



Hartlepool
Borough Council

Children's and Joint Commissioning Services

Secondary Education in Hartlepool

September 2027



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Schools

All children in England between the ages of 5 and 16 are entitled to a free place at a state school. State schools receive funding through their local authority or directly from the government.

The schools within the local area are:

Community schools are run by the headteacher and governors in partnership with the Local Authority (LA). The LA is the admission authority for these schools and is responsible for setting the admission arrangements and allocating places in accordance with the published admission criteria.

Foundation schools 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 criteria.

Academies receive funding directly from the government and are run by an academy trust. Academy trusts are not-for-profit companies. They have more control over how they do things than community schools. Academies have to follow the same rules on admissions, special educational needs and exclusions as other state schools and students sit the same exams.

Free schools are funded by the government but are not run by the LA. Free schools are run on a not-for-profit basis and do not have to follow the national curriculum. Types of free schools include University Technical Colleges (UTCs) and Studio Schools.

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.

University technical colleges are academy schools for 14-19 year olds (admitting from Year 10) which specialise in subjects such as engineering and construction, along with a broad, general education. The relevant Academy Trust is the admission authority and sets the arrangements and oversubscription criteria.

Studio schools are academy schools for 14-19 year olds (admitting from year 10) which offer academic and vocational qualifications, in a project-based way. The relevant Academy Trust is the admission authority and sets the arrangements and oversubscription criteria.

Attendance

Why attendance at school is so important

If a child of compulsory school age is registered at a school it is essential that they attend their school regularly and maintain a pattern of good attendance throughout their school career. Excellent attendance at school is important to allow a child or young person to fulfil their potential. Below are just some of the key reasons why it is so important children attend school:

- To learn.
- To make new friends.
- To experience new things in life.
- To gain qualifications.
- To develop new skills.
- To build confidence and self-esteem.
- To have the best possible start in life

How parents can help

- Establish a good routine in mornings and evenings so your child is prepared for the school day ahead.
- Make sure your child goes to school regularly and follows the school rules.
- Ensure your child arrives on time for school, not late.
- Arrange dental and medical appointments outside school hours when possible.
- Always inform the school if your child is absent due to illness – this should be followed up with a written note when your child returns to school.
- If your child is not attending school as you expect, they may be putting themselves at risk – who are they with? What are they doing?
- Do not take family holidays during term time.
- Talk to your child about school and take an interest in their work, including homework.
- Attend parents evening and school events.
- Praise and reward your child's achievements at school.
- Always support school staff in their efforts to control difficult or challenging behaviour.

Important dates for you to note

To avoid any last-minute problems, we strongly recommend you submit your application by 23 October 2026.

If your child does not live in Hartlepool, but you wish to apply for a Hartlepool school, please contact your child's local authority to make an application. If your child was born between 1 September 2015 and 31 August 2016 they are due to start secondary school in September 2027, if you are living in Hartlepool, the full timetable for the application process is:

Beginning of September 2026	The online system opens for you to apply online for secondary school places. Secondary school application packs are distributed to Year 6 pupils via your child's primary school. If your child is absent, or doesn't attend a mainstream primary school in Hartlepool, you will receive their pack by post. The online system opens for you to apply online for secondary school places.
September/October 2026	Secondary schools hold their open events.

31 st October 2026	Closing date for applications.
22 nd January 2027	If you move house, this is the latest date for it to be considered in the secondary allocation process. Please notify the admissions team of your new address. <i>Please note you must be resident in the new property by this date.</i>
1 st March 2027	National Offer Day for Secondary Schools. Emails sent to parents with the outcome of their application. 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. Allocation letters will be posted second class to parents/guardians who didn't apply online or requested a letter during the application process.
12 th April 2027	Deadline to lodge an appeal.
May/June 2027	Secondary appeals to be heard during this period.
September 2027	Children commence at their new school.

Applying for a school place

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

Co-ordinated admission 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.

Hartlepool schools are very popular, and it is not always possible to offer you the place you want for your child. Please refer to the school admissions criteria found within this booklet for more information on the schools you are interested in.

Under the co-ordinated admissions arrangements you list the schools you want to apply for on one form, including schools located both within and outside the authority where you live, listing the schools in your ideal preference order. 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 criteria. 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 criteria 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 are applied to all applications.

HBC co-ordinates the admission process for all maintained schools in Hartlepool, decisions about the admission criteria are made by the admission authority for the school.

Most academies and foundation schools have different admission criteria.

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.

If you apply online, you are not required to also complete a paper application form. Please note – we will use the last application received e.g. if you submit an application online, then submit a paper application form, or vice versa, we will withdraw the earlier application and only process the latest application received even if these preferences differ in any way.

If you wish to apply for a school place at any other time, please refer to 'In-year admissions (transfers outside the normal year of entry)' on page 40.

Closing dates for applications

Applications for secondary school (entry into Year 7 in September 2027) must be received by the Admissions Team no later than **31st October 2026**.

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;
- upload documents to support your application;
- 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;
- receive an email (provided you have requested one) advising you of the outcome of your application on allocation day.

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. You will receive a verification code (sent to your email address) to enter each time you log on to your application.

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/expressions of interest forms/baptism certificates are uploaded and submitted with your online application or 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 following button in order to finish and submit your application:

SUBMIT APPLICATION TO HARTLEPOOL COUNCIL

You will then be able to view and/or print the submitted application. **You will also receive a confirmation email.**

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

The website for 'on-time' online applications will be open from **1st September 2026 - 31st October 2026**.

Any applications submitted after this date will be processed as a late application. Please refer to the late applications section on page 8, as late applications are only dealt with after on-time application forms have secured a place.

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/expressions of interest forms/baptism certificates, please submit them with your application form.

If you return the paper form, it is recommended that you obtain proof of postage 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 46. You may express a preference for up to three Hartlepool schools.

Primary 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 2026.

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

All Applications

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 (the online system is available until 23:59) on **31st October 2026**.

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 46.

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 page 45). School performance information and Ofsted (Office for Standards in Education) reports can be compared, viewed and downloaded from the UK Government website: **www.gov.uk**

With effect from September 2019, Ofsted changed the way it inspects and reports on schools in line with the Education Inspection Framework.

Further information for parents, on how these changes will affect them can be found at **<https://www.gov.uk/government/news/ofsted-is-changing-how-it-inspects-schools>**

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 admission criterion applies to your child.
- 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 48. 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, you may list up to three 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 15.

We can provide support and advice before, during and after the allocation process. Information about Hartlepool schools can be found on page 45.

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 31st October 2026 will be treated as a late application.

Late applications are not dealt with until all on time applications have been considered and offered (see reallocation of places information on page 14).

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 but cannot be considered after 22nd January 2027.

Applications deemed as late will only be considered during the reallocation of places process (see page 14).

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. Any application to change your preferences after the closing date cannot be considered after 22nd January 2027.

Children with an Education, Health and Care Plan (EHCP)

Children with an Education, Health and Care Plan (EHCP) 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 46.

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.

Academies and foundation schools have their own policies on the admittance of twins and multiple births if one of your children is offered the last place available. For further details please refer to the school's admission criteria on pages 17 – 33.

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 permanent 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) 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. Please contact the School Admissions Team for further information (contact details are on page 46).

You must be resident in your new property no later than 22nd January 2027 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, and be satisfied with, 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 date, 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 verify the address you use on your application using council records and systems, education settings and other resources available to us. This is to confirm that the address you have given in your application can reasonably be considered your child's permanent home address for admissions purposes. If we are unable to verify your address information, we will request further information. It is your responsibility to provide all the evidence necessary to support your application according to your circumstances.

We will request further information if there are any doubts about the information provided, or where information has been received that suggests a fraudulent or intentionally misleading application has been made.

If the School Admissions Team does not receive sufficient evidence required to verify your home address, or the evidence is not provided within the timeframe requested, we will not accept the address provided on your application for admission purposes.

We reserve the right to ask for proof of your address at any time during the application process, even after a school has been offered or accepted.

Further information on Hartlepool Borough Council's Protocol for the Assessment of Address Data for School Admissions, can be accessed online.

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

Separated parents do not have the right to choose which address should be used on their child's application.

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.

If a child lives at two addresses, only one address can be used. The School Admissions Team will request information/documentary evidence in order to determine which address will be used for school admission processes. 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.

