, the governing body of the school give priority to baptised Roman Catholic children attending a feeder primary school (one of the Catholic primary schools).

Please find below a list of primary schools and their linked secondary school, as follows:

### Dyke House Sports & Technology College

Brougham Primary  
Holy Trinity C of E (Aided) Primary  
Jesmond Gardens Primary (see note)  
Lynnfield Primary (see note)  
St Aidan's CE Memorial (Aided) Primary  
Stranton Primary  
Ward Jackson C of E (VA) Primary

### The English Martyrs School & Sixth Form College

Sacred Heart RC Primary  
St Bega's RC Primary  
St Cuthbert's RC Primary  
St John Vianney RC Primary  
St Joseph's RC Primary  
St Teresa's RC Primary

### High Tunstall College of Science

Eldon Grove Academy  
Hart Primary  
Jesmond Gardens Primary (see note)  
Lynnfield Primary (see note)  
Rift House Primary  
St Peter's Elwick C of E (VA) Primary  
Throston Primary (see note)  
West Park Primary

### Manor Community Academy

Eskdale Academy  
Fens Primary  
Golden Flatts Primary  
Grange Primary  
Greatham C of E Primary  
Kingsley Primary  
Rossmere Primary

### St Hild's Church of England VA School

Barnard Grove Primary  
Clavering Primary  
St Helen's Primary  
Throston Primary (see note)  
West View Primary

## Note:

- Lynnfield Primary will be partnered with both Dyke House Sports & Technology College and High Tunstall College of Science.

- Throston Primary will be partnered with both High Tunstall College of Science and St Hild's Church of England VA School
- Jesmond Gardens will be partnered with Dyke House Sports & Technology College and, in part,

High Tunstall College of Science (certain streets only are partnered with High Tunstall College of Science – see below):

Jesmond Gardens Admission Zone Address which are linked to High Tunstall College of Science			
Birchill Gardens	Grange Road (even numbers 104-164)	North Drive	Thornhill Place
Brafferton Street		Oval Grange	Topcliffe Street
Briarhill Gardens	Granville Avenue	Roseberry Mews	Tunstall Avenue
Bright Street	Granville Place	Roseberry Road	Tunstall Grove
Broomhill Gardens	Harcourt Street	Ryehill Gardens	Welldeck Gardens
Byron Street	Hart Avenue	Serpentine Road (odd numbers 1-35)	Welldeck Road
Cobden Street	Hart Lane (odd numbers 117-225a, even numbers 78-136, Low Throston House)	South Drive	Wilson Street
Cundall Road		Stephen Street	Wooler Road (odd numbers 1-27)
Duke Street (even numbers 2-44)		Suggitt Street	Oval Grange Cottages
Elm Grove		The Crescent	Zetland Road
Elmwood Place	Mulgrave Road (even numbers 4-38)	Thornhill Gardens (odd numbers 1-83)	
Elmwood Road	Netherby Gate		

## Open Evenings

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 of Open Evening	Times
Dyke House Sports & Technology College	Monday, 25 <sup>th</sup> September 2017	6.00 pm – 8.00 pm
The English Martyrs School & Sixth Form College	Thursday, 5 <sup>th</sup> October 2017	6.00 pm – 7.30 pm
High Tunstall College of Science	Tuesday, 26 <sup>th</sup> September 2017	6.00 pm – 8.00 pm
Manor Community Academy	Wednesday, 27 <sup>th</sup> September 2017	4.00 pm – 6.30 pm
St Hild's Church of England VA School	Thursday, 28 <sup>th</sup> September 2017	6.00 pm – 8.00 pm

## Admissions to Catcote School

Catcote School caters for children with a full range of special educational needs (SEN), including learning difficulties, autistic spectrum disorders and behavioural, emotional and social difficulties. Admissions are considered by a panel comprising representatives of the Child and Adult Services SEND Team and Catcote School Senior Leadership Team. Children accessing Catcote School must, in all but

exceptional cases, have a Statement of SEN or Education, Health and Care (ONE) Plan.

For further information regarding SEN, please refer to page 77. If you wish to discuss any aspect of SEN further, please contact the SEND Team (contact details can be found on page 83).

## Admissions to Dyke House Sports & Technology College

The Academy's published admission number for Year 7 is 250.

In the first instance, children who have an Education, Health and Care Plan or a Statement of Special Educational Need, where the school is named as the most appropriate educational setting for the child, will be admitted.

When the number of applications exceeds the number of places available, offers of places will be made following the criteria listed below in order of priority:

- 1. Those children who are looked after children and previously looked after children** (previously looked after children are children who were looked after, but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order);
- 2. Children who have a sibling who will still be attending the school in September 2018.**
  - Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner, and in every case, the child should be living in the same family unit at the same address.
  - In the case of siblings in the same age cohort and where there is only one place available in the school, all will be admitted even if it goes above the admission number for the school.
  - If a student attends the sixth form at Dyke House Sports and Technology College and will still be there when a younger brother or sister starts the school this will be classed as a sibling link. If the older child has attended Dyke House Sports and Technology College and will transfer to the sixth form when the younger brother or sister starts the College, this will be classed as a sibling link.
- 3. Children of staff** in either or both of the following circumstances:
  - a)** Where the member of staff has been employed at the school for two or more years at the time at which the application to the school is made; and/or
  - b)** The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- 4. Children who attend a Partner Primary School linked to Dyke House Sports and Technology College.** The partner primary schools for 2018/2019 admissions are: Brougham, Holy Trinity, Jesmond Gardens, Lynnfield, St Aidan's, Stranton and Ward Jackson Schools. Within this criterion places will be allocated in the following order of priority:
  - a)** Those children who attend a Partner Primary School **and** live within the admission zone of that primary school.
  - b)** Those children who attend a Partner Primary School **but live outside** the admission zone of that primary school.
  - c)** Those children who **do not** attend a Partner Primary School **but live within** the admission zone of a Partner Primary School.
- 5. Students who have an aptitude\*** for one or more sports who meet the eligibility criteria of a performance athlete\*\* within the max 5% (13) of cohort.
- 6. Children who have a significant medical, physical or psychological condition.** When using this criterion it must be supported by written evidence from the medical professional involved stating clearly why Dyke House Sports and Technology College is the most appropriate and reasons why other schools are inappropriate.
- 7. Those children who live closest to the school as determined by a straight line distance measurement.** The distance will be measured from the (ordnance survey) address point for the child's home to the (ordnance survey) address point of the school, using the Local Authority's computerised system.

**Tie-breaker:** If more children qualify under a particular criterion than there are places available, priority will be given to those children who live closest to the school (as described under Criteria 7).

## Additional Notes:

\* **Sporting aptitude** – the selection procedure for sporting aptitude is as follows:

1. Parents of pupils who wish their child to be considered under this criterion must submit an Elite Development Squad expression of interest application form. Forms are available from the College direct or to downloaded at [www.elitedevelopmentsquad.com](http://www.elitedevelopmentsquad.com), and must be submitted by the National closing date for secondary school applications ie 31<sup>st</sup> October 2017 by returning the completed form to either:
  - Danny Evans, Director of Elite Development Squad, Dyke House Sports & Technology College, Mapleton Road, Hartlepool, TS24 8NQ; **OR**
  - School Admissions Teams, Hartlepool Borough Council, Centre for Excellence in Teaching & Learning, Brierton Lane, Hartlepool, TS25 4AF.
2. Sporting Aptitude Testing (SAT) takes place (2 dates available between November 2017 and January 2018) alongside current sporting performance using sport specific national ranking criteria.
3. Ranking of Test results.
4. Up to 5% of PAN offered a place, under this criterion, based on ranking.
5. In the event of non-acceptance by those identified in 5%, next name in rank order offered.

## SAT

- Tests are non-specific
- Endurance

- Explosive power
- Hand-eye coordination
- Reaction time
- Agility
- Balance
- Flexibility
- Strength

**\*\* Performance Athletes** - The top tier athletes will be performing at county or international levels or have contracts with a professional body.

**Right of Appeal:** Parents who fail to receive an offer of a place at the school for their child have the right of appeal to an independent Appeals Committee, whose decisions are binding on the Academy and Academy Trust. Full information on the appeals procedure is available from the Local Authority's School Admissions Team on 01429 523768.

**Further appeals:** The school will not make any fresh decisions in relation to repeat applications made for places in the same academic year, unless there are significant and material changes in the circumstances of the parent, child or school relevant to a further application.

