

# Admissions to Secondary Schools 2020



Apply online by 31 October 2019: [www.stockton.gov.uk/schooladmissions](http://www.stockton.gov.uk/schooladmissions)

## Foreword

If your child was born between 1 September 2008 and 31 August 2009, they will be starting secondary school in September 2020.

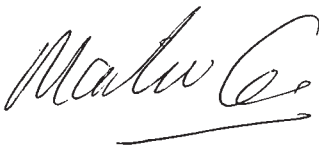
When your child is starting secondary school, it is an important time in their school career and you are both probably looking forward to it with a mixture of excitement and worry.

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

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

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

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



**Martin Gray**  
Director of Children's Services

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## What is the purpose of this prospectus?

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

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

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

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

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

## Co-ordinated admission arrangements

The LA is responsible for the co-ordination of admissions to all secondary schools for September 2020 to comply with School Admissions Code (December 2014). A copy of the full scheme is available from the LA and is on the website at [www.stockton.gov.uk/schooladmissions](http://www.stockton.gov.uk/schooladmissions). What this means for parents is that you apply for a place through your LA (the authority you pay your Council Tax to). This applies even if the school you prefer is outside of the LA.

All admission authorities within Stockton-on-Tees allocate secondary places using the 'Equal Ranking System' which is explained on page 16.

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

The LA will only make a decision with respect to the offer or refusal of a place in response to any preference expressed on the CAF where:

- a) It is acting in its separate capacity as an admission authority; or
- b) An application is eligible for a place at more than one school, or
- c) An applicant is not eligible for a place at any school that the parent has nominated

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

## Step by step guide and key dates for applications

<b>Early September 2019</b>	Your child's primary school will hand out letters from us, which invite you to apply for a place
<b>2 September 2019</b>	Applications open
<b>17 October 2019</b>	Reminder letters sent, if you receive this letter please apply or if you have done so already get in touch with us
<b>31 October 2019</b>	Application deadline
<b>1 March 2020</b>	A letter will be sent to parents/carers who submitted a paper application form on or around Monday 2 March 2020 informing them of the school they have been offered for their child. Parents/carers who apply on-line and if they chose (ticked) the option to receive an email will be informed by email only on the 2nd March 2020 as this is the first working day after National Offer day.
<b>27 March 2020</b>	Deadline for appeal form to be submitted

## List of secondary schools in Stockton-on-Tees

Figures in both tables are taken from the School Admissions database post 1 March 2019 (National Offer Day) and include any parental changes and the outcome of appeals heard and/or successful appeals.

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

School name and address	Year 7 Admission number September 2020	1st preferences received for September 2019 [and allocated places as at 1st March]	Supplementary form required	Appeals heard [successful appeals]
Northfield, Thames Road, Billingham, TS22 5EG <b>01642 557373</b> www.northfieldssc.org	330	243 (272)	No	0

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

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



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

School name and address	Year 7 Admission number September 2020	1st preferences received for September 2019 [and allocated places as at 1st March]	Supplementary form required	Appeals heard [successful appeals]
All Saints CE Academy, Blair Avenue, Ingleby Barwick, TS17 5BL <b>01642 754650</b> www.allsaintsib.org	180	230 (180)	Yes	10 (2)
Conyers School and Sixth Form College, Green Lane, Yarm, TS15 9ET <b>01642 783253</b> www.conyers.org.uk	224	230 (240)	No	29 (4)
Egglescliffe School and Sixth Form College, Urlay Nook Road, Eaglescliffe, TS16 0LA <b>01642 352570</b> www.egglescliffe.org.uk	235	293 (235)	No	39 (5)
Ian Ramsey CE Academy, Fairfield Road, Stockton-on-Tees, TS19 7AJ <b>01642 585205</b> www.ianramsey.org.uk	237	247 (240)	No	18 (5)
Ingleby Manor Free School and Sixth Form, Welwyn Road, Ingleby Barwick, Stockton on Tees, TS17 0FA <b>01642 352450</b> www.inglebymanorschool.org.uk	120	88 (140)	No	4 (4)
North Shore Academy, Talbot Street, Stockton-on-Tees, TS20 2AY <b>01642 612381</b> www.northshoreacademy.org.uk	160	87 (139)	No	-
Our Lady & St Bede Catholic Academy, Bishopton Road West, Stockton-on-Tees, TS19 0QH <b>01642 704970</b> www.ourladyandstbede.org.uk	210	283 (210)	Yes	46 (19)
Outwood Academy Bishopsgarth, Harrowgate Lane, Stockton-on-Tees, TS19 8TF <b>01642 586262</b> www.bishopsgarth.outwood.com	120	75 (118)	No	-