Addresses of UK service personnel and crown servants

If you're employed as UK service personnel or crown servants returning from overseas, when submitting your application please supply an official letter from either:

- Ministry of Defence (MOD)
- Foreign and Commonwealth Office (FCO)
- Government Communications Headquarters (GCHQ)

The letter must give your reallocation date and a unit postal or quartering address in Hartlepool. Your application will be processed in advance of your move (as long as it's within a reasonable time).

The address at which the child will live will be used when applying the school's oversubscription criteria, (if parents have provided evidence of their intended address), or a Unit or Quartering address can be used as the child's home address when considering the application against the school's oversubscription criteria, if a parent requests this.

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

It is expected that parents provide accurate and honest information when completing their applications, particularly regarding their child's home address. Unfortunately, this is not always the case. Providing false or misleading information is unacceptable as it may result in a school place being offered to a child who is not entitled to it which would disadvantage another child who should have received the offer. Hartlepool Borough Council takes very seriously any attempt to obtain a school place by fraud. Every year we investigate false address information and fraud allegations. Each year we have cases where parents give false information about:

- the family's home address;
- the care arrangements/address of their child;

to gain a place at a particular school. **We do all we can to make sure that this does not happen because this can deny another child their legitimate place.**

If any school place is secured or has been offered using false information that the Local Authority is aware the admission authority will investigate the matter. If it is found that the application used fraudulent or intentionally misleading information to secure a place at a particular school, the admission authority will withdraw the school place offered.

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 know someone who intends to use, or has used, a false address to get a school place, you can report this confidentially to The Admissions Team (please see contact details on page 46).

You do not need to give your name but please provide as much information as possible so that we can investigate the matter fully.

Further information on Hartlepool Borough Council's Protocol for the Assessment of Address Data for School Admissions, can be accessed online.



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

How places are offered

When a school is oversubscribed, published admission criteria are used by the school's admission authority to decide which children to offer places to. The admission criteria for each secondary school in Hartlepool can be found at on pages 17-33. 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.

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 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.

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 can 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 previous years can be viewed here [previous school allocations](#), 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 and consider the priority of that criterion (ie how high up the list of admission criteria 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.

Living in the catchment area of a primary school, attending a nursery attached to the 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 appropriate school to your home address with places still available.

Making a request for admission out of the normal age group

You will need to ask an admission authority to admit your child out of their normal age group if your child needs to transfer to another school.

This applies if your child is moving, or going to move:

- from a nursery to an infant school
- from an infant to a junior school
- from a primary to secondary school
- to a new area and is changing schools

You should make this request alongside an application for a school place.

If applying to secondary school, you will need to ask the admission authority of your preferred schools to agree for your child to be/continue being educated outside of their normal age group.

You should do this before the normal admissions round closes for your child's normal age group. This will be on 31 October of the year your child starts year 5, rather than year 6. This is so you know the outcome of the decision in time to apply for your child's normal age group, should your request be turned down.

In deciding what is best for your child, the admission authority will consider that your child is currently being educated outside of their normal age group.

Complaints

You can complain to the admission authority if you are unhappy with their decision to refuse your request for admission out of the normal age group.

If you remain unhappy once you have exhausted that complaints process, you may be able to complain to:

- the [Department for Education](#) if the school is an academy;
- the [Local Government and Social Care Ombudsman](#) if the school is not an academy.

Appeals

If your request for delayed entry is refused, you have no statutory right to appeal this decision. The statutory admission appeals process does not cover a decision to refuse delayed entry to school.

Allocation day and beyond – for children living in Hartlepool

Allocation information will be sent out on 1st March 2027.

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.

The school allocated is automatically accepted for you.

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 information about waiting lists, applying for an alternative school to the school allocated 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.

The school allocated is automatically accepted for you.

If you have not been offered a place at your most preferred school, this letter will also include information about waiting lists, applying for an alternative school to the school allocated 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 contact the School Admissions Team (page 46). The Admissions Team need to know that places have been declined so that your child's place can be offered to someone else.

If you have not been offered your most preferred school, the acceptance of 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 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 your allocation letter. Your allocation letter will include information relating to the allocations made to oversubscribed schools. We will also include a list of schools which still have places remaining.

Waiting lists

Children will automatically be placed on a waiting list for any unmet higher preferences for Hartlepool Schools.

Your child's position on the waiting list will be prioritised according to the admissions criteria of the school.

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

The Admissions Team manage waiting lists for all Hartlepool Secondary Schools until **31 August 2027** and will continue to do so for Dyke House Sports and Technology College, High Tunstall College of Science, and Manor Community Academy and St Hild's Church of England School until the end of the **Year 7 academic year**. Your child's details will then be removed from the waiting list.

Should you wish your child's details to be placed on the **Year 8 waiting list**, please contact the Admissions Team before the start of the academic year (**1 September**) to submit a new application.

Some academies and foundation schools manage their own waiting lists. Schools are not obliged to maintain waiting lists indefinitely; therefore, please refer to the school's admissions policy for further details. Secondary schools in **Hartlepool** normally only maintain waiting lists for **Years 7, 8 and 9**.

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 to lodge an 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. 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.

Details of how to appeal will be included in your allocation letter. The academy's trust or governing body is the admission authority for secondary schools but some have asked the Local Authority to make the arrangements for their appeals.

Please submit your appeal by the deadline provided in your allocation letter **12th April 2027**.

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.

Reallocating Places

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. If your child cannot be offered a place at your preferred school, we will write out to you advising that your child's details have been placed on the waiting list and of your right of appeal.

Reallocation of places will take place from 19th March 2027.

Consideration during the reallocation of places includes:

- Those who have not been offered any school place because their applications were late;
- Those who have been offered a school place, but who now wish to apply for a place at an alternative school;
- Those who have placed their details on a waiting list.

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

Secondary school admissions for entry into Year 7 in September 2027

If your child's date of birth falls between 1st September 2015 and 31st August 2016, they are due to commence full-time secondary education in September 2027.

Statement on Behalf of all Secondary School Headteachers

All secondary schools in Hartlepool have the shared ambition to provide our children and young people with the highest standard of education to give them the best chance for success in the future. To this end, we all have high standards and expectations of pupils within our schools in relation to attending school daily and on time, being in the correct uniform, showing respect to staff and peers, behaving in an acceptable manner and working hard. These expectations, taken together, give your child the best possible chance to enjoy their school years and achieve good outcomes from their secondary education. Children have the best chance of educational success if they stay at the same school for the duration of their secondary education and so it is important to carefully consider your preference of secondary school. Each secondary school in Hartlepool has its own unique culture, characteristics and experiences to offer your child; we invite you to make your choice of school based on the individual merits of the school and the educational provision it offers for your child. We look forward to working in partnership with all parents and carers to support the secondary education of children and young people in Hartlepool.

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		
<i>* We recommend you check the relevant school's website and/or social media platforms for updates.</i>		
School Name	Date of Open Evening	Times
Dyke House Sports and Technology College	Tuesday 6 th October 2026	4.00 pm – 7.00 pm
English Martyrs Catholic School & Sixth Form College	Tuesday 29 th September 2026	3.30 pm – 6.30 pm
High Tunstall College of Science	Thursday 24 th September 2026	3.30 pm – 7.00 pm
Manor Community Academy	Tuesday 22 nd September 2026	4.00 pm – 7.00 pm
St Hild's Church of England School	Thursday 1 st October 2026	3.30 pm – 6.30 pm

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. For further guidance on the partner primary model, the Admissions Team will be happy to help – contact details can be found on page 46.

The English Martyrs Catholic School and 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 and Technology College
Brougham Primary
Holy Trinity C of E Primary
Jesmond Gardens Primary (see note)
Lynnfield Primary (see note)
St Aidan's C of E Memorial Primary
Stranton Primary
Ward Jackson Church of England Primary

English Martyrs Catholic School & Sixth Form College
Sacred Heart Catholic Primary
St Bega's Catholic Primary
St Cuthbert's Catholic Primary
St John Vianney Catholic Primary
St Joseph's Catholic Primary
St Teresa's Catholic 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 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 Academy

St Hild's Church of England School
Barnard Grove Primary
Clavering Primary
St Helen's Primary
Throston Primary (see note)
West View Primary

Notes:

- Lynnfield Primary will be partnered with both Dyke House Sports and 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 School
- Jesmond Gardens will be partnered with Dyke House Sports and Technology College and, in part, High Tunstall College of Science (certain streets only are partnered with High Tunstall College of Science – see page 26).

