

# **CABINET ITEM COVERING SHEET PROFORMA**

## **AGENDA ITEM**

## **REPORT TO CABINET**

**13 March 2014**

## **REPORT OF CORPORATE MANAGEMENT TEAM**

# **CABINET DECISION**

**Children and Young People – Lead Cabinet Member – Councillor Ann McCoy**

## **PROCEDURE FOR ADMISSION OF PUPILS TO PRIMARY & SECONDARY SCHOOLS IN SEPTEMBER 2015**

### **1. Summary**

This report outlines the admission arrangements the Local Authority (LA) is proposing for primary and secondary schools in September 2015. In order to comply with legislation for admissions in 2015, the report includes the full Co-ordinated Admission Arrangements and Admission numbers for Primary and Secondary Schools for that year.

### **2. Recommendations**

Members are asked to agree:

- The proposed changes to criteria 3 and 6 of the Admission Policy for September 2015 (paragraph 1 and Appendix 1 of this report);
- The Co-ordinated Admissions Scheme for Primary, Secondary, Voluntary Aided (VA) schools, Academies and the proposed Free School (paragraph 2 and Appendix 2);
- Admission numbers for September 2015 (paragraph 3 and Appendix 3).

Members are asked to note for information:

- Approach to rural community admission zone anomalies (paragraph 4);
- South of the borough implications for zoning (paragraph 5).

Members are also asked to note for information the current position in relation to:

- Ingleby Manor Free School (paragraph 6).

### **3. Reasons for the Recommendations**

Legislation requires the LA to publish information to be available for parents when they apply for a place at primary and secondary school. The information has to comply with the published 2012 School Admissions Code. The LA is required to set admission arrangements accordingly and lodge a copy of the Co-ordinated Admission Arrangements with the Secretary of State by the 15 April 2014 for admission to Primary and Secondary schools in September 2015.

#### 4. Members' Interests

Members (including co-opted Members with voting rights) should consider whether they have a personal interest in the item as defined in the Council's code of conduct (**paragraph 8**) and, if so, declare the existence and nature of that interest in accordance with paragraph 9 of the code.

Where a Member regards him/herself as having a personal interest in the item, he/she must then consider whether that interest is one which a member of the public, with knowledge of the relevant facts, would reasonably regard as so significant that it is likely to prejudice the Member's judgement of the public interest (**paragraphs 10 and 11 of the code of conduct**).

A Member with a prejudicial interest in any matter must withdraw from the room where the meeting considering the business is being held -

- in a case where the Member is attending a meeting (including a meeting of a select committee) but only for the purpose of making representations, answering questions or giving evidence, provided the public are also allowed to attend the meeting for the same purpose whether under statutory right or otherwise, immediately after making representations, answering questions or giving evidence as the case may be;
- in any other case, whenever it becomes apparent that the business is being considered at the meeting;

and must not exercise executive functions in relation to the matter and not seek improperly to influence the decision about the matter (**paragraph 12 of the Code**).

**Further to the above, it should be noted that any Member attending a meeting of Cabinet, Select Committee etc, whether or not they are a Member of the Cabinet or Select Committee concerned, must declare any personal interest which they have in the business being considered at the meeting (unless the interest arises solely from the Member's membership of, or position of control or management on any other body to which the Member was appointed or nominated by the Council, or on any other body exercising functions of a public nature, when the interest only needs to be declared if and when the Member speaks on the matter), and if their interest is prejudicial, they must also leave the meeting room, subject to and in accordance with the provisions referred to above.**



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**RECOMMENDATIONS**

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3. Admission numbers for September 2015 (paragraph 3 and Appendix 3).

Members are asked to note for information:

4. Approach to rural community admission zone anomalies (paragraph 4);
5. South of the borough implications for zoning (paragraph 5).

Members are also asked to note for information the current position in relation to:

6. Ingleby Manor Free School (paragraph 6).

**DETAIL**

**Admission arrangements for 2015/16**

The School Admissions Code (SAC) which came into force on the 1 February 2012 outlines the overall principles behind setting admission arrangements. It states that:

'Admission Authorities **must** ensure that the practices and the criteria used to decide the allocation of school places are fair, clear and objective. Parents should be able to look at a set of arrangements and understand easily how places for that school will be allocated.' (SAC, page 6 paragraph 14)

To ensure equity and fair access, the Admissions Code 2012 states that in drawing up admission arrangements, admission authorities must ensure that the practices and the criteria used to decide on the allocation of school places are:

- clear in the sense of being free from doubt and easily understood;
- objective and based on known facts. Admission authorities and Governing Bodies must not make subjective decisions or use subjective criteria;
- procedurally fair and are also equitable for all groups of children and actively promote equity across all social groups and communities;
- enable parents' preferences for the schools of their choice to be met to the maximum extent possible;
- provide parents or carers with easy access to helpful admissions information;
- comply with relevant legislation, including infant class sizes and equal opportunities, which have been determined in accordance with the statutory requirements.

