

**AGENDA ITEM**

**REPORT TO CABINET**

**19 JANUARY 2023**

**REPORT OF CORPORATE  
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 2024**

**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 2024. To comply with legislation for admission in September 2024, 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 2024.

**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 must 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 2023** for admission to Primary and Secondary schools in September 2024.

**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 5-6 and Appendix 1).
2. The proposed PANs for Primary and Secondary schools for September 2024 (points 7-10 and Appendix 2).
3. The proposed Admission Policy for September 2024 (point 11-14 and Appendix 3).

## DETAIL

1. The School Admissions Code (The Code) updated 1<sup>st</sup> Sept 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. In summary:

- We will be rolling forward the current 2023/2024 timetable and dates for the 2024/25 admissions rounds.
- We have provided details on the amendments to the PAN of two schools, one secondary and one primary.
- We are proposing one amendment to the LA's Admissions Policy for 2024/25 from the current version being applied to the 2023/24 main round for admission across Stockton-on-Tees maintained community and voluntary controlled schools.
- We have also updated the definition used to determine '*Pupils who live closest to a particular school measured in a straight line "as the crow flies" as per The Code Section 1 para 1.13 'Distance from the school or nodal points'*

4. The LA consulted with a range of key partners and stakeholders including Schools, Governing Bodies, neighbouring authorities, Diocesan representatives, parents/carers, and the public.

## CO-ORDINATED ADMISSION ARRANGEMENTS AND TIMETABLE - 2024/25

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 current co-ordinated scheme in operation for 2023/24 admissions round 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 decide 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 – 2024/25.

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

7. The current number of Secondary school places in the borough is **2,506**. However, for Sept 2024 admission round for Y7 places the Outwood Grange Academy Trust and the school Outwood Bishopsgarth will formally increase their PAN from 120 to 180. This will increase the overall number to **2,566** – sufficient to meet demand.
8. The PAN increase reflects the LA's and Trust expansion works due for completion that will increase the size of the school capacity from 600 to 900 places.
9. The current number of Primary school places in the borough is **2,673**. However due to the continued low birth rate across the borough, we have seen a steady fall in pupils requiring a reception school place. In response, a few schools have successfully reduced their reception intake numbers in recent years. For Sept 2024 admission round for Reception places, we proposed to reduce the PAN of one maintained school by 28 places. This will reduce the overall number to **2645** – sufficient to meet demand, namely:
  - Oxbridge Lane Primary School – a PAN of 30 (instead of 58)
10. This PAN reduction reflects the LA's commitment to remodel the size of the school and to locate onto a single site the schools Nursery provision, KS1 & KS2 provision.

**Appendix 2** provides the proposed PANs for September 2024 in Community, VA, Academies and Free Schools and highlights those schools to be considered for expansion and remodelling.

## **ADMISSION POLICY FOR SEPTEMBER 2024 for Primary and Secondary Community and Voluntary Controlled (VC) Schools in Stockton-On-Tees.**

11. We have consulted on an amendment to the current version of the Admissions Policy being applied to 2023/24 admissions for Stockton-on-Tees maintained community and voluntary controlled schools (that applies if the schools are oversubscribed). We proposed to remove for the 2024/25 main admissions rounds criterion 5: *'Pupils with exceptional social and/or medical reasons for attending the school'*, for efficiency purposes thus streamlining the number of criteria from six down to five. Removing this criterion will also remove some ambiguity when dealing with applications.
12. In addition, we have updated the definition used to determine 'Pupils who live closest to a particular school measured in a straight line "as the crow flies"'. This is to ensure it complies with Section 1 para 1.13 'Distance from the school or nodal points' of The Code. The definition explaining this criterion will now read as follows:

*The LA uses a Geographic Information System, known as GIS, to identify and measure the distance from the central point of the home to the central point of the school. The distance is measured electronically from the central point of the school taken from the council maintained Local Land and Property Gazetteer, LLPG, (the same point for all applications) to the central point of the home (including flats) also taken from the LLPG. The GIS undertakes all measures in the same way for every applicant, to ensure consistency and fairness.*

13. For information, a few Academy Trusts (Admission Authority) are proposing a range of amendments to their respective admission arrangements. Most are consulting as per the Code requirement to consult on their admission arrangements at least once every 7 years.
14. These proposed amendments will help clarify and clear up some criteria held within their respective admission arrangements. These proposals are available on each Trust's / school's website.

**Appendix 3** provides further detail on the proposed LA's Admission Policy for September 2024 for Community and Voluntary Controlled schools only, that will give priority to applications for admission to a school if that school is oversubscribed.

15. The attached documents once agreed (determined) will be available on the Councils website at the following link [Admissions arrangements - Stockton-on-Tees Borough Council](#).

