

## CABINET ITEM COVERING SHEET PROFORMA

**AGENDA ITEM**

**REPORT TO CABINET**

**9 FEBRUARY 2017**

**REPORT OF SENIOR  
MANAGEMENT TEAM**

### **CABINET DECISION**

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

#### **PROCEDURE FOR ADMISSION OF PUPILS TO PRIMARY AND SECONDARY SCHOOLS IN SEPTEMBER 2018**

1. Summary

This report outlines the admission arrangements the Local Authority (LA) is proposing for primary and secondary schools in September 2018. In order to comply with legislation for admissions in 2018, the report includes the full Co-ordinated Admission Arrangements and Admission numbers for Primary and Secondary Schools for that year.

2. Recommendations

Members are asked to agree:

1. The proposed Co-ordinated Admissions Scheme for Primary, Secondary, Voluntary Aided (VA) schools, Academies and Free School (point 3 and Appendix 1);
2. The proposed admission numbers for Primary and Secondary schools for September 2018 (point 5 and Appendix 2);
3. The proposed Admission Policy for September 2018 (point 6 and Appendix 3).

3. Reasons for the Recommendation(s)/Decision(s)

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 **28 February 2017** for admission to Primary and Secondary schools in September 2018.

4. Members' Interests

Members (including co-opted Members) should consider whether they have a personal interest in any item, as defined in **paragraphs 9 and 11** of the Council's code of conduct and, if so, declare the existence and nature of that interest in accordance with and/or taking account of **paragraphs 12 - 17** of the code.

Where a Member regards him/herself as having a personal interest, as described in **paragraph 16** of the code, in any business of the Council he/she must then, in

**accordance with paragraph 18** of the code, 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 and the business:-

- affects the members financial position or the financial position of a person or body described in **paragraph 17** of the code, or
- relates to the determining of any approval, consent, licence, permission or registration in relation to the member or any person or body described in **paragraph 17** of the code.

A Member with a personal interest, as described in **paragraph 18** of the code, may attend the meeting but must not take part in the consideration and voting upon the relevant item of business. However, a member with such an interest may make representations, answer questions or give evidence relating to that business before the business is considered or voted on, provided the public are also allowed to attend the meeting for the same purpose whether under a statutory right or otherwise (**paragraph 19** of the code)

Members may participate in any discussion and vote on a matter in which they have an interest, as described in **paragraph 18** of the code, where that interest relates to functions of the Council detailed in **paragraph 20** of the code.

#### **Disclosable Pecuniary Interests**

It is a criminal offence for a member to participate in any discussion or vote on a matter in which he/she has a disclosable pecuniary interest (and where an appropriate dispensation has not been granted) **paragraph 21** of the code.

Members are required to comply with any procedural rule adopted by the Council which requires a member to leave the meeting room whilst the meeting is discussing a matter in which that member has a disclosable pecuniary interest (**paragraph 22** of the code)

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#### **RECOMMENDATIONS**

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1. The proposed Co-ordinated Admissions Scheme for Primary, Secondary, Voluntary Aided (VA) schools, Academies and Free School (point 3 and Appendix 1);
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3. The proposed Admission Policy for September 2018 (point 6 and Appendix 3).

#### **DETAIL**

##### **Admission arrangements for 2018/19**

1. The current 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:

*'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**

*'When changes are proposed to admission arrangements, all admission authorities **must** consult on their admission arrangements (including any supplementary information form) that will apply for admission applications the following school 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.'* (The Code, page 18 paragraph 1.42)

2. Although no changes were proposed for 2018, we have however introduced a couple of minor adjustments to clarify some of the criteria descriptions and definitions listed therein to the current 2017/18 admission policy.
  - 2.1 In particular we have provided further clarification or amended the definition slightly for the following criteria:
    - 2. Pupils with complex needs
    - 3. Pupils who have a brother or sister
    - 5. Pupils who have social or medical reasons
  - 2.2 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 - 2018/19**

3. 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.
  - 3.1 The LA plans to roll forward the 2017 admissions round co-ordinated scheme for 2018/19 apart from minor date changes.
  4. 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.
  - 4.1 **Appendix 1** attached provides further detail of the proposed Co-ordinated Admission arrangements timetable – 2018/19.
  - 4.2 A copy of the agreed scheme must be determined with our other admission arrangements by **28 February** and will be available before **15 March** and copies can be obtained from the School Admissions team on request, whilst they can also be viewed on the Stockton on Tees website [www.stockton.gov.uk/schooladmissions](http://www.stockton.gov.uk/schooladmissions).

