

Admissions to Secondary Schools 2017



Apply online by 31 October 2016: www.stockton.gov.uk/schooladmissions



Stockton-on-Tees
BOROUGH COUNCIL

Children and Young People

Big plans for the young people of our Borough

Foreword

If your child was born between 1 September 2005 and 31 August 2006, they will be starting secondary school in September 2017.

When your child is starting secondary school, it is an important time in their school career and you are both probably looking forward to it with a mixture of excitement and worry.

We aim to help make the move a smooth and simple one. This booklet answers many of the questions and concerns you may have about school admissions and tells you about your rights. We have also included general information that you may find useful.

If you have any general enquiries regarding admissions and transfers you can phone 01642 526605, or email school.admissions@stockton.gov.uk or if you prefer to write a letter, please send this to:

School Admissions and Transfers Team
Stockton-on-Tees Borough Council
Municipal Buildings
Church Road
Stockton-on-Tees
TS18 1 XE

I hope you find information useful and I wish your child every success in their school career.



Jane Humphreys

Corporate Director – Children, Education and Social Care

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What is the purpose of this prospectus?

This prospectus tells you about the procedure for applying for a place at a state funded secondary school in Stockton-on-Tees.

Places at secondary schools are allocated according to a set of admission criteria. Each admission authority sets its own admission policy and criteria. Stockton-on-Tees Borough Council (LA) acts as the admission authority for one community maintained school namely Northfield. So we set the admissions criteria for this school. You can find the admissions policy on page 10 and 11.

Voluntary-aided (VA) church schools, academies and free schools act as their own admission authority and set their own admissions criteria. Although recent Academy convertor schools have chosen to retain the LA's admissions criteria. Those schools include: Bishopsgarth, Conyers and Egglecliffe. If you want your child to attend such a school, we would advise you to look at the individual school's criteria to see where your child would be considered under their criteria. You can contact any school directly (full details are listed on pages 6-8) to ask for a copy of them or you can view the policies online at www.stockton.gov.uk/voluntaryaidedschoolsacademiesfreeschoolsapplication

Once you have looked at the admission criteria for the schools you would like to apply for, you can either apply online or ask us for a paper application form. You can apply for up to three schools in the online application and we would recommend that you make use of all three preferences. Applying for just one school does not improve your chances of gaining a place at that school and does not guarantee your child will be offered a place there. Likewise listing the same school three times also does not improve your chances of gaining a place at that school. Please remember to mention on your form if your child has a sibling at the school that you are applying for.

If you have any questions about applying for a school place, you can contact the School Admissions team on 01642 526605. If you have more specific questions about a particular school, please contact the school directly. Contact numbers for all secondary schools are on pages 6, 7 and 8 of this prospectus.

Co-ordinated admission arrangements

The LA is responsible for the co-ordination of admissions to all secondary schools for September 2017 to comply with School Admissions Code (December 2014). A copy of the full scheme is available from the LA and is on the website at www.stockton.gov.uk/schooladmissions. What this means for parents is that you apply for a place through your LA (the authority you pay your Council Tax to). This applies even if the school you prefer is outside of the LA.

All admission authorities within Stockton-on-Tees allocate secondary places using the 'Equal Ranking System' which is explained on page 15.

The LA acts as a clearing house for the allocation of places by the relevant admission authorities in response to the preference submitted by parents on the Common Application Form (CAF).

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 CAF where:

- a) It is acting in its separate capacity as an admission authority; or
- b) An application 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

The LA continues to co-ordinate all applications for the year of the admissions round.

Step by step guide and key dates for applications

Early September 2016	Your child's primary school will hand out letters from us, which invite you to apply for a place
5 September 2016	Applications open
19 October 2016	Reminder letters sent, if you receive this letter please apply or if you have done so already get in touch with us
31 October 2016	Application deadline
1 March 2017	A letter will be sent to parents/carers on or around Wednesday 1 March 2017 informing them of the school they have been offered for their child. Parents/carers who apply on-line will also be informed by e-mail on 1 March 2017.
29 March 2017	Deadline for appeal form to be submitted

List of secondary schools in Stockton-on-Tees

Figures in both tables are taken from the School Admissions database post 1 March 2016 (National Offer Day) and include any parental changes and the outcome of appeals heard and/or successful appeals.

LA maintained community schools – schools that are controlled and run by the LA and determines their admission arrangements

<i>School name and address</i>	<i>Year 7 Admission number September 2017</i>	<i>1st preferences received for September 2016 [and allocated places as at 1st March]</i>	<i>Supplementary form required</i>	<i>Appeals heard [successful appeals]</i>
Northfield, Thames Road, Billingham, TS22 5EG 01642 557373 www.northfieldssc.org	270	339 (301)	No	18 (2)

The next list of schools are all their own admission authorities and therefore all set their admissions arrangements each year however the LA still co-ordinates the applications on their behalf.

If you wish to apply for a school in another Borough (i.e. outside Stockton-on-Tees) the school must be included in the Stockton Common Application Form.

Please note that for entry in September 2016, the LA held discussion with the Head Teacher and Governing Body to agree the school admitting a further 30 in zone pupils as a 'bulge class' only. This was in response to a high demand for school places from parents of in-zone children. In addition another child was allocated a place as they were deemed Looked After.

