

**AGENDA ITEM**

**REPORT TO CABINET**

**20 JANUARY 2022**

**REPORT OF SENIOR  
MANAGEMENT TEAM**

**CABINET DECISION**

**Children and Young People – Lead Cabinet Member – Councillor Lisa Evans**

**PROCEDURE FOR ADMISSION OF PUPILS TO PRIMARY & SECONDARY SCHOOLS IN  
SEPTEMBER 2023**

**SUMMARY**

This report outlines the admission arrangements the Local Authority (LA) is proposing, for entry into both primary (Reception) and secondary (Year 7) schools in September 2023. In order to comply with legislation for admission in September 2023, the report includes the co-ordinated timetable, the Published Admission Number (PAN) for all Primary and Secondary Schools for that year and the LA's proposed Admission Policy (Oversubscription Policy) for Community maintained and Voluntary Controlled (VC) schools for entry in September 2023.

**REASONS FOR RECOMMENDATION(S)/DECISION(S)**

The main legislation (Chapter 1 of Part 3 of SSFA 1998) requires the LA to publish information annually and to be available for parents when they apply for a place at primary and secondary schools. The information has to comply with the new School Admissions Code 2021. 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 2022** for admission to Primary and Secondary schools in September 2023.

**RECOMMENDATIONS**

Cabinet is asked to agree:

1. The proposed Co-ordinated Admissions Scheme for Primary, Secondary, Voluntary Aided (VA) schools, Academies and Free School (points 5-7 and Appendix 1).
2. The proposed admission numbers for Primary and Secondary schools for September 2023 (points 8-13 and Appendix 2).
3. The proposed Admission Policy for September 2023 (point 14-16 and Appendix 3).

## DETAIL

1. The new School Admissions Code (The Code) which came into force on the 1 September 2021 outlines the overall principles behind setting admission arrangements. It states that:

*'In drawing up their admission arrangements, 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)

2. 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 1.45)
3. There are no amendments proposed for the September 2023 admission policy which is based on the current 2022/23 version.
4. The LA still consulted with 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 - 2023/24

5. 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.
6. The LA plans to roll forward the 2022 admissions round co-ordinated scheme for 2023/24 apart from minor date changes. The LA 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.

**Appendix 1** attached provides further detail of the proposed Co-ordinated Admission arrangements timetable – 2023/24.

7. 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 [School admissions and transfers - Stockton Council](#)

## **PUBLISHED ADMISSION NUMBERS (PAN)**

8. The LA uses pupil projections annually for pupil place planning decisions. These projections indicated a rise in the number of pupils within secondary due to recent higher numbers entering the Primary phase since 2015, although in recent years there has been a levelling out in primary numbers due to a drop in the birth rate. The detail is laid out in the 2021 School Organisation Plan that was presented to Cabinet in November 2021.
9. Since Cabinet approval on the 14<sup>th</sup> September 2017 the LA has continued its capital expansion programme to provide additional secondary places across a number of schools and academies. This phased approach is aimed at addressing the demand for places, as larger primary cohorts move up into secondary over the coming years.
10. The current Secondary school capacity in the borough is recorded as being **2,556** school places, this includes the small increase of 9 places at St Patrick's Catholic College to a PAN of 120, for admission in Sept 2022. The total capacity also includes the 50 places that are part of North Shore Academy's capacity, that were as part of an approved reduction by the Northern Education Trust (NET) due to previous low demand recently been offering 160 PAN places. However, for Sept 2021 and also in the current 2022 admission rounds the Trust and school have supported the LA in providing these additional places as a 'bulge class' to meet current demand, to ensure every child has an offer of a school place. In addition to this the Outwood Grange Academy Trust and the school Outwood Bishopsgarth have also operated a 'bulge class' initially for Sept 2021 and will do also in Sept 2022 for an additional 30 places.
11. This 'bulge class' position is part of the LA's commitment to increase the size of the school by Sept 2023/24 to 900 places from 600, therefore offering 180 places in Y7. The available number of school places available for parents of children to apply for entry in September 2023 will remain at 2,556 as described above. However, if demand is shown to exceed supply in the future and predicated due to house building, OGAT will offer those additional places if the rebuild is not completed.
12. The current Primary school capacity in the borough is recorded as being **2823** school places. However due to falling numbers due to a lower birth rate, a number of schools following a consultation are presently operating lower Reception PANs with a total of 90 less places, namely:
  - Ingleby Mill Primary – a PAN of 60 since Sept 2021 (instead of 90)
  - Whinstone Primary – a PAN of 60 PAN from Sept 2022 (instead of 90)
  - Hardwick Green Academy – a PAN of 30 from Sept 2022 (instead of 60)
13. For entry in Sept 2023, and in addition to the above schools, a further three primary schools have proposed and consulted on reducing their PANs also with a further 60 less places, namely:
  - Prior's Mill CE Primary – a PAN of 60 (instead of 75)
  - St John's CE Primary – a PAN of 30 (instead of 45)
  - The Oak Tree Academy – a PAN of 30 (instead of 60)

