

# Primary and Secondary Education in Middlesbrough

A Guide for Parents 2018 - 2019



# MIDDLESBROUGH COUNCIL

This booklet aims to help you if your child is starting school for the first time, moving from primary to secondary education, transferring from one school to another or if you are new to the area. It describes admission arrangements for our primary and secondary schools.

The Guide contains general information on education in Middlesbrough and lists each of the schools in the Local Authority (LA), together with admission arrangements, including the type of school, and the maximum number of places normally available in each school year.

You are entitled to express a preference as to which primary or secondary school you want your child to attend. Details of how to do this are given in the booklet.

Each school produces a prospectus. This contains information of a general nature about the day to day running of the school, including details of the admissions policy agreed by the school and the LA or Governing Body. If you would like a prospectus, contact the school concerned.

If you require more details or clarification about admission arrangements, admission zones or education in general, please write to:

School Admissions,  
Middlesbrough Council,  
Civic Centre,  
Middlesbrough,  
TS1 9FZ.

The information contained in this Guide is correct at the time of going to press.

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# PART ONE - ADMISSIONS ARRANGEMENTS

## 1. TYPES OF SCHOOL

Primary schools in Middlesbrough admit children between the ages of 4 and 11. They normally enter school via one of the nursery classes attached to schools. All our schools are age 4-11 primary schools.

All secondary schools in Middlesbrough admit children from age 11 to 16. Some schools also have sixth forms where children can continue education until they are 18, namely Macmillan Academy, Trinity Catholic College and The Kings Academy. Other separate sixth forms exist in Middlesbrough also.

All schools in Middlesbrough are day schools (i.e. not boarding schools) and are co-educational, taking both boys and girls.

Later in this guide, a list of schools in the LA can be found. Each school publishes a prospectus describing the school. These are available from the school directly.

## 2. NURSERY EDUCATION

Most children in Middlesbrough will commence their education in one of the nursery units attached to primary schools. Children can be admitted in the term following their third birthday. However, in most cases, because of demand for places, this will not usually occur until the child is four years of age. The Head Teachers will be able to inform parents of the situation at individual schools.

Individual Head Teachers consider admissions to nursery classes, most schools give priority in accordance with the following guidelines, but you should check with individual schools.

- (i) Children aged 4+ who live in the admission zone for the school
- (ii) Children aged 4+ who live outside the admission zone but who have a brother or sister attending the school at the time the nursery child will be admitted.
- (iii) Children aged 3+ who live within the defined admission zone for the school.
- (iv) Children aged 3+ who live outside the admission zone but who have an elder brother or sister attending the school at the time the nursery child is to be admitted.
- (v) Other children aged 4+
- (vi) Other children aged 3+

When decisions have to be taken on prioritising admissions for children within the same admission category, priority will be given to the oldest children in that category. The oldest children admitted first. Where nurseries are under capacity, children may be admitted the day after their third birthday.

NB Parents should note children admitted to a school's Nursery class are not guaranteed a place in the reception class of that school and will need to apply for a reception place as detailed later in this brochure.

### 3. SCHOOL ADMISSIONS GENERAL INFORMATION

Children start full-time primary school in the academic year in which they turn five years of age. The first class they will attend is called the reception class. The following year's classes are called Year 1 through to Year 6.

In Year 7, children begin secondary school and remain there until Year 11 when they will be aged 16.

Places in schools are **NOT** granted automatically, parents need to apply to the Local Authority for a place at their preferred schools, this applies for both primary and secondary schools.

#### How and when do I apply for a primary or secondary school place?

Preference forms are issued to parents in the academic year before the child starts the relevant school. For primary school this will be in the November in the academic year that the child turns four. For secondary school this will be in the September that the child enters Y6 of their primary school. Please read the sections in this booklet on Primary School Admissions and Secondary School Admissions for further details of timetables and procedures.

Preference forms should be obtained from and returned to the Local Authority in which the pupil's home address is located. Parents can apply for schools in another Local Authority using the preference form, Local Authorities co-ordinate with each other to allocate school places.

The preference forms must be completed and returned before the specified closing dates. There are spaces for up to three schools to be specified on the forms, you are strongly advised to enter three different schools, in order to give your child the best chance at being allocated a school of your choice.

N.B. It does not improve the chances of getting your preferred school if the same school is entered three times on the form.

## On-Line School Admission Applications

To apply on-line you will need to have access to an Internet connected computer; this could be at your home or at your local library, community centre etc. When you receive your application pack it will include details of how to apply on-line.

The advantages of applying on-line are:

- If you apply on-line you will not have to fill in and post a paper application.
- You will be able to print your on-line preference form for your records.
- You can change the details of your preferences if you wish (provided it is before the closing date).
- You will be sent an email on the notification date advising you which school your child has been allocated.
- You will be able to log-on to the admissions system on the notification date to find out which school your child has been allocated, and therefore will not have to wait for your letter in the post. (You must keep the details of your log-on id and password to do this).

The on-line system will be open for parents to apply on-line after the application forms have been sent out, until the closing date as shown in the timetable. The system will then close and re-open on the date that the notification letters are issued, it will then display your child's allocated school.

## What will happen if I do not return a preference form?

If a preference form is not returned for your child, then a place will be allocated by the Local Authority, this will be at a school that has places left after all other applications have been processed. This may result in your child not being allocated a school of your liking.

Please note that you must apply for a reception place even if your child already attends the school nursery of that school.

## How are the school places allocated?

In most cases it will be possible to comply with parental preferences and the majority of children will be allocated a place at one of their three choices of school.

Every year, there are instances when some schools are over-subscribed, that is there are more applications than there are places available. Schools have set admission limits according to the school's capacity. The numbers for each school are available later in this brochure.

If a school is over-subscribed, the school's over-subscription criteria is applied and will be used to decide which parents' preferences can be met and therefore which children will be given places. Details of the over-subscription criteria for primary and secondary schools are given in the sections 'Primary School Admissions' and 'Secondary School Admissions' later in this brochure.

### **What happens if my child is not offered a place at my preferred school?**

If the Local Authority cannot offer your child your first choice of school, we will endeavour to offer a place at your second or third choice of school respectively. If we are unable to offer a place at any of your three choices made on the application form, we will allocate your child a place at the nearest suitable school to your home address that has places available.

If a place is refused at any school, parents have the right of an appeal to an Independent Appeal Panel.

### **Appeals Procedure**

In the event of parents not being satisfied with the response to their preferences, there is an opportunity to make an appeal to an Independent Appeals Panel which is empowered to make a final decision on the matter. Parents have the opportunity to put their own case to the Appeals Panel, if they so wish.

Full details of how to make an appeal will be sent to you, should the Local Authority be unable to meet your preference for a particular school. Parents can only appeal once for any academic year unless there has been a change in circumstances relevant to the application.

The appeal panel's decision is final and binding on the schools, parents and Local Authority. If a parent is not satisfied with the appeal panel's decision, the only recourse is to the Local Government Ombudsman and would need to prove mal-administration.

In 2017 appeals for admissions to reception class were held in respect of the following primary schools: Abingdon, Brambles, Caldicotes, Captain Cook, Easterside, Green Lane, Lingfield, Linthorpe, Marton Manor, Newham Bridge, Pennyman, Sacred Heart, St Augustines, St Clares, St Edwards, St Josephs.

In 2017 appeals for admissions to Y7 classes were held at the following secondary schools in Middlesbrough: Trinity Catholic College, The King's Academy, Macmillan Academy and Acklam Grange.

## Which school admission zone do I live in?

All schools have their own admissions zone serving their local area. Community schools and Catholic schools have separate admission zones. To find out which admissions zones serve your home address, please telephone the Admissions Section on **01642 201890 / 201856**.

Macmillan Academy has a separate admission zone, details of which are available from the Academy or from the Academy's prospectus.

Pupils living in the admission zone of a school are not guaranteed a place at that school. Admission zones are used as part of schools' oversubscription criteria.

## Child's Home Address

A child's home address, for the purpose of School Admissions, is considered to be the parents or legal carers permanent address. If parents do not live together and your child lives for periods of time with each parent, the home address will be the one where the parent receiving the Child Benefit lives.

Proof of address may be required (see below for details of evidence which may be requested).

You must not give the address of childminders, grandparents or any other family members or friends who may share in the care of your child.

If you move house during the application and allocation process, you must inform the School Admissions section immediately as this could have an effect on which school your child is allocated. Proof of address move will be required, two pieces of evidence must be submitted such as Child Benefit letter, Child Tax Credit letters, utility bills, Council Tax bill, tenancy agreement, solicitor's letter confirming house sale, bank and credit card statements.

The child's address used in the allocations process will be the address at the time of the place allocations (places will be finalised several weeks before offer letters are due to be issued to parents, if you are moving house around this time, please contact the School Admissions Team for guidance). It is the responsibility of the parent to ensure that the School Admissions Team are provided with the correct address and / or any address change details with any relevant evidence.

The LA will not consider temporary addresses as being the parental address. This means that if, for example, you live temporarily with other family members or move to temporary accommodation for any reason, the parental address will remain at the address at which you were living before the temporary move took place.

## Fraudulent Applications

If the Local Authority considers that fraudulent or intentionally misleading information (such as a false address) has been given, a place allocated at a school will be withdrawn.

A random sample of applications will be checked for false information. School places are withdrawn every year due to fraudulent applications.

## Late Applications

Applications received after the published closing date will be considered only after all those received by the closing date have been processed, unless there is a good reason for the application being late, i.e. a family just moving into the area etc.

If an application is classed as late then you may not get your child into a school of your preference. This applies even if you live in the admission zone for the school or you have another child already attending the school at the time of admission.

## Waiting Lists

Waiting lists will be maintained for those unsuccessful at gaining a place at their preferred school for admission to Reception Year and Year 7. The waiting lists will be maintained until 31st December of the intake year, after which time they will close. If places become available, they will be allocated according to the over-subscription criteria. If appeals are pending, places will still be allocated before appeals are heard from the waiting list.

## How do I decide which school would be best for my child's needs?

Collect as much information as possible about the schools you are interested in.

All schools publish a prospectus, which should include information about the school, including the subjects on offer, extra curricular activities, arrangements for school meals and school uniforms, policies on behaviour, discipline, special educational needs etc.

Visit the schools you are interested in. This will give you first hand experience of the facilities and teaching staff and allow you to ask any questions you may have.

Open evenings for secondary schools are usually held in the autumn term, details of these can be found in the 'Secondary School Admissions' part of this booklet.

View reports published by The Office for Standards in Education (OFSTED). This is the Central Government office which is responsible for carrying out inspections of all schools. OFSTED reports can be obtained from the school concerned (there may be a small charge to cover photocopying costs). They are also available on the Internet at [www.ofsted.gov.uk](http://www.ofsted.gov.uk). Alternatively they should be available in your local library.

School Performance Tables can be found at [www.gov.uk/school-performance-tables](http://www.gov.uk/school-performance-tables). Performance Tables should only be used as part of the overall decision about the school you feel is most appropriate for your child.

### Admission of children below compulsory school age and deferred entry to school

Children are entitled to a full-time school place in the September following their fifth birthday. Parents can defer the date their child is admitted to school until later in the academic year or until the child reaches compulsory school age\*, but not beyond the beginning of the final term of the academic year. Parents can also request that their child takes up the place part-time until the child reaches compulsory school age. This arrangement would be made with individual primary schools after the Local Authority has allocated a place by the normal admissions round as detailed in the booklet.

Before deciding to delay a child's entry to school, we would recommend that parents visit the schools they are thinking of applying for. The teachers will be able to explain the provision on offer to children in the reception class, how it is tailored to meet the needs of the youngest pupils and how the needs of these pupils will continue to be met as they move up through school. They may also be able to allay any concerns parents may have about their child's readiness for school.

\*A child reaches compulsory school age on the prescribed day following their fifth birthday. (Or on the fifth birthday if it falls on a prescribed day) The prescribed days are 31 December, 31 March and 31 August.

### Admission of children outside their normal age group

In exceptional circumstances parents may seek a place for their child outside their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child (i.e. a child born from 1 April to 31 August) may prefer not to send their child to school until the September following their fifth birthday and request that they are admitted out of their normal age group i.e. to reception rather than year 1.

If a parent wishes their child to be admitted outside their normal age group then this must be made clear on their application to the Local Authority for a school place. Relevant information must be submitted with the application such as information about the child's academic, social and emotional development, this should include third party evidence such as medical history and the views of a medical professional and / or information from previous educational establishments or any other information the parent think is relevant.

The application will be considered by the LA and /or the admissions authority of the school/schools to which the application is made. (Please note that the Local Authority can only make decisions for Community schools, any school which is an Own Admission Authority School such as Foundation Schools, Academies and Voluntary Aided schools will be responsible for their own decisions.)

A decision will be made as to whether the child can be admitted to that school outside the normal age group. If the school refuses to admit the child outside the normal age group relevant reasons will be provided. Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

The details regarding 'summer born children' may be subject to review at a later date. Changes to the Admissions Code in December 2014 included information about children being able to defer their child's reception place for one year. The Minister for State Schools, Nick Gibb MP, issued a letter dated 8th September 2015 outlining the Government's position of amending the School Admissions Code further and a further consultation on changes to the Admissions Code may follow which may in turn lead to changes to this policy. The current procedure for 'summer born children' is detailed below.

Parents of summer born children must apply for a reception place for their child at the usual time, but must make clear on the application that they wish to admit their child outside of the normal age group, i.e. a year later, providing evidence as detailed above. The request must be made by the primary applications closing date, any requests received after this date will not be considered. If the request is refused, parents must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in-year application for admission to Year 1 for the September following the child's 5th birthday. If the request is agreed by the preferred school/schools then the application for reception will be withdrawn before a place is offered. The parent must then make a new application as part of the main admissions round the following year, the application will be processed as normal and places will be allocated at schools according to the schools' oversubscription criteria.

Parents should be aware that schools and admission authorities cannot be required to honour a decision made by another school or authority on admission out of the normal age group. If a place is not available at the school/schools that have agreed to the request, other schools may insist the child is admitted to the correct year group. This may also apply to children moving later in their school life from primary school to secondary school, if the child is due to move into Y7 (the first year of secondary school), the secondary school may insist the child be admitted to the correct year group according to their date of birth.