**Waiting list:** If the number of places available is insufficient for the number of applicants the school will maintain a waiting list. Children will be ranked on the waiting list in the same order as the criteria for admission and not in the date order of receipt of the application. As soon as a place becomes available it will be filled from the waiting list. Placing a child's name on the waiting list does not affect an applicant's right of appeal against an unsuccessful application.

## Breakdown of Allocations in September 2017

Sept 2017 PAN	No. of equal preferences received	Number admitted under oversubscription criteria (as at 01/03/2017)											No. of appeals heard	No. of successful appeals
		Named SEN	1	2	3	4a	4b	4c*	5	6	7	Other Offers Made		
250	600	0	6	88	2	69	55	30	N/A	N/A	N/A	N/A	4	4

\* Insufficient places were available to accommodate all applicants within the criteria, therefore tie-breaker applied.

## Breakdown of Allocations in September 2016

Sept 2016 PAN	No. of equal preferences received	Number admitted under oversubscription criteria (as at 01/03/2016)									No. of appeals heard	No. of successful appeals
		Named SEN	1	2	3a	3b	3c	4	5*	Other Offers Made		
250	701	0	6	83	82	48	24	0	7	N/A	6	0

\* Insufficient places were available to accommodate all applicants within the criteria, therefore tie-breaker applied.

## Admissions to The English Martyrs School & Sixth Form College

The English Martyrs School and Sixth Form College was founded by the Catholic Church to provide education for children of Catholic families. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and articles of association, and seeks at all times to be a witness to Jesus Christ. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We, therefore, hope that all parents (see note 11) will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The governing body is the admissions authority and has responsibility for admissions to this school. The local authority undertakes the coordination of admission arrangements.

The admission policy criteria will be dealt with on an equal preference basis.

### **Feeder primary schools**

Sacred Heart, St John Vianney's, St Cuthbert's, St Bega's, St Joseph's and St Teresa's.

### **Published Admission Number**

The governing body has set its admission number at 260 pupils to year seven in the school year which begins in September 2018.

### **Children with an Education, Health and Care plan or a statement of Special Educational Need**

Children who have an Education, Health and Care (EHC) plan or a statement of Special Educational Need where the school is named as the most appropriate educational setting for the child will be admitted.

### **Application Procedures and Timetable**

To apply for a place at this school, the parent must complete a common application form (SAF) available from the local authority in which the child lives. The parent will be advised of the outcome of the application on 1 March 2018 or the next working day, initially by a letter or email from the local authority on behalf of the governing body.

If the parent is required to provide supplemental evidence to support the application (eg a baptismal certificate), this evidence should be provided at the time of application. If not provided, evidence may be sought by the governing body following the closing date for applications. This information must have been correct at the date of closing for applications.

All applications will be considered at the same time and after the closing date for admissions which is 31 October 2017.

### **Late Applications**

Late applications will be administered in accordance with the local authority coordinated admissions scheme. Parents are encouraged to ensure that their application is received on time.

### **Admission of Children outside their Normal Age Group**

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

Any such request should be made in writing to the headteacher of the school. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the headteacher who has statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals.

### **Waiting Lists**

In addition to their right of appeal, applicants will be offered the opportunity to be placed on a waiting

list. This waiting list will be maintained in order of the oversubscription criteria set out below and not in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until the last day of the summer term. Inclusion on the school's waiting list does not mean that a place will eventually become available.

### **In-Year Applications**

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Parents should contact the local authority admissions team at School Admissions Team, Hartlepool Borough Council, Centre for Excellence in Teaching and Learning, Brierton Lane, Hartlepool, TS25 4AF, on 01429 284368 or by email at [admissionsteam@hartlepool.gov.uk](mailto:admissionsteam@hartlepool.gov.uk).

Where there are places available but more applications than places, the published oversubscription criteria will be applied.

If there are no places available, a request can be made that the child is added to the waiting list (see above).

### **Right of Appeal**

Where a parent has been notified that a place is not available for a child, every effort will be made by the local authority to help the parent to find a place in a suitable alternative school. Parents who are refused a place have a statutory right of appeal. Further details of the appeals process are available by writing to the chair of governors at the school address.

### **Fair Access Protocol**

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by the governing body for the current school year. The governing body has this power, even when admitting the child would mean exceeding the published admission number.

### **False Evidence**

The governing body reserves the right to withdraw the offer of a place where false evidence is received.

### **OVERSUBSCRIPTION CRITERIA**

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

*First priority in each category will be given to children who will have an older sibling attending the school in September 2018.*

1. Looked after and previously looked after children (see notes 2 and 3).
2. Catholic children who attend a feeder primary school (see note 4).
3. Other catholic children (see note 4).
4. Catechumens and members of an Eastern Christian Church (see notes 5 and 6).
5. Children of other Christian denominations (see note 7).
6. Children of other faiths (see note 8).
7. Any other children.

### **Tie Breaker**

Where there are places available for some, but not all applicants within a particular criterion priority will be given to children living closest to the school determined by the shortest distance. Distance will be measured by a straight line distance measurement, from the (ordnance survey) address point for the child's home to the (ordnance survey) address point of the school, using the Local Authority's computerised measuring system.

In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out in a public place and supervised by a person independent of the school.

### **NOTES AND DEFINITIONS**

1. An **Education, Health and Care Plan** is a plan made by the local authority under section 37 of the

Children and Families Act 2014, specifying the special educational provision required for a child. A

**Statement of Special Educational Needs** is a statement made by the local authority under section 324 of the Education Act 1996, specifying the special educational provision for a child.

2. 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):

An **adoption order** is an order under section 46 of the Adoption and Children Act 2002.

A **child arrangements order** is an order outlining the arrangements as to the person with whom the child will live under the provisions of section 14 of the Children and Families Act 2014.

A **special guardianship order** is an order appointing one or more individuals to be a child's special guardian or guardians.

3. A **previously looked after child** is a child who immediately moved on from that status after becoming subject to an adoption, child arrangement order or special guardianship order.
4. **Catholic** means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. Those who have difficulty obtaining written evidence of baptism or reception should contact their parish priest who, after consulting with the Diocese, will decide how the question of baptism or reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.
5. **Catechumen** means a member of the catechumenate of a Catholic Church and is a person who is receiving instruction in preparation for baptism. This must be evidenced by a certificate of reception into the order of catechumens.
6. **Eastern Christian Church** includes Orthodox Churches, and must be evidenced by a certificate of baptism or reception from the authorities of that

Church. Those who have difficulty obtaining written evidence of baptism or reception should contact the Diocese who will decide how the question of baptism or reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

7. **Children of other Christian denominations** means children who are members of a Church or religious community that practises Trinitarian baptism recognised by the Catholic Church. Applicants must provide a baptismal certificate or where child baptism is not practised, a letter confirming their church membership from their minister or faith leader.
8. **Children of other faiths** means children who are members of a religious community that does not fall within the definitions above. Applicants must provide a letter of support to confirm their faith membership from their minister or faith leader.
9. **Home address** is the primary parental address which will be used in applying the admission criteria. This means that, when stating the choice of school, the parental address at the time of application should be given. The address of childminders or other family members who may share in the care of the child must not be used as the home address. Documentary evidence may be requested.
10. **Brother or sister** means a child who lives as a brother or sister in the same house, including natural brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, or the child of a parent's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling. It also includes natural brothers or sisters where the child for whom the school place is sought is not living in the same family unit at the same address as that sibling.
11. **Parent** means all natural parents, any person who is not a parent but has parental responsibility for the child, or who has care of the child (having care of a child means that the child lives with and is looked after by that person).

**This policy should be read in conjunction with the local authority's admission guidance for parents.**

### Breakdown of Allocations in September 2017

Sept 2017 PAN	No. of equal preferences received	Number admitted under oversubscription criteria (as at 01/03/2017)									No. of appeals heard	No. of successful appeals
		Named SEN	1	2	3	4	5	6	7*	Other Offers Made		
260	550	3	8	169	11	0	31	4	34	N/A	7	0

\* Insufficient places were available to accommodate all applicants within the criteria, therefore tie-breaker applied.

### Breakdown of Allocations in September 2016

Sept 2016 PAN	No. of equal preferences	Number admitted under oversubscription criteria (as at 01/03/2016)																No. of appeals heard	No. of successful appeals
		Named SEN	1	2	3	4	5a	5b	5c	5d	6a	6b	6c	7*	8	9	10		
240	619	0	5	165	1	9	3	4	2	16	5	0	13	17	N/A	N/A	N/A	12	12

\* Insufficient places were available to accommodate all applicants within the criteria, therefore tie-breaker applied.

