

CABINET ITEM COVERING SHEET PROFORMA

AGENDA ITEM

REPORT TO CABINET

11 February 2016

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 2017

1. Summary

This report outlines the admission arrangements the Local Authority (LA) is proposing for primary and secondary schools in September 2017. In order to comply with legislation for admissions in 2017, 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 2).

2. Recommendations

Members are asked to agree:

- The proposed Co-ordinated Admissions Scheme for Primary, Secondary, Voluntary Aided (VA) schools, Academies and Free School (point 8 and Appendix 1);
- The proposed admission numbers for Primary and Secondary schools for September 2017 (point 10 and Appendix 2).
- The proposed Admission Policy for September 2017 (point 11 and Appendix 3);

3. Reasons for the Recommendations

Legislation requires the LA to publish information annually and 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 **must** as the admission authority determine (i.e. formally agree) its admission arrangements, even if it hasn't changed from the previous year and a consultation has not been required. These arrangements therefore must be determined by **31 January 2016** for admission to Primary and Secondary schools in September 2017.

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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 - The proposed Admission Policy for September 2017 (point 11 and Appendix 3);

DETAIL

Admission arrangements for 2017/18

- 4 The new School Admissions Code (The Code) which came into force on the 19 December 2014 outlines the overall principles behind setting admission arrangements. It states that:
- 5 '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.' (The Code, page 7 paragraph 14)

Consultation

- 6 When changes are proposed to admission arrangements, admission authorities **must** consult on these changes by **31 January** 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 Although no changes were proposed for 2017, the LA still consulted a range of key partners and stakeholders including Schools, Governing Bodies, neighbouring authorities, Diocesan representatives, parents/carers and the general public.

CO-ORDINATED ADMISSION ARRANGEMENTS AND TIMETABLE - 2017/18

- 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 2017/18 which includes the timetable. **(Appendix 1)**

PUBLISHED ADMISSION NUMBERS

- 10 The LA uses pupil projections annually for pupil place planning decisions. These projections indicate a rise in the number of pupils within the primary sector, and the detail was laid out in the *School Organisation Plan (SOP) 2015/19* (approved at Cabinet on 12th November 2015). The SOP identified that predicted demand will result in a pressure for places across three planning areas namely, North & Central Stockton and Thornaby, particularly in lower primary (Reception, Key Stage 1).

The *Asset Review, School Capital and Site Disposal update* provided further detail on the options for the expansion of schools in the areas affected to meet demand.

Feasibility studies were undertaken and assessed primarily in terms of identifying the most suitable schools to expand and to provide sufficient additional capacity in the correct locations. However deliverability and value for money were also major considerations.

In total 7 investment schemes were proposed and were approved at Cabinet on 12th November 2015.

Primary

The total proposed investment has been revised down to create a total number of 840 additional school places across the three planning areas than was indicated in the Asset Review update approved at Cabinet 12th November 2015.

It is also anticipated that the proposed phased delivery will allow for some additional capacity in September 2016, with further works in 2017 to complete proposals.

This will lead to primary places being available for children entering Reception, increasing in September 2017 to **2,810**. In some instances, where practical, a number of primary schools will operate above their agreed 2016 PAN for entry in September to enable the LA to meet demand for school places.

The following revised list of schools will increase their PANs for entry in September 2017:

- Hardwick Green Primary Academy from 30 to 60
- St John's CE Primary from 30 to 45
- St Mark's Elm Tree CE Primary from 45 to 60
- Bowesfield Primary from 30 to 60
- Christ the King RC Primary from 45 to 60
- Thornaby CE Primary from 45 to 60

The 'Asset Review, School Capital and Site Disposal update' also proposed an increase for St Patrick's RC Primary School in Fairfield, this has not been confirmed and therefore the PAN will remain at 30 for the purposes of this report.

The LA would like to formally record our thanks for the time that all of the schools have spent on the above proposals and also for their continuous energy and efforts given on behalf of the children who attend their schools.

