

Children's and Joint Commissioning Services

# Education in Hartlepool

## September 2025



To apply online please visit

[www.hartlepool.gov.uk/schooladmissions](http://www.hartlepool.gov.uk/schooladmissions)

# Contents

Foreword	3
Schools	4
Attendance	5
Important dates for you to note	6
Apply for a school place:	
▪ Co-ordinated admissions process	7
▪ How to apply for a school	7
▪ Closing date for applications	7
▪ Applying online	8
▪ Applying on paper	8
▪ Late applications	10
▪ Children with an education, health and care plan (EHCP)	10
▪ Twins or multiple birth children	10
▪ Addresses	11
How places are offered	13
Allocation day and beyond	14
Primary school admissions for entry into Reception Class in September 2025	17
Secondary school admissions for entry into Year 7 in September 2025	85
Atypical admissions	99
Post-16 education	102
Definitions in relation to admissions criteria	106
Additional information:	
▪ In-year admissions (transfers outside the normal year of entry)	107
▪ Fair access protocol	108
▪ Admissions to nursery	108
▪ Transport	109
▪ Meals and uniforms	110
▪ Special educational needs	111
School directory	112
Useful contacts	114
Glossary	115

# Foreword

## Starting primary and secondary school is an important step for your child



Dear Parent/Guardian,

We are delighted that you are considering sending your child to a Hartlepool school in September 2025.

This booklet explains the different types of schools in Hartlepool and the co-ordinated admissions process that ensures all children are offered a school place at the same time. Some schools receive more applications than they have places, so we need a process to decide which children get a place and which have to go to other schools. These arrangements must be fair and unbiased and follow the conditions set by central government.

Hartlepool Borough Council is committed to working in close co-operation with school staff, governors and parents to make sure that all children in Hartlepool have an exciting, rewarding and successful experience in school. To this end we are ambitious for Hartlepool's children and we are working with schools:

- to make sure children are well prepared for each step of their education and learning journey;
- to support all Hartlepool schools to become 'good' or 'outstanding' as judged by Ofsted;
- to improve pupils' attendance at school.

All the information you need is available on our website and the easiest way to apply is online at **[www.hartlepool.gov.uk/schooladmissions](http://www.hartlepool.gov.uk/schooladmissions)**

We strongly recommend that you submit your application online; however, paper application forms can also be obtained. Please ensure we receive your application (either online or on paper) by the closing date:

**Secondary applications by 31<sup>st</sup> October 2024**

**Primary applications by 15<sup>th</sup> January 2025**

Please get in touch with the Admissions Team if you have any questions or concerns – contact details can be found on page 114.

Please accept my best wishes for your child's happy and successful education in a Hartlepool school.

A handwritten signature in blue ink, which appears to read 'Sally Robinson'.

**Sally Robinson**  
**Director, Children's and Joint Commissioning Services**

## 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 most common 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.
- **University technical colleges**
- **Studio schools**



# Attendance

## Why attendance at school is so important

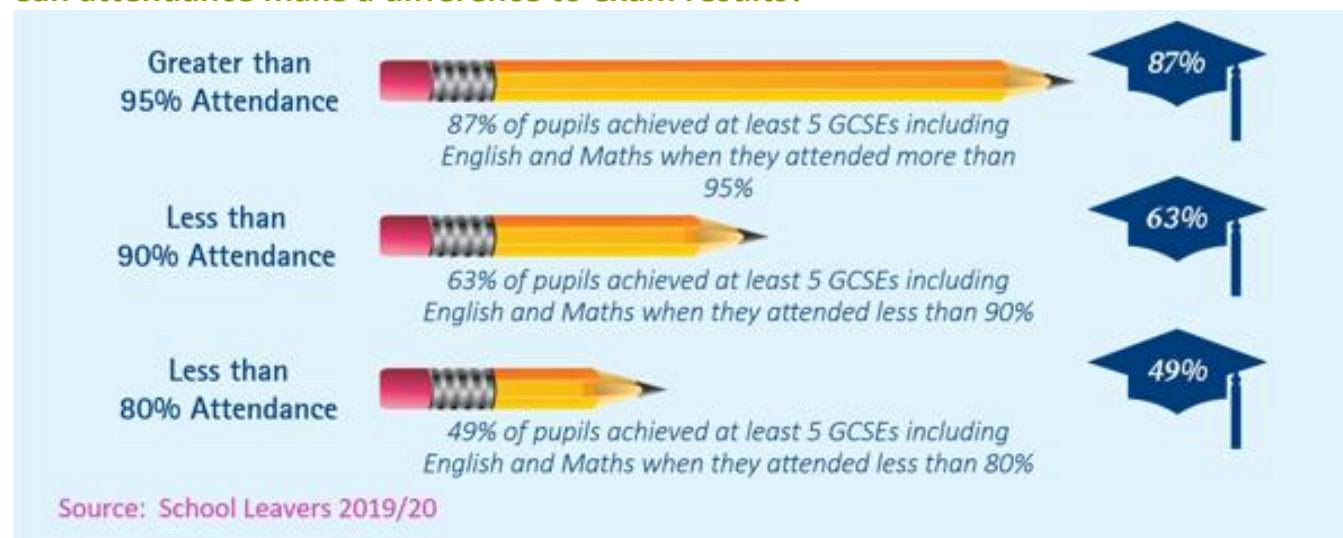
If a child of compulsory school age is registered at a school it is essential that they attend their school regularly and maintain a pattern of good attendance throughout their school career. Excellent attendance at school is important to allow a child or young person to fulfil their potential. Below 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.

## Can attendance make a difference to exam results?



## Important dates for you to note

Date	Event
Beginning of September 2024	<ul style="list-style-type: none"> <li>Secondary school application packs are distributed to Year 6 pupils via your child's primary school. If your child is absent, or doesn't attend a mainstream primary school in Hartlepool, you will receive their pack by post.</li> <li>The online system opens for you to apply online for secondary school places.</li> </ul>
September/October 2024	Secondary schools hold their open events.
<b>31<sup>st</sup> October 2024</b>	<b>Deadline for secondary school applications (online or paper).</b>
7 <sup>th</sup> November 2024	<ul style="list-style-type: none"> <li>Primary school application packs are distributed via your child's nursery school during w/c 7<sup>th</sup> November 2024. If your child is absent, or doesn't attend a private or mainstream nursery school in Hartlepool, you will receive their pack by post.</li> <li>The online system opens for you to apply online for primary school places.</li> <li>If you do not receive your primary school application pack by 17<sup>th</sup> November 2024 (and your child is due to commence Reception in September 2025), please contact the Admissions Team (contact details on page 114).</li> </ul>
<b>15<sup>th</sup> January 2025</b>	<b>Deadline for primary school applications (online or paper).</b>
17 <sup>th</sup> January 2025	If you move house, this is the latest date for it to be considered in the secondary allocation process. Please notify the admissions team of your new address. <i>Please note you must be resident in the new property by this date.</i>
<b>3<sup>rd</sup> March 2025 (next working day following 1<sup>st</sup> March 2025)</b>	<b>National Offer Day for Secondary Schools</b> <ul style="list-style-type: none"> <li>If you applied online your child's allocation will be available to view on our website. If requested during the application process, you will also be sent an allocation email. If unsuccessful at gaining a place at a preferred school, an allocation letter will also be posted second class to the child's home address.</li> <li>Allocation letters will be posted second class to parents/guardians who didn't apply online.</li> </ul>
6 <sup>th</sup> March 2025	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>
31 <sup>st</sup> March 2025	Deadline to lodge an appeal (secondary schools).
<b>16<sup>th</sup> April 2025</b>	<b>National Offer Day for Primary Schools</b> <ul style="list-style-type: none"> <li>If you applied online your child's allocation will be available to view on our website. If requested during the application process, you will also be sent an allocation email. If unsuccessful at gaining a place at a preferred school, an allocation letter will also be posted second class to the child's home address.</li> <li>Allocation letters will be posted second class to parents/guardians who didn't apply online.</li> </ul>
15 <sup>th</sup> May 2025	Deadline to lodge an appeal (primary schools).
May/June 2025	Secondary appeals to be heard during this period.
June/July 2025	Primary appeals to be heard during this period.
September 2025	Children commence at their new school.

Key:

	Secondary dates to note
	Primary dates to note

# 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 13.

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. This booklet provides information for Hartlepool residents on:

- applying to start school
- transferring to secondary school (Year 6 to 7)

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 107, or 'Atypical admissions' on page 99.

## Closing dates for applications

There are different closing dates for starting school applications and moving from primary to secondary applications. Applications must be received by the Admissions Team no later than:

**31<sup>st</sup> October 2024 for Secondary Applications**  
**15<sup>th</sup> January 2025 for Primary Applications**

## 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 for applications as follows:

### Secondary Applications:

**1<sup>st</sup> September 2024 - 31<sup>st</sup> October 2024\***

### Primary Applications:

**7<sup>th</sup> November 2024 - 15<sup>th</sup> January 2025\***

\* Any applications submitted after these dates will be processed as a late application. Please refer to the late applications section on page 10, 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 114. You may express a preference for up to three Hartlepool schools.

### **Primary Applications**

Parents in Hartlepool who have children starting school in September 2025 will receive a primary application pack via their child's nursery school during week commencing 11<sup>th</sup> November 2024. 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.

### **Secondary Applications**

A letter advising parents/guardians about applying for secondary school will be delivered to all Hartlepool mainstream Year 6 children at their Hartlepool primary school at the beginning of September 2025.

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

### **All Applications**

You must either apply online or complete a paper application form to be considered for a place at any school. You cannot apply direct to a school or return your application form to a school. Applications must be received by the Admissions Team by close of business (the online system is available until 23:59) on:

**31<sup>st</sup> October 2024 for Secondary Applications**

**15<sup>th</sup> January 2025 for Primary Applications**

### **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 114.

### **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 pages 112-113). 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](http://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 114. You can find information about schools in other authorities by visiting the website of the relevant local authority or school.

- If you live in Hartlepool you must still apply to Hartlepool Borough Council for a school outside of Hartlepool, you may list up to three schools. If you live outside of Hartlepool you must apply to your home authority and may list up to three Hartlepool schools.

Secondary schools host open evenings, details of which can be found on page 85.

We can provide support and advice before, during and after the allocation process. Information about Hartlepool schools can be found on pages 112-113.

### 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 the deadline (31<sup>st</sup> October 2024 for secondary applications, 15<sup>th</sup> January 2025 for primary applications), 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 15).**

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 17<sup>th</sup> January 2025 for secondary applications and 6<sup>th</sup> March 2025 for primary applications.

Applications deemed as late will only be considered during the reallocation of places process (see page 15).

### 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 17<sup>th</sup> January 2025 (for secondary applications) and 6<sup>th</sup> March 2025 (for primary applications).

### 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 114.

### 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 114).

You must be resident in your new property no later than 17<sup>th</sup> January 2025 for secondary school applications, and 6<sup>th</sup> March 2025 for primary school applications, 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 [www.hartlepool.gov.uk/schooladmissions](http://www.hartlepool.gov.uk/schooladmissions)).

## 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?**

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.**

Hartlepool Borough Council will consider legal action against parents who deliberately give false information, and the offer of a school place will be withdrawn.

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 (contact details on page 114)**

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 [www.hartlepool.gov.uk/schooladmissions](http://www.hartlepool.gov.uk/schooladmissions)).



**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 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.

All community schools in Hartlepool have the same admission criteria. More details about the admission criteria for community schools, foundation and academy schools within Hartlepool can be found on pages 17-99.

### 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 obtained from the School Admissions Team, 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.



Attendance at nursery is not a criterion at the majority of Hartlepool primary school and does not guarantee a place in the school.



Living in the catchment area/attending a feeder 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:**  
**3<sup>rd</sup> March 2025 (next working day following 1<sup>st</sup> March 2025) for secondary school placements, or**  
**16<sup>th</sup> April 2025 for primary school placements.**

## **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 a copy of the "What Can You Do Now" leaflet which includes information about applying for an alternative school to the school allocated, waiting lists 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 a copy of the "What Can You Do Now" leaflet which includes information, applying for an alternative school to the school allocated, waiting lists 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 114). 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 the "What Can You Do Now" leaflet which will accompany your allocation letter. Your allocation letter will include pupil allocation information. This shows how the admission criteria were applied to any applications you made. Information relating to the allocations made to oversubscribed schools will also be supplied. 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. Further details regarding waiting lists will be included in the "What Can You Do Now" leaflet which will be included in allocation letters or can be obtained by contacting the School Admissions Team (contact details on page 114).

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 manage waiting lists for all community schools and for some academies and

foundation schools. Your child's details will be removed from the waiting list at the end of the academic year (31<sup>st</sup> August). Should you wish your child's details to be placed on a waiting list for the following academic year, please ensure you contact the Admissions Team at the beginning of each academic year (1<sup>st</sup> 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. Secondary schools in Hartlepool normally only hold waiting lists for Year 7, Year 8 and Year 9.

### The Appeals Process

If we are unable to offer you a place at a school you prefer, you have the right of appeal to an independent panel, which is set up under Section 94 of the School Standards and Framework Act 1998. This right of appeal may be for more than one school. You may only appeal where you have applied and been refused admission to a school. You will have 20 school days 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 secondary schools are usually heard between May and June, and to primary schools 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 the "What Can You Do Now" leaflet or direct from the school. 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 (**secondary school placements by 31st March 2025, primary school placements by 15<sup>th</sup> May 2025**).

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 of your right of appeal and provide information about how to place your child's details on a waiting list.

For secondary schools, reallocation of places will take place from 21<sup>st</sup> March 2025.

For primary schools, reallocation of places will take place from 5<sup>th</sup> May 2025.

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 2025

If your child's date of birth falls between 1<sup>st</sup> September 2020 and 31<sup>st</sup> August 2021, they are due to commence full-time education in September 2025.

## 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 15<sup>th</sup> January 2025.

## 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 2026 rather than 2025) 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 15<sup>th</sup> January 2025).

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 (16<sup>th</sup> April 2025).

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
Clavering Primary School	60
Fens Primary School	60
Golden Flatts Primary School	30
Kingsley Primary School	55
Lynnfield 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 order<sup>1</sup> 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;

<sup>1</sup> 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

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).

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).

**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.

**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 school's 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](mailto: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.**

## Admissions to Barnard Grove Primary School

Barnard Grove Primary School is an academy school and is part of Ad Astra Academy Trust. The Board of Trustees of Ad Astra Academy Trust is the admissions authority for the school, however the Trust commissions Hartlepool Borough Council to undertake the administration of the admissions process on its behalf. The Academy Trust intends to admit up to 45 pupils to the Reception year group in September 2025.

The admissions policy effective from 2025/26 admissions round, is as follows:

In accordance with the Education Act (1996), children with an Education, Health and Care (EHC) Plan are required to be admitted to the school named in the Plan.

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 order<sup>1</sup> 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

---

<sup>1</sup> 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).

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.

**Admission Zone:** All Community and Voluntary Controlled schools in Hartlepool have a defined geographic area called an Admission Zone. Do not assume that you live within a particular school's 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.

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 police officer. 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.

## Admissions to Brougham Primary School

Brougham Primary School is an academy school and is part of Ad Astra Academy Trust. The Board of Trustees of Ad Astra Academy Trust is the admissions authority for the school, however the Trust commissions Hartlepool Borough Council to undertake the administration of the admissions process on its behalf. The Academy Trust intends to admit up to 45 pupils to the Reception year group in September 2025.

The admissions policy effective from 2025/26 admissions round, is as follows:

In accordance with the Education Act (1996), children with an Education, Health and Care (EHC) Plan are required to be admitted to the school named in the Plan.

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 order<sup>1</sup> 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

<sup>1</sup> 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).



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

**Admission Zone:** All Community and Voluntary Controlled schools in Hartlepool have a defined geographic area called an Admission Zone. Do not assume that you live within a

particular school's 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.

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 police officer. 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.

## Admissions to Extol Academy Trust Schools

Extol Trust, is the admissions authority for all mainstream schools within the Trust, the responsibility for admissions to Springwell Special School is administered by Hartlepool's Local Authority SEND Team in full consultation with the Headteacher and the Trust.

The purpose of this policy is to set arrangements about how children will be admitted to our mainstream schools, including the criteria that will applied if there are more applications than places at the school. Extol Trust welcome all pupils, and places at our schools are offered in an open, fair, clear and objective manner. We work closely with the Local Authorities in which our schools are based and have agreed to adhere to their Co-ordinated Admission Schemes.

Extol Trust work to the principle that any parent accessing our admissions arrangements will be able to understand easily how places for an individual school will be allocated, and will not be alienated or discouraged from applying based on admission criteria.

Name of School	Published Admission Number (PAN)
Eldon Grove Academy	75
Rossmere Academy	55
Springwell School	Not applicable

If the Trust Board decides that it can accept more pupils than laid out in its PAN, it will notify the LA in good time so that the LA can deliver its coordination responsibilities effectively.

In line with statutory requirements, the Trust Board will not refuse admission to any age group, other than the relevant age groups, on the grounds that the number of children admitted has already reached the PAN; however, the Trust Board may refuse admission on the grounds that the admission of another child would prejudice the provision of efficient education or efficient use of resources.

### Admissions Procedures

As highlighted Extol Trust has agreed that our schools are aligned with the LA's Co-ordinated Admission Schemes in the authority they are based. As such, parents should view admission procedure and timeline on links highlighted below.

Name of School	Who deals with complaints about arrangements?	Who is responsible for arranging/ providing an appeal against refusal of a place at the school?
Eldon Grove Academy	Schools Adjudicator, Office of Schools Adjudicator, Bishopsgate House, Feethams, Darlington DL1 5QE Tel: 01325 340402 Email <a href="mailto:osa.team@osa.gsi.gov.uk">osa.team@osa.gsi.gov.uk</a>	Extol Trust
Rossmere Academy		
Springwell Special School		

### Oversubscription Criteria

The Trust Board aims to ensure that oversubscription criteria is reasonable, clear, objective, procedurally fair, and compliant with all relevant legislation, including equalities legislation. This means that the oversubscription criteria will not unfairly disadvantage, whether directly or indirectly, any child based on a protected characteristic or economic disadvantage.

If the school is oversubscribed, after the admission of pupils with Statements of Special Educational Needs or an Education, Health and Care Plan where the school is named in the Statement or Plan, the over-subscription criteria for the school/academy will be applied as follows:

1. Children who are a 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order 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). See note 1;
2. Children with brothers or sisters who are already at the school;
3. Children whose main residence is within the catchment area of a school;
4. Children who are distinguished from the great majority of other applicants;

## 5. Proximity to the school.

### Please note

Note 1. Relevant evidence must be provided such as copy of the adoption certificate or court order plus details of when and where the child was in care and names and contact details of social workers involved. If relevant evidence is not provided the child cannot be considered under this criterion.

Note 2. Where two applications cannot otherwise be separated, the Trust will follow a fair, clear and effective 'tie-breaker' procedure by allocating the place to the pupil who lives closest to school.

### Definitions

**Looked After Children:** The definition of a 'looked after child' is a person under the age of 18 who is provided with accommodation by a local authority, acting in its social services capacity, for a continuous period of more than 24 hours, by agreement with the parents or in accordance with section 22 of the Children's Act 1989. Previously looked after refers to those children who immediately after being looked after became subject to an adoption order, child arrangements order (under the provisions of the Children and Families Act 2014), or specialist guardianship order (under Section 14A of the Children Act 1989). Children looked after under an agreed series of short term placements (respite care) are excluded.

