

Children's and Joint Commissioning Services

Primary Education in Hartlepool - September 2026



To apply online please visit

www.hartlepool.gov.uk/schooladmissions

Contents

Schools	3
Attendance	4
Important dates for you to note	5
Apply for a school place:	
▪ Co-ordinated admissions process	6
▪ How to apply for a school	6
▪ Closing date for applications	6
▪ Applying online	6
▪ Applying on paper	7
▪ Late applications	9
▪ Children with an education, health and care plan (EHCP)	9
▪ Twins or multiple birth children	9
▪ Addresses	9
How places are offered	11
Allocation day and beyond	13
Primary school admissions for entry into Reception Class in September 2025	16
Deferring entry into Primary School	16
Admission Arrangements to Community Schools	17
Links to Admission Arrangements for Hartlepool Academy Primary Schools	21
Definitions in relation to admissions criteria	22
Additional information:	
▪ In-year admissions (transfers outside the normal year of entry)	23
▪ Fair access protocol	24
▪ Admissions to nursery	24
▪ Transport	25
▪ Meals and uniforms	26
▪ Special educational needs	26
Primary School directory	28
Useful contacts	29
Glossary	30

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

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 lives in Hartlepool and was born between 1 September 2021 and 31 August 2022, and is due to start primary school in September 2026, the full timetable for the application process is:

Beginning of November 2025	Primary school application packs are distributed via your child's nursery school. If your child is absent or doesn't attend a private or mainstream nursery school in Hartlepool, you will receive their pack by post. The online system opens for you to apply online for primary school places. If you do not receive your primary school application pack by 21 st November 2025 (and your child is due to commence in Reception in September 2026) please contact the Admissions Team (contact details on page 29).
15 th January 2026	Closing date for applications.
6 th March 2026	If you move house, this is the latest date for it to be considered in the primary 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>
16 th April 2026	National Offer Day for Primary 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.
15 th May 2026	Deadline to lodge an appeal.
June/July 2026	Primary appeals to be heard during this period.
September 2026	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 admissions process

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

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

Under 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 23.

Closing dates for applications

Applications for starting school (primary) must be received by the Admissions Team no later than **15th January 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;
- view your school offer on the website;
- receive an email (provided you have requested one) advising you of the outcome of your application on allocation day.

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/ expression 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 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 **3rd November 2025 - 15th January 2026***

* Any applications submitted after these dates will be processed as a late application. Please refer to the late applications section on page 9, 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/expression of interest forms/baptism certificates please submit them with your application form.

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

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

Non-Hartlepool Residents

Non-Hartlepool residents who wish their child to attend a Hartlepool school need to contact their home local authority for an application form. Contact details of neighbouring local authorities are given on page 29. You may express a preference for up to three Hartlepool schools.

Primary Applications

Parents in Hartlepool who have children starting school in September 2026 will receive a primary

application pack via their child's nursery school during week commencing 10th November 2025. If your child is absent from nursery long-term, your application pack will be posted to your home address. If your child does not attend a Hartlepool nursery school, please contact the School Admissions Team to ensure we have your child's details on our database in order for you to be issued with the correct paperwork.

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 **15th January 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 29.

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 28). 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 the new Education Inspection Framework which came into force in September 2019, Ofsted changed the way they inspect and report on schools. 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 29. 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.

We can provide support and advice before, during and after the allocation process. Information about Hartlepool schools can be found on page 28.

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 15th January 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 6th March 2026.

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 6th March 2026.

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 29.

Twins or multiple birth children

If you have more than one child going through the same primary or secondary process at the same time,

you must make a separate application for each of them.

For community schools, if one of your children is offered the last place available at a school and you have applied for the same school for the other child(ren), we will offer a place for the other child(ren).

Academies and foundation schools should have their own policies on the admittance of twins and multiple births. For further details please refer to the school's admission criteria.

Addresses

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

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

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

For parents/guardians who may have more than one property, reference should only be made to the property in which they and the child(ren) 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 29).

You must be resident in your new property no later than 6th March 2026 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 dates, it will not be possible to process your child's application using your new address. However, we can send your allocation letter with the offer of a school place to your new address.

