

Admission to Primary Schools 2022



Apply online by 15 January 2022: www.stockton.gov.uk/schooladmissions

Foreword

If your child was born between 1 September 2017 and 31 August 2018, they will be starting primary school in September 2022.

When your child is starting primary 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 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 1XE**

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 primary school in Stockton-on-Tees. Places at primary 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 community-maintained schools (listed on pages 7 – 11). So, we set the admissions criteria for those schools. You can find the admissions policy on page 20.

Voluntary-aided (VA) church schools, academies and free schools act as their own admission authority and set their own 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 whether your child would be considered. You can ring the school directly (contact details listed on pages 12 - 19) to ask for a copy of them.

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

If you have any questions about applying for a school place, you can contact the School Admissions team on 01642 526605. If you have more specific questions about a particular school, please contact the school directly. Contact numbers and web sites for all primary schools are on pages 7 –19 of this prospectus.

Co-ordinated admission arrangements

The LA is responsible for the co-ordination of admission to Primary Schools for September 2022 to comply with the School Admissions Code (1 September 2021). A copy of the full scheme is available from the LA and is on the website at www.stockton.gov.uk/schooladmissions. What this means for parents is that you apply for a place through your LA (the authority you pay your Council Tax to). This applies even if the school you prefer is outside of the LA.

All admission authorities within Stockton-on-Tees allocate primary places using the 'Equal Ranking System' which is explained on page 34.

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

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

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

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

Step by step guide and key dates for applications

Early November 2021	You will receive a letter from us, which invites you to apply for a place.
8 November 2021	Applications open.
6 December 2021	Reminder letters sent, if you receive this letter please apply or if you have done so already get in touch with us.
15 January 2022	Application deadline.
16 April 2022	A letter will be sent to parents/carers on the 16 April 2022 informing them of the school they 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 16 April 2022.
27 May 2022	Deadline for appeal form to be submitted.

Every year over 2,000 pupils living in the Borough join a primary school, with some crossing Borough boundaries to do so. Stockton-on-Tees Borough Council and bordering councils work together to ensure that each child receives a single offer of a primary school place on the same day (National Offer Day 16 April 2022). This prospectus gives important advice about primary schools in Stockton-on-Tees and how to apply. Please read this carefully.

Visiting schools is very important because it gives you a chance to talk to the head teachers, teachers and current students. You can also ask about special requirements and features. It is very important that you visit as many schools as possible in order to see for yourself the fantastic opportunities schools offer.

List of primary schools in Stockton-on-Tees

Figures in these tables are taken from the School Admissions database post 16 April 2021 (National Offer Day) and include the outcome of appeals received.

LA maintained community schools – schools that are controlled and run by the LA and determines their admission arrangements				
School name and address	Reception Admission number September 2022	1 st Preferences received for September 2021 (and allocated places)	Supplementary Form Required?	Appeal forms received (Successful appeals)
Billingham and Wolviston				
Billingham South Primary, Belasis Avenue, Billingham, TS23 1BE 01642 894003 www.billinghamsouth.com	60	51 (52)	No	-
High Clarence Primary, High Clarence, Middlesbrough, TS2 1SY 01642 561237 https://highclarence-stockton.secure-dbprimary.com/stockton/primary/highclarence	15	4 (6)	No	-
Oakdene Primary, Low Grange Avenue, Billingham, TS23 2BS 01642 560768 www.oakdenepprimary.org.uk	45	25 (29)	No	-
Priors Mill CE Primary, Clifton Avenue, Billingham, TS22 5BX 01642 650426 www.priorsmillbillingham.co.uk	75	62 (64)	No	-
Roseberry Primary, Marsh House Avenue, Billingham, TS23 2HJ 01642 360520 www.roseberryprimary.org.uk	60	40 (48)	No	-