**Rules for Siblings:** Those children who have brothers or sisters who will be attending the school in the following September. Included in this factor are stepbrothers and sisters and half-brothers and sisters living at the same address and who will be attending the school at the expected time of admission. 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.

**Rules for Residence:** We have the right to investigate whether you live at the address you say you do and we may change any offer if incorrect information has been given.

**Rules for Those Pupils who are Distinguished from the Great Majority of Other Applicants:** 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. 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 online for a place under this criterion, please send your supporting evidence to the Admissions Team in the 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 Trust, 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 Trust must be satisfied that the child would suffer to a significant degree if he/she went to any other school.

**Proximity to the School:** Those children who live closest to the school as determined by a 'straight line' distance measurement; from the (ordnance survey) address point for the child's home to the (ordnance survey) address point of the school.

**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).

### Appeals

When informing a parent of their unsuccessful application, written notification of the decision will be sent, this will include: the reason why admission was refused; information about the right to appeal; the deadline for lodging an appeal and the contact details for making an appeal. Parents will be informed in the letter that, if they wish to appeal, they must make the appeal in writing. Grounds for appeal are not limited.

### Admission of Children Outside their Normal Age Group

Parents may request that their child is admitted outside their normal age group if they feel their child is not ready to start school with their peers, for example because the child has suffered ill health.

In addition, the parents of a summer born child (born between 1 April and 31 August) may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception in the term following their fifth birthday, rather than year 1.

Requests must be submitted in writing to the Local Authority and include supporting reasons for the request plus any supporting evidence from relevant professionals. If parents of summer born children wish their child to be admitted to the reception year in the term following their fifth birthday, rather than year 1, then parents should submit a written request providing reasons for seeking a place outside of the normal age group and any supporting evidence from relevant professionals.

Requests must be submitted before the closing date for reception applications in the child's normal age group in good time for the local authority to notify the Trust, and for the committee to consider the request and inform parent of the outcome before the closing date for the normal age group. In other words, for children due to be admitted to reception in September 2025 where the parent wishes the child to delay admission to reception until 2026, written requests must be submitted well before the deadline of 15 January 2025.

The Trust will make decisions based on the circumstances of each case and in the best interests of the child concerned. This will include taking account of:

- the parent's views;
- information about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group;
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely;
- the views of the Headteacher.

If a request relating to a summer born child is agreed, the parent's application for the normal age group may be withdrawn before any place is offered and they should reapply through the normal admission round for a reception place in the following year. If the request is refused the parents must decide whether to wait for any offer of a place in the current academic year (which will still be subject to the oversubscription criteria in this policy) or

to withdraw their application and apply for a year 1 place the following year. Parents should be aware that the year 1 group may have no vacancies as it could be full with admitted pupils transferring from the previous reception year group. A parent's right to appeal set out above does not apply if they are offered a place at the school but it is not in their preferred age group.

### **Waiting Lists**

For admissions at the start of the academic year, the school will operate a waiting list which is maintained until 31 December on year of entry. The list will set out the priority for places in the same order set out in the oversubscription criteria. When additional children are placed on the waiting list, the list will be re-ordered in line with the oversubscription criteria – no pupil will be prioritised based on when their name was added to the list.

The Trust Board will make clear in the admissions arrangements the process for requesting admission outside of the normal age group for the admissions round.

Parents may request that their child is placed on the waiting list if they are not successful in receiving a place. Where a place becomes available, it will be offered to the parents of the child at the top of the list.

For in-year admissions, if there is a waiting list for that year, the child will be placed on a waiting list until a space becomes available, or the child finds a new school setting. The list will set out the priority for places in the same order as admissions at the start of the year – when a place becomes available, it will be offered to the parents of the child at the top of the list.

If a child on the waiting list is offered a position at the school, the parents will be notified by letter and will have the option of accepting or rejecting the place within 28 days.

### **Fair Access Protocol**

We participate in individual Local Authority's Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible.

The above information has been taken from the Admissions Policy 2025/26 for Extol Trust and **should be read in conjunction with the whole Policy** which can be viewed on the website: <https://www.extoltrust.co.uk/>



## Admissions to Eskdale Academy

Eskdale Academy is part of Eden Academy Trust. The board of trustees of Eden Academy Trust is the admissions authority for this school.

The planned admission number is 30 per year group.

In the first instance, places will be awarded to those pupils with an Education Health Care Plan (EHCP) where the school is the named provision. 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 order 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) brought 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 in September 2025;
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.

### **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 Board 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.

#### **Waiting Lists**

In addition to their right of appeal, applicants will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out 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 Body 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 Applications**

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Applications should be made by contacting the local authority admission team at School Admissions, 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](mailto: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.

#### **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 from the Local Authority's School Admissions Team, Hartlepool Borough Council, Centre of Excellence for Teaching and Learning, Brierton Lane, Hartlepool, TS25 4AF, on 01429 523765 or 284368 or by email at [admissionsteam@hartlepool.gov.uk](mailto:admissionsteam@hartlepool.gov.uk)

#### **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.

## Definitions:

**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).

**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/carer'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 and voluntary controlled 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 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 National closing date, which should include your child's name and date of birth.

NB: Exceptional social reasons do not, in the view of the Trust, 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 Trust Board must be satisfied that the child would suffer to a significant degree if he/she went to any other school.

## Admissions to Grange Primary School

Northern Lights Learning Trust is the Admissions Authority for the school. Given the timescales of conversion from maintained school to academy status, Grange Primary School have adopted the local authority's admission criteria for the 2025 academic year, which can be found on Page 18 of this booklet. Further information on the school's admission policy can be found on the school's website: [www.grangepriaryschool.org](http://www.grangepriaryschool.org).

# Admissions to Greatham Church of England Primary School

Melrose Learning Trust is the Admissions Authority for the school.

## School Ethos statement

Greatham Church of England Primary School values highly its Christian ethos, its close links with local churches and the Diocese of Durham. We provide a distinctively Christian, yet inclusive, environment in which each child is motivated to acquire skills for life and a love of learning. As a church school, we welcome applications from Christian families, and those of other faiths or none. We ask all parents applying for a place at our school to respect this ethos and its importance to the whole school community.

## Introduction

We intend to admit up to 15 pupils to the Reception year group each academic year. Melrose Learning Trust are the admissions authority for the school. The Trust Board have made every effort to ensure that these arrangements comply with the School Admissions Code 2021 and all relevant legislation, including that on infant class sizes and equal opportunities. This arrangement follows consultation with the Local Authority, all other schools in the area and all other Admission Authorities in the area.

## Admission arrangements to the Reception Year in September 2025

Parents (see Note 1) wishing to apply for the Reception Year in September must complete the common application form provided by their home local authority (Hartlepool). This form must be completed even if your child attends our Early Years Unit or other school nursery /pre-school setting. The home LA is the LA in whose area the parents live at the time of the application. The form must be returned to that LA no later than 15 January. Applications received after this date will normally only be considered after all those received on or before the cut-off date. Offers and refusals of places will be posted by the home LA.

## Over-subscription criteria

Children with an Education, Health and Care (EHC) plan naming Greatham School will always be offered places. If there is then greater demand for admission than there are places available, the following criteria will be applied in the order set out below:

1. **Looked-after children and children who were previously looked after**, but ceased to be so because, immediately after being looked after, they became subject to an adoption, child arrangements or special guardianship order. (see Note 2) **including children**

**previously in state care outside of England** who have ceased to be in that state care as a result of being adopted (See Note 3)

2. Those children who have siblings (see Note 4) who will be attending the school at the time of admission;
3. 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 (see note 5);
4. Those children with a normal home address (see note 6) which is closest to the school (See Note 7), with those living closer to the school receiving the higher priority.

## Tiebreaker

Proximity of the child's home, as measured by the straight-line distance (see Note 7) between the home and the school with those living nearer being accorded the higher priority, will serve to differentiate between children in criteria 1 to 4 should the need arise. In the event that two distance measurements are identical, the school will use random allocation to decide which child should be offered the place. The process will be conducted in the presence of a person independent of the school.

## All Other Admissions

Admission to the school during the school year depends on whether or not there are places available. Applications must be made directly to the school on a form available from Hartlepool School Admissions Team. Admissions outside the normal age group will be dealt with as indicated below.

If there is a vacancy, and there is no child on the relevant waiting list with a higher priority (according to the over-subscription criteria 1- 4 above), a place will be offered.

In-year admissions or admissions at the beginning of school years other than Reception will only be considered by the Governing Body up to half a term [using the three-term year] in advance of the desired date for entry. For example, for entry in January, the application will not be considered until after the October half term break.

If parents are moving house, the school will ask for evidence of the move, before considering any application for a place. Documentary evidence in the form of a solicitor's letter to confirm exchange of contracts, or a

rental agreement for at least a period of six months will be required (Armed Forces personnel are exempt). If you are returning from elsewhere, to live in a home that you own, we will require evidence to show that you have returned. We will also ask for evidence that any previous house owned has been sold or is being sold. We would not accept an address where the one given is that of a second home with the main home being elsewhere. If there are two or more homes, we will check which is the main home, and may refuse to base an allocation of a place on an address which might be considered only temporary. Nor would we accept an address where the child was resident other than with a parent or carer unless this was part of a fostering or formal care arrangement. We would not normally accept an address where only part of a family had moved, unless connected with a divorce or permanent separation arrangement, in which case we would require proof.

### **Waiting Lists**

The Local Authority maintains waiting lists for those children who are not offered a place, and the parents ask for the child's name to be added to the waiting list. The order of priority on the waiting list is the same as the list of criteria for over-subscription, and does not depend on the date on which an application is received. Each added child will require the list to be ranked again in line with the published oversubscription criteria. No account is taken of length of time on a waiting list. The school periodically seeks confirmation that parents wish a child to be kept on the waiting list. Waiting lists will be maintained until 31 December of the admission year.

### **Fair Access**

The school participates in Hartlepool LA's Fair Access Protocol. This covers, for example, children who have moved into our area after the normal admission round, or who need to move school as a result of severe bullying or social issues. Children qualifying under the Fair Access Protocol may be offered a place even if there are no places available in the relevant year group and also take priority for admission over any child on the waiting list.

### **Multiple births**

In cases where there is one place available, and the next child on the list is a twin, triplet, etc., we would admit both twins (and all the children in the case of other multiple births) even if this meant exceeding the agreed admission number for Reception or the number of places in other year groups in the relevant admission year.

### **Admission of children below compulsory school age and deferred entry to school**

The School Admissions Code 2021 requires school admission authorities to provide for the admission of all

children in the September following their fourth birthday. However, a child is not required to start school until they have reached compulsory school age following their fifth birthday. For summer born children (those born after 1 April) this can sometimes be almost a full school year after the point at which they could first be admitted. Some parents may feel that their child is not ready to start school in the September following their fourth birthday and the child's parents are entitled to:-

- defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made; and
- where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

If parents wish to exercise the above rights they should discuss this with the Head Teacher as soon as possible to confirm arrangements and specify their choice in writing as follows: -

- that they wish their child to attend part-time until they reach compulsory school age; or
- that the date their child is admitted to school is deferred until later in the same academic year or until the term in which the child reaches compulsory school age. The school will hold any deferred place for the child, although, in the majority of cases, we find that children benefit from starting at the beginning of the school year, rather than part way through it.;
- that the date their child is admitted to school is deferred until the term after the child reaches compulsory school age provided this is not beyond the beginning of the final term of the school year.

The child must, however, start school full-time in the term after their fifth birthday.

If parents of summer born children wish to defer entry as outlined above and wish them to be admitted to the Reception Year in the term following their fifth birthday, rather than year 1, then parents should apply at the usual time for a place in September of the current academic year together with a written request that the child is admitted outside of his or her normal age group to the Reception Year in September the following year providing supporting reasons for seeking a place outside of the normal age group. This should be discussed with the Head Teacher as soon as possible. If their request is agreed, and this should be clear before the national offer day, their application for the normal age group may be withdrawn



before any place is offered and they should reapply in the normal way for a Reception place in the following year. If their request is refused, the parents must decide whether to wait for any offer of a place in the current academic year (NB it will still be subject to the over-subscription criteria in this policy) or to withdraw their application and apply for a year 1 place the following year. Parents should be aware that the Year 1 group may have no vacancies as it could be full with children transferring from the previous Reception Year group.

Further information and advice on the admission of summer born children is available from [Summer born children starting school: advice for parents - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

### **Admission outside normal age group**

Requests from parents for places outside a normal age group will be considered carefully e.g. for those who have missed education due to ill health. Each case will be considered on its own merits and circumstances. However, such admissions will not normally be agreed without a consensus that to do so would be in the pupil's interests. It is recommended that parents discuss their wishes with the head teacher in advance of applying for a place. Parents should apply in the normal way together with a written request that the child is admitted outside of his or her normal age group to the requested year group in September the following year providing supporting reasons for seeking a place outside of the normal age group. The governors may ask relevant professionals for their opinion on the case. It should be noted that if a place in the requested age group is refused, but one in the normal age group is offered, then there is no right of appeal.

### **Appeals**

There are established arrangements for appeals against non-admission. Details are available from the school, including the date by which an appeal should be submitted. It should be noted that, in the event of an unsuccessful appeal against non-admission to the school, the school does not consider any further application in the same school year (1 September – 31 August), unless there has been a material change in circumstances, for example a change of address which results in a move from outside the catchment area to inside it. Parents who wish their children to attend the school are most welcome to visit. Arrangements can be made through the Secretary at the school.

### **Notes**

**Note 1** "Parent" is defined in law (The Education Act 1996) as either:

- any person who has 'parental responsibility' (defined in the Children Act 1989) for the child or young person; or
- any person who has care of the child or young person. If you are in any doubt, please contact the school for advice.

**Note 2** By a "looked-after child" we mean one in the care of a local authority or being provided with accommodation by a local authority in the exercise of its social services function. An adoption order is one made under the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002 (Section 46). A 'child arrangements order' is one settling the arrangements to be made as to the person with whom the child is to live (Children Act 1989, Section 8, as amended by the Children and Families Act 2014, Section 14). A 'special guardianship order' is one appointing one or more individuals to be a child's special guardian/s (Children Act 1989, Section 14A). Applications under this criterion must be accompanied by evidence to show that the child is looked after or was previously looked after (e.g. a copy of the adoption, child arrangements or special guardianship order).

**Note 3** Children previously in state care outside of England means children who have been looked after outside of England by a public authority, a religious organisation or another provider of care whose sole purpose is to benefit society. The care may have been provided in orphanages or other settings. In the case of children adopted from state care overseas, the admissions authority will require evidence that a child is eligible by asking the child's parents or carers for appropriate evidence of their previously looked-after status.

**Note 4** By sibling we mean a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent's/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling. It is helpful if parents make it clear on the application form where the sibling has a different family name. Where there is more than one sibling at the school, only the youngest should be listed on the application form.

**Note 5** When applying under criterion 3 (exceptional medical or social needs), you must include supporting evidence from an independent professional person who is aware of the situation and supports your reasons for preferring Greatham School. This supporting evidence must clearly demonstrate why the school is the most suitable and must illustrate the difficulties that would be

caused if your child had to attend another school. The person supplying the evidence should be a doctor, health visitor, social worker, etc. who is aware of your child's or your own case. The school reserves the right to ask for further evidence or clarification where necessary and may seek the advice of appropriate educational professionals where necessary.

**Note 6** By normal home address, we mean the child's home address. This must be where the parent or legal carer of the child lives with the child unless it is proved that the child is resident elsewhere with someone else who has legal care and control of the child. The address should be a residential property that is owned, leased or

rented by the child's parent/s or person with legal care and control of the child.

**Note 7** The straight-line distance used to determine proximity of the home to the school will be 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.

The above information has been taken from the Admissions Policy 2025/26 for Greatham CE Primary School and **should be read in conjunction with the whole Policy** which can be viewed on the website:

<https://greathamceprimary.org.uk/admission-arrangements/>

## Admissions to Hart Primary

Northern Lights Learning Trust is the Admissions Authority for the school. The Local Governing Body of Hart Primary School considers the admissions on behalf of the Trust Board. This means that a committee of the governing body consider all applications sent to them by the Local Authority, according to the criteria as stated below. This policy has been agreed following consultation between the Governing Body, the Diocesan Board of Education, all other Admissions Authorities in the area and interested parties and parents through our web site. This policy gives regard to the "School Standards and Framework Act 1998, as amended by the Education Act 2011," "School Admissions (Admission Arrangements and Co-ordination of Admissions Arrangements (England) Regulations 2012" and "School Admissions Code, 2021."

Applications in the normal round must be made on the Common Application Form (available from the Local Authority) by the determined closing date and an offer will be made by the Local Authority on behalf of the school, on the National offer date. Applications, received after the closing date, will only be considered after all those received by the closing date have been considered. Parents must indicate which category they are applying for and should provide supplemental evidence in support of the application. This will enable the governing body to make an informed decision. Applications for in-year admissions must be made on the In-year School Transfer Form (also available from the Local Authority) and should be forwarded by the current school for consideration.

The Admission policy is applied if the number of applications exceeds the Published Admission Number (PAN) which is 15.

In the first instance, places will be awarded to those pupils with an Education, Health and Care Plan where the school is named as the most appropriate educational setting for the child. The remaining places will be awarded in the following priority order:

1. Looked-after children and children who were previously looked after, but ceased to be so because, immediately after being looked after, they became subject to an adoption, child arrangements or special guardianship order. Including children previously in state care outside of England who have ceased to be in that state care as a result of being adopted (see notes at the end of this policy);
2. Siblings – children who have an older sibling attending the school, at the time of their application. Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, (foster brother or sister), or the child of the parent/carer's partner. This applies where the child for whom the place is sought is living in the same family unit at the same address as that sibling;
3. Those children who live in the school's admission zone;
4. Feeder School – children who attend the Nursery of the same school in the previous academic year to that of their application;
5. Other children.

**Tie Breaker:** In all criteria, if there are more applicants than places available then priority will be given to 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.

In the event that two distance measurements are identical, the school will use random allocation to decide which child should be offered the place. The process will be conducted in the presence of a person independent of the school.

**Definition of Distance** – Distance will be measured by a straight-line 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 received the higher priority. The address points are linked to the Local Land & Property Gazetteer.

### **Admission of children below compulsory school age and deferred entry to school**

The School Admissions Code requires school admission authorities to provide for the admission of all children in the September following their fourth birthday. However, a child is not required to start school until they have reached compulsory school age following their fifth birthday. For summer born children (those born after 1 April) this can sometimes be almost a full school year after the point at which they could first be admitted. Some parents may feel that their child is not ready to start school in the September following their fourth birthday. Parents are entitled to request in writing that:

- their child attends part-time until they reach compulsory school age; or
- that the date their child is admitted to school is deferred until later in the same academic year or until the term in which the child reaches compulsory school age. The school will hold any deferred place for the child, although, in the majority of cases, we find that children benefit from starting at the beginning of the school year, rather than part way through it;
- that the date their child is admitted to school is deferred until the term after the child reaches compulsory school age.

The child must, however, start school full-time in the term after their fifth birthday.

If parents of summer born children wish to defer entry as outlined above and wish them to be admitted to the Reception Year in the term following their fifth birthday, rather than year 1, then parents should apply at the usual time for a place in September of the current academic year together with a written request that the child is admitted outside of his or her normal age group to the Reception Year in September the following year providing supporting

reasons for seeking a place outside of the normal age group. This should be discussed with the Head Teacher as soon as possible. If their request is agreed, and this should be clear before the national offer day, their application for the normal age group may be withdrawn before any place is offered and they should reapply in the normal way for a Reception place in the following year. If their request is refused, the parents must decide whether to wait for any offer of a place in the current academic year (NB it will still be subject to the over-subscription criteria in this policy) or to withdraw their application and apply for a year 1 place the following year. Parents should be aware that the Year 1 group may have no vacancies as it could be full with children transferring from the previous Reception Year group.