Proof of address

We will 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 on line.

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 will be honest about the information they provide on their applications, especially around the child's address. Unfortunately, this is not always the case which is not acceptable because it can mean that an offer is made that directly disadvantages another child who should have been offered. 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 (page 29).

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 on line.



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. A summary of the admission criteria for each primary school in Hartlepool can be found within this booklet. You should read the admission arrangements for each of the schools you are interested in to get a full understanding of how places are offered.

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

What are my chances of getting my preferred school?

This can be difficult to assess as the pattern of applications changes from year to year for each school. Information on 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 criteria (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.

Allocation day and beyond – for children living in Hartlepool

Allocation information will be sent out on 16th April 2026.

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 (contact details on page 29). 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. You can request your child's details go on the waiting list for any Hartlepool school.

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

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

The Admissions Team manages waiting lists for all schools until the 31st August 2026 and, after that time for some academies and foundation schools. Your child's details will be removed from the waiting list at the end of the following academic year. Should you wish your child's details to be placed on a waiting list for Year 1, please ensure you contact the Admissions Team at the beginning of the academic year (1st September) to add your child's details on the relevant waiting list.

Some academies, and foundation schools manage their own waiting lists. Schools are not obliged to hold waiting lists indefinitely therefore please refer to the school's admissions policy for further details.

The Appeals Process

If we are unable to offer you a place at a school you prefer, you have the right of appeal to an independent panel, which is set up under Section 94 of the School Standards and Framework Act 1998. This right of appeal may be for more than one school. You may only appeal where you have applied and been refused admission to a school. You will have 20 school days within which to state that you intend to appeal or by the specified date given in your letter.

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

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

Details of how to appeal for a place at an academy or foundation school will be included in your allocation letter. The academy's trust or governing body is the admission authority for these schools but some have asked the council to make the arrangements for their appeals.

Please submit your appeal by the deadline provided in your allocation letter **(15th May 2026)**.

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

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

Appeals for admission to infant classes

The School Admission Appeal Code 2022 states: "Admission authorities **must** provide parents with information on the limited circumstances in which an infant class size appeal can be upheld in order that they can make an informed decision about whether to submit an appeal."

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

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

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

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

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. Any new preferences for an academy or foundation school will be forwarded to the relevant school for consideration in accordance with that school's published admission criteria. If your child cannot be offered a place at your preferred school, we will write out to you advising 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 5th May 2026.

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.

Primary school admissions for entry into Reception Class in September 2026

If your child's date of birth falls between 1st September 2021 and 31st August 2022, they are due to commence full-time education in September 2026.

Deferring entry into primary school

Children are entitled to a full-time education in the September following their fourth birthday. Legally a child does not have to be educated full-time until the prescribed day following their fifth birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

You may feel your child is young for their age, or you may have family reasons for wanting to defer their entry into primary school. Alternatively, you may wish your child to attend school part-time until they reach compulsory school age.

In these situations you still need to apply for a school place within the timescales set out in this booklet, but can request that your child is considered for 'deferred entry' until later in the school year, but not beyond. Please apply for a place in the normal way and by the closing date of 15th January 2026.

Children out of year group

Children born in the summer term, 1 April to 31 August, don't have to start school until a full school year after the point at which they could first have been admitted (the point at which other children would be entering Year 1). Before deciding whether you wish to delay a child's entry to school, the Local Authority would recommend that parents visit the schools they are thinking of applying for.

Teachers will explain the Early Years Foundation Stage curriculum and how it is tailored to meet the needs of the youngest pupils. If you then believe your child(ren) should be educated in a different year group (ie start school in September 2027 rather than 2026) admission authorities will expect parents to submit information in support of their request in order for them to be able to make a decision on the circumstances of the case. Supporting evidence from

relevant professionals working with the child and family stating why it would be in the child's best interests to be placed outside their normal age appropriate cohort can also be provided. Please apply at the normal time (ie by closing date of 15th January 2026).

Requests will then be considered by the school's admission authority and other professionals including Early Years Provider, relevant Health Professionals and Admissions Officers. You will receive the response to your request before primary national offer day (16th April 2026).