### **COMMUNITY IMPACT IMPLICATIONS**

16. None.

### **CORPORATE PARENTING IMPLICATIONS**

17. This report does not contain corporate parenting implications.

### **FINANCIAL IMPLICATIONS**

18. None.

### **LEGAL IMPLICATIONS**

19. 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**

20. Determining the LA's School Admissions arrangements for 2024/25 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**

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

### **BACKGROUND PAPERS**

22. None.

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## Appendix 1

### **THE ADMISSION ARRANGEMENTS FOR COMMUNITY, VOLUNTARY CONTROLLED, VOLUNTARY AIDED, ACADEMY & FREE PRIMARY & SECONDARY SCHOOLS IN STOCKTON-ON-TEES FOR SEPTEMBER 2024**

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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 2024/25.

The 2021 School Admissions Code (the Code) 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 2024 comply with the mandatory provision of the Code. The admission arrangements for Stockton on Tees, laid out in this report for 2024/25, are compliant.

**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**

**2024/25**

## **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 2024/25.

## **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 three preferences with Secondary only providing the option to apply for four 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.

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 2023 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 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 the **13 November 2023**.
- (b) Primary schools by the **15 January 2024\***. 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 **21 January 2024**.
- (c) Online applications – the facility to apply for a school place on-line will be open during the time for application – **11 September 2023** to midnight on the **31 October 2023** for secondary and for primary **6 November 2023** to midnight on the **15 January 2024**.

*\*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 LA's system for online applications will become 'live' from the **11 September 2023** to midnight on the **31 October 2023** with the closing date for return of CAFs also the **31 October 2023**.

22. **During the week commencing 13 November 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 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 **1 January 2024** - 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 2024** - 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 2024 (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 **6 November 2023** to midnight on the **15 January 2024 with the closing date for return of CAFs also the 15 January 2024**. 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 29 January 2024** – 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 4 March 2024** 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 18 March 2024** - 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 2024 (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 2024/25**

SECONDARY	
<b>w/c 11 September 2023</b>	Online applications <b>become live</b> and CAFs and other information to parents.
<b>31 October 2023</b>	<b>Closing date</b> for online applications and for return of CAFs.
<b>w/c 13 November 2023</b>	Lists of applications sent to VA schools, Academies & Free School(s) and other LAs.
<b>w/c 1 January 2024</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 2024</b>	Finalise allocations and further liaison as necessary.
<b>1 March 2024</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 2024</b>	Appeal hearings held.

PRIMARY	
<b>w/c 6 November 2023</b>	Online applications <b>become live</b> and CAFs and other information to parents.
<b>15 January 2024</b>	<b>Closing date</b> for online applications and for return of CAFs.
<b>w/c 22 January 2024</b>	Lists of applications sent to VA schools, Academies & Free School(s) and other LAs.
<b>w/e 4 March 2024</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 18 March 2024</b>	Finalise allocations and further liaison as necessary.
<b>16 April 2024</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 2024</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 2024 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 2024 to 31<sup>st</sup> December 2024). 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 2024, 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 10 and 15 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.

## Appendix 2

**ADMISSION NUMBERS**  
**Admissions for September 2024**
**Primary Schools**

Planning area	Name of school	Type of school	2023	2024
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	60	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

Planning area	Name of school	Type of school	2023	2024
North Stockton				
	Crooksbar	Academy	45	45
	Frederick Nattrass 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	30	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

Planning area	Name of school	Type of school	2023	2024
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	*30
	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	30	30

\*Please note the we propose to reduce the PAN of this school from 58 to 30 for entry in September 2024. This is in conjunction with a proposal to relocate the Nursery onto the main school site and to remodel the school onto a single site to accommodate a maximum of 210 pupils once completed.

Planning area	Name of school	Type of school	2023	2024
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	2023	2024
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	2023	2024
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



## Secondary Schools

Planning area	Name of school	Type of school	2023	2024
Billingham & Wolviston	Northfield	Community	330	330
	St Michael's Catholic Academy	Academy	210	210

Planning area	Name of school	Type of school	2023	2024
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	*180
	The Grangefield Academy	Academy	210	210

\*Please note the Academy Trust propose to increase the PAN of this school from 120 to 180 for entry in September 2024. This is in conjunction with the expansion work the LA are working with the Trust to increase the capacity from 600 to 900 places.

Planning area	Name of school	Type of school	2023	2024
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.

### Appendix 3

## Admission Policy for September 2024 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 the pupil begins. Please note – this only applies to siblings who are of</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 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</li> </ul>

<p>compulsory school age, not younger siblings who attend a nursery setting attached to a school (Primary applications only)</p>	<p>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.</p> <ul style="list-style-type: none"> <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 for Secondary applications and 15<sup>th</sup> January 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>• 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 5).</li> </ul>
<p>5. 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 central point of the home to the central point of the school. The distance is measured electronically from the central point of the school taken from the council maintained Local Land and Property Gazetteer, LLPG, (the same point for all applications) to the central point of the home (including flats) also taken from the LLPG. 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 for parents for admission in September 2024.

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