### **PUBLISHED ADMISSION NUMBERS**

5. The LA uses pupil projections annually for pupil place planning decisions. These projections indicated a rise in the number of pupils within the primary sector, and the detail is laid out in the School Organisation Plan 2015 to 2019 that was presented to Cabinet in November 2015. This demand would result in a pressure for places in areas of the Borough, particularly in lower primary (Reception, Key Stage 1). In response to this demand the LA's Capital Investment programme commenced in 2016 and will continue into 2017 with some rebuild projects completed in early 2018.
  - 5.1 Following Cabinet approval on 6<sup>th</sup> October 2016 the LA is also proposing to provide additional secondary places across a number of schools and academies. This will be a

phased approach aimed at addressing the demand for places as larger primary cohorts move up into secondary over the coming years.

#### 5.2 Primary

The overall capacity of places for entry in September 2018 is expected to have increased to 2,825.

#### 5.3 Secondary

The overall capacity of places for entry from September 2018 onwards is expected to increase in a number of schools across the borough from the current position of 2,333 school places. These proposed increases are subject to Cabinet approval of the LA's Schools Capital Investment Plan utilising Basic Need Capital monies. The subsequent phasing and the completion of all on-site building work will be completed as quickly and efficiently whilst minimising the disruption to the students as is possible.

5.4 **Appendix 2** provides the proposed Admission Numbers for September 2018 in Community, VA, Academies and Free Schools and highlights those schools to be considered for expansion.

### **ADMISSION POLICY FOR SEPTEMBER 2018 for Primary and Secondary Community and Voluntary Controlled (VC) Schools in Stockton-On-Tees.**

6. The LA does not propose any changes to the current 2017/18 policy for admission in September 2018. We have however introduced a couple of minor adjustments to clarify some of the criteria descriptions and definitions listed therein to the current 2017/18 admission policy.

6.1 In particular the following criteria have been clarified or amended slightly:

- 2. Pupils with complex needs;
- 3. Pupils who have a brother or sister;
- 5. Pupils who have social or medical reasons.

#### **Proposed Admission Policy for 2018/19**

6.2 **Appendix 3** provides further detail on the proposed Admission Policy for 2018/19 that will give priority to applications for admission to a school if that school is oversubscribed.

7. The proposed criteria will be available in the LA's published 2018 Primary and Secondary Admissions prospectus booklets for parents and will be available on the Councils website from 12<sup>th</sup> September 2017 at [www.stockton.gov.uk/schooladmissions](http://www.stockton.gov.uk/schooladmissions).

7.1 Please note that for applications to all Voluntary Aided (VA), Academies or Free Schools parents will need to visit the individual schools websites to view them particularly if any changes to their current admission arrangements have been made.

### **CONCLUSION**

8. The current 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.

9. 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 2018 for parents will support this.

## **APPENDICES**

- **Appendix 1** - Co-ordinated Admission Scheme for Primary, Secondary, Voluntary Aided (VA) schools, Academies and Free School for 2018/19;
- **Appendix 2** - Published Admission Numbers for Primary, Secondary Schools, Academies and Free Schools for September 2018;
- **Appendix 3** - Admission Policy for September 2018 for Primary and Secondary Community and Voluntary (VC) Schools in Stockton-On-Tees.

## **COMMUNITY IMPACT IMPLICATIONS**

10. There are no community impact implications as a direct result of this report.

## **FINANCIAL IMPLICATIONS**

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

## **LEGAL IMPLICATIONS**

12. 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**

13. This proposed School Admissions arrangements 2018-19 is categorised as low to medium risk. Existing management systems and daily routine activities are sufficient to control and reduce risk.

