

CABINET ITEM COVERING SHEET PROFORMA

AGENDA ITEM 5

REPORT TO CABINET

12 March 2015

**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 2016

1. Summary

This report outlines the admission arrangements the Local Authority (LA) is proposing for primary and secondary schools in September 2016. In order to comply with legislation for admissions in 2016, the report includes the full Co-ordinated Admission Arrangements and Admission numbers for Primary and Secondary Schools for that year.

The report includes reference to the Children and Young People Select Committee - Scrutiny Review of School Organisation and Admission Arrangements (Phase 1), including the recommendations arising from the following two proposals. Both of which were approved to go out to public consultation by Cabinet on 4th December 2014:

- (i) The proposed admission zone changes to primary schools in Ingleby Barwick
- (ii) The proposed changes to admission zone arrangements for secondary schools in the South of the Borough

2. Recommendations

Members are asked to agree:

- The proposed changes to the School Admissions Code;
- The proposed Co-ordinated Admissions Scheme for Primary, Secondary, Voluntary Aided (VA) schools, Academies and Free School (point 1 and Appendix 1);
- The proposed admission numbers for Primary and Secondary schools for September 2016 (point 2 and Appendix 2).
- The proposed Admission Policy for September 2016 (point 3 and Appendix 3);

Members are also asked to approve the following recommendations relating to the agreed proposals which have been subject to public consultation between the 15th December 2014 and the 28th February 2015:

- To retain the existing primary admission zones for Ingleby Barwick
- To retain the existing admission zone arrangements for Egglecliffe School

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 2014 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 2015 for admission to Primary and Secondary schools in September 2016.

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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SUMMARY

- 1 This report outlines the admission arrangements the Local Authority (LA) is proposing for primary and secondary schools in September 2016. In order to comply with legislation for admissions in 2016, the report includes the full Co-ordinated Admission Arrangements and Admission numbers for Primary and Secondary Schools for that year.
- 2 The report includes reference to the Children and Young People Select Committee - Scrutiny Review of School Organisation and Admission Arrangements (Phase 1), including the recommendations arising from the following two proposals. Both of which were approved to go out to public consultation by Cabinet on 4th December 2014:
 - (i) The proposed admission zone changes to primary schools in Ingleby Barwick
 - (ii) The proposed changes to admission zone arrangements for secondary schools in the South of the Borough

RECOMMENDATIONS

- 3 Members are asked to agree:
 - The proposed changes to the School Admissions Code;
 - The proposed Co-ordinated Admissions Scheme for Primary, Secondary, Voluntary Aided (VA) schools, Academies and Free School (point 1 and Appendix 1);
 - The proposed admission numbers for Primary and Secondary schools for September 2016 (point 2 and Appendix 2).
 - proposed Admission Policy for September 2016 (point 3 and Appendix 3);
- 4 Members are also asked to approve the following recommendations relating to the agreed proposals which have been subject to public consultation between the 15th December 2014 and the 28th February 2015:
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 - To retain the existing admission zone arrangements for Egglecliffe School

DETAIL

Admission arrangements for 2016/17

- 3 The new School Admissions Code (SAC) which came into force on the 19 December 2014 outlines the overall principles behind setting admission arrangements. It states that:
- 4 '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)
- 5 To ensure equity and fair access, the Admissions Code 2014 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

- 6 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.
- 7 As changes were proposed for 2016, the LA consulted a range of key partners and stakeholders including Schools, Governing Bodies, neighbouring authorities, Diocesan representatives, parents/carers and the general public. In addition a number of consultation events were held across the south of the borough to brief the public on the proposals. The full consultation document was 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 2016. Full details of the consultation process are available within the report of the Children and Young People Select Committee – Scrutiny review of School organisation and admission arrangements (Phase 1).

CO-ORDINATED ADMISSION ARRANGEMENTS AND TIMETABLE - 2016/17

- 8 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 including Free Schools. 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.
- 9 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 2016/17 which includes the timetable. **(Appendix 1)**

PUBLISHED ADMISSION NUMBERS

- 10 The LA receive pupil projections from Tees Valley Unlimited (TVU) annually which show a rise in the number of pupils within the primary sector, and the detail is laid out in the School Organisation Plan that was approved at Cabinet in November 2013. An updated version of this non statutory document will be available in the autumn 2015. This demand is resulting in pressure for places in areas of the Borough, particularly in lower primary (Reception, Key Stage 1).

