

Online Applications

From 4th November 2019 you can apply for a primary school place online at www.hartlepool.gov.uk/schooladmissions then click on the link for Apply For A Primary School Place.

There are lots of benefits of applying online:

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

Who makes the application?

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

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

You can make changes to your application right up to the closing date (**but not after the closing date**). Every time you make a change to your online application you will receive an e-mail confirming the status of your application. You can also check the status of your application when you log in to the system and select your existing records. Always make sure you re-submit each time you re-visit your application.

What do I need to do to apply online?

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

What if I can't apply online?

Please contact the Admissions Team (contact details below) to obtain a paper copy of the application form. **Please do not apply online and complete the paper application form. The closing date for applications is 15th January 2020.** Please note, the latest application submitted will be used for processing.

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

Education in Hartlepool

Admissions to Primary School September 2020



Education in Hartlepool – September 2020

Apply online and view the full version of the booklet
at www.hartlepool.gov.uk



A quick guide to the application process

In September 2020 your child will be due to start Primary School. This leaflet contains a basic guide to the application process and some information about the allocation of school places. A full version of the booklet "Education in Hartlepool – September 2020", which gives details of all the schools maintained by this authority and the admission policies in place for 2020/21, is available on the Hartlepool Borough Council website at www.hartlepool.gov.uk/schooladmissions. The booklet also contains guidance if you are considering **deferring the entry** of your child/ren into primary school. A copy can also be obtained by calling the Admissions Team on 01429 523765.

The timetable for the application process is as follows:

Beg November 2019	<ul style="list-style-type: none">• Application letters distributed to nursery pupils• Online application website available
15 th January 2020	<ul style="list-style-type: none">• Closing date for receipt of applications (online and paper)
16 th April 2020	<ul style="list-style-type: none">• For online applications - primary school offers available to view on website. If unsuccessful at gaining a place at a preferred school, a letter will be posted by 2nd class post• For paper applications - allocation letters will be posted by 2nd class post
30 th April 2020	<ul style="list-style-type: none">• Closing date for places to be accepted
14 th May 2020	<ul style="list-style-type: none">• Closing date for parents to lodge an appeal
June/July 2020	<ul style="list-style-type: none">• Appeals to be heard by Independent Panels

Please ensure your application is submitted by the closing date (above) as late applications are not considered until **after** all on-time applications.

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

Admissions Criteria

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

Please read the admissions criteria of the schools you are applying for carefully to ensure to know which criteria your application falls into.

The criteria for Hartlepool schools can be found in the "Education in Hartlepool – September 2020" booklet which is available on our website.

The table below shows the number of places available in each primary school for admission into Reception in September 2020.

School Name	Number of places available
Barnard Grove Primary School	45
Brougham Primary School	45
Clavering Primary School	60
Eldon Grove Academy	75
Eskdale Academy (<i>formerly Owton Manor Primary</i>)	30
Fens Primary School	60
Golden Flatts Primary School	30
Grange Primary School	50
Greatham C of E Primary School	15
Hart Primary School	15
Holy Trinity C of E Primary School	30
Jesmond Gardens Primary School	45
Kingsley Primary School	60
Lynnfield Primary School	55
Rift House Primary School	36
Rossmere Primary School	55
Sacred Heart RC Primary School	60
Springwell School	n/a
St. Aidan's CE (Aided) Memorial Primary School	50
St. Bega's RC Primary School	25
St. Cuthbert's RC Primary School	40
St. Helen's Primary School	45
St. John Vianney RC Primary School	30
St. Joseph's RC Primary School	24
St. Peter's Elwick C of E VA Primary School	15
St. Teresa's RC Primary School	45
Stranton Primary School	50
Throston Primary School	60
Ward Jackson C of E VA Primary School	25
West Park Primary School	45
West View Primary School	60

Please read the admissions criteria for each of the schools you wish to apply for, to check whether supporting documentation is required. Please provide any such documentation by the closing date.