If you would like to discuss this further, please contact the School Admissions Team or the Head Teacher of the schools you may be interested in applying for.

## Choice Adviser

The Local Authority has a Choice Adviser who is independent of the admissions process and will be able to offer advice to parents on the admissions process and help completing application forms and can provide advice and assistance with schools appeals. The Choice Adviser can be contacted on **01642 201872**.

## 4. PRIMARY SCHOOL ADMISSIONS

**Please read the section titled School Admissions General Information before reading this section.**

This section deals with the arrangements for admitting children into full time education at maintained primary schools in Middlesbrough during the 2018/19 academic year.

The children concerned are those born on or between 1 September 2013 and 31 August 2014. The first full-time class into which children start is called the reception class. Children start in reception in the academic year in which they turn five years of age.

In addition to this brochure, each primary school produces a prospectus which is available, on request, from the Head Teacher.

All primary schools in Middlesbrough have nurseries, which many children will have attended prior to attending full time. School nursery children **MUST** apply for a reception place also. Attendance at a schools nursery does **NOT** guarantee a full time place in the school.

### How and when do I apply for a primary school place?

**Your child will NOT be automatically allocated a school place, you will have to apply for a place.**

Parents are invited to submit a preference for a place in a primary school reception class in the November of the academic year in which the child turns four.

Children at school nurseries will have their details passed to the School Admissions Section and we will send application packs out. (A place at a school nursery however does not guarantee a place at the school). Children in private nurseries and those not at any nursery will need to contact the School Admissions Section to register their child's details so application packs can be issued. Posters will be displayed in public places, such as libraries, to inform parents of the need to register with the Admissions Section at the relevant time.

You **must** complete and return the preference form and return it by the closing date, (see timetable). Applications can also be made on-line, further details are given in the section on School Admissions General Information. **All children requiring a reception place at a school must apply for a place – even if your child attends the school's nursery. A place at the school nursery does NOT guarantee a full-time place in that school.**

You are strongly advised to submit three choices of schools, as this will give your child a better chance of obtaining a place at a school of your choice. If the same school is entered as first, second and third preference, this does not increase your chances of a place at that school, instead it will limit your child's choice from three schools to one, therefore it is in your child's best interest to use your three preferences wisely.

## Primary Admissions Over-subscription Criteria

The over-subscription criteria is used to determine how school places will be allocated if the school has more applications than places.

Listed below is the over-subscription criteria for Middlesbrough community schools. Some primary schools in Middlesbrough have become academies and foundation schools, see the status column on the pages showing primary school details. The majority of these schools have adopted the Local Authority's oversubscription criteria as below. The over-subscription criteria for Middlesbrough's Roman Catholic primary schools and those schools with oversubscription criteria different to the LA are listed in Appendix A.

After the admission of children with Statements of Special Educational Needs or an Education, Health & Care Plan where a particular school is named in the Statement or Plan, the over subscription criteria will be applied as follows;

- i) 'Children looked after' (in public care), and children previously 'looked after', but ceased to be so because they were adopted\* immediately following having been looked after. (\* or became subject to a child arrangements order or special guardianship order). See note 1
- ii) Children permanently resident in the Admission Zone, i.e. the address at which the child is registered for child benefit, who express a preference for that school (proof of address may be required). See note 2
- iii) Children who will have a brother and/or step brother and/or sister and/or step sister or the child of the parent/carer's partner living at the same address attending the school in the September of admission. See note 2
- iv) Children with exceptional social and / or medical reasons for attending the school, which in the latter circumstances are substantiated by the LA medical advisors. A letter from the child's GP or other relevant professional such as a social worker must be submitted with the application. Social reasons do not include domestic arrangements such as parents working commitments or childcare arrangements. Only exceptional circumstances such as parents who have a disability, which may mean their child must attend a particular school, will be considered. (In this instance a letter from the parent's GP or other relevant professional such as a social worker must be submitted with the application) See note 3
- v) Children who reside closest to a particular school, measured in a straight line. The measure will be taken from the front door of the child's home to the main entrance of the school.

When distinguishing between children within the same criteria the child with the highest second criteria will be admitted i.e. a child living within the admission zone who has a brother or sister attending the school in the September of admission will have a higher criteria than a child who lives in the admission zone but does not have a brother or sister attending the school.

## ADDITIONAL NOTES

Note 1: Relevant evidence must be provided such as copy of the adoption certificate or court order plus details of when and where the child was in care and names and contact details of social workers involved.

Note 2: Please see paragraph 'Child's Home Address' on page 7.

Note 3: Full details must be submitted at the time of application. If you have any concerns or need any guidance about what might be classed as exceptional social or medical reasons, or what evidence may be submitted, please contact the Admissions Team to discuss the matter in confidence before you submit your application.

Note 4: Twins or Multiple Birth Children. If you have more than one child who are twins or part of a multiple birth going through the application process this year, you must make a separate application for each child and indicate on each online or paper form that your child has a sibling also going through the process. A place will be offered to the other child(ren) if one of your twins/multiple birth children is offered the last place available and you have applied to the same school for the other child(ren).

**All schools operate an equal preference admissions system, where all preferences are considered equally against the admission criteria. The pupil is then offered a place at the school with the highest parental preference that can be met.**

**The Authority will consider action should false information be submitted in order to secure a place at a particular school. Please refer to page 7/8 regarding Child's Home Address and Fraudulent Applications.**

## Timetable for Primary School Admissions

- November 2017** - Advertisement in Press inviting parents to apply for primary places within the area for September 2018.
- 16th November 2017** - Letters to parents with common application form.
- 15th January 2018** - Closing date for parents with common application form.
- 16th April 2018** - Letter to parents confirming outcome of application.
- June/July 2018** - Appeals as required.

## Breakdown of Primary School Allocations for September 2017 Intake

The following table shows how primary school places were allocated in the academic year 2017/18 for those schools using the Local Authority's oversubscription criteria.

Information on the breakdown of allocations for over-subscribed Catholic Primary Schools and other schools with oversubscription criteria different to the Local Authority are given with their admissions criteria in Appendix A.

School	Number admitted under over-subscription criteria						Number of appeals	Number of successful appeals	Number of preferences received**	Total allocated 2017	School admission limit 2017/18
	SEN*	i	ii	iii	iv	v					
Abingdon Primary	0	2	48	10	0	0	4	0	122	60	60
Acklam Whin Primary	0	2	32	8	0	18	0	0	136	60	60
Archibald Primary	0	3	36	9	0	12	0	0	110	60	60
Ayresome Primary	0	0	63	12	0	15	0	0	151	90	90
Beech Grove Primary	0	2	47	1	0	9	0	0	86	59	68
Berwick Hills Primary	0	2	32	2	0	5	0	0	92	41	45
Brambles Primary Academy	0	0	27	10	0	8	2	0	99	45	45
Breckon Hill Primary	0	0	46	9	0	23	0	0	121	78	75
Captain Cook Primary	0	0	24	13	0	23	3	0	132	60	60
Chandlers Ridge Primary Academy	0	1	15	8	0	15	0	0	93	39	50
Easterside Primary Academy	3	1	40	5	0	0	5	0	77	49	45
Green Lane Primary Academy	1	0	51	24	0	15	2	0	239	91	90
Hemlington Hall Primary Academy	5	1	36	2	0	1	0	0	67	45	55
Kader Primary Academy	0	3	18	20	0	19	0	0	134	60	60
Lingfield Primary	0	0	23	7	0	1	3	1	90	31	30
Linthorpe Primary	0	5	53	13	0	20	3	1	201	91	90
Marton Manor Primary	0	0	16	9	0	6	3	1	56	31	30
Newham Bridge Primary	0	0	11	14	0	18	1	1	81	43	42
Newport Primary	0	1	16	13	0	15	0	0	80	45	42
North Ormesby Primary Academy	0	0	16	5	0	9	0	0	63	30	40
Pallister Park Primary	0	1	39	19	0	22	0	0	133	81	75
Park End Primary	0	2	62	7	0	12	0	0	115	83	60
Pennyman Primary Academy	6	2	35	10	0	1	1	0	88	54	54
Rose Wood Primary Academy	0	0	29	5	0	11	0	0	66	45	50
Sunnyside Primary Academy	6	2	17	6	0	12	0	0	82	43	50
The Avenue Primary	0	1	16	6	0	19	0	0	94	42	40
Thorntree Primary	0	0	23	12	0	11	0	0	82	46	60
Viewley Hill Primary	0	1	19	3	0	8	0	0	50	31	39
Whinney Banks Primary	0	0	52	3	0	5	0	0	101	60	60

\*SEN Pupils with Statements of Special Educational Needs

\*\* Includes 1st, 2nd and 3rd Preferences

Numbers correct at 21st July 2017

Primary School Details						
School Address & Website	Status	Tel No. (all code 01642)	Admission Limit for Reception in 2018/19	Number of pupils to be admitted 2017/18		
<b>Abingdon Primary</b> , Abingdon Road, Middlesbrough, TS1 3JR <a href="http://www.abingdonprimary.org.uk">www.abingdonprimary.org.uk</a>	Foundation	210567	60	60		
<b>Acklam Whin Primary</b> , Carlbury Avenue, Middlesbrough, TS5 8SQ <a href="http://www.acklamwhin.co.uk">www.acklamwhin.co.uk</a>	Foundation	813938	60	60		
<b>Archibald Primary</b> , Ayresome Green Lane, Middlesbrough, TS5 4DY <a href="http://www.archibaldpri.org.uk">www.archibaldpri.org.uk</a>	Foundation	804101	60	60		
<b>Ayresome Primary</b> , Parliament Road, Middlesbrough, TS1 4NT <a href="http://www.ayresome.org.uk">www.ayresome.org.uk</a>	Community	244961	90	90		
<b>Beech Grove Primary</b> , Beechwood Avenue, Middlesbrough, TS4 3AP <a href="http://www.beechgroveschool.org.uk">www.beechgroveschool.org.uk</a>	Community	818577	68	57		
<b>Berwick Hills Primary</b> , Westerdale Road, Middlesbrough, TS3 7QH <a href="http://www.berwickhills.org.uk">www.berwickhills.org.uk</a>	Foundation	245598	45	39		
<b>Brambles Primary Academy</b> , Kedward Avenue, Middlesbrough, TS3 9DB <a href="http://www.bramblesprimaryacademy.co.uk">www.bramblesprimaryacademy.co.uk</a>	Academy	210704	45	45		
<b>Breckon Hill Primary</b> , Breckon Hill Road, Middlesbrough, TS4 2DS <a href="http://www.breckonhillprimary.co.uk">www.breckonhillprimary.co.uk</a>	Community	243044	75	78		
<b>Caldicotes Primary Academy</b> , Spencerfield Crescent, Thorntree, Middlesbrough, TS3 9HD <a href="http://www.caldicotesprimaryacademy.org">www.caldicotesprimaryacademy.org</a>	Academy	243040	30	30		

School Address & Website	Status	Tel No. (all code 01642)	Admission Limit for Reception in 2018/19	Number of pupils to be admitted 2017/18
<b>Captain Cook Primary</b> , Stokesley Road, Marton, Middlesbrough, TS7 8DU <a href="http://www.captaincookprimary.co.uk">www.captaincookprimary.co.uk</a>	Community	315254	60	60
<b>Chandlers Ridge Academy</b> , Chandlers Ridge, Nunthorpe, Middlesbrough, TS7 0JL <a href="http://www.chandlersridge.co.uk">www.chandlersridge.co.uk</a>	Academy	312741	50	39
<b>Corpus Christi Primary</b> , Cargo Fleet Lane, Middlesbrough, TS3 8NL <a href="http://www.corpuschristiprimaryschool.co.uk">www.corpuschristiprimaryschool.co.uk</a>	Academy	211597	34	35
<b>Easterside Primary Academy</b> , Erith Grove, Easterside, Middlesbrough, TS4 3RG <a href="http://www.eastersideacademy.co.uk">www.eastersideacademy.co.uk</a>	Academy	273006	45	49
<b>Green Lane Primary Academy</b> Green Lane, Middlesbrough, TS5 7RU <a href="http://www.greenlanemiddlesbrough.co.uk">www.greenlanemiddlesbrough.co.uk</a>	Academy	277407	90	90
<b>Hemlington Hall Primary Academy</b> , Briscoe Way, Hemlington, Middlesbrough, TS8 9DA <a href="http://www.hemlingtonhallacademy.co.uk">www.hemlingtonhallacademy.co.uk</a>	Academy	591171	55	46
<b>Kader Academy</b> , Staindrop Drive, Acklam, Middlesbrough, TS5 8NU <a href="http://www.kaderacademy.co.uk">www.kaderacademy.co.uk</a>	Academy	286599	60	60
<b>Lingfield Primary</b> , Buxton Avenue, Marton, Middlesbrough, TS7 8LP <a href="http://www.lingfieldprimary.org.uk">www.lingfieldprimary.org.uk</a>	Community	319918	30	30
<b>Linthorpe Primary</b> , Roman Road, Linthorpe, Middlesbrough, TS5 6EA <a href="http://www.linthorpeprimary.co.uk">www.linthorpeprimary.co.uk</a>	Community	885222	90	90