## Admissions to High Tunstall College of Science

High Tunstall College of Science became a Foundation School with effect from 23rd April 2008 and the Governing Body is responsible for all admissions to the college. The criteria set out follow general guidelines of Hartlepool Admission Authority and take into account the statutory duties and recommendations of the School Admissions Code. Whilst High Tunstall College of Science is its own Admission Authority it works in consultation with the Local Authority and recognises that all admissions must comply with the published co-ordinated arrangements. The admissions policy will be applied on an equal preference basis. The Governing Body intends to admit up to 241 students to Year 7 in September 2018.

In the first instance, places will be awarded to those pupils with a statement of special educational needs or Education, Health and Care plan, where the school is named as the most appropriate educational setting for the child.

In the event of the College being oversubscribed in 2018/19, the remaining places will be in accordance with the following priority criteria which have been agreed by the Governing Body.

1. Those children who are looked after children and previously looked after children (*previously looked after children are children who were looked after, but ceased to be so because they were adopted or became subject to a child*

*arrangements order or special guardianship order*);

2. Those children who have older brothers and/or sisters who will be attending the College in September 2018;
3. Those children who attend Eldon Grove Academy, St Peter's Elwick C of E VA Primary School, Hart Primary School, Jesmond Gardens Primary School (see note on page 53), Lynnfield Primary School (see note on page 53), Rift House Primary School, Throston Primary School (see note on page 53) and West Park Primary School – High Tunstall's identified partner primary schools. Places will be allocated in the following order of priority:
  - a) those children who attend a partner primary school **and** live within the admission zone of that primary school;
  - b) those children who attend a partner primary school **but live outside** the admission zone of that primary school;
  - c) those children who **do not** attend a partner primary **but live within** the admission zone of a partner primary school.
4. Those children who are distinguished from the majority of other applicants whether on medical grounds or by other exceptional circumstances and who would suffer significant hardship if they were unable to attend the College;

- Those children who live closest to the College as determined by a 'straight line' distance measurement; from the (ordnance survey) address point for the child's home to the (ordnance survey) address point of the College.

Should it prove necessary to distinguish between children in any other criteria, priority will be given to those who live closest to the College.

If you are not successful in obtaining a place for your child at High Tunstall College of Science you have a statutory right of appeal. Full information on the appeals procedure is available from the Local

Authority's School Admissions Team on 01429 523768.

Parents who wish their child to transfer to High Tunstall College of Science from another school at any time other than the beginning of the first year of secondary education (Year 7) should contact the School Admissions Team at the Local Authority on 01429 284368. Should it be necessary to decide between more than one student in such circumstances, the order of priorities published above will apply.

Please refer to the page 73 for definitions in relation to the above admissions criteria.

#### Breakdown of Allocations in September 2017

Sept 2017 PAN	No. of equal preferences received	Number admitted under oversubscription criteria (as at 01/03/2017)								Other Offers Made	No. of appeals heard	No. of successful appeals
		Named SEN	1	2	3a	3b	3c	4	5			
241	421	0	1	57	70	47	13	0	27	8	N/A	N/A

#### Breakdown of Allocations in September 2016

Sept 2016 PAN	No. of equal preferences received	Number admitted under oversubscription criteria (as at 01/03/2016)								Other Offers Made	No. of appeals heard	No. of successful appeals
		Named SEN	1	2	3a	3b	3c	4	5			
220	437	0	0	51	91	28	11	0	15	12	N/A	N/A

## Admissions to Manor Community Academy

The Governing Body of Manor Community Academy is responsible for all admissions to the Academy. The admission number for Manor Community Academy in September 2018 is 250.

Manor Community Academy is a sponsored academy and is part of the Northern Education Trust and, as such, we are our own Admission Authority; we recognise that all admissions must comply with the published co-ordinated arrangements.

In the first instance, places will be awarded to those pupils with a statement of special educational needs or Education, Health and Care (ONE) Plan where Manor Community Academy is named in the statement.

In the event of the College being oversubscribed in 2018/19, the remaining places will be in accordance

with the following priority criterion which has been agreed by the Governing Body.

- Those children who are looked after children and previously looked after children (*previously looked after children are children who were looked after, but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order*).
- Those children who have older brothers or/and sisters who will be attending the Academy in September 2018.
- Those children who attend Eskdale, Fens, Grange, Greatham, Golden Flatts, Rossmere and Kingsley – Manor's identified Partner Primary Schools. Places will be allocated in the following order of priority;

- a) those children who attend a partner primary school and live within the admission zone of that primary school.
  - b) those children who attend a partner primary school but live outside the admission zone of that primary school.
  - c) those children who do not attend a partner primary school but live within the admission zone of a partner primary school.
4. Those children who are distinguished from the great majority of other applicants, whether on medical grounds or by other exceptional circumstances, and who would suffer significant hardship if they were unable to attend the Academy.
  5. Those children who live closest to Manor Community Academy as determined by a 'straight line' distance measurement; from the (ordnance survey) address point for the child's home to the (ordnance survey) address point of the school.

Should it prove necessary to distinguish between children in any category, distance from home to Manor Community Academy will be used (using the straight line distance measurement) to determine

the order of admission, with those children living closest to the Academy receiving priority. Children who have an Education, Health and Care (ONE) plan or Statement of Special Educational Need, which names Manor Community Academy will be admitted to the Academy. If your child has Special Educational Needs but does not have an Education, Health and Care (ONE) Plan or Statement of Special Educational Need naming the Academy, then your application will be considered on the basis of the Academy's admission criterion.

If you are not successful in obtaining a place for your child at Manor Community Academy you have a statutory right of appeal.

Full information on the appeals procedure is available from the Local Authority's School Admissions Team on 01429 523768.

Parents who wish their child to transfer to Manor Community Academy from another school at any time other than the beginning of the first year of secondary education (Year 7) should contact the School Admissions Team at the Local Authority on 01429 284368. Should it be necessary to decide between more than one student in such circumstances, the order of priorities published above will apply.

#### Breakdown of Allocations in September 2017

Sept 2017 PAN	No. of equal preferences received	Number admitted under oversubscription criteria (as at 01/03/2017)									No. of appeals heard	No. of successful appeals
		Named SEN	1	2	3a	3b	3c	4	5	Other Offers Made		
250	351	5	5	48	76	77	10	0	12	7	N/A	N/A

#### Breakdown of Allocations in September 2016

Sept 2016 PAN	No. of equal preferences received	Number admitted under oversubscription criteria (as at 01/03/2016)									No. of appeals heard	No. of successful appeals
		Named SEN	1	2	3a	3b	3c	4	5	Other Offers Made		
250	376	2	0	65	59	84	5	0	7	12	N/A	N/A

## Admissions to St Hild's Church of England VA School

The Governing Body of St Hild's Church of England Voluntary Aided School is the Admissions Authority for the school. Applications must be made on the Local Authority Common Application Form. This form must be returned to the Local Authority by the published closing date. Applications received after

the closing date will only be considered after all those received by the closing date.

The admission number for the school from September 2018 is 190. This arrangement follows consultation between the governing body, the Local

Authority, all other schools in the area and all other Admissions Authorities in the area.

Children who have an Education Health and Care Plan or a statement of Special Educational Needs, where the school is named as the most appropriate educational setting for the child, will be admitted to the school. If the number of applications exceeds the number of places available, children will be admitted in the following order:

- 1. Looked after children** or children who were previously looked after, but ceased to be so because, immediately after being looked after, they became subject to an adoption, child arrangements order or special guardianship order.

Definition: By a “looked after child” we mean one in the care of the local authority or being provided with accommodation by a local authority in the exercise of its social services function. An Adoption Order is one made under the Adoption Act 1976 (S. 12) or the Adoption and Children Act 2002 (S. 46). A Child Arrangements Order is one settling the arrangements to be made as to the person with whom the child is to live (Children Act 1989 as amended), a Special Guardianship Order is one appointing one or more individuals to be a child’s special guardian (Children’s Act 1989, S. 14A). Applications under this criterion must be accompanied by evidence that the child is looked after or was previously looked after (eg a copy of the relevant order).

- 2. Faith Criteria.** Up to 12 children will be admitted to Church Places at the school in the following priority order:

**a) Church of England**

Children and/or one or more parent who are at the heart of a church in the Deanery of Hartlepool. This is defined as a regular worshipper eg one who worships usually twice a month, for one year prior to making an application.

**b) Other churches or faith communities**

Children and/or one or more parent who are at the heart (as defined above) of another

Christian church or other faith community and who live in the Deanery of Hartlepool.