You can apply online at [www.stockton.gov.uk/schooladmissions](http://www.stockton.gov.uk/schooladmissions)

School name and address	Year 7 Admission number September 2020	1st preferences received for September 2019 [and allocated places as at 1st March]	Supplementary form required	Appeals heard [successful appeals]
St Michael's Catholic Academy, Beamish Road, Billingham, TS23 3DX <b>01642 870003</b> www.stmichaelsacademy.org.uk	210	205 (210)	Yes	7 (5)
St Patrick's Catholic College, Baysdale Road, Thornaby, TS17 9DE <b>01642 613327</b> www.stpatrickssc.org	111	64 (90)	Yes	-
The Grangefield Academy, Oxbridge Avenue, Stockton-on- Tees, TS18 4LE <b>01642 353637</b> www.thegrangefieldacademy.org	210	140 (210)	No	8 (0)
Thornaby Academy, Baysdale Road, Thornaby, TS17 9DB <b>01642 763244</b> www.tltrust.org/thornaby-academy	150	54 (102)	No	-



## Secondary school open evenings for admissions in September 2020

School	Date	Time
All Saints CE Academy	Thursday 3 October	6pm
Conyers School and Sixth Form College	Tuesday 24 September	6 - 8pm
Egglescliffe School and Sixth Form College	Thursday 26 September	6.30pm
Ian Ramsey CE Academy	Tuesday 1 October	4.30 - 7.30pm
Ingleby Manor Free School and Sixth Form	Wednesday 2 October	5 - 7pm
Northfield School	Monday 23 September	6pm
North Shore Academy	Tuesday 8 October	5 - 7pm
Our Lady & St Bede Catholic Academy	Thursday 10 October	6 - 8pm
Outwood Academy Bishopsgarth	Tuesday 17 September	5 - 7.30pm
St Michael's Catholic Academy	Thursday 26 September	6 - 8pm
St Patrick's Catholic College	Monday 30 October	6 - 8pm
The Grangefield Academy	Thursday 3 October	4 - 6.30pm
Thornaby Academy	Wednesday 25 September	5 - 7pm

NB: Please note all open evenings were correct at the time of printing but please check the schools website for full details.

## Admission Policy for September 2020 for Secondary Community Schools in Stockton-on-Tees

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

**Where there are more applications for a school than there are places available, places will be allocated in order using the oversubscription criteria below:**

Criteria (In priority order)	Explanatory Notes
1. Pupils who are in the care of the local authority, or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order.	A "Looked After Child" is a child who is (a) in the care of a Local Authority or (b) being provided with accommodation by a Local Authority in the exercise of their social services functions (see definition in section 22(1) of the Children Act 1989) at the time of making an application to school. The Local Authority may request a copy of the adoption order, child arrangements order or special guardianship order and a letter from the Local Authority that last looked after the child confirming that he or she was looked after immediately prior to the order being made.
2. Children who were previously in care outside of England.	The Local Authority may request a copy of any adoption paperwork from the respective agency involved that last looked after the child confirming that he or she was looked after immediately prior to the order being made.
3. Pupils with a Special Education Need who are going through a statutory assessment and who have been identified as needing a 'named' mainstream school.	This criteria applies to those children who have a Special Education Need, who are going through a statutory assessment and have been identified as in need of a 'named' mainstream school that can offer the enhanced support and resources they require to meet their specific SEN.
4. Pupils who have a brother or sister permanently living at the same address, who are still at the school when the pupil begins.	<p><b>We define brother or sister as follows:</b></p> <ul style="list-style-type: none"> <li>• A brother, sister, stepbrother, stepsister, adopted brother or sister, or children of partners who are permanently living at the same address as a family unit. In all cases, the parent who receives the Child Benefit for those children must permanently live at that address with the children.</li> <li>• We will consider brothers or sisters who live in separate households because the parents are separated and have shared responsibility for the children under conditions covering exceptional social or medical reasons. This does not include separate families living together in the same property.</li> <li>• If there are other family situations where there are different carers, e.g. aunts, uncles or grandparents, each case will be considered individually.</li> </ul>
5. Pupils permanently resident i.e. the address at which the child is registered for child benefit, who expresses a preference for that school (proof of address may be required) within the admission zone who have returned a Common Application Form by the closing date 31st October 2019.	<p>When a school is oversubscribed with in-zone applications i.e. there are more applications from children living in the admission zone of the school than there are places available, we will allocate places:</p> <ul style="list-style-type: none"> <li>• firstly to children permanently living in the admission zone (Criterion 5) with exceptional social or medical reasons for attending the school (Criterion 6);</li> <li>• then to children permanently living in the admission zone (Criterion 5) according to their distance from the school measured in a straight line "as the crow flies" (Criterion 7).</li> </ul>