### **Notes and supplemental information:**

#### **Looked after child**

By a "looked-after child" we mean one in the care of a local authority or being provided with accommodation by a local authority in the exercise of its social services function. An adoption order is one made under the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002 (Section 46). A 'child arrangements order' is one settling the arrangements to be made as to the person with whom the child is to live (Children Act 1989, Section 8, as amended by the Children and Families Act 2014, Section 14). A 'special guardianship order' is one appointing one or more individuals to be a child's special guardian/s (Children Act 1989, Section 14A). Applications under this criterion must be accompanied by evidence to show that the child is looked after or was previously looked after (e.g. a copy of the adoption, child arrangements or special guardianship order).

Children previously in state care outside of England means children who have been looked after outside of England by a public authority, a religious organisation or another provider of care whose sole purpose is to benefit society. The care may have been provided in orphanages or other settings. In the case of children adopted from state care overseas, the admissions authority will require evidence that a child is eligible by asking the child's parents or carers for appropriate evidence of their previously looked after status.

#### **Shared Parental Responsibility**

Where two adults have shared responsibility for a child, they should agree before submitting the application which schools to name as their preferred schools and the order of preferences. In cases of dispute, or when two applications are submitted, the LA will process the application received from the adult with whom the child is living the majority of the week. If parents fail to agree on preferred schools, and

two applications are received for the same child from both parents, then the LA will lead on such issues.

The Admissions Authority may ask for proof of your address. The admissions authority will consider legal action against parents who deliberately give false information, and the offer of a school place may be withdrawn.

Information given by parents which is found to be fraudulent will result in the offer of a place being withdrawn.

The admissions committee is required by law to consider the information supplied on the application form and the supplemental information asked for. It is very important that you take great care to ensure the details you provide are complete and correct before submitting them. Any advice or support you require in completing this form can be sought via the school office.

## Admissions to Holy Trinity Church of England Primary School

**The Durham & Newcastle Diocesan Learning Trust (DNDLT) is the Admissions Authority for this school.**

The Durham & Newcastle Diocesan Learning Trust intends to admit up to 30 pupils to the Reception year group in September 2025.

This arrangement follows consultation between the Durham & Newcastle Diocesan Learning Trust, the Local Authority (LA), all other schools in the areas and all other Admission Authorities in the area.

Applications for admission must be made on the Local Authority Common Admission Form, according to the timetable and detailed arrangements published each year by Hartlepool Local Authority.

All places will be allocated on the national offer day.

**Late Applications:** Admissions for Reception received after the closing date detailed in the Local Authority booklet will be accepted but considered only after those received by the closing date.

**Transfer:** Parents who wish their child to transfer to Holy Trinity Church of England Primary School Durham & Newcastle Diocesan Learning Trust, at any time other than the beginning of primary education, should contact the Local Authority School Admissions Team. Should there be space in the school the Durham & Newcastle Diocesan Learning Trust will admit your child. If more requests are

Parents, who are unsuccessful in securing a place for their child at the School, have a statutory right of appeal. Further details of the appeal process are available by writing to the Chair of Local Governing Body at the School address. Appeals are heard by an independent panel.

Children, who are unsuccessful in securing a place at the School, can be placed on a waiting list, which will be held by the School whilst the child is of primary school age unless the parent requests that the name is removed. If a parent would like their child to be added to the waiting list, they should contact the school.

Should a place become available then the admissions criteria will be applied again to every child on the waiting list at the time of the vacancy and evidence sought to support their application.

received than there are places available, the below criteria will apply.

### Over-subscription criteria

Children with an Education, Health and Care (EHC) plan naming Holy Trinity C of E Primary School will always be offered places. If there is then greater demand for admission than there are places available, the following criteria will be applied in the order set out below:

- 1. Looked-after children and children who were previously looked after,** but ceased to be so because, immediately after being looked after, they became subject to an adoption, child arrangements or special guardianship order (see note 1) **including Children previously in state care outside of England.** This refers to children who were previously in state care outside of England, and have ceased to be in state care as a result of being adopted (see note 2);
- 2. Siblings of children currently in the school.** Parents should note that “current” means that your older child must still be in the school at the point when your younger child enters it;
- 3. Other children whose parents wish them to be educated at Holy Trinity Church of England Primary Durham and Newcastle Learning Trust.** Proximity of the child’s home, as measured by the straight line distance between the home and the school with those living nearer being accorded the higher priority.

**Tie Breaker:** The tie breaker will serve to differentiate between children in criteria 1 to 3 should the need arise. Proximity of the child's home, as measured by the straight line distance between the home and the school with those living nearer being accorded the higher priority. In the event that two distance measurements are identical, the school will use random allocation to decide which child should be offered the place. The process will be conducted in the presence of a person independent of the school.

### Appeal

Parents have a right of appeal should the school be unable to admit your child. You should contact the Local Academy Council at the school. They will make the necessary arrangements for an appeal.

### Definitions:

#### 1. Looked After Children

Looked after children and children who were previously looked after, but ceased to be so because, immediately after being looked after, they became subject to an adoption, child arrangements or special guardianship order.

Note: By a "looked-after child" we mean one in the care of a local authority or being provided with accommodation by a local authority in the exercise of its social services function. An adoption order is one made under the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002 (Section 46). A 'child arrangements order' is one settling the arrangements to be made as to the person with whom the child is to live (Children Act 1989, Section 8, as amended by the Children and Families Act 2014, Section 14). A 'special guardianship order' is one appointing one or more individuals to be a child's special guardian/s (Children Act 1989, Section 14A). Applications under this criterion must be accompanied by evidence to show that the child is looked after or was previously looked after (e.g. a copy of the adoption, child arrangements or special guardianship order)."

Please note that the criterion can only apply to children adopted, subject to a child arrangements or special guardianship order immediately after being looked after. Children adopted following private fostering arrangements do not qualify as they were not in the care of a local authority immediately prior to being adopted, etc.

2. **Children previously in state care outside of England** means children who have been looked after outside of England by a public authority, a religious organisation or another provider of care whose sole purpose is to

benefit society. The care may have been provided in orphanages or other settings. In the case of children adopted from state care overseas, the admissions authority will require evidence that a child is eligible by asking the child's parents or carers for appropriate evidence of their previously looked after status.

#### 3. Siblings of children currently in school

Sibling refers to blood brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent / carer's partner and in every case, the child must be living in the same family unit at the same address. In all cases, the parent who receives the Child Benefit for those children must permanently live at that address with the children. 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.

### Waiting List

- Waiting lists are held in school for all year groups.
- Please contact the school to place your child's name on the waiting list. Waiting lists will be maintained until 31st August of the admission year.
- Names will be ranked in line with the Admission Policy criteria and oversubscription criteria. Each added child will require the list to be ranked again in line with the published oversubscription criteria.
- If a place should become available the school will write to offer a place to the highest ranked child.
- If the child does not require the place it will be offered to the next highest ranked child until the place is filled.

### Fair Access

The school participates in the LA's Fair Access Protocol. This covers, for example, children who have moved into our area after the normal admission round, or who need to move school as a result of severe bullying or social issues. Children qualifying under the Fair Access Protocol may be offered a place even if there are no places available in the relevant year group and also take priority for admission over any child on the waiting list.

### Multiple births

In cases where there is one place available, and the next child on the list is a twin, triplet, etc., we would admit both twins (and all the children in the case of other multiple births) even if this meant exceeding the agreed admission number for Reception or the number of places in other year groups in the relevant admission year.

### Admission of children below compulsory school age and deferred entry to school

The School Admissions Code requires school admission authorities to provide for the admission of all children in



the September following their fourth birthday. However, a child is not required to start school until they have reached compulsory school age following their fifth birthday. For summer born children (those born after 1 April) this can sometimes be almost a full school year after the point at which they could first be admitted.

Some parents may feel that their child is not ready to start school in the September following their fourth birthday and the child's parents are entitled to:

- defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made; and
- where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

If parents wish to exercise the above rights they should discuss this with the Head Teacher as soon as possible to confirm arrangements and specify their choice in writing as follows:

- that they wish their child to attend part-time until they reach compulsory school age, or
- that the date their child is admitted to school is deferred until later in the same academic year or until the term in which the child reaches compulsory school age. The school will hold any deferred place for the child, although, in the majority of cases, we find that children benefit from starting at the beginning of the school year, rather than part way through it.
- that the date their child is admitted to school is deferred until the term after the child reaches compulsory school age provided this is not beyond the beginning of the final term of the school year.

The child must, however, start school full-time in the term after their fifth birthday.

If parents of summer born children wish to defer entry as outlined above and wish them to be admitted to the Reception Year in the term following their fifth birthday, rather than year 1, then parents should apply at the usual time for a place in September of the current academic year together with a written request that the child is admitted outside of his or her normal age group to the Reception Year in September the following year providing supporting reasons for seeking a place outside of the normal age group. This should be discussed with the Head Teacher as soon as possible. If their request is agreed, and this should be clear before the national offer day, their application for the normal age group may be withdrawn before any place is offered and they should reapply in the normal way for a Reception place in the following year. If their request is refused, the parents must decide whether to wait for any offer of a place in the current academic year (NB it will still be subject to the over-subscription criteria in this policy) or to withdraw their application and apply for a year 1 place the following year. Parents should be aware that the Year 1 group may have no vacancies as it could be full with children transferring from the previous Reception Year group."

Further information and advice on the admission of summer born children is available from the School Admissions Team at Hartlepool Borough Council.

**Appeal where application is made outside of age range**  
Requests from parents for places outside a normal age group will be considered carefully e.g. for those who have missed education due to ill health. Each case will be considered on its own merits and circumstances. However, such admissions will not normally be agreed without a consensus that to do so would be in the pupil's interests. It is recommended that parents discuss their wishes with the Headteacher in advance of applying for a place. The Durham & Newcastle Diocesan Learning Trust may ask relevant professionals for their opinion on the case. It should be noted that if a place in the requested age group is refused, but one in the normal age group is offered then there is no right of appeal.

## Admissions to Jesmond Gardens Primary School

Jesmond Gardens Primary School is part of Eden Academy Trust. The board of trustees of Eden Academy Trust is the admissions authority for this school.

The planned admission number is 45 per year group.

In the first instance, places will be awarded to those pupils with an Education Health Care Plan (EHCP) where the school is the named provision. 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 order 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) bring

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 in September 2025;
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:**

**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).

**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/carer'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 and voluntary controlled 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 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 National closing date, which should include your child's name and date of birth.

NB: Exceptional social reasons do not, in the view of the Trust, 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 Trust Board must be satisfied that the child would suffer to a significant degree if he/she went to any other school.

#### **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 Board 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.

#### **Waiting Lists**

In addition to their right of appeal, applicants will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out 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 Body 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 Applications**

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Applications should be made by contacting the local authority admission team at School Admissions, 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](mailto: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.

### **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 from the Local Authority's School Admissions Team, Hartlepool Borough Council, Centre of Excellence for Teaching and Learning, Brierton Lane, Hartlepool, TS25 4AF, on 01429 523765 or 284368 or by email at [admissionsteam@hartlepool.gov.uk](mailto:admissionsteam@hartlepool.gov.uk)

### **Fair Access Protocol**

## **Admissions to Sacred Heart Catholic Primary School**

**Sacred Heart Catholic Primary School** was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by the Catholic Education Trust as part of the Catholic Church in accordance with its trust deed and articles of association and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

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.

The Admission Policy criteria will be dealt with on an equal preference basis.

Bishop Hogarth Catholic Education Trust is the admissions authority and is responsible for determining the admission policy. The local authority coordinates the admissions process on behalf of the Trust. The administration and operation of the admission policy is delegated by the Trust to the Local Governing Committee.

### **Parishes served by the school**

The school serves the former parishes of St Thomas More's and St Joseph's, Hartlepool within the parish of The Holy Family. A map of the parish boundaries is available here: <https://diocesehn.org.uk/education/schoolscommission/admissions-and-appeals/>

### **Published Admission Number**

The Local Governing Committee has set its published admission number (PAN) at 60 pupils to be admitted to the

reception year in the school year which begins in September 2025.

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

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

#### **Oversubscription Criteria**

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

1. Catholic looked after and previously looked after children (see notes 2&3).
2. Catholic children who are resident in the former parishes of St Thomas More and St Joseph Hartlepool (see note 3).
3. Catholic children who are resident in the parish of The Holy Family (see note 3).
4. Other Catholic children (see note 3).
5. Other looked after and previously looked after children (see note 2).
6. Catechumens and members of an Eastern Christian Church (see notes 4&5).
7. Children of other Christian denominations whose membership is evidenced by a minister or faith leader (see note 6).
8. Children of other faiths whose membership is evidenced by a minister or faith leader (see note 7).
9. Any other children.

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

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

*application within each category so that the application will be placed at the top of the category in which the application is made after children in (i) above. (see note 9).*

#### **Tie Breaker**

Where there are places available for some, but not all applicants within a particular criterion, priority will be given to children living closest to the school determined by the shortest distance. Distance will be measured by a straight line 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 received the higher priority. The address points are linked to the Local Land & Property Gazetteer.

In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out in a public place and supervised by a person independent of the school.

#### **Application Procedures and Timetable**

To apply for a place at this school in the normal admission round (not in-year applications), a Common Application Form (CAF) must be completed. This is available from the local authority in which the child lives.

The parent will be advised of the outcome of the application on 16 April or the next working day, by the local authority. If the application is unsuccessful (unless the child gained a place at a school the parent ranked higher) the parent will be informed of the decision, related to the oversubscription criteria listed below and has the right of appeal to an independent appeal panel.

If the parent is required to provide supplemental evidence to support the application (e.g., a baptismal certificate), this evidence should be provided at the time of application. If not provided, evidence may be sought by the Local Governing Committee following the closing date for applications. This information must have been correct at the date of closing for applications.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15 January 2025.

#### **Late Applications**

Late applications will be administered in accordance with the home local authority Primary Coordinated Admissions Scheme. Parents are advised to ensure that the application is submitted before the closing date.



### **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 3 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.

### **Waiting Lists**

In addition to their right of appeal, applicants will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out 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 Applications**

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Applications should be made by contacting the local authority admission team at School Admissions, 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](mailto:admissionsteam@hartlepool.gov.uk) [www.sacredheart.bhcet.org.uk](http://www.sacredheart.bhcet.org.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 (see above).

### 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.

### 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 diocese 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.

### Notes and definitions

1. An **Education, Health and Care Plan** is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.
2. A **looked after child** has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their

social services functions (e.g. children with foster parents) at the time of making application to the school.

A **previously looked after child** is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order.

Included in this definition are those children who appear (to the admissions authority) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

3. **'Catholic'** means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child living with a family where at least one of the parents is Catholic.

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

4. **Catechumen** means a member of the catechumenate of a Catholic Church. For the purposes of admissions this refers to the child on whose behalf the application is being made. This will normally be evidenced by a certificate of reception into the order of catechumens.
5. **Eastern Christian Church** includes Orthodox Churches and is normally evidenced by a certificate of baptism or reception from the authorities of that church. Those who have difficulty obtaining written evidence of baptism or reception should contact the diocese who will decide how the question of baptism or reception is to be resolved and how written evidence is to be produced in accordance with the law of the church.
6. **Children of other Christian denominations** means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to

the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and CYTŪN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

Applicants must provide a baptismal certificate or where child baptism is not practised, a letter confirming their church membership from their minister or faith leader.

7. **Children of other faiths** means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 6 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

- A religion which involves belief in more than one God, and
- A religion which does not involve belief in a God.

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

Applicants must provide a letter of support to confirm their faith membership from their minister or faith leader.

8. A child's **"home address"** refers to the address where the child usually lives with a parent or carer, and will be the address provided in the Common Application Form ("CAF"). Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.

9. **Sibling** includes:

- (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and
- (ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.

10. A **parent** means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child (having care of a child means that the child lives with and is looked after by that person).

11. To demonstrate an **exceptional social, medical or pastoral need** of the child which can be most appropriately met at this school, the admissions authority will require compelling written evidence from an appropriate professional, such as a social worker, doctor or priest.

**This policy should be read in conjunction with the local authority's admission guidance for parents.**

## Admissions to Springwell School

Springwell School caters for students with profound and multiple learning difficulties (PMLD), severe learning difficulties (SLD), moderate learning difficulties (MLD), those who have autistic spectrum disorder (ASD) and those with social, emotional and mental health needs (SEMH). Admissions are considered by a panel comprising representatives of the Local Authority's Children's and Joint Commissioning Services SEND Team and Springwell

School Senior Leadership Team. Children accessing Springwell School must, in all but exceptional cases, have an Education, Health and Care (EHC) Plan.

For further information regarding SEN, please refer to page 111. If you wish to discuss any aspect of SEN further, please contact the SEND Team (contact details can be found on page 114).

## Admissions to St Aidan's Church of England Memorial Primary School

The Durham and Newcastle Diocesan Learning Trust (DNDLT) is the Admissions Authority for the school.

We intend to admit up to 50 pupils to the reception year group in September 2025. This arrangement follows consultation between the DNDLT, the Academy Council, the Local Authority, all other schools in the area and all other Admission Authorities in the area.

Applications must be made on the Local Authority Common Application Form. This form must be returned to the Local Authority (LA). Applications received after the closing date will only be considered after all those received by the closing date.

Children who have an Education, Health and Care (EHC) plan where the school is named as the most appropriate educational setting for the child will be admitted to the school before all others. Where there are insufficient places available to meet all parental preferences, the Academy Council will allocate the remaining places on the basis of equal preference and priority will be given to applications in the following order:

**1. Children in care including previously looked after children and children previously in state care outside of England.** This refers to children who are looked after by a Local Authority in accordance with Section 22 of the Children's Act 1989 at the time the application for admission to the school is made, and whom the Local Authority can confirm will still be looked after at the time of admission to the school. Looked after children and children who were previously looked after, but ceased to be so because immediately after being looked after they were then adopted [or became subject to a child arrangements order or special guardianship order] also come under this category. An 'adoption order' is defined as an order made under section 46 of the Adoption and Children Act 2002. A 'child arrangements order' is defined as an order outlining the arrangements as to the person with whom the child will live under section 8 of the Children Act 1989 as amended. A 'special guardianship order' is an order appointing one or more individuals to be a child's special guardian or guardians under the Children Act 1989. Children who were previously in state care outside of England are those who have ceased to be in state care as a result of being adopted. Children previously in state care outside of England means children who have been looked after outside of England by a public authority, a religious organisation or another provider of care whose sole purpose is to benefit society. The care may have been provided in orphanages or other settings. In the case of children adopted from state care overseas, the admissions authority will require evidence that a child is eligible by asking the child's parents or carers for appropriate evidence of their previously looked-after status.

**2. Children who will have a sibling attending the school at the time of their admission.** Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is permanently living in the same family unit at the same address as that sibling. In all cases, the parent who receives the Child Benefit for those children must permanently live at that address with the children. 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.

**3. Faith Criteria**

▪ **Church of England**

Children of one or more parents who regularly or frequently attend worship at St Aidan's or St Columba's churches.

▪ **Other Church of England churches**

Children and/or one or more parent who regularly and frequently worship at another Church of England church.

Regularly and frequently is defined as attendance at least once per month over the last twelve months. Applications for faith places must be supported by a completed Supplementary Information Form (SIF). This form is available from the school office and will need to be authorised by an authorised minister.