Voluntary-aided schools, academies and free schools – schools that determine their own admission arrangements

<i>School name and address</i>	<i>Year 7 Admission number September 2017</i>	<i>1st preferences received for September 2016 [and allocated places as at 1st March]</i>	<i>Supplementary form required</i>	<i>Appeals heard [successful appeals]</i>
All Saints CE Academy, Blair Avenue, Ingleby Barwick, TS17 5BL 01642 754650 www.allsaintsib.org	150	148 (140)	Yes	3 (2)
Bishopsgarth, Harrowgate Lane, Stockton-on-Tees, TS19 8TF 01642 585262 www.bishopsgarth.org	120	99 (112)	No	-
Conyers School, Green Lane, Yarm, TS15 9ET 01642 783253 www.conyers.org.uk	224	191 (224)	No	-
Egglescliffe, Urlay Nook Road, Eaglescliffe, TS16 0LA 01642 352570 www.egglescliffe.org.uk	235	262 (235)	No	6 (1)
Ian Ramsey CE Academy, Greens Lane, Stockton-on-Tees, TS18 5AJ 01642 585205 www.ianramsey.org.uk	237	228 (237)	Yes	7 (2)
Ingleby Manor Free School & Sixth Form, Welwyn Road, Ingleby Barwick, Stockton on Tees, TS17 0FA 07983 406441 www.inglebymanorschool.org.uk	120	126 (120)	No	2 (-)
North Shore Academy, Talbot Street, Stockton-on-Tees, TS20 2AY 01642 612381 www.northshoreacademy.org.uk	160	113 (156)	No	-
Our Lady & St Bede Catholic Academy, Bishopton Road West, Stockton-on-Tees, TS19 0QH 01642 890800 www.ourladyandstbede.org.uk	150	168 (150)	Yes	-

<i>School name and address</i>	<i>Year 7 Admission number September 2017</i>	<i>1st preferences received for September 2016 [and allocated places as at 1st March]</i>	<i>Supplementary form required</i>	<i>Appeals heard [successful appeals]</i>
St Michael's Catholic Academy, Beamish Road, Billingham, TS23 3DX 01642 870003 www.stmichaelsacademy.org.uk	196	150 (196)	Yes	-
St Patrick's Catholic College, Baysdale Road, Thornaby, TS17 9DE 01642 613327 www.stpatrickssc.org	111	80 (111)	Yes	-
The Grangefield Academy, Oxbridge Avenue, Stockton-on- Tees, TS18 4LE 01642 353637 www.thegrangefieldacademy.org	210	114 (137)	No	-
Thornaby Academy, Baysdale Road, Thornaby, TS17 9DB 01642 763244 www.thornabyacademy.org.uk	150	61 (83)	No	-

Secondary school open evenings for admissions in September 2017

School	Date	Time
All Saints CE Academy	Thursday 6 October	6 - 8pm
Bishopsgarth School	Thursday 15 September	6 - 8pm
Conyers School	Tuesday 27 September	6 - 8pm
Egglescliffe School	Thursday 29 September	6.30 - 8.30pm
Ian Ramsey CE Academy	Tuesday 20 September	4.30 - 6.30pm
Ingleby Manor Free School & Sixth Form	Thursday 13 October	6 - 9pm
Northfield School	Monday 19 September	6 - 8pm
North Shore Academy	Tuesday 4 October	5 - 7pm
Our Lady & St Bede Catholic Academy	Tuesday 11 October	6 - 8pm
St Michael's Catholic Academy	Tuesday 4 October	6 - 8pm
St Patrick's Catholic College	Monday 19 September	6 - 8pm
The Grangefield Academy	Monday 12 September	5 - 7pm
Thornaby Academy	Monday 26 September	5 - 7pm

School admission policies

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

After that where there are more applications for a school than there are places available, places will be allocated using the oversubscription criteria as per the schools admission policy.

Since September 2000, we do not guarantee to meet parents' preferences for a school place for pupils who live within the admission zone, if the school is full.

If you apply for a place at **Northfield** and they have received more applications than there are places available then school places will be allocated as follows:

Criteria (In priority order)	Explanatory Notes
1. Pupils who are in the care of the local authority, or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order.	A "Looked After Child" is a child who is (a) in the care of a Local Authority or (b) being provided with accommodation by a Local Authority in the exercise of their social services functions (see definition in section 22(1) of the Children Act 1989) at the time of making an application to school. The Local Authority may request a copy of the adoption order, child arrangements or special guardianship order and a letter from the Local Authority that last looked after the child confirming that he or she was looked after immediately prior to the order being made.
2. Pupils with complex needs who have been discussed at the High Needs Panel and who have been identified as needing a 'named' secondary mainstream school.	
3. Pupils who have a brother or sister living at the same address, who are still at the school when the pupil begins.	<p>We define brother or sister as follows:</p> <ul style="list-style-type: none"> • A brother, sister, stepbrother, stepsister, adopted brother or sister, or children of partners who are living at the same address as a family unit. In all cases, the parent who receives the Child Benefit for those children must permanently live at that address with the children. • We will 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 circumstances (subject to approval by the Panel mentioned in the explanatory notes for criterion 5). This does not include separate families living together in the same property. • If there are other family situations where there are different carers, e.g. aunts, uncles or grandparents, each case will be considered individually.

