

## Online Applications

From September 2022 you can apply for a secondary school place online at [www.hartlepool.gov.uk/schooladmissions](http://www.hartlepool.gov.uk/schooladmissions) then click on the link for online admission applications.

There are lots of benefits of applying online:

- It's quick and easy to use
- You can apply 24 hours a day, 7 days a week
- There's no risk that your application will be lost in the post
- It's safe and secure
- You can view your outcome on 1 March 2023 online, via the Parent Portal.

**Who makes the application?** The person who has parental responsibility should submit the application for the child's school place. If parents are separated and both have parental responsibility, please ensure that you both are involved in the application process. If you need further advice about who should apply for your child's school place, please contact the Admissions Team on 01429 523768.

**Once I've made an application, and submitted it, can I change my preferences or submit other information?** You can make changes to your application up until the National closing date ie 31 October 2022. Every time you make a change to your online application you will receive an e-mail confirming the status of your application. You can also check the status of your application when you log in to the system and select your existing records.

**What if I move address?** Whilst your child is in Year 6, please let the School Admissions Team know of any address changes so we can ensure important documentation is sent to the correct address and your child is considered for your preferred schools under the correct criteria. 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 If you fail to notify us, this may result in the school place offered being withdrawn.

**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. Please note, the latest application submitted will be used for processing. The closing date for applications is 31 October 2022.

Please contact the Admissions Team if you require any assistance:

**School Admissions Team**, Hartlepool Centre for Excellence in Teaching & Learning, Brierton Lane, Hartlepool, TS25 4AF

Tel: 01429 523768

E-mail: [admissionsteam@hartlepool.gov.uk](mailto:admissionsteam@hartlepool.gov.uk)

## Education in Hartlepool

# Admissions to Secondary School September 2023



## Education in Hartlepool – September 2023

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



## A quick guide to the application process

In September 2023 your child will be due to transfer to secondary school. This leaflet contains a basic guide to the application process and some information about the allocation of school places.

A full version of the booklet 'Education in Hartlepool – September 2023', which gives details of Hartlepool schools and the admission policies in place for 2023-2024, is available on the Hartlepool Borough Council website. A copy can also be obtained by calling the Admissions Team on 01429 523768.

Key Dates	
September 2022	<ul style="list-style-type: none"> <li>Application packs distributed to Year 6 pupils</li> <li>Online application website available</li> </ul>
Sept/Oct 2022	Secondary school open evenings for pupils and parents*
31 October 2022	National closing date for receipt of applications (online and paper). <i>Please note changes to preferences are not permitted after this date, due to the process involved in the National Co-ordinated Admissions scheme.</i>
20 January 2023	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.
1 March 2023	<p><b>National Offer Day for Secondary Schools</b></p> <ul style="list-style-type: none"> <li>If you applied online your child's allocation will be available to view on our website. If requested during the application process, you will also be sent an allocation 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>
15 March 2023	<ul style="list-style-type: none"> <li>Deadline for parents to accept the offer of a school place.</li> <li>Deadline for parents/guardians to place their child on reallocation/waiting lists.</li> </ul>
From 22 March 2023	Admissions authorities to re-allocate any places that may have become vacant since the 1 March offer date
29 March 2023	Deadline for parents to lodge an appeal
May/June 2023	Appeals to be heard by Independent Panels

Please remember that it is important that you apply for a school place for your child. Applying online is quick, easy and you can view which school you have been allocated online on 1 March. Go to [www.hartlepool.gov.uk/schooladmissions](http://www.hartlepool.gov.uk/schooladmissions) and follow the link to access school admissions online.

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

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	
<i>* We recommend you check the relevant school's website and/or social media platforms for updates.</i>	
School Name	Date/Time of Open Evening
Dyke House Sports and Technology College	Wednesday, 5 October 2022 6 pm – 8 pm
English Martyrs Catholic School and Sixth Form College	Thursday, 6 October 2022 6 pm – 8 pm
High Tunstall College of Science	Thursday, 29 September 2022 3.15 pm – 7.30 pm ( <i>time slots available to book via school website</i> )
Manor Community Academy	Monday, 3 October 2022 4 pm – 7 pm
St Hild's Church of England School	Wednesday, 28 September 2022 *

## Admissions Criteria

Sometimes there are more applications for schools than there are places available. If this is the case, then places are offered up to the school's admission limit using the admissions criteria for the school. The criteria for Hartlepool schools can be found in the 'Education in Hartlepool – September 2023' booklet which is available on our website. **Please note – living in the catchment area/attending a feeder school or having a sibling link does not automatically guarantee a place.**

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

The table below shows the number of places available in each secondary school for admission into Year 7 in September 2023.

School Name	No. of places available
Dyke House Sports and Technology College	270
English Martyrs Catholic School and Sixth Form College	270
High Tunstall College of Science	270
Manor Community Academy	250
St Hild's Church of England School	155