School Address & Website	Status	Tel No. (all code 01642)	Admission Limit for Reception in 2018/19	Number of pupils to be admitted 2017/18
<b>Marton Manor Primary</b> , The Derby, Marton Manor Estate, Middlesbrough, TS7 8RH <a href="http://www.martonmanorprimary.co.uk">www.martonmanorprimary.co.uk</a>	Community	285001	30	31
<b>Newham Bridge Primary</b> , Cayton Drive, Middlesbrough, TS5 7NJ <a href="http://www.newhambridge.co.uk">www.newhambridge.co.uk</a>	Community	816884	42	43
<b>Newport Primary</b> , St Paul's Road, Middlesbrough, TS1 5NQ <a href="http://www.newportprimary.org.uk">www.newportprimary.org.uk</a>	Foundation	861911	45	45
<b>North Ormesby Primary Academy</b> , James Street, North Ormesby, Middlesbrough, TS3 6LB <a href="http://www.northormesbyacademy.org">www.northormesbyacademy.org</a>	Academy	247985	40	29
<b>Pallister Park Primary</b> , Gribdale Road, Pallister Park, Middlesbrough, TS3 8PW <a href="http://www.pallisterparkprimary.co.uk">www.pallisterparkprimary.co.uk</a>	Community	242174	75	81
<b>Park End Primary</b> , Overdale Road, Middlesbrough, TS3 0AA <a href="http://www.parkendprimary.co.uk">www.parkendprimary.co.uk</a>	Community	314309	66	83
<b>Pennyman Primary Academy</b> , Fulbeck Road, Ormesby, Middlesbrough, TS3 0QS <a href="http://www.pennymanprimaryacademy.co.uk">www.pennymanprimaryacademy.co.uk</a>	Academy	314750	54	54
<b>Rose Wood Primary Academy</b> , The Garth, Coulby Newham, Middlesbrough, TS8 0UG <a href="http://www.rosewoodacademy.co.uk">www.rosewoodacademy.co.uk</a>	Academy	595353	50	45
<b>Sacred Heart Primary</b> , Ayresome Street, Middlesbrough, TS1 4NP <a href="http://www.sacredheartmiddlesbrough.co.uk">www.sacredheartmiddlesbrough.co.uk</a>	Academy	816083	40	42

School Address & Website	Status	Tel No. (all code 01642)	Admission Limit for Reception in 2018/19	Number of pupils to be admitted 2017/18
<b>St. Alphonsus' Primary</b> , Cadogan Street, North Ormesby, Middlesbrough, TS3 6PX <a href="http://www.stalphonsuscschool.co.uk">www.stalphonsuscschool.co.uk</a>	Academy	243400	30	30
<b>St. Augustine's R.C. Primary</b> , Gunnergate Lane, Couliby Newham, Middlesbrough, TS8 0TE <a href="http://www.staugustinesmiddlesbrough.co.uk">www.staugustinesmiddlesbrough.co.uk</a>	Academy	599001	30	30
<b>St. Bernadette's Primary</b> , Cookgate, Nunthorpe, Middlesbrough, TS7 0PZ <a href="http://www.st.bernadettes.org.uk">www.st.bernadettes.org.uk</a>	Academy	310198	30	30
<b>St. Clare's R.C. Primary</b> , Trimdon Avenue, Acklam, Middlesbrough, TS5 8RZ <a href="http://www.stclaresprimary.co.uk">www.stclaresprimary.co.uk</a>	Academy	815412	30	30
<b>St. Edward's Primary</b> , Eastbourne Road, Middlesbrough, TS5 6QS <a href="http://www.stedwardsr.c.schools.co.uk">www.stedwardsr.c.schools.co.uk</a>	Academy	819507	50	61
<b>St. Gerard's R.C. Primary</b> , Avalon Court, Hemlington, Middlesbrough, TS8 9HU <a href="http://www.stgerards.org.uk">www.stgerards.org.uk</a>	Academy	591820	30	24
<b>St. Joseph's R.C. Primary</b> , Marton Road, Middlesbrough, TS4 2NT <a href="http://www.stjosephsr.cmbro.co.uk">www.stjosephsr.cmbro.co.uk</a>	Academy	819252	42	47
<b>St. Pius X R.C. Primary</b> , Amersham Road, Middlesbrough, TS3 7HD <a href="http://www.stpiusx.org.uk">www.stpiusx.org.uk</a>	Voluntary Aided	314453	30	29
<b>St. Thomas More Primary</b> , Erith Grove, Easterside, Middlesbrough, TS4 3QH <a href="http://www.stthomasmoreprimary.org.uk">www.stthomasmoreprimary.org.uk</a>	Academy	31735	30	30

School Address & Website	Status	Tel No. (all code 01642)	Admission Limit for Reception in 2018/19	Number of pupils to be admitted 2017/18
<b>Sunnyside Academy</b> , Manor Farm Way, Coulby Newham, Middlesbrough, TS8 0RJ <a href="http://www.sunnyside.org.uk">www.sunnyside.org.uk</a>	Academy	596422	50	44
<b>The Avenue Primary</b> , The Avenue, Nunthorpe, Middlesbrough, TS7 0AG <a href="http://www.theavenueprimaryschool.co.uk">www.theavenueprimaryschool.co.uk</a>	Community	318510	40	42
<b>Thorn tree Primary</b> , The Greenway, Thorn tree, Middlesbrough, TS3 9NH <a href="http://www.thorn treeschool.co.uk">www.thorn treeschool.co.uk</a>	Foundation	242309	60	45
<b>Viewley Hill Academy</b> , Andover Way, Hemlington, Middlesbrough, TS8 9HL <a href="http://www.viewleyhillacademy.co.uk">www.viewleyhillacademy.co.uk</a>	Academy	591053	39	30
<b>Whinney Banks Primary</b> , Fakenham Avenue, Middlesbrough, TS5 4QQ <a href="http://www.whinneybanks.org.uk">www.whinneybanks.org.uk</a>	Community	817713	60	60

Numbers correct at time of going to print.

## 5. SECONDARY SCHOOL ADMISSIONS

**Please read the section titled School Admissions General Information before reading this section.**

This section deals with the arrangements for transferring pupils to maintained secondary schools in Middlesbrough in September, 2018. The children are those born on or between 1 September, 2006 and 31 August, 2007.

In addition to this booklet, each secondary school produces a prospectus. Copies of prospectuses may be obtained on request from the schools concerned.

### How and when do I apply for a secondary school place?

**Your child will NOT be automatically allocated a school place, you will have to apply for a place.**

Parents are invited to submit preferences for a place in their preferred secondary school in the September that your child is in Year 6. Application packs will be sent out from the Local Authority in which your home address is situated. Applications can be made on-line, further details are shown in the section School Admissions General Information.

You must complete and return the preference form by the closing date, (see timetable).

You are strongly advised to submit three choices of schools, as this will give your child a better chance of obtaining a place at a school of their choice. If the same school is entered as first, second and third preference, this does not increase your chances of a place at that school, instead it will limit your child's choice from three schools to one, therefore it is in your child's best interest to use your three preferences wisely.

### Secondary Admissions Over-subscription Criteria

The over-subscription criteria is used to determine how school places will be allocated if the school has more applications than places.

Listed below is the over-subscription criteria for Acklam Grange School, Outwood Academy Acklam and Outwood Academy Ormesby. The oversubscription criteria for Macmillan Academy, The King's Academy, Trinity Catholic College, and Unity City Academy are listed in Appendix B.

After the admission of pupils with Statements of Special Educational Needs or an Education Health & Care Plan where a particular school is named in the Statement or Plan, the over subscription criteria will be applied as follows;

- i) 'Children looked after' (in public care), and children previously 'looked after', but ceased to be so because they were adopted\* immediately following having

been looked after. (\* or became subject to a child arrangements order or special guardianship order). See note 1

- ii) Children permanently resident in the Admission Zone, i.e. the address at which the child is registered for child benefit, who express a preference for that school (proof of address may be required). See note 2
- iii) Children who will have a brother and/or step brother and/or sister and/or step sister or the child of the parent/carer's partner living at the same address attending the school in the September of admission. See note 2
- iv) Children with exceptional social and / or medical reasons for attending the school, which in the latter circumstances are substantiated by the LA medical advisors. A letter from the child's GP or other relevant professional such as a social worker must be submitted with the application. Social reasons do not include domestic arrangements such as parents working commitments or childcare arrangements. Only exceptional circumstances such as parents who have a disability, which may mean their child must attend a particular school, will be considered. (In this instance a letter from the parent's GP or other relevant professional such as a social worker must be submitted with the application) See note 3
- v) Children who reside closest to a particular school, measured in a straight line. The measure will be taken from the front door of the child's home to the main entrance of the school.

When distinguishing between children within the same criteria the child with the highest second criteria will be admitted i.e. a child living within the admission zone who has a brother or sister attending the school in the September of admission will have a higher criteria than a child who lives in the admission zone but does not have a brother or sister attending the school.

## **ADDITIONAL NOTES**

Note 1: Relevant evidence must be provided such as copy of the adoption certificate or court order plus details of when and where the child was in care and names and contact details of social workers involved.

Note 2: Please see paragraph ' Child's Home Address' on page 7.

Note 3: Full details must be submitted at the time of application. If you have any concerns or need any guidance about what might be classed as exceptional social or medical reasons, or what evidence may be submitted, please contact the Admissions Team to discuss the matter in confidence before you submit your application.

Note 4: Twins or Multiple Birth Children. If you have more than one child who are twins or part of a multiple birth going through the application process this year, you must make a separate application for each child and indicate on each online or paper form that your child has a sibling also going through the process. A place will be offered to the other

child(ren) if one of your twins/multiple birth children is offered the last place available and you have applied to the same school for the other child(ren).

**All schools operate an equal preference admissions system, where all preferences are considered equally against the admission criteria. The pupil is then offered a place at the school with the highest parental preference that can be met.**

**The Authority will consider action should false information be submitted in order to secure a place at a particular school. Please refer to page 7/8 regarding Child's Home Address and Fraudulent Applications**

## Breakdown of Secondary School Allocations for September 2017 Intake

The following table shows how school places were allocated for the academic year 2017/18. Information on the breakdown of allocations for Macmillan Academy, The King's Academy, Unity City Academy and Trinity Catholic College is given with their admissions criteria (which differs from the Local Authority's admissions criteria) in Appendix B.

School	Number admitted under over-subscription criteria (see above)						Number of appeals	Number of successful appeals	Number of preferences received**	Total allocated 2017	School admission limit 2017/18
	SEN*	i	ii	iii	iv	v					
Acklam Grange	1	2	119	61	0	112	17	1	630	295	294
Outwood Academy Ormesby	5	2	23	52	0	98	0	0	252	180	165
Outwood Academy Acklam	3	1	148	29	1	88	0	0	562	270	270

\*SEN Pupils with Statements of Special Educational Needs

\*\* Includes 1st, 2nd and 3rd Preferences

Numbers correct at 21st July 2017

## Timetable for Secondary School Admissions

**11th September 2017** - Letter to parents

**31st October 2017** - Closing date for return of parental preference forms and online applications.

**1st March 2018** - Offers made to all parents by home LA for all schools.

**May/June 2018** - Appeal hearings held as required.

## Secondary School Open Evenings

School	Date	Time
Acklam Grange	Mon 2nd Oct 2017	5pm - 5:30pm Start
Outwood Academy Ormesby	Thurs 14th Sept 2017	5pm - 7:30pm
Outwood Academy Acklam	Tues 12th Sept 2017	5pm - 7:30pm
The King's Academy	Thurs 28th Sept 2017	5:30pm Start
Unity City Academy	Tues 12th Sept 2017	3:30pm - 6pm
Trinity Catholic College	Weds 4th Oct 2017	6:30pm - 8:30pm
Macmillan Academy	Thurs 21st Sept 2017	4pm - 8pm

(Please check times and dates with schools before attending).

Secondary School Details						
School Address & Website	Status	Tel No. (all code 01642)	Admission Limit for Y7 in 2018/19	Number of pupils to be admitted 2018/19		
<b>Acklam Grange School</b> , Lodore Grove, Middlesbrough, TS5 8PB <a href="http://www.acklamgrange.org.uk">www.acklamgrange.org.uk</a>	Community	Tel. 277700	294	295		
<b>Macmillan Academy</b> , Stockton Road, Middlesbrough, TS5 4AG <a href="http://www.macmillan-academy.org.uk">www.macmillan-academy.org.uk</a>	Academy	Tel. 800800	240	274		
<b>Outwood Academy Acklam</b> , Hall Drive, Middlesbrough, TS5 7JY <a href="http://www.acklam.outwood.com">www.acklam.outwood.com</a>	Academy	Tel. 818200	270	270		
<b>Outwood Academy Ormesby</b> , Tothill Avenue, Middlesbrough, TS3 0RH <a href="http://www.ormesby.outwood.com">www.ormesby.outwood.com</a>	Academy	Tel. 452191	165	180		
<b>The King's Academy</b> , Stainton Way, Coulby Newham, Middlesbrough, TS8 0GA <a href="http://www.kingsacademy.org.uk">www.kingsacademy.org.uk</a>	Academy	Tel. 577577	208	211		
<b>Trinity Catholic College</b> , Saltersgill Avenue, Middlesbrough, TS4 3JW <a href="http://www.trinitycatholiccollege.org.uk">www.trinitycatholiccollege.org.uk</a>	Academy	Tel. 298100	240	241		
<b>Unity City Academy</b> , Ormesby Road, Middlesbrough, TS3 8RE <a href="http://www.unityacademy.org.uk">www.unityacademy.org.uk</a>	Academy	Tel. 326262	210	133		

Numbers correct at time of going to print.

**Important Note**

Please note that there are two Outwood Academies in Middlesbrough, Outwood Academy Ormesby and Outwood Academy Acklam. Care should be taken when applying for a secondary school to write down the full name of your preferred school so that it is clear which school you are applying for. Applications may not be accepted if the preferred school choices are not clear.

## 6. TRANSFER ARRANGEMENTS BETWEEN SCHOOLS

### General Arrangements

This booklet deals primarily with the arrangements for pupils to be admitted into primary and secondary schools. There may be occasions, however, when other pupils wish to transfer between schools.

Parents should note that independent research has shown that the attainment of pupils who make in year moves is markedly lower than their peers who do not move schools; this is particularly notable in Year 10 and Year 11. Furthermore, attainment is lower still among pupils who make multiple in year moves. It is therefore highly recommended that before an application is made to request a transfer between schools, parents and pupils consider the implications that this could have.

If a pupil has moved into the area, or has moved house and the distance is too great to travel, please contact the School Admissions Team directly on **01642 201890 / 201856**.

However if a parent wishes for their child to transfer to another school for any other reasons, the first stage is to try to resolve any problems at the current school. Parents should consult with the school and the Head Teacher to discuss issues with a view to keeping the child in school. If an issue remains unresolved, parents can also contact the governing body of the school, contact details are available in schools. If this procedure has been followed and it is still the parent's preference to request a transfer please contact the School Admissions Team on **01642 201890 / 201856**.