## Consultation

When changes are proposed to admission arrangements, admission authorities **must** consult on these changes by **1 March** in the preceding year. Where the admission arrangements have not changed from the previous year there is no requirement to consult, subject to the requirement that admission authorities **must** consult on their admission arrangements at least once every 7 years, even if there have been no changes during that period.

As two changes were proposed for 2015 the LA consulted all school governing bodies, the 4 Diocesan Authorities and other neighbouring Local Authorities for admissions in September 2015. The document was also displayed on the Stockton-On-Tees website inviting comments on the proposed changes to the Admissions Policy and School Admissions arrangements for entry in September 2015. A briefing paper was sent to all School Governors on these changes.

### 1. The ADMISSION POLICY FOR SEPTEMBER 2015 for Primary and Secondary Community and Voluntary Controlled (VC) Schools in Stockton-On-Tees.

There are two proposed changes to the admission policy for 2014.

- 1.1 The LA proposes to amend part of the explanatory notes at **criteria 3** from the LA's 2014 Admission policy for Community and Voluntary Controlled (VC) Schools regarding siblings in relation to pupils attending Eggescliffe 6<sup>th</sup> form, to the proposed explanatory notes in the table below:

Criteria	Existing explanatory notes	Proposed explanatory notes
<p>3 Pupils who have a brother or sister living at the same address, who are still at the school when the pupil begins.</p> <p>(see <b>Appendix 1</b> for full criteria definition)</p>	<p><u>Siblings in 6<sup>th</sup> Form (Eggescliffe School)</u></p> <ul style="list-style-type: none"> <li>• If you apply for a place in Year 7 at Eggescliffe and at the same time apply for a place in Eggescliffe 6<sup>th</sup> Form for an older child who has <b>not</b> previously attended the school, even if the older child is offered a place, this will <b>not</b> be classed as a sibling link.</li> <li>• If you have a child who is attending Eggescliffe 6<sup>th</sup> Form, who will still be there when a younger brother or sister starts the school, this <b>will</b> be classed as a sibling link.</li> <li>• If the older child has attended Eggescliffe School and will transfer to the 6<sup>th</sup> Form when the younger brother or sister starts at the school, this will be classed as a sibling link.</li> </ul>	<p><u>Siblings in 6<sup>th</sup> Form (Eggescliffe School)</u></p> <ul style="list-style-type: none"> <li>• If you apply for a place in Year 7 at Eggescliffe and at the same time apply for a place in Eggescliffe 6<sup>th</sup> Form for an older child who has <b>not</b> previously attended the school, even if the older child is offered a place, this will <b>not</b> be classed as a sibling link.</li> <li>• If you have a child who is <b>already</b> attending Eggescliffe 6<sup>th</sup> Form <b>at the time of your application</b>, who will still be there when a younger brother or sister starts the school, this <b>will</b> be classed as a sibling link.</li> </ul>

The LA's rationale was that at the time of year when secondary applications are made, verified and processed, parents are not in a position to confirm whether or not their Year 11 child will attend Egglecliffe 6<sup>th</sup> form. The LA felt that retaining this bullet point could lead to some applications being unfairly classed as a 'sibling link'.

1.2 The LA also proposes to remove **criteria 6** from the LA's 2014 Admission policy for Community and Voluntary Controlled (VC) Schools as described in the table below:

Criteria	Existing explanatory notes	Proposed explanatory notes
6 Pupils who attend the nursery of the school they wish to attend on a full time basis at the time of application.	Please be aware that attendance at a particular school nursery does not guarantee that your child will be offered a place at school.	Removed

The LA's rationale was that the use of the word 'attend' in it's over subscription criteria was unfair to parents that didn't attend the school nursery and proposes to remove it.

We received a total of 4 comments from Headteachers and their Governing Bodies expressing their view that the removal of criteria 6 from the School Admissions policy should not be approved. All respondents were contacted and provided with a rationale as to the Councils proposal to amend the Admissions Policy for 2015/16.

We had no other feedback on the proposed changes to the policy.

### **Proposed Admission Policy for 2015/16**

If these changes are approved the Admission Policy for 2015/16 will give priority to applications for admission to a school if that school is oversubscribed in the document attached at **Appendix 1**.

The proposed criteria will be available in the LA's published booklet for parents 'Primary and Secondary Admissions Booklet 2015.'