A school's admission authority has responsibility for deciding whether to accept an application for a child "out of year group". (Please note, one admission authority cannot be required to honour a decision made by another admission authority on admission out of the normal age range, therefore the response to your request from each admission authority may differ).

If the request is not accepted this does not constitute a refusal of a place and there is no right of appeal.

If the request is accepted, parents must make a new application as part of the main admissions round the following year. The application will then be considered against the criteria of the school/s applied for.

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

Admissions to Community Schools

Name of Primary School	Published Admission Number
Fens Primary School	60
Kingsley Primary School	55
Rift House Primary School	36
Throston Primary School	60

Pupils with an Education, Health and Care Plan where the school is named in the Plan, will be admitted to the school. The remaining places will be awarded in the following priority order:

1. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, child arrangements order, or special guardianship order¹ including those 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. 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);
2. Those children who have brothers or sisters who will be attending the school at the time of admission;
3. Those children who live in the school's admission zone;
4. Those children who are distinguished from the great majority of other applicants whether on medical grounds or by other exceptional circumstances and who would suffer significant hardship if they were unable to attend the school;
5. Those children who live closest to the school as determined by a straight line distance measurement; from the address point for the child's home 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.

Tie-breaker:

If more children qualify under a particular criterion than there are places available, priority will be given to those children who live closest to the school (as described under criteria 5). Should it not be possible to separate two or more applications, for example two applicants who live at an equal distance from the school, the Local Authority's computerised system will use random selection.

Definitions:

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

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

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

¹ 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).

Authority's computerised measuring system, with those living closer to the school receiving the higher priority.

Admission Zone: All Community schools in Hartlepool have a defined geographic area called an Admission Zone. Do not assume that you live within a particular schools admission zone as some streets are split. To find out which admission zone you live in contact the School Admissions Team on telephone number 01429 523765 or 01429 523768. Please note, a child is not guaranteed a place at an admission zone school.

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 National closing date, which should include your child's name and date of birth. **Please note:** applications under Criteria 4 will only be considered when supported by a letter from a professional involved with the child or family, for example, a doctor, psychologist or social worker. Supporting evidence should demonstrate why only one named school can meet the social/medical needs of the child or family.

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.

NOTES:

Criteria 1 Applications

- Applications from children who are looked after must be accompanied by a letter from the Social Worker confirming the legal status of the child and the reasons for the school preferences. Any change of legal status and/or placement arrangements must be notified to the Admissions Team.

- Applications for previously looked after children must be accompanied by a copy of any Special Guardianship Order, Adoption Order or Child Arrangements Order.
- Applications for children previously in state care outside of England must provide evidence of their child's previously looked after status with accompanying paperwork to evidence this eg a UK adoption order or a copy of the adoption order from the child's country of origin.

Criteria 2 Applications

To obtain a school place under the sibling criteria the sibling must still attend the school at the time when the child for whom the place is sought joins the school. This criterion only applies to siblings who are of compulsory school age, not younger siblings who attend a nursery setting attached to a school.

Criteria 4 Applications

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

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

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

Evidence should make clear why only one school is appropriate.

Examples of cases which have been accepted under Criteria 4

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

Examples of cases which have not been accepted under Criteria 4

- Case made for continuity of child minding arrangements, such as using a childminder that children are already familiar with who caters for children attending certain schools, or childminding by family members living close to a specific school. These cases were not upheld because they are not exceptional. Many families rely on complex childminding arrangements.
- Cases made for children with specific learning and/or behavioural needs where the professional evidence submitted is not school specific. All schools are able to support children with a wide variety of individual needs. If a child's individual needs warrant an Education, Health and Care Plan, this will name the appropriate school.
- Medical cases where even though there is a severe illness, more than one school could deal with the child's needs.

How to apply under Criteria 4

- Parents/guardians should submit all relevant information including professional evidence, with their application. If applying online, written information should be received before the closing date for applications and include the child's name and date of birth. Information provided after the closing date will only be considered when there are significant changes of circumstances.
- Applications under Criteria 4 will only be considered when supported by a letter from a professional involved with the child or family, for example, a doctor, psychologist or social worker. Supporting evidence should demonstrate why only one named school can meet the social/medical needs of the child or family.