Criteria (In priority order)	Explanatory Notes
<p>6. Pupils with exceptional social and / or medical reasons for attending the school. A letter from the child's GP or other relevant professional such as a social worker must be submitted by you with the application stating why your child's needs can only be met by attending the preferred school.</p>	<p>It is up to you to provide any evidence. The admissions team will not seek information about your child or telephone people on your behalf, the decision will be based solely on the information you send in.</p> <p>When you apply online, tell us that there is supporting evidence in the space provided, and send it to the School Admissions &amp; Transfers team or email to <a href="mailto:school.admissions@stockton.gov.uk">school.admissions@stockton.gov.uk</a> or by post. If we do not receive this information by the closing date, we will not be able to consider your child under this priority, unless it relates to a change of circumstances (such as a new diagnosis) which has occurred since the closing date.</p> <p>All correspondence will be treated as private and confidential. If the evidence you supply is not considered compelling enough to be included in this priority, your application will be considered under the other priorities as appropriate.</p> <p><b>Medical reasons</b></p> <ul style="list-style-type: none"> <li>• if there are medical reasons that make it essential for your child to attend a particular school, you must provide supporting information from a doctor together with any other relevant information by the deadline;</li> <li>• this must make a compelling case as to why your child's needs can only be met at the preferred school, a medical condition in itself will not automatically result in a place at your preferred school;</li> <li>• the evidence should explain exactly what the child's needs are, and what specialist support and/or facilities your child requires;</li> <li>• the evidence should explain why other schools could not provide the appropriate support for your child.</li> </ul> <p><b>Social reasons</b></p> <ul style="list-style-type: none"> <li>• if there are social reasons that make it essential for your child to attend a particular school, you must provide independent evidence from a professional who is supporting your family;</li> <li>• the supporting evidence needs to set out the particular reasons why the school in question is the most suitable and the difficulties that would be caused if the child had to attend another school;</li> <li>• the evidence should explain exactly what the child's needs are, and what specialist support and/or facilities your child requires;</li> <li>• the evidence should explain why other schools could not provide the appropriate support for your child.</li> </ul> <p>Social reasons do not include domestic arrangements such as parents working commitments or childcare arrangements.</p> <p>Please note that submitting this information does not guarantee that your child will be included in this category.</p>
<p>7. Pupils who live closest to a particular school measured in a straight line "as the crow flies".</p>	<p>The LA uses a Geographic Information System, known as GIS, to identify and measure the distance from the home to the school. The distance is measured electronically from a point of the school (the same point for all applications) to a point of the home (including flats). The GIS undertakes all measures in exactly the same way for every applicant, to ensure consistency and fairness.</p>

## Applying for a school

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

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

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

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

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

It also important to note that Stockton-On-Tees adopts an 'admission zone' policy where most schools has its own defined area. This means that your registered home address (i.e. the one you pay Council Tax for and have your Child's Benefit listed for) generally identifies that you are 'in-zone' for that school.