*NB In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.*

**4. Medical or Social Criteria**

Pupils with very exceptional medical or social factors directly related to school placement. Applications must be supported by written evidence from a doctor or other professional practitioner, setting out the particular reasons why our school is the only school that can meet the child's needs and will be considered on a case by case basis, as assessed using the Local Authority criteria.

**5. Children whose parents wish them to be educated at St Aidan's Church of England Memorial Primary School** up to the permitted admission number of 50.

### Multiple Births

For applications of children of multiple births, if one of the children is offered the last place available, we will offer a place for the other child/ren.

### Tie Breaker

Where there are places for some, but not all, applicants within a particular criterion, distance will be measured by a straight line distance measurement; from the child's home address to the address of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority. In the event that two distance measurements are identical, the school will use random allocation to decide which child should be offered the place. The process will be conducted in the presence of a person independent of the school.

### Admission of children below compulsory age range and deferred entry to school

The School Admissions Code 2021 requires school admission authorities to provide for the admission of all children in the September following their fourth birthday. However, a child is not legally required to start school until they have reached compulsory school age following their fifth birthday. For summer born children [those born after 1 April] this can sometimes be almost a full school year after the point at which they could first be admitted.

Some parents may feel that their child is not ready to start school in the September following their fourth birthday and the child's parents are entitled to:-

- defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made; and
- where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age

If parents wish to exercise the above rights they should discuss this with the Head Teacher as soon as possible to confirm arrangements and specify their choice in writing as follows: -

- that they wish their child to attend part-time until they reach compulsory school age, or
- that the date their child is admitted to school is deferred until later in the same academic year or until the term in which the child reaches compulsory school age. The school will hold any deferred place for the child, although, in the majority of cases, we find that children benefit from starting at the beginning of the school year, rather than part way through it.

- that the date their child is admitted to school is deferred until the term after the child reaches compulsory school age provided this is not beyond the beginning of the final term of the school year.

The child must, however, start school full time in the term after their fifth birthday

### Requests for admission outside of normal age range

If parents of summer born children wish to defer entry as outlined above and wish them to be admitted to the Reception Year in the term following their fifth birthday, rather than year 1, then parents should apply at the usual time for a place in September of the current academic year together with a request that the child is admitted outside of his or her normal age group to the Reception Year in September the following year providing supporting reasons for seeking a place outside of the normal age group. This should be discussed with the Headteacher as soon as possible. If their request is agreed, and this should be clear before the national offer day, their application for the normal age group may be withdrawn before any place is offered and they should reapply in the normal way for a Reception place in the following year. If the request is refused, the parents must decide whether to wait for any offer of a place in the current academic year [nb it will still be subject to the over-subscription criteria in this policy] or to withdraw their application and apply for a Year 1 place the following year. Parents should be aware that the Year 1 group may have no vacancies as it could be full with children transferring from the previous Reception Year group.

Requests from parents for places outside a normal age group will be considered carefully, eg for those who have missed education due to ill health. Each case will be considered on its own merits and circumstances. However, such admissions will not normally be agreed without a consensus that to do so would be in the pupil's interests. It is recommended that parents discuss their wishes with the Headteacher in advance of applying for a place. The Academy Council may ask relevant professions for their opinion on the case. It should be noted that if a place in the requested age group is refused, but one in the normal age range is offered then there is not right of appeal.

### Information about waiting lists

If you wish your child to attend St Aidan's School you must fill in an application form, even if your child attends nursery / you live in the admission zone for the school. Attendance at the nursery does not guarantee you a place at the school. If you are unable to gain a place initially then your child's name can be added to a waiting list for at least one term. This list will be administered in line with the admissions criteria. Waiting lists will be maintained until at least 31 December of the admission year.



### **Fair access protocol**

The school participates in Hartlepool LA's fair access protocol. This covers, for example, children who have moved into our area after the normal admission round, or who need to move school as a result of severe bullying or social issues. Children qualifying under the fair Access Protocol may be offered a place even if there are no places available in the relevant year group and also take priority for admission over any child on the waiting list.

### **Right of Appeal**

If you are not successful in obtaining a place for your child at our school, you have a statutory right of appeal. Further

details are available from the school, Local Authority or the Chair of Academy Council in the first instance.

### **Transfers**

Parents who wish their child to transfer to St Aidan's School at any other time other than the beginning of primary education should contact the Local Authority Admissions Team in the first instance. The Admissions Team will contact the school on your behalf. Should there be space in the school the admissions authority will admit your child. If more requests are received than there are places available, the above criteria will apply.

## **Admissions to St Bega's Catholic Primary School**

**St Bega's Catholic Primary School** was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by the Catholic Education Trust as part of the Catholic Church in accordance with its trust deed and articles of association and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The admission policy criteria will be dealt with on an equal preference basis.

Bishop Hogarth Catholic Education Trust is the admissions authority and is responsible for determining the admission policy. The local authority coordinates the admissions process on behalf of the Trust. The administration and operation of the admission policy is delegated by the Trust to the Admissions authority.

### **Parishes served by the school**

The school serves the former parish of The Immaculate Conception (St Mary) within the parish of The Holy Family, Hartlepool. A map of the parish boundaries is available here: <https://diocesehn.org.uk/education/schools-commission/admissions-and-appeals/>

### **Published Admission Number**

The admissions authority has set its published admission number (PAN) at 25 pupils to be admitted to [the reception year] in the school year which begins in September 2025.

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

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

### **Oversubscription Criteria**

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

1. Catholic looked after and previously looked after children (see notes 2&3).
2. Catholic children who are resident in the former parish of The Immaculate Conception (St Mary) within the parish of The Holy Family, Hartlepool (see note 3).
3. Other Catholic children (see note 3).
4. Looked after and previously looked after children (see note 2).
5. Catechumens and members of an Eastern Christian Church (see notes 4&5).
6. Children of other Christian denominations whose membership is evidenced by a minister or faith leader (see note 6).

7. Children of other faiths whose membership is evidenced by a minister or faith leader (see note 7).

8. Any other children.

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

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

#### **Tie Breaker**

Where there are places available for some, but not all applicants within a particular criterion, priority will be given to children living closest to the school determined by the shortest distance. Distance will be measured by a straight line 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 received the higher priority. The address points are linked to the Local Land & Property Gazetteer.

In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out in a public place and supervised by a person independent of the school.

#### **Application Procedures and Timetable**

To apply for a place at this school in the normal admission round (not in-year applications), a Common Application Form (CAF) must be completed. This is available from the local authority in which the child lives.

The parent will be advised of the outcome of the application on 16 April or the next working day, by the local authority. If the application is unsuccessful (unless the child gained a place at a school the parent ranked higher) the parent will be informed of the decision, related to the oversubscription criteria listed above, and has the right of appeal to an independent appeal panel.

If the parent is required to provide supplemental evidence to support the application (e.g. a baptismal certificate), this evidence should be provided at the time of application. If not provided, evidence may be sought by the

Admissions authority following the closing date for applications. This information must have been correct at the date of closing for applications.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15 January 2025.

#### **Late Applications**

Late applications will be administered in accordance with the home local authority Primary Coordinated Admissions Scheme. Parents are advised to ensure that the application is submitted before the closing date.

#### **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 Admissions authority will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the headteacher who has statutory responsibility for the internal organisation, management and control of the school, the Admissions authority 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 Admissions authority 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 Admissions authority 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 Admissions authority, 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.

### **Waiting Lists**

In addition to their right of appeal, applicants will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out 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 Admissions authority will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's PAN.

### **In-Year Applications**

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Applications should be made by contacting the local authority admission team at School Admissions, 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](mailto:admissionsteam@hartlepool.gov.uk) [www.stbegas.bhcet.org.uk](http://www.stbegas.bhcet.org.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.

### **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.

### **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 Admissions authority is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the diocese and the Admissions authority for the current school year. The Admissions authority 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 Admissions authority 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.

## Notes and definitions

1. An **Education, Health and Care Plan** is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.
2. A **looked after child** has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.

A **previously looked after child** is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order.

Included in this definition are those children who appear (to the admissions authority) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

3. **‘Catholic’** means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child living with a family where at least one of the parents is Catholic. For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.
4. **Catechumen** means a member of the catechumenate of a Catholic Church. For the purposes of admissions this refers to the child on whose behalf the application is being made. This will normally be evidenced by a certificate of reception into the order of catechumens.
5. **Eastern Christian Church** includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church. Those who have difficulty obtaining written evidence of baptism or reception should contact the Diocese who will decide how the question of baptism or reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

6. **Children of other Christian denominations** means children who belong to other churches and ecclesial communities which, acknowledge God’s revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God’s will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and CYTŪN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

Applicants must provide a baptismal certificate or where child baptism is not practised, a letter confirming their church membership from their minister or faith leader.

7. **Children of other faiths** means children who are members of a religious community that does not fall within the definition of ‘other Christian denominations’ at 6 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

- A religion which involves belief in more than one God, and
- A religion which does not involve belief in a God.

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

Applicants must provide a letter of support to confirm their faith membership from their minister or faith leader.

8. A child’s **“home address”** refers to the address where the child usually lives with a parent or carer, and will be the address provided in the Common Application Form (“CAF”). Where parents have shared responsibility for a child, and the child lives for part of the week with each

parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.

9. **Sibling** includes:

- (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and
- (ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.

10. A **parent** means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child (having care of a child means that the child lives with and is looked after by that person).

11. To demonstrate an **exceptional social, medical or pastoral need** of the child which can be most appropriately met at this school, the admissions authority will require compelling written evidence from an appropriate professional, such as a social worker, doctor or priest.

**This policy should be read in conjunction with the local authority's admission guidance for parents.**

## Admissions to St Cuthbert's Catholic Primary School

**St Cuthbert's Catholic Primary School** was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by the Catholic Education Trust as part of the Catholic Church in accordance with its trust deed and articles of association, and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The admission policy criteria will be dealt with on an equal preference basis.

Bishop Hogarth Catholic Education Trust is the admissions authority and is responsible for determining the admission policy. The local authority coordinates the admissions process on behalf of the Trust. The administration and operation of the admission policy is delegated by the Trust to the Local Governing Committee.

### Parishes served by the school

The school serves the former parish of St Cuthberts, Hartlepool within the parish of The Holy Family. A map of the parish boundaries is available here:

<https://diocesehn.org.uk/education/schools-commission/admissionsand-appeals/>

### Published Admission Number

The admissions authority has set its published admission number (PAN) at 30 pupils to be admitted to the reception year in the school year which begins in September 2025.

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

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

**Oversubscription Criteria** Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

1. Catholic looked after and previously looked after children (see notes 2&3).
2. Catholic children who are resident in the former parish of St Cuthbert's, Hartlepool within the parish of The Holy Family (see note 3).
3. Other Catholic children (see note 3).
4. Other looked after and previously looked after children (see note 2).
5. Catechumens and members of an Eastern Christian Church (see notes 4&5).



6. Children of other Christian denominations whose membership is evidenced by a minister or faith leader (see note 6).
7. Children of other faiths whose membership is evidenced by a minister or faith leader (see note 7).
8. Any other children.

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

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

#### **Tie Breaker**

Where there are places available for some, but not all applicants within a particular criterion, priority will be given to children living closest to the school determined by the shortest distance. Distance will be measured by a straight line 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 received the higher priority. The address points are linked to the Local Land & Property Gazetteer.

In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out in a public place and supervised by a person independent of the school.

#### **Application Procedures and Timetable**

To apply for a place at this school in the normal admission round (not in-year applications), a Common Application Form (CAF) must be completed. This is available from the local authority in which the child lives.

The parent will be advised of the outcome of the application on 16 April or the next working day, by the local authority. If the application is unsuccessful (unless the child gained a place at a school the parent ranked higher) the parent will be informed of the decision, related to the

oversubscription criteria listed above, and has the right of appeal to an independent appeal panel.

If the parent is required to provide supplemental evidence to support the application (e.g. a baptismal certificate), this evidence should be provided at the time of application. If not provided, evidence may be sought by the admissions authority following the closing date for applications. This information must have been correct at the date of closing for applications.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15 January 2025.

#### **Late Applications**

Late applications will be administered in accordance with the home local authority Primary Coordinated Admissions Scheme. Parents are advised to ensure that the application is submitted before the closing date.

#### **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 admissions authority will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the headteacher who has statutory responsibility for the internal organisation, management and control of the school, the admissions authority 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 admissions authority 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 admissions authority 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 admissions authority, 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.

### **Waiting Lists**

In addition to their right of appeal, applicants will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out 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 admissions authority will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's PAN.

### **In-Year Applications**

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Applications should be made by contacting the local authority admission team at School Admissions, Hartlepool Borough Council, Centre for Excellence in Teaching & Learning, Brierton Lane, Hartlepool, TS25 4BY, on 01429 284368 or by email at [admissionteam@hartlepool.gov.uk](mailto:admissionteam@hartlepool.gov.uk) [www.stcuthbertshartlepool.bhcet.org.uk](http://www.stcuthbertshartlepool.bhcet.org.uk)

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied. If there are no places available, a request can be made that the child is added to the waiting list (see above). The parent has the right of appeal to an independent appeal panel if refused a place.

### **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.

### **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 admissions authority is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the diocese and the admissions authority for the current school year. The admissions authority 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 admissions authority 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.

### Notes and definitions

1. An **Education, Health and Care Plan** is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.
2. A **looked after child** has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.

A **previously looked after child** is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order.

Included in this definition are those children who appear (to the admissions authority) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

3. **'Catholic'** means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child living with a family where at least one of the parents is Catholic.

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

4. **Catechumen** means a member of the catechumenate of a Catholic Church. For the purposes of admissions this refers to the child on whose behalf the application is being made. This will normally be evidenced by a certificate of reception into the order of catechumens.

5. **Eastern Christian Church** includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church. Those who have difficulty obtaining written evidence of baptism or reception should contact the Diocese who will decide how the question of baptism or reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

6. **Children of other Christian denominations** means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and CYTŪN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

Applicants must provide a baptismal certificate or where child baptism is not practised, a letter confirming their church membership from their minister or faith leader.

7. **Children of other faiths** means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 6 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

- A religion which involves belief in more than one God, and
- A religion which does not involve belief in a God.

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

Applicants must provide a letter of support to confirm their faith membership from their minister or faith leader.

8. A child's **"home address"** refers to the address where the child usually lives with a parent or carer, and will be the address provided in the Common Application Form ("CAF"). Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.
9. **Sibling** includes:
  - (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and

- (ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.

10. A **parent** means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child (having care of a child means that the child lives with and is looked after by that person).
11. To demonstrate **an exceptional social, medical or pastoral need** of the child which can be most appropriately met at this school, the admissions authority will require compelling written evidence from an appropriate professional, such as a social worker, doctor or priest.

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

## Admissions to St Helen's Primary School

Northern Lights Learning Trust is the Admissions Authority for the school. The Local Governing Body of St Helen's Primary School considers the admissions on behalf of the Trust Board. This means that a committee of the governing body consider all applications sent to them by the Local Authority, according to the criteria as stated below. This policy has been agreed following consultation between the Governing Body, the Diocesan Board of Education, all other Admissions Authorities in the area and interested parties and parents through our web site. This policy gives regard to the "School Standards and Framework Act 1998, as amended by the Education Act 2011," "School Admissions (Admission Arrangements and Co-ordination of Admissions Arrangements (England) Regulations 2012" and "School Admissions Code, 2021."

Applications in the normal round must be made on the Common Application Form (available from the Local Authority) by the determined closing date and an offer will be made by the Local Authority on behalf of the school, on the National offer date. Applications, received after the closing date, will only be considered after all those received by the closing date have been considered. Parents must indicate which category they are applying for and should provide supplemental evidence in support of the application. This will enable the governing body to make an informed decision. Applications for in-year admissions must be made on the In-year School Transfer Form (also available from the Local Authority) and should be forwarded by the current school for consideration.

The Admission policy is applied if the number of applications exceeds the Published Admission Number (PAN) which is 45.

In the first instance, places will be awarded to those pupils with an Education, Health and Care Plan where the school is named as the most appropriate educational setting for the child. The remaining places will be awarded in the following priority order:

1. **Looked-after children and children who were previously looked after**, but ceased to be so because, immediately after being looked after, they became subject to an adoption, child arrangements or special guardianship order. **Including children previously in state care outside of England** who have ceased to be in that state care as a result of being adopted (see notes at the end of this policy);
2. **Siblings** – children who have an older sibling attending the school, at the time of their application. Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, (foster brother or sister), or the child of the parent/carer's partner. This applies where the child for whom the place is sought is living in the same family unit at the same address as that sibling;
3. Those children who live in the school's admission zone;

4. Feeder School – children who attend the Nursery of the same school in the previous academic year to that of their application;
5. Other children.

**Tie Breaker:** In all criteria, if there are more applicants than places available then priority will be given to 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.

In the event that two distance measurements are identical, the school will use random allocation to decide which child should be offered the place. The process will be conducted in the presence of a person independent of the school.

*Definition of **Distance** – Distance will be measured by a straight-line 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 received the higher priority. The address points are linked to the Local Land & Property Gazetteer.*

#### **Admission of children below compulsory school age and deferred entry to school**

The School Admissions Code requires school admission authorities to provide for the admission of all children in the September following their fourth birthday. However, a child is not required to start school until they have reached compulsory school age following their fifth birthday. For summer born children (those born after 1 April) this can sometimes be almost a full school year after the point at which they could first be admitted.

Some parents may feel that their child is not ready to start school in the September following their fourth birthday. Parents are entitled to request in writing that:

- their child attends part-time until they reach compulsory school age, or
- that the date their child is admitted to school is deferred until later in the same academic year or until the term in which the child reaches compulsory school age. The school will hold any deferred place for the child, although, in the majority of cases, we find that children benefit from starting at the beginning of the school year, rather than part way through it.
- that the date their child is admitted to school is deferred until the term after the child reaches compulsory school age.

The child must, however, start school full-time in the term after their fifth birthday.

If parents of summer born children wish to defer entry as outlined above and wish them to be admitted to the Reception Year in the term following their fifth birthday, rather than year 1, then parents should apply at the usual time for a place in September of the current academic year together with a written request that the child is admitted outside of his or her normal age group to the Reception Year in September the following year providing supporting reasons for seeking a place outside of the normal age group. This should be discussed with the Head Teacher as soon as possible. If their request is agreed, and this should be clear before the national offer day, their application for the normal age group may be withdrawn before any place is offered and they should reapply in the normal way for a Reception place in the following year. If their request is refused, the parents must decide whether to wait for any offer of a place in the current academic year (NB it will still be subject to the over-subscription criteria in this policy) or to withdraw their application and apply for a year 1 place the following year. Parents should be aware that the Year 1 group may have no vacancies as it could be full with children transferring from the previous Reception Year group.

#### **Notes and supplemental information:**

##### **Looked after child**

By a "looked-after child" we mean one in the care of a local authority or being provided with accommodation by a local authority in the exercise of its social services function. An adoption order is one made under the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002 (Section 46). A 'child arrangements order' is one settling the arrangements to be made as to the person with whom the child is to live (Children Act 1989, Section 8, as amended by the Children and Families Act 2014, Section 14). A 'special guardianship order' is one appointing one or more individuals to be a child's special guardian/s (Children Act 1989, Section 14A). Applications under this criterion must be accompanied by evidence to show that the child is looked after or was previously looked after (e.g. a copy of the adoption, child arrangements or special guardianship order).

Children previously in state care outside of England means children who have been looked after outside of England by a public authority, a religious organisation or another provider of care whose sole purpose is to benefit society. The care may have been provided in orphanages or other settings. In the case of children adopted from state care overseas, the admissions authority will require evidence that a child is eligible by asking the child's parents or carers for appropriate evidence of their previously looked after status.