Criteria (In priority order)	Explanatory Notes
	<p>Siblings in 6th Form (Egglescliffe School)</p> <ul style="list-style-type: none"> • If you apply for a place in Year 7 at Egglescliffe and at the same time apply for a place in Egglescliffe 6th Form for an older child who has not previously attended the school, even if the older child is offered a place, this will not be classed as a sibling link. • If you have a child who is already attending Egglescliffe 6th Form at the time of your application, who will still be there when a younger brother or sister starts the school, this will be classed as a sibling link
<p>4. Pupils resident within the admission zone who have returned a Common Application Form by the closing date (31st October 2016 for Secondary applications).</p>	<p>When a school is oversubscribed with in-zone applications i.e. there are more applications from children living in the admission zone of the school than there are places available, we will allocate places:</p> <ul style="list-style-type: none"> • firstly to children living in the admission zone (Criterion 4) with social or medical reasons for attending the school (Criterion 5); • then to children living in the admission zone (Criterion 4) according to their distance from the school measured in a straight line ("as the crow flies").
<p>5. Pupils who have social or medical reasons for being admitted to the school which would, should the child not be admitted, cause him or her to be seriously disadvantaged or put their personal safety at risk. In all cases corroboration will be sought from independent sources such as a medical specialist who has had continued involvement over a period of time; a social worker; an attendance officer; or another professional. It should be noted that places would not be allocated on the basis of aptitude or ability.</p>	<p>We set up a panel of professionals from Children, Education & Social Care to look at any applications where there are social or medical reasons for a child to attend a particular school. In all cases parents must provide written information from independent sources to confirm the social or medical condition and to explain why the child has to attend the preferred school as opposed to any other. Please note that submitting this information does not guarantee that your child will be included in this category. The panel will make a decision as to whether your child's needs can only be met in your preferred school or whether they could be met in any Stockton school.</p>
<p>6. Pupils who live closest to a particular school measured in a straight line ("as the crow flies").</p>	<p>The LA uses a Geographic Information System, known as GIS, to identify and measure the distance from the home to the school. The distance is measured electronically from a point of the school (the same point for all applications) to a point of the home (including flats). The GIS undertakes all measures in exactly the same way for every applicant, to ensure consistency and fairness.</p>

All voluntary-aided schools, academies and free schools have their own admission policies relating to their individual school. [View the Admission policies to learn more](#). Alternatively you can request a copy directly from the school (school contact details are available on pages 6, 7 and 8), or from the School Admissions and Transfers team on 01642 526605.

You can apply online at www.stockton.gov.uk/schooladmissions

Applying for a school

If you are a resident of the Borough you will need to apply for a school place through Stockton Borough Council, even if your preferred school is in another Borough.

We are responsible for coordinating the processing of **all** applications for school places in community, Voluntary-Aided (VA), academies and free schools.

Places are allocated according to a strict set of admission criteria and each admission authority sets its own criteria. The LA is the admission authority for some schools that it still controls and is still responsible for – usually defined as community schools.

All Voluntary-Aided (VA) schools (Roman Catholic and Church of England), academies and free schools have their own admission policy, which you can view on our web pages www.stockton.gov.uk/voluntaryaidedschoolsacademiesfreeschoolsapplication or on the school's own website. When deciding which schools to apply for, you should look carefully at the admission policies to see the category that your child will be considered under.

After the closing date, we will send applications to each VA school, academy or free school. They will then consider the applications against their admission policy and will send us a list of all applicants, ranked in order of their over subscription criteria. We will do the same with applications for community and voluntary-controlled schools.

It also important to note that Stockton-On-Tees adopts an '**admission zone**' policy where each school has its own defined area. This means that your registered home address (i.e. the one you pay Council Tax for and have your Child's Benefit listed for) generally identifies that you are '**in-zone**' for at least two schools. Therefore your child (in terms of allocating places, if you choose them as your preferred schools) is '**in-zone**' for at least one community and one faith school.

Therefore in terms of school places the concept of '**feeder**' primary schools does not apply. However, we do understand that secondary schools do work closely with local primaries to support transition and while this is good practice, it **does not** automatically mean that children from those primary schools will be offered a place within a specific secondary school. In addition some Roman Catholic or Church of England schools may, as part of their admission policy, also identify Catholic 'feeder' or 'partner' schools and if your child attends one of these, at the point of application this may further aid your chances of securing a school place for your child.

All faith schools policies will include definitions with regards what 'Catholic' means and membership of the Church as well as referring to 'parish zones'. If you are seeking a 'church place' for your child then you will be required to provide some form of evidence at the point of application.

However since September 2000, **we do not guarantee** to meet parents' preferences for a school place for pupils who live within the admission zone, if the school is full.

If you are seeking a Church place for your child then you will be required to complete a '**supplementary form**' at the point of application – which you will need to get from the school you are applying for.

How does the LA decide which admission zone your child lives in?

We use parents' or legal carers' permanent addresses when processing applications. If you have two addresses, we will use the address at which you actually live to determine the admission zone school. We will also ask you for proof that this is your main residence and in addition, what arrangements will be made for your second property e.g. rental agreement, mortgage papers or solicitor's letter.

You can apply online at www.stockton.gov.uk/schooladmissions

The LA will not consider temporary addresses for the purpose of processing an application. This means that if, for example, you live temporarily with other family members or you move to temporary accommodation for any reason, the address used to process the application will be the address at which you were living before the temporary move took place.

If you are separated from your partner but your child lives for periods of time with both parents, the address we will use will be that of the parent who receives Child Benefit for the child.

Do not use the address of a childminder or other family member on your application. If we find out that you have done so and a place has been offered because you have given us an incorrect address, we can withdraw the offer of the school place.