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

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

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

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

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

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

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

If you are separated from your partner but your child lives for periods of time with both parents, the address we will use will be where the child spends the majority of the school week and that has also been registered by you as your child's main address with their Primary School when the admissions group is set up.

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

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

## Do I need proof of my address?

If we need to confirm you are living in the property and it is your main residence, we will usually ask for proof of your home address. This can include:

- The current Council Tax Bill, in your name, for the address you have given us;
- A Child Benefit letter, Child Tax Credit letter or a letter from your GP confirming the child's name at the address you have given us; and
- A gas or electricity bill, in your name, showing usage at the address you have given us, within the last 3 months. (Please do not send an instruction to use the company we need an actual bill.)

If we need proof from you, we will ask for this in writing or by email if you have applied online.

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

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

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

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

## How are places allocated?

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

If however we cannot give you your first or second preference but offer you your third or fourth preference then your child will automatically be placed on the waiting list. These waiting lists will be open until the 31 December 2020. After this date your child's name will be removed unless you request them to remain on it.

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

Below are 2 examples explaining how the offers work:

Child A

Parent/carer applies for 3 preferences on time.

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

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

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

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

Child B

Parent/carer applies for 2 preferences on time.

1. Eggescliffe
2. Conyers

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

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

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

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

The table overleaf shows how we allocate those places.

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



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

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

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

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

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

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

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

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

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

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

## Shared custody

It is expected that where there is shared parental responsibility for a child, parents will agree which parent has the main responsibility before completing their application form. Where parents are separated and share custody, the home address shall be as directed by the Court or the address where the child lives for the majority of the school week. Monday to Friday. We may ask for proof of residency as set out on page 13 "do I need proof of my address." If there is uncertainty or a disagreement between the parents as to the child's home address, the Local Authority may ask for evidence which may include, but not limited to, receipt of child benefit, registration at a GP practice, or NHS records. An application can only be made from a single address and only one application can be made for each child.

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

## Late applications

If we receive your form after the closing date (31 October 2019), it will be classed as late and we will only consider it after all the forms we received on time. If we receive your application form late, your chances of being offered a place at one of your preferred schools will be greatly reduced. We do not reserve any places for late applications.

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

If your application is late and no later than the 29th November 2019, but you believe there are exceptional circumstances that prevented you from applying before the closing date, then you must provide us with clear evidence as to why you were unable to apply on time. Please be aware that if we do this, it does not guarantee your child a place at your preferred school – it simply means that we will consider your application along with the applications we received on time.

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

## What if I want to change my preference?

If you want to change your preference before the closing date and you have applied online, you can edit your application online and resubmit it. If you want to change your preference and you sent us a paper application, you will need to write or email the School Admissions team to request a change in preference, and explain why you are requesting the change. After the closing date however, unless your circumstances have changed (for example, you have moved house), we may not agree to change your preference.

## Waiting lists

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

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

Children will remain on the waiting list(s) until the end of the autumn term once the child starts secondary. These waiting lists will therefore be open until the 31 December 2020. After this date your child's name will be removed unless you request them to remain on it.

## Case studies

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

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

### Case study 1

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

### Case study 2

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

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

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

### Case Study 3

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

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

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

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

## Case Study 4

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

## Case Study 5

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

## Apply for your child's school place online

The online facility opens on 2 September 2019 and is available 24 hours a day, 7 days a week until 11.59pm on 31 October 2019.

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

- It is quick and easy – and you can complete your application form over several sessions as long as you save each time.
- You don't have to post the completed application form – the only things you may have to post are any supplementary forms that voluntary aided schools may send you and any documentary evidence you want to provide for your application.
- You can make changes to your application once you have submitted it, prior to the closing date. You must resubmit your application after viewing it or making any changes.
- You have up until 11.59pm on the 31 October 2019 to submit your application.

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

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

### Getting started

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

### Important information

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

### What happens next?

A letter will be sent to parents/carers on or around Monday 2nd March 2020 (the 1st working day after the 1st March.) informing them of the school they have been offered for their child. Parents/carers who apply on-line and if they chose (ticked) the option to receive an email will be informed by email only on the 2 March 2020.

## In-year admission to secondary schools

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

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

### Apply for an in-year school transfer

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

#### School Transfers.

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

If you are moving into the Stockton area you will need to contact your Local Authority for their application form or if you are moving from abroad please contact the School Admissions team for more advice and support.