However, any potential reduction, if agreed, would be undertaken on the basis that all the schools would agree to increase numbers if / when extra capacity was needed. This would be in anticipation that additional places will still be required in this area in future. Therefore, for entry into Reception in September 2023, there will be **2673** available places.

**Appendix 2** provides the proposed Admission Numbers for September 2023 in Community, VA, Academies and Free Schools and highlights those schools to be considered for expansion.

## **ADMISSION POLICY FOR SEPTEMBER 2023 for Primary and Secondary Community and Voluntary Controlled (VC) Schools in Stockton-On-Tees.**

14. There are no amendments proposed for the September 2023 admission policy which is based on the current 2022/23 version.
15. It is also worth noting that a number of Academy Trusts are proposing a range of amendments to some schools Admissions Policy both primary and secondary. As their own Admission Authority these proposed Trusts proposals will help clarify and clear up some criterion held within. These proposals are available on each schools website.

**Appendix 3** provides further detail on the proposed LA Admission Policy for September 2023 for Community and Voluntary Controlled schools only, that will give priority to applications for admission to a school if that school is oversubscribed.

16. The proposed criteria will be available in the LA's published 2023 Primary and Secondary Admissions prospectus booklets for parents and will be available on the Councils website by September 2022 [School admissions and transfers - Stockton Council](#)

### **COMMUNITY IMPACT IMPLICATIONS**

17. None.

### **CORPORATE PARENTING IMPLICATIONS**

18. This report does not contain corporate parenting implications.

### **FINANCIAL IMPLICATIONS**

19. None.

### **LEGAL IMPLICATIONS**

20. The Council as Local Education Authority has a duty under The Education Act 1944 to ensure a sufficient supply of school places to meet the needs of the children and young people resident in the borough.

### **RISK ASSESSMENT**

21. Determining the LA's School Admissions arrangements for 2023/24 is categorised as low to medium risk. Existing management systems and daily routine activities are sufficient to control and reduce risk.

### **WARDS AFFECTED AND CONSULTATION WITH WARD/COUNCILLORS**

22. Not ward specific. This report does not require any consultation.

### **BACKGROUND PAPERS**

23. None.

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**THE ADMISSION ARRANGEMENTS FOR COMMUNITY, VOLUNTARY CONTROLLED, VOLUNTARY AIDED, ACADEMY & FREE PRIMARY & SECONDARY SCHOOLS IN STOCKTON-ON-TEES FOR SEPTEMBER 2023**

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The purpose of this document is to provide information for Elected Members, Governing Bodies, and other Local Authorities, the Diocese, Parish Councils, and parents on the admission arrangements for community / voluntary controlled, voluntary aided, academy and free schools both primary / secondary sectors in Stockton-on-Tees for the school year 2023/24.

The updated School Admissions Code (the Code) was updated in September 2021 and applies to admissions to all maintained schools and Academies. The Code is made under section 84 of the School Standards and Framework Act 1998 ('SSFA 1998'). The Code has been made following consultation under Section 85 (2) of the SSFA 1998 and after being laid before Parliament for forty days. Admission authorities must ensure that their determined admission arrangements for 2023 comply with the mandatory provision of the Code. The Admission arrangements for Stockton on Tees, laid out in this report for 2023/24, are compliant.

**CO-ORDINATED ADMISSION ARRANGEMENTS**

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

**Includes:**

**Applications for Primary Schools (Reception)**  
**Applications for Secondary Schools (Year 7)**  
**In year transfer requests**

**2023/24**

## **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 2023/24.

## **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 2023 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 2023.

"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.

## **Compliance with the Code**

3. It is the responsibility of admission authorities to ensure that admission arrangements are compliant with this Code. Where a school is their own admission authority, this responsibility falls to the governing body or Academy Trust.
4. Section 88P of the SSFA 1998 requires local authorities to make reports to the Schools Adjudicator about such matters connected with relevant school admissions as required by the Code.