Where the transfer involves admission to a community school, the Local Authority, acting as the admissions authority will consider the request on its merits. Priority for admission when considering such requests will be given to pupils who meet the criteria set out earlier in this guide. Request for a transfers to Roman Catholic Schools, Foundation Schools and Academies, must be made through the Local Authority and will be relayed to the relevant school, the decision will be made by the school concerned, as they act as their own admissions authority.

In the event of parents not being satisfied with the response to their request for a transfer, it will be possible to make an appeal to an Independent Appeal Committee.

## Fair Access Protocols

There is an expectation that all schools recognise that they share a collective responsibility to ensure that vulnerable\* children are admitted to a suitable school as quickly as possible.

Middlesbrough's primary and secondary school Head Teachers and Principals have agreed a protocol to ensure that children from vulnerable groups are placed in schools without undue delay in a way that ensures that no school is asked to take an excessive number of pupils who may otherwise be hard to place.

Details of the protocol as at July 2016 are as follows:

Note 1 \* Vulnerable children without a Statement of Special Educational Needs are defined in the protocol under the following 'fair access' categories:

- Children of refugees and asylum seekers.
- Gypsy Roma Traveller children.
- Pupils living in refuges or temporarily re-housed as a result of domestic violence.
- Y11 pupils who move into Middlesbrough during Y11.
- Children who have been out of education for longer than one term at the time of moving to Middlesbrough.
- Children attending short stay schools who need to be reintegrated back into mainstream education.
- Children whose parents have been unable to find them a place after moving to Middlesbrough, because of a shortage of places.
- Children withdrawn from schools by their family, following fixed term exclusions and unable to find another place.
- Homeless children.
- Children with unsupportive family backgrounds, where a place has not been sought.
- Children known to the police and returning from the criminal justice system.
- Children without a school place and with a history of serious attendance problems (for the purposes of this protocol defined as below 50%).
- Children who are carers.
- Children at school action plus stage of special educational needs code of practice (no Statement).
- Children with disabilities or medical conditions which would require a child to attend a school which is better placed to meet their needs e.g. child in a wheelchair.
- Children of UK service personnel and other Crown Servants.
- New arrivals into UK with no English.

**The Fair Access Protocol is currently under review at the time of this booklet going to print and therefore is subject to change.**

## PART TWO - GENERAL INFORMATION

### 1. THE PARTNERSHIP BETWEEN SCHOOLS AND PARENTS

All Middlesbrough schools are staffed and equipped to provide education to meet the varying needs of their pupils. Details of the courses on offer are given in school prospectuses available from the school concerned. The schools are also concerned to help children's personal development as well as their progress in academic study.

A pupil's progress at school depends to a great extent, on the support received from home, and it is hoped that parents will encourage their children to take full advantage of the courses and opportunities available to them. From time to time, parents will be asked to help make decisions for their children, for example, on the choice of courses. Parents will receive regular information from schools and there will be open days, parents' meetings and other similar opportunities to see the work of the school.

Parents can also help by contacting the school when they think that something is wrong. Head Teachers and their senior staff are always willing to discuss problems and are glad of any help parents can give. The Head Teacher is the first person to contact on such matters.

### 2. SCHOOL TRANSPORT

Home to school transport or assistance will be provided for the following eligible pupils who will be of compulsory school age during the current academic year:

- A primary school age pupil attends the nearest suitable school and that school is over 2 miles from the home address where the distance is determined by the Council and uses the shortest walking distance along which a child, accompanied as necessary, may walk with reasonable safety;
- A secondary age pupil attends the nearest suitable school and that school is over 3 miles from the home address where the distance is determined by the Council and uses the shortest walking distance along which a child, accompanied as necessary, may walk with reasonable safety;
- A secondary aged pupil is from a low income family and attends:
  - (a) any one of their three nearest suitable schools and the school is between two and six miles away from their home address, or
  - (b) the nearest school preferred by their parents on the grounds of religion or belief and the school is between two and fifteen miles away from their home address. A low income household is currently defined as one where the pupil is eligible for Free School Meals or whose parents are in receipt of the maximum level of Working Tax Credit.

The provision of transport is subject to assessment and is undertaken by the Council's Independent Travel Needs Assessor. A copy of the Home to School Transport Policy is available by contacting the **Middlesbrough Integrated Transport Unit, School Transport,**

**Middlesbrough Council, c/o Ayresome Industries, Letitia Street, Industrial Estate Middlesbrough, TS5 4BE. Tel: 01642 353447** or email: [act@middlesbrough.gov.uk](mailto:act@middlesbrough.gov.uk)

### 3. SPECIAL EDUCATION PROVISION

All schools have procedures in place to identify and assess pupils' special educational needs. They are able to make provision for most pupils from their own resources. In a small number of cases, additional support is required from the Local Authority through an education, health and care assessment, or high needs funding.

Key aims are to identify pupils with special educational needs at the earliest possible opportunity, to work in consultation with parents and to educate children in mainstream schools, wherever possible.

For a small number of children, a place in a special school will be the best option. Such a decision will be made only after a thorough assessment of the child's education health and care needs during which the parents have an opportunity to express their views and preferences. Wherever possible, however, children's special needs will be met in mainstream schools.

Where parents have concerns about their child's special educational needs, they should, in the first instance, contact the Head Teacher of their child's school. General enquiries can be made to the SEN 0-25 Assessment Team, **Tel: 01642 201831 or 728677**. Alternatively, the Independent Advice and Support Service can provide information, advice and support for parents / carers who may be concerned about their child's needs. **Tel: 01642 608012** or **mobile: 07939 152653**. A range of booklets is available on request.

In addition, parents with queries about the education, health and care assessment process can seek the advice of an Independent Supporter from 'Aspire' an organisation funded to provide support on an independent basis. **Tel: 01913 753968**.

### 4. PROVISION OF MEALS, MILK AND OTHER REFRESHMENTS

There is provision in each school for pupils to receive a midday meal. The cost is currently £1.90\* per day for primary and £2.00\* for secondary schools. Many secondary schools operate additional breaks where individual items can be purchased.

If you live in Middlesbrough and receive any of the following support payments you are eligible to apply for free school meals for your child: 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 as assessed by HM Revenues & Customs). Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit. Universal Credit.

Enquiries on eligibility for free school meals can be made by telephoning Free School Meals on **01642 726541**, emailing **Fsm@mouchel-middlesbrough.com** or calling into **Middlesbrough House, Middlesbrough**.

Whilst the school meal is recommended as a healthy, nutritious and well- balanced meal, facilities exist within each school for children who prefer to bring packed lunches. The Authority provides milk during lunchtime as part of the meal choices.

\* Figures correct at time of printing

## 5. SCHOOL UNIFORM

Many schools encourage parents to provide their children with certain items of uniform (e.g. tie, jumper), parents are advised to check the school's policies before admission.

Unfortunately there is no uniform grant available from Middlesbrough Council.

## 6. INSURANCE OF PUPILS

It should be noted that pupils are not automatically covered by any insurance for personal accident during school hours. The Authority however, does require pupils to be adequately covered by insurance for all visits abroad, and whilst not compulsory, advises that for visits within the UK, which involve a foreseeable degree of risk or an overnight stay, insurance arrangements should be made. Such arrangements are made by the Head Teacher at the appropriate time. Parents should note that if they wish their children to be covered by insurance for personal accident during school hours (including visits out of school during school hours and sporting activities), they need to make their own arrangements.

## 7. NATIONAL CURRICULUM

All Middlesbrough's primary and secondary schools provide the National Curriculum as required by law, along with a range of other opportunities and experiences.

Further details are available in individual school prospectuses and from the Head Teachers concerned.

If parents have any concerns, they should be raised with the Head Teacher in the first instance. If parents wish to make a formal complaint, however, details of the procedures available can be obtained from the Head Teacher or from the **Children's Services, Middlesbrough Council, PO Box 501, Vancouver House, Gurney Street, Middlesbrough, TS1 9FU**.

## 8. PUBLIC EXAMINATIONS

A decision on whether a pupil should be entered for external examinations is made by the Head Teacher and is based on the combined professional judgement of the Subject Teacher, the Head of Department and the Head Teacher. This decision is reached over a period of time during which a pupil's ability and progress are assessed and monitored. Where it is decided that a pupil should be entered for a public examination, the school will decide which is the appropriate examination and level of entry. Any queries in this respect should be addressed directly to the Head Teacher.

## 9. GOVERNING BODIES OF SCHOOLS

### **The essentials of effective governance.**

Governing boards are the strategic decision makers and vision setters in every school and academy. They play a vital role in ensuring the best possible education for every child by creating robust accountability for school leaders. All boards, whether in the maintained or academy sector and no matter how many schools they are responsible for, have three core functions:

1. Ensuring clarity of vision, ethos and strategic direction;
2. Holding the headteacher to account for the educational performance of the school and its pupils, and the performance management of staff; and
3. Overseeing the financial performance of the school and making sure its money is well spent.

If you feel you have the skills, personal interest, time and commitment to become a governor please discuss this with your headteacher/principal or contact the Governor Development Service, **tel: 01642 201985**.

## 10. SCHOOL LEAVING DATE

The school leaving date, which marks the end of compulsory education, falls on the last Friday in June in the school year in which a child reaches 16.

# Appendix A

Below are the over-subscription criteria for Catholic Primary schools in Middlesbrough and academies where the academy has different oversubscription criteria to that of the Local Authority. Where the school was over-subscribed for September 2017 intake, a breakdown is shown of how applicants were accepted under the schools oversubscription criteria. Copies of the full admission policies are available from the schools directly and are published on their website.

## Caldicotes Primary Academy

Academies Enterprise Trust is the admission authority for the school and is responsible for determining the school's admission policy. The planned admission number for September 2018 is 30.

### Oversubscription criteria

If the Academy is oversubscribed, after the admission of pupils with Statements of Special Educational Needs or on Education, Health and Care Plan where the school is named in the Statement or Plan, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. Looked after children and previously looked after children.  
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). A previously looked after child is a child who was adopted or subject to a special guardianship order, or child arrangements order, immediately following having been looked after.
2. Children who will have a brother and/or step brother and/or sister and/or step sister or the child of the parent/carer's partner living at the same address attending the school in the September of admission.
3. Children permanently resident in the Admission Zone, i.e. the address at which the child is registered for child benefit, who express a preference for that school (proof of address may be required).
4. Children with exceptional social and / or medical reasons for attending the school, which in the latter circumstances are substantiated by the LA medical advisors. A letter from the child's GP or other relevant professional such as a social worker must be submitted with the application. Social reasons do not include domestic arrangements such as parents working commitments or childcare arrangements. Only exceptional circumstances such as parents who have a disability, which may mean their child must attend a particular school, will be considered. (In this instance a letter from the parent's GP or other relevant professional such as a social worker must be submitted with the application)
5. Children who reside closest to the academy, measured in a straight line. The measure will be taken from the front door of the child's home to the main entrance of the school.

## Tie breaker

If it is necessary to use a tie-breaker to distinguish between two or more applications, a distance criterion will be used. We will give priority to the applicants who live nearest to the school as measured by a straight line from the front door of the home of the applicant to the front door of the main reception of the school site that was on the original application for a place.

**N.B.** Attendance at the academies nursery does not guarantee a place in the reception class of the academy.

## Breakdown of Secondary School Allocations for September 2017 Intake

Number admitted under over-subscription criteria (see above)						Number of appeals	Number of successful appeals	Number of preferences received**	Total allocated	School admissions limit
SEN*	1	2	3	4	5					
0	1	19	10	0	0	3	0	65	30	30

\*SEN Pupils with Statements of Special Educational Needs

\*\* Includes 1st, 2nd and 3rd Preferences

Numbers correct at 21st July 2017

## Corpus Christi Primary School

The Board of Directors is the admissions authority and is responsible for determining the school's admissions policy. The planned admission number for September 2018 is 34.

### Oversubscription Criteria

Children with an Educational Health and Care Plan which names our academy in their plan will be admitted to the academy.

Parents are asked to note that admission to the Nursery unit is no guarantee of entry into the main academy.

Where there are insufficient places available to meet all parental preferences, priority will be given to applications in the following order:

*(First priority in each category will be given to siblings (see note 3) that is, children who will have older brothers or sisters attending the academy in September 2018.)*

1. Catholic 'children looked after' (in public care) and Catholic children previously 'looked after' but ceased to be so because they became adopted or became subject to a residence or special guardianship order immediately following having been looked after.
2. Catholic children whose home address is within the parish of Corpus Christi.

3. Catholic children of members of academy staff who have been employed at the academy or its predecessor school for two or more years at the closing date of the application for admission to the academy.
4. Other Catholic children.
5. Other 'children looked after' (in public care) and other children previously 'looked after' but ceased to be so because they became adopted or became subject to a residence or special guardianship order immediately following having been looked after.
6. Children who are baptised or dedicated members of other Christian Churches as recognised by Churches Together (see note 3)
7. Other children of members of academy staff who have been employed at the academy or its predecessor school for two or more years at the closing date of the application for admission to the academy.
8. Other children.

## **ADDITIONAL NOTES**

### **1. Definition of Catholic**

Children who at the closing date of the application, have been baptised as Catholics or have been formally received into the Catholic Church. All applicants seeking admission under any of criteria 1 to 4 will be asked to provide evidence that the child has been baptised as a Catholic or has been received into the Catholic Church. A baptismal certificate or a letter from their priest confirming their baptism or reception into the Catholic Church will need to be included with your supplementary information form.

### **2. Definition of Looked After Child in Public Care**

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):

### **3. Churches Together in England See**

[http://www.cte.org.uk/Groups/234772/Home/Contacts/Member\\_Churches\\_list/Member\\_Churches\\_list.aspx](http://www.cte.org.uk/Groups/234772/Home/Contacts/Member_Churches_list/Member_Churches_list.aspx) -

Applicants seeking admission under criteria 6 will be required to produce a baptismal certificate or a letter confirming their baptism, which should be returned with your supplementary information form.

### **4. Definition of Sibling**

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling and is in attendance at the same school on the date of admission.