Primary

- 11 In anticipation of this the LA completed a number of refurbishment works that took place across the borough which led to primary places, available for children entering Reception, increasing in September 2014 to **2,614**. Further work is underway focusing upon primary schools in Stockton North and Central to ensure sufficiency of places in those areas.

- 12 For September 2015 it is expected that Primary reception places are to increase by a further 50 and will number **2,664**. The following explains how this total has been arrived at:

- The Diocese of Durham Board of Education on the 30th September 2014 received approval from the DfE for their proposal to open a new two form entry Church of England Primary Free School to receive pupils in September 2015. The proposal is at the 'pre-opening stage' only and subject to the governing body receiving their Funding Agreement from the Secretary of State the school called 'Wynyard Church of England Primary School will open with a Published Admission Number (PAN) of 60. The school are proposing to admit up to a total of 60 pupils across Reception, Y1 and Y2 only subject to demand. The LA will co-ordinate all applications for school place's on behalf of the proposed new school for entry into Reception for September 2015 and thereafter. The school is planned to be built in the north of the borough at Wynyard Village to help meet the expected demand for school places from both existing and planned housing developments in the area and it will increase the choice of school places in the North Stockton planning area.
- The Governing Body of St Patrick's RC Primary School, as the Admission Authority, consulted on their admissions arrangements for 2015-16 to reduce their PAN from 40 to 30 for the September 2015 admission and therefore the school will continue to operate this PAN for September 2016.

- 13 Finally for September 2016 it is expected that Primary reception places are to increase by a further 15 and will number **2,679**. The following explains how this total has been arrived at:

- Mandale Mill Primary School rebuilding programme is anticipated to be completed late 2015 / early 2016. This will add a further 15 Reception places for September 2016 when the school re-opens. This will mean the schools PAN increases from 45 to 60 increasing the offer in the Thornaby planning area.

Secondary

- 14 There is to be only one proposed change to Secondary School places from the 2,373 available for September 2015 Year 7 entry, and the following proposal would result in a reduction of 50 places to 2,323 for September 2016:
- Northern Education Trust, as the sponsor of North Shore Academy, recently concluded a consultation exercise to decrease the schools PAN by 50 places from 210 to 160 for the 2016 main admissions round. The LA formally responded and objected to the Academy proposal and is currently in discussions with North Shore and the Regulatory Authorities to resolve this. Therefore the figure detailed in Appendix 2 is shown as 160 (210).
- 15 **Appendix 2** details the proposed Admission Numbers for September 2016 in Community, VA, Academies and Free School and shows the proposed increase in school admission numbers across the Borough.

The ADMISSION POLICY FOR SEPTEMBER 2016 for Primary and Secondary Community and Voluntary Controlled (VC) Schools in Stockton-On-Tees.

- 16 There are no changes proposed to the admission policy for 2016.
- 17 The proposed Admission Policy for 2016/17 will give priority to applications for admission to a Community and Voluntary Controlled Primary or Secondary school if that school is oversubscribed. Detail can be read in the document attached at **Appendix 3**.
- 18 The proposed criteria will be available in the LA's published booklet for parents 'Primary and Secondary Admissions Booklet 2016 Guidance Booklet' from September 2015 on our website.

THE PROPOSED ADMISSION ZONE CHANGES TO PRIMARY SCHOOLS IN INGLEBY BARWICK

- 19 The Council received 574 responses to this question through Survey Monkey:
- | | |
|------------------------|-------|
| Strongly Agree | 15.2% |
| Agree | 11.3% |
| Neither Agree/Disagree | 33.8% |
| Disagree | 4.9% |
| Strongly disagree | 34.8% |
- 20 The Schools Admissions Team also received 3 (2 against and 1 in support) responses via e-mail which directly related to the proposal.
- 21 Public meetings - as previously stated the issues raised were mainly misunderstandings or points of clarification. Attendees did not express any significant objections to the proposal.
- 22 The revised proposal, therefore, is not to make any changes to the existing primary admission zones for Ingleby Barwick.
- 23 Further details are available in the report of the Children and Young People Select Committee – Scrutiny review of School organisation and admission arrangements (Phase 1).