**NB** All applications for Church Places must be supported by a letter from an authorised minister or two Office holders of the church or faith community.

- 3. Children who have an older sibling attending the school at the time of their admission.**

Sibling refers to brother or sister, half-brother or sister, adopted brother or sister, step-brother or sister, or the child of the parent/carers partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling;

- 4. Those children who attend Barnard Grove, Clavering, St Helens, West View or Throston (St Hild’s identified Partner Primary Schools).**

- 5. Pupils with very exceptional medical or social factors** directly related to school placement.

Applications must be supported by written evidence from a doctor or other professional practitioner, setting out the particular reasons why our school is the most suitable school and will be considered on a case by case basis, as assessed using the Local Authority criteria;

- 6. Those children who live closest to the school** as determined by a ‘straight line’ distance measurement; from the (ordnance survey) address point of the child’s home to the (ordnance survey) address point of the school.

**Tie-breaker**

Should it prove necessary to distinguish between children within criteria 2, priority will be given to those with older siblings attending the school in September 2018, followed by those who live nearest to the school. Should it prove necessary to distinguish between children in any other criterion (or between children with older siblings in the above situation) then priority will be given to those who live nearest the school. Distance will be measured by straight line from the (ordnance survey) address point of the child’s home to the (ordnance survey) address point of the school.

### Other information

The child's home address is the address of the parent/carer receiving the Child Benefit. If you do not receive Child Benefit then other proof would be required. The addresses of childminders or family members sharing in the care of the children must not be used. If you wish your child to attend St Hild's Church of England Voluntary Aided School, you must fill in an application form even if you live in the admission zone for the school.

### Admission Outside of Normal Age Range

Parents may submit a request in writing for their child to be admitted outside of his or her normal age range together with supporting reasons for doing so. This should be discussed with the Head Teacher as soon as possible.

Requests from parents for places outside a normal age group will be considered carefully, e.g., for those who have missed education due to ill health. Each case will be considered on its own merits and circumstances. However, such admissions will not normally be agreed without a consensus that to do so would be in the pupil's best interests. It is recommended that parents discuss their wishes with the Head Teacher in advance of applying for a place. The governors may ask relevant professionals for their opinion on the case. It should be noted that if a place in the requested age group is refused, but one in the normal age group is offered, then there is no right of appeal.

### Right of Appeal

If you are not successful in obtaining a place for your child at St Hild's Church of England Voluntary Aided School, you have a statutory right of appeal. Appeals should be made in writing, by the deadline given in the allocation letter, setting out the reasons for appeal, to:

The Diocesan Director of Education  
(St Hild's Appeal Panel)  
Church House  
St John's Terrace  
North Shields  
NE29 6HS

Full information on the appeals procedure is available from:

St Hild's Church of England VA School  
King Oswy Drive  
West View  
Hartlepool  
TS24 9PB

Parents who wish their child to transfer to St Hild's School from another school at any other time other than the beginning of the first year of secondary education (age 11) should contact the Admissions Team at the Local Authority. Should it be necessary to decide between more than one candidate in such circumstances, the order of priorities published above will apply.

### Waiting List

The school holds a waiting list for Year 7 children until the end of the Autumn Term.

### Breakdown of Allocations in September 2017

Sept 2017 PAN	No. of equal preferences received	Number admitted under oversubscription criteria (as at 01/03/2017)											No. of appeals heard	No. of successful appeals
		Named SEN	1	2a	2b	3	4a	4b	4c	5	6	Other Offers Made		
180	220	1	1	2	0	42	73	19	3	0	4	16	N/A	N/A

### Breakdown of Allocations in September 2016

Sept 2016 PAN	No. of equal preferences received	Number admitted under oversubscription criteria (as at 01/03/2016)											No. of appeals heard	No. of successful appeals
		Named SEN	1	2a	2b	3	4a	4b	4c	5	6	Other Offers Made		
180	201	1	2	0	0	27	72	26	2	0	1	13	N/A	N/A

# Atypical admissions

Some schools have atypical admissions ages to take pupils at a different age to typical 11-18 secondary schools.

We will write/email parents of Year 8 and Year 9 pupils to advise of other opportunities for education starting the following academic year which are available in the North East and North Yorkshire areas, such as:

- **University Technical Colleges (UTCs)**  
**www.utcolleges.org** are set up by universities and businesses and specialise in one or two technical subjects. At GCSE they offer a similar curriculum to a typical 11-18 secondary school, including the basics of English and Maths, as well as their specialist subject.
- **Studio Schools**  
**www.studioschoolstrust.org** are similar to UTCs in that they have employer involvement in the curriculum and focus on developing the skills needed for employment, involving personal coaching and work experience, alongside a similar curriculum to a typical 11-18 secondary.
- **Career Colleges**  
**www.careercolleges.org.uk** increase the range and choice of vocational education opportunities for 14-19 year olds. Career Colleges have carefully designed programmes, which incorporate core academic elements with highly practical vocational and technical education, designed to equip young people to enter a career in a particular industry.

This does not mean that parents are expected to move their child from their existing school if this is still the best option for them.

Details of establishments within a reasonable travelling distance (within 60-minutes travelling time), can be found on page 80.

You may wish to look into and consider whether your child would want to apply for a place. You should also look at the GCSE curriculum at your child's current school, to help consider what the best option is for your child's education.

All schools have a statutory duty to secure impartial careers guidance for all Year 8 to Year 13 students to inspire young people to fulfil their potential and to make them aware of all opportunities open to them. We strongly recommend that your child discuss their options with a Careers Adviser in their current school or college.

Please contact UTCs, Studio Schools and Career Colleges direct for further information and advice on how to make an application.

# Post-16 Education

Details of establishments which offer full-time education for children over the age of 16 can be found on page 81.

Although the LA co-ordinates admissions for Years 7-11 at Dyke House Sports & Technology College and The English Martyrs School & Sixth Form College, it is not responsible for admissions to the sixth forms within these schools.

Dyke House Sports & Technology College's sixth form provision is available for current students only.

At The English Martyrs School and Sixth Form College, the majority of the sixth form students transfer from Year 11, but places are available for external students.

Please contact sixth forms and colleges direct for further information and advice on how to make an application.

## Transport

For information about help with transport costs for children aged 16-19 in full or part-time education, please contact the Integrated Transport Team on 01429 523695 or 284382.

## Sixth Form Admissions Policy for The English Martyrs School & Sixth Form College

The English Martyrs School and Sixth Form College was founded by the Catholic Church to provide education for students of Catholic families. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and articles of association, and seeks at all times to be a witness to Jesus Christ. Whenever there are more applications than places available, priority will be given to Catholic students in accordance with the oversubscription criteria listed below.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We, therefore, hope that all parents (see note 10) will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of a parent who is not of the faith to apply for a place for their student at the school.

The governing body is the admissions authority and has responsibility for admissions to this school.

The admission policy criteria will be dealt with on an equal preference basis.

## Published Admission Number

The sixth-form is available for all existing pupils subject to pupils fulfilling the individual requirements of suitable courses. Remaining places in the sixth-form of the school will be offered in accordance with the oversubscription criteria, subject to applicants fulfilling the individual requirements of suitable courses.

The governing body has set its admission number at 200 pupils in year twelve for applicants to the sixth-form in the school year which begins in September 2018.

## Students with an Education, Health and Care plan or a statement of Special Educational Need

Students who have an Education, Health and Care (EHC) plan or a statement of Special Educational Need where the school is named as the most appropriate educational setting for the student will be admitted.

## Application Procedures and Timetable

To apply for a place at this school, the student or parent must complete an application form available from the school. The student or parent will be advised of the outcome of the application by the school.

If the student or parent is required to provide supplemental evidence to support the application (e.g. a baptismal certificate), this evidence should be provided at the time of application. If not provided, evidence may be sought by the governing body following the closing date for applications. This information must have been correct at the date of closing for applications.

All applications will be considered at the same time and after the closing date for admissions which is 30<sup>th</sup> September 2018

### **Programme of Study**

The College's success is based on students following a full-time programme of academic and enrichment courses. Thus, all students who apply to enter Year 12 must follow a study programme consisting of at least three subject options that they will continue with over two years, Maths and English GCSE if a Grade C or above equivalent has not already been achieved, in addition to the programme of tutorial guidance and supervised study periods. All three subject options must be studied at the College. If a subject is not available at the College then this requirement may be waived and the student may be able to study that subject at another approved Sixth Form College. As a Catholic College, we will also expect that students access one lesson based upon Moral, Ethical and Theological teaching per week. The College will assess all applications received on an individual basis but it will be expected that the applicant has 5 GCSEs at Grade A\*-C or equivalent and fulfils specific subject requirements, as outlined in the prospectus supplied by the college.