## **2. CO-ORDINATED ADMISSION ARRANGEMENTS AND TIMETABLE - 2015/16**

The LA is responsible for administering a co-ordinated scheme for the area in relation to all maintained community, voluntary controlled, voluntary aided schools and Academies. The purpose of the co-ordinated admission scheme is to ensure that, as far as is reasonably practicable, every parent of a child living in the LA area who has applied for a school place in the normal admission round receives an offer of one school place on the same day.

2.1 The LA will act as a clearing house for the allocation of places by the relevant admission authorities in response to the Common Application Forms. The LA will only make a decision with respect to the offer or refusal of a place in response to any preference expressed on the Common Application Form where

- it is acting in its separate capacity as an admission authority; or
- an applicant is eligible for a place at more than one school, or
- an applicant is not eligible for a place at any school that the parent has nominated.

Attached is a copy of the Stockton on Tees Co-ordinated Admission Scheme for admissions in 2015/16 which includes the timetable. **(Appendix 2)**

### **3. PUBLISHED ADMISSION NUMBERS**

- 3.1 The LA receive pupil projections from the Tees Valley Unlimited each year which show a rise in the number of pupils within the primary sector, as set out in the School Organisation Plan presented to Cabinet on the 27<sup>th</sup> November 2013. This is resulting in pressure for places in areas of the Borough, particularly in lower primary (Reception, Key Stage 1)
- 3.2 These pressures were reflected in the School Capital Strategy Report, approved by Cabinet in October 2011 and in July 2012. There are currently a number of refurbishment works taking place across the borough which will see primary places for September 2015 total 2,627 an increase of a further 75 places based on the original 2013 Published Admission Numbers. As a result of this we have been able to agree with a number of schools increased admission numbers. All proposed changes have been agreed with individual schools and governing bodies.
- 3.3 **Appendix 3** gives the proposed Admission Numbers for September 2015 in Community, VA, Academies and the proposed Free School shows the proposed increase in primary school admission numbers across the Borough.
- St Michael's RC School proposed Admission Number for September 2015 will revert back to 196 as reported in the October 2011 Cabinet Paper - Capital Investment in Schools.

### **4. APPROACH TO RURAL COMMUNITY ADMISSION ZONE ANOMOLIES**

Whilst the current admission zones work effectively in the vast majority of cases, there are occasions where particular circumstances need to be taken into account. It is proposed therefore that where this is the case with some rural applications, these are dealt as 'exceptions'. School Admissions will work with other Council departments as required e.g. Community Transport to ensure a practical solution is found.

There were two responses seeking clarification on the proposed 'approach to rural community admission zone anomalies'. Both were contacted and provided with a rationale as to the Councils approach.

### **5 SOUTH OF THE BOROUGH IMPLICATIONS FOR ZONING**

In light of both approved and proposed housing developments in the South of the borough the LA will be considering in 2014 the implications as a matter of priority for admission zones and their boundaries across those primary schools and communities affected.

### **6 INGLEBY MANOR FREE SCHOOL AND SIXTH FORM**

The application for a Free School in Ingleby Barwick (provisionally named 'Ingleby Manor School and Sixth Form') remains at the pre-opening stage currently and therefore there is no Funding Agreement in place. The current proposal is to open in September 2014 in temporary accommodation for up to 120 pupils in Year 7 and for a fully operational school for 600 pupils aged 11 to 16 with a further 150 place Sixth Form. If the funding agreement is in place for September 2014 it would affect secondary admissions for academic year 2014/2015 and would be included in the LA admissions arrangements for 2014 onward.

## **7. CONCLUSION**

The new Admissions Code underpins the Government's aim to create a schools system shaped by parents which delivers excellence and equity, developing the talents and potential of every child, regardless of their background; a system where all parents feel they have the same opportunities to apply for the school they want.

Within Stockton-On-Tees we aim to ensure that the admission arrangements are in line with the principle of fair access to educational opportunity. The LA's current policies, procedures and the additional information published in the Primary and Secondary Admissions Booklet 2015 for parents will support this.

### **APPENDICES**

- Appendix 1 – Admission Policy for September 2015 for Primary and Secondary Community and Voluntary (VC) Schools in Stockton-On-Tees;
- Appendix 2 - Co-ordinated Admission Scheme for Primary, Secondary, Voluntary Aided (VA) schools, Academies and proposed Free School for 2015/16;
- Appendix 3 - Published Admission Numbers for Primary, Secondary Schools, Academies and proposed Free School for September 2015.

## **8. FINANCIAL AND LEGAL IMPLICATIONS**

The cost of the admissions arrangements have been included in the Council's Medium Term Financial Plan.