Criteria 5 Applications

Should it not be possible to separate two or more applications the Local Authority's computerised system will randomly select.

Admission of Children below Compulsory School Age and Deferred Entry

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory

school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school in writing, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

Admission of Children outside their Normal Age Group

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

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

Summer Born Children

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

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

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

If the request is agreed by the Local Governing Committee, the application for the normal age group may be withdrawn before a place is offered. If the request is refused, the parent must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in year

application for admission to year one for the September following the child's fifth birthday.

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

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

Right of Appeal

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

Waiting Lists

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

Infant Class Size Regulations

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

The Local Governing Committee 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.

In-Year Admissions

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's School Admissions Team at: School Admissions Team, Hartlepool Borough Council, Centre for Excellence in Teaching & Learning, Brierton Lane, Hartlepool, TS25 4BY, on 01429 284368 or by email at admissionsteam@hartlepool.gov.uk

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

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

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 Local Governing Committee is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the school and the Local Governing Committee for the current school year. The Local Governing Committee has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

Nursery

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

False evidence

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

This policy should be read in conjunction with the Local Authority's admission guidance for parents.

Please use the following links to see admissions arrangements for Hartlepool's academy primary schools:

[Barnard Grove Primary School](#)

[Brougham Primary School](#)

[Clavering Primary School](#)

[Eldon Grove Academy](#)

[Eskdale Academy](#)

[Golden Flatts Primary School*](#)

[Grange Primary School](#)

[Greatham CE Primary School](#)

[Hart Primary School](#)

[Holy Trinity C of E Primary School](#)

[Jesmond Gardens Primary School](#)

[Lynnfield Primary School*](#)

[Rossmere Academy](#)

[Sacred Heart Catholic Primary School](#)

[St Aidan's CE Primary School](#)

[St Bega's Catholic Primary School](#)

[St Cuthbert's Catholic Primary School](#)

[St Helen's Primary School](#)

[St John Vianney Catholic Primary School](#)

[St Joseph's Catholic Primary School](#)

[St Peter's Elwick Church of England Primary School](#)

[St Teresa's Catholic Primary School](#)

[Stranton Primary School](#)

[Ward Jackson Church of England Primary School](#)

[West Park Primary School](#)

[West View Primary School](#)

* Lingfield Education Trust is the Admissions Authority for Golden Flatts Primary School and Lynnfield Primary School. Given the timescales of conversion from maintained school to academy status, Golden Flatts Primary School and Lynnfield Primary School have adopted the local authority's admission criteria for the 2026 academic year, which can be found on Page 17 of this booklet.

Definitions in relation to admissions criteria

The following terms used throughout this booklet are defined as follows, except where individual arrangements spell out a different definition.

Looked After Child - A 'looked after child' is a child who is (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 (transfers 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 29.

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 contact the Admissions Team on 01429 284368.

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.

Admissions to nursery

Admission to a nursery attached to a primary school does not guarantee a place for your child in the reception class at that school.

If a school's nursery provision is oversubscribed, places will be allocated in accordance with the school's criteria.

Every primary school in Hartlepool has a nursery class attached to it.

Children are usually admitted to nursery at the beginning of the term after their third birthday if there is space and parents wish it. In some nurseries, however, the demand for places is high and children may have to wait one or two terms until a place becomes available. Places are, however, available for all four year-olds.

All three and four year-olds are entitled to 15 hours a week term time only. This is their Universal Entitlement.

Some three and four year-old children of working parents may be entitled to an additional 15 hours per week term time only. To see if you are entitled to this additional 15 hours, parents must go online at **www.childcarechoices.gov.uk** where they will be given an eligibility code. The parent then takes this code to the school/setting of their choice to arrange their hours. These additional hours can be taken in a school, with a private provider or a registered childminder and the hours can be split across more than one setting.

Each nursery works differently - some of the school nurseries offer a fixed morning or afternoon place, other nurseries can be flexible and offer full days. Please contact the school nursery to find out what they can offer. You should contact the school direct to make enquiries about gaining a place for your child in the nursery. A child attending nursery is not entitled to assistance with transport.