THE PROPOSED CHANGES TO ADMISSION ZONE ARRANGEMENT FOR SECONDARY SCHOOLS IN THE SOUTH OF THE BOROUGH

- 24 The Council received 771 responses to this question through Survey Monkey:
- | | |
|----------------|-------|
| Strongly Agree | 44.5% |
|----------------|-------|

Agree	1.8%
Neither Agree/Disagree	1.4%
Disagree	1.4%
Strongly disagree	50.8%

- 25 The Schools Admissions Team also received responses via e-mail (71 against and 4 in support), which directly related to the proposal.
- 26 Public meetings - as previously stated Ingleby Barwick residents were opposed to the proposal, residents in the proposed Zone A area were generally in favour.
- 27 Taking into account the level of public feeling and in order to arrive at an acceptable solution to the issue, discussions were undertaken with the Head Teacher and Chair of Governors at Eggescliffe School, regarding their views on increasing the number of places available for September 2016. The proposal is that the School would agree to take up to a maximum of 25 additional 'in zone' children over their Published Admission Number (PAN) of 235; this would not result in a permanent change to the PAN.
- 28 This solution will therefore retain the existing admission zone arrangements for Eggescliffe School and **not** adopt the Zone A and Zone B proposal.
- 29 Further details are available in the report of the Children and Young People Select Committee – Scrutiny review of School organisation and admission arrangements (Phase 1).

CONCLUSION

- 29 The new Admissions Code published December 2014 underpins the Government 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.
- 30 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 LAs current policies, procedures and the additional information to be published in the Primary and Secondary Admissions Booklet 2016 for parents will support this.

APPENDICES

- Appendix 1 - Co-ordinated Admission Scheme for Primary, Secondary, Voluntary Aided (VA) schools, Academies and Free School for 2016/17;
- Appendix 2 - Published Admission Numbers for Primary, Secondary Schools, Academies and Free Schools for September 2016;
- Appendix 3 - Admission Policy for September 2016 for Primary and Secondary Community and Voluntary (VC) Schools in Stockton-On-Tees.

FINANCIAL AND LEGAL IMPLICATIONS

- 31 The cost of the admissions arrangements have been included in the Council's Medium Term Financial Plan.
- 32 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 December 2014 takes account of those changes, and of associated regulations. The consultation and information within this report complies with the relevant legal requirements.

RISK ASSESSMENT

- 33 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.

COMMUNITY STRATEGY IMPLICATIONS

34 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.

35 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.

EQUALITIES IMPACT ASSESSMENT

- 36 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

CORPORATE PARENTING

- 37 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.

CONSULTATION INCLUDING WARD/COUNCILLORS

- 38 The detail and results of the consultation process is included within the Children and Young People Select Committee report – Scrutiny review of school organisation and admission arrangements (Phase 1).

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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

CO-ORDINATED ADMISSION ARRANGEMENTS

PRIMARY AND SECONDARY SCHOOLS
(Community, Voluntary Aided, Academies and Free
Schools)

Includes:

Applications for Primary Schools
Applications for Secondary Schools
In year transfer requests

2016/17

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 is 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 (i.e. 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 2016 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 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 the **13 November 2015**.
- (b) primary schools by the **15 January 2016***. 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 **1 February 2016**.
- (c) **Online applications** – the facility to apply for a school place on line will be open during the time for application – **7 September to midnight on the 31 October 2015** for secondary and for primary **9 November 2015 to midnight on the 15 January 2016**.

**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 **7 September 2015** to midnight on the **31 October 2015 with the closing date for return of CAFs also the 31 October 2015**

14. **By the 13 November 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 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 8 January 2016** - 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 2nd or 3rd 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 8 February 2016** - 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 2016** the LA will post letters (2nd 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 have nominated.