LA maintained community schools – schools that are controlled and run by the LA and determines their admission arrangements				
School name and address	Reception Admission number September 2022	1 st Preferences received for September 2021 (and allocated places)	Supplementary Form Required?	Appeal forms received (Successful appeals)
North Stockton				
St John the Baptist CE Primary, St John's Way, Ragworth, Stockton, TS19 0FB 01642 607123 www.st-johnthebaptist.org.uk	45	22 (25)	No	-
The Glebe Primary, Pulford Road, Norton, Stockton, TS20 1QY 01642 360876 www.theglebepri.org.uk	55	51 (54)	No	-
Tilery Primary, St Anne's Terrace, Portrack, Stockton, TS18 2HU 01642 673761 www.tileryprimary.org.uk	45	25 (30)	No	-
Whitehouse Primary, Dunelm Road, Elm Tree, Stockton, TS19 0TS 01642 678212 www.whitehousepri.org.uk	55	39 (43)	No	-

LA maintained community schools – schools that are controlled and run by the LA and determines their admission arrangements				
School name and address	Reception Admission number September 2022	1 st Preferences received for September 2021 (and allocated places)	Supplementary Form Required?	Appeal forms received (Successful appeals)
Central Stockton				
Bowesfield Primary, Northcote Street, Stockton, TS18 3JB 01642 601890 www.bowesfieldprimary.org.uk	60	25 (32)	No	-
Fairfield Primary, Glenfield Road, Stockton, TS19 7PW 01642 581305 www.fairfieldprimary.org.uk	60	54 (60)	No	-
Mill Lane Primary, Wellington Street, Stockton, TS18 1QX 01642 860055 www.milllane.org.uk	30	23 (27)	No	-
Oxbridge Lane Primary, Oxbridge, Stockton, TS18 4DA 01642 607421 www.oxbridgelane.org.uk	58	43 (47)	No	-

LA maintained community schools – schools that are controlled and run by the LA and determines their admission arrangements				
School name and address	Reception Admission number September 2022	1 st Preferences received for September 2021 (and allocated places)	Supplementary Form Required?	Appeal forms received (Successful appeals)
Thornaby				
Harewood Primary, Eric Avenue, TS17 7JJ 01642 355425 www.harewoodprimary.org.uk	60	51 (58)	No	-
Mandale Mill Primary, Thorntree Road, Thornaby TS17 8AP 01642 647010 www.mandalemill.org.uk	60	23 (36)	No	-

LA maintained community schools – schools that are controlled and run by the LA and determines their admission arrangements				
School name and address	Reception Admission number September 2022	1 st Preferences received for September 2021 (and allocated places)	Supplementary Form Required?	Appeal forms received (Successful appeals)
Ingleby Barwick				
Barley Fields Primary, Lamb Lane, Ingleby Barwick, Stockton, TS17 0QP 01642 767051 www.barleyfieldsprimaryschool.org.uk	90	85 (90)	No	2 (0)
Ingleby Mill Primary, Windmill Way, Ingleby Barwick, Stockton, TS17 0LW 01642 761985 www.inglebymill.org.uk	60	44 (52)	No	-
Myton Park Primary, Blair Avenue, Ingleby Barwick, Stockton, TS17 5BL 01642 754658 www.mytonpark.org.uk	30	45 (30)	No	2 (0)

LA maintained community schools – schools that are controlled and run by the LA and determines their admission arrangements				
School name and address	Reception Admission number September 2022	1 st Preferences received for September 2021 (and allocated places)	Supplementary Form Required?	Appeal forms received (Successful appeals)
Egglecliffe & Yarm				
Durham Lane Primary, Amberley Way, Egglecliffe, TS16 0NG 01642 780742 www.durhamlane.org.uk	30	16 (18)	No	-

Figures taken from the School Admissions database post 16 April 2021 (National Offer Day) and include any parental changes, the outcome of appeals heard and/or successful appeals plus school specific agreed decisions to go over number.

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.