5. Objections to the admission arrangements of both maintained schools and Academies can be made to the Schools Adjudicator whose decisions are binding and enforceable<sup>5</sup>.
6. The Secretary of State may refer the admission arrangements of any school to the Schools Adjudicator at any time if the Secretary of State considers that they do not or may not comply with the mandatory requirements of this Code or the law.
7. The Schools Adjudicator may investigate the admission arrangements of any school that the Adjudicator considers do not or may not comply with the mandatory requirements of this Code or the law.
8. Any decision of the Schools Adjudicator will be binding on the admission authority. The admission authority **must**, where necessary, revise their admission arrangements to give effect to the Schools Adjudicator’s decision within two months of the decision (or by **28 February** following the decision, whichever is sooner), unless an alternative timescale is specified by the Adjudicator. An Adjudicator’s determination is binding and enforceable. Where admission authorities fail to implement decisions of the Adjudicator the Secretary of State may direct the admission authority (either the governing body, the local authority, or Academy Trust) to do so under Section 496 or 497 of the Education Act 1996 or the Funding Agreement.
9. The table below sets out the admission authority for each type of school in England.

Type of School	Who is the admission authority?	Who deals with complaints about arrangements?	Who is responsible for arranging / providing for an appeal against refusal of a place at a school?
Academies	Academy Trust	Schools Adjudicator	Academy Trust
Foundation Schools	Governing Body	Schools Adjudicator	Governing Body
Voluntary aided Schools	Governing Body	Schools Adjudicator	Governing Body
Community Schools	Local Authority	Schools Adjudicator	Local Authority
Voluntary Controlled Schools	Local Authority	Schools Adjudicator	Local Authority

### Applying for a school place

10. 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 online. 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 yet although a form can be requested by contacting the School Admissions team via email [school.admissions@stockton.gov.uk](mailto:school.admissions@stockton.gov.uk) or by phoning 01642 526605.
11. 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).
12. 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 up to four preferences (secondary only) 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.

13. The CAF will:

- (a) Specify a closing date (for the determination year) and where it must be returned.

14. 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
- (b) That a written explanation of the scheme is available from the LA and on their website.

15. 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.

16. 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.

17. 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 by September 2022 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

18. Completed CAFs (online or paper) should be returned to the LA:

- (a) For secondary schools by the **31 October 2022\***. 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 2022**.
- (b) Primary schools by the **15 January 2023\***. 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 **23 January 2023**.
- (c) Online applications – the facility to apply for a school place on-line will be open during the time for application – **12 September 2022** to midnight on the **31 October 2022** for secondary and for primary **7 November 2022** to midnight on the **15 January 2023**.

*\*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

19. 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 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**

20. 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.
21. The LAs system for online applications will become 'live' from the **12 September 2022** to midnight on the **31 October 2022** with the closing date for return of CAFs also the **31 October 2022**.
22. **During the week commencing 14 November 2022** 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 plan to gather information required from parents and set up admission committees for allocation of places.
23. Week commencing **2 January 2023** - 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.
24. 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>, 3<sup>rd</sup> or 4<sup>th</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.
25. **By the 31 January 2023** - 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.
26. **On 1 March 2023 (or the next working day)** 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 Appeals Administrator, Corporate Administration Service, Stockton-on-Tees Borough Council, PO Box 11, Municipal Buildings, Church Road, Stockton-on-Tees, TS18 1LD within **20 school days upon** receipt of the form.

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

27. 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.

28. The LAs system for online applications will become 'live' from the **7 November 2022** to midnight on the **15 January 2023 with the closing date for return of CAFs also the 15 January 2023**. 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.
29. **During the week commencing the 30 January 2023** – 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 Local Authority. After this date all VA schools and Academies plan to gather information required from parents and set up admission committees for allocation of places.
30. **During the week ending the 3 March 2023** 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.

31. **By week commencing the 20 March 2022** - 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.
32. **On the 16 April 2023 (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 Appeals Administrator, Corporate Administration Service, Stockton-on-Tees Borough Council, PO Box 11, Municipal Buildings, Church Road, Stockton-on-Tees, TS18 1LD **within 20 school days upon receipt of the form**.

