

Online Applications

From 7th November 2022 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 can view your outcome on 17th April 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 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 on 01429 523765.

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 if I move address? Whilst your child is in nursery, 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 withdraw.

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 2023**. 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 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 2023



Education in Hartlepool – September 2023

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



A quick guide to the application process

In September 2023 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 2023', which gives details of all the schools maintained by this authority and the admission policies in place for 2023/24, is available on the Hartlepool Borough Council website at www.hartlepool.gov.uk/schooladmissions. The booklet also contains guidance if you are considering **deferring/delaying the entry** of your child/ren into primary school.

Please contact the Admissions Team (01429 523765) if you are considering deferring/delaying entry.

The timetable for the application process is as follows:

| | |
|--|---|
| November 2022 | <ul style="list-style-type: none"> Application letters distributed to nursery pupils Online application website available |
| 15 th January 2023 | Closing date for receipt of applications (online/paper) |
| 6 th March 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 primary allocation process. |
| 17 th April 2023 (next working day following 16 th April 2023) | <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 |
| 1 st May 2023 | Closing date for places to be accepted |
| From 5 th May 2023 | Admissions authorities to re-allocate any places that may have become vacant since the 17 th April offer date |
| 15 th May 2023 | Closing date for parents to lodge an appeal |
| June/July 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. Go to www.hartlepool.gov.uk/schooladmissions to begin the online application process. Please ensure your application is submitted by the closing date (above) as late applications are not considered until **after** all on-time applications.

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 and to check whether supporting documentation is required. Please provide any such documentation by the closing date.

The criteria for Hartlepool schools can be found in the 'Education in Hartlepool – September 2023' booklet which is available on our website. **Attendance at nursery is not a criterion at the majority of Hartlepool primary school and does not guarantee a place in the school.**

The table below shows the number of places available in each primary school for admission into Reception in September 2023.

| 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 | 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 Church of England 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 Catholic Primary School | 60 |
| Springwell School | n/a |
| St Aidan's Church of England Memorial Primary School | 50 |
| St Bega's Catholic Primary School | 25 |
| St Cuthbert's Catholic Primary School | 40 |
| St Helen's Primary School | 45 |
| St John Vianney RC Primary School | 30 |
| St Joseph's Catholic Primary School | 24 |
| St Peter's Elwick Church of England Primary School | 15 |
| St Teresa's Catholic Primary School | 45 |
| Stranton Primary School | 50 |
| Throston Primary School | 60 |
| Ward Jackson Church of England VA Primary School | 25 |
| West Park Primary School | 45 |
| West View Primary School | 60 |