## **COUNCIL PLAN POLICY PRINCIPLES AND PRIORITIES**

14. The proposed School Admissions arrangements for 2018-19 support the delivery of the following priorities within the council plan:

### Policy Principles:

- Protecting the vulnerable through targeted intervention
- Promoting equality of opportunity through targeted intervention
- Developing strong and healthy communities
- Creating economic prosperity

## **CORPORATE PARENTING IMPLICATIONS**

15. 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

16. The consultation document was uploaded and made available on The Councils internet and located on our School Admissions web page from the 7<sup>th</sup> November 2016 for a period of 6 weeks and concluded on the 18<sup>th</sup> December 2016. It was distributed to all members via Democratic Services the same day and also sent electronically to:

- All Primary & Secondary Heads;
- All Diocesan partners;
- All Northern Admission LA partners;
- Governor Support for distribution to Chairs.

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Education related? Yes

Background Papers No

Ward(s) and Ward Councillors: Not Ward specific

Property

No property implications.

**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**

**2018/19**



## 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 2018/19.

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;

"the CAF" means Common Application Form;

"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 state school;

"Free School" means a publicly funded state 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 2018 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 2018;

"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 a school place or a change of school place' 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 a school place or a change of school place' 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 permanently 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 a school place or a change of school place' 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 a school place or a change of school place' 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 / Academy 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 / academies 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 / Academy, 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. Very few Voluntary Aided schools / Academies 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 2018 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 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 the **13 November 2017**.
- (b) primary schools by the **15 January 2018\***. 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 29 January 2018**.
- (c) **Online applications** – the facility to apply for a school place on line will be open during the time for application – **4 September 2017 to midnight on the 31 October 2017** for secondary and for primary **6 November 2017 to midnight on the 15 January 2018**.

*\*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 (by 12 noon) 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 **4 September 2017** to midnight on the **31 October 2017** with the closing date for return of CAFs also the **31 October 2017**.

14. **During the week commencing 13 November 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 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 5 January 2018** - VA schools, other LAs and Academies, inform LA of allocation of places for all applications received in the priority order of their admission policy. Any applications which are refused also need to be listed in order of priority.

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

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

16. **By the 30 January 2018** - 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 2018** the LA will post letters (2<sup>nd</sup> class post) to parents to let them know which school has been allocated to their child. If they have applied on line they will receive an email on the 1 March or the next working day. The letter will also tell them of their statutory right to appeal if they have been refused a place at their preferred school.

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

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

18. The LA will act as a clearing house for the allocation of places by the relevant admission authorities in response to the CAFs. The LA will only make any decision with respect to the offer or refusal of a place in response to any preference expressed on the CAF where:

- (a) it is acting in its separate capacity as an admission authority; or
- (b) an applicant is eligible for a place at more than one school, or
- (c) an applicant is not eligible for a place at any school that the parents have nominated.

19. The LAs system for online applications will become 'live' from the **6 November 2017** to midnight on the **15 January 2018 with the closing date for return of CAFs also the 15 January 2018**. 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 29 January 2018** – 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 2 March 2018** VA schools, Academies and other LAs inform the home LA of allocation of places for all applications received in the priority order of their admission policy. Any applications which are refused also need to be listed in order of priority.

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

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

22. **By week commencing the 26 March 2018** - 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 2018 (or the next working day)** the LA will post (2<sup>nd</sup> class) out a letter to parents informing them of their child's allocated school. If they have applied on line they will receive an email on the 16 April or next working day. 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.

### Secondary & Primary Co-ordinated Admissions timetable 2018/19

SECONDARY	
<b>w/c 4<sup>th</sup> September 2017</b>	Online applications <b>becomes live</b> and CAFs and other information to parents.
<b>31 October 2017</b>	<b>Closing date</b> for online applications and for return of CAFs.
<b>w/c 13 November 2017</b>	Lists of applications sent to VA schools, Academies & Free School(s) and other LAs.
<b>5 January 2018</b>	VA schools, Academies & Free School(s) return full list of applications ranked according to their oversubscription criteria. Other LAs inform LA of preferences they can allocate.  Liaison between admission authorities to resolve offers.
<b>30 January 2018</b>	Finalise allocations and further liaison as necessary.
<b>1 March 2018</b>	<b>Or next working day</b> - allocation letters sent out from LA to all parents via 2 <sup>nd</sup> class post offering places and giving reasons for refusals and right of appeal. Email sent to parents who applied on line.
<b>May/June 2018</b>	Appeal hearings held.