**Secondary & Primary Co-ordinated Admissions timetable 2023/24**

SECONDARY	
<b>w/c 12 September 2022</b>	Online applications <b>become live</b> and CAFs and other information to parents.
<b>31 October 2022</b>	<b>Closing date</b> for online applications and for return of CAFs.
<b>w/c 14 November 2022</b>	Lists of applications sent to VA schools, Academies & Free School(s) and other LAs.
<b>w/c 2 January 2023</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>31 January 2023</b>	Finalise allocations and further liaison as necessary.
<b>1 March 2023</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 2023</b>	Appeal hearings held.

PRIMARY	
<b>w/c 7 November 2022</b>	Online applications <b>become live</b> and CAFs and other information to parents.
<b>15 January 2023</b>	<b>Closing date</b> for online applications and for return of CAFs.
<b>w/c 23 January 2023</b>	Lists of applications sent to VA schools, Academies & Free School(s) and other LAs.
<b>w/e 3 March 2023</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 20 March 2023</b>	Finalise allocations and further liaison as necessary.
<b>16 April 2023</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 2023</b>	Appeal hearings held

**No CAF received by the LA**

33. 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**

34. 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 if the allocations have not been started.

The LA will continue to co-ordinate applications for admission in September 2023 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**

35. 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 (1<sup>st</sup> September 2023 to 31<sup>st</sup> December 2023). 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 2023, 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.

36. Where the LA can 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**

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

38. 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.

39. 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.

(a) 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.

(b) 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, if you contact School Admissions on 01642 526605 or email [school.admissions@stockton.gov.uk](mailto:school.admissions@stockton.gov.uk) then a form can be posted or emailed to you.

40. School transfers can take between 5 and 10 school days to complete (were possible) but if there are any issues with the request this can make the process longer.

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

(b) If we receive more than one application on the same day for the same school (that is still maintained by the LA) and year group, we will apply our own over-subscription criteria.

(c) 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.

41. 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.

42. The School Admissions Code (1 September 2021) added that all 'admission authorities must inform the LA whether they intend to be part of the LA in-year co-ordination scheme. Almost all schools in Stockton have chosen to this.
43. The LA will, on request provide information to prospective parents about the places still available in all schools within the borough.
44. The Code also states that, apart from designated grammar schools, all maintained schools, and academies, including schools designated with a religious character, that have places available **must** offer a place to every child who has applied for one, without condition or the use of any oversubscription criteria, unless admitting the child would prejudice the efficient provision of education or use of resources. For example, admission authorities **must not** refuse to admit a child solely because:
  - (a) they have applied later than other applicants.
  - (b) they are not of the faith of the school in the case of a school designated with a religious character.
  - (c) they have followed a different curriculum at their previous school; or
  - (d) information has not been received from their previous school.
45. Where an applicant is offered a school place following an in-year application, and the offer is accepted, arrangements should be made for the child to start school as soon as possible, particularly where the child is out of school.

**PUBLISHED ADMISSION NUMBERS (PAN)  
Admissions in September 2023**

**Primary Schools**

Planning area	Name of school	Type of school	2022	2023
Billingham & Wolviston				
	Bewley	Academy	60	60
	Billingham South	Community	60	60
	High Clarence	Community	15	15
	Oakdene	Community	45	45
	Our Lady of the Most Holy Rosary RC	Academy	30	30
	Pentland	Academy	45	45
	Prior's Mill CE	Voluntary Controlled	75	*60
	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	Academy	15	15
	Wynyard CE	Free School	60	60

\*please note the Governing Body propose to reduce the PAN of this school from 75 to 60 for entry in September 2023.

Planning area	Name of school	Type of school	2022	2023
North Stockton				
	Crooksbarne	Academy	45	45
	Frederick Natrass Primary Academy	Academy	30	30
	Hardwick Green Primary Academy	Academy	30	30
	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	**30
	St Joseph's RC	Academy	40	40
	St Mark's Elm Tree CE	Academy	60	60
	The Glebe	Community	55	55
	Tilery	Community	45	45
	Whitehouse	Community	55	55
	William Cassidi CE	Voluntary-Aided	29	29

\*\*please note the Governing Body propose to reduce the PAN of this school from 45 to 30 for entry in September 2023.

Planning area	Name of school	Type of school	2022	2023
Central Stockton	Bowesfield	Community	60	60
	Fairfield	Community	60	60
	Hartburn	Academy	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	30	30
	St Cuthbert's RC	Voluntary-Aided	30	30
	St Patrick's RC	Voluntary-Aided	30	30
	The Oak Tree Primary Academy	Academy	60	***30

\*\*\*please note the Academy Trust - Northern Education Trust (NET) propose to reduce the PAN of this school from 60 to 30 for entry in September 2023.