The framework for admissions was introduced in the School Standards and Framework Act 1998 but a number of important changes were implemented through the Education Act 2002 and the Education and Inspections Bill 2006. The new School Admission Code published in February 2012 takes account of those changes, and of associated regulations. The consultation and information within this report complies with the relevant legal requirements.

## **9. RISK ASSESSMENT**

A risk assessment has been carried out and this proposal is categorised as low to medium risk. Existing management systems and daily routine activities are sufficient to control and reduce risk.

## **10. COMMUNITY STRATEGY IMPLICATIONS**

### Economic Regeneration and transport

Sustainable School Travel Strategy is now in place and is a statutory duty. This has been developed closely with Road Safety Team and Travel Plan Co-ordinator, to provide added information for parents when applying for schools. An executive summary is now available.

### Children and Young People

Admission Arrangements are in accordance with School Admissions Code, Admission Authorities have a duty to comply with the Code to ensure that the admission arrangements are fair and equitable. This is a statutory requirement and is essential information for parents to assist them in their decision making regarding their preferred school. It is also essential to the organisation and planning for entry to reception, the smooth transition from primary to secondary school along with the development of in year requests for schools.



## 11. EQUALITIES IMPACT ASSESSMENT

An Equality Impact Assessment has been completed and the score is 71, no negative impacts have been identified. A copy of the Equality Impact Assessment can be viewed on the Stockton-on-Tees website [www.stockton.gov.uk](http://www.stockton.gov.uk)

## 12. CORPORATE PARENTING

It is a statutory duty for all Admission Authorities (Community and Voluntary Aided admission authorities) to prioritise Looked after Children and those recently looked after within their oversubscription criteria as set out within the School Admission Code. All admission authorities within this borough comply with that duty.

## 13. CONSULTATION INCLUDING WARD/COUNCILLORS

Results of consultation included within the report, all Councillors consulted with.

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**Corporate Director Children, Education & Social Care**

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<u>Environmental Implications</u>	None
<u>Community Safety Implications</u>	None
<u>Background Papers</u>	None
<u>Education Related Item?</u>	Yes
<u>Ward(s) and Ward Councillors:</u>	Not Ward specific
<u>Property Implications</u>	None

**ADMISSION POLICY FOR SEPTEMBER 2015 FOP PRIMARY AND SECONDARY COMMUNITY AND VOLUNTARY CONTROLLED (VC) SCHOOLS IN STOCKTON-ON-TEES**

CRITERIA (In priority order)	EXPLANATORY NOTES
<p>1 Pupils who are in the care of the local authority, or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order.</p>	<p>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 definition in section 22(1) of the Children Act 1989) at the time of making an application to school. The Local Authority may request a copy of the adoption order, residence order or special guardianship order and a letter from the Local Authority that last looked after the child confirming that he or she was looked after immediately prior to the order being made.</p>
<p>2 Pupils with complex needs who have been discussed at the High Needs Panel and who have been identified as needing a ‘named’ primary or secondary mainstream school.</p>	
<p>3 Pupils who have a brother or sister living at the same address, who are still at the school when the pupil begins.</p>	<p><u>We define brother or sister as follows:</u></p> <ul style="list-style-type: none"> <li>• A brother, sister, stepbrother, stepsister, adopted brother or sister, or children of partners who are living at the same address as a family unit. In all cases, the parent who receives the Child Benefit for those children must permanently live at that address with the children.</li> <li>• We will <i>consider</i> brothers or sisters who live in separate households because the parents are separated and have shared responsibility for the children under conditions covering exceptional circumstances (subject to approval by the Panel mentioned in the explanatory notes for criterion 5). This does not include separate families living together in the same property.</li> <li>• If there are other family situations where there are different carers, e.g. aunts, uncles or grandparents, each case will be considered individually.</li> </ul> <p><u>Siblings in 6<sup>th</sup> Form (Egglescliffe School)</u></p> <ul style="list-style-type: none"> <li>• If you apply for a place in Year 7 at Egglescliffe and at the same time apply for a place in Egglescliffe 6<sup>th</sup> Form for an older child who has <b>not</b> previously attended the school, even if the older child is offered a place, this will <b>not</b> be classed as a sibling link.</li> <li>• If you have a child who is <b>already</b> attending Egglescliffe 6<sup>th</sup> Form <b>at the time of your application</b>, who will still be there when a younger brother or sister starts the school, this <b>will</b> be classed as a sibling link</li> </ul>