PRIMARY	
<b>w/c 6 November 2017</b>	Online applications <b>becomes live</b> and CAFs and other information to parents.
<b>15 January 2018</b>	<b>Closing date</b> for online applications and for return of CAFs.
<b>w/c 29 January 2018</b>	Lists of applications sent to VA schools, Academies & Free School(s) and other LAs.
<b>w/e 2 March 2018</b>	VA schools, Academies & Free School(s) return full list of applications ranked according to their oversubscription criteria. Other LAs inform LA of preferences they can allocate.  Liaison between admission authorities to resolve offers.
<b>w/c 26 March 2018</b>	Finalise allocations and further liaison as necessary.
<b>16 April 2018</b>	<b>Or next working day</b> - allocation letters sent out from LA to all parents via 2 <sup>nd</sup> class post offering places and giving reasons for refusals and right of appeal. Email sent to parents who applied on line.
<b>June/July</b>	Appeal hearings held

### **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 2018 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 term (September 2018 to 31<sup>st</sup> December 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 2018, 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 a school place or a change of school place' 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](mailto: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.

**ADMISSION NUMBERS**  
**Admissions in September 2018**

**Primary Schools**

Planning area	Name of school	Type of school	2017	2018
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	Academy	30	30
	St Joseph's RC	Academy	30	30
	St Paul's RC	Academy	30	30
	Wolviston	Community	15	15

Planning area	Name of school	Type of school	2017	2018
North Stockton				
	Crooksbar	Community	40	40
	Frederick Natrass Primary Academy	Academy	30	<b>40</b>
	Hardwick Green Primary Academy	Academy	60	60
	Harrow Gate Primary Academy	Academy	60	60
	Norton Primary Academy	Academy	60	60
	Rosebrook	Academy	60	60
	St Gregory's Catholic Academy	Academy	30	30
	St John the Baptist CE	Voluntary-Controlled	45	45
	St Joseph's RC	Voluntary-Aided	40	40
	St Mark's Elm Tree CE	Voluntary-Aided / Academy	60	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	2017	2018
Central Stockton	Bowesfield	Community	60	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	2017	2018
Thornaby	Bader	Community / Academy	60	60
	Christ the King RC	Academy	60	60
	Harewood	Community	60	60
	Mandale Mill	Community	60	60
	St Patrick's RC	Academy	50	50
	Thornaby CE	Voluntary - Controlled	60	60
	The Village	Community	30	30

Planning area	Name of school	Type of school	2017	2018
Ingleby Barwick	Barley 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	2017	2018
Eaglescliffe & Yarm	Durham Lane	Community	30	30
	Egglecliffe	Community	30	30
	Junction Farm	Academy	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	Academy	30	30
	Yarm	Academy	60	60

## Secondary Schools

Planning area	Name of school	Type of school	2017	2018
Billingham & Wolviston	Northfield	Community	270	<b>270*</b>
	St Michael's Catholic Academy	Academy	196	196

Planning area	Name of school	Type of school	2017	2018
North Stockton	Bishopsgarth	Academy	120	<b>120*</b>
	North Shore Academy	Academy	160	160

Planning area	Name of school	Type of school	2017	2018
Central Stockton	Ian Ramsey CE Academy	Academy	237	<b>237*</b>
	Our Lady and St Bede Catholic Academy	Academy	150	<b>150*</b>
	The Grangefield Academy	Academy	210	210

Planning area	Name of school	Type of school	2017	2018
Thornaby	St Patrick's Catholic Academy	Academy	111	111
	Thornaby Academy	Academy	150	150

Planning area	Name of school	Type of school	2017	2018
Ingleby Barwick	All Saints CE Academy	Academy	150	<b>150*</b>
	Ingleby Manor Free School & Sixth Form	Free School	120	120

Planning area	Name of school	Type of school	2017	2018
Eaglescliffe & Yarm	Conyers	Academy	224	224
	Egglecliffe	Academy	235	235

**\*any proposed increases in capacity will be subject to Cabinet approval of Basic Need Capital monies and the subsequent phasing and completion of on-site building work**