### Shared Parental Responsibility

Where two adults have shared responsibility for a child, they should agree before submitting the application which schools to name as their preferred schools and the order of preferences. In cases of dispute, or when two applications are submitted, the LA will process the application received from the adult with whom the child is living the majority of the week. If parents fail to agree on preferred schools, and two applications are received for the same child from both parents, then the LA will lead on such issues.

The Admissions Authority may ask for proof of your address. The admissions authority will consider legal action against parents who deliberately give false information, and the offer of a school place may be withdrawn.

Information given by parents which is found to be fraudulent will result in the offer of a place being withdrawn.

The admissions committee is required by law to consider the information supplied on the application form and the supplemental information asked for. It is very important

that you take great care to ensure the details you provide are complete and correct before submitting them. Any advice or support you require in completing this form can be sought via the school office.

Parents, who are unsuccessful in securing a place for their child at the School, have a statutory right of appeal. Further details of the appeal process are available by writing to the Chair of Local Governing Body at the School address. Appeals are heard by an independent panel.

Children, who are unsuccessful in securing a place at the School, can be placed on a waiting list, which will be held by the School whilst the child is of primary school age unless the parent requests that the name is removed. If a parent would like their child to be added to the waiting list, they should contact the school.

Should a place become available then the admissions criteria will be applied again to every child on the waiting list at the time of the vacancy and evidence sought to support their application.

## Admissions to St John Vianney Catholic Primary School

**St John Vianney Catholic Primary School** was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by the Catholic Education Trust as part of the Catholic Church in accordance with its trust deed and articles of association, and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The admission policy criteria will be dealt with on an equal preference basis.

Bishop Hogarth Catholic Education Trust is the admissions authority and is responsible for determining the admission

policy. The local authority coordinates the admissions process on behalf of the Trust. The administration and operation of the admission policy is delegated by the Trust to the Local Governing Committee.

### Parishes served by the school

The school serves the former parish of St. John Vianney within the parish of The Holy Family in Hartlepool. A map of the parish boundaries is available here: <https://diocesehn.org.uk/education/schools-commission/admissions-and-appeals/>

### Published Admission Number

The admissions authority has set its published admission number (PAN) at 30 pupils to be admitted to [the reception year] in the school year which begins in September 2025.

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

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

### **Oversubscription Criteria**

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

1. Catholic looked after and previously looked after children (see notes 2&3).
2. Catholic children who are resident in the former parish of St John Vianney Hartlepool, Hartlepool within the parish of The Holy Family (see note 3).
3. Catholic children who are resident in the parish of The Holy Family, Hartlepool (see note 3).
4. Other Catholic children (see note 3)
5. Looked after and previously looked after children (see note 2).
6. Catechumens and members of an Eastern Christian Church (see notes 4&5).
7. Children of other Christian denominations whose membership is evidenced by a minister or faith leader (see note 6).
8. Children of other faiths whose membership is evidenced by a minister or faith leader (see note 7).
9. Any other children.

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

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

### **Tie Breaker**

Where there are places available for some, but not all applicants within a particular criterion, priority will be given to children living closest to the school determined by the shortest distance. Distance will be measured by a straight line 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 received the higher priority. The address points are linked to the Local Land & Property Gazetteer.

In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out in a public place and supervised by a person independent of the school.

### **Application Procedures and Timetable**

To apply for a place at this school in the normal admission round (not in-year applications), a Common Application Form (CAF) must be completed. This is available from the local authority in which the child lives.

The parent will be advised of the outcome of the application on 16 April or the next working day, by the local authority. If the application is unsuccessful (unless the child gained a place at a school the parent ranked higher) the parent will be informed of the decision, related to the oversubscription criteria listed above, and has the right of appeal to an independent appeal panel.

If the parent is required to provide supplemental evidence to support the application (e.g. a baptismal certificate), this evidence should be provided at the time of application. If not provided, evidence may be sought by the admissions authority following the closing date for applications. This information must have been correct at the date of closing for applications.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15 January 2025.

### **Late Applications**

Late applications will be administered in accordance with the home local authority Primary Coordinated Admissions Scheme. Parents are advised to ensure that the application is submitted before the closing date.

### **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 admissions authority will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the headteacher who has statutory responsibility for the internal organisation, management and control of the school, the admissions authority 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 admissions authority 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 admissions authority 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 admissions authority, 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.

#### **Waiting Lists**

In addition to their right of appeal, applicants will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out 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 admissions authority will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's PAN.

#### **In-Year Applications**

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Applications should be made by contacting the local authority admission team at School Admissions, 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](mailto:admissionsteam@hartlepool.gov.uk) [www.sjvschool.co.uk](http://www.sjvschool.co.uk)

Where there are places available but more applications than places, the published oversubscription criteria, as set out below, will be applied. If there are no places available, a request can be made that the child is added to the waiting list (see above). The parent has the right of appeal to an independent appeal panel if refused a place.

#### **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.

#### **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 admissions authority is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the diocese and the admissions authority for the current school year. The admissions authority 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 admissions authority 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.

#### **Notes and definitions**

1. An **Education, Health and Care Plan** is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.
2. A **looked after child** has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.

A **previously looked after child** is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order. Included in this definition are those children who appear (to the admissions authority) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

3. **'Catholic'** means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child living with a family where at least one of the parents is Catholic.

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

4. **Catechumen** means a member of the catechumenate of a Catholic Church. For the purposes of admissions this refers to the child on whose behalf the application is being made. This will normally be evidenced by a certificate of reception into the order of catechumens.
5. **Eastern Christian Church** includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church. Those who have difficulty obtaining written evidence of baptism or reception should contact the Diocese who will decide how the question of baptism or reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.
6. **Children of other Christian denominations** means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and CYTUN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local

Churches Together Group (by whatever title) on the above basis.

Applicants must provide a baptismal certificate or where child baptism is not practised, a letter confirming their church membership from their minister or faith leader.

7. **Children of other faiths** means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 6 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

- A religion which involves belief in more than one God, and a religion which does not involve belief in a God.
- Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

Applicants must provide a letter of support to confirm their faith membership from their minister or faith leader.

8. A child's **"home address"** refers to the address where the child usually lives with a parent or carer, and will be the address provided in the Common Application Form ("CAF"). Where parents have shared responsibility for

a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.

9. **Sibling** includes:

- all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and
- the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.

10. A **parent** means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child (having care of a child means that the child lives with and is looked after by that person).

11. To demonstrate **an exceptional social, medical or pastoral need** of the child which can be most appropriately met at this school, the admissions authority will require compelling written evidence from an appropriate professional, such as a social worker, doctor or priest.

**This policy should be read in conjunction with the local authority's admission guidance for parents.**

## Admissions to St Joseph's Catholic Primary School

**St Joseph's Catholic Primary School** was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by the Catholic Education Trust as part of the Catholic Church in accordance with its trust deed and articles of association, and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted

to a place at the school in accordance with the admission arrangements.

The admission policy criteria will be dealt with on an equal preference basis.

Bishop Hogarth Catholic Education Trust is the admissions authority and is responsible for determining the admission policy. The local authority coordinates the admissions process on behalf of the Trust. The administration and operation of the admission policy is delegated by the Trust to the Local Governing Committee.

### Parishes served by the school

The school serves the former parish of St Joseph's, Hartlepool within the parish of The Holy Family, Hartlepool. A map of the parish boundaries is available here: <https://diocesehn.org.uk/education/schools-commission/admissions-and-appeals/>



### **Published Admission Number**

The admissions authority has set its published admission number (PAN) at 24 pupils to be admitted to the reception year in the school year which begins in September 2025.

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

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

### **Oversubscription Criteria**

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

1. Catholic looked after and previously looked after children (see notes 2&3).
2. Catholic children who are resident in the former parish of St Joseph's, Hartlepool (see note 3).
3. Catholic children who are resident in the parish of The Holy Family, Hartlepool.
4. Other Catholic children (see note 3).
5. Other looked after and previously looked after children (see note 2).
6. Catechumens and members of an Eastern Christian Church (see notes 4&5).
7. Children of other Christian denominations whose membership is evidenced by a minister or faith leader (see note 6).
8. Children of other faiths whose membership is evidenced by a minister or faith leader (see note 7).
9. Any other children.

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

- (i) *Where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the application will be placed at the top of the category in which the application is made (see note 11).*

- (ii) *The attendance of a sibling at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (i) above (see note 9).*

### **Tie Breaker**

Where there are places available for some, but not all applicants within a particular criterion, priority will be given to children living closest to the school determined by the shortest distance. Distance will be measured by a straight line 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 received the higher priority. The address points are linked to the Local Land & Property Gazetteer.

In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out in a public place and supervised by a person independent of the school.

### **Application Procedures and Timetable**

To apply for a place at this school in the normal admission round (not in-year applications), a Common Application Form (CAF) must be completed. This is available from the local authority in which the child lives.

The parent will be advised of the outcome of the application on 16 April or the next working day, by the local authority. If the application is unsuccessful (unless the child gained a place at a school the parent ranked higher) the parent will be informed of the decision, related to the oversubscription criteria listed above, and has the right of appeal to an independent appeal panel.

If the parent is required to provide supplemental evidence to support the application (e.g. a baptismal certificate), this evidence should be provided at the time of application. If not provided, evidence may be sought by the admissions authority following the closing date for applications. This information must have been correct at the date of closing for applications.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15 January 2025.

### **Late Applications**

Late applications will be administered in accordance with the home local authority Primary Coordinated Admissions Scheme. Parents are advised to ensure that the application is submitted before the closing date.

### **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 admissions authority will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the headteacher who has statutory responsibility for the internal organisation, management and control of the school, the admissions authority 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 admissions authority 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 admissions authority 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 admissions authority, 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.

### **Waiting Lists**

In addition to their right of appeal, applicants will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out 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 admissions authority will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's PAN.

### **In-Year Applications**

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Applications should be made by contacting the local authority admission team at School Admissions, 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](mailto:admissionsteam@hartlepool.gov.uk)  
[www.stjosephshartlepool.bhcet.org.uk](http://www.stjosephshartlepool.bhcet.org.uk)

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied. If there are no places available, a request can be made that the child is added to the waiting list (see above). The parent has the right of appeal to an independent appeal panel if refused a place.

### 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.

### 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 admissions authority is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the diocese and the admissions authority for the current school year. The admissions authority 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 admissions authority 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.

### Notes and definitions

1. An **Education, Health and Care Plan** is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.
2. A **looked after child** has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with

foster parents) at the time of making application to the school.

A **previously looked after child** is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order.

Included in this definition are those children who appear (to the admissions authority) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

3. **'Catholic'** means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child living with a family where at least one of the parents is Catholic.

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

4. **Catechumen** means a member of the catechumenate of a Catholic Church. For the purposes of admissions this refers to the child on whose behalf the application is being made. This will normally be evidenced by a certificate of reception into the order of catechumens.
5. **Eastern Christian Church** includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church. Those who have difficulty obtaining written evidence of baptism or reception should contact the Diocese who will decide how the question of baptism or reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.
6. **Children of other Christian denominations** means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to

the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and CYTÜN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

Applicants must provide a baptismal certificate or where child baptism is not practised, a letter confirming their church membership from their minister or faith leader.

7. **Children of other faiths** means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 6 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

- A religion which involves belief in more than one God, and
- A religion which does not involve belief in a God.

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

Applicants must provide a letter of support to confirm their faith membership from their minister or faith leader.

8. A child's **"home address"** refers to the address where the child usually lives with a parent or carer, and will be the address provided in the Common Application Form ("CAF"). Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.
9. Sibling includes:
- (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and
  - (ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.
10. A **parent** means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child (having care of a child means that the child lives with and is looked after by that person).
11. To demonstrate an **exceptional social, medical or pastoral need** of the child which can be most appropriately met at this school, the admissions authority will require compelling written evidence from an appropriate professional, such as a social worker, doctor or priest.

**This policy should be read in conjunction with the local authority's admission guidance for parents.**

## Admissions to St Peter's Elwick Church of England VA Primary School

Northern Lights Learning Trust is the Admissions Authority for the school. The Local Governing Body of St Peter's Elwick C of E Primary School considers the admissions on behalf of the Trust Board. This means that a committee of the governing body consider all applications sent to them by the Local Authority, according to the criteria as stated below. This policy has been agreed following consultation between the Governing Body, the Diocesan Board of Education, all other Admissions Authorities in the area and interested parties and parents through our web site. This policy gives regard to the "School Standards and Framework Act 1998, as amended by the Education Act 2011," "School Admissions (Admission Arrangements and

Co-ordination of Admissions Arrangements (England) Regulations 2012" and "School Admissions Code, 2021."

Applications in the normal round must be made on the Common Application Form (available from the Local Authority) by the determined closing date and an offer will be made by the Local Authority on behalf of the school, on the National offer date. Applications, received after the closing date, will only be considered after all those received by the closing date have been considered. Parents must indicate which category they are applying for and should provide supplemental evidence in support of the application. This will enable the governing body to make an

informed decision. Applications for in-year admissions must be made on the In-year School Transfer Form (also available from the Local Authority) and should be forwarded by the current school for consideration.

The Admission policy is applied if the number of applications exceeds the Published Admission Number (PAN) which is 15.

In the first instance, places will be awarded to those pupils with an Education, Health and Care Plan where the school is named as the most appropriate educational setting for the child. The remaining places will be awarded in the following priority order:

1. Looked-after children and children who were previously looked after, but ceased to be so because, immediately after being looked after, they became subject to an adoption, child arrangements or special guardianship order. Including children previously in state care outside of England who have ceased to be in that state care as a result of being adopted (see notes at the end of this policy);
2. Siblings – children who have an older sibling attending the school, at the time of their application. Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, (foster brother or sister), or the child of the parent/carer's partner. This applies where the child for whom the place is sought is living in the same family unit at the same address as that sibling;
3. Those children who live in the school's admission zone;
4. Feeder School – children who attend the Nursery of the same school in the previous academic year to that of their application;
5. Other children.

**Tie Breaker:** In all criteria, if there are more applicants than places available then priority will be given to 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.

In the event that two distance measurements are identical, the school will use random allocation to decide which child should be offered the place. The process will be conducted in the presence of a person independent of the school.

**Definition of Distance** – Distance will be measured by a straight-line 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 received the higher priority. The address points are linked to the Local Land & Property Gazetteer.*

### **Admission of children below compulsory school age and deferred entry to school**

The School Admissions Code requires school admission authorities to provide for the admission of all children in the September following their fourth birthday. However, a child is not required to start school until they have reached compulsory school age following their fifth birthday. For summer born children (those born after 1 April) this can sometimes be almost a full school year after the point at which they could first be admitted. Some parents may feel that their child is not ready to start school in the September following their fourth birthday. Parents are entitled to request in writing that:

- their child attends part-time until they reach compulsory school age, or until the term in which the child reaches compulsory school age. The school will hold any deferred place for the child, although, in the majority of cases, we find that children benefit from starting at the beginning of the school year, rather than part way through it.
- that the date their child is admitted to school is deferred until the term after the child reaches compulsory school age.

The child must, however, start school full-time in the term after their fifth birthday.

If parents of summer born children wish to defer entry as outlined above and wish them to be admitted to the Reception Year in the term following their fifth birthday, rather than year 1, then parents should apply at the usual time for a place in September of the current academic year together with a written request that the child is admitted outside of his or her normal age group to the Reception Year in September the following year providing supporting reasons for seeking a place outside of the normal age group. This should be discussed with the Head Teacher as soon as possible. If their request is agreed, and this should be clear before the national offer day, their application for the normal age group may be withdrawn before any place is offered and they should reapply in the normal way for a Reception place in the following year. If their request is refused, the parents must decide whether to wait for any offer of a place in the current academic year (NB it will still be subject to the over-subscription criteria in this policy) or to withdraw their application and apply for a year 1 place the following year. Parents should be aware that the Year 1 group may have no vacancies as it could be full with children transferring from the previous Reception Year group.



## Notes and supplemental information:

### Looked after child

By a “looked-after child” we mean one in the care of a local authority or being provided with accommodation by a local authority in the exercise of its social services function. An adoption order is one made under the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002 (Section 46). A ‘child arrangements order’ is one settling the arrangements to be made as to the person with whom the child is to live (Children Act 1989, Section 8, as amended by the Children and Families Act 2014, Section 14). A ‘special guardianship order’ is one appointing one or more individuals to be a child’s special guardian/s (Children Act 1989, Section 14A). Applications under this criterion must be accompanied by evidence to show that the child is looked after or was previously looked after (e.g. a copy of the adoption, child arrangements or special guardianship order).

Children previously in state care outside of England means children who have been looked after outside of England by a public authority, a religious organisation or another provider of care whose sole purpose is to benefit society. The care may have been provided in orphanages or other settings. In the case of children adopted from state care overseas, the admissions authority will require evidence that a child is eligible by asking the child’s parents or carers for appropriate evidence of their previously looked after status.

### Shared Parental Responsibility

Where two adults have shared responsibility for a child, they should agree before submitting the application which schools to name as their preferred schools and the order of preferences. In cases of dispute, or when two applications are submitted, the LA will process the application received from the adult with whom the child is living the majority of

the week. If parents fail to agree on preferred schools, and two applications are received for the same child from both parents, then the LA will lead on such issues.

The Admissions Authority may ask for proof of your address. The admissions authority will consider legal action against parents who deliberately give false information, and the offer of a school place may be withdrawn. Information given by parents which is found to be fraudulent will result in the offer of a place being withdrawn.

The admissions committee is required by law to consider the information supplied on the application form and the supplemental information asked for. It is very important that you take great care to ensure the details you provide are complete and correct before submitting them. Any advice or support you require in completing this form can be sought via the school office.

Parents, who are unsuccessful in securing a place for their child at the School, have a statutory right of appeal. Further details of the appeal process are available by writing to the Chair of Local Governing Body at the School address. Appeals are heard by an independent panel.

Children, who are unsuccessful in securing a place at the School, can be placed on a waiting list, which will be held by the School whilst the child is of primary school age unless the parent requests that the name is removed. If a parent would like their child to be added to the waiting list, they should contact the school.

Should a place become available then the admissions criteria will be applied again to every child on the waiting list at the time of the vacancy and evidence sought to support their application.

## Admissions to St Teresa’s Catholic Primary School

**St Teresa’s Catholic Primary School** was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by the Catholic Education Trust as part of the Catholic Church in accordance with its trust deed and articles of association, and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the

school’s activity. It is essential that the Catholic character of the school’s education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The admission policy criteria will be dealt with on an equal preference basis.

Bishop Hogarth Catholic Education Trust is the admissions authority and is responsible for determining the admission

policy. The local authority coordinates the admissions process on behalf of the Trust. The administration and operation of the admission policy is delegated by the Trust to the Local Governing Committee.

#### **Parishes served by the school**

The school serves the former parish St Patrick's Hartlepool within the parish of The Holy Family. A map of the parish boundaries is available here:

<https://diocesehn.org.uk/education/schoolscommission/admissions-and-appeals/>

#### **Published Admission Number**

The admissions authority has set its published admission number (PAN) at 45 pupils to be admitted to the reception class in the school year which begins in September 2025.

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

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

#### **Oversubscription Criteria**

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

1. Catholic looked after and previously looked after children (see notes 2&3).
2. Catholic children who are resident in the former parishes of St Patrick's Hartlepool within the parish of The Holy Family (see note 3).
3. Other Catholic children (see note 3).
4. Other looked after and previously looked after children (see note 2).
5. Catechumens and members of an Eastern Christian Church (see notes 4&5).
6. Children of other Christian denominations whose membership is evidenced by a minister or faith leader (see note 6).
7. Children of other faiths whose membership is evidenced by a minister or faith leader (see note 7).
8. Any other children.