If you are moving house and you want to apply for a place in the admission zone school for your new address, we will accept your application however, we will not consider the school to be your admission zone school until you are actually living in the property and it is your permanent main residence. If you are moving into the admission zone of a school that is usually (or likely to be) oversubscribed, we will ask you for proof that you are living in the new property. We will not treat your application as 'in zone' until we are satisfied with the proof you have provided. If your new admission zone school is likely to be oversubscribed, it may not be possible for us to allocate a place for your child at that school, even though your new property is within the school's admission zone.

Do I need proof of my address?

If we need to confirm you are living in the property and it is your main residence, we would ask for:

- The current Council Tax Bill, in your name, for the address you have given us;
- A Child Benefit letter, Child Tax Credit letter, or medical card or a letter from your GP confirming the child's name at the address you have given us; and
- A gas or electricity bill, in your name, showing usage at the address you have given us, within the last 3 months

If we need proof from you, we will ask for this in writing or by email if you have applied online. You should provide us with the original documents. If you do not qualify for Child Benefit then the child's medical card or a letter from your GP should be provided. If you do not receive paper energy bills, then you should generate a bill through your online account and provide us with a printed copy.

If you have a rented property in the area we may ask to see your tenancy agreement. We may also ask for written documents regarding what has happened to your previous property.

Can I ask for a school that is not my admission zone school?

Every parent has the right to express a preference for a place in any school, regardless of whether or not it is their admission zone school however if your child is allocated a place at that school, it would be your responsibility to ensure your child attends school regularly, even if the preferred school is some distance from your home.

If there are enough places for all the children who want to go to a particular school, then all those children will be allocated places. If there are more pupils wanting to go to a school than places available, we will apply the oversubscription criteria to determine who can be offered a place.

How are places allocated?

If you have listed three schools in preference order and all three schools are in a position to offer a place, the computerised system will automatically seek the highest preference, i.e. your first preference, and make you an offer at this school. All your lower preferences are withdrawn as these are no longer required.

If however we cannot give you your first or second preference but offer you your third preference then your child will automatically be placed on the waiting list. These waiting lists will be open until the 31 December 2017. After this date your child's name will be removed unless you request them to remain on it.

Any further offers will continue to be made in accordance with the schools' published admissions criteria of your higher preference(s).

Below are 2 examples explaining how the offers work:

Child A

Parent/carer applies for 3 preferences on time.

1. Egglecliffe
2. Conyers
3. Ingleby Manor Free School

After all the preferences are processed and entered into the computer, the system offers a place according to the admission policy for those schools listed.

The 1st preference is oversubscribed, therefore the school is full and there is no offer made so the child's name is added to the waiting list.

The 2nd preference – Conyers, has spaces therefore an offer of a place is made therefore removing the need to offer to the 3rd preference – freeing up that selection.

Child B

Parent/carer applies for 2 preferences on time.

1. Egglecliffe
2. Conyers

After all the preferences are processed and entered into the computer, the system offers a place according to the admission policy for those schools listed.

The 1st preference although oversubscribed, can offer a place therefore removing the need to offer to the 2nd preference – freeing up that selection.

If you only list one school and after applying the school's admission policy you are not high enough on the list and the system is unable to 'offer' a place then the application will be processed manually. This means were possible and if there are spaces available, it will allocate your child their 'in zone' school, if this is also not possible an alternative school nearest to your home address (less than 3 miles) will be allocated instead.

In summary, as described in the example above, if you only list one preference and that school is full then the LA will allocate a place at the closest school with places available. Therefore, the more preferences you put down the better chance you have of being allocated a preferred school.

The table overleaf shows how we allocate those places.

You	Our Admissions Team	Schools & Other LA's
Your application form is submitted	The home LA (Council in whose area you live) will manage the coordination process to ensure that you receive no more than one offer.	
If you have applied for a place at either a free, foundation or VA school or academy in Stockton	Only pupil details from the application form for a free school, foundation, voluntary aided or academy within the area of the home LA will be passed to the schools concerned.	Schools receive details of applications from the LA. Schools will have no knowledge of where they are ranked in your list of preferences.
If you have applied to a school in another LA i.e. outside Stockton	Pupil details and school preferences on the application form for schools in other boroughs will be sent to the LA's which maintain those schools (maintaining LA). These LA's will ensure that the application details reach the admission authorities for the schools in their areas, making no reference to the rank position the school is listed on your application form.	Decisions on whether places can be offered will be taken by the admission authorities for each of the schools on your list. How they decide which pupils will be offered places at their school is explained in their admissions criteria.
Obtaining your highest possible preference	Stockton Council will then determine the preference offer to be made to its resident pupils from all the schools applied to. Lower preference offers will be released for allocation to other pupils who are next on the school's lists.	This process of the home LA allocating the highest preference offer and releasing preference offers for reallocation by the maintaining LA will continue between LA's until there are no further changes and all places have been allocated.
All places are allocated	Stockton Council identifies which children are potentially in a position to be offered a place at more than one of its school. In such cases, we will only hold the offer of a place at the school the parent ranked highest on their form. Other lower ranked offers will be released, allowing further offers to be made to children who are next of the school's lists.	

Will I have a better chance of getting my first preference than someone who lists it as a second or third preference?

No. All preferences are considered equally against the schools' admission criteria. The preference order will only be used when it is possible for more than one school to offer you a place. This is called the Equal Ranking System.