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

## Admission Policy for September 2018 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 a Special Education Need who are going through a statutory assessment and who have been identified as needing a ‘named’ mainstream school.	This criteria applies to those children who have a Special Education Need, who <b>are going through a statutory assessment</b> and have been identified as in need of a ‘named’ mainstream school that can offer the enhanced support and resources they require to meet their specific SEN.
3. Pupils who have a brother or sister permanently living at the same address, who are still at the school when the pupil begins. Please note – this criteria only applies to siblings who are of compulsory school age, not younger siblings who attend a nursery setting attached to a school (Primary applications only)	<p><u>We define brother or sister as follows:</u></p> <ul style="list-style-type: none"> <li>• A brother, sister, stepbrother, stepsister, adopted brother or sister, or children of partners who are permanently living at the same address as a family unit. In all cases, the parent who receives the Child Benefit for those children must permanently live at that address with the children.</li> <li>• We will consider brothers or sisters who live in separate households because the parents are separated and have shared responsibility for the children under conditions covering exceptional social or medical reasons. This does not include separate families living together in the same property.</li> <li>• If there are other family situations where there are different carers, e.g. aunts, uncles or grandparents, each case will be considered individually.</li> </ul>
4. Pupils permanently resident i.e. the address at which the child is	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>registered for child benefit, who expresses a preference for that school (proof of address may be required) within the admission zone who have returned a Common Application Form by the closing date (31st October 2017 for Secondary applications and 15<sup>th</sup> January 2018 for Primary applications).</p>	<ul style="list-style-type: none"> <li>• firstly to children permanently living in the admission zone (Criterion 4) with exceptional social or medical reasons for attending the school (Criterion 5);</li> <li>• then to children permanently living in the admission zone (Criterion 4) according to their distance from the school measured in a straight line “as the crow flies” (Criterion 6).</li> </ul>
<p>5. Pupils with exceptional social and / or medical reasons for attending the school. A letter from the child’s GP or other relevant professional such as a social worker <b>must be</b> submitted by you with the application stating why your child’s needs can only be met by attending the preferred school.</p>	<p>It is up to you to provide any evidence. The admissions team will not seek information about your child or telephone people on your behalf, the decision will be based solely on the information you send in.</p> <p>When you apply online, tell us that there is supporting evidence in the space provided, and send it to the School Admissions &amp; Transfers team or email to <a href="mailto:school.admissions@stockton.gov.uk">school.admissions@stockton.gov.uk</a> or by post. If we do not receive this information by the closing date, we will not be able to consider your child under this priority, unless it relates to a change of circumstances (such as a new diagnosis) which has occurred since the closing date.</p> <p>All correspondence will be treated as private and confidential. If the evidence you supply is not considered compelling enough to be included in this priority, your application will be considered under the other priorities as appropriate.</p> <p><b>Medical reasons</b></p> <ul style="list-style-type: none"> <li>• if there are medical reasons that make it essential for your child to attend a particular school, you must provide supporting information from a doctor together with any other relevant information by the deadline;</li> <li>• this must make a compelling case as to why your child's needs can only be met at the preferred school, a medical condition in itself will not automatically result in a place at your preferred school;</li> <li>• the evidence should explain exactly what the child's needs are, and what specialist support and/or facilities your child requires;</li> <li>• the evidence should explain why other schools could not provide the appropriate support for your child.</li> </ul> <p><b>Social reasons</b></p> <ul style="list-style-type: none"> <li>• if there are social reasons that make it essential for your child to attend a particular school, you must provide independent evidence from a professional who is supporting your family;</li> <li>• the supporting evidence needs to set out the particular reasons why the school in question is the most suitable and the difficulties that would be caused if the child had to attend another school;</li> <li>• the evidence should explain exactly what the child's needs are, and what specialist support and/or facilities your child requires;</li> <li>• the evidence should explain why other schools could not provide</li> </ul>

	<p>the appropriate support for your child.</p> <p>Social reasons do not include domestic arrangements such as parents working commitments or childcare arrangements.</p> <p>Please note that submitting this information does not guarantee that your child will be included in this category.</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 oversubscription criteria will be available in both of the LA’s published Primary & Secondary booklets for parents for admission in September 2018.

N.B. please note for primary schools, attendance at a school nursery does not guarantee a place in the reception class of that school.