Admissions to Catcote School

Catcote School caters for students with profound and multiple learning difficulties (PMLD), severe learning difficulties (SLD), moderate learning difficulties (MLD), those who have autistic spectrum disorder (ASD) and those with social, emotional and mental health needs (SEMH). Admissions are considered by a panel comprising representatives of the Local Authority's Children's and Joint Commissioning Services SEND Team and Catcote School Senior Leadership Team. Children accessing Catcote School must, in all but exceptional cases, have an Education, Health and Care (EHC) Plan.

For further information regarding SEN, please refer to page 44. If you wish to discuss any aspect of SEN further, please contact the SEND Team (contact details can be found on page 46).

Admissions to Dyke House Sports and Technology College

As the admission authority, the Trust Board has overall responsibility for all admissions in Northern Education Trust academies. The trust has the following published number for the academy for the year 2027/2028: 270 for students in Year 7.

Where the number of applications for admission is greater than the published admission number, applications will be considered against the criteria set out below. After the admission of students with

Special Educational Needs where the academy is named on the Education, Health Care Plan, the remaining places will be in accordance with the priority criterion set out below:

1. Students who are in the care of the LA or a child who was previously looked after (including those children who appear to have been in state care outside of England and cease to be in state care as a result of being adopted). Previously looked after children are children who were looked after but ceased to be so because they were adopted, or subject to a child arrangement or special guardianship order;
2. Admission of students whose siblings currently attend the academy and who will continue to do so on the date of admission. Siblings (brothers or sisters) are considered to be those children who live at the same address and either:
 - Have one or both natural parents in common
 - Are related by a parent's marriage
 - Are adopted or are fostered
 - Their parents are married/co-habiting and children permanently live together in the same household, including step-siblings
 - Are children of the same household who permanently live at the same address
3. Students who have social or medical reasons for being admitted to the academy which would, should the child not be admitted, cause him or her to be seriously disadvantaged or put their personal safety at risk. For each case the academy will need proof from an independent person such as a medical specialist who has been involved with the child over a period of time, a social worker, an attendance officer or another professional. The academy will not offer places within this category, based on a child's ability or intelligence;
4. Children who attend a Partner Primary School linked to the academy. The partner primary schools for 2027/28 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. Children of staff in either or both of the following circumstances:
 - (i) Where the member of staff has been employed by the trust for two or more years at the time at which the application for admission to the academy is made; and/or
 - (ii) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
6. Those children who live closest to the academy as determined by a straight line distance measurement; from the address point for the child's normal address* to the address point of the academy, using the Local Authority's computerised measuring system, with those living closer to the academy receiving the higher priority.

**Normal address: Where parents live at separate addresses and have joint custody, the address used will be the one where the child spends the main part of the school week i.e. Sunday night to Thursday night*

inclusive. Child care arrangements involving relatives' addresses do not qualify as normal family addresses for this purpose unless there is a court Residence Order in place. The qualification date is the closing date for applications under the coordinated admissions scheme. Where families change normal address after the closing date but before the allocation process has finished, this can be considered under the LA's co-ordinated scheme.

Tie-breaker

If more children qualify under a particular criterion than there are places available, priority within that criterion will be given to those children who live closest to the academy (as described within criteria 6). Should it not be possible to separate two or more applications, for example two applicants who live at an equal distance from the academy, the Local Authority's computerised system will use random selection.

Twins or children of multiple birth

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).

Right of Appeal

Parents will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of the academy. The Appeal Panel will be independent of the academy and administered by the LA. The arrangements for appeals will be in line with the School Admission Appeal Code 2022. The determination of the appeal panel will be made in accordance with the Schools Admissions Appeals Code and is binding on all parties. Guidance will be available for parents about how the appeals process will work and provide parents with a named independent contact who can answer any enquiries parents may have about the process.

Waiting Lists

Where in any year more applications for places are received than they are available, a waiting list will operate for each year group for one academic year during which time it will be the responsibility of the applicant's parent/carer to inform the academy (via the LA) of their wish for their child to remain on the shortlist.

After one year the applicant's name will be removed from this waiting list unless the LA has heard from the parent. This waiting list will be maintained by the LA on behalf of the academy and it will be open to any parent to ask for his or her child's name to be placed on the waiting list following an unsuccessful application.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out above. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

The academy will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry. The academy may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged.

The academy may refuse admission for an in-year applicant for a year group that isn't the normal point of entry, only in such a case that the academy has good reason to believe that the child may display challenging behaviour that may adversely affect the provision the academy can offer. In this case, the academy will refer these students to the Fair Access Protocol. The academy will not refuse admission on these grounds to looked after children, previously looked after children and children with EHC plans listing the academy.

Requests for admission outside the normal age group

If a student's parent wishes to apply for their child to be admitted outside of their normal age group they must complete this in writing to the Principal which will be considered in line with the school admissions code, the academies delayed and deferred admissions policy and the best interest of the child. The outcome will be sent in writing, and parents will only have the right to appeal if their child was refused a place at the school but not if they are refused a place in their preferred year group and not their chronological year group.

In-Year Applications

Parents can apply for a place for their child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHC plans name the academy will be admitted.

Likewise, if there are spaces available in the year group applied for, the child will be offered a place.

If there are no spaces available at the time of the application, the child's name will be added to a waiting list for the relevant year group. When a space becomes available, it will be filled by one of the children on the waiting list in accordance with the oversubscription criteria. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Applications for in-year admissions should be sent to the following address: Local Authority's School Admissions Team, Hartlepool Borough Council, Centre of Excellence for Teaching and Learning, Brierton Lane, Hartlepool, TS25 4AF, on 01429 284368 or by email at admissionsteam@hartlepool.gov.uk

Parents will be notified of the outcome of in-year application in writing within 15 school days. Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the academy but it is not in their preferred age group.

Fair Access Protocol

The academy will take part in the Admissions Forum set up by the LA and will have regard to its advice; and will participate in the co-ordinated admission arrangements operated by the LA and the local in-year fair access protocol. The fair access protocol will take precedence over existing waiting lists. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible.

The above information has been taken from the Admissions Policy 2027/28 for Dyke House Academy and **should be read in conjunction with the whole Policy** which can be viewed on the website: [Admission arrangements - Dyke House Academy](#)

Admissions to English Martyrs Catholic School and Sixth Form College

The English Martyrs Catholic School and Sixth Form College was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its academy company 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 Our Lord Jesus Christ.

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 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.

Bishop Hogarth Catholic Education Trust is the admission authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round excluding admission to year 12. The admission authority has set the school's Published Admission Number ("PAN") at 250 pupils to year 7 in the school year which begins in September 2027.

The admission authority will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's PAN.

Catholic Feeder Primary Schools

- Sacred Heart, Hartlepool
- St Bega's, Hartlepool
- St Cuthbert's, Hartlepool
- St John Vianney's, Hartlepool
- St Joseph's, Hartlepool
- St Teresa's, Hartlepool

Pupils with an Education, Health and Care Plan (see note 1)

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

Oversubscription Criteria

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

1. Catholic looked after and previously looked after children. (see notes 2&3)
2. Catholic children who attend a Catholic feeder primary school. (see note 3)
3. Other catholic children. (see note 3)
4. Other looked after and previously looked after children. (see note 2)
5. Catechumens and members of an Eastern Christian Church. (see notes 4&5)
6. Other children who attend a Catholic feeder primary school. (see note 12&13)
7. Children of a member of school staff (see note 6) who has been employed at the school for two or more years at the time at which application for admissions to the school is made.
8. Children of other Christian denominations and children of other faiths whose membership is evidenced by a minister of religion or other religious leader. (see note 7&8)
9. Children of other faiths whose membership is evidenced by a minister or faith leader (see note 8).
10. Any other children.

Within each of the categories listed above, the following provisions will be applied in the following order.

- (i) *Where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the application will be placed at the top of the category in which the application is made (see note 11).*
- (ii) *The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (i) above (see note 9).*

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.

Application Procedures and Timetable

To apply for a place at this school in the normal admission round, you must complete a Common Application Form, excluding admission to year 12, available from the local authority in which you live.

If you are 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 admissions authority following the closing date for applications. This information must have been correct at the date of closing for applications. If you do not provide the supplemental evidence, this may affect your child's chance of being offered a place.

You will be advised of the outcome of your application on **1 March 2027** or the next working day, by the local authority on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is **31 October 2026**.

Late Applications

Late applications will be administered in accordance with your home Local Authority Secondary Co-ordinated Admissions Scheme. You are encouraged to ensure that your 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 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 head teacher of the school at the same time as the admission application is made. The admission authority 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 head teacher, including the head teacher's statutory responsibility for the internal organisation, management and control of the school, the admission authority will take into account the views of the parents and of appropriate medical and education professionals, as appropriate.