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

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

#### **Tie Breaker**

Where there are places available for some, but not all applicants within a particular criterion, priority will be given to children living closest to the school determined by the shortest distance. Distance will be measured by a straight line 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 received the higher priority. The address points are linked to the Local Land & Property Gazetteer.

In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out in a public place and supervised by a person independent of the school.

#### **Application Procedures and Timetable**

To apply for a place at this school in the normal admission round (not in-year applications), a Common Application Form (CAF) must be completed. This is available from the local authority in which the child lives.

The parent will be advised of the outcome of the application on 16 April or the next working day, by the local authority. If the application is unsuccessful (unless the child gained a place at a school the parent ranked higher) the parent will be informed of the decision, related to the oversubscription criteria listed above, and has the right of appeal to an independent appeal panel.

If the parent is required to provide supplemental evidence to support the application (e.g. a baptismal certificate), this evidence should be provided at the time of application. If not provided, evidence may be sought by the admissions authority following the closing date for applications. This information must have been correct at the date of closing for applications.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15 January 2025.

### **Late Applications**

Late applications will be administered in accordance with the home local authority Primary Coordinated Admissions Scheme. Parents are advised to ensure that the application is submitted before the closing date.

### **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 admissions authority will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the headteacher who has statutory responsibility for the internal organisation, management and control of the school, the admissions authority 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 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 admissions authority 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 admissions authority 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 admissions authority, 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.

### **Waiting Lists**

In addition to their right of appeal, applicants will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out 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 admissions authority will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's PAN.

### **In-Year Applications**

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Applications should be made by contacting the local authority admission team at School Admissions, 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](mailto:admissionsteam@hartlepool.gov.uk) [www.stteresashartlepool.bhcet.org.uk](http://www.stteresashartlepool.bhcet.org.uk)

Where there are places available but more applications than places, the published oversubscription criteria, as set out below, will be applied. If there are no places available, a request can be made that the child is added to the waiting list (see above). The parent has the right of appeal to an independent appeal panel if refused a place.

### **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.

### **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 admissions authority is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the diocese and the admissions authority for the current school year. The admissions authority 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 admissions authority 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.

### **Notes and definitions**

1. An **Education, Health and Care Plan** is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.
2. A **looked after child** has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.

A **previously looked after child** is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order.

Included in this definition are those children who appear (to the admissions authority) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

3. **'Catholic'** means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child living with a family where at least one of the parents is Catholic. For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.
4. **Catechumen** means a member of the catechumenate of a Catholic Church. For the purposes of admissions this refers to the child on whose behalf the application is being made. This will normally be evidenced by a certificate of reception into the order of catechumens.
5. **Eastern Christian Church** includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church. Those who have difficulty obtaining written evidence of baptism or reception should contact the Diocese who will decide how the question of baptism or reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

6. **Children of other Christian denominations** means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and CYTŪN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

Applicants must provide a baptismal certificate or where child baptism is not practised, a letter confirming their church membership from their minister or faith leader.

7. **Children of other faiths** means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 6 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

- A religion which involves belief in more than one God, and
- A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a

supreme being and an expression of belief in that supreme being through worship.

Applicants must provide a letter of support to confirm their faith membership from their minister or faith leader.

8. A child's **"home address"** refers to the address where the child usually lives with a parent or carer, and will be the address provided in the Common Application Form ("CAF"). Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.

9. **Sibling** includes:

- (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and
- (ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.

10. A **parent** means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child (having care of a child means that the child lives with and is looked after by that person).

11. To demonstrate an **exceptional social, medical or pastoral need** of the child which can be most appropriately met at this school, the admissions authority will require compelling written evidence from an appropriate professional, such as a social worker, doctor or priest.

**This policy should be read in conjunction with the local authority's admission guidance for parents.**

## Admissions to Stranton Primary School

Stranton Primary School is part of Eden Academy Trust. The board of trustees of Eden Academy Trust is the admissions authority for this school.

The planned admission number is 50 per year group.

In the first instance, places will be awarded to those pupils with an Education Health Care Plan (EHCP) where

the school is the named provision. 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 order 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 in September 2025;
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:**

**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).

**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/carer'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 and voluntary controlled 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 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 National closing date, which should include your child's name and date of birth.

NB: Exceptional social reasons do not, in the view of the Trust, 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 Trust Board must be satisfied that the child would suffer to a significant degree if he/she went to any other school.

#### **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 Board 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.

#### **Waiting Lists**

In addition to their right of appeal, applicants will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out 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 Body 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 Applications**

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Applications should be made by contacting the local authority admission team at School Admissions, 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](mailto: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.

### **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 from the Local Authority's School Admissions Team, Hartlepool Borough Council, Centre of Excellence for Teaching and Learning, Brierton Lane, Hartlepool, TS25 4AF, on 01429 523765 or 284368 or by email at [admissionsteam@hartlepool.gov.uk](mailto:admissionsteam@hartlepool.gov.uk)

### **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.**

## **Admissions to Ward Jackson Church of England Primary School**

The Durham and Newcastle Diocesan Learning Trust is the Admissions Authority for this school.

We intend to admit up to 25 pupils to the Reception year group in September 2025 by applying following admissions criteria:

### **Admission arrangements**

Parents (see Note 1) wishing to apply for the Reception Year in September must complete the common application form provided by their home local authority (the home LA). This form must be completed even if your child attends our Early Years Unit or other school nursery /pre-school setting. The home LA is the LA in whose area the parents live at the time of the application. The form must be returned to that LA no later than 15 January. Applications received after this date will normally only be considered after all those received on or before the cut-off date. Offers and refusals of places will be posted by the home LA.

### **Oversubscription criteria**

In the first instance, places will be awarded to those pupils with a Statement of Special Educational Needs or Education, Health and Care (ONE) Plan where the school is named as the most appropriate educational setting for the child. The remaining places will be awarded in the following priority order:

- 1. Looked-after children and children who were previously looked after**, but ceased to be so because, immediately after being looked after, they became subject to an adoption, child arrangements or special guardianship order. (see Note 2) including children previously in state care outside of England who have ceased to be in that state care as a result of being adopted (See Note 3)
- 2. Those children who have a sibling** (see Note 4) on the roll of the school at the time of application or whose parent has accepted an offer of a place at the school and who is expected still to be in attendance at the time of entry to the school;

**3. Children who have exceptional medical or social needs** that make it essential that their child attends this School rather than any other. These needs must be fully supported by written evidence from the appropriate professional person involved with the family

**4. Other children.**

#### **Tie-breaker**

Proximity of the child's normal home address (See note 6), as measured by the straight-line distance (see Note 7) between the home and the school with those living nearer being accorded the higher priority, will serve to differentiate between children in criteria 1 to 4 should the need arise. In the event that two distance measurements are identical, the school will use random allocation to decide which child should be offered the place. The process will be conducted in the presence of a person independent of the school.

#### **Right of Appeal**

If you are not successful in obtaining a place for your child at Ward Jackson Church of England School you have a statutory right of appeal. Full information on the appeals procedure is available from the Local Authority's School Admission Team.

#### **All Other Admissions**

Admission to the school during the school year depends on whether or not there are places available. Applications must be made via the Local Authority in-year co-ordination scheme. Admissions outside the normal age group will be dealt with as indicated below.

#### **Waiting Lists**

The school maintains waiting lists for those children who are not offered a place, and the parents ask for the child's name to be added to the waiting list. The order of priority on the waiting list is the same as the list of criteria for over-subscription, and does not depend on the date on which an application is received. Each added child will require the list to be ranked again in line with the published oversubscription criteria. No account is taken of length of time on a waiting list. The school periodically seeks confirmation that parents wish a child to be kept on the waiting list. Waiting lists will be maintained until 31 December of the admission year.

#### **Fair Access**

The school participates in Hartlepool Borough Council's Fair Access Protocol. This covers, for example, children who have moved into our area after the normal admission round, or who need to move school as a result of severe bullying or social issues. Children qualifying under the Fair Access Protocol may be offered a place even if there are no

places available in the relevant year group and also take priority for admission over any child on the waiting list.

#### **Multiple births**

In cases where there is one place available, and the next child on the list is a twin, triplet, etc., we would admit both twins (and all the children in the case of other multiple births) even if this meant exceeding the agreed admission number for Reception or the number of places in other year groups in the relevant admission year.

#### **Admission of children below compulsory school age and deferred entry to school**

The School Admissions Code 2021 requires school admission authorities to provide for the admission of all children in the September following their fourth birthday. However, a child is not required to start school until they have reached compulsory school age following their fifth birthday. For summer born children (those born after 1 April) this can sometimes be almost a full school year after the point at which they could first be admitted.

Some parents may feel that their child is not ready to start school in the September following their fourth birthday and the child's parents are entitled to:-

- defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made; and
- where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

If parents wish to exercise the above rights they should discuss this with the Head Teacher as soon as possible to confirm arrangements and specify their choice in writing as follows: -

- that they wish their child to attend part-time until they reach compulsory school age, or
- that the date their child is admitted to school is deferred until later in the same academic year or until the term in which the child reaches compulsory school age. The school will hold any deferred place for the child, although, in the majority of cases, we find that children benefit from starting at the beginning of the school year, rather than part way through it.
- that the date their child is admitted to school is deferred until the term after the child reaches compulsory school age provided this is not beyond the beginning of the final term of the school year.

The child must, however, start school full-time in the term after their fifth birthday.

If parents of summer born children wish to defer entry as outlined above and wish them to be admitted to the Reception Year in the term following their fifth birthday, rather than year 1, then parents should apply at the usual time for a place in September of the current academic year together with a written request that the child is admitted outside of his or her normal age group to the Reception Year in September the following year providing supporting reasons for seeking a place outside of the normal age group. This should be discussed with the Head Teacher as soon as possible. If their request is agreed, and this should be clear before the national offer day, their application for the normal age group may be withdrawn before any place is offered and they should reapply in the normal way for a Reception place in the following year. If their request is refused, the parents must decide whether to wait for any offer of a place in the current academic year (NB it will still be subject to the over-subscription criteria in this policy) or to withdraw their application and apply for a year 1 place the following year. Parents should be aware that the Year 1 group may have no vacancies as it could be full with children transferring from the previous Reception Year group.

#### Definitions

**Note 1** "Parent" is defined in law (The Education Act 1996) as either:

- any person who has 'parental responsibility' (defined in the Children Act 1989) for the child or young person; or
- any person who has care of the child or young person.

If you are in any doubt, please contact the school for advice.

**Note 2** Looked After Children – By a "looked-after child" we mean one in the care of a local authority or being provided with accommodation by a local authority in the exercise of its social services function. An adoption order is one made under the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002 (Section 46). A 'child arrangements order' is one settling the arrangements to be made as to the person with whom the child is to live (Children Act 1989, Section 8, as amended by the Children and Families Act 2014, Section 14). A 'special guardianship order' is one appointing one or more individuals to be a child's special guardian/s (Children Act 1989, Section 14A). Applications under this criterion must be accompanied by evidence to show that the child is looked after or was previously looked after (e.g. a copy of the adoption, child arrangements or special guardianship order).

**Note 3** Children previously in state care outside of England means children who have been looked after outside of England by a public authority, a religious organisation or another provider of care whose sole purpose is to benefit society. The care may have been provided in orphanages or other settings. In the case of children adopted from state care overseas, the admissions authority will require evidence that a child is eligible by asking the child's parents or carers for appropriate evidence of their previously looked-after status.

**Note 4** 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.

**Note 5** Medical or social needs - When applying under criterion 3 (exceptional medical or social needs), you must include supporting evidence from an independent professional person who is aware of the situation and supports your reasons for preferring this School. This supporting evidence must clearly demonstrate why the school is the most suitable and must illustrate the difficulties that would be caused if your child had to attend another school. The person supplying the evidence should be a doctor, health visitor, social worker, etc. who is aware of your child's or your own case. The school reserves the right to ask for further evidence or clarification where necessary and may seek the advice of appropriate educational professionals where necessary.

**Note 6** Normal Home Address - By normal home address, we mean the child's home address. This must be where the parent or legal carer of the child lives with the child unless it is proved that the child is resident elsewhere with someone else who has legal care and control of the child. The address should be a residential property that is owned, leased or rented by the child's parent/s or person with legal care and control of the child.

**Note 7** Distance will be measured by a straight line distance measurement from the (ordnance survey) address point of the child's home address to the (ordnance survey) address point of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority.



## Admissions to West Park Primary School

West Park Primary School is an academy school and is part of Ad Astra Academy Trust. The Board of Trustees of Ad Astra Academy Trust is the admissions authority for the school, however the trust commissions Hartlepool Borough Council to undertake the administration of the admissions process on its behalf. The Academy Trust intends to admit up to 45 pupils to the Reception year group in September 2025.

The admissions policy effective from 2025/26 admissions round, is as follows:

In accordance with the Education Act (1996), children with an Education, Health and Care (EHC) Plan are required to be admitted to the school named in the Plan.

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 order<sup>1</sup> 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 and voluntary controlled schools, we will offer a place to the other child(ren) if one of your twins/multiple birth children is

---

<sup>1</sup> 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).

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

**Admission Zone:** All Community and Voluntary Controlled schools in Hartlepool have a defined geographic area called an Admission Zone. Do not assume that you live within a particular school's 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. 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 police officer. 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.

## Admissions to West View Primary School

West View Primary School is an academy school and is part of Ad Astra Academy Trust. The Board of Trustees of Ad Astra Academy Trust is the admissions authority for the school, however the Trust commissions Hartlepool Borough Council to undertake the administration of the admissions process on its behalf. The Academy Trust intends to admit up to 60 pupils to the Reception year group in September 2025.

The admissions policy effective from 2025/26 admissions round, is as follows:

In accordance with the Education Act (1996), children with an Education, Health and Care (EHC) Plan are required to be admitted to the school named in the Plan.

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 order<sup>1</sup> 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) brought 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);

<sup>1</sup> 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).

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

**Admission Zone:** All Community and Voluntary Controlled schools in Hartlepool have a defined geographic area called an Admission Zone. Do not assume that you live within a particular school's 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.

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 police officer. 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.



# Secondary school admissions for entry into Year 7 in September 2025

If your child's date of birth falls between 1<sup>st</sup> September 2013 and 31<sup>st</sup> August 2014, they are due to move up to secondary school in September 2025.

## Statement on Behalf of all Secondary School Headteachers

All secondary schools in Hartlepool have the shared ambition to provide our children and young people with the highest standard of education to give them the best chance for success in the future. To this end, we all have high standards and expectations of pupils within our schools in relation to attending school daily and on time, being in the correct uniform, showing respect to staff and peers, behaving in an acceptable manner and working hard. These expectations, taken together, give your child the best possible chance to enjoy their school years and achieve good outcomes from their secondary education.

Children have the best chance of educational success if they stay at the same school for the duration of their secondary education and so it is important to carefully consider your preference of secondary school. Each secondary school in Hartlepool has its own unique culture, characteristics and experiences to offer your child; we invite you to make your choice of school based on the individual merits of the school and the educational provision it offers for your child.

We look forward to working in partnership with all parents and carers to support the secondary education of children and young people in Hartlepool.

## Open Evenings

The following table shows dates and times of school open evenings\* when parents and pupils can visit the school and talk to staff:

Secondary School Open Evenings		
<i>* We recommend you check the relevant school's website and/or social media platforms for updates.</i>		
School Name	Date of Open Evening	Times
Dyke House Sports and Technology College	Tuesday 1 <sup>st</sup> October 2024	6.00 pm – 8.00 pm
English Martyrs Catholic School & Sixth Form College	Thursday 3 <sup>rd</sup> October 2024	4.30 pm – 6.30 pm
High Tunstall College of Science	Thursday 26 <sup>th</sup> September 2024	3.30 pm – 7.00 pm**
Manor Community Academy	Tuesday 24 <sup>th</sup> September 2024	4.30 pm – 6.30 pm
St Hild's Church of England School	Wednesday 25 <sup>th</sup> September 2024	6.00 pm – 8.00 pm

\*\* Booking preferable. Details on how to book are available via the school website.

## Partner Primary School System

Hartlepool secondary schools operate a 'partner primary school' system for its schools. This means that each primary school has a feeder link to a designated secondary school.

It is important for you to know about the partner primary school arrangements when you apply to transfer your child to the next stage of their

education. In the event that there are more applications for the secondary school than there are places available, priority is given to those pupils attending a linked partner primary school **and** living in the admission zone of that primary school. For further guidance on the partner primary model, the Admissions Team will be happy to help – contact details can be found on page 114.

The English Martyrs Catholic School and Sixth Form College also operates a feeder link system however, when considering applications, the governing body of the school give priority to baptised Roman Catholic children attending a feeder primary school (one of the Catholic primary schools).

Please find below a list of primary schools and their linked secondary school, as follows:

#### Dyke House Sports and Technology College

Brougham Primary  
Holy Trinity C of E Primary  
Jesmond Gardens Primary (see note)  
Lynnfield Primary (see note)  
St Aidan's C of E Memorial Primary  
Stranton Primary  
Ward Jackson C of E (VA) Primary

#### English Martyrs Catholic School & Sixth Form College

Sacred Heart Catholic Primary  
St Bega's Catholic Primary  
St Cuthbert's Catholic Primary  
St John Vianney Catholic Primary  
St Joseph's Catholic Primary  
St Teresa's Catholic Primary

#### High Tunstall College of Science

Eldon Grove Academy  
Hart Primary  
Jesmond Gardens Primary (see note)  
Lynnfield Primary (see note)  
Rift House Primary  
St Peter's Elwick C of E Primary  
Throston Primary (see note)  
West Park Primary

#### Manor Community Academy

Eskdale Academy  
Fens Primary  
Golden Flatts Primary  
Grange Primary  
Greatham C of E Primary  
Kingsley Primary  
Rossmere Primary

#### St Hild's Church of England School

Barnard Grove Primary  
Clavering Primary  
St Helen's Primary  
Throston Primary (see note)  
West View Primary

#### Notes:

- Lynnfield Primary will be partnered with both Dyke House Sports and Technology College and High Tunstall College of Science.
- Throston Primary will be partnered with both High Tunstall College of Science and St Hild's Church of England School
- Jesmond Gardens will be partnered with Dyke House Sports and Technology College and, in part, High Tunstall College of Science (certain streets only are partnered with High Tunstall College of Science – see below):

#### Jesmond Gardens Admission Zone Addresses which are linked to High Tunstall College of Science

Birchill Gardens	Grange Road (even numbers 104-164)	North Drive	Thornhill Place
Brafferton Street		Oval Grange	Topcliffe Street
Briarhill Gardens	Granville Avenue	Roseberry Mews	Tunstall Avenue
Bright Street	Granville Place	Roseberry Road	Tunstall Grove
Broomhill Gardens	Harcourt Street	Ryehill Gardens	Welldeck Gardens
Byron Street	Hart Avenue	Serpentine Road (odd numbers 1-35)	Welldeck Road
Cobden Street	Hart Lane (odd numbers 117-225a, even numbers 78-136, Low Throston House)	South Drive	Wilson Street
Cundall Road		Stephen Street	Wooler Road (odd numbers 1-27)
Duke Street (even numbers 2-44)		Suggitt Street	Oval Grange Cottages
Elm Grove	Mulgrave Road (even numbers 4-38)	The Crescent	Zetland Road
Elmwood Place		Thornhill Gardens (odd numbers 1-83)	
Elmwood Road	Netherby Gate		

## Admissions to Catcote School

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

School must, in all but exceptional cases, have an Education, Health and Care (EHC) Plan.