Please note: The current 2014 School Admissions Code (that applies to all maintained schools in England only) states that there is no requirement for Local Authorities (LA) to co-ordinate in-year applications. Therefore if your current LA informs you that they no longer administer transfer requests on behalf of schools then you need to complete a Stockton application only and apply directly to Stockton School Admissions.

Contact the School Admissions team for additional information:

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

Telephone: 01642 526605

### School transfer procedure

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

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

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

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

### Transferring to a voluntary aided school or academy

If you are applying for a voluntary aided school or an academy then their governing body or academy admissions panel will consider your application and let us know the decision. They may apply their own Admissions Policy to any applications that they have received. We will contact you on their behalf.

**You can apply online at [www.stockton.gov.uk/schooladmissions](http://www.stockton.gov.uk/schooladmissions)**

## Pupils with Special Educational Needs (SEN)

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

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

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

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

### Appeals process

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

### Advice

You can seek independent advice from SEND Information advice and guidance service on 01642 527158. If your child has an EHCP you can contact our SEN and Engagement Team on 01642 527145.



## Home to school transport information for parents & carers

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

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

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

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

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

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

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

There are also extended rights for children entitled to free school meals on the basis of income and those of parents in receipt of the maximum Working Tax Credit. This information can be viewed on the Home to School Transport Policy at [www.stockton.gov.uk/school-transport](http://www.stockton.gov.uk/school-transport)

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

### How will the changes affect me?

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

## Appeal procedure

### What are my rights of appeal?

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

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

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

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

For advice visit [www.ace-ed.org.uk](http://www.ace-ed.org.uk)

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

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

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

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

Visit the Government website for further information on School Admission Appeals  
[www.gov.uk/schools-admissions/appealing-a-schools-decision](http://www.gov.uk/schools-admissions/appealing-a-schools-decision)

## Contact names for the school admissions team

### **Darren Coulton**

Admissions, Placements and Commissioning Manager

### **Janet Ansell**

School Admissions Officer

### **Joanne Penketh**

School Admissions Officer

### **Anne Collins**

School Admissions Assistant

### **Sarah Freer**

School Admissions Assistant

### **Susan Phillips**

School Admissions Assistant

### **Jamila Khalid**

School Admissions Support Assistant

### Contact details

Phone: 01642 526605

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

**You can apply online at [www.stockton.gov.uk/schooladmissions](http://www.stockton.gov.uk/schooladmissions)**

## Neighbouring local authorities

### **Darlington Borough Council**

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

Phone: **01325 406333**

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

### **Durham County Council**

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

#### **Jan Pettersen**

Secondary School Admissions Officer

#### **Hayley Lonsdale**

Primary Admissions Officer

Phone: **03000 265896**

Fax: **0191 3898150**

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

### **Hartlepool Borough Council**

School Admissions Team  
Children and Joint Commissioning Services  
Centre for Excellence in Teaching and Learning  
Brierton Lane  
Hartlepool  
TS25 4AF

#### **Julie Picken**

Secondary School Admissions Officer

#### **Janet Dennis**

Primary School Admissions Officer

#### **Kayleigh Spalding**

Administrative Assistant (In Year Transfers)

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

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

### **Middlesbrough Borough Council**

Children Families and Learning Department  
School Admissions  
Third Floor  
Middlesbrough House  
TS1 2RH

Phone: **01642 201889/ 01642 201856**

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

### **North Yorkshire County Council**

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

Phone: **01609 533679**

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

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

School Admissions  
Redcar & Cleveland House  
Cooper Centre  
Kirkleatham Street  
Redcar  
TS10 1RT

#### **Chris Sawdon**

School Admissions Officer

Phone: **01642 837740**

E-mail:

**schools\_admissions@redcar-cleveland.gov.uk**

## Other information

### Free School Meals

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

- Universal Credit if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)
- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit

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

If your child is eligible for free school meals, they'll remain eligible until they finish the phase of schooling (primary or secondary) they're in on 31 March 2022.

From the 1st April 2018 a School Clothing Grant is no longer available from the Council due to the Government withdrawing funding.