Waiting Lists

In addition to their right of appeal, unsuccessful children 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 above 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 in 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. Applications should be made by contacting the local authority admission team at School Admissions Team, Hartlepool Borough Council, Centre of Excellence for Teaching and Learning, Brierton Lane, Hartlepool, TS25 4AF, on 01429 284368 or by email at admissionsteam@hartlepool.gov.uk www.ems.bhcet.org.uk

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, 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). The parent has the right of appeal to an independent appeal panel.

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 admission authority is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The admission authority has this power even where admitting the child would mean exceeding the PAN.

False evidence

The admission authority reserves the right to withdraw the offer of a place or, where the child is already attending the school the place itself, where it is satisfied that the offer or the place was obtained by deception.

Notes (these notes form part of the oversubscription criteria)

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.
2. A 'looked after child' has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making an application to the school. A 'previously looked after child' is a child who was looked after but ceased to be so because he or she was adopted, or became subject to a child arrangements order, or special guardianship order. Included in this definition are those children who appear (to the admission authority) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.
3. 'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child living with a family where at least one of the parents is Catholic. For a child to be treated as Catholic, evidence of baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the laws of the Church.
4. 'catechumen' means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.
5. 'Eastern Christian Church' includes Orthodox Churches and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.
6. A member of staff includes all school staff who are under the direct employment of the Directors of Bishop Hogarth Catholic Education Trust and who work at English Martyrs Catholic School and Sixth Form College.

7. “children of other Christian denominations” means children who belong to other churches and ecclesial communities which, acknowledge God’s revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God’s will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is His body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above. All members of Churches Together in England and CYTÛN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.
8. “children of other faiths” means children who are members of a religious community that does not fall within the definition of ‘other Christian denominations’ at 7 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:
- A religion which involves belief in more than one God, and
 - A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

9. brother or sister’ includes:
- (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and
 - (ii) the child of a parent’s partner where that child for whom the school place is sought lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.
10. A ‘parent’ means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.
11. To demonstrate an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the admission authority will require compelling written evidence from an appropriate professional, such as a social worker, doctor or priest.
12. A child’s “home address” refers to the address where the child usually lives with a parent or carer and will be the address provided in the Common Application Form (“CAF”). Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.
13. Catholic Feeder Primary Schools
- Sacred Heart, Hartlepool
 - St Bega’s, Hartlepool
 - St Cuthbert’s, Hartlepool
 - St John Vianney’s, Hartlepool
 - St Joseph’s, Hartlepool
 - St Teresa’s, Hartlepool
14. Children who are not Catholic attending a Catholic feeder primary school.

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 270 students to Year 7 in September 2027.

In the first instance, places will be awarded to those students with an Education, Health and Care Plan where High Tunstall is named as the most appropriate educational setting.

In the event of the College being oversubscribed in 2027/28, the remaining places will be in accordance with the following priority criteria which have been agreed by the Governing Body

1. Those students who are looked after children and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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) immediately following having been looked after;
2. Admission of students whose siblings currently attend the College and who will continue to do so and will be attending the College in September 2027; Siblings (brothers or sisters) are considered to be those children who live at the same address and either:
 - a) Have one or both natural parents in common ^{*1}
 - b) Are related by a parent's marriage ^{*1}
 - c) Are adopted or are fostered
 - d) Their parents are married/co-habiting and children permanently live together in the same household, including step-siblings
 - e) Are children of the same household who permanently live at the same address.

^{*1} Note: This includes siblings who live at different addresses under an agreed permanent arrangement between the parents as defined by the LA.
3. Those children who attend Eldon Grove Academy, St Peter's Elwick C of E Primary School, Hart Primary School, Jesmond Gardens Primary School (see notes), Lynnfield Primary School (see notes), Rift House Primary School, Throston Primary School (see notes) 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;
4. Children of staff^{*2} in either or both of the following circumstances:
 - a) Where the member of staff has been employed by the College for two or more years at the time at which the application for admission to the College is made; and/or
 - b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

^{*2} Note: Staff are direct college employees with a permanent contract.
5. 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;

6. Those children who live closest to the College as determined by a 'straight line' distance measurement; from the address point of the child's home to the address point of the College, using the Local Authority's computerised measuring system, with those living closer to the college receiving the higher priority. The address points are linked to the Local Land and Property Gazetteer.

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 parents are not successful in obtaining a place for their child at High Tunstall College of Science they have a statutory right of appeal. Full information on the appeals procedure is available from the Local Authority's School Admissions Team on Telephone 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 523768. 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 page 39 for definitions in relation to the above admissions criteria.

Additional Notes on Identified Partner Primary Schools

Notes:

- Lynnfield Primary School will be partnered with both Dyke House Sports and Technology College and High Tunstall College of Science.
- Throston Primary School will be partnered with both St Hild's Church of England School and High Tunstall College of Science.
- Jesmond Gardens Primary School will be partnered with Dyke House Sports and 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 Addresses 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	Weldeck Gardens
Byron Street	Hart Avenue	Serpentine Road (odd numbers 1-35)	Weldeck Road
Cobden Street	Hart Lane (odd numbers 117-225a, even numbers 78-136, Low Throston House)		
Cundall Road		South Drive	Wooler Road (odd numbers 1-27)
Duke Street (even numbers 2-44)		Stephen Street	
		Suggitt Street	Oval Grange Cottages
Elm Grove	Mulgrave Road (even numbers 4-38)	The Crescent	Zetland Road
Elmwood Place		Thornhill Gardens (odd numbers 1-83)	
Elmwood Road	Netherby Gate		

Admissions to Manor Community Academy

As the admission authority, the Trust Board has overall responsibility for all admissions in Northern Education Trust academies. The trust has the following published number for the academy for the year 2027/2028: 250 for students in Year 7.

Where the number of applications for admission is greater than the published admission number, applications will be considered against the criteria set out below. After the admission of students with Special Educational Needs where the academy is named on the Education, Health Care Plan, the criteria will be applied in the order in which they are set out below:

1. Students who are in the care of the LA or a child who was previously looked after (including those children who appear to have been in state care outside of England and cease to be in state care as a result of being adopted). Previously looked after children are children who were looked after but ceased to be so because they were adopted, or subject to a child arrangement or special guardianship order;
2. Admission of students whose siblings currently attend the academy and who will continue to do so on the date of admission. Siblings (brothers or sisters) are considered to be those children who live at the same address and either:
 - Have one or both natural parents in common;
 - Are related by a parent's marriage;
 - Are adopted or are fostered;
 - Their parents are married/co-habiting and children permanently live together in the same household, including step-siblings;
 - Are children of the same household who permanently live at the same address.
3. Students who have social or medical reasons for being admitted to the academy which would, should the child not be admitted, cause him or her to be seriously disadvantaged or put their personal safety at risk. For each case the academy will need proof from an independent person such as a medical specialist who has been involved with the child over a period of time, a social worker, an attendance officer or another professional. The academy will not offer places within this category, based on a child's ability or intelligence;
4. Children who attend a Partner Primary School linked to the academy. The partner primary schools for 2027/28 admissions are: Fens, Eskdale, Grange, Greatham, Golden Flatts, Rossmere and Kingsley 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. Children of staff in either or both of the following circumstances:
 - (i) Where the member of staff has been employed by the trust for two or more years at the time at which the application for admission to the academy is made; and/or
 - (ii) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage
6. Those children who live closest to the academy as determined by a straight line distance measurement; from the address point for the child's normal address* to the address point of the academy, using the Local Authority's computerised measuring system, with those living closer to the academy receiving the higher priority.

**Normal address: Where parents live at separate addresses and have joint custody, the address used will be the one where the child spends the main part of the school week i.e. Sunday night to Thursday night inclusive. Child care arrangements involving relatives' addresses do not qualify as normal family addresses for this purpose unless there is a court Residence Order in place. The qualification date is the closing date for applications under the coordinated admissions scheme. Where families change normal address after*

the closing date but before the allocation process has finished, this can be considered under the LA's co-ordinated scheme.

Tie-breaker

If more children qualify under a particular criterion than there are places available, priority within that criterion will be given to those children who live closest to the academy (as described within criteria 6). Should it not be possible to separate two or more applications, for example two applicants who live at an equal distance from the academy, the Local Authority's computerised system will use random selection.

Twins or children of multiple birth

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).