### **Admission of Students outside their Normal Age Group**

A request may be made for a student to be admitted outside of their normal age group, for example, if the student is gifted and talented or has experienced problems such as ill health.

Any such request should be made in writing to the headteacher of the school. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the student. In addition to taking into account the views of the headteacher who has statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of

the parents and of appropriate medical and education professionals.

### **Right of Appeal**

Students and/or their parents have the right to appeal to an Independent Appeal Panel against a decision not to offer a place in sixth form. Further details of the appeals process are available by writing to the chair of governors at the school address.

### **Waiting Lists**

In addition to their right of appeal, applicants will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out below and not in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until the last day of the summer term. Inclusion on the school's waiting list does not mean that a place will eventually become available.

### **In-Year Applications**

An application can be made for a place for a student at any time outside the admission round and the student will be admitted where there are available places and/or where it is conducive to student success. Due to the linear nature of the A Level courses, it is important that the college looks at each individual student and how viable an in-year transfer is, especially if they are hoping to transfer their programme of study. Applications should be made to the school by contacting Colette Hogarth at The English Martyrs School and Sixth Form College. Parents/students will be advised of the outcome of their application in writing.

Where there are places available but more applications than places, the published oversubscription criteria will be applied.

If there are no places available, a request can be made that the student is added to the waiting list (see above).

### **False Evidence**

The governing body reserves the right to withdraw the offer of a place where false evidence is received.

## OVERSUBSCRIPTION CRITERIA

Where there are more applications for places than the number of places available, places will be offered to students who meet the entry requirements according to the following order of priority.

1. Looked after and previously looked after students (see notes 2 and 3).
2. Catholic students who attend The English Martyrs School (see note 4).
3. Other Catholic students (see note 4).
4. Catechumens and members of an Eastern Christian Church (see notes 5 and 6).
5. Students of other Christian denominations (see note 7).
6. Students of other faiths (see note 8).
7. Any other students.

## Tie Breaker

Where there are places available for some, but not all applicants within a particular criterion priority will be given to children living closest to the school determined by the shortest distance. Distance will be measured by a straight line distance measurement, from the (ordnance survey) address point for the child's home to the (ordnance survey) address point of the school, using the Local Authority's computerised measuring system.

In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out in a public place and supervised by a person independent of the school.

## NOTES AND DEFINITIONS

1. An **Education, Health and Care Plan** is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a student. A **Statement of Special Educational Needs** is a statement made by the local authority under section 324 of the Education Act 1996, specifying the special educational provision for a student.

2. A **looked after student** is a student 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):

An **adoption order** is an order under section 46 of the Adoption and Children Act 2002.

A **child arrangements order** is an order outlining the arrangements as to the person with whom the student will live under the provisions of section 14 of the Children and Families Act 2014.

A **special guardianship order** is an order appointing one or more individuals to be a student's special guardian or guardians.

3. A **previously looked after student** is a student who immediately moved on from that status after becoming subject to an adoption, student arrangement order or special guardianship order.
4. **Catholic** means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. Those who have difficulty obtaining written evidence of baptism or reception should contact their parish priest who, after consulting with the Diocese, will decide how the question of baptism or reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.
5. **Catechumen** means a member of the catechumenate of a Catholic Church and is a person who is receiving instruction in preparation for baptism. This must be evidenced by a certificate of reception into the order of catechumens.
6. **Eastern Christian Church** includes Orthodox Churches, and must be evidenced by a certificate of baptism or reception from the authorities of that Church. Those who have difficulty obtaining written evidence of baptism or reception should contact the Diocese who will decide how the question of baptism or reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.
7. **Students of other Christian denominations** means students who are members of a Church or religious community that practises Trinitarian baptism recognised by the Catholic Church. Applicants must

provide a baptismal certificate or where child baptism is not practised, a letter confirming their church membership from their minister or faith leader.

8. **Students of other faiths** means students who are members of a religious community that does not fall within the definitions above. Applicants must provide a letter of support to confirm their faith membership from their minister or faith leader.
9. **Home address** is the primary parental address which will be used in applying the admission criteria. This means that, when stating the choice of school, the parental address at the time of application should be

given. The address of childminders or other family members who may share in the care of the student must not be used as the home address. Documentary evidence may be requested.

10. **Parent** means all natural parents, any person who is not a parent but has parental responsibility for the student, or who has care of the student (having care of a student means that the student lives with and is looked after by that person).

**This policy should be read in conjunction with the local authority's admission guidance for parents.**

# Definitions in relation to admissions criteria

The following terms used throughout this booklet are defined as follows, except where individual arrangements spell out a different definition.

**Looked After Child** - A 'looked after child' is a child who is in the care of the local authority or provided with accommodation by that authority – as required by the Education (Admission of Looked After Children) (England) Regulations 2006.

**Sibling** - Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/guardian's partner, and in every case, the child should be living in the same family unit at the same address. In all cases the responsible parent will hold the child benefit for those children permanently living at that address. A brother or sister living at the same address must be attending the preferred school at the same time as the child who is applying. Please note - this criteria only applies to siblings who are of compulsory school age, not younger siblings who attend a nursery setting attached to a school.

**Twins or multiple birth children** - For community and voluntary controlled schools, if one of your children is offered the last place available at a school and you have applied for the same school for the other child(ren), we will offer a place for the other child(ren). Foundation and voluntary aided schools should have their own policies on the admittance of twins and multiple births. For further details please refer to the school's admission criteria.

**Distance** - Distance will be measured by a straight line distance measurement; from the (ordnance survey) address point of the child's home address to the (ordnance survey) address point of the school, using the Local Authority's computerised measuring

system, with those living closer to the school receiving the higher priority.

**Medical Grounds/Exceptional Circumstances** - A panel of specialist officers will determine whether the evidence provided is sufficiently compelling to meet the requirements for this criterion. If you think your child has a particular medical or social need to go to a certain school, you must provide supporting evidence from a doctor, psychologist or other professional involved with your child. The supporting evidence must relate specifically to the school you are claiming medical grounds/exceptional circumstances for, and clearly demonstrate why it is only that school that can meet your child's needs in a way that no other school can. If you are applying on-line for a place under this criterion, please send your supporting evidence to the Admissions Team by the closing date, which should include your child's name and date of birth.

NB: Exceptional social reasons do not, in the view of the Authority, include domestic inconvenience arising from parents' work patterns, child-minding problems, separation from particular nursery/primary school friends. Problems of this kind are widespread and cannot be classed as exceptional.

Medical reasons do not include temporary conditions. They are permanent medical conditions which require special treatment available at the preferred school only. Medical evidence must be provided and the Authority's officers must be satisfied that the child would suffer to a significant degree if he/she went to any other school.

# Additional information

## In-year transfers (transfers outside the normal year of entry)

Hartlepool schools are very popular and it is not always possible to offer you the place you want for your child. We need a process to decide which children get a place when there are more applications than places available. These arrangements must be fair and follow the requirements of School Admissions Code. Please refer to the school admissions criteria found within this booklet for more information on the schools you are interested in.

### What is an In Year admission?

An In Year Admission is when a child already attends a school but wishes to transfer to another school outside of the usual transfer time eg the move from primary to secondary school. This is usually because the child is moving to a different address but can be for other reasons as well. These transfers usually take place during the academic year which is why they are referred to as In Year Admissions.

### How can I make an In Year application?

Changing schools is not always the best way forward. If after speaking to the headteacher at your child's current school you are still interested in an alternative school for your child, an application form needs to be completed. The in year application forms (known as a MAF) are available to download on our website [www.hartlepool.gov.uk](http://www.hartlepool.gov.uk) or by contacting the Admissions Team, contact details can be found on page 83.

### When will I hear about my child's in year allocation?

We aim to let you know the result of your application within 10 working days of your application being received, although during busy times and school holidays this may be longer. Your application may also be delayed if you do not include all of the required documentation or complete the form correctly.

### Which schools have vacancies?

Many Hartlepool schools will already be full and may only have occasional vacancies when a child leaves

the school. As vacancies are filled regularly, any information you receive about vacancies at a school is only valid at the time the information is given. A vacancy may be filled by the time your application is processed, or there may be a child higher up on the waiting list/admissions criteria for the school.