Your child's school may be able to offer some assistance, particularly if you are receipt of Free School Meals and you should contact the secondary school directly to discuss further. If you are experiencing financial hardship, help may be available under the Council's Back on Track scheme, this is a discretionary scheme providing support to residents in crisis situations.

For more information about free school meals, please contact 01642 526606 or email [freeschoolmeals@stockton.gov.uk](mailto:freeschoolmeals@stockton.gov.uk)

### Fair access protocol

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

## Help Point

Help Point is a new service for families with children and young people aged 0-19 to get you the right help, at the right time, in the right place.

Help Point can provide:

- Advice on where your nearest Family Hub is and what they can offer;
- Information for parents including free on-line parenting courses;
- Information on services offering family support;
- Information on health and wellbeing;
- Advice on how to keep yourself and family safe;
- Advice on services offering support with money matters.

Visit [www.helppoint.org.uk](http://www.helppoint.org.uk) for more information which includes web chat or telephone 01642 527225 to speak to one of the advisors.

## Post-16 education

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

### **Conyers School and Sixth Form College**

Green Lane, Yarm, Stockton-on-Tees, TS15 9ET  
[www.conyers.org.uk](http://www.conyers.org.uk)

### **Egglescliffe School and Sixth Form College**

Urlay Nook Road, Egglescliffe, Stockton-on-Tees, TS16 0LA  
[www.egglescliffe.org.uk](http://www.egglescliffe.org.uk)

### **Stockton Sixth Form College**

Bishopton Road West, Stockton-on-Tees, TS19 0QD  
[www.stocktonsf.ac.uk](http://www.stocktonsf.ac.uk)

### **Stockton Riverside College**

Teesdale Campus, Harvard Avenue, Thornaby, TS17 6FB  
 Bede Sixth Form, Marsh House Avenue, Billingham, TS23 3HB  
[www.stockton.ac.uk](http://www.stockton.ac.uk)

Although the LA coordinates admissions for Years 7-11 at Conyers / Egglescliffe School and Sixth Form, it is not responsible for admissions to the school's sixth form, therefore the admission policy in this booklet does not apply to sixth form entry to them. You should contact the school directly for information about its sixth form admission procedure and admission number. If you are refused a place at either School Sixth Form,, you have the right to appeal, even if your child does not already attend the school. The appeal procedure is similar to that explained on page 24 of this prospectus.

For information about help with transport costs for children aged 16-19 in full or part-time education, please contact the Community Transport Team on 01642 527117 or go to [www.stockton.gov.uk/schooltransport](http://www.stockton.gov.uk/schooltransport)

## Other Y10 Education Opportunities

To all parents/carers of children who are due to move into Year 10 in September, the information below is to advise you of other opportunities for education starting in Y10 available across the North East & North Yorkshire area, which you may not be aware of. These schools have atypical admission ages so take pupils at a different age to typical 11-18 secondary schools. This does not mean that you are required to move your child from their existing school if this is still the best option for them.

If you visit [www.stockton.gov.uk/schooladmissions](http://www.stockton.gov.uk/schooladmissions) you will find the above heading and by clicking on the link 'Schools within a Reasonable travelling Distance', you will find a list of schools which you may wish to look into and consider whether your child would want to apply for a place in September.

You should also look at the GCSE curriculum at your child's current school, to help consider what the best option is for the next two years of your child's education.

- University Technical Colleges (UTCs) are set up by universities and businesses and specialise in one or two technical subjects. At GCSE they offer a similar curriculum to a typical 11-18 secondary school, including the basics of English and Maths, as well as their specialist subject.
- Studio Schools are similar to UTCs in that they have employer involvement in the curriculum and focus on developing the skills needed for employment, involving personal coaching and work experience, alongside a similar curriculum to a typical 11-18 secondary.

All schools have a statutory duty to secure impartial careers guidance for all Year 8 to Year 13 students to inspire young people to fulfil their potential and to make them aware of all opportunities open to them. We strongly recommend that your child discuss their options with a Careers Adviser in their current school or college.

If you decide that you would like to know more information or to apply for a place at any of these schools for your child, we suggest you contact them directly.