During this process the LA will either manage the application list for its schools or provide all other schools (those who are their own admission authority) with a list of applications for their school in no particular order of preference.

Each application is then equally ranked against the relevant oversubscription criteria and when finalised are then returned and entered into the computer system.

The LA will always try to match your highest preference, but many schools are oversubscribed and receive more applications than they have places available. To give you the best chance of getting into a local school, it is very important that you use all 3 preferences and include other schools in your area.

Failing to list other preferences on your form can result in disappointment, as we can only consider the preferences you have listed on your application form.

If you only apply for one school and a place is not available, you can only be offered a school with places left once all other parental preferences have been considered. The school offered could be some distance from your home.

How much information from my application will be passed onto my preferred schools?

Each school will be given only the information it needs to consider your application. They may send you a supplementary form to complete if you want to apply for a church place. If applying for a Voluntary Aided or Roman Catholic School on religious grounds, we would suggest you contact the school to check if you need to complete a supplementary form.

Schools are not told where you named them in your preference list. Local authorities are forbidden by the school admissions code from passing on this information.

Shared custody

It is expected that where there is shared parental responsibility for a child, parents will agree which parent has the main responsibility before completing their application form. Where parents are separated and share custody, the parent with whom the child spends most of the school week (which will be the address where child benefit is payable) should make the application. An application can only be made from a single address and only one application can be made for each child.

If the parent making the application lives at a different address, a letter of explanation should be given and signed by both parents. Custody issues cannot be resolved by the local authority. If parents are going through a separation or a divorce and do not live together but share parental responsibility over a child, the local authority will disclose details of a child's application upon request from one parent who shares the parental responsibility.

Late applications

If we receive your form after the closing date (31 October 2016), it will be classed as late and we will only consider it after all the forms we received on time. If we receive your application form late, your chances of being offered a place at one of your preferred schools will be greatly reduced. We do not reserve any places for late applications.

If we have not received any application from you up to two weeks before the closing date, a letter will be sent to you to remind you that you need to apply. If you receive the reminder letter and you are sure that you have already applied, please contact the School Admissions team immediately.

If your application is late and no later than the 2nd December 2016, but you believe there are exceptional circumstances that prevented you from applying before the closing date, then you must provide us with clear evidence as to why you were unable to apply on time. Please be aware that if we do this, it does not guarantee your child a place at your preferred school – it simply means that we will consider your application along with the applications we received on time.

If you move into the Stockton-on-Tees area or move to a different area within the Borough after the closing date and we have not already allocated places, your application will be classed as being received on time. However, for your application to be processed using your new address, you will need to provide proof that you are living in the property and it is your main residence. Until we are satisfied that you are living at the new address, your previous address will be used for processing your application.

What if I want to change my preference?

If you want to change your preference before the closing date and you have applied online, you can edit your application online and resubmit it. If you want to change your preference and you sent us a paper application, you will need to write or email the School Admissions team to request a change in preference, and explain why you are requesting the change. If you are simply requesting a re-ordering of your preferences (but no new ones added) we wouldn't class as 'late' as we would change the order and process as 'on time'. After the closing date however, unless your circumstances have changed (for example, you have moved house), we may not agree to change your preference.

Waiting lists

The School Admissions Code (December 2014) requires each admission authority to maintain a clear, fair and objective waiting list for at least the first term of the academic year of admission. If we cannot offer your child a place at a Community or Voluntary-Controlled school, we will place your child's name on a waiting list for that school. The waiting list will be ranked according to our oversubscription criteria.

VA Schools, academies & free schools are responsible for their own waiting lists. You should contact these schools directly after the National Offer Day to confirm your child's position on their waiting list as the School Admissions Team will not be able to provide this information. The waiting list will be ranked according to their oversubscription criteria.

Children will remain on the waiting list(s) until the end of the autumn term once the child starts secondary. These waiting lists will therefore be open until the 31 December 2017. After this date your child's name will be removed unless you request them to remain on it.

Case studies

These case studies are provided to help parents understand the implications of the choices they make when using all three preferences available.

While every effort has been made to ensure that the case studies provide guidance, it is impossible to predict all the circumstances in which they may be used. The LA cannot be held liable for any actual or alleged loss caused by the information contained in, or omitted from the case studies.

Case study 1

Miss Y spent a lot of time researching schools as she naturally wanted her daughter to attend a school which she felt would suit her academic needs. Miss Y applied for 3 schools either within or outside the LA in which she lives. Miss Y did not consider the fact that the schools she applied for are all regularly oversubscribed with more applications than places available. Under each schools oversubscription criteria, her daughter's application was unsuccessful for all 3 preferences. This resulted in her daughter being made an offer at the nearest school with an available place. Miss Y declined the school offer and requested for her daughter to be placed on the waiting list for all her preferred schools. Miss Y lodged appeals with her preferred schools but these were all unsuccessful. Miss Y should have considered carefully the schools that she applied as there is no guarantee of a school at any of her preferences especially popular oversubscribed schools.

Case study 2

Mrs N gave her completed application form to her son and asked him to hand it into his primary school.

The school noticed that it had not received a form from Mrs N and it left an urgent message on her mobile phone to let her know that the closing date for receipt of the forms had ended three days ago. Mrs N retrieved the message at approximately 2pm. In haste, Mrs N went to the primary school attended by her son and found the form in his locker. Mrs N then rushed the form straight to the LA office. Unfortunately the LA correctly deemed it to be late.