Planning area	Name of school	Type of school	2022	2023
Thornaby	Bader	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	Academy	60	60
	Village	Academy	30	30

Planning area	Name of school	Type of school	2022	2023
Ingleby Barwick	Barley Fields	Community	90	90
	Ingleby Mill	Community	60	60
	Myton Park	Community	30	30
	St Francis of Assisi CE	Academy	60	60
	St Therese of Lisieux RC	Academy	30	30
	Whinstone	Academy	60	60

Planning area	Name of school	Type of school	2022	2023
Eaglescliffe & Yarm	Durham Lane	Community	30	30
	Egglecliffe	Academy	30	30
	Junction Farm	Academy	60	60
	Kirklevington	Academy	20	20
	Layfield	Academy	27	27
	Levendale	Academy	30	30
	Preston	Community	29	29
	St Mary's CE	Academy	15	15
	The Links	Academy	30	30
	Yarm	Academy	60	60

Any potential reductions, if agreed, would be undertaken on the basis that the school(s) would agree to increase numbers if / when extra capacity was needed. This would be in anticipation that additional places will still be required in this planning area in the future.



**Secondary Schools**

<b>Planning area</b>	<b>Name of school</b>	<b>Type of school</b>	<b>2022</b>	<b>2023</b>
Billingham & Wolviston	Northfield	Community	330	330
	St Michael's Catholic Academy	Academy	210	210

<b>Planning area</b>	<b>Name of school</b>	<b>Type of school</b>	<b>2022</b>	<b>2023</b>
Stockton North & Central	North Shore Academy	Academy	160	160
	Ian Ramsey CE Academy	Academy	237	237
	Our Lady and St Bede Catholic Academy	Academy	210	210
	Outwood Academy Bishopsgarth	Academy	120	120
	The Grangefield Academy	Academy	210	210

<b>Planning area</b>	<b>Name of school</b>	<b>Type of school</b>	<b>2022</b>	<b>2023</b>
Stockton South	All Saints CE Academy	Academy	180	180
	Conyers Academy	Academy	224	224
	Egglescliffe School	Academy	235	235
	Ingleby Manor Free School & Sixth Form	Academy / Free School	120	120
	St Patrick's Catholic Academy	Academy	120	120
	Thornaby Academy	Academy	150	150

If demand dictates it after all Admission arrangements have been determined, certain schools may choose to admit above their Admission Number to meet any 'bulge year' – this does not constitute an increase in its agreed Admission Number thereafter.

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 2023 for Primary and Secondary Community and Voluntary Controlled (VC) School in Stockton-on –Tees

All governing bodies are required by Section 37 of the Children and Families Act 2014 to admit to the school a child with 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 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
<p>1. Looked after children<sup>1</sup> and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted<sup>2</sup>. Previously looked after children are children who were looked after but ceased to be so because they were adopted<sup>3</sup> (or became subject to a child arrangements order<sup>4</sup> or special guardianship order<sup>5</sup>).</p>	<p><sup>1</sup> A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.</p> <p><sup>2</sup>A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.</p> <p><sup>3</sup>This includes children who were adopted under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders).</p> <p><sup>4</sup>Child arrangements orders are defined in Section 8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.</p> <p><sup>5</sup>See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).</p>
<p>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.</p>	<p>This 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.</p>
<p>3. Pupils who have a brother or sister permanently living at the same address, who are still at the school when</p>	<p><u>We define brother or sister as follows:</u></p> <ul style="list-style-type: none"> <li>• A brother, sister, stepbrother, stepsister, adopted brother or sister, or children of partners who are permanently living at the same address as a family unit. In all cases, the parent who</li> </ul>

<p>the pupil begins. Please note – this 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>	<p>receives the Child Benefit for those children must permanently live at that address with the children.</p> <ul style="list-style-type: none"> <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>
<p>4. Pupils permanently resident i.e., the address at which the child is 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 2022 for Secondary applications and 15<sup>th</sup> January 2023 for Primary applications).</p>	<p>When a school is oversubscribed with in-zone applications i.e., there are more applications from children living in the admission zone of the school than there are places available, we will allocate places:</p> <ul style="list-style-type: none"> <li>• firstly, to children 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 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 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 the appropriate support for your child.</li> </ul> <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 the same way for every applicant, to ensure consistency and fairness.</p>

The oversubscription criteria will be available on our website in September in both LA’s published Primary & Secondary booklets for parents for admission in September 2023.

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