Some schools offer 15 hours of funded nursery education for eligible 2 year olds. An online application needs to be completed and this is for parents with an income of less than £16190 per year or if a child is fostered, adopted, or has a Special Guardianship order, or is in receipt of Disability Living Allowance. To apply go to <https://eyes-par-portal.hartlepool.gov.uk/web/portal/pages/home>

From April 2024 eligible working parents will be entitled to a funded 2 year old place and from September 2024 eligible working parents of children aged 9 months to 3 years will be eligible to a funded 15 hour per week nursery place. Parents must go online at **www.childcarechoices.gov.uk** where they will be given an eligibility code. The parent then takes this code to the school/setting of their choice to arrange their hours. These additional hours can be taken in a school, with a private provider or a registered childminder and the hours can be split across more than one setting.

Free educational places are also available at approved private nurseries and approved childminders. For further information, parents should contact the Early Years Team on 01429 523523.

Special Educational Needs

Children over 3 years of age with special educational needs will be admitted to a mainstream nursery with parental consent. This is subject to agreement with the headteacher of the school concerned and subject to detailed discussions with parents and professionals involved to ensure that the needs of the particular child are met within the mainstream setting, some with additional support. Over the last few years, mainstream nurseries have developed their skills and knowledge to meet the needs of children with significant special educational needs.

Transport

Hartlepool covers a compact geographical area and consequently many pupils live close to their nearest school and therefore do not require any travel arrangements. However it is the Authority's responsibility to make arrangements for all eligible* children to travel to and from school, ensuring they travel in reasonable safety and comfort and arrive at school without stress or difficulty, so that they can benefit from their education.

We ensure that our drivers and passenger assistants are all appropriately trained and have an enhanced Disclosure and Barring check and that the vehicles meet the necessary safety standards, including fitting of seatbelts wherever possible.

*Eligible children

Travel assistance will be provided free of charge for those pupils of primary and secondary age, who reside within the Borough and who are travelling over the statutory walking distance to/from the main entrance of their nearest suitable school. **Please note that in some instances the nearest school may not be the partner school.**

The statutory walking distances are:

2 miles up to the age of 11 years (primary pupils);
3 miles from the age of 11 - 16 years (secondary pupils).

In the case of children who receive free school meals or whose parents receive their maximum level of Working Tax Credit, we will provide travel assistance to:

- one of their 3 nearest qualifying schools, if that school is more than 2 but less than 6 miles from your child's home; or
- the nearest suitable school preferred because of your religion or belief, where the school is more than 2 but less than 15 miles from your child's home.

Measuring of routes

We measure the route from the front entrance of the home and nearest gate of the school using the shortest suitable walking route a child can walk, accompanied if necessary, with reasonable

safety. We take the measurement using an electronic mapping system.

Safety of walked routes

If we believe the route is not safe for your child to walk, accompanied by an adult as necessary, we may provide transport under the minimum distance. We will assess how safe the route to walk to school is, if your child goes to the nearest suitable school to your home address.

Children who need special transport arrangements

Free home-to-school travel will be provided in line with the policy set out above. We may provide transport for your child if they are unable to walk because of a disability or mobility problem, including temporary medical conditions (such as a broken limb). This will normally be agreed as part of the statutory assessment process or when you provide relevant medical evidence to the Passenger Transport Services Team.

Pupils going to residential special schools

If your child goes to a residential special school, we will provide free transport, or a transport allowance, at half and full term holidays or as set out in the Education, Health and Care Plan.

Other schools

If your child goes to a school that is not the nearest suitable school, you are responsible for the travel arrangements and costs (please see 'eligible children' for exceptions). However, pupils who are not entitled to free transport may be offered a concessionary seat on a school bus if a spare seat is available. Where such facilities are made available they will be at the discretion of the Local Authority, and will be subject to strict conditions and may be withdrawn at any time.

Change of address

If during their school life, a pupil changes address and intends to continue at the same school, it is the responsibility of the parent to ensure that the child attends school. The terms of section 444 (4 & 5) and section 509 (1 & 2) of the Education Act 1996 places no responsibility on the Local Authority to provide home to school transport.