### **5. Multiple Births**

For multiple births where only 1 place remains, infant classes will be allowed to exceed the statutory limit where the 35th child is a twin or from multiple births. The 'excepted pupil' will be allowed for the time in Key Stage 1 or until the class numbers fall back to current class size limit

## Tie-breaker

Where there are places available for some, but not all applicants within a particular criterion, distance from home address to the academy entrance will be the deciding factor. Distance will be measured in a straight line from the front door of the child's home address (including flats) to the main entrance of the academy [using the Local Authority's computerised measuring system], with those living closer to the academy receiving the higher priority. If the admission number is reached at the point at which the next applicant resides in a home equal distance from the last successful place(s) offered, the last place will be offered by drawing lots. When the application of this rule would lead to the separation of twins or multiple birth siblings, both (or all) will be admitted.

## Right of Appeal

Where a parent has been notified that a place is not available for a child, every effort will be made to help the parent to find a place in a suitable alternative school or academy. Parents who are refused a place have a statutory right of appeal. Further details of the appeals process are available by writing to the Chair of the Board of Directors at the academy address.

## Breakdown of School Allocations for September 2017 Intake

Number admitted under over-subscription criteria (see above)									Number of appeals	Number of successful appeals	Number of preferences received**	Total allocated	School admissions limit
SEN*	1	2	3	4	5	6	7	8					
0	0	7	0	5	2	0	0	21	0	0	64	35	34

\*SEN Pupils with Statements of Special Educational Needs

\*\* Includes 1st, 2nd and 3rd Preferences

Numbers correct at 21st July 2017

## Sacred Heart Primary School

The Board of Directors is the Admissions Authority and is responsible for determining the school's admissions policy. The planned admission number for September 2018 is 40.

## Oversubscription Criteria

Children with an Educational Health and Care Plan which names our academy in their plan will be admitted to the academy. Parents are asked to note that admission to the Nursery unit is no guarantee of entry into the main academy. Where there are insufficient places available to meet all parental preferences, priority will be given to applications in the following order:

*(First priority in each category will be given to siblings (see note 3) that is, children who will have older brothers or sisters attending the academy in September 2018.)*

1. 'Children looked after' (in public care) and children previously 'looked after' but ceased to be so because they became adopted or became subject to a residence or special guardianship order immediately following having been looked after.

2. Catholic children whose home address is within the admission zone for Sacred Heart School.
3. Roman Catholic children of members of academy staff who have been employed at the academy or its predecessor school for two or more years at the time at which the application for admission to the academy is made.
4. Other Roman Catholic children.
5. Children who are baptised or dedicated members of other Christian Churches as recognised by Churches Together (see note 3)
6. Other children of members of academy staff who have been employed at the academy or its predecessor school for two or more years at the time at which the application for admission to the academy is made.
7. Other children.

## **ADDITIONAL NOTES**

### **1. Definition of Roman Catholic**

Children who have been baptised as Roman Catholics or have been formally received into the Roman Catholic Church. All applicants seeking admission under any of criteria 1 to 4 will be asked to provide evidence that the child has been baptised as a Roman Catholic or has been received into the Roman Catholic Church. A baptismal certificate or a letter from their priest confirming their baptism or reception into the Roman Catholic Church will need to be included with your supplementary application form.

### **2. Definition of Looked After Child in Public Care**

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):

### **3. Churches Together in England See**

[http://www.cte.org.uk/Groups/234772/Home/Contacts/Member\\_Churches\\_list/Member\\_Churches\\_list.aspx](http://www.cte.org.uk/Groups/234772/Home/Contacts/Member_Churches_list/Member_Churches_list.aspx) -

Applicants seeking admission under criteria 6 will be required to produce a baptismal certificate or a letter confirming their baptism.

### **4. Definition of Sibling**

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling and is in attendance at the same school on the date of admission.

### **5. Multiple Births**

For multiple births where only 1 place remains, infant classes will be allowed to exceed the statutory limit where the 41st child is a twin or from multiple births. The 'excepted pupil' will be allowed for the time in Key Stage 1 or until the class numbers fall back to current class size limit.

## Tie-breaker

Where there are places available for some, but not all applicants within a particular criterion, distance from home address to the academy entrance will be the deciding factor. Distance will be measured [in a straight line] from the front door of the child's home address (including flats) to the main entrance of the academy, [using the Local Authority's computerised measuring system], with those living closer to the academy receiving the higher priority.

## Right of Appeal

Where a parent has been notified that a place is not available for a child, every effort will be made to help the parent to find a place in a suitable alternative school or academy. Parents who are refused a place have a statutory right of appeal. Further details of the appeals process are available by writing to the Chair of the Board of Directors at the academy address.

## Breakdown of School Allocations for September 2017 Intake

Number admitted under over-subscription criteria (see above)								Number of appeals	Number of successful appeals	Number of preferences received**	Total allocated	School admissions limit
SEN*	1	2	3	4	5	6	7					
0	0	22	0	0	6	0	15	3	1	110	43	40

\*SEN Pupils with Statements of Special Educational Needs

\*\* Includes 1st, 2nd and 3rd Preferences

Numbers correct at 21st July 2017

## St Alphonus Primary School

The Board of Directors is the Admissions Authority and is responsible for determining the academy's admissions policy. The Planned admission number for September 2018 is 30.

### Oversubscription Criteria

Children with an Educational Health and Care Plan which names our academy in their plan will be admitted to the academy.

Parents are asked to note that admission to the Nursery unit is no guarantee of entry into the main academy.

Where there are insufficient places available to meet all parental preferences, priority will be given to applications in the following order:

*(First priority in each category will be given to siblings (see note 3) that is, children who will have older brothers or sisters attending the academy in September 2018.)*

1. Catholic 'children looked after' (in public care) and Catholic children previously 'looked after' but ceased to be so because they became adopted or became subject to a residence or special guardianship order immediately following having been looked after.

2. Catholic children whose home address is within the admission zone for St Alphonsus' School.
3. Catholic children of members of academy staff who have been employed at the academy or its predecessor school for two or more years at the time at which the application for admission to the academy is made.
4. Other Catholic children.
5. Other 'children looked after' (in public care) and other children previously 'looked after' but ceased to be so because they became adopted or became subject to a residence or special guardianship order immediately following having been looked after.
6. Children who are baptised or dedicated members of other Christian Churches as recognised by Churches Together (see note 3).
7. Other children of members of academy staff who have been employed at the academy or its predecessor school for two or more years at the time at which the application for admission to the academy is made.
8. Other children.

## **ADDITIONAL NOTES**

### **1. Definition of Catholic**

Children who have been baptised as Catholics or have been formally received into the Catholic Church. All applicants seeking admission under any of criteria 1 to 4 will be asked to provide evidence that the child has been baptised as a Catholic or has been received into the Catholic Church. A baptismal certificate or a letter from their priest confirming their baptism or reception into the Catholic Church will need to be included with your supplementary form.

### **2. Definition of Looked After Child in Public Care**

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):

### **3. Churches Together in England See**

[http://www.cte.org.uk/Groups/234772/Home/Contacts/Member\\_Churches\\_list/Member\\_Churches\\_list.aspx](http://www.cte.org.uk/Groups/234772/Home/Contacts/Member_Churches_list/Member_Churches_list.aspx) -

Applicants seeking admission under criteria 6 will be required to produce a baptismal certificate or a letter confirming their baptism, which should be returned with your supplementary information form.

### **4. Definition of Sibling**

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling and is in attendance at the same school on the date of admission.

### **5. Multiple Births**

For multiple births where only 1 place remains, infant classes will be allowed to exceed

the statutory limit where the 31st child is a twin or from multiple births. The 'excepted pupil' will be allowed for the time in Key Stage 1 or until the class numbers fall back to current class size limit.

## 6. Tie-breaker

Where there are places available for some, but not all applicants within a particular criterion, distance from home address to the academy entrance will be the deciding factor. Distance will be measured in a straight line from the front door of the child's home address (including flats) to the main entrance of the academy, [using the Local Authority's computerised measuring system], with those living closer to the academy receiving the higher priority.

In the unlikely event applications are received that are equidistant from the school and there are not enough remaining places to allocate to all the applicants concerned, a ballot for who will be offered the place will be drawn.

## 7. Right of Appeal

Where a parent has been notified that a place is not available for a child, every effort will be made to help the parent to find a place in a suitable alternative school or academy. Parents who are refused a place have a statutory right of appeal. Further details of the appeals process are available by writing to the Chair of the Board of Directors at the academy address.

## St Augustine's RC Primary School

The Board of Directors is the Admissions Authority and is responsible for determining the school's admissions policy. The Planned admission number for September 2018 is 30.

### Oversubscription Criteria

Children with an Educational Health and Care Plan which names our academy in their plan will be admitted to the academy.

Parents are asked to note that admission to the Nursery unit is no guarantee of entry into the main academy.

Where there are insufficient places available to meet all parental preferences, priority will be given to applications in the following order:

*(First priority in each category will be given to siblings (see note 3) that is, children who will have older brothers or sisters attending the academy in September 2018.)*

1. Catholic 'children looked after' (in public care) and Catholic children previously 'looked after' but ceased to be so because they became adopted or became subject to a residence or special guardianship order immediately following having been looked after.
2. Catholic children whose home address is within the parish of St. Mary's Roman Catholic Cathedral, Coulby Newham, Middlesbrough.

3. Other Catholic children.
4. Other 'children looked after' (in public care) and other children previously 'looked after' but ceased to be so because they became adopted or became subject to a residence or special guardianship order immediately following having been looked after.
5. Children who are baptised or dedicated members of other Christian Churches as recognised by Churches Together (see note 3)
6. Other children.

## **ADDITIONAL NOTES**

### **1. Definition of Catholic**

Children who have been baptised as Catholics or have been formally received into the Catholic Church. All applicants seeking admission under any of criteria 1 to 4 will be asked to provide evidence that the child has been baptised as a Roman Catholic or has been received into the Roman Catholic Church. A baptismal certificate or a letter from their priest confirming their baptism or reception into the Roman Catholic Church will suffice.

### **2. Definition of Looked After Child in Public Care**

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).

### **3. Churches Together in England See**

[http://www.cte.org.uk/Groups/234772/Home/Contacts/Member\\_Churches\\_list/Member\\_Churches\\_list.aspx](http://www.cte.org.uk/Groups/234772/Home/Contacts/Member_Churches_list/Member_Churches_list.aspx) -

Applicants seeking admission under criteria 6 will be required to produce a baptismal certificate or a letter confirming their baptism.

### **4. Definition of Sibling**

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling and is in attendance at the same school on the date of admission.

### **5. Multiple Births**

For multiple births where only 1 place remains, infant classes will be allowed to exceed the statutory limit where the 31st child is a twin or from multiple births. The 'excepted pupil' will be allowed for the time in Key Stage 1 or until the class numbers fall back to current class size limit.

### **Tie-breaker**

Where there are places available for some, but not all applicants within a particular criterion, distance from home address to the academy entrance will be the deciding factor. Distance will be measured in a straight line from the front door of the child's home address (including flats) to the main entrance of the academy, [using the Local

Authority's computerised measuring system], with those living closer to the academy receiving the higher priority.

### Right of Appeal

Where a parent has been notified that a place is not available for a child, every effort will be made to help the parent to find a place in a suitable alternative school or academy. Parents who are refused a place have a statutory right of appeal. Further details of the appeals process are available by writing to the Chair of the Board of Directors at the academy address.

### Breakdown of School Allocations for September 2017 Intake

Number admitted under over-subscription criteria (see above)							Number of appeals	Number of successful appeals	Number of preferences received**	Total allocated	School admissions limit
SEN*	1	2	3	4	5	6					
0	0	19	0	10	0	1	9	0	71	30	30

\*SEN Pupils with Statements of Special Educational Needs

\*\* Includes 1st, 2nd and 3rd Preferences  
Numbers correct at 21st July 2017

## St Bernadette's Primary School

The Board of Directors is the Admissions Authority and is responsible for determining the school's admissions policy. The Planned admission number for September 2018 is 30.

### Oversubscription Criteria

Children with an Educational Health and Care Plan which names our academy in their plan will be admitted to the academy.

Parents are asked to note that admission to the Nursery unit is no guarantee of entry into the main academy.

Where there are insufficient places available to meet all parental preferences, priority will be given to applications in the following order:

*(First priority in each category will be given to siblings (see note 3) that is, children who will have older brothers or sisters attending the academy in September 2018.)*

1. 'Children looked after' (in public care) and previously 'looked after' but ceased to be so because they became adopted or became subject to a residence or special guardianship order immediately following having been looked after.
2. Catholic children whose home address is within the parishes of St. Bernadette's, Nunthorpe, and St. Joseph's, Stokesley.
3. Catholic children of members of academy staff who have been employed at the school for two or more years at the time at the closing date of the application for admission to the academy.
4. Other Catholic children.

5. Children who are baptised or dedicated members of other Christian Churches as recognised by Churches Together (see note 3)
6. Other children of members of academy staff who have been employed at the school for two or more years at the closing date of the application for admission to the academy.
7. Other children.

## **ADDITIONAL NOTES**

### **1. Definition of Catholic**

Children who, at the closing date of the application have been baptised as Catholics or have been formally received into the Catholic Church. All applicants seeking admission under any of criteria 1 to 4 will be asked to provide evidence that the child has been baptised as a Catholic or has been received into the Catholic Church. A baptismal certificate or a letter from their priest confirming their baptism or reception into the Roman Catholic Church will need to be included with your supplementary information form.

### **2. Definition of Looked After Child in Public Care**

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).

### **3. Churches Together in England See**

[http://www.cte.org.uk/Groups/234772/Home/Contacts/Member\\_Churches\\_list/Member\\_Churches\\_list.aspx](http://www.cte.org.uk/Groups/234772/Home/Contacts/Member_Churches_list/Member_Churches_list.aspx) -

Applicants seeking admission under criteria 6 will be required to produce a baptismal certificate or a letter confirming their baptism, which should be returned with your supplementary information form.

### **4. Definition of Sibling**

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling and is in attendance at the same school on the date of admission.

### **5. Multiple Births**

For multiple births where only 1 place remains, infant classes will be allowed to exceed the statutory limit where the 31st child is a twin or from multiple births. The 'excepted pupil' will be allowed for the time in Key Stage 1 or until the class numbers fall back to current class size limit.