For information about vacancies at particular schools, please contact the Admissions Team on 01429 284368.

### Has my application form been received?

We aim to contact you within 10 working days of receipt of your application form. If you have not heard from us within that time and wish to find out if your application form has been received, please contact the Admissions Team on 01429 284368.

### How many schools can I apply for?

Parents can express up to three preferences on their In Year application form; the same number of preferences allowed at the normal school transfer processes.

### What happens if I cannot be offered a place at a school I want?

If your child cannot be offered a place you will be informed of your right of appeal and also advised about waiting lists. Waiting lists are ordered in accordance with the school's published admission criteria.

## Fair Access Protocol

Hartlepool Local Authority operates a Fair Access Protocol, in line with the School Admissions Code, to ensure that (outside the normal admissions round) unplaced children, especially the most vulnerable, are offered a place at a suitable school as soon as possible. The Fair Access Protocol is separate to the in-year admission arrangements and is triggered when a parent of an eligible child has not secured a school place under in-year admission procedures. There is no duty for local/admission authorities to comply with parent preference when processing places via the Fair Access Protocol.

## Admissions to nursery

Admission to a nursery attached to a primary school does not guarantee a place for your child in the reception class at that school.

If a school's nursery provision is oversubscribed, places will be allocated in accordance with the school's criteria.

Every primary school in Hartlepool has a nursery class attached to it.

Children are usually admitted to nursery at the beginning of the term after their third birthday if there is space and parents wish it. In some nurseries, however, the demand for places is high and children may have to wait one or two terms until a place becomes available. Places are, however, available for all four year-olds.

All three and four year-olds are entitled to 15 hours a week. This is their Universal Entitlement.

From September 2017, some three and four year-old children of working parents may be entitled to an additional 15 hours per week. To see if you are entitled to this additional 15 hours, parents must go online at [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) where they will be given an eligibility code. The parent then takes this code to the school/setting of their choice to arrange their hours. These additional hours can be taken in a school, with a private provider or a registered childminder and the hours can be split across more than one setting.

Each nursery works differently - some of the school nurseries offer a fixed morning or afternoon place, other nurseries can be flexible and offer full days. Some schools will be offering 30 hours per week from September. Please contact the school nursery to find out what they can offer. You should contact the school direct to make enquiries about gaining a place for your child in the nursery. A child attending nursery is not entitled to assistance with transport.

Free educational places are also available at approved private nurseries and approved childminders. For further information, parents should contact the Children's Hub on 01429 284284.

## Special Educational Needs

Children over 3 years of age with special educational needs will be admitted to a mainstream nursery with parental consent. This is subject to agreement with the headteacher of the school concerned and subject to detailed discussions with parents and professionals involved to ensure that the needs of the particular child are met within the mainstream setting, some with additional support. Over the last few years, mainstream nurseries have developed their skills and knowledge to meet the needs of children with significant special educational needs.

## Transport

Hartlepool covers a compact geographical area and consequently many pupils live close to their nearest school and therefore do not require any travel arrangements. However it is the Authority's responsibility to make arrangements for all eligible\* children to travel to and from school, ensuring they travel in reasonable safety and comfort and arrive at school without stress or difficulty, so that they can benefit from their education.

We ensure that our drivers and passenger assistants are all appropriately trained and have an enhanced Disclosure and Barring check and that the vehicles meet the necessary safety standards, including fitting of seatbelts wherever possible.

### \*Eligible children

Travel assistance will be provided free of charge for those pupils of primary and secondary age, who reside within the Borough and who are travelling over the statutory walking distance to/from the main entrance of their nearest suitable school.

**Please note that in some instances the nearest school may not be the partner school.**

The statutory walking distances are:  
2 miles up to the age of 11 years (primary pupils);  
3 miles from the age of 11 - 16 years (secondary pupils).

In the case of children who receive free school meals or whose parents receive their maximum level of Working Tax Credit, we will provide travel assistance to:



- one of their 3 nearest qualifying schools, if that school is more than 2 but less than 6 miles from your child's home; or
- the nearest suitable school preferred because of your religion or belief, where the school is more than 2 but less than 15 miles from your child's home.

### Measuring of routes

We measure the route from the front entrance of the home and nearest gate of the school using the shortest suitable walking route a child can walk, accompanied if necessary, with reasonable safety. We take the measurement using an electronic mapping system.

For children who receive free school meals or whose parents receive their maximum level of Working Tax Credit, the route will be measured as above for a journey of up to 2 miles, and by road for journeys over 2 miles.

### Safety of walked routes

If we believe the route is not safe for your child to walk, accompanied by an adult as necessary, we may provide transport under the minimum distance. We will assess how safe the route to walk to school is, if your child goes to the nearest suitable school to your home address.

### Children who need special transport arrangements

Free home-to-school transport will be provided in line with the policy set out above. We may provide transport for your child if they are unable to walk because of a disability or mobility problem, including temporary medical conditions (such as a broken limb). This will normally be agreed as part of the statutory assessment process or when you provide relevant medical evidence to the Passenger Transport Services Team.

### Transport to a school because of your religion or belief

From the beginning of the academic year 2015/2016 the eligibility to transport on the grounds of religion and belief ceased for all NEW students. Those already travelling under this eligibility will continue to receive free travel assistance until they leave secondary education or they move schools.

### Pupils going to residential special schools

If your child goes to a residential special school, we will provide free transport, or a transport allowance, at half and full term holidays or as set out in the Statement of Special Educational Needs or Education, Health and Care (ONE) Plan.

### Other schools

If your child goes to a school that is not the nearest suitable school, you are responsible for the travel arrangements and costs (please see 'eligible children' for exceptions). However, pupils who are not entitled to free transport may be offered a concessionary seat on a school bus if a spare seat is available. Where such facilities are made available they will be at the discretion of the Local Authority, and will be subject to strict conditions and may be withdrawn at any time.

### Change of address

If during their school life, a pupil changes address and intends to continue at the same school, it is the responsibility of the parent to ensure that the child attends school. The terms of section 444 (4 & 5) and section 509 (1 & 2) of the Education Act 1996 places no responsibility on the Local Authority to provide home to school transport.

### Appeals procedures

If the Local Authority refuse to provide free home-to-school transport to your child, you can appeal against the decision. For further information contact the Passenger Transport Services Team who will provide details of the appeals process.

### General Hartlepool Borough Council transport information

Application forms can be obtained from [www.hartlepool.gov.uk](http://www.hartlepool.gov.uk) and further information about local transport in your area and route planning can be found at [www.connectteesvalley.com](http://www.connectteesvalley.com), or you can contact the Passenger Transport Services Team on 01429 523523, 523695 or 284382.



## Meals and uniforms

### Free school meals

If you successfully claim Free School Meals, Hartlepool will receive extra money from government to spend in our schools and colleges.

### Who can apply?

A person in receipt of one or more of the following payments who has responsibility for a child or children:

- Universal Credit
- Income Support\*
- Income Based Job Seekers Allowance\*
- Income Related Employment and Support Allowance
- Child Tax Credit with annual income (as assessed by Her Majesty's Revenue and Customs) of £16,190 or less **and are not entitled to Working Tax Credit**
- Pension Credit
- Support under part VI of the Immigration and Asylum Act 1999

\* Please note that children who receive Income Support, Income Based Job Seekers Allowance and Income Based Employment Support Allowance in their own right can claim free school meals.

### How to apply?

- Telephone 01429 284188 to make a claim;
- Complete an application form, which are available from schools or the Civic Centre. The form can be returned to school or to the Benefits Department, Level 2, Civic Centre, Victoria Road, Hartlepool, TS24 8AY.

### Universal infant free school meals

Children who are in Reception, Year 1 or Year 2 will qualify for Universal Infant Free School Meals. However anyone in receipt of one or more of the benefits listed above (including parents/guardians of children in Reception, Year 1 and Year 2), should contact the Benefits Department on 01429 284188 to make their claim for Free School Meals.

### Uniforms

All pupils are expected to attend school appropriately dressed. To assist parents, some schools have adopted guidelines on clothing.

Information regarding uniform policies can be found in a school's prospectus available from individual schools.

### Help with the cost of school uniform

The Child & Adult Services Department does not normally make any grants towards the provision of school uniform or other clothing for pupils. Parents who are in real difficulties over the purchase of clothing for pupils can contact the individual school. Alternatively, the Children's Hub has a free school uniform recycling scheme with a range of good quality clothing in different colours and sizes. This includes primary and secondary school uniform for boys and girls. If you would like to access this scheme please contact the Children's Hub on 01429 284284.