For further information regarding SEN, please refer to page 111. If you wish to discuss any aspect of SEN further, please contact the SEND Team (contact details can be found on page 114).

## Admissions to Dyke House Sports and Technology College

As the admission authority, the Trust Board has overall responsibility for all admissions in Northern Education Trust academies. The trust has the following published number for the academy for the year 2025/2026: 270 for students in Year 7.

Where the number of applications for admission is greater than the published admission number, applications will be considered against the criteria set out below. After the admission of students with Special Educational Needs where the academy is named on the Education, Health Care Plan, the remaining places will be in accordance with the priority criterion set out below:

1. Students who are in the care of the LA or a child who was previously looked after (including those children who appear to have been in state care outside of England and cease to be in state care as a result of being adopted). Previously looked after children are children who were looked after but ceased to be so because they were adopted, or subject to a child arrangement or special guardianship order;
2. Admission of students whose siblings currently attend the academy and who will continue to do so on the date of admission. Siblings (brothers or sisters) are considered to be those children who live at the same address and either:
  - Have one or both natural parents in common
  - Are related by a parent's marriage
  - Are adopted or are fostered
  - Their parents are married/co-habiting and children permanently live together in the same household, including step-siblings
  - Are children of the same household who permanently live at the same address
  - If an older sibling currently attends the Sixth Form at Dyke House Academy and will still be there when a younger sibling joins the school this will be classed as a sibling link.
3. Students who have social or medical reasons for being admitted to the academy which would, should the child not be admitted, cause him or her to be seriously disadvantaged or put their personal safety at risk. For each case the academy will need proof from an independent person such as a medical specialist who has been involved with the child over a period of time, a social worker, an attendance officer or another professional. The academy will not offer places within this category, based on a child's ability or intelligence;
4. Children who attend a Partner Primary School linked to the academy. The partner primary schools for 2025/26 admissions are: Brougham, Holy Trinity, Jesmond Gardens, Lynnfield, St Aidan's, Stranton and Ward Jackson Schools. Within this criterion places will be allocated in the following order of priority:
  - a) Those children who attend a Partner Primary School and live within the admission zone of that primary school;
  - b) Those children who attend a Partner Primary School but live outside the admission zone of that primary school;
  - c) Those children who do not attend a Partner Primary School but live within the admission zone of a Partner Primary School.
5. Children of staff in either or both of the following circumstances:

- (i) Where the member of staff has been employed by the trust for two or more years at the time at which the application for admission to the academy is made; and/or
- (ii) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

6. Those children who live closest to the academy as determined by a straight line distance measurement; from the address point for the child's normal address\* to the address point of the academy, using the Local Authority's computerised measuring system, with those living closer to the academy receiving the higher priority.

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

#### **Tie-breaker**

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

#### **Twins or children of multiple birth**

We will offer a place to the other child(ren) if one of your twins/multiple birth children is offered the last place available and you have applied to the same school for the other child(ren).

#### **Right of Appeal**

If an application for a place at the academy is unsuccessful, parents will be informed why admission was refused and given information about the process for hearing appeals. If a parent wishes to appeal, they must set out the grounds for the appeal in writing and send it to the following address:

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

#### **Waiting Lists**

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

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

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

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

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

#### **Requests for admission outside the normal age group**

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

#### **In-Year Applications**

Parents can apply for a place for their child at any time outside the normal admissions round. As is the case in the

normal admissions round, all children whose EHC plans name the academy will be admitted.

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

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

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

Parents will be notified of the outcome of in-year application in writing within 15 school days. Parents will

always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the academy but it is not in their preferred age group.

#### **Fair Access Protocol**

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

The above information has been taken from the Admissions Policy 2025/26 for Dyke House Academy and **should be read in conjunction with the whole Policy** which can be viewed on the website: <https://dha.northerneducationtrust.org/information/admission-arrangements/>

## **Admissions to English Martyrs Catholic School and Sixth Form College**

**The English Martyrs School and Sixth Form College** was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by the Catholic Education Trust as part of the Catholic Church in accordance with its trust deed and articles of association and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The admission policy criteria will be dealt with on an equal preference basis.

Bishop Hogarth Catholic Education Trust is the admissions authority and is responsible for determining the admission policy. The local authority coordinates the admissions process on behalf of the Trust. The administration and operation of the admission policy is delegated by the Trust to the Local Governing Committee.

#### **Catholic Feeder Primary Schools**

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

#### **Published Admission Number**

The admissions authority has set its published admission number (PAN) at 250 pupils to year seven in the school year which begins in September 2025.

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

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



arrangements this will reduce the number of places available to other children.

### **Oversubscription Criteria**

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

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

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

- (i) *Where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the application will be placed at the top of the category in which the application is made (see note 14).*
- (ii) *The attendance of a sibling at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (i) above (see note 10).*

### **Tie Breaker**

Where there are places available for some, but not all applicants within a particular criterion priority will be given to children living closest to the school determined by the shortest distance. Distance will be measured by a straight line distance measurement, from the (ordnance survey) address point for the child's home to the (ordnance survey) address point of the school, using the Local Authority's computerised measuring system.

In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out in a public place and supervised by a person independent of the school.

### **Application Procedures and Timetable**

To apply for a place at this school in the normal admission round (not in-year applications), a Common Application Form (CAF) must be completed. This is available from the local authority in which the child lives.

The parent will be advised of the outcome of the application on 1 March 2025 or the next working day, by the local authority. If the application is unsuccessful (unless the child gained a place at a school the parent ranked higher) the parent will be informed of the decision, related to the oversubscription criteria listed above, and has the right of appeal to an independent appeal panel.

If the parent is required to provide supplemental evidence to support the application (e.g., a baptismal certificate), this evidence should be provided at the time of application. If not provided, evidence may be sought by the admissions authority following the closing date for applications.

This information must have been correct at the date of closing for applications. All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 31 October 2024.

### **Late Applications**

Late applications will be administered in accordance with the home local authority coordinated admissions scheme. Parents are advised to ensure that the application is submitted before the closing date.

### **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 admissions authority will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the headteacher who has statutory responsibility for the internal organisation, management and control of the school, the admissions authority will take into account the views of the parents and of appropriate medical and education professionals.

### Waiting Lists

In addition to their right of appeal, applicants will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out 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.

### In-Year Applications

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Applications should be made by contacting the local authority admission team at School Admissions Team, Hartlepool Borough Council, Centre of Excellence for Teaching and Learning, Brierton Lane, Hartlepool, TS25 4AF, on 01429 284368 or by email at [admissionsteam@hartlepool.gov.uk](mailto:admissionsteam@hartlepool.gov.uk) [www.ems.bhcet.org.uk](http://www.ems.bhcet.org.uk)

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

If there are no places available, a request can be made that the child is added to the waiting list (see above). The parent has the right of appeal to an independent appeal panel.

### 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 contacting Julie Picken at the School Admissions Team at Hartlepool Borough Council on 01429 523768.

### 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 admissions authority is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the diocese and the admissions authority for the current school year. The admissions authority has this power, even when admitting the child would mean exceeding the published admission number.

### False evidence

The admissions authority 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.

### Notes and Definitions

1. An **Education, Health and Care Plan** is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.
2. A **looked after child** has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.

A **previously looked after child** is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order.

Included in this definition are those children who appear (to the admissions authority) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

3. **Catholic** means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child who is part of a Catholic family where a letter from a priest demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (e.g. a looked after child in the process of adoption by a Catholic family).

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

4. **Catechumen** means a member of the catechumenate of a Catholic Church. For the purposes of admissions this refers to the child on whose behalf the application is being made. This will normally be evidenced by a certificate of reception into the order of catechumens.
5. **Eastern Christian Church** includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church. Those who have difficulty obtaining written evidence of baptism or reception should contact the Diocese who will decide how the question of baptism or reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.
6. A **member of staff** includes all school staff who are under the direct employment of the Directors of Bishop Hogarth Catholic Education Trust and who work at English Martyrs Catholic School and Sixth Form College.
7. **Children of other Christian denominations** means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and CYTÜN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

Applicants must provide a baptismal certificate or where child baptism is not practised, a letter confirming their church membership from their minister or faith leader.

8. **Children of other faiths** means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 6 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

- A religion which involves belief in more than one God, and
- A religion which does not involve belief in a God.

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

Applicants must provide a letter of support to confirm their faith membership from their minister or faith leader.

9. A child's **"home address"** refers to the address where the child usually lives with a parent or carer, and will be the address provided in the Common Application Form ("CAF"). Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.

10. **Sibling** includes:

- (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and
- (ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.

11. A **parent** means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child (having care of a child means that the child lives with and is looked after by that person).

12. **Catholic Feeder Primary Schools**  
Sacred Heart, Hartlepool

St Bega's, Hartlepool  
St Cuthbert's, Hartlepool  
St John Vianney's, Hartlepool  
St Joseph's, Hartlepool  
St Teresa's, Hartlepool

13. Children who are not Catholic attending a Catholic feeder primary school.

14. To demonstrate an **exceptional social, medical or pastoral need** of the child which can be most appropriately met at this school, the admissions authority will require compelling written evidence from an appropriate professional, such as a social worker, doctor or priest.

**This policy should be read in conjunction with the local authority's admission guidance for parents.**

## Admissions to High Tunstall College of Science

High Tunstall College of Science became a Foundation School with effect from 23rd April 2008 and the Governing Body is responsible for all admissions to the college. The criteria set out follow general guidelines of Hartlepool Admission Authority and take into account the statutory duties and recommendations of the School Admissions Code. Whilst High Tunstall College of Science is its own Admission Authority it works in consultation with the Local Authority and recognises that all admissions must comply with the published co-ordinated arrangements. The admissions policy will be applied on an equal preference basis. The Governing Body intends to admit up to 270 students to Year 7 in September 2025.

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

In the event of the College being oversubscribed in 2025/26, the remaining places will be in accordance with the following priority criteria which have been agreed by the Governing Body

1. Those children who are looked after children and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order) immediately following having been looked after;
2. Admission of students whose siblings currently attend the College and who will continue to do so and will be attending the College in September 2025; Siblings (brothers or sisters) are considered to be those children who live at the same address and either:

- a. Have one or both natural parents in common <sup>\*1</sup>
- b. Are related by a parent's marriage <sup>\*1</sup>
- c. Are adopted or are fostered
- d. Their parents are married/co-habiting and children permanently live together in the same household, including step-siblings
- e. Are children of the same household who permanently live at the same address.

<sup>\*1</sup> Note: This includes siblings who live at different addresses under an agreed permanent arrangement between the parents as defined by the LA.;

3. Those children who attend Eldon Grove Academy, St Peter's Elwick C of E Primary School, Hart Primary School, Jesmond Gardens Primary School (see notes), Lynnfield Primary School (see notes), Rift House Primary School, Throston Primary School (see notes) and West Park Primary School – High Tunstall's identified partner primary schools. Places will be allocated in the following order of priority:

- a) those children who attend a partner primary school **and** live within the admission zone of that primary school;
- b) those children who attend a partner primary school **but live outside** the admission zone of that primary school;
- c) those children who **do not** attend a partner primary **but live within** the admission zone of a partner primary school.

4. Children of staff<sup>\*2</sup> in either or both of the following circumstances:

- a. Where the member of staff has been employed by the College for two or more years at the time at which the application for admission to the College is made; and/or

- b. The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

\*2 Note: Staff are direct college employees with a permanent contract.

5. Those children who are distinguished from the majority of other applicants whether on medical grounds or by other exceptional circumstances and who would suffer significant hardship if they were unable to attend the College;
6. Those children who live closest to the College as determined by a 'straight line' distance measurement; from the address point of the child's home to the address point of the College, using the Local Authority's computerised measuring system, with those living closer to the college receiving the higher priority. The address points are linked to the Local Land and Property Gazetteer.

Should it prove necessary to distinguish between children in any other criteria, priority will be given to those who live closest to the College.

If parents are not successful in obtaining a place for their child at High Tunstall College of Science they have a statutory right of appeal. Full information on the appeals

procedure is available from the Local Authority's School Admissions Team on Telephone 01429 523768.

Parents who wish their child to transfer to High Tunstall College of Science from another school at any time other than the beginning of the first year of secondary education (Year 7) should contact the School Admissions Team at the Local Authority on 01429 523768. Should it be necessary to decide between more than one student in such circumstances, the order of priorities published above will apply.

Please refer to the page 106 for definitions in relation to the above admissions criteria.

#### Additional Notes on Identified Partner Primary Schools

##### Notes:

- Lynnfield Primary School will be partnered with both Dyke House Sports and Technology College and High Tunstall College of Science.
- Throston Primary School will be partnered with both St Hild's Church of England School and High Tunstall College of Science.
- Jesmond Gardens Primary School will be partnered with Dyke House Sports and Technology College and, in part, High Tunstall College of Science (certain streets only are partnered with High Tunstall College of Science – see below):

Jesmond Gardens Admission Zone Addresses which are linked to High Tunstall College of Science			
Birchill Gardens	Grange Road (even numbers 104-164)	North Drive	Thornhill Place
Brafferton Street		Oval Grange	Topcliffe Street
Briarhill Gardens	Granville Avenue	Roseberry Mews	Tunstall Avenue
Bright Street	Granville Place	Roseberry Road	Tunstall Grove
Broomhill Gardens	Harcourt Street	Ryehill Gardens	Welldeck Gardens
Byron Street	Hart Avenue	Serpentine Road (odd numbers 1-35)	Welldeck Road
Cobden Street	Hart Lane (odd numbers 117-225a, even numbers 78-136, Low Throston House)	South Drive	Wilson Street
Cundall Road		Stephen Street	Wooler Road (odd numbers 1-27)
Duke Street (even nos 2-44)		Suggitt Street	Oval Grange Cottages
Elm Grove	Mulgrave Road (even no's 4-38)	The Crescent	Zetland Road
Elmwood Place		Thornhill Gdns (odd no's 1-83)	
Elmwood Road	Netherby Gate		



## Admissions to Manor Community Academy

As the admission authority, the Trust Board has overall responsibility for all admissions in Northern Education Trust academies. The trust has the following published number for the academy for the year 2025/2026: 250 for students in Year 7.

Where the number of applications for admission is greater than the published admission number, applications will be considered against the criteria set out below. After the admission of students with Special Educational Needs where the academy is named on the Education, Health Care Plan, the remaining places will be in accordance with the priority criterion set out below:

1. Students who are in the care of the LA or a child who was previously looked after (including those children who appear to have been in state care outside of England and cease to be in state care as a result of being adopted). Previously looked after children are children who were looked after but ceased to be so because they were adopted, or subject to a child arrangement or special guardianship order;
2. Admission of students whose siblings currently attend the academy and who will continue to do so on the date of admission. Siblings (brothers or sisters) are considered to be those children who live at the same address and either:
  - Have one or both natural parents in common;
  - Are related by a parent's marriage;
  - Are adopted or are fostered;
  - Their parents are married/co-habiting and children permanently live together in the same household, including step-siblings;
  - Are children of the same household who permanently live at the same address.
3. Students who have social or medical reasons for being admitted to the academy which would, should the child not be admitted, cause him or her to be seriously disadvantaged or put their personal safety at risk. For each case the academy will need proof from an independent person such as a medical specialist who has been involved with the child over a period of time, a social worker, an attendance officer or another professional. The academy will not offer places within this category, based on a child's ability or intelligence;
4. Children who attend a Partner Primary School linked to the academy. The partner primary schools for 2025/26 admissions are: Fens, Eskdale, Grange, Greatham, Golden Flatts, Rossmere and Kingsley

Schools. Within this criterion places will be allocated in the following order of priority:

- a) Those children who attend a Partner Primary School and live within the admission zone of that primary school;
  - b) Those children who attend a Partner Primary School but live outside the admission zone of that primary school;
  - c) Those children who do not attend a Partner Primary School but live within the admission zone of a Partner Primary School.
5. Children of staff in either or both of the following circumstances:
    - (i) Where the member of staff has been employed by the trust for two or more years at the time at which the application for admission to the academy is made; and/or
    - (ii) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
  6. Those children who live closest to the academy as determined by a straight line distance measurement; from the address point for the child's normal address\* to the address point of the academy, using the Local Authority's computerised measuring system, with those living closer to the academy receiving the higher priority.

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

### Tie-breaker

If more children qualify under a particular criterion than there are places available, priority within that criterion will be given to those children who live closest to the academy (as described within criteria 6). Should it not be possible to

separate two or more applications, for example two applicants who live at an equal distance from the academy, the Local Authority's computerised system will use random selection.

### **Twins or children of multiple birth**

We will offer a place to the other child(ren) if one of your twins/multiple birth children is offered the last place available and you have applied to the same school for the other child(ren).

### **Right of Appeal**

If an application for a place at the academy is unsuccessful, parents will be informed why admission was refused and given information about the process for hearing appeals. If a parent wishes to appeal, they must set out the grounds for the appeal in writing and send it to the following address:

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

### **Waiting Lists**

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

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

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

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

The academy may refuse admission for an in-year applicant for a year group that isn't the normal point of entry, only in such a case that the academy has good reason to believe that the child may display challenging behaviour that may adversely affect the provision the academy can offer. In this case, the academy will refer these students to the Fair

Access Protocol. The academy will not refuse admission on these grounds to looked after children, previously looked after children and children with EHC plans listing the academy.

### **Admission of Children outside their Normal Age Group**

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

### **In-Year Applications**

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

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

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

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

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

### **Fair Access Protocol**

The academy will take part in the Admissions Forum set up by the LA and will have regard to its advice; and will participate in the co-ordinated admission arrangements operated by the LA and the local in-year fair access protocol. The fair access protocol will take precedence over existing waiting lists. This helps ensure that all

children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible.

The above information has been taken from the Admissions Policy 2025/26 for Manor Community

Academy and **should be read in conjunction with the whole Policy** which can be viewed on the website: <https://mca.northerneducationtrust.org/2023/01/26/admission-arrangements-update/>

## Admissions to St Hild's Church of England School

### Purpose

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

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

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

### Scope

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

### Roles and responsibilities

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

### Published Admission Number (PAN)

The number of places available in Year 7 in 2025-26 is 155.

### How and when to apply for places

All applications for school places as part of the normal admissions round in Year 7 must be made through the local authority the applicant lives in (pays council tax to). Applications for Year 7 transfer places (the entry year for the school) for September 2025 must be submitted **by midday on 31 October 2024**. Applications received after the closing date will be classed as **late** and processed **after** all of the applications received on time.

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

### How places will be allocated

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

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

If more applications are received than the number of places available, the following oversubscription criteria will be used in the order set out below to decide which children will be allocated places:

1. Children who are currently looked after by a local authority in England, children who were previously looked after by a local authority in England or who appear to have been in state care outside of England, and immediately afterwards became subject to an adoption order, child arrangements order or special guardianship order;
2. Children who have an older sibling attending the school at the time of their admission. Sibling can be a brother or sister, half-brother or half-sister, adopted brother or sister, stepbrother or stepsister, or the child of the parent/carer's partner, as long as the child for

whom the school place is sought is living in the same family unit at the same address as that sibling;

3. Children who attend St Hild's identified partner primary schools: Barnard Grove, Clavering, St Helen's, Throston, West View;
4. Children with very exceptional medical or social factors directly related to school placement. Applications must be supported by written evidence from a doctor or other professional practitioner, setting out the particular reasons why St Hild's is the most suitable school and will be considered on a case-by-case basis;
5. Those children who live closest to the school as determined by 'straight line' measurement from the address point of the child's home to the address point of the school.