Right of Appeal

Parents will have the right of appeal to an independent Appeal Panel if they are dissatisfied with an admission decision of the academy. The Appeal Panel will be independent of the academy and administered by the LA. The arrangements for appeal will be in line with the School Admission Appeal Code 2022. The determination of the appeal panel will be made in accordance with the Schools Admission Appeals Code and is binding on all parties. Guidance will be available for parents about how the appeals process will work and provide parents with a named independent contact who can answer any enquiries parents may have about the process.

Operation of Waiting Lists

Where in any year more applications for places are received than they are available, a waiting list will operate for each year group for one academic year during which time it will be the responsibility of the applicant's parent/carer to inform the academy (via the LA) of their wish for their child to remain on the shortlist.

After one year the applicant's name will be removed from this waiting list unless the LA has heard from the parent. This waiting list will be maintained by the LA on behalf of the academy and it will be open to any parent to ask for his or her child's name to be placed on the waiting list following an unsuccessful application.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out above. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

The academy will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry. The academy may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged.

The academy may refuse admission for an in-year applicant for a year group that isn't the normal point of entry, only in such a case that the academy has good reason to believe that the child may display challenging behaviour that may adversely affect the provision the academy can offer. In this case, the academy will refer these students to the Fair Access Protocol. The academy will not refuse admission on these grounds to looked after children, previously looked after children and children with EHC plans listing the academy.

Admission of Children outside their Normal Age Group

If a student's parent wishes to apply for their child to be admitted outside of their normal age group they must complete this in writing to the Principal which will be considered in line with the school admissions code, the academies delayed and deferred admissions policy and the best interest of the child. The outcome will be sent in writing and parents will only have the right to appeal if their child was refused a place at the school but not if they are refused a place in their preferred year group and not their chronological year group.

In-Year Applications

Parents can apply for a place for their child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHC plans name the academy will be admitted.

Likewise, if there are spaces available in the year group applied for, the child will be offered a place.

If there are no spaces available at the time of the application, the child's name will be added to a waiting list for the relevant year group. When a space becomes available, it will be filled by one of the children on the waiting list in accordance with the oversubscription criteria. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Applications for in-year admissions should be sent to the following address: Local Authority's School Admissions Team, Hartlepool Borough Council, Centre of Excellence for Teaching and Learning, Brierton Lane, Hartlepool, TS25 4AF, on 01429 284368 or by email at admissionsteam@hartlepool.gov.uk

Parents will be notified of the outcome of in-year application in writing within 15 school days. Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the academy but it is not in their preferred age group.

The above information has been taken from the Admissions Policy 2027/28 for Manor Community Academy and **should be read in conjunction with the whole Policy** which can be viewed on the website:

[Admission arrangements - Manor Community Academy](#)

Admissions to St Hild's Church of England School

Purpose

NEAT Academy Trust (NEAT) is the admissions authority for all schools within the trust. We welcome pupils from a diverse range of backgrounds. St Hild's is a Church of England school: the Church's vision for education is deeply Christian, with Jesus' promise of 'life in all its fullness' at its heart and is for the common good of the whole community. St Hild's welcomes pupils of different faiths and those of no faith.

The purpose of this policy is to set the arrangements about how children will be admitted to St Hild's Church of England School, including the criteria that will be applied if there are more applications than places at the school. The Trust's Board of Directors has made every effort to ensure these arrangements comply with the School Admissions Code 2021 and all relevant legislation.

Any objections to the admissions arrangements should be submitted to the Office of the Schools Adjudicator.

Scope

This policy sets out the arrangements for normal round admissions to Year 7 and in-year admissions from Year 7 to Year 11 that come within the statutory guidance in the School Admissions Code 2021.

Roles and responsibilities

- **NEAT Academy Trust Board of Directors:** The Board is responsible for approving the admissions policies for the schools within the trust and undertaking any public consultation required including when changes are proposed. It is also responsible for establishing an independent appeals panel to hear any appeals. The Board delegates day-to-day decision-making about admissions to a committee with responsibility for admissions or the headteacher, as set out in the relevant Scheme of Delegation.
- **Hartlepool Borough Council:** The local authority is required to have a scheme in place each year for co-ordinating admission arrangements for maintained schools and academies within their area.

Published Admission Number (PAN)

The number of places available in Year 7 in 2027-28 is 155.

How and when to apply for places

All applications for school places as part of the normal admissions round in Year 7 must be made through the local authority the applicant lives in (pays council tax to). Applications for Year 7 transfer places (the entry year for the school) for September 2027 must be submitted **by midnight on 31 October 2026**. Applications received after the closing date will be classed as late and processed after all of the applications received on time.

Applications for school places in other year groups or after the start of the school year, known as in-year admissions, can be submitted at any time. Applications for in-year admissions must be made via the School Admissions Team at Hartlepool Borough Council.

How places will be allocated

All children whose Education, Health and Care Plan (EHCP) names the school will be admitted.

If there are enough places at the school then all applicants will be offered a place.

If more applications are received than the number of places available, the following oversubscription criteria will be used in the order set out below to decide which children will be allocated places. Priority within each category will be based on the distance from the school, with priority for admission given to children living nearest to the school as measured in a straight line:

1. Children who are currently looked after by a local authority in England, children who were previously looked after by a local authority in England or who appear to have been in state care outside of England, and immediately afterwards became subject to an adoption order, child arrangements order or special guardianship order;
2. Children with a sibling who will be on roll at the school on the date the child will be admitted in September 2027. Sibling can be a brother or sister, half-brother or half-sister, adopted brother or sister, stepbrother or stepsister, or the child of the parent/carer's partner, as long as the children live at the same address;
3. Children who attend St Hild's identified partner primary schools: Barnard Grove, Clavering, St Helen's, Throston, West View;
4. Children with an exceptional medical reason that means they can only attend the specific school (for example, where the child or one or both parents has a disability that means that the child can only attend this school). Strong supporting evidence must be provided from a healthcare professional who is independent of both the family and the school. The evidence must relate specifically to this school and must clearly demonstrate why it is the only school that can meet the child's needs.
5. Other children by distance from the school, with priority for admission given to children living nearest to the school as measured in a straight line distance from a single fixed central point at the school to a

point in the centre of the home address of the child, using the Local Land and Property Gazetteer and British National Grid Easting and Northing co-ordinates.

Tiebreak:

- In the event that more than one child has an equal right to an available place once the above has been applied, the place will be offered based on random allocation. This process will be independently verified by the local authority.

Additional notes:

- In cases where there is one place available, and the next child on the list is a twin, triplet, etc, the school will admit both twins (and all the children in the case of other multiple births) even if this means exceeding the agreed admission number for Year 7 or the number of places in other year groups.
- Parents who share responsibility for the care of their child are expected to reach agreement to a school placement between them. If conflicting applications are received by the local authority or their admissions team is made aware of a dispute between parents, all applications will be placed on hold and will not be processed until written agreement is provided from both parents or a Court Order is obtained confirming which application has priority.
- When stating your choice of school, you must give the child's permanent address at the time of application. The address of childminders or other family members who may share in the care of your child must not be quoted as the home address.
- If the child lives at more than one address Monday to Friday (for example, due to a separation), the child's address should be the address where the child lives most of the time. Only one address can be used. If the child lives at two addresses, the local authority will decide which address to use based on child benefit, child tax credit, Court Orders and/or GP registration.
- The school may ask to inspect evidence of the address listed on the application in the form of a recent bill e.g. the most recent council tax bill, a utility bill that is no more than three months old, a current TV licence, buildings and contents insurance, mortgage statement or rent book which shows the address concerned. Parents who are unable to provide this evidence should contact the school to discuss what evidence might be acceptable. The school may seek further evidence if there is any doubt that the parent and child are not living at the address given on the application form.
- Parents have two weeks to respond to an offer of a school place. If an acceptance is not received it may be assumed that a place is no longer required and the offer may be withdrawn.

Waiting Lists

Waiting lists will be ranked using the oversubscription criteria above regardless of the date the application was received. Each added child will require the list to be ranked again in line with the published oversubscription criteria.

For applications for Year 7 places, waiting lists will be kept until 31 December 2027 and will then be cleared. No waiting list will be held by an individual school or the local authority after this date.

Admission of children outside their normal age group

Parents may request that their child is admitted outside their normal age group if they feel their child is not ready to be admitted with their peers, for example because the child has suffered ill health or has previously been educated outside of their normal age group.

Requests must be submitted in writing to the Headteacher and include any supporting evidence from relevant professionals.

Requests must be submitted **before** the closing date for applications in the child's normal age group in good time for the request to be considered and inform the parent of the outcome before the closing date for the normal age group. In other words, for children due to start Year 7 in September 2027 where the parent wishes the child to delay admission until 2028, requests must be submitted well before 31 October 2026.