<p>4 Pupils resident within the admission zone who have returned a Common Application Form by the closing date (31st October 2014 for Secondary applications and 15<sup>th</sup> January 2015 for Primary applications).</p>	<p>When a school is oversubscribed with in-zone applications i.e. there are more applications from children living in the admission zone of the school than there are places available, we will allocate places:</p> <ul style="list-style-type: none"> <li>• firstly to children living in the admission zone (Criterion 4) with social or medical reasons for attending the school (Criterion 5);</li> <li>• then to children living in the admission zone (Criterion 4) according to their distance from the school.</li> </ul>
<p>5 Pupils who have social or medical reasons for being admitted to the school which would, should the child not be admitted, cause him or her to be seriously disadvantaged or put their personal safety at risk. In all cases corroboration will be sought from independent sources such as a medical specialist who has had continued involvement over a period of time; a social worker; an attendance officer; or another professional. It should be noted that places would not be allocated on the basis of aptitude or ability.</p>	<p>We set up a panel of professionals from Children, Education &amp; Social Care to look at any applications where there are social or medical reasons for a child to attend a particular school. In all cases parents must provide written information from independent sources to confirm the social or medical condition and to explain why the child has to attend the preferred school as opposed to any other. Please note that submitting this information does not guarantee that your child will be included in this category. The panel will make a decision as to whether your child's needs can only be met in your preferred school or whether they could be met in any Stockton school.</p>
<p>6 Pupils who live closest to a particular school measured in a straight line ("as the crow flies").</p>	<p>The LA uses a Geographic Information System, known as GIS, to identify and measure the distance from the home to the school. The distance is measured electronically from a point of the school (the same point for all applications) to a point of the home (including flats). The GIS undertakes all measures in exactly the same way for every applicant, to ensure consistency and fairness.</p>

**D R A F T**



**CO-ORDINATED ADMISSION SCHEME**

**PRIMARY AND SECONDARY SCHOOLS**  
**(Community, Voluntary Aided, Academies and proposed**  
**Free School)**

**Includes: Applications for Primary Schools**  
**Applications for Secondary Schools**  
**In year transfer requests**

**2015/16**

## Introduction

1. The 1998 Act, as amended by the Education Act 2002, has introduced new statutory requirements for every Local Authority (LA) to draw up a scheme covering every maintained school in its area. Stockton-on-Tees LA has drawn up a full co-ordinated admissions scheme for the main rounds for Primary and Secondary applications and 'in year' transfer requests for the academic year 2015/16.

The scheme also complies with changes introduced to the new School Admissions Code through the Education & Inspections Bill 2006.

## Interpretation

2. In this scheme:

"the LA" means Stockton on Tees Borough Council acting in their capacity as local education authority;

"the LA area" means the area in respect of which the LA are the local education authority.

"primary education" has the same meaning as in section 2(1) of the Education Act 1996;

"secondary education" has the same meaning as in section 2(2) of the Education Act 1996;

"primary school" has the same meaning as in section 5(1) of the Education Act 1996;

"secondary school" has the same meaning as in section 5(2) of the Education Act 1996;

"school" means a community, foundation or voluntary school (but not a special school) which is maintained by the LA;

"VA schools" means those schools which are voluntary-aided church schools;

"Academy" means a publicly funded independent school;

"Free School" means a publicly funded school;

"admission authority" in relation to a community and voluntary controlled school means the LA and, in relation to a VA schools and Academies, means the governing body of that school;

"determination year" means the academic year (ie the period from 1 August to the following 31 July) immediately preceding the offer year. This is the academic year in which admission authorities determine their admission arrangements;

"admission arrangements" means the overall procedure, practices, criteria and supplementary information to be used in deciding on the allocation of school places and refers to any device or means used to determine whether a school place is to be offered;

"in-year admission" means any application for a place in a school in any year of education that is received after 1 September 2015 except in the case of admission into Reception and Y7 in which case these will be treated as the 'normal' round of admissions up to the end of the Autumn term 2015;

"nearest appropriate school" is defined as the school closest to the home address with places, unless your child is a baptised Catholic then a place would be offered at the nearest Roman Catholic School with places.

## Applying for a school place

3. There will be a standard form known as the Common Application Form (CAF) which will be used for the purpose of admitting pupils into the reception class for primary school and the first year of secondary education in the determination year. In the main rounds for applications for primary and secondary places, an on line facility will be set up to enable parents to apply for places on line. A separate form known as the 'In year application for change of school' will be available for any applications made for

an “in year transfer” into any year group. There is no on line facility as yet although a form can be downloaded from the Stockton on Tees website.