Mrs N's application was therefore considered after all the on time applications had been dealt with. The preferred schools were oversubscribed and were not in a position to offer Mrs N's son a place. Mrs N lodged an appeal, but it was unsuccessful. If the application form had been received on time, her son would have secured a place at one of his preferred schools.

Case Study 3

Mr & Mrs X live in Stockton and submitted their application to their home LA before the closing date.

In January, they informed the LA that they had moved to a new address, still within the LA. They expected the application to be considered from their new address as offer letters had not yet been sent to them.

Even though letters would not have been sent out, as the process involves co-ordinating offers between all neighbouring authorities, it would have been too late for this change of address to be taken into consideration at this time.

However, if the family had moved before the closing date and notified the LA providing suitable proof of their new address, it would have been possible to consider the application from this new address.

Case Study 4

Mr & Mrs Q both submitted an application for their child. Mrs Q applied on a paper form and Mr Q applied online. Mr and Mrs Q no longer live together but share parental responsibility for their child. The schools they applied for were completely different and based upon their respective addresses. Mr and Mrs Q could not agree on which application the LA should consider and were asking the LA to make a decision. Custody issues cannot be resolved by the LA and it is expected that both parents come to a mutual agreement. Mr and Mrs Q were unable to come to a mutual decision. The LA therefore deemed that the application to be processed should be that of the parent in receipt of child benefit where applicable. Where there is no child benefit entitlement, the application to be processed will be that of the parent with whom the child spends the majority of the school week.

Case Study 5

Mr Z's application to the LA for his grand-daughter's preferred school was not successful. When he enquired why, Mr Z was told that he lived further away than the last successful applicant. Mr Z challenged this decision on the basis that two years ago a friend's grandchild was offered the same school from the same road two doors away. Mr Z was made aware that the furthest straight-line distance can change year on year, as it depends on the number of applications that were considered under this criterion at that point.

Apply for your child's school place online

The online facility opens on 5 September 2016 and is available 24 hours a day, 7 days a week until 11.59pm on 31 October 2016.

There are many benefits to applying online via The Citizen Portal.

- It is quick and easy – and you can complete your application form over several sessions as long as you save each time.
- You don't have to post the completed application form – the only things you may have to post are any supplementary forms that voluntary aided schools may send you and any documentary evidence you want to provide for your application.
- You can make changes to your application once you have submitted it, prior to the closing date. You must resubmit your application after viewing it or making any changes.
- You have up until 11.59pm on the 31 October 2016 to submit your application.

If, however you still would prefer to submit a paper application, please ring 01642 526605 to request a form.

Applying online for a school place is quick and easy. Each screen will explain what you need to do.

Getting started

- Before you start your online application, you will need do some research.
- See your local authority's website for details about how applications are processed.
- Visit schools.
- Check schools' websites.
- Read the admissions criteria for the schools you are interested in.
- Check how places were offered in previous years.
- You should check transport policies for local authorities (outside Stockton).

Important information

If you have ticked any of the categories on your online form and do not provide evidence to support this, your local authority is unlikely to take account of this when making allocations.

What happens next?

A letter will be sent to parents/carers on or around Wednesday 1 March 2017 informing them of the school they have been offered for their child. Parents/carers who apply on-line will also be informed by e-mail on 1 March 2017.

In-year admission to secondary schools

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

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

Apply for an in-year school transfer

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

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

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

[Print and complete the In-Year Application for Change of School form.](#)

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

Contact the School Admissions team for additional information:

Email: school.admissions@stockton.gov.uk

Telephone: 01642 526605

School transfer procedure

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

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

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

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

Transferring to a voluntary aided school or academy

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.

You can apply online at www.stockton.gov.uk/schooladmissions

Pupils with Special Educational Needs (SEN)

All mainstream schools provide resources for children with special educational needs (SEN) and every school will have a special educational needs co-ordinator who has specific responsibility for pupils with SEN. The majority of children who have special educational needs have their needs met within local mainstream schools and receive additional resources, where necessary, via SEN Support.

A small number of children have statements of special educational needs or Education, Health & Care Plans (EHCP). If your child has a statement or EHCP you will receive a letter from the SEN team advising you of the admissions process. If your child has a statement or EHCP you should not complete the Common Application Form. If you are not sure if your child has a statement or EHCP you should contact your child's primary school to clarify this before informing the LA of your school preferences.

Statemented pupils or pupils with an Education, Health & Care Plan

If your child has a statement of special educational needs or EHCP you will need to complete the preference form sent to you by the 0-25 SEN Team. If your child's statement or EHC Plan states specialist provision and you express a preference for this type of school, then your child will be given priority for a specialist school place. In all cases, the 0-25 SEN Team will need to consult with your preferred schools to make sure the schools would be able to meet your child's needs. If you have not returned this form you must do so immediately.

Appeals process

If your child has a statement or EHCP and you are not satisfied with the school place that the local authority has determined for your child you will be able to appeal to the special educational needs and disability tribunal. You will be given details about the appeal procedure when your child is issued with an amended statement or EHCP identifying the allocated secondary school.

Advice

You can seek independent advice from SEND Information advice and guidance service on 01642 527158. If your child has a Statement or an EHCP you can contact Stockton's SEN 0-25 team on 01642 527145 or 01642 528739.