Appeals procedures

If the Local Authority refuse to provide free home-to-school travel to your child, you can appeal against the decision. For further information contact the Passenger Transport Services Team who will provide details of the appeals process.

General Hartlepool Borough Council transport information

Application forms can be obtained from www.hartlepool.gov.uk and further information about local transport in your area and route planning can be found at www.teesvalley-ca.gov.uk/travel, or you can contact the Passenger Transport Services Team on 01429 401969.

Meals and uniforms

Free school meals

If you successfully claim Free School Meals, Hartlepool will receive extra money from government to spend in our schools and colleges.

Who can apply?

Free school meals are available to pupils in receipt of, or whose parents are in receipt of, one or more of the following:

- Universal Credit (provided you have an annual net earned income of no more than £7,400, equivalent to £616.67 per month, as assessed by earnings up to three of your most recent assessment periods)
- Income Support
- Income-based job seekers allowance
- Income-related employment support allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guarantee element of Pension Credit
- Child Tax Credit (provided you are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on, paid for four weeks after you stop qualifying for working tax credit

How to apply?

- You can claim online at www.hartlepool.gov.uk/claim-free-school-meals
- Telephone 01429 284188; or
- Complete an application form, which are available from schools or the Civic Centre. The form can be returned to school or to the Benefits

Department, Level 3, Civic Centre, Victoria Road, Hartlepool, TS24 8AY.

Universal infant free school meals

Children who are in Reception, Year 1 or Year 2 will qualify for Universal Infant Free School Meals. However anyone in receipt of one or more of the benefits listed above (including parents/guardians of children in Reception, Year 1 and Year 2), should contact the Benefits Department on 01429 284188 to make their claim for Free School Meals.

Uniforms/Recycling Scheme

Every child has the right to affordable school uniform. Hartlepool Borough Council has teamed up with colleagues in the voluntary sector to provide a recycled school uniform scheme. Uniform is donated by schools and families who no longer need it and this is shared with 'Hands Up Hartlepool' and 'Poolie Time Emporium'. Items range from skirts, dresses and trousers to polo shirts, blazers and sports kit. It covers boys and girls of all ages, from nursery up to secondary and all the different schools. Uniform is available for a very small donation or free for those unable to afford it. It is open to everyone. Where to go: Hands Up Hartlepool – upstairs, Middleton Grange Shopping Centre - Thursdays 10am – 12pm. Poolie Time Emporium – Bovis House, Victoria Road. Monday - Saturdays 9am – 4pm.

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 educational 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 29). 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 to 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.