Decisions will be made based on the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

A parent's right to appeal set out below does not apply if they are offered a place at the school but it is not in their preferred age group.

Appeals

Parents who are refused a place for their child have a statutory right of appeal to an independent appeals panel.

Appeals relating to Year 7 transfer places should be submitted by 12 April 2027 to ensure they will be heard before the end of July 2027.

Hartlepool Borough Council's Admissions Team can provide more information about the school place appeals process:

- Secondary school admissions - 01429 523768
- In year school admissions - 01429 284368

Information is also available at [Appeal for a school place | Hartlepool Borough Council](#)

The trust will establish an independent appeals panel to hear the appeal. The panel will decide whether to uphold or dismiss the appeal. Where a panel upholds the appeal the school is required to admit the child.

Definitions

Parent is defined in section 576 of the Education Act 1996 as including any person who is not a parent (from which can be inferred 'biological parent') but who has parental responsibility, or who has care of the child.

A **Looked After Child** is a child who is in the care of a local authority in England, or is being provided with accommodation by a local authority in England in the exercise of their social services functions, in accordance with section 22 of the Children Act 1989, at the time the application for admission to school is made and whom the local authority has confirmed will still be looked after at the date of admission.

An **Adoption Order** is an order made under Section 12 of the Adoption Act 1976 or Section 46 of the Adoption and Children Act 2002.

A **Child Arrangements Order** (previously known as a **Residence Order**) is an order made under Section 8 of the Children Act 1989, as amended by Section 14 of the Children Act 2014, outlining the arrangements as to the person with whom the child will live.

A **Special Guardianship Order** is an order made under Section 14A of the Children Act 1989 appointing one or more individuals to be a child's special guardian or guardians.

A child is regarded as having been in **state care in a place outside of England** if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

Atypical admissions

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

We will write to parents of Year 9 pupils to advise about other opportunities for education starting the following academic year(s) which are available in the local area:

- **University Technical Colleges (UTCs)** are set up by universities and businesses and specialise in one or two technical subjects. They were established by the government to encourage young people to study technical subjects and sciences, and to give them the opportunity to learn the skills that employers are looking for. They offer GCSEs alongside technical qualifications at Key Stage 4 and A Levels alongside technical qualifications at Key Stage 5.
- **Studio Schools** offer a range of academic and vocational qualifications, often taught through project-based learning, alongside work experience. Students work with local employers and follow a curriculum designed to give them skills and qualifications they need in work, or to take up further education.

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

Please see below further details of the schools within a reasonable travelling distance, which you may wish to consider as an option for your child from September. You should also look at the Key Stage 4 curriculum at your child's current school, to help you to decide what the best option is for the next two years of your child's education.

If you decide that you would like to apply for a place at any of these schools for your child, you will need apply direct to them - details are on their website. Please see contact details on page 46.

To help inform your decision on whether the provision offered is the right choice for your child, you may wish to speak to the current school's Careers Leader to discuss options and opportunities for progression. You may also wish to supplement this by making use of the National Careers Service, which offers impartial advice and guidance on careers, skills and the labour market for anyone aged 13+. Careers information, advice and guidance is crucial to help people to develop the skills and experience that they need to achieve a fulfilling and rewarding career. The website <https://nationalcareers.service.gov.uk/careers-advice> includes a wealth of information about different careers and learning options, as well as details on how to speak to an adviser via web chat and the helpline

Atypical School	Information supplied by UTC Establishment for Admission into Y10 in September 2027
University Technology College (UTC) South Durham Contact Details: Address: Long Tens Way, Aycliffe Business Park, Newton Aycliffe, Co Durham, DL5 6AP Tel: 01325 430250	We are writing with an opportunity for your child to study their GCSEs at UTC South Durham to help kick-start their career within Science, Technology, Engineering and Maths (STEM). UTC South Durham is a specialist school and Sixth Form focusing on science, technology, engineering and maths (STEM) for 14 -19 year olds. It attracts students from across the North East and is popular with young people from Hartlepool and surrounding areas. The focus is on gaining GCSE, A Level or T Level qualifications and developing skills that employers are looking for. We welcome applications from students who are currently in Year 9 ready for the next step into their GCSE's starting September 2027 in Year 10.

Website: www.utcsouthdurham.org	UTC's were established by the government to encourage young people to study technical subjects and sciences. UTC South Durham is on the Aycliffe Business Park and was founded by the University of Sunderland, Hitachi Rail and Gestamp Tallent. The UTC was Ofsted rated 'Good' across all areas in March 2024, recognising the quality of delivery as a school, as well as the technical and employment strengths. In a recent Parent View survey, 96% of parents said they would recommend the UTC. This has meant we are officially the happiest school in County Durham and have also been named one of the best for the exemplary behaviour of our students! Destinations of students continue to be outstanding. Of 18 year old leavers, all who wanted to go to university did so, all to their first choice and all to study STEM subjects. Many of our students succeeded in gaining paid apprenticeships with local employers – six times the national average for the age group. Our Student Leaver Profile represents what we want for our students. It was created by our wider community of staff, students, parents, business and community partners. Each student will have the opportunity to develop their academic and technical knowledge as well as professional career experiences and core skills. At the UTC, students' personal, professional and technical development is just as important as the grades they achieve. Our Year 10 and 11 programme of technical subjects, including a choice of three different types of Engineering, along with the core GCSE subjects of English Language and Literature, Maths, Sciences and a range of option GCSE's is an offer that inspires and excites students interested in STEM. Students visit companies and undertake projects led by local businesses and access work experience. Most students continue to the UTC's Sixth Form to study further technical subjects before progressing to apprenticeships or university. The UTC operates a full working week. The 30 hours of education a week is more than most schools and allows a full set of GCSE subjects as well as technical learning and workplace experiences. A strong interest in STEM subjects and a good work ethic are essential. UTC South Durham is very well served by public bus and train as well as the UTC's own minibuses. There are 150 places available for September 2027 in Year 10 and 150 for Sixth Form. Applications are made directly to the UTC can be completed on line from the 1st September at www.utcsouthdurham.org Information about admissions is also available on the website. Open events for families are on Thursday 8th October 2026 and Thursday 19th November 2026 from 4.30pm to 7.30pm and can be booked through our website www.utcsouthdurham.org
North East Futures UTC Contact Details: Address: Stephenson Square, Stephenson Quarter, Newcastle Upon Tyne NE1 3AS Tel: 0191 917 9888 Website: www.nef.tynecoast.academy	Students aged 14-19 can gain real-world experience and qualifications at our Digital and Health school in Newcastle. Work with employer experts, use state-of-the-art facilities, and launch your dream career. For further information and details, please contact the UTC direct.

Post-16 Education

Details of establishments which offer full-time education for children over the age of 16 can be found on page 45.

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

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

Please contact sixth form 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 Passenger Transport Services on 01429 401969.

Sixth form Admissions Policy for English Martyrs Catholic School and 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. Whenever there are more applications than places available, priority will always be given to Catholic students in accordance with the oversubscription criteria listed below. The school is conducted by its academy company 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 Our Lord Jesus Christ.

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 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 these admission arrangements.

Bishop Hogarth Catholic Education Trust is the admission authority and has responsibility for admissions to this school.

The admission authority will, where logistically possible, admit twins and all siblings from multiple births where one of the students is the last student ranked within the school's PAN.

Admission to the Sixth Form

The admissions authority has set its published admission number (PAN) at **200** pupils to year 12 in the school year which begins in September 2027.

Both internal and external pupils wishing to enter the sixth form will be expected to have met the same minimum academic entry requirements for the sixth form.

In addition to the sixth form's minimum academic entry requirements pupils will need to satisfy minimum entrance requirements to the courses for which they are applying. If either internal or external applicants fail to meet the minimum course requirements, they will be given the option of pursuing any alternative courses for which they do meet the minimum academic requirements. Course requirements are published annually in the school's prospectus and on its website.

When year 12 is undersubscribed, all applicants meeting the minimum academic entry requirements will be admitted or permitted to progress.

When there are more external applicants that satisfy any academic entry requirements, priority will be given in accordance with the oversubscription criteria set out below.

Where there is a space in year 13 i.e. where there are fewer than **200** pupils in the year group, the school will admit additional pupils up to this number using the oversubscription criteria set out below.

Entry requirements

Both internal and external pupils wishing to enter the sixth form will be expected to have met the same minimum academic entry requirements for the sixth form.