### **Tie-breaker**

Where there are places available for some, but not all applicants within a particular criterion, distance from home address to the academy entrance will be the deciding factor, Distance will be measured in a straight line from the front door of the child's home address (including flats) to the main entrance of the academy, [using the Local Authority's computerised measuring system], with those living closer to the academy receiving the higher priority. If the admission number is reached at the point at which the next applicant resides in a home equal distance from the last successful place(s) offered, the

last place will be offered by drawing lots. When the application of this rule would lead to the separation of twins or multiple birth siblings, both (or all) will be admitted.

### Right of Appeal

Where a parent has been notified that a place is not available for a child, every effort will be made to help the parent to find a place in a suitable alternative school or academy. Parents who are refused a place have a statutory right of appeal. Further details of the appeals process are available by writing to the Chair of the Board of Directors at the academy address.

### Breakdown of School Allocations for September 2017 Intake

Number admitted under over-subscription criteria (see above)								Number of appeals	Number of successful appeals	Number of preferences received**	Total allocated	School admissions limit
SEN*	1	2	3	4	5	6	7					
0	0	19	1	10	0	0	0	2	0	58	30	30

\*SEN Pupils with Statements of Special Educational Needs

\*\* Includes 1st, 2nd and 3rd Preferences

Numbers correct at 21st July 2017

## St Clare's RC Primary School

The Board of Directors is the Admissions Authority and is responsible for determining the academy's admissions policy. The Planned admission number for September 2018 is 30.

### Oversubscription Criteria

Children with an Educational Health and Care Plan which names our academy in their plan will be admitted to the academy.

Parents are asked to note that admission to the Nursery unit is no guarantee of entry into the main academy.

Where there are insufficient places available to meet all parental preferences, priority will be given to applications in the following order:

*(First priority in each category will be given to siblings (see note 3) that is, children who will have older brothers or sisters attending the academy in September 2018.)*

1. Roman Catholic 'children looked after' (in public care) and Roman Catholic children previously 'looked after' but ceased to be so because they became adopted or became subject to a residence or special guardianship order immediately following having been looked after.
2. Roman Catholic children whose home address is within the parish of St Francis' where the admission zone is that of St Clare's School.
3. Roman Catholic children of members of academy staff who have been employed at the academy or its predecessor school for two or more years at the time at which the application for admission to the academy is made.

4. Other Roman Catholic children.
5. Other 'children looked after' (in public care) and other children previously 'looked after' but ceased to be so because they became adopted or became subject to a residence or special guardianship order immediately following having been looked after.
6. Children who are baptised or dedicated members of other Christian Churches as recognised by Churches Together (see note 3)
7. Other children of members of academy staff who have been employed at the academy or its predecessor school for two or more years at the time at which the application for admission to the academy is made.
8. Other children.

## **ADDITIONAL NOTES**

### **1. Definition of Roman Catholic**

Children who have been baptised as Roman Catholics or have been formally received into the Roman Catholic Church. All applicants seeking admission under any of criteria 1 to 4 will be asked to provide evidence that the child has been baptised as a Roman Catholic or has been received into the Roman Catholic Church. A baptismal certificate or a letter from their priest confirming their baptism or reception into the Roman Catholic Church will suffice.

### **2. Definition of Looked After Child in Public Care**

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).

### **3. Churches Together in England See**

[http://www.cte.org.uk/Groups/234772/Home/Contacts/Member\\_Churches\\_list/Member\\_Churches\\_list.aspx](http://www.cte.org.uk/Groups/234772/Home/Contacts/Member_Churches_list/Member_Churches_list.aspx) -

Applicants seeking admission under criteria 6 will be required to produce a baptismal certificate or a letter confirming their baptism.

### **4. Definition of Sibling**

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling and is in attendance at the same school on the date of admission.

### **5. Multiple Births**

For multiple births where only 1 place remains, infant classes will be allowed to exceed the statutory limit where the 31st child is a twin or from multiple births. The 'excepted pupil' will be allowed for the time in Key Stage 1 or until the class numbers fall back to current class size limit.

### **Tie-breaker**

Where there are places available for some, but not all applicants within a particular criterion, distance from home address to the academy entrance will be the deciding

factor, distance will be measured in a straight line from the front door of the child's home address (including flats) to the main entrance of the academy, [using the Local Authority's computerised measuring system], with those living closer to the academy receiving the higher priority.

### Right of Appeal

Where a parent has been notified that a place is not available for a child, every effort will be made to help the parent to find a place in a suitable alternative school or academy. Parents who are refused a place have a statutory right of appeal. Further details of the appeals process are available by writing to the Chair of the Board of Directors at the academy address.

### Breakdown of School Allocations for September 2017 Intake

Number admitted under over-subscription criteria (see above)									Number of appeals	Number of successful appeals	Number of preferences received**	Total allocated	School admissions limit
SEN*	1	2	3	4	5	6	7	8					
0	0	30	0	0	0	0	0	0	4	0	97	30	30

\*SEN Pupils with Statements of Special Educational Needs

\*\* Includes 1st, 2nd and 3rd Preferences

Numbers correct at 21st July 2017

## St Edwards Primary School

The Board of Directors is the Admissions Authority and is responsible for determining the academy's admissions policy. The Planned admission number for September 2018 is 50.

### Oversubscription Criteria

Children with an Educational Health and Care Plan which names our academy in their plan will be admitted to the academy.

Parents are asked to note that admission to the Nursery unit is no guarantee of entry into the main academy.

Where there are insufficient places available to meet all parental preferences, priority will be given to applications in the following order:

*(First priority in each category will be given to siblings (see note 3) that is, children who will have older brothers or sisters attending the academy in September 2018.)*

1. Roman Catholic 'children looked after' (in public care) and Roman Catholic children previously 'looked after' but ceased to be so because they became adopted or became subject to a child arrangements or special guardianship order immediately following having been looked after.
2. Roman Catholic children whose home address is within the parish of The Holy Name of Mary. (See schools website).

3. Roman Catholic children of members of academy staff who have been employed at the academy or its predecessor school for two or more years at the time at which the application for admission to the academy is made.
4. Other Roman Catholic children.
5. Other 'children looked after' (in public care) and other children previously 'looked after' but ceased to be so because they became adopted or became subject to a child arrangements or special guardianship order immediately following having been looked after.
6. Children who are baptised or dedicated members of other Christian Churches as recognised by Churches Together (see note 3)
7. Other children of members of academy staff who have been employed at the academy or its predecessor school for two or more years at the time at which the application for admission to the academy is made.
8. Other children.

## **ADDITIONAL NOTES**

### **1. Definition of Roman Catholic**

Children who have been baptised as Roman Catholics or have been formally received into the Roman Catholic Church. All applicants seeking admission under any of criteria 1 to 4 will be asked to provide evidence that the child has been baptised as a Roman Catholic or has been received into the Roman Catholic Church. A baptismal certificate or a letter from their priest confirming their baptism or reception into the Roman Catholic Church will need to be included with your supplementary form.

### **2. Definition of Looked After Child in Public Care**

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).

### **3. Churches Together in England See**

[http://www.cte.org.uk/Groups/234772/Home/Contacts/Member\\_Churches\\_list/Member\\_Churches\\_list.aspx](http://www.cte.org.uk/Groups/234772/Home/Contacts/Member_Churches_list/Member_Churches_list.aspx) -

Applicants seeking admission under criteria 6 will be required to produce a baptismal certificate or a letter confirming their baptism, which should be returned with your supplementary information form.

### **4. Definition of Sibling**

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling and is in attendance at the same school on the date of admission.

### **5. Multiple Births**

For multiple births where only 1 place remains, infant classes will be allowed to exceed the statutory limit where the 31st child is a twin or from multiple births. The 'excepted pupil' will be allowed for the time in Key Stage 1 or until the class numbers fall back to current class size limit.

## Tie-breaker

Where there are places available for some, but not all applicants within a particular criterion, distance from home address to the academy entrance will be the deciding factor. Distance will be measured in a straight line from the front door of the child's home address (including flats) to the main entrance of the academy, [using the Local Authority's computerised measuring system], with those living closer to the academy receiving the higher priority. If the admission number is reached at the point at which the next applicant resides in a home equal distance from the last successful place(s) offered, the last place will be offered by drawing lots. When the application of this rule would lead to the separation of twins or multiple birth siblings, both (or all) will be admitted.

## Right of Appeal

Where a parent has been notified that a place is not available for a child, every effort will be made to help the parent to find a place in a suitable alternative school or academy. Parents who are refused a place have a statutory right of appeal. Further details of the appeals process are available by writing to the Chair of the Board of Directors at the academy address.

## Breakdown of School Allocations for September 2017 Intake

Number admitted under over-subscription criteria (see above)									Number of appeals	Number of successful appeals	Number of preferences received**	Total allocated	School admissions limit
SEN*	1	2	3	4	5	6	7	8					
0	0	47	1	11	0	1	0	1	5	2	174	61	50

\*SEN Pupils with Statements of Special Educational Needs

\*\* Includes 1st, 2nd and 3rd Preferences

Numbers correct at 21st July 2017

## St Gerard's RC Primary School

The governing body has responsibility for admissions to this school and intends to admit 30 pupils to the reception class in the school year, which begins in September 2018.

## Oversubscription Criteria

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

- 1) 'Children looked after' (in public care) and children previously 'looked after' but ceased to be so because they became adopted or became subject to a residence or special guardianship order immediately following having been looked after.
- 2) Catholics who are resident in the parish of St. Mary's Cathedral.
- 3) Catholics who are resident in other Catholic Parishes for whom St Gerard's is the nearest Catholic School.
- 4) Other Catholic children.
- 5) Catechumens and members of an Eastern Christian Church.

- 6) Christians of other denominations whose parents are in sympathy with the aims and ethos of the school and whose application is supported by a minister of religion.
- 7) Children of other faiths whose parents are in sympathy with the aims and ethos of the school and whose application is supported by a religious leader.
- 8) Any other applicants.

Where the offer of places to all the applicants in any of the categories listed above would lead to over subscription the following provisions will be applied.

The attendance of a sibling at the school at the time of enrolment will increase the priority of an application within each category. The school will follow LA definition of sibling.

The governing body may increase the priority of an application within a category where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can be most appropriately be met at this school.

### **Tie Break**

Where the offer of places to all the applicants in any of the sub-categories listed above would still lead to over subscription, the places up to the admission number will be offered to those living nearest to the school. Distances will be measured in a straight line from the home to the school.

### **Pupils with a Statement of Special Educational Needs**

The admission of pupils with a statement of Special Educational Needs is dealt with by a completely separate procedure. This procedure is integral to the making and maintaining of statements by the pupil's home Local Authority. Details of this separate procedure are set out in the Special Educational Needs Code of Practice.

### **Notes** (these notes form part of the over subscription criteria)

1. 'looked after child' has the same meaning as in section 22 of the Children Act 1989, and means any child in the care of a local authority or provided with accommodation by them (e.g. children with foster parents).
2. 'Catholic' means a member of a Church in communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church.
3. 'Catechumen' means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.
4. 'Eastern Christian Church' includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.
5. To demonstrate an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the governing body will normally require written evidence from an appropriate professional, such as a social worker, doctor or priest.

6. For the purposes of this policy, parish boundaries are as shown on the agreed diocesan map. Distances will be measured from the main entrance of the school in a straight line on a large scale map.

## St Josephs RC Primary School

The Board of Directors is the Admissions Authority and is responsible for determining the academy's admissions policy. The Planned admission number for September 2018 is 42.

### Oversubscription Criteria

Children with an Educational Health and Care Plan which names our academy in their plan will be admitted to the academy.

Parents are asked to note that admission to the Nursery unit is no guarantee of entry into the main academy.

Where there are insufficient places available to meet all parental preferences, priority will be given to applications in the following order:

*(First priority in each category will be given to siblings (see note 3) that is, children who will have older brothers or sisters attending the academy in September 2018.)*

1. Roman Catholic 'children looked after' (in public care) and Roman Catholic children previously 'looked after' but ceased to be so because they became adopted or became subject to a child arrangements or special guardianship order immediately following having been looked after.
2. Roman Catholic children whose home address is within the parish of St. Joseph.
3. Roman Catholic children of members of academy staff who have been employed at the academy or its predecessor school for two or more years at the time at which the application for admission to the academy is made.
4. Other Roman Catholic children.
5. Other 'children looked after' (in public care) and other children previously 'looked after' but ceased to be so because they became adopted or became subject to a child arrangements or special guardianship order immediately following having been looked after.
6. Children who are baptised or dedicated members of other Christian Churches as recognised by Churches Together (see note 3)
7. Other children of members of academy staff who have been employed at the academy or its predecessor school for two or more years at the time at which the application for admission to the academy is made.
8. Other children.

## ADDITIONAL NOTES

### 1. Definition of Roman Catholic

Children who have been baptised as Roman Catholics or have been formally received into the Roman Catholic Church. All applicants seeking admission under any of criteria 1 to 4

will be asked to provide evidence that the child has been baptised as a Roman Catholic or has been received into the Roman Catholic Church. A baptismal certificate or a letter from their priest confirming their baptism or reception into the Roman Catholic Church will suffice.

## **2. Definition of Looked After Child in Public Care**

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):

## **3. Churches Together in England See**

[http://www.cte.org.uk/Groups/234772/Home/Contacts/Member\\_Churches\\_list/Member\\_Churches\\_list.aspx](http://www.cte.org.uk/Groups/234772/Home/Contacts/Member_Churches_list/Member_Churches_list.aspx) -

Applicants seeking admission under criteria 6 will be required to produce a baptismal certificate or a letter confirming their baptism.

## **4. Definition of Sibling**

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling and is in attendance at the same school on the date of admission.

## **5. Multiple Births**

For multiple births where only 1 place remains, infant classes will be allowed to exceed the statutory limit where the 43rd child is a twin or from multiple births. The 'excepted pupil' will be allowed for the time in Key Stage 1 or until the class numbers fall back to current class size limit.