Primary School Directory

KEY: ☒ Address; ☎ Telephone Number

School	School Code	Status	Admission No. for 2026 intake
Barnard Grove Primary School ☒ Barnard Grove, Hartlepool, TS24 9SD ☎ 01429 230300	2310	Academy	45
Brougham Primary School ☒ Brougham Terrace, Hartlepool, TS24 8EY ☎ 01429 273663	2090	Academy	45
Clavering Primary School ☒ Clavering Road, Hartlepool, TS27 3PN ☎ 01429 743000	2238	Community	60
Eldon Grove Academy ☒ Eldon Grove, Hartlepool, TS26 9LY ☎ 01429 273895	2151	Academy	75
Eskdale Academy ☒ Eskdale Road, Hartlepool, TS25 4AF ☎ 01429 272255	2002	Academy	30
Fens Primary School ☒ Mowbray Road, Hartlepool, TS25 2LY ☎ 01429 870405	2187	Community	60
Golden Flatts Primary School ☒ Seaton Lane, Hartlepool, TS25 1HN ☎ 01429 274711	2126	Academy	30
Grange Primary School ☒ Owton Manor Lane, Hartlepool, TS25 3PU ☎ 01429 272007	2364	Academy	50
Greatham C of E Primary School ☒ Egerton Terrace, Greatham, Hartlepool, TS25 2EU ☎ 01429 870254	3006	Academy	15
Hart Primary School ☒ Magdalene Drive, Hart, Hartlepool, TS27 3AP ☎ 01429 273283	2001	Academy	15
Holy Trinity C of E Primary School ☒ Crawford Street, Hartlepool, TS25 1BZ ☎ 01429 855620	3330	Academy	30
Jesmond Gardens Primary School ☒ Jesmond Gardens, Hartlepool, TS24 8PJ ☎ 01429 274672	2127	Academy	45
Kingsley Primary School ☒ Taybrooke Avenue, Hartlepool, TS25 5JR ☎ 01429 273102	2189	Community	55
Lynnfield Primary School ☒ Grosvenor Street, Hartlepool, TS26 8RL ☎ 01429 275122	2153	Academy	55
Rift House Primary School ☒ Masefield Road, Hartlepool, TS25 4JY ☎ 01429 275239	2341	Community	36
Rossmere Academy ☒ Catcote Road, Hartlepool, TS25 3JL ☎ 01429 274608	2342	Academy	55
Sacred Heart Catholic Primary School ☒ Hart Lane, Hartlepool, TS26 8NL ☎ 01429 272684	3321	Academy	45
Springwell School ☒ Catcote Road, Hartlepool, TS26 0TB ☎ 01429 280600	7027	Special/ Academy	N/A
St Aidan's Church of England Memorial Primary School ☒ Loyalty Road, Hartlepool, TS25 5BA ☎ 01429 273695	3320	Academy	50
St Bega's Catholic Primary School ☒ Thorpe Street, Hartlepool, TS24 0DX ☎ 01429 267768	3328	Academy	30
St Cuthbert's Catholic Primary School ☒ Stratford Road, Hartlepool, TS25 5AJ ☎ 01429 275040	3322	Academy	30
St Helen's Primary School ☒ Durham Street, Hartlepool, TS24 0HG ☎ 01429 267038	2211	Academy	45
St John Vianney Catholic Primary School ☒ King Oswy Drive, Hartlepool, TS24 9PA ☎ 01429 273273	3329	Academy	30
St Joseph's Catholic Primary School ☒ Musgrave Street, Hartlepool, TS24 7HT ☎ 01429 272747	2211	Academy	15

School	School Code	Status	Admission No. for 2026 intake
St Peter's Elwick C of E Primary School ✉ North Lane, Elwick, Hartlepool, TS27 3EG ☎ 01429 274904	3003	Academy	15
St Teresa's Catholic Primary School ✉ Callander Road, Hartlepool, TS25 3BG ☎ 01429 274936	3324	Academy	45
Stranton Primary School ✉ Southburn Terrace, Hartlepool, TS25 1SQ ☎ 01429 275595	2156	Academy	50
Throston Primary School ✉ Flint Walk, Hartlepool, TS26 0TJ ☎ 01429 288291	2236	Community	60
Ward Jackson C of E Primary School ✉ Clark Street, Hartlepool, TS24 7LE ☎ 01429 293777	2000	Academy	25
West Park Primary School ✉ Coniscliffe Road, Hartlepool, TS26 0BU ☎ 01429 282090	2237	Academy	45
West View Primary School ✉ Davison Drive, Hartlepool, TS24 9BP ☎ 01429 267466	2215	Academy	60

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 📧 passengers@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

إذا أردت المعلومات بلغة أخرى أو بطريقة أخرى، نرجو أن تطلب ذلك منا. (Arabic)

যদি আপনি এই ডকুমেন্ট অন্য ভাষায় বা ফরমেটে চান, তাহলে দয়া করে আমাদেরকে বলুন। (Bengali)

ئەگەر زانیاریت بە زمانیکی که یا بە فۆرمیکی که دەوی تکایه داوامان لی بکه (Kurdish)

اگر آپ کو معلومات کسی دیگر زبان یا دیگر شکل میں درکار ہوں تو برائے مہربانی ہم سے پوچھئے۔ (Urdu)

यदि आपको सूचना किसी अन्य भाषा या अन्य रूप में चाहिये तो कृपया हमसे कहे (Hindi)

Jeżeli chcieliby Państwo uzyskać informacje w innym języku lub w innym formacie, prosimy dać nam znać. (Polish)

如欲索取以另一語文印製或另一格式製作的資料，請與我們聯絡。 (Cantonese)