## Special educational needs

At some time in their school life, some children will need extra help with their learning. This will normally be provided within their own mainstream school, in close consultation with parents and with the involvement of the Child & Adult Services Department's special educational needs team, health personnel and staff from other agencies, as appropriate.

Parents who would like further information regarding their child's difficulties should contact their child's headteacher in the first instance. Notes for guidance on special educational needs are available from staff in the Child & Adult Services Department. The guidance can also be found on the Local Authority website [www.hartlepool.gov.uk](http://www.hartlepool.gov.uk) or the Local Offer <https://hartlepool.fsd.org.uk/send>.

The provision made for pupils with special educational needs in mainstream school varies in different authorities. Parents need to be aware of

this if they are considering expressing a preference for a school outside Hartlepool.

### **Statement or Education, Health and Care (ONE) Plan**

In exceptional circumstances the Child & Adult Services Department may decide to conduct a statutory assessment of an individual pupil's needs. Such an assessment will give parents an opportunity to make their views known and will involve the Child & Adult Services Department in obtaining advice from a number of sources. If, when the assessment is complete, the Child & Adult Services Department decides to make an Education, Health and Care (ONE) plan, parents will again be able to make their views known and to discuss with officers how their child's needs can best be met. To assist parents in this process, the Authority can introduce someone who has knowledge of the procedures and can provide independent parental support.

### **Pupils transferring with a Statement or Education, Health and Care (ONE) Plan**

It is a legal requirement that children who have a Statement or Education, Health and Care (ONE) Plan and who are in their last year in primary school to have their Statement or Education, Health and Care (ONE) Plan reviewed in the autumn term. The Child and Adult Services Department will send a representative to attend that review, which will start planning for the child's secondary education. A parent of a child with a Statement or Education, Health and Care (ONE) Plan has the same opportunity as all parents to express a preference for their child to be educated in a particular school.

In some exceptional cases, the Statement or Education, Health and Care (ONE) Plan may include the name of the school in which the child should attend which may not be in accordance with parental wishes.

# School Directory

Admission zone maps can be accessed at Hartlepool Centre for Excellence in Teaching & Learning (CETL), all Hartlepool primary schools and libraries. KEY: ☒ Address; ☎ Telephone Number; ✉ E-mail Address

## Primary Schools

School	School Code	Status	Admission No. for 2018 intake
Barnard Grove Primary School ☒ Barnard Grove, Hartlepool, TS24 9SD ☎ 01429 230300	2310	Community	45
Brougham Primary School ☒ Brougham Terrace, Hartlepool, TS24 8EY ☎ 01429 273663	2090	Academy	45
Clavering Primary School ☒ Clavering Road, Hartlepool, TS27 3PN ☎ 01429 422088	2238	Community	60
Eldon Grove Academy ☒ Eldon Grove, Hartlepool, TS26 9LY ☎ 01429 273895	2151	Academy	75
Eskdale Academy ☒ Eskdale Road, Hartlepool, TS25 4AF ☎ 01429 272255	2002	Academy	30
Fens Primary School ☒ Mowbray Road, Hartlepool, TS25 2LY ☎ 01429 870405	2187	Community	60
Golden Flatts Primary School ☒ Seaton Lane, Hartlepool, TS25 1HN ☎ 01429 274711	2126	Community	30
Grange Primary School ☒ Owton Manor Lane, Hartlepool, TS25 3PU ☎ 01429 272007	2364	Community	50
Greatham C of E Primary School ☒ Egerton Terrace, Greatham, Hartlepool, TS25 2EU ☎ 01429 870254	3006	Voluntary Controlled	15
Hart Primary School ☒ Magdalene Drive, Hart, Hartlepool, TS27 3AP ☎ 01429 273283	2001	Community	15
Holy Trinity C of E Primary School ☒ Crawford Street, Hartlepool, TS25 1BZ ☎ 01429 855620	3330	Voluntary Aided	30
Jesmond Gardens Primary School ☒ Jesmond Gardens, Hartlepool, TS24 8PJ ☎ 01429 274672	2127	Academy	45
Kingsley Primary School ☒ Taybrooke Avenue, Hartlepool, TS25 5JR ☎ 01429 273102	2189	Community	60
Lynnfield Primary School ☒ Grosvenor Street, Hartlepool, TS26 8RL ☎ 01429 275122	2153	Community	55
Rift House Primary School ☒ Masefield Road, Hartlepool, TS25 4JY ☎ 01429 275239	2341	Community	30
Rossmere Primary School ☒ Catcote Road, Hartlepool, TS25 3JL ☎ 01429 274608	2342	Community	55
Sacred Heart RC Primary School ☒ Hart Lane, Hartlepool, TS26 8NL ☎ 01429 272684	3321	Voluntary Aided	60
Springwell School ☒ Catcote Road, Hartlepool, TS26 0TB ☎ 01429 280600	7027	Special	N/A
St Aidan's Church of England (Aided) Memorial Primary School ☒ Loyalty Road, Hartlepool, TS25 5BA ☎ 01429 273695	3320	Voluntary Aided	50
St Bega's RC Primary School ☒ Thorpe Street, Hartlepool, TS24 0DX ☎ 01429 267768	3328	Voluntary Aided	25
St Cuthbert's RC Primary School ☒ Stratford Road, Hartlepool, TS25 5AJ ☎ 01429 275040	3322	Voluntary Aided	40
St Helen's Primary School ☒ Durham Street, Hartlepool, TS24 0HG ☎ 01429 267038	2211	Community	45
St John Vianney RC Primary School ☒ King Oswy Drive, Hartlepool, TS24 9PA ☎ 01429 273273	3329	Voluntary Aided	30

School	School Code	Status	Admission No. for 2018 intake
St Joseph's RC Primary School ✉ Musgrave Street, Hartlepool, TS24 7HT ☎ 01429 272747	3323	Voluntary Aided	24
St Peter's Elwick C of E VA Primary School ✉ North Lane, Elwick, Hartlepool, TS27 3EG ☎ 01429 274904	3003	Voluntary Aided	15
St Teresa's RC Primary School ✉ Callander Road, Hartlepool, TS25 3BG ☎ 01429 274936	3324	Voluntary Aided	45
Stranton Primary School ✉ Southburn Terrace, Hartlepool, TS25 1SQ ☎ 01429 275595	2156	Academy	50
Throston Primary School ✉ Flint Walk, Hartlepool, TS26 0TJ ☎ 01429 288291	2236	Community	60
Ward Jackson C of E VA Primary School ✉ Clark Street, Hartlepool, TS24 7LE ☎ 01429 293777	2000	Voluntary Aided	25
West Park Primary School ✉ Coniscliffe Road, Hartlepool, TS26 0BU ☎ 01429 282090	2237	Academy	45
West View Primary School ✉ Davison Drive, Hartlepool, TS24 9BP ☎ 01429 267466	2215	Academy	55

## Secondary Schools

School	School Code	Status	Admission No. for 2018 intake
Catcote School ✉ Catcote Road, Hartlepool, TS25 4EZ ☎ 01429 264036	7026	Special / Academy	N/A
Dyke House Sports & Technology College ✉ Mapleton Road, Hartlepool, TS24 8NQ ☎ 01429 266377	4001	Academy	250
The English Martyrs School & Sixth Form College ✉ Catcote Road, Hartlepool, TS25 4HA ☎ 01429 273790	4603	Academy	260
High Tunstall College of Science ✉ Elwick Road, Hartlepool, TS26 0LQ ☎ 01429 261446	4133	Foundation	241
Manor Community Academy ✉ Owton Manor Lane, Hartlepool, TS25 3PS ☎ 01429 288338	4002	Academy	250
St Hild's Church of England VA School ✉ King Oswy Drive, Hartlepool, TS24 9PB ☎ 01429 273041	4000	Voluntary Aided	190

## Atypical Establishments

School	Website
Apollo Studio Academy ✉ East Durham College Peterlee Campus, Willerby Grove, Peterlee, County Durham, SR8 2RN ☎ 0191 518 5595	<a href="http://www.apollostudioacademy.co.uk">www.apollostudioacademy.co.uk</a>
Career College North East (South Tyneside) ✉ St Wilfrid's RC College, Temple Park Road, South Shields, Tyne & Wear, NE34 0QA ☎ 01723 821621	<a href="http://www.ccne.co.uk">www.ccne.co.uk</a>
Discovery School ✉ Blandford Street, Newcastle upon Tyne, NE1 3BT ☎ 0191 272 1111	<a href="http://www.discoveryschool.org.uk">www.discoveryschool.org.uk</a>
North East Futures UTC (Stephenson Quarter, Newcastle upon Tyne) ✉ Current postal address: c/o More Information & Management Centre, 4 Silver Fox Way, Newcastle upon Tyne, NE27 0QJ ☎ 07815 719974	<a href="http://www.nefuturesutc.co.uk">www.nefuturesutc.co.uk</a>
UTC South Durham ✉ Long Tens Way, Aycliffe Business Park, County Durham, DL5 6AP ☎ 01325 430250	<a href="http://www.utcsouthdurham.org">www.utcsouthdurham.org</a>