## **Tie-breaker**

Where there are places available for some, but not all applicants within a particular criterion, distance from home address to the academy entrance will be the deciding factor, Distance will be measured in a straight line from the front door of the child's home address (including flats) to the main entrance of the academy, [using the Local Authority's computerised measuring system], with those living closer to the academy receiving the higher priority.

## **Right of Appeal**

Where a parent has been notified that a place is not available for a child, every effort will be made to help the parent to find a place in a suitable alternative school or academy. Parents who are refused a place have a statutory right of appeal. Further details of the appeals process are available by writing to the Chair of the Board of Directors at the academy address.

## Breakdown of School Allocations for September 2017 Intake

Number admitted under over-subscription criteria (see above)									Number of appeals	Number of successful appeals	Number of preferences received**	Total allocated	School admissions limit
SEN*	1	2	3	4	5	6	7	8					
0	0	37	0	10	0	0	0	0	11	2	147	47	42

\*SEN Pupils with Statements of Special Educational Needs

\*\* Includes 1st, 2nd and 3rd Preferences  
Numbers correct at 21st July 2017

### St Pius X RC Primary School

The Governing Body is the Admissions Authority and is responsible for determining the school's admissions policy. The Planned admission number for September 2018 is 30.

#### Oversubscription Criteria

Children who have an Education, Health and Care Plan which names our school will be admitted to the school.

Parents are asked to note that admission to the Nursery unit is no guarantee of entry into the main school.

Where there are insufficient places available to meet all parental preferences, priority will be given to applications in the following order:

*(First priority in each category will be given to siblings (see note 3) that is, children who will have older brothers or sisters attending the school in September 2018)*

1. Catholic 'children looked after' (in public care) and Catholic children previously 'looked after' but ceased to be so because they became adopted or became subject to a child arrangements or special guardianship order immediately following having been looked after.
2. Catholic children who reside in the admission zone for St Pius X RC Primary School.
3. Other Catholic children.
4. Other 'children looked after' (in public care) and other children previously 'looked after' but ceased to be so because they became adopted or became subject to a residence or special guardianship order immediately following having been looked after.
5. Children who are baptised or dedicated members of other Christian Churches as recognised by Churches Together (see note 3)
6. Other children.

## ADDITIONAL NOTES

### 1. Definition of Catholic

Children who have been baptised as Catholics or have been formally received into the Catholic Church. All applicants seeking admission under any of criteria 1 to 3 will be asked to provide evidence that the child has been baptised as a Roman Catholic or has been received into the Roman Catholic Church. A baptismal certificate or a letter from their priest confirming their baptism or reception into the Roman Catholic Church will suffice.

### 2. Definition of Looked After Child in Public Care

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).

### 3. Churches Together in England See

[http://www.cte.org.uk/Groups/234772/Home/Contacts/Member\\_Churches\\_list/Member\\_Churches\\_list.aspx](http://www.cte.org.uk/Groups/234772/Home/Contacts/Member_Churches_list/Member_Churches_list.aspx) -

Applicants seeking admission under criteria 5 will be required to produce a baptismal certificate or a letter confirming their baptism.

### 4. Definition of Sibling

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling and is in attendance at the same school on the date of admission.

### 5. Multiple Births

For multiple births where only 1 place remains, infant classes will be allowed to exceed the statutory limit where the 31st child is a twin or from multiple births. The 'excepted pupil' will be allowed for the time in Key Stage 1 or until the class numbers fall back to current class size limit.

### Tie-breaker

Where there are places available for some, but not all applicants within a particular criterion, distance from home address to the school entrance will be the deciding factor. Distance will be measured in a straight line from the front door of the child's home address (including flats) to the main entrance of the school, [using the Local Authority's computerised measuring system], with those living closer to the school receiving the higher priority.

### Right of Appeal

Where a parent has been notified that a place is not available for a child, every effort will be made to help the parent to find a place in a suitable alternative school. Parents who are refused a place have a statutory right of appeal. Further details of the appeals process are available by writing to the Chair of Governors at the school address.

## St Thomas More Primary School

The Board of Directors is the Admissions Authority and is responsible for determining the academy's admissions policy. The Planned admission number for September 2018 is 30.

Children who have an Educational Health Care Plan which names our academy will be admitted to the academy.

### Oversubscription Criteria

Parents are asked to note that admission to the Nursery unit is no guarantee of entry into the main academy.

Where there are insufficient places available to meet all parental preferences, priority will be given to applications in the following order:

*(First priority in each category will be given to siblings (see note 3) that is, children who will have older brothers or sisters attending the school in September 2018.)*

1. Catholic 'children looked after' (in public care) and Catholic children previously 'looked after' but ceased to be so because they became adopted or became subject to a residence or special guardianship order immediately following having been looked after.
2. Catholic children whose home address is within the parishes of St Thomas More and St Joseph's, where the admission zone is that of St Thomas More Primary.
3. Catholic children of members of school staff who have been employed at the school for two or more years at the time at which the application for admission to the school is made.
4. Other Catholic children.
5. Other 'children looked after' (in public care) and other children previously 'looked after' but ceased to be so because they became adopted or became subject to a residence or special guardianship order immediately following having been looked after.
6. Children who are baptised or dedicated members of other Christian Churches as recognised by Churches Together (see note 3)
7. Other children of members of school staff who have been employed at the school for two or more years at the time at which the application for admission to the school is made.
8. Other children.

## ADDITIONAL NOTES

### 1. Definition of Catholic

Children who have been baptised as Catholics or have been formally received into the Catholic Church. All applicants seeking admission under any of criteria 1 to 4 will be asked to provide evidence that the child has been baptised as a Catholic or has been received into the Catholic Church. A baptismal certificate or a letter from

their priest confirming their baptism or reception into the Catholic Church will need to be included with your supplementary information form.

## **2. Definition of Looked After Child in Public Care**

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).

## **3. Churches Together in England**

See [http://www.cte.org.uk/Groups/234772/Home/Contacts/Member\\_Churches\\_list/Member\\_Churches\\_list.aspx](http://www.cte.org.uk/Groups/234772/Home/Contacts/Member_Churches_list/Member_Churches_list.aspx) -

Applicants seeking admission under criteria 6 will be required to produce a baptismal certificate or a letter confirming their baptism which should be returned with your supplementary information form.

## **4. Definition of Sibling**

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling and is in attendance at the same school on the date of admission.

## **5. Multiple Births**

For multiple births where only 1 place remains, infant classes will be allowed to exceed the statutory limit where the 31st child is a twin or from multiple births. The 'excepted pupil' will be allowed for the time in Key Stage 1 or until the class numbers fall back to current class size limit.

### **Tie-breaker**

Where there are places available for some, but not all applicants within a particular criterion, distance from home address to the school entrance will be the deciding factor. Distance will be measured in a straight line from the front door of the child's home address (including flats) to the main entrance of the school, [using the Local Authority's computerised measuring system], with those living closer to the school receiving the higher priority.

### **Right of Appeal**

Where a parent has been notified that a place is not available for a child, every effort will be made to help the parent to find a place in a suitable alternative school. Parents who are refused a place have a statutory right of appeal. Further details of the appeals process are available by writing to the Board of Directors at the academy's address.

# Appendix B

Below are the over-subscription criteria for Macmillan Academy, Trinity Catholic College, The King's Academy & Unity City Academy. Where a school was over-subscribed for September, 2017 intake, a breakdown is shown of how applicants were accepted under the schools over-subscription criteria. Full details of the schools' admission policies are available on their websites and in school.

## Macmillan Academy

### Admission Arrangements approved by the Secretary of State

The admission arrangements for the Macmillan Academy for the year 2018/19:

Macmillan Academy may set a higher admission number as its Published Admission Number (PAN) for any specific year. Students will not be admitted above the PAN unless in exceptional circumstances.

### Process of application

Macmillan Academy will participate in the Local Authority's coordinated admissions scheme and will adhere to their timetable for admissions. Applicants should apply for a place at Macmillan Academy by completing the Local Authority preference form which will be issued to parents in September. Also included in the academy's prospectus is a confirmation of application form which all students are encouraged to complete and return to the academy by the end of October. Forms will be available at the academy and will also be available on the open evening.

### Consideration of applications

Macmillan Academy will consider all applications for places. Where fewer than 240 applications are received, the academy will offer places to all those who have applied.

### Procedures where Macmillan Academy is oversubscribed

Students applying will be assessed using a non-verbal reasoning test and will be placed into equal ability bands. The intake will be in direct proportion to the range of applicants.

Where the number of applications for admission is greater than the published admissions number, applications will be considered against the criteria set out below. After the admission of students with Statements of Special Educational Needs where the Macmillan Academy is named on the statement, the criteria will be applied in the following order.

- a) 'Children looked after' (in public care) (LAC) and children previously 'looked after' (PLAC) but ceased to be so because they became adopted or became subject to a residence or special guardianship order immediately following having been looked after.
- b) Those applicants (year 6 only) who on the date of admission will have a sibling i.e. a natural brother or sister, or a half brother or sister, or a legally adopted brother or sister or any relative that has proof of receiving child benefit who will

- be living with them at the same address at the date of their entry to the academy.
- c) Admission of applicants for whom it is essential to be admitted to a specific school because of special circumstances to do with significant medical need substantiated on medical advice and acceptable to the academy.
  - d) Sons and daughters of staff at the academy may be given priority
    - i) Where the member of staff has been employed at the academy for two or more years at the time when the application for admission is made.
    - ii) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
  - e) Of the remaining places:

The academy has an inner and an outer catchment area (see Appendix 1 for details). Places will be offered on the basis of the proportion of applicants received for each area.

For students living within the inner catchment area places will be offered, on the basis of proximity; i.e. students who live the nearest as the crow flies as calculated from the home address to the academy main entrance on the close of the admission application date. Where a student lives for a part of each week at different addresses, the "home" address shall be that given on the application form as the address of the parent to which all communications from the academy are to be sent.

For students living within the outer catchment area, places will be offered on the basis of an independently operated random allocation.

Where two students live at exactly the same distance from the academy (and who are not from multiple births) will be by random allocation using a computerized random allocation system.

### Breakdown of School Allocations for September 2017 Intake

The following table shows how school places were allocated for Macmillan Academy in the academic year 2017/18.

Number admitted under over-subscription criteria (see above)							Number of appeals	Number of successful appeals	Number of preferences received**	Total allocated	School admissions limit
SEN*	(a)	(b)	(c)	(d)	e(i)	e(ii)					
3	4	85	0	1	65	116	42	5	930	274	240

\*SEN Pupils with Statements of Special Educational Needs

\*\* Includes 1st, 2nd and 3rd Preferences

Numbers correct at 13th July 2017

### **Operation of waiting lists**

Subject to any provisions regarding waiting lists in the LA's co-ordinated admission scheme the academy will operate a waiting list.

Where in any year the Macmillan Academy receives more applications for places than there are places available, a waiting list will operate until 31st December of the intake year. This will be maintained by the Macmillan Academy and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

Where places become vacant they will be allocated to children on the waiting list in accordance with the over-subscription criteria. Children's position on the waiting list will be determined solely in accordance with the equal ability bands.

### **Arrangements for appeals panels**

Parents will have the right of appeal to an independent appeal panel if they are dissatisfied with an admission decision of the Macmillan Academy. The appeal panel will be independent of the academy. The arrangements for appeals will be in line with the Code of Practice on School Admissions Appeals published by the Department for Education as it applies to foundation and voluntary aided schools. The determination of the appeal panel will be made in accordance with the Code of Practice on School Admissions Appeals and it is binding on all parties.

The academy prepares guidance about how the appeals process will work and provide parents with a named contact (the Admissions Officer) who can answer enquiries anyone may have about the process.

### **Arrangements for admission to Years 8 - 11**

Subject to any provisions in the LA's co-ordinated admission arrangements relating to applications submitted for years other than the normal year of entry the academy must consider all such applications and if the year group applied for has a place available, admit the student. If more applications are received than there are places available, the over-subscription criteria shall apply. Parents whose applications are turned down are entitled to a right of appeal.

## **APPENDIX I Macmillan Catchment Areas**

### **The Outer Catchment Area**

The northern and western boundary is the River Tees, the southern boundary commences where the Tees meets Bassleton Beck and follows the Beck to the A1045.

The boundary continues east along the A174 to meet the Middlesbrough Borough Council boundary and then turns south then east to join the B1365 north of Cherry Hill Nurseries.

The boundary continues along the B1365 to the Blue Bell roundabout and then goes easterly along the B1380 to meet Spencerbeck, continues north along Spencerbeck to its

junction with Greystone Road but makes a detour to include St Patrick's Road, St George's Road and including St David's Road in Grangetown. Thereafter, north along Teesdock Road and to the River at Tees Dock.

### **The Inner Catchment Area**

The existing boundary on the west. The southern boundary continuing on the A174 from Parkway junction until it meets the A172 (Marton Road). The eastern boundary A174 north until it meets A66 which returns to the Newport Bridge approach the existing north west boundary.

The centre of the roads and waterways are deemed to be the boundary.

## **Trinity Catholic College**

### **Admissions Policy**

The Board of Directors is the Admissions Authority and is responsible for determining the academy's admissions policy. The Planned admission number for September 2018 is 240. Whenever there are more applications than places available priority will always be given to Catholic applicants in accordance with the oversubscription criteria listed below. By applying to the school parents or carers understand this is a school centred upon its Catholic ethos.

The school gives preference within our oversubscription criteria to the following named feeder schools; Corpus Christi Catholic Academy Middlesbrough, Sacred Heart Catholic Academy, Middlesbrough, St Alphonsus' Catholic Academy Middlesbrough, St Augustine's Catholic Academy Middlesbrough, St Bernadette's Catholic Academy Middlesbrough, St Clare's Catholic Academy Middlesbrough, St Edward's Catholic Academy Middlesbrough, St Gerard's Catholic Academy Middlesbrough, St Joseph's Catholic Academy Middlesbrough, St Pius X RC Primary School Middlesbrough and St Thomas More Catholic Academy Middlesbrough.

Children with an Educational Health and Care Plan which names our academy in their plan will be admitted to the academy.