Home to school transport information for parents & carers

Please note: The Council has revised its home to school transport policy and this may affect your child.

Stockton Council is required to provide home to school transport, under certain conditions. Our Community Transport Service is responsible for the management of Home to School transport for children who qualify for free transport for mainstream and special education needs from primary school age up to 19 years old.

Transport may be provided either by the community transport fleet or by bus or taxi businesses that have been contracted by Stockton Council.

The revised policy was approved by the Council's Cabinet 15th July 2016 following consultation with schools, diocesan representatives, parents and carers.

It reflects the statutory guidance set by the Department for Education (DfE) and will be applied to **all new** school admissions from September 2017 onward.

There will be **no** changes to the existing transport arrangements in place for children currently in school, or who have accepted a school place for September 2016.

"Under the policy, the Council will no longer provide free transport to children whose parents have chosen to send them to a school which is not their nearest suitable school, including cases where parents have chosen a faith school or academy."

"But in line with our commitment to protect those most in need, there will be extended rights for pupils entitled to free school meals or whose parents are in receipt of the maximum Working Tax Credit."

The statutory guidelines state that children will be eligible for home to school transport if:

- They are under eight years of age and the nearest suitable school is more than two miles away
- They are between eight and 16 years of age and the nearest suitable school is more than three miles away
- They cannot be reasonably expected to walk to school because of a mobility problem or health and safety issues related to special educational needs or a disability
- The route to the nearest suitable school is unsafe

The policy can be found on our website at www.stockton.gov.uk/schooladmissions and we urge you to read it fully, so you are clear how (if relevant) the changes to the policy may affect your decision making with regards to school preferences you are considering for your child.

How will the changes affect me?

Please note if you are planning to choose a faith school as one of your preferences for your child and are successful in a place being allocated for them then the LA **will no longer** provide Home to School Transport.

Appeal procedure

What are my rights of appeal?

If it is not possible for us to offer a place at your preferred school, you may choose to take up your right to appeal. Your appeal will be heard by a panel that is independent of the LA and of the school, and the decision the panel makes will be binding on all parties.

If you choose to appeal, you will need to request an appeal form from your nearest Customer Services Centre.

Alternatively you can download a form from www.stockton.gov.uk/schoolappeals. Fill in the form with the details of your case then send it to the address on the back of the form, by the date given. The Law & Democracy section will then notify you of the date of your appeal, at least ten school days before the appeal will take place, unless you have waived this right.

The Advisory Centre for Education (ACE) provides free, independent advice on the admissions and appeals process as well as on a range of other education issues including bullying, exclusion, SEN & attendance.

For advice visit www.ace-ed.org.uk

If you choose to appeal, we would strongly recommend that you attend the appeal hearing, so that you are able to present your case to the panel, and to answer any questions they may have. If you are unable to attend, or you choose not to attend, the panel will consider the information you write on your appeal form.

A representative from the LA will also attend, to explain to the panel why it was not possible to offer your child a place at that particular school and why additional children cannot be admitted to that school.

If your appeal concerns a VA School, Academy or Free School, the LA will not attend the hearing. Instead, a representative from the school will attend as these schools act as their own admission authority.

You can appeal for your child to be admitted to a particular school only once in an academic year, even if your appeal is unsuccessful. However if you move house, or there is some other significant or material change in your circumstances, we may allow you a second appeal hearing.

Visit the Government website for further information on School Admission Appeals
www.gov.uk/schools-admissions/appealing-a-schools-decision

Contact names for the school admissions team

Darren Coulton

Admissions, Placements and Commissioning Manager

Janet Ansell

School Admissions Officer

Joanne Penketh

School Admissions Officer

Anne Collins

School Admissions Assistant

Sarah Freer

School Admissions Assistant

Debbie Gittins

School Admissions Assistant

Jamila Khalid

School Admissions Support Assistant

Contact details

Phone: 01642 526605

Fax: 01642 526607

Email: school.admissions@stockton.gov.uk

You can apply online at www.stockton.gov.uk/schooladmissions

Neighbouring local authorities

Darlington Borough Council

Children Families and Learning
School Admissions Team
Town Hall
Darlington
DL1 5QT

Phone: **01325 406333**

E-mail: **school.admissions@darlington.gov.uk**

Durham County Council

School Admissions & Transport Team
Children & Young People's Services
County Hall
Durham
DH1 5UJ

Jan Pettersen

Secondary School Admissions Officer

Hayley Lonsdale

Primary Admissions Officer

Phone: **03000 265896**

Fax: **0191 3898150**

E-mail: **schooladmissions@durham.gov.uk**

Hartlepool Borough Council

School Admissions Team
Child and Adult Services
Centre for Excellence in Teaching and Learning
Brierton Lane
Hartlepool
TS25 4BY

Julie Picken

Secondary School Admissions Officer

Janet Dennis

Primary School Admissions Officer

Kayleigh Spalding

Administrative Assistant (In Year Transfers)

E-mail: **admissionsteam@hartlepool.gov.uk**

Secure Email: **admissions@hartlepool.gcsx.gov.uk**

Phone: **01429 523768/523765/284368**

Middlesbrough Borough Council

Children Families and Learning Department
School Admissions
PO Box 505
Civic Centre
TS1 9FZ

Helen Oliver

Senior Admissions Officer

Phone: **01642 201889**

Fax: **01642 201815**

E-mail: **admissions@cfcl.mgrid.org.uk**

North Yorkshire County Council

Admissions, Transport & Welfare Team
Children and Young People's Service
Jesmond House
31-33 Victoria Avenue
Harrogate
HG1 5QE