## Post-16 Education

School	Website
The Sixth Form at Dyke House College ☒ Mapleton Road, Hartlepool, TS24 8NQ ☎ 01429 266377	<a href="http://www.thesixthformatdykehouse.com">www.thesixthformatdykehouse.com</a>
The English Martyrs Sixth Form College ☒ Catcote Road, Hartlepool, TS25 4HA ☎ 01429 273790	<a href="http://www.emshartlepool.org">www.emshartlepool.org</a>
Cleveland College of Art & Design ☒ Church Square, Hartlepool, TS24 7EX ☎ 01429 422000	<a href="http://www.hartlepool.ccad.ac.uk">www.hartlepool.ccad.ac.uk</a>
Hartlepool College of Further Education ☒ Stockton Street, Hartlepool, TS24 7LB ☎ 01429 295000	<a href="http://www.hartlepoolfe.ac.uk">www.hartlepoolfe.ac.uk</a>
Hartlepool Sixth Form College ☒ Brinkburn, Blakelock Road, Hartlepool, TS25 5PF ☎ 01429 294444	<a href="http://www.hpoolsfc.ac.uk">www.hpoolsfc.ac.uk</a>

# Glossary

You may come across some words you're not familiar with or abbreviations you've not seen before. This is a list of some common words and abbreviations and definitions.

**Academy** - A state school which is funded direct by central government. Academies do not have to follow the National Curriculum.

**Admission Arrangements** - All the procedures, criteria and publications which must be put in place by an admission authority in order to process applications for admission to school. These arrangements determine whether a child is eligible for admission to a school.

**Admission Number** - The number of pupils in any relevant age group intended to be admitted in any school year as determined by an admissions authority.

**Admissions Authority** - The body responsible for determining the admissions arrangements for a school. This can be the Local Authority or, for some schools, the governing body.

**Admissions Criteria** - The rules, which govern who should and should not be offered a place at an oversubscribed school.

**Admission Year** - The school year to which the admission arrangements apply.

**Appeal** - Where a parent is not offered a place for their child at a school for which they have expressed a preference, they have a legal right for their preference to be further considered by an independent panel.

**Children Looked After** - Children who are "in care" to social services.

**Common Application Form** - The form to be used by parents on which they are required to express preferences for schools and give reasons for those preferences. It is referred to as common because it allows parents to name schools for different authorities.

**Co-ordinated Admission Scheme** - This is the method for determining, from potential offers of school places, which is going to be the single offer of a place communicated to parents.

**Community Schools** - These schools follow the admission rules set by the Local Authority. They provide free education.

**Curriculum** - What is taught in schools - the different subjects children learn.

**Foundation Schools** - These schools are funded through their local council. They make their own arrangements for admissions but co-ordinate their secondary transfer process with the Local Authority. They provide free education.

**Home Local Authority** - The borough where your child lives.

**LA** - Local Authority - the legal name for the role carried out by Hartlepool Borough Council dealing with education and schools.

**Maintained school** - A state school funded by central government through the local authority - a school which does not charge fees.

**Net Capacity** - The net capacity of a school is the total number of pupil places available.

**Offer Day** - The day each year in which an authority's single offer of a primary/secondary school place is communicated to parents with the co-ordinated scheme.

**Ofsted** - Office for Standards in Education - a government agency that inspects schools and childcare services and reports on their standards.

**Oversubscribed** - Where the number of applications for a year group in an admissions year exceeds the admission number.

**PAN** - Published admission number

**Preference** - Parent(s) must be able to indicate which school(s) they would prefer their child to attend and to give reasons for their preference(s).

**Private (or Independent) school** - A fee-paying school.

**Prospectus** - a booklet produced by the school which includes detailed information about the school such as subjects, uniform, class sizes, school times, contact numbers, behaviour, attendance and bullying policies, etc.

**Ranking** - The order in which parents have to list their three preferences on the Common Application Form to enable the Authority to determine the single offer of a school place.

**SEN** - Special Educational Needs - where a child has particular needs affecting their education.

**Special school** - A school particularly designed for children with a statement of special educational needs or education, health and care (ONE) plan who need specialist educational facilities/provision.

**Statement of Special Educational Needs or Education, Health and Care (ONE) Plan** - A document produced by the council for children with significant learning difficulties. Not all children with special educational needs will have a statement or education, health and care (ONE) plan.

**Studio Schools** - are a new type of government-funded state school for 14-19 year olds.

**University Technical Colleges (UTCs)** - are schools for 14-19 year olds, offering education that combines technical, practical and academic learning.

**Voluntary Aided** - A school (often a faith school) where the governors are responsible for admissions. They provide free education.

**Voluntary Controlled** - A school (usually a church school) where the local authority is responsible for admissions. They provide free education.

# Useful contacts

KEY: ✉ Address; ☎ Telephone Number; 📧 E-mail Address

## Hartlepool Borough Council

School Admissions	✉ School Admissions, Hartlepool Centre for Excellence in Teaching & Learning (CETL), Brierton Lane, Hartlepool, TS25 4AF <b>Primary Admissions</b> - ☎ 01429 523765 <b>Secondary Admissions</b> - ☎ 01429 523768 <b>In Year School Transfers</b> - ☎ 01429 284368 📧 admissionsteam@hartlepool.gov.uk or admissions@hartlepool.gcsx.gov.uk (secure e-mail)
Free School Meals	☎ 01429 284188
Integrated Transport Team	☎ 01429 523523, 523695 or 284382
Parent Advice Line	☎ 01429 294111
Special Educational Needs (SEND) Team	☎ 01429 523209 or 523124
The Children's Hub	☎ 01429 284284

## Other Local Authorities

Darlington Borough Council	✉ School Admissions, Children, Families and Learning, People Services, Darlington Borough Council, Town Hall, Darlington, DL1 5QT ☎ 01325 406333 📧 schools.admissions@darlington.gov.uk
Durham County Council	✉ School Places and Admissions Team, Durham County Council, Children and Young People's Services, County Hall, Durham, DH1 5UJ ☎ 03000 265896 📧 schooladmissions@durham.gov.uk
Middlesbrough Borough Council	✉ School Admissions, PO Box 505, Civic Centre, Middlesbrough, TS1 9FZ ☎ 01642 201889, 01642 201890 or 01642 201856 📧 schooladmissions@middlesbrough.gov.uk
Redcar & Cleveland Borough Council	✉ School Admissions, Redcar & Cleveland House, Cooper Centre, Kirkleatham Street, Redcar, TS10 1RT ☎ 01642 837740 or 01642 837730 📧 schools_admissions@redcar-cleveland.gov.uk
Stockton Borough Council	✉ School Admissions Section, Children, Education & Social Care, Municipal Buildings, Church Road, Stockton on Tees, TS18 1XE ☎ 01642 526605 📧 school.admissions@stockton.gov.uk

If you would like information in another language or format, please ask us.  
Telephone: 01429 284368/523765/523768

إذا أردت المعلومات بلغة أخرى أو بطريقة أخرى، نرجو أن تطلب ذلك منا. (Arabic)

যদি আপনি এই ডকুমেন্ট অন্য ভাষায় বা ফরমেটে চান, তাহলে দয়া করে আমাদেরকে বলুন। (Bengali)

ئەگەر زانیاریت بە زمانیکی که یا بە فۆرمیکی که دەوی تکایه داوامان لی بکه (Kurdish)

اگر آپ کو معلومات کسی دیگر زبان یا دیگر شکل میں درکار ہوں تو برائے مہربانی ہم سے پوچھئے۔ (Urdu)

यदि आपको सूचना किसी अन्य भाषा या अन्य रूप में चाहिये तो कृपया हमसे कहे (Hindi)

Jeżeli chciałoby Państwo uzyskać informacje w innym języku lub w innym formacie, prosimy dać nam znać. (Polish)

如欲索取以另一語文印製或另一格式製作的資料，請與我們聯絡。 (Cantonese)