### **Oversubscription Criteria**

Where there are insufficient places available to meet all parental preferences, priority will be given to applications in the following order:

*(First priority in each category will be given to siblings (see note 3) that is, children who will have older brothers or sisters attending the academy in September 2018.)*

1. Catholic 'children looked after' (in public care) and Catholic children previously 'looked after' but ceased to be so because they became adopted or became subject to a residence or special guardianship order immediately following having been looked after.
2. Catholic children who attend one of our named feeder schools. .
3. Other Catholic children.

4. Other 'children looked after' (in public care) and other children previously 'looked after' but ceased to be so because they became adopted or became subject to a residence or special guardianship order immediately following having been looked after.
5. Children who are baptised or dedicated members of other Christian Churches as recognised by Churches Together (see note 3)
6. Other children who attend one of our named feeder schools.
7. Other children

### Breakdown of School Allocations for September 2017 Intake

Number admitted under over subscription criteria (relating to the 2017/18 admission policy which is different to the above policy. Please check the schools website or contact School Admissions)									Number of appeals	Number of successful appeals	Number of preferences received**	Total allocated	School admissions limit
SEN*	1	2	3	4	5	6	7	8					
0	4	128	3	4	3	34	31	34	4	4	418	241	240

\*SEN Pupils with Statements of Special Educational Needs

\*\* Includes 1st, 2nd and 3rd Preferences

Numbers correct at 21st July 2017

### ADDITIONAL NOTES

#### 1. Definition of Catholic

Children who have been baptised as Catholic or have been formally received into the Catholic Church. All applicants seeking admission under any of criteria 1 to 3 will be asked to provide evidence that the child has been baptised as a Catholic or has been received into the Catholic Church. A baptismal certificate or a letter from their priest confirming their baptism or reception into the Catholic Church will be required.

#### 2. Definition of Looked After Child in Public Care

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).

#### 3. Churches Together in England

See [http://www.cte.org.uk/Groups/234772/Home/Contacts/Member\\_Churches\\_list/Member\\_Churches\\_list.aspx](http://www.cte.org.uk/Groups/234772/Home/Contacts/Member_Churches_list/Member_Churches_list.aspx) -

Applicants seeking admission under criteria 5 will be required to produce a baptismal certificate or a letter confirming their baptism.

#### 4. Definition of Sibling

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling and is in attendance at the same school on the date of admission.

### **Tie-breaker**

Where there are places available for some, but not all applicants within a particular criterion, allocation will be made on a random basis with lots drawn.

### **Right of Appeal**

Where a parent has been notified that a place is not available for a child, every effort will be made to help the parent to find a place in a suitable alternative school or academy. Parents who are refused a place have a statutory right of appeal. Further details of the appeals process are available by writing to the Chair of the Board of Directors at the academy address.

### **Waiting Lists**

If your child has been refused admission, a waiting list is available where priority will be given according to the above criteria based on the information provided at the time of application. The waiting list will be open until the end of the autumn term.

## **The King's Academy**

### **Admission Arrangements for 2018/19**

For admissions from 1 Sept 2018, The King's Academy is making carefully planned provision for admission of 240 students into Year 7, this being an increase of 32 students which will help to ease over-subscription pressures. The following over-subscription criteria will be applied for admissions from September 2018 if The King's Academy is oversubscribed.

After the admissions of pupils with Statements of Special Educational Need or Education, Health and Care Plan (EHCP), DHI, VI and Higher Learning Needs and for whom The King's Academy has consented to be named on the Statement \*1, the remaining places will be allocated in the following order priority:

1. 'Children looked after' (in public care) and children previously 'looked after' but ceased to be so because they became adopted or became subject to a residence or special guardianship order immediately following having been looked after.
2. Those who have a sibling\*2 who will be on the Academy Roll in the September of the proposed entry.
3. Children of staff employed by the school where the member of staff has been employed by the school for two or more years at the time which the application for admission to school is made, or where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
4. For up to 10% of the Academy's intake, for students identified on the basis of aptitude for foreign modern languages.
5. Those living permanently in the Admission Zone\*3 who express a preference.
6. Those who have social and/or medical reasons for attending the Academy which, in the latter circumstances, are substantiated by Middlesbrough Local Authority's medical advisers and accepted by the Academy.

7. Those children who are eligible to receive the 'service premium' under section 14 of the Education Act 2002 for the purposes of supporting the pastoral needs of the children of Armed Services personnel.
8. Those children who reside closest to the Academy boundary, measured in a straight line. That line to be taken from the front door of the child's home to the main entrance of the Academy

\*1 Detailed information will be made available on request

\*2 A sibling is defined as a brother, half-brother, step-brother, sister, half-sister, step-sister who lives permanently in the same home as a student already attending the Academy, i.e. address at which the family is registered for Child Benefit. (Proof of address may be required)

\*3 The Admission Zone incorporates the areas which formerly served Brackenhoe and Coulby Newham Schools. If you are unsure, please contact Mrs Robinson, Admissions Officer, at The King's Academy on 01642 577577.

When distinguishing between children within the same criteria the child with the highest next criteria will be admitted, i.e. two children with siblings attending the Academy in the September of Admission, the child who lives closest to the Academy will be admitted.

### Breakdown of School Allocations for September 2017 Intake

Number admitted under over-subscription criteria (see above)									Number of appeals	Number of successful appeals	Number of preferences received**	Total allocated	School admissions limit
SEN*	1	2	3	4	5	6	7	8					
18	8	69	***	***	113	0	***	0	22	3	589	211	208

\*SEN Pupils with Statements of Special Educational Needs (and children without Statements who are registered against the base)

\*\*Includes 1st, 2nd and 3rd preferences

\*\*\* Not applicable for Sept 2017 intake

Numbers correct at 21st July 2017

### Arrangements for Appeal Panels

If a place cannot be allocated for your child at The King's Academy, there is an opportunity to make an appeal to an independent Appeals Committee, which will be set up in accordance with The Admissions Code of Practice and is empowered to make a final decision on the matter. Parents have the opportunity to put their own case to the Appeals Committee, if they so wish. Full details of how to make an appeal will be sent to you, should the Local Authority be unable to meet your preference for a place at The King's Academy.

## Unity City Academy

Unity City Academy Trust is the Admissions Authority for the Academy.

Unity City Academy has an agreed Published Admission Number (PAN) of 220 for entry into Year 7. The Academy will accordingly admit at least 220 pupils in the relevant age group each year if sufficient applications are received. All applications will be admitted if 220 or fewer apply.

### Over-subscription Criteria

If the Academy is oversubscribed, after the admission of pupils with an Education, Health and Care Plan where the school is named in the plan, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. Looked after children (in public care) and children previously looked after but ceased to be so because they became adopted or became subject to a child arrangements or special guardianship order immediately following having been looked after shall be guaranteed a place.
2. Students permanently resident in the admission zone, i.e. the address at which the child is registered for Child Benefit, who express a preference for the Academy (proof of address may be required).
3. Students who will have a sibling attending the Academy in the September of the year of admission. Sibling refers to brother or sister, half brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the place is sought is living in the same family unit at the same address as that sibling.
4. Exceptional medical and social needs. (see notes)
5. Students who reside closest to the Academy as the crow flies. The measure will be taken from the front door of the pupil's home to the main entrance of the Academy.

When distinguishing between children within the same criteria the child with the highest second criteria will be admitted i.e. a child living within the admission zone who has a brother or sister attending the school in the September of admission will have a higher criteria than a child who lives in the admission zone but does not have a brother or sister attending the school.

Where it is not possible for the Academy to comply with parental preferences, an appeal to an independent Appeal Committee is available.

### Twins or Multiple Birth Children

If you have more than one child who are twins or part of a multiple birth going through the application process this year, you must make a separate application for each child and indicate on each online or paper form that your child has a sibling also going through the process. A place will be offered to the other child(ren) if one of your twins/multiple birth children is offered the last place available and you have applied to the Academy for the other child(ren).

### **Exceptional Medical and Social Grounds**

Children who the academy accepts have an exceptional medical or social need for a place at one specific school. Applications will only be considered under this category if they are supported by a written statement from a doctor, social worker or other relevant independent professional. The information must confirm the exceptional medical or social need and demonstrate how the specified school is the only school that can meet the defined needs of the child. This includes children in need, as determined by Section 17(10) of the Children Act 1989. (Social reasons do not include domestic arrangements such as parents working commitments or childcare arrangements). Full details must be submitted with the application.

### **Operation of waiting lists**

Subject to any provisions regarding waiting lists in the coordinated admission scheme, the Academy will operate a waiting list. Where in any year the Academy receives more applications for places than there are places available, a waiting list will operate until the 31st December of the intake year. This will be maintained by the Academy and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application. Places from the waiting list will be offered in the priority order set out above, not in order of the date applications are made.

### **Appeals**

Unity City Academy Trust as the Admission Authority delegates the responsibility for appeals back to the Academy. Parents who wish to appeal the decision of the admissions authority to refuse their child a place at your Academy may apply in writing to the Academy where appeals will be heard by an independent panel.

## PART THREE - CONTACT DETAILS

### Middlesbrough School Admissions Contact Details

School Admissions,  
Middlesbrough Council,  
Civic Centre,  
Middlesbrough, TS1 9FZ.

School Admissions Enquiries: **01642 201890/201856**

Fax: **01642 201815**

E-mail: [schooladmissions@middlesbrough.gov.uk](mailto:schooladmissions@middlesbrough.gov.uk)

Website: [www.middlesbrough.gov.uk](http://www.middlesbrough.gov.uk)

Middlesbrough Council LA is always trying to improve its service to members of the public. To assist us in this we would be grateful to receive any comments on how this information for parents could be improved.

### Useful Telephone Numbers

School Admissions Enquiries: **01642 201890**

Special Education Needs: **01642 201833**

Free School Meals: **01642 726541**

Transport: **01642 353447**

Governor Development Service: **01642 201895**

Family Information Service: **01642 354200**

Choice Adviser: **01642 201872**

Integrated Youth Support Service: **01642 811136**

## Contact Names and Addresses of Neighbouring LAs

### **Redcar and Cleveland Borough Council**

School Admissions, Cooper Centre, Beech Grove,  
South Bank, TS6 6SU

Mike Sivills - School Admissions Officer

**Phone: 01642 837730**

**Email: [schooladmissions@redcar-cleveland.gov.uk](mailto:schooladmissions@redcar-cleveland.gov.uk)**

### **North Yorkshire County Council**

The Admissions Team, Jesmond House,  
31-33 Victoria Avenue, Harrogate, HG1 5QE

**Tel: 01609 533679**

**Email: [schooladmissions@northyorks.gov.uk](mailto:schooladmissions@northyorks.gov.uk)**

### **Darlington Borough Council**

Education Department, School Admissions,  
Town Hall, Darlington, DL1 5QB

**Phone: 01325 406333**

**Email: [school.admissions@darlington.gov.uk](mailto:school.admissions@darlington.gov.uk)**

### **Stockton Borough Council**

School Admissions, Church Road,  
P.O. Box 228, Stockton-on-Tees, TS18 1XE

Janet Ansell/Joanne Penketh - Admissions Officers

**Phone: 01642 526605**

**Email: [schooladmissions@stockton.gov.uk](mailto:schooladmissions@stockton.gov.uk)**

### **Hartlepool Borough Council**

School Admissions Team, Child and Adult Services Dept,  
Civic Centre, Hartlepool, TS24 8AY

Julie Picken / Janet Dennis - School Admissions Officers

**Phone: 01429 523768**

**Email: [admissionsteam@hartlepool.gov.uk](mailto:admissionsteam@hartlepool.gov.uk)**









We can provide this information upon request, in an alternative format that meets your needs. Please contact **01642 201890** or email [schooladmissions@middlesbrough.gov.uk](mailto:schooladmissions@middlesbrough.gov.uk)

يمكننا توفير هذه المعلومات بتنسيق آخر عند الطلب، حسب احتياجاتك.  
**01642 201890** رجاءً اتصل على الرقم  
أو راسلنا على البريد الإلكتروني  
[schooladmissions@middlesbrough.gov.uk](mailto:schooladmissions@middlesbrough.gov.uk)

我们可以根据请求以符合您的需要的格式提供本信息。  
请致电 **01642 201890** 或  
发送电子邮件至 [schooladmissions@middlesbrough.gov.uk](mailto:schooladmissions@middlesbrough.gov.uk) 与我们联系。

हम यह जानकारी आपकी आवश्यकतानुसार एक वैकल्पिक प्रारूप में उपलब्ध करा सकते हैं  
कृपया **01642 201890** पर संपर्क करें, या  
[schooladmissions@middlesbrough.gov.uk](mailto:schooladmissions@middlesbrough.gov.uk) पर ई-मेल करें।

ਬੇਨਤੀ ਕਰਨ ਤੇ, ਅਸੀਂ ਇਸ ਜਾਣਕਾਰੀ ਨੂੰ ਇਕ ਬਦਲਵੇਂ ਫਾਰਮੈਟ, ਜੋ ਤੁਹਾਡੀਆਂ ਜ਼ਰੂਰਤਾਂ ਨੂੰ ਪੂਰਾ ਕਰੇ, ਵਿਚ ਪ੍ਰਦਾਨ ਕਰ ਸਕਦੇ  
ਹਾਂ।  
ਕਿਰਪਾ ਕਰਕੇ ਸੰਪਰਕ ਕਰੋ **01642 201890** ਜਾਂ ਈਮੇਲ ਕਰੋ  
[schooladmissions@middlesbrough.gov.uk](mailto:schooladmissions@middlesbrough.gov.uk)

درخواست کرنے پر ہم یہ معلومات ایسے متبادل فارمیٹ میں فراہم کرسکتے ہیں جس سے آپ کی ضرورت کی  
تکمیل ہوتی ہے۔  
براہ کرم رابطہ کریں  
**01642 201890** یا ای میل کریں  
[schooladmissions@middlesbrough.gov.uk](mailto:schooladmissions@middlesbrough.gov.uk)

Children's Services  
Middlesbrough Council, Civic Centre,  
Middlesbrough, TS1 9FZ

Tel: **01642 201890**  
Email: [schooladmissions@middlesbrough.gov.uk](mailto:schooladmissions@middlesbrough.gov.uk)