#### **Tiebreak:**

- Should it prove necessary to distinguish between children within criterion 4, priority will be given to those who live nearest to the school. Should it prove necessary to distinguish between children in any other criterion (or between children with older siblings in the above situation) then priority will be given to those who live nearest the school. Distance will be measured by a straight line from the address point of the child's home to the address point of the school.
- In the event that two distance measurements are identical, the school will use random allocation to decide which child should be offered the place. The process will be conducted in the presence of a person independent of the school.

#### **Additional notes:**

- In cases where there is one place available, and the next child on the list is a twin, triplet, etc., both twins (and all the children in the case of other multiple births) will be admitted even if this means exceeding the agreed number of places in the year group in the relevant admission year.
- The child's home address is the address of the parent/carer receiving the child benefit. If you do not receive Child Benefit then other proof would be required. The addresses of childminders or family members sharing in the care of the children must not be used.
- Parents who share responsibility for the care of their child are expected to reach agreement to a school placement between them.
- Parents have two weeks to respond to an offer of a school place. If an acceptance is not received it may be assumed that a place is no longer required and the offer may be withdrawn.

#### **Waiting Lists**

The school maintains a waiting list for those children who are not offered a place, and the parents ask for the child's name to be added to the waiting list. The order of priority on the waiting list is the same as the list of criteria for over-subscription, and does not depend on the date on which an application is received. No account is taken of length of time on a waiting list. The school periodically seeks confirmation that parents wish a child to be kept on the waiting list. Waiting lists will be maintained until 31 December of the admission year, following this parents/carers will need to reapply.

#### **Admission of children outside their normal age group**

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

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

Requests must be submitted before the closing date for applications in the child's normal age group in good time for the request to be considered and inform the parent of the outcome before the closing date for the normal age group. In other words, for children due to start Year 7 in September 2025 where the parent wishes the child to delay admission until 2025, requests must be submitted well before 31 October 2024.

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

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

#### **Appeals**

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

Appeals relating to Year 7 transfer places should be submitted by 29 March 2025 to ensure they will be heard before the end of July 2025.

Appeals relating to Year 7 transfer places should be submitted by 29 March 2025 to ensure they will be heard before the end of July 2025.

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

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

Information is also available at

[https://www.hartlepool.gov.uk/info/20014/schools\\_and\\_learning/656/appeal\\_against\\_the\\_offer\\_of\\_a\\_school\\_place/1](https://www.hartlepool.gov.uk/info/20014/schools_and_learning/656/appeal_against_the_offer_of_a_school_place/1)

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

### Definitions

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

A **Looked After Child** is a child who is in the care of a local authority in England, or is being provided with

accommodation by a local authority in England in the exercise of their social services functions, in accordance with section 22 of the Children Act 1989, at the time the application for admission to school is made and whom the local authority has confirmed will still be looked after at the date of admission.

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

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

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

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

## Atypical admissions

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

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

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

and follow a curriculum designed to give them skills and qualifications they need in work, or to take up further education.

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

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

If you decide that you would like to apply for a place at any of these schools for your child, you will need



apply direct to them - details are on their website. Please see contact details on page 114.

To help inform your decision on whether the provision offered is the right choice for your child, you may wish to speak to the current school's Careers Leader to discuss options and opportunities for progression. You may also wish to supplement this by making use of the National Careers Service, which offers impartial advice and guidance on careers, skills

and the labour market for anyone aged 13+. Careers information, advice and guidance is crucial to help people to develop the skills and experience that they need to achieve a fulfilling and rewarding career. The website

<https://nationalcareers.service.gov.uk/careers-advice> includes a wealth of information about different careers and learning options, as well as details on how to speak to an adviser via web chat and the helpline.

Atypical School	Information supplied by UTC Establishment for Admission into Y10 in September 2025
<b>University Technology College (UTC) South Durham</b>	<p>We are writing to you with an opportunity for your child to study their GCSEs at UTC South Durham to help kick-start their career within Science, Engineering, Maths and Technology (STEM).</p> <p>UTC South Durham is a specialist school and Sixth Form focusing on engineering, technology, science and maths (STEM) for 14 -19 year olds. It attracts students from across the North East and is popular with young people from Hartlepool and surrounding areas. The focus is on gaining GCSE, A Level or T Level qualifications and developing skills that employers are looking for. We welcome applications from students who are currently in Year 9 ready for the next step into their GCSE's starting September 2025 in Year 10.</p> <p>UTC's were established by the government to encourage young people to study technical subjects and sciences. UTC South Durham is on the Aycliffe Business Park and was founded by the University of Sunderland, Hitachi Rail and Gestamp Tallent.</p> <p>The UTC was Ofsted rated 'Good' again across all areas in March 2024, recognising the quality of delivery as a school, as well as the technical and employment strengths. In a recent Parent View survey, 95% of parents said they would recommend the UTC. Destinations of our students continue to be outstanding. Of 18 year old leavers, all who wanted to go to university did so, all to their first choice and all to study STEM subjects. Many of our students succeeded in gaining paid apprenticeships with local employers – six times the national average for the age group. There have been several recent successes with students starting degree apprenticeships in a range of sectors from accountancy to civil engineering.</p> <p>Our Student Leaver Profile represents what we want for our students. It was created by our wider community of staff, students, parents, business and community partners. Each student will have the opportunity to develop their academic and technical knowledge as well as professional career experiences and core skills. At the UTC, students' personal, professional and technical development is just as important as the grades they achieve.</p> <p>Our Year 10 and 11 programme of technical subjects, including a choice of three different types of Engineering, along with the core GCSE subjects of English Language and Literature, Maths, Sciences and a range of option GCSE's is an offer that inspires and excites students interested in STEM. Students visit companies and undertake projects led by local businesses and access work experience. Most</p>

students continue to the UTC's Sixth Form to study further technical subjects before progressing to apprenticeships or university.

The UTC operates a full working week. The 30 hours of education a week is more than most schools and allows a full set of GCSE subjects as well as technical learning and workplace experiences. A strong interest in STEM subjects and a good work ethic are essential. UTC South Durham is very well served by public bus and train as well as the UTC's own minibuses.

There are 150 places available for September 2025 in Year 10 and 150 for Sixth Form. Applications are made directly to the UTC can be completed on line from the 1st September at [www.utcsouthdurham.org](http://www.utcsouthdurham.org) Information about admissions is also available on the website.

Open events for families are on Thursday 10th October 2024 and Thursday 21st November 2024 from 4.30pm to 7.30pm and can be booked through the website [www.utcsouthdurham.org](http://www.utcsouthdurham.org)

We will look forward to meeting you then.

## Post-16 Education

Details of establishments which offer full-time education for children over the age of 16 can be found on page 113.

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

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

Please contact sixth form and colleges direct for further information and advice on how to make an application.

### Transport

For information about help with transport costs for children aged 16-19 in full or part-time education, please contact Passenger Transport Services on 01429 401969.

## Sixth Form Admissions Policy for English Martyrs Catholic School and Sixth Form College

The English Martyrs Catholic School and Sixth Form College was founded by the Catholic Church to provide education for students of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic students in accordance with the oversubscription criteria listed below. The school<sup>1</sup> is conducted by the Catholic Education Trust as part of the Catholic Church in accordance with its trust deed and articles of association, and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The admission policy criteria will be dealt with on an equal preference basis.

Bishop Hogarth Catholic Education Trust is the admissions authority and is responsible for determining the admission policy. The administration and operation of the admission policy is delegated by the Trust to the Local Governing Committee.

### Published Admission Number

The admissions authority has set its published admission number (PAN) at 200 pupils to year 12 in the school year which begins in September 2025.

### Entry requirements

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

The College's success is based on students following a full-time programme of academic and enrichment courses. Thus, all students who apply to enter Year 12 must follow a study programme consisting of at least three subject options that they will continue with over two years, Maths and English GCSE if a Level 4 or above equivalent has not already been achieved, in addition to the programme of tutorial guidance and supervised study periods. All three subject options must be studied at the College. If a subject is not available at the College then this requirement may be waived and the student may be able to study that subject at another approved Sixth Form College. As a Catholic College, we will also expect that students access one lesson based upon Moral, Ethical and Theological teaching per week.

The College will assess all applications received on an individual basis but it will be expected that the applicant has 5 GCSEs at Level 9-4 or equivalent and fulfils specific subject requirements, as outlined in the prospectus supplied by the college.

---

<sup>1</sup> The term 'school' is used throughout the document to mean a Catholic school or academy in the diocese.

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

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

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

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

#### **Pupils with an Education, Health & Care Plan (see note 1)**

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

#### **Oversubscription Criteria (for external applicants)**

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

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

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

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

#### **Tie Breaker**

Where there are places available for some, but not all applicants within a particular criterion priority will be given to children living closest to the school determined by the shortest distance. Distance will be measured by a straight line distance measurement, from the (ordnance survey) address point for the child's home to the (ordnance survey) address point of the school, using the Local Authority's computerised measuring system.

In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out in a public place and supervised by a person independent of the school.

#### **Application Procedures and Timetable**

The sixth form is available for all existing pupils subject to pupils fulfilling the individual requirements of suitable courses. Remaining places in the sixth form of the school will be offered in accordance with the oversubscription criteria, subject to applicants fulfilling the individual requirements of suitable courses.

To apply for a place at this school, the parent must complete an application form available from the school. The parent will be advised of the outcome of the application by the school.

The parent will be advised of the outcome of the application by the school. If the application is unsuccessful the parent will be informed of the decision, related to the oversubscription criteria, and has the right of appeal to an independent appeal panel.

If the parent is required to provide supplemental evidence to support the application (e.g. a baptismal certificate), this evidence should be provided at the time of application. If not provided, evidence may be sought by the admissions authority following the closing date for applications. This information must have been correct at the date of closing for applications. All applications which are submitted on

time will be considered at the same time and after the closing date for admissions which is 30 September 2024.

### **Late Applications**

Late applications will be administered in accordance with the home local authority coordinated admissions scheme. Parents are advised to ensure that the application is submitted before the closing date.

### **Admission of Students outside their Normal Age Group**

A request may be made for a student to be admitted outside of their normal age group, for example, if the student 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 admissions authority will make its decision about the request based on the circumstances of each case and in the best interests of the student. 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 admissions authority will take into account the views of the parents and of appropriate medical and education professionals.

### **Waiting Lists**

In addition to their right of appeal, applicants will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out 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.

### **In-Year Applications**

An application can be made for a place for a student at any time outside the admission round and the student will be admitted where there are available places. Applications should be made to the school by contacting Colette Hogarth at The English Martyrs School and Sixth Form College. [www.ems.bhcet.org.uk](http://www.ems.bhcet.org.uk)

Parents/students will be advised of the outcome of their application in writing. Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied. If there are no places available, a request can be made that the student is added to the waiting list (see above). The parent has the right of appeal to an independent appeal panel.

### **Right of Appeal**

Where a parent has been notified that a place is not available for a student, 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.

### **Fair Access Protocol**

The school is committed to taking its fair share of students who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the admissions authority is empowered to give absolute priority to a student where admission is requested under any local protocol that has been agreed by both the diocese and the admissions authority for the current school year. The admissions authority has this power, even when admitting the student would mean exceeding the published admission number.

### **False evidence**

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

### **Notes and definitions**

1. **Education, Health and Care Plan** is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a student.
2. A **looked after student** has the same meaning as in section 22(1) of the Children Act 1989, and means any student who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. students with foster parents) at the time of making application to the school.

A **previously looked after student** is a student who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order. Included in this definition are those children who appear (to the admissions authority) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

3. **Catholic** means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after student who is part of a Catholic family where a letter from a priest demonstrates that the student would have been



baptised or received if it were not for their status as a looked after student (e.g. a looked after student in the process of adoption by a Catholic family).

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

4. **Catechumen** means a member of the catechumenate of a Catholic Church. For the purposes of admissions this refers to the student on whose behalf the application is being made. This will normally be evidenced by a certificate of reception into the order of catechumens.
5. **Eastern Christian Church** includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church. Those who have difficulty obtaining written evidence of baptism or reception should contact the Diocese who will decide how the question of baptism or reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.
6. Students of **other Christian denominations** means students who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no creedal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and CYTUN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

Applicants must provide a baptismal certificate or where child baptism is not practised, a letter confirming their church membership from their minister or faith leader.

7. Students of **other faiths** means students who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 6 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

- A religion which involves belief in more than one God, and
- A religion which does not involve belief in a God.

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

Applicants must provide a letter of support to confirm their faith membership from their minister or faith leader.

8. **Home address** is the primary parental address which will be used in applying the admission criteria. This means that, when stating the choice of school, the parental address at the time of application should be given. The address of childminders or other family members who may share in the care of the student must not be used as the home address. Documentary evidence may be requested.
9. **Sibling** includes:
  - (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, step brothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and
  - (ii) the student of a parent's partner where that student lives for at least part of the week in the same family unit at the same address as the applicant.
10. A **parent** means all natural parents, any person who is not a parent but has parental responsibility for a student, and any person who has care of a student (having care of a student means that the student lives with and is looked after by that person).
11. To demonstrate an **exceptional social, medical or pastoral need** of the child which can be most appropriately met at this school, the admissions authority will require compelling written evidence from an appropriate professional, such as a social worker, doctor or priest.

**This policy should be read in conjunction with the local authority's admission guidance for parents.**

## 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)

Hartlepool schools are very popular and it is not always possible to offer you the place you want for your child. We need a process to decide which children get a place when there are more applications than places available. These arrangements must be fair and follow the requirements of School Admissions Code. Please refer to the school admissions criteria found within this booklet for more information on the schools you are interested in.

#### 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 transfer form and ask your child's Headteacher to sign the form, before returning the application to the Admissions Team. The In Year application form (known as a MAF) is available to download on our website [www.hartlepool.gov.uk](http://www.hartlepool.gov.uk) or by contacting the Admissions Team. Contact details can be found on page 114.

#### 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](http://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-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](http://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.

For children who receive free school meals or whose parents receive their maximum level of Working Tax Credit, the route will be measured as above for a journey of up to 2 miles, and by road for journeys over 2 miles.

## 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](http://www.hartlepool.gov.uk) and further information about local transport in your area and route planning can be found at [www.connectteesvalley.com](http://www.connectteesvalley.com), 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?

A person in receipt of one or more of the following payments who has responsibility for a child or children:

- Universal Credit. New applicants in receipt of Universal Credit must have a net income (take home pay) as assessed in their Universal Credit Award of less than £616.67 in a Universal Credit Assessment period to qualify for Free School Meals.
- Income Support\*

- Income Based Job Seekers Allowance\*
- Income Related Employment and Support Allowance
- Child Tax Credit with annual income (as assessed by Her Majesty's Revenue and Customs) of £16,190 or less **and are not entitled to Working Tax Credit**
- Pension Credit
- Support under part VI of the Immigration and Asylum Act 1999

\* Please note that children who receive Income Support, Income Based Job Seekers Allowance and Income Based Employment Support Allowance in their own right can claim free school meals.

### How to apply?

- You can claim online at [www.hartlepool.gov.uk/claim-free-school-meals](http://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.

Alternatively, the Children's Hub has a free school uniform recycling scheme with a range of good quality clothing in different colours and sizes. This includes primary and secondary school uniform for boys and girls. If you would like to access this scheme please contact the Children's Hub on 01429 284284.

### **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 114). The guidance can also be found on the Local Authority website [www.hartlepool.gov.uk](http://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.

# School Directory

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

## Primary Schools

School	School Code	Status	Admission No. for 2025 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	Community	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	Community	55
Rift House Primary School ☒ Masefield Road, Hartlepool, TS25 4JY ☎ 01429 275239	2341	Community	36
Rossmere Primary School ☒ Catcote Road, Hartlepool, TS25 3JL ☎ 01429 274608	2342	Academy	55
Sacred Heart Catholic Primary School ☒ Hart Lane, Hartlepool, TS26 8NL ☎ 01429 272684	3321	Academy	60
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	25
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

School	School Code	Status	Admission No. for 2025 intake
St Joseph's Catholic Primary School ✉ Musgrave Street, Hartlepool, TS24 7HT ☎ 01429 272747	3323	Academy	24
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 OTJ ☎ 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

\*Due to convert to Academy Status in October 2024.

## Secondary Schools

School	School Code	Status	Admission No. for 2025 intake
Catcote School ✉ Catcote Road, Hartlepool, TS25 4EZ ☎ 01429 264036	7026	Special/ Academy	N/A
Dyke House Sports and Technology College ✉ Mapleton Road, Hartlepool, TS24 8NQ ☎ 01429 266377	4001	Academy	270
English Martyrs Catholic School and Sixth Form College ✉ Catcote Road, Hartlepool, TS25 4HA ☎ 01429 273790	4603	Academy	250
High Tunstall College of Science ✉ Elwick Road, Hartlepool, TS26 0LQ ☎ 01429 261446	4133	Foundation	270
Manor Community Academy ✉ Owton Manor Lane, Hartlepool, TS25 3PS ☎ 01429 288338	4002	Academy	250
St Hild's Church of England School ✉ King Oswy Drive, Hartlepool, TS24 9PB ☎ 01429 273041	4000	Academy	155

## Post-16 Education

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

## Atypical Establishments

School	Website
UTC South Durham ✉ Long Tens Way, Aycliffe Business Park, County Durham, DL5 6AP ☎ 01325 430250	<a href="http://www.utcsouthdurham.org">www.utcsouthdurham.org</a>

## 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 <b>Primary Admissions</b> - ☎ 01429 523765 <b>Secondary Admissions</b> - ☎ 01429 523768 <b>In Year School Transfers</b> - ☎ 01429 284368 📧 <a href="mailto:admissionsteam@hartlepool.gov.uk">admissionsteam@hartlepool.gov.uk</a>
Free School Meals	☎ 01429 284188
Integrated Transport Team	☎ 01429 401969 📧 <a href="mailto:passengerts@hartlepool.gov.uk">passengerts@hartlepool.gov.uk</a>
Special Educational Needs (SEND) Team	☎ 01429 523553 📧 <a href="mailto:sen@hartlepool.gov.uk">sen@hartlepool.gov.uk</a>
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 📧 <a href="mailto:schools.admissions@darlington.gov.uk">schools.admissions@darlington.gov.uk</a>
Durham County Council	✉ School Places and Admissions Team, Children and Young People's Services, Green Lane, Spennymoor, County Durham, DL16 6JQ ☎ 03000 265896 📧 <a href="mailto:schooladmissions@durham.gov.uk">schooladmissions@durham.gov.uk</a>
Middlesbrough Borough Council	✉ School Admissions, Children's Services Department, Third Floor, Middlesbrough House, Corporation Road, Middlesbrough, TS1 2RH ☎ 01642 729544 or 01642 201891 📧 <a href="mailto:schooladmissions@middlesbrough.gov.uk">schooladmissions@middlesbrough.gov.uk</a>
Redcar & Cleveland Borough Council	✉ School Admissions, Redcar & Cleveland House, Cooper Centre, Kirkleatham Street, Redcar, TS10 1RT ☎ 01642 837740 📧 <a href="mailto:schools_admissions@redcar-cleveland.gov.uk">schools_admissions@redcar-cleveland.gov.uk</a>
Stockton Borough Council	✉ School Admissions Section, Children, Education & Social Care, Municipal Buildings, Church Road, Stockton on Tees, TS18 1XE ☎ 01642 526605 📧 <a href="mailto:school.admissions@stockton.gov.uk">school.admissions@stockton.gov.uk</a>



## 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 تکایە داوامان لی بکە (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 chciałoby 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)