Secondary

There are no proposed increases or decreases to PANs for entry in September 2017.

Appendix 2 provides the proposed Admission Numbers for September 2017 in Community, VA, Academies and Free Schools and shows the proposed increase in school admission numbers across the Borough.

ADMISSION POLICY FOR SEPTEMBER 2017 for Primary and Secondary Community and Voluntary Controlled (VC) Schools in Stockton-On-Tees.

- 11 There are no changes proposed to the admission policy for 2017.
- 12 The proposed Admission Policy for 2017/18 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**.
- 13 The proposed criteria will be available in the LA's published 2017 Primary and Secondary Admissions prospectus booklets for parents, which will be available on the Councils website from 12th September 2016 at www.stockton.gov.uk/schooladmissions.

CONCLUSION

- 14 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.
- 15 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 Booklets 2017 for parents will support this.

APPENDICES

- Appendix 1 - Co-ordinated Admission Scheme for Primary, Secondary, Voluntary Aided (VA) schools, Academies and Free School for 2017/18;
- Appendix 2 - Published Admission Numbers for Primary, Secondary Schools, Academies and Free Schools for September 2017;
- Appendix 3 - Admission Policy for September 2017 for Primary and Secondary Community and Voluntary (VC) Schools in Stockton-On-Tees.

FINANCIAL AND LEGAL IMPLICATIONS

- 16 The cost of the admissions arrangements have been included in the Council's Medium Term Financial Plan.
- 17 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

- 18 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

- 19 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.

- 20 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

- 21 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

- 22 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

- 23 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 2).

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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

2017/18

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 2017/18.

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 2017 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 2017;

“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 2017 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 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 during the week commencing the **14 November 2016**.
- (b) primary schools by the **15 January 2017***. 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 during the **week commencing 30 January 2017**.
- (c) **Online applications** – the facility to apply for a school place on line will be open during the time for application – **5 September to midnight on the 31 October 2016** for secondary and for primary **7 November 2016 to midnight on the 15 January 2017**.

**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 **5 September 2016** to midnight on the **31 October 2016 with the closing date for return of CAFs also the 31 October 2016**

14. **During the week commencing 14 November 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 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 6 January 2017** - 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 30 January 2017** - 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 2017** 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 **7 November 2016** to midnight on the **15 January 2017 with the closing date for return of CAFs also the 15 January 2017**. 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. **During the week commencing the 30 January 2017** – 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 this date all VA schools and Academies make arrangements to gather information required from parents and set up admission committees for allocation of places.

21. **During the week ending the 3 March 2017** 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 27 March 2017** - 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 2017** 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 2017 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 2017 to July 2018). 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 2017, 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.

IN YEAR ADMISSION TO PRIMARY & SECONDARY SCHOOLS

28. Applications for either a primary or a secondary school place outside the normal admissions round are treated as 'in-year' admissions.

Requests are regularly received from parents to transfer their child to an alternative school and it can be for a variety of reasons. In certain cases it does not always benefit the child or the school and so the Local Authority has laid out procedures which are followed upon receipt of such a request.

29. If you pay your Council Tax to Stockton Borough Council and you want to change your child's school you will need to complete an 'In-Year Application for change of school' form for each child who you want to transfer.

If you are moving away from Stockton to another Local Authority you still need to complete a Stockton transfer form and we will liaise with the other authority. Once they have considered your application we will contact you with the decision.

If you are moving into the Stockton area you will need to contact your Local Authority for their application form unless you are moving from abroad where you should download the Stockton form and email or fax it back to us in School Admissions.

Please note: if your child already attends a Stockton school and you want to request a school transfer, Section 6 of the form must be completed and signed by the child's current Head teacher before you send the form to us. We will be unable to process your request if this section has not been completed.

Contact the School Admissions Team for additional information:

Email: school.admissions@stockton.gov.uk or Telephone: 01642 526605

30. School transfers can take between 5 - 10 school days to complete; if there are any issues with the request this can make the process longer.

We will send your transfer form and any other information that you send us to both your current school and your preferred school.