19. The LAs system for online applications will become 'live' from the **9 November 2015** to midnight on the **15 January 2016 with the closing date for return of CAFs also the 15 January 2016**. 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 1 February 2016** – 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 1 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 7 March 2016** 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 2nd or 3rd 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 25 March 2016** - 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 2016** the LA will post (2nd 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 2016 to July 2017). Places will be allocated, if they become available, in accordance with the LAs published oversubscription criteria.

VA schools, Academies and Free Schools are required to keep a waiting list for at least the Autumn Term of 2016, 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 2016/17

SECONDARY

WC 7 September 2015	Online applications becomes live and CAFs and other information to parents
31 October 2015	Closing date for online applications and for return of CAFs
13 November 2015	Lists of applications sent to VA schools and other LAs.
8 January 2016	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
8 February 2016	Finalise allocations and further liaison as necessary
1 March 2016	Allocation letters sent out from LA to all parents via 2 nd class post offering places and giving reasons for refusals and right of appeal. Emails sent to parents who applied on line
May 2016	Appeal hearings held.

PRIMARY

WC 9 November 2015	Online applications become live and CAFs and other information to parents
15 January 2016	Closing date for online applications and for return of CAFs
WC 1 February 2016	Lists of applications sent to VA schools and other LAs.
WC 7 March 2016	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
25 March 2016	Finalise allocations and further liaison as necessary
16 April 2016	Allocation letters sent out from LA to all parents via 2 nd class post offering places and giving reasons for refusals and right of appeal. Emails sent to parents who applied on line.
June/July 2016	Appeal hearings held.

ADMISSION NUMBERS
Admissions in September 2016

Primary Schools

Planning area	Name of school	Type of school	2015	2016
Billingham & Wolviston	Bewley	Community	60	60
	Billingham South	Community	60	60
	High Clarence	Community	15	15
	Oakdene	Community	45	45
	Our Lady of the Most Holy Rosary RC	Voluntary-Aided	30	30
	Pentland	Community	45	45
	Prior's Mill CE	Voluntary Controlled	75	75
	Roseberry	Community	60	60
	St John the Evangelist RC	Voluntary-Aided	30	30
	St Joseph's RC	Voluntary-Aided	30	30
	St Paul's RC	Voluntary-Aided	30	30
	Wolviston	Community	15	15

Planning area	Name of school	Type of school	2015	2016
North Stockton	Crooksbar	Community	36	36
	Frederick Natrass Primary Academy	Academy	30	30
	Hardwick Green Primary Academy	Academy	30	30
	Harrow Gate Primary Academy	Community	60	60
	Norton Primary Academy	Academy	60	60
	Rosebrook	Community	60	60
	St Gregory's Catholic Academy	Academy	30	30
	St John the Baptist CE	Voluntary-Controlled	30	30
	St Joseph's RC	Voluntary-Aided	38	38
	St Mark's Elm Tree CE	Voluntary-Controlled	45	45
	The Glebe	Community	55	55
	Tilery	Community	45	45
	Whitehouse	Community	55	55
	William Cassidi CE	Voluntary-Aided	29	29
	*Wynyard CE Primary School	Proposed Free School	60	60

Planning area	Name of school	Type of school	2015	2016
Central Stockton	Bowesfield	Community	30	30
	Fairfield	Community	60	60
	Hartburn	Community	75	75
	Holy Trinity Rosehill CE	Voluntary-Aided	60	60
	Mill Lane	Community	30	30
	Oxbridge Lane	Community	58	58
	St Bede's Catholic Academy	Academy	27	27
	St Cuthbert's RC	Voluntary-Aided	30	30
	St Patrick's RC	Voluntary-Aided	30	30
	The Oak Tree Primary Academy	Academy	60	60

Planning area	Name of school	Type of school	2015	2016
Thornaby	Bader	Community	60	60
	Christ the King RC	Voluntary-Aided	45	45
	Harewood	Community	60	60
	**Mandale Mill	Community	45	60
	St Patrick's RC	Voluntary-Aided	50	50
	Thornaby CE	Voluntary - Controlled	45	45
	The Village	Community	30	30