4. The on line application / CAF and ‘In year application for change of school’ form must be used as a means of expressing one or more preferences for the purposes of section 86 of the School Standards and Framework Act 1998, by parents resident in the LA area who wish to express a preference for their child:
  - (a) to be admitted to a school within the LA area (including VA schools, Academies and Free School).
  - (b) to be admitted to a school located in another LA’s area (including VA schools and Academies).
5. The on line application / CAF and “In year application for change of school’ form will:
  - (a) invite parents to express three preferences by completing the form including, where relevant, any schools outside the LA’s area, in rank order of preference;
  - (b) invite parents to give their reasons for each preference.

The CAF will -

  - (c) Specify a closing date (for the determination year) and where it must be returned.
6. The LA will make appropriate arrangements to ensure:
  - (a) that the on line application / CAF is available on request from the LA and the ‘In year application for change of school’ form will be available from the LA and schools; and
  - (b) that a written explanation of the scheme is available from the LA and on their website.
7. All preferences expressed on the on line application / CAF are valid applications. The governing body of a VA school can require parents who wish to nominate, or who have nominated their school on the CAF, to provide additional information on a supplementary form only where the additional information is required for the governing body to apply their oversubscription criteria to the application. Where a supplementary form is required, this will be requested after the VA schools have received information from the LA about who has applied for their schools. Information requested on the supplementary form should be returned by the parent to the individual school by the due date specified by the school.
8. Where a school receives a supplementary form it will not be regarded as a valid application unless the parent has also completed either the Stockton on Tees on line application / CAF or, if resident in another area which has a CAF, their home area’s common application form, and the school is nominated on it. Where supplementary forms are received directly by VA schools the school must inform the LA immediately so it can verify whether a CAF or neighbouring area’s CAF has been received from the parent and, if not, contact the parent and ask them to complete one. In these circumstances, the school should also send the LA a copy of the supplementary form if so requested. Under the requirements of the scheme, parents will not be under any obligation to complete an individual school’s supplementary form where this is not strictly required for the governing body to apply their oversubscription criteria.
9. Some Voluntary Aided schools governing bodies have opted out of the co-ordinated admissions scheme for in year transfers, a list of these schools will be made available for parents before September 2015 on the Stockton website. Parents are still required to complete an application form from the LA and schools need to inform the parents and the LA of the outcome of the request.

### Processing of CAFs

10. Completed CAFs (on line or paper) should be returned to the LA:
  - (a) for secondary schools by the **31 October 2014\***. The LA will enter information for all the schools within the Borough onto their system and forward information for applications to VA schools and other LAs at the latest by the **14 November 2014**.
  - (b) primary schools by the **15 January 2015\***. The LA will enter information for all the schools within the Borough onto their system and forward information for applications to VA schools and other LAs at the latest by **2 February 2015**.

- (c) **Online applications** – the facility to apply for a school place on line will be open during the time for application – **9 September to midnight on the 31 October 2014** for secondary and for primary **10 November 2014 to midnight on the 15 January 2015**.

*\*If the closing date falls on a Saturday or Sunday, any applications received through the post, which includes the post box in the Municipal Buildings, on the Monday morning after that date, will be classed as on time. Any others received after this will be classed as late.*

### **Allocation of places**

11. Places will be allocated using the Equal Ranking Scheme\* for Primary and Secondary by all admission authorities within Stockton on Tees.

*\*Equal Ranking means that all of the preferences written on the CAF or on line form will be considered as a separate application for each school.*

### **SECONDARY ADMISSIONS - Determining offers in response to the CAF**

12. The LA will act as a clearing house for the allocation of places by the relevant admission authorities in response to the CAFs. The LA will only make any decision with respect to the offer or refusal of a place in response to any preference expressed on the CAF where:
- (a) it is acting in its separate capacity as an admission authority; or
  - (b) an applicant is eligible for a place at more than one school, or
  - (c) an applicant is not eligible for a place at any school that the parent has nominated.
13. The LAs system for online applications will become 'live' from the **9 September 2014** to midnight on the **31 October 2014 with the closing date for return of CAFs also the 31 October 2014**
14. **By the 14 November 2014** the LA will notify the voluntary aided and academy admission authority for each of the schools of every application that has been made for that school. Where parents have requested a place at a school outside of the LA area, the information will be forwarded to the relevant admission authority/authorities.

VA schools and Academies to make arrangements to gather information required from parents and set up admission committees for allocation of places.

15. **By 9 January 2015** - VA schools, other LAs and Academies, inform LA of allocation of places for all applications received in the priority order of their admission policy. Any applications which are refused also need to be listed in order of priority.

The LA compares lists and considers all preferences from the parent and if first preference is refused then will look to see where 2<sup>nd</sup> or 3<sup>rd</sup> preferences can be accommodated. The lists will be sent back to the VA schools and Academies for their approval before finalising allocations.