Phone: **01609 533679**

Fax: **01609 709048**

E-mail: **schooladmissions@northyorks.gov.uk**

Redcar and Cleveland Borough Council

Education & Skills Service
School Admissions
Cooper Centre
Kirkleatham Street
Redcar
TS10 1RT

Chris Sawdon

School Admissions Officer

Mike Sivills

School Admissions Officer

Phone: **01642 837740**

E-mail:

schools_admissions@redcar-cleveland.gov.uk

Other information

Free School Meals & School Uniform Grants

Your child will be eligible for free school meals if you receive the following benefits:

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit

Children who receive a qualifying benefit in their own right are also allowed to receive free school meals. An application form is available at www.stockton.gov.uk/schoolmeals

If your child attends secondary school and you receive any of the benefits listed above, your child will also be eligible for a £30 clothing grant. You can apply for the clothing grant only once each financial year. An application form is available at www.stockton.gov.uk/schooluniform

For more information about free school meals or clothing grants, please contact 01642 526606 or email freeschoolmeals@stockton.gov.uk

Fair access protocol

Each LA is required to have a Fair Access Protocol. This ensures that outside of the main primary and secondary admission rounds, children without a school place, especially the most vulnerable children, are placed in a suitable school as quickly as possible. All schools, academies and free schools agree to participate in the protocol, which means that they may, at times, be required to admit more children than their published admission limit, even if they are already considered to be full.

Post-16 education

Full-time education for children over the age of 16 is available at:

Conyers School

Green Lane, Yarm, Stockton-on-Tees, TS15 9ET
www.conyers.org.uk

Egglescliffe Comprehensive School

Urlay Nook Road, Egglescliffe, Stockton-on-Tees, TS16 0LA
www.egglescliffe.org.uk

Stockton Sixth Form College

Bishopton Road West, Stockton-on-Tees, TS19 0QD
www.stocktonsf.ac.uk

Stockton Riverside College

Teesdale Campus, Harvard Avenue, Thornaby, TS17 6FB

Bede Sixth Form, Marsh House Avenue, Billingham, TS23 3HB

www.stockton.ac.uk

Although the LA coordinates admissions for Years 7-11 at Conyers and Eggescliffe School, it is not responsible for admissions to the school's sixth form, therefore the admission policy in this booklet does not apply to sixth form entry to them. You should contact the school directly for information about its sixth form admission procedure and admission number. If you are refused a place at Eggescliffe sixth form, you have the right to appeal, even if your child does not already attend the school. The appeal procedure is the same as that explained on page 22 of this prospectus.

For information about help with transport costs for children aged 16-19 in full or part-time education, please contact the Community Transport Team on 01642 527117 or go to

www.stockton.gov.uk/schooltransport

If you would like this information in any other language or format
for example **large print** or audio please contact
'School Admissions' on 01642 526605.

إذا كنت ترغب الحصول على هذه المعلومات بلغات أو بأشكال أخرى على سبيل المثال
بالطبعة الكبيرة أو بالشريط المسجل فالرجاء الإتصال 'بدايفرستي تيم' [School Admissions]
على هاتف رقم 01642 526605

ARABIC

اگر شما این اطلاعات را به زبان یا شکل دیگری مثلا چاپ بزرگ یا بصورت صدا
میخواهید لطفا با تیم دایورسیتی (گوناگونی) [School Admissions] با شما ره 01642 526605 به تماس شوید

FARSI

Si vous souhaitez obtenir ces informations dans d'autres langues ou sous un
autre format, par exemple, en gros caractères / version audio, veuillez
contacter l'équipe 'School Admissions' au n° 01642 526605

FRENCH

ئەگەر هەزرت لێ بە ئەم زانیاریە بە دەستت بکەوت بە زمانەکانی تریان بە شیوەیەکی تر بۆ نمونە
چاپی گەورە/یان بە تیپی تۆمارکراو تکیایە پە یۆهەندی بکە بە 'تیمی دایفیرستی' [School Admissions]
لە سەر زمارەدی تەلەفۆن 01642 526605

KURDISH

欲要這份資訊的其它語言版或其它版式例如大字體印刷/錄音帶，請
致電 01642 526605 接洽 '多元化隊' (School Admissions)

CHINESE

ਜੇ ਤੁਸੀਂ ਇਹ ਜਾਣਕਾਰੀ ਕਿਸੇ ਹੋਰ ਬਣਤਰ ਜਾਂ ਬੋਲੀ ਵਿੱਚ, ਵੱਡੀ ਛਪਾਈ ਵਿੱਚ ਜਾਂ ਟੇਪ/ਸੀ ਡੀ 'ਤੇ
ਚਾਹੁੰਦੇ ਹੋ ਤਾਂ ਕਿਰਪਾ ਕਰਕੇ 'School Admissions' ਨੂੰ 01642 526605 ਨੰਬਰ ਉੱਤੇ ਫੋਨ ਕਰੋ।

PUNJABI

اگر آپ ان معلومات کو کسی بھی اور زبان یا انداز، مثلاً بڑے پرنٹ/آڈیوٹیپ وغیرہ میں حاصل کرنا چاہیں، تو ڈائریکٹی ٹیم
01642 526605 کو اس نمبر پر فون کیجئے (School Admissions)

URDU