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 Level 4 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 Level 9-4 or equivalent and fulfils specific subject requirements, as outlined in the prospectus supplied by the college.

In addition to the sixth form's minimum academic entry requirements pupils will need to satisfy minimum entrance requirements to the courses for which they are applying. If either internal or external applicants fail to meet the minimum course requirements, they will be given the option of pursuing any alternative courses for which they do meet the minimum academic requirements.

Course requirements are published annually in the school's prospectus and on its website.

When year 12 is undersubscribed, all applicants meeting the minimum academic entry requirements will be admitted or permitted to progress.

When there are more external applicants that satisfy any academic entry requirements, priority will be given in accordance with the oversubscription criteria set out below.

Pupils with an Education, Health and Care Plan (see note 1)

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Students with an Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other students.

Oversubscription Criteria (for external applicants)

At any time where there are more applications for places than the number of places available, places will be offered according to the following order of priority:

1. Catholic looked after and previously looked after students. (see notes 2&3)
2. Other Catholic students. (see note 3)
3. Other looked after and previously looked after students. (see note 2)
4. Catechumens and members of an Eastern Christian Church. (see notes 4&5)
5. Students of other Christian denominations whose membership is evidenced by a minister of religion. (see note 6)
6. Students of other faiths whose membership is evidenced by a religious leader. (see note 7)
7. Any other students.

Within each of the categories listed above, the following provisions will be applied in the following order.

- (i) Where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the student which can be most appropriately met at this school, the application will be placed at the top of the category in which the application is made. (see note 10)
- (ii) The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after students in (i) above. (see note 8)

Tie Break

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.

Application Procedures and Timetable

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.

If you are 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 admissions authority following the closing date for applications. This information must have been correct at the date of closing for applications. If you do not provide the supplemental evidence, this may affect your child's chance of being offered a place.

False evidence

The admission authority reserves the right to withdraw the offer of a place or, where the student is already attending the school the place itself, where it is satisfied that the offer or the place was obtained by deception.

Notes (these form part of the oversubscription criteria)

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.
2. A 'looked after student' has the same meaning as in section 22(1) of the Children Act 1989, and means any student who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. students with foster parents) at the time of making an application to the school.
3. A 'previously looked after student' is a student who was looked after, but ceased to be so because he or she was adopted, or became subject to a student arrangements order, or special guardianship order. Included in this definition are those students who appear (to the admission authority) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.
4. 'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after student living with a family where at least one of the parents is Catholic.

For a student to be treated as Catholic, evidence of baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the laws of the Church.

5. 'catechumen' means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.
6. 'Eastern Christian Church' includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.
7. "students of other Christian denominations" means students who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is His body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above. All members of Churches Together in England and CYTŪN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.
8. "students of other faiths" means students who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 7 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:
 - A religion which involves belief in more than one God, and
 - A religion which does not involve belief in a God.Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.
9. 'brother or sister' includes:
 - (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and
 - (ii) the student of a parent's partner where that student for whom the school place is sought lives for at least part of the week in the same family unit at the same home address as the student who is the subject of the application.
10. A 'parent' means all natural parents, any person who is not a parent but has parental responsibility for a student, and any person who has care of a student.
11. To demonstrate an exceptional social, medical or pastoral need of the student which can be most appropriately met at this school, the admission authority will require compelling written evidence from an appropriate professional, such as a social worker, doctor or priest.
12. A student's "home address" refers to the address where the student usually lives with a parent or carer, and will be the address provided in the Common Application Form ("CAF"). Where parents have shared responsibility for a student, and the student lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the student resides at that address for any part of the school week.

Definitions in relation to admission criteria

The following terms used throughout the 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 (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) at the time of making an application to a school. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society. This includes children who were adopted under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

Previously Looked After Child – A 'previously looked after child' is a child who was looked after, but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order);

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 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 schools and academies 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 measurement from the address point of the child's home address to the 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 admissions (transfer outside the normal year of entry)

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 (the usual time is the move from nursery to primary school and primary to secondary school). These transfers usually take place during the academic year which is why they are referred to as In Year Admissions.

Important information to consider before making an In Year application

School moves can be extremely disruptive to a child's education. Before applying for a transfer you must discuss your intentions with your child's current Headteacher, it is important you attempt to resolve any issues by working with the school first. The current school cannot ask you to withdraw your child from school or remove your child from the school roll without your permission. Each school teaches the National Curriculum in different ways, it is important to consider how your child will adjust to different ways of learning. The new school may not be able to offer the same subjects, or examination boards and your child's place may be re-filled from a waiting list once they move to a new school, which means returning to the original school would be unlikely. You may need to buy a new uniform, including PE kit. If you choose to have your children attend different schools, transporting your children at the required times may be difficult and schools can have different holidays/professional development days. Transport assistance is unlikely when a change in school is parental choice. You may need to consider extra costs that could be incurred travelling to a new school. Relationships within school with friends and teachers are important. You will need to consider how your child may adjust to building new relationships, ensuring their learning does not suffer.

How can I make an In Year application?

If, after speaking to the Headteacher at your child's current school, you are still interested in pursuing an alternative school, please complete an In Year school admission form. The In Year application can be made online at www.hartlepool.gov.uk/schooladmissions.

Paper forms (known as a MAF) are available by contacting the Admissions Team. Contact details can be found on page 46.

Who can make an In Year application?

Only the person with parental responsibility can make the application. We may require evidence of this. If more than one person has parental responsibility, please ensure that the other person is also in agreement with the proposed school move.

When will I hear about my child's application?

Transfers usually take 2-3 school weeks to organise, although during busy periods and school holidays this may be longer. You will receive the outcome of your request, in writing, within 10-15 school days. If a place is available at the requested school, the new school will make contact with parents to arrange admission. If you have not heard from us, or the school, within that time and wish to find out the progress of your

application, please contact the Admissions Team on 01429 284368. Your application may be delayed if you do not provide 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. As vacancies are filled regularly, any information you receive regarding availability is only valid at the time of enquiry. If a school has a vacancy when you enquire, you may not be offered that place if the vacancy is filled by an earlier applicant, or the school has a waiting list in operation. To check availability, please visit the following website [Secondary Vacancies](#)

How many schools can I apply for?

Parents can express up to three preferences.

What happens if I cannot be offered a place at the 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.

Transport

Hartlepool covers a relatively small geographical area, meaning that many pupils live within close proximity of their nearest school and therefore do not require transport arrangements. However, the Authority has a duty to provide suitable travel arrangements for all eligible children, ensuring they can travel to and from school safely, comfortably, and without unnecessary stress or difficulty, enabling them to fully access and benefit from their education.

We are committed to maintaining high standards of safety and care. All drivers and passenger assistants receive appropriate training and hold enhanced Disclosure and Barring Service (DBS) checks. In addition, all vehicles used for school transport meet the required safety standards, including the provision of seatbelts wherever practicable.

Eligible children

Travel assistance will be provided free of charge to eligible primary and secondary-aged pupils who reside within the Borough and live beyond the statutory walking distance from the main entrance of their nearest suitable school. Please note that the nearest suitable school may not always be the designated partner school.

The statutory walking distances are:

- **2 miles** for pupils up to and including the age of **11 years** (primary school pupils).
- **3 miles** for pupils aged **11 - 16 years** (secondary school pupils).

For children who are eligible for **Free School Meals**, travel assistance will be provided in the following circumstances:

- To **one of the three nearest qualifying schools**, where the distance from the child's home to the school is **more than 2 miles but less than 6 miles**.
- To the **nearest suitable school chosen on the grounds of religion or belief**, where the distance from the child's home to the school is **more than 2 miles but less than 15 miles**.

Measuring of routes

Distances are measured from the main entrance of the child's home to the nearest appropriate entrance of the school using the shortest available walking route that a child, accompanied where necessary, can travel in reasonable safety. Distance calculations are undertaken using an electronic mapping system to ensure consistency and accuracy when assessing eligibility for travel assistance.

Safety of walked routes

Transport may be provided below the minimum distance criteria if the route to the nearest suitable school is assessed as unsafe for your child to walk, even when accompanied by an adult where required. Route safety assessments will only be considered for pupils attending the nearest suitable school to their home address.

Children who need special transport arrangements

Free home to school travel will be provided in line with the policy set out above. We may provide transport where a child is unable to walk to school because of a disability, mobility issue, or temporary medical condition, including injuries such as a broken limb. This will normally be agreed through the statutory assessment process or following consideration of relevant medical evidence provided to the Passenger Transport Services.