Liaison will take place with VAs, other LAs and Academies until the allocation of places is resolved for each application, as required.

16. **By the 10 February 2015** - the LA will match ranked lists for all schools and:
- (a) where the child is eligible for a place at only one of the nominated schools, that school will be allocated to the child;
  - (b) where the child is eligible for a place at two or more of the nominated schools, they will be allocated a place at whichever of these is the highest ranked preference;
  - (c) where the child is not eligible for a place at any of the nominated schools, they will be offered a place at the nearest appropriate school with a vacancy or asked to contact School Admissions for an alternative school.
17. **On 1 March 2015** the LA will post letters (2<sup>nd</sup> class post) to parents to let them know which school has been allocated to their child. If they have applied on line they will receive an email on the 1 March or the next working day. The letter will also tell them of their statutory right to appeal if they have been refused a place at their preferred school.

Parents will need to request an appeal form and return to Democratic Services, Municipal Buildings, Church Road, Stockton on Tees TS18 1XE within 2 weeks of receipt of the form.

### **PRIMARY ADMISSIONS - Determining offers in response to the CAF**

18. The LA will act as a clearing house for the allocation of places by the relevant admission authorities in response to the CAFs. The LA will only make any decision with respect to the offer or refusal of a place in response to any preference expressed on the CAF where:
- (a) it is acting in its separate capacity as an admission authority; or
  - (b) an applicant is eligible for a place at more than one school, or
  - (c) an applicant is not eligible for a place at any school that the parents has nominated.
19. The LAs system for online applications will become 'live' from the **10 November 2014** to midnight on the **15 January 2015 with the closing date for return of CAFs also the 15 January 2015**. Packs for admission to Primary School will be distributed to all parents. Applications are to be made on common application form and all applications returned to LA.
20. **By 2 February 2015** – the LA will notify the admission authority for each of the schools of every application that has been made for that school. Where parents have requested a place at a school outside of the LA area, the information will be forwarded to the relevant authority/authorities.

**After 2 February** – All VA schools and Academies make arrangements to gather information required from parents and set up admission committees for allocation of places.

21. **WC 9 March 2015** VA schools, Academies and other LAs inform the home LA of allocation of places for all applications received in the priority order of their admission policy. Any applications which are refused also need to be listed in order of priority.

The LA compares lists and considers all preferences from the parent and if first preference is refused, look to see where 2<sup>nd</sup> or 3<sup>rd</sup> preferences can be accommodated. The lists will be sent back to the VA schools and Academies for their approval before finalising allocations.

Liaison will take place with VA, Academies and other LAs schools until the allocation of places is resolved for each application, as required.

22. **By the 28 March 2015** - the LA will match ranked lists for all schools and:
- (a) where the child is eligible for a place at only one of the nominated schools, that school will be allocated to the child;
  - (b) where the child is eligible for a place at two or more of the nominated schools, they will be allocated a place at whichever of these is the highest ranked preference;
  - (c) where the child is not eligible for a place at any of the nominated schools, they will be offered a place at the nearest appropriate school with a vacancy or asked to contact School Admissions for an alternative school.
23. **On the 16 April 2015** the LA will post (2<sup>nd</sup> class) out a letter to parents informing them of their allocated school. If they have applied on line they will receive an email on the 16 April. The letter will tell them which school has been allocated and their statutory right to appeal if they have been refused a place at their preferred school.

Parents will need to request an appeal form and return to Democratic Services, Municipal Buildings, Church Road, Stockton on Tees TS18 1XE within 2 weeks of receipt of the form.

### **NO CAF RECEIVED BY THE LA**

24. Where no CAF is submitted for primary or secondary school, the child will be offered a place at the nearest appropriate school with a vacancy or will receive a letter from the LA requesting that they make contact to discuss further.



## **LATE APPLICATIONS**

25. CAFs received after the closing date will be dealt with after all the other applications have been looked at unless there is a good reason, e.g. if a family moves into the area. If that is the case, the application can be considered along with all of those that came in on time as long as the allocations have not been started.

The LA will continue to co-ordinate applications for admission in September 2015 for any late applications for primary or secondary, received e.g. after the closing date and post offer date up until the start of that school year.

## **WAITING LISTS**

26. The LA will maintain a waiting list for all oversubscribed maintained Stockton on Tees Schools. The waiting list will be open for all Primary and Secondary schools for the duration of the next academic year (September 2015 to July 2016). Places will be allocated, if they become available, in accordance with the LAs published oversubscription criteria.

VA schools, Academies and Free School are required to keep a waiting list for at least the Autumn Term of 2015, if places become available at their school, the governing body will allocate places from their own oversubscription criteria and inform the LA. The LA will write to parents informing them of the decision.