Planning area	Name of school	Type of school	2015	2016
Ingleby Barwick	Barely Fields	Community	90	90
	Ingleby Mill	Community	90	90
	Myton Park	Community	30	30
	St Francis of Assisi CE	Voluntary-Aided	60	60
	St Therese of Lisieux RC	Voluntary-Aided	30	30
	Whinstone	Community	90	90

Planning area	Name of school	Type of school	2015	2016
Eaglescliffe & Yarm	Durham Lane	Community	30	30
	Egglecliffe	Community	30	30
	Junction Farm	Community	60	60
	Kirklevington	Community	20	20
	Layfield	Community	27	27
	Levendale	Community	30	30
	Preston	Community	29	29
	St Mary's CE	Voluntary-Aided	15	15
	The Links	Community	30	30
	Yarm	Academy	60	60

*The proposed Free School is at the pre-opening stage and is subject to receiving a signed Funding Agreement from the Secretary of State

** This will be subject to enlarge/remodeling of the accommodation in the said timescale.

Secondary Schools

Planning area	Name of school	Type of school	2015	2016
Billingham & Wolviston	Northfield	Community	270	270
	St Michael's Catholic Academy	Academy	196	196

Planning area	Name of school	Type of school	2015	2016
North Stockton	Bishopsgarth	Community	120	110
	North Shore Academy	Academy	210	160 (210)

Planning area	Name of school	Type of school	2015	2016
Central Stockton	Ian Ramsey CE	Voluntary-Aided	237	237
	Our Lady and St Bede RC	Voluntary-Aided	150	150
	The Grangefield Academy	Academy	210	210

Planning area	Name of school	Type of school	2015	2016
Thornaby	St Patrick's Catholic College	Voluntary-Aided	111	111
	Thornaby Academy	Academy	150	150

Planning area	Name of school	Type of school	2015	2016
Ingleby Barwick	All Saints CE Academy	Academy	140	140
	Ingleby Manor Free School & Sixth Form	Free School	120	120

Planning area	Name of school	Type of school	2015	2016
Eaglescliffe & Yarm	Conyers	Academy	224	224
	Egglecliffe	Community	235	235

Please be aware that other primary and secondary schools across the Borough may convert to Academy status during this consultation period.

Admission Policy for September 2016 for Primary and Secondary Community and Voluntary Controlled (VC) School in Stockton-on –Tees

All governing bodies are required by section 324 of the Education Act 1996 to admit to the school a child with a Statement of Special Educational Needs (SEN) or an Education, Health and Care (EHC) Plan that names the school. **This is not an oversubscription criterion.** This relates only to children who have undergone statutory assessment and for whom a final statement of SEN or an EHC Plan has been issued.

Where there are more applications for a school than there are places available, places will be allocated in order using the oversubscription criteria below:

CRITERIA (In priority order)	EXPLANATORY NOTES
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.	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.
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.	
3 Pupils who have a brother or sister living at the same address, who are still at the school when the pupil begins.	<p><u>We define brother or sister as follows:</u></p> <ul style="list-style-type: none"> • 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. • 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. • If there are other family situations where there are different carers, e.g. aunts, uncles or grandparents, each case will be considered individually. <p><u>Siblings in 6th Form (Egglescliffe School)</u></p> <ul style="list-style-type: none"> • If you apply for a place in Year 7 at Egglescliffe and at the same time apply for a place in Egglescliffe 6th Form for an older child who has not previously attended the school, even if the older child is offered a place, this will not be classed as a sibling link. • If you have a child who is already attending Egglescliffe 6th Form at the time of your application, who will still be there when a younger brother or sister starts the school, this will be classed as a sibling link

<p>4 Pupils resident within the admission zone who have returned a Common Application Form by the closing date (31st October 2015 for Secondary applications and 15th January 2016 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"> • firstly to children living in the admission zone (Criterion 4) with social or medical reasons for attending the school (Criterion 5); • then to children living in the admission zone (Criterion 4) according to their distance from the school measured in a straight line (“as the crow flies”).
<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 & 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>

The proposed criteria will be available in the LA’s published booklet for parents ‘Primary and Secondary Admissions 2016 Guidance Booklet.’