Pupils going to residential special schools

Where a child attends a residential special school, free transport or a transport allowance will be provided for journeys at half-term and full-term holidays, or as specified within the child's Education, Health and Care (EHC) Plan.

Other schools

Where a child attends a school that is not the nearest suitable school, responsibility for travel arrangements and associated costs rests with the parent or carer, except where an exception applies under the Eligible Children criteria. Pupils who do not qualify for free home to school transport may be offered a concessionary seat on an existing school transport service, subject to availability. The allocation of concessionary seats is at the Local Authority's discretion and is subject to conditions that may be amended or withdrawn at any time.

Change of address

Where a pupil changes address during their school career and remains at the same school, responsibility for ensuring the pupil's attendance rests with the parent or carer. Under Sections 444(4) and (5) and 509(1) and (2) of the Education Act 1996, the Local Authority has no duty to provide home to school transport in these circumstances.

Appeals procedures

Where the Local Authority refuses an application for free home to school transport, the parent or carer has the right to appeal that decision. Details of the appeals process can be obtained from the Passenger Transport Services.

General Hartlepool Borough Council transport information

Application forms can be obtained from www.hartlepool.gov.uk. Further information on local transport services and route planning is available at www.teesvalley-ca.gov.uk/travel. For additional guidance, please contact the Passenger Transport Services on 01429 401969.

Meals and uniforms

Universal infant free school meals

All children in Reception, Year 1 and Year 2 are entitled to a free school meal under the Universal Infant Free School Meal scheme regardless of household income. You do not need to apply for this, however if you receive any of the qualifying benefits listed below you should still complete an application for free school meals as your child's school may receive extra funding (Pupil Premium).

In addition to universal free school meals, from September 2026 all children from households in receipt of Universal Credits, regardless of earnings, will be eligible for a free school meal.

There are now two categories of free school meals which are known as Targeted and Expanded free school meals.

Targeted free school meals

Children eligible for targeted free school meals receive a free school meal and the school also receive additional funding from the government called Pupil Premium.

Your child will be eligible for targeted free school meals if you receive:

- Universal Credit with annual household earnings of £7,400 or less
- support under Part VI of the Immigration and Asylum Act 1999

Your child may be eligible for targeted free school meals if your household is in receipt of:

- Income-related Employment and Support Allowance
- Guarantee element of Pension Credit

Expanded free school meals

Children from households in receipt of Universal Credit, with annual household earnings exceeding £7,400 will be entitled to expanded free school meals. This means your child receives a free school meal, but the school do not receive additional funding (Pupil Premium).

An application form must be completed.

A child is only eligible to receive targeted or expanded free school meals where both:

- a claim for this support has been made;
- their eligibility has been verified using the department for education checking service.

Free school meals will be awarded from the date your application is received, once eligibility has been confirmed. Free school meals cannot be backdated so it is important to apply as soon as possible.

You can find more information about free school meals at: [Free school meals: guidance for local authorities, local-authority-maintained schools, academies and free schools - GOV.UK](#)

How to apply?

- You can claim online at www.hartlepool.gov.uk/schools-education/free-school-meals
- Telephone 01429 284188

Help with the cost of school uniform

The Children's and Joint Commissioning 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.

Special education needs

Nearly all children with SEND in Hartlepool can be successfully included in mainstream schools but there may be times in their school life when some children will need additional help and support with their learning. This can normally be provided within their own school, in partnership with the child, young person, parents or carers and with the involvement of other agencies as appropriate.

Parents who would like further information regarding their child's difficulties should contact their child's SENDCO or headteacher in the first instance. Notes for guidance on special educational needs are available from staff in the Local Authority's SEND Team (contact details can be found on page 46). The guidance can also be found on the Local Authority website 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.

Education, Health and Care (EHC) Plan

If a child has a significant learning difficulty, the Local Authority 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 Local Authority's SEND Team in obtaining advice from a number of sources. If, when the assessment is complete, the Local Authority decides to make an Education, Health and Care (EHC) 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 Local Authority can introduce someone who has knowledge of the procedures and can provide independent parental support.

Pupils transferring with an Education, Health and Care (EHC) Plan

It is a legal requirement that children who have an Education, Health and Care (EHC) Plan and who are in their last year in primary school have their Education, Health and Care (EHC) Plan reviewed in the autumn term. The Local Authority will send a representative to attend the review, which will start planning for the child's secondary education. A parent of a child with an Education, Health and Care (EHC) Plan has the same opportunity as all parents to express a preference for their child to be educated in a particular school.

In some circumstances, the Education, Health and Care (EHC) 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

Secondary Schools

KEY:  Address;  Telephone Number;  Website

School	School Code	Status	Admission No. for 2027 intake
Catcote School  Catcote Road, Hartlepool, TS25 4EZ  01429 264036  www.catcoteacademy.co.uk	7026	Special/ Academy	N/A
Dyke House Sports and Technology College  Mapleton Road, Hartlepool, TS24 8NQ  01429 266377  dha.northerneducationtrust.org	4001	Academy	270
English Martyrs Catholic School and Sixth Form College  Catcote Road, Hartlepool, TS25 4HA  01429 273790  ems.bhcet.org.uk	4603	Academy	250
High Tunstall College of Science  Elwick Road, Hartlepool, TS26 0LQ  01429 261446  www.htcs.org.uk	4133	Foundation	270
Manor Community Academy  Owton Manor Lane, Hartlepool, TS25 3PS  01429 288338  mca.northerneducationtrust.org	4002	Academy	250
St Hild's Church of England School  King Oswy Drive, Hartlepool, TS24 9PB  01429 273041  www.sthilds.org.uk	4000	Academy	155

Post-16 Education

School	Website
Cleveland College of Art & Design  Church Square, Hartlepool, TS24 7EX  01429 422000	www.hartlepool.ccad.ac.uk
English Martyrs Sixth Form College  Catcote Road, Hartlepool, TS25 4HA  01429 273790	www.emshartlepool.org
Hartlepool College of Further Education  Stockton Street, Hartlepool, TS24 7LB  01429 295000	www.hartlepoolfe.ac.uk
Hartlepool Sixth Form College  Brinkburn, Blakelock Road, Hartlepool, TS25 5PF  01429 294444	www.hpoolsfc.ac.uk

Atypical Establishments

School	Website
UTC South Durham ✉ Long Tens Way, Aycliffe Business Park, County Durham, DL5 6AP ☎ 01325 430250	www.utcsouthdurham.org
North East Futures UTC ✉ Stephenson Square, Stephenson Quarter, Newcastle Upon Tyne, NE1 3AS ☎ 0191 917 9888	www.nef.tynecoast.academy

Useful contacts

KEY: ✉ Address; ☎ Telephone Number; 💻 E-mail Address

Hartlepool Borough Council	
School Admissions	✉ School Admissions, Hartlepool Borough Council, Hartlepool Centre for Excellence in Teaching & Learning (CETL), Brierton Lane, Hartlepool, TS25 4AF Primary Admissions - ☎ 01429 523765 Secondary Admissions - ☎ 01429 523768 In Year School Transfers - ☎ 01429 284368 💻 admissionsteam@hartlepool.gov.uk
Free School Meals	☎ 01429 284188
Passenger Transport Services	☎ 01429 401969 💻 passengerts@hartlepool.gov.uk
Special Educational Needs (SEND) Team	☎ 01429 523553 💻 sen@hartlepool.gov.uk
The Children's Hub	☎ 01429 284284

Neighbouring Local Authorities	
Darlington Borough Council	✉ School Admissions Team, Children, Families and Learning, Town Hall, Darlington, DL1 5QT ☎ 01325 406333 💻 schools.admissions@darlington.gov.uk
Durham County Council	✉ School Places and Admissions Team, Children and Young People's Services, Durham County Council, PO BOX 274, Stanley, Co Durham, DH8 1HG ☎ 03000 265896 💻 schooladmissions@durham.gov.uk

Middlesbrough Borough Council	 School Admissions, Middlesbrough Council, PO Box 500, Middlesbrough, TS1 9FT  01642 726518 or 01642 728732  schooladmissions@middlesbrough.gov.uk
Redcar & Cleveland Borough Council	 School Admissions, c/o Redcar & Cleveland House, Kirkleatham Street, Redcar, TS10 1RT  01642 837740  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

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 plan who need specialist educational facilities/provision.

Statement of Special Educational Needs or Education, Health and Care 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 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.

If you would like information in another language or format, please ask us.

Telephone: **01429 284368/523765/523768**