If we receive more than one application on the same day for the same school and year group we will apply our own over-subscription criteria.

It may be if you have not discussed any concerns with your current school that the Head Teacher requests you attend a meeting before we can process your application any further, as it is not always in your child's best interest to change schools. It is your responsibility to ensure that your child attends their current school until a new school place has been agreed.

31. If you are applying for a Voluntary Aided school or an Academy then their Governing Body or Academy Admissions panel will consider your application and let us know the decision. They may apply their own Admissions Policy to any applications that they have received. We will contact you on their behalf.

SECONDARY AND PRIMARY CO-ORDINATED ADMISSIONS

TIMETABLE 2017/18

SECONDARY

w/c 5 September 2016	Online applications becomes live and CAFs and other information to parents
31 October 2016	Closing date for online applications and for return of CAFs
w/c 14 November 2016	Lists of applications sent to VA schools and other LAs.
6 January 2017	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
30 January 2017	Finalise allocations and further liaison as necessary
1 March 2017	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/June 2017	Appeal hearings held.

PRIMARY

w/c 7 November 2016	Online applications become live and CAFs and other information to parents
15 January 2017	Closing date for online applications and for return of CAFs
w/c 27 January 2017	Lists of applications sent to VA schools and other LAs.
w/e 3 March 2017	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
27 March 2017	Finalise allocations and further liaison as necessary
16 April 2017	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 2017	Appeal hearings held.

ADMISSION NUMBERS
Admissions in September 2017

Primary Schools

Planning area	Name of school	Type of school	2016	2017
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	2016	2017
North Stockton				
	Crooksbar	Community	36	40
	Frederick Natrass Primary Academy	Academy	30	30
	Hardwick Green Primary Academy	Academy	30	60
	Harrow Gate Primary Academy	Academy	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	45
	St Joseph's RC	Voluntary-Aided	40	40
	St Mark's Elm Tree CE	Voluntary-Aided	45	60
	The Glebe	Community	55	55
	Tilery	Community	45	45
	Whitehouse	Community	55	55
	William Cassidi CE	Voluntary-Aided	29	29
	Wynyard CE	Free School	60	60

Planning area	Name of school	Type of school	2016	2017
Central Stockton	Bowesfield	Community	30	60
	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	2016	2017
Thornaby	Bader	Community	60	60
	Christ the King RC	Academy	45	60
	Harewood	Community	60	60
	Mandale Mill	Community	60	60
	St Patrick's RC	Academy	40	40
	Thornaby CE	Voluntary - Controlled	45	60
	The Village	Community	30	30

Planning area	Name of school	Type of school	2016	2017
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	Academy	30	30
	Whinstone	Community	90	90

Planning area	Name of school	Type of school	2016	2017
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

Secondary Schools

Planning area	Name of school	Type of school	2016	2017
Billingham & Wolviston	Northfield	Community	270	270
	St Michael's Catholic Academy	Academy	196	196

Planning area	Name of school	Type of school	2016	2017
North Stockton	Bishopsgarth	Community	120	120
	North Shore Academy	Academy	160	160

Planning area	Name of school	Type of school	2016	2017
Central Stockton	Ian Ramsey CE Academy	Academy	237	237
	Our Lady and St Bede Catholic Academy	Academy	150	150
	The Grangefield Academy	Academy	210	210

Planning area	Name of school	Type of school	2016	2017
Thornaby	St Patrick's Catholic Academy	Academy	111	111
	Thornaby Academy	Academy	150	150

Planning area	Name of school	Type of school	2016	2017
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	2016	2017
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 2017 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, child arrangements, 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, child arrangements 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
4 Pupils resident within the admission zone who have returned a Common Application Form by the closing date (31st October 2016 for Secondary applications and 15 th January 2017 for Primary applications).	<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”).
5 Pupils who have exceptional 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>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>
6 Pupils who live closest to a particular school measured in a straight line (“as the crow flies”).	<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 Primary & Secondary booklets for parents for Admission in September 2017.