27. Where the LA is able to offer a place to a non Stockton-on-Tees child from the Waiting List, we will liaise with the home LA, who will write to the parent to confirm the place.

## SECONDARY AND PRIMARY CO-ORDINATED ADMISSIONS

### TIMETABLE 2014/15

#### SECONDARY

<b>WC 8 September 2014</b>	<b>Online applications becomes live and</b> CAFs and other information to parents
<b>31 October 2014</b>	<b>Closing date for online applications and for return of CAFs</b>
<b>14 November 2014</b>	Lists of applications sent to VA schools and other LAs.
<b>9 January 2015</b>	VA schools return full list of applicants ranked according to their oversubscription criteria. Other LAs inform LA of preferences they can allocate.  Liaison between admission authorities to resolve offers
<b>10 February 2015</b>	Finalise allocations and further liaison as necessary
<b>1 March 2015</b>	Allocation letters sent out from LA to all parents via 2 <sup>nd</sup> class post offering places and giving reasons for refusals and right of appeal. Emails sent to parents who applied on line
<b>May 2015</b>	Appeal hearings held.

#### PRIMARY

<b>WC 10 November 2014</b>	<b>Online applications become live and</b> CAFs and other information to parents
<b>15 January 2015</b>	<b>Closing date for online applications and for return of CAFs</b>
<b>WC 2 February 2015</b>	Lists of applications sent to VA schools and other LAs.
<b>WC 9 March 2015</b>	VA schools return full list of applicants ranked according to their oversubscription criteria. Other LAs inform LA of preferences they can allocate.  Liaison between admission authorities to resolve offers
<b>28 March 2015</b>	Finalise allocations and further liaison as necessary
<b>16 April 2015</b>	Allocation letters sent out from LA to all parents via 2 <sup>nd</sup> class post offering places and giving reasons for refusals and right of appeal. Emails sent to parents who applied on line.
<b>June/July 2015</b>	Appeal hearings held.

**ADMISSION NUMBERS**  
**Admissions in September 2015**

<b>SECONDARY</b>	<b>2014</b>	<b>2015</b>
All Saints	140	140
Bishopsgarth	120	120
Conyers	224	224
Egglescliffe	235	235
Grangefield	210	210 below net capacity range
Ian Ramsey CE	237	237
Ingleby Manor Free School	120	120
Northfield	270	270
North Shore Academy	210	210
Our Lady & St. Bede's RC	150	150 below net capacity range
<b>St. Michael's RC</b>	<b>168</b>	<b>196</b>
St. Patrick's RC	111	111
Thornaby Academy	150	150

**PRIMARY SCHOOLS**

Bader	60	60
Barley Fields	90	90
Bewley	60	60
Billingham South	60	60
Bowesfield Lane	30	30
Christ the King RC	45	45
Crooksbarrow	36	36
Durham Lane	30	30
Egglescliffe CE	30	30
Fairfield	60	60
Frederick Nattrass	30	30
Hardwick Green	30	30
Harewood	60	60
Harrow Gate	60	60
Hartburn	75	75
High Clarence	15	15
Holy Trinity Rosehill CE	60	60
Ingleby Mill	90	90
Junction Farm	60	60
Kirklevington	20	20
Layfield	27	27
Levendale	30	30
<b>Mandale Mill*</b>	<b>45</b>	<b>60</b>
Mill Lane	30	30
Myton Park	30	30
Norton	60	60
Oakdene	45	45
Our Lady of the Most Holy Rosary RC	30	30
Oxbridge Lane	58	58
Pentland	45	45
Preston	29	29
Prior's Mill CE	75	75
Roseberry	60	60

	<b>2014</b>	<b>2015</b>
Rosebrook	60	60
St. Bede's RC	27	27
St. Cuthbert's RC	30	30
St. Francis CE	60	60
St. Gregory's RC	30	30
St. John Baptist CE	30	30
St. John the Evangelist RC	30	30
St. Joseph's RC Billingham	30	30
St. Joseph's RC Norton	38	38
St. Mark's Elm Tree CE	45	45
St. Mary's CE	15	15
St. Patrick's RC Fairfield	40	40
St. Patrick's RC Thornaby	40	40
St. Paul's RC	30	30
St. Therese of Lisieux RC	30	30
The Glebe	55	55
The Links	30	30
The Oak Tree	60	60
Thornaby CE	45	45
Tilery	45	45
Village	30	30
Whinstone	90	90
Whitehouse	55	55
William Cassidi	29	29
Wolviston	15	15
Yarm	60	60

\*This will be subject to capital funding being available to enlarge/remodel the accommodation in the said timescale.