Voluntary-aided schools, academies and free schools – schools that determine their own admission arrangements				
School name and address	Reception Admission number September 2022	1 st Preferences received for September 2021 (and allocated places)	Supplementary Form Required?	Appeal forms received (Successful appeals)
Billingham & Wolviston				
Bewley Primary, Low Grange Avenue, Billingham, TS23 1BE 01642 371647 www.bewleyprimary.org.uk	60	47 (51)	No	-
Our Lady of the Most Holy Rosary RC Primary, Rievaulx Avenue, Billingham, TS23 2BS 01642 552274 www.holyrosary.bhcet.org.uk	30	34 (30)	Yes	1 (0)
Pentland Primary Academy, Pentland Avenue, Billingham, TS23 2RG 01642 559609 www.pentlandprimary.org.uk	45	29 (34)	No	-
St John the Evangelist RC Primary, Cowpen Lane, Billingham, TS23 1LJ 01642 643400 https://stjohnte.bhcet.org.uk	30	24 (27)	Yes	-
St Joseph's RC Primary, Low Grange, Billingham, TS23 3NN 01642 560056 https://stjosephsbillingham.bhcet.org.uk	30	24 (27)	Yes	-
St Paul's RC Primary, Wolviston Lane, Billingham, TS22 5LU 01642 360022 https://stpauls.bhcet.org.uk	30	20 (25)	Yes	-
Wolviston Primary, The Green, Wolviston, Billingham, TS22 5LN 01740 644374 www.wolviston.org.uk	15	16 (15)	No	1 (-)
Wynyard CE Primary, Wynyard Village, Wynyard, Stockton 01740 555005 https://wynyardprimary.org.uk	60	58 (60)	No	-

Voluntary-aided schools, academies and free schools – schools that determine their own admission arrangements				
School name and address	Reception Admission number September 2022	1 st Preferences received for September 2021 (and allocated places)	Supplementary Form Required?	Appeal forms received (Successful appeals)
North Stockton				
Crooksbar Primary, Petrel Crescent, Norton, Stockton, TS20 1SN 01642 531750 www.crooksbarprimary.org.uk	45	47 (45)	No	-
Frederick Nattrass Primary Academy, Darligton Lane, Norton, Stockton, TS20 1BZ 01642 360528 https://fna.northerneducationtrust.org	30	29 (30)	No	-
Hardwick Green Primary Academy, Tithebarn Road, Hardwick, Stockton, TS19 8WF 01642 677968 www.hardwickgreenacademy.org	30	22 (35)	No	-
Harrow Gate Primary Academy, Piper Knowle Road, Stockton, TS19 8DE 01642 673984 www.harrowgateacademy.org	60	35 (48)	No	-
Norton Primary Academy, Berkshire Road, Norton, Stockton, TS20 2RD 01642 356091 https://na.northerneducationtrust.org	60	31 (37)	Yes	-
Rosebrook Primary, Rudyard Avenue, Roseworth, Stockton, TS19 9LF 01642 677985 www.rosebrookprimary.org.uk	60	44 (57)	No	-
St Gregory's Catholic Academy, Ragpath Lane, Roseworth, Stockton, TS19 9AD 01642 672262 www.stgregorys.bhcet.org.uk	30	44 (30)	Yes	6 (0)
St Joseph's RC Primary, Ragworth Road, Norton, Stockton, TS20 1HR 01642 360401	40	29 (33)	Yes	-

https://stjosephsnorton.bhcet.org.uk				
St Mark's Elm Tree CE Primary Academy, St Mark's Close, Fairfield, Stockton, TS19 7HA 01642 580774 www.stmarks-elmtree.org.uk	60	62 (60)	Yes	1 (1)
William Cassidi CE Primary, Stillington, Stockton, TS21 1JD 01740 630270 https://williamcassidi.eschools.co.uk	29	12 (13)	Yes	-

Voluntary-aided schools, academies and free schools – schools that determine their own admission arrangements				
School name and address	Reception Admission number September 2022	1 st Preferences received for September 2021 (and allocated places)	Supplementary Form Required?	Appeal forms received (Successful appeals)
Central Stockton				
Hartburn Primary, Adelaide Grove, Hartburn, Stockton, TS18 5BS, 01642 646001 www.hartburn.org.uk	75	81 (75)	No	2 (0)
Holy Trinity Rosehill CE Primary, Upsall Grove, Fairfield, Stockton, TS19 7QU 01642 581239 www.holytrinityrosehill.org.uk	60	34 (37)	Yes	-
St Bede's RC Primary, Green Lane, Newtown, Stockton, TS19 0DW 01642 678071 https://stbedesstockton.bhcet.org.uk	27	22 (23)	Yes	-
St Cuthbert's RC Primary, Parkfield, Stockton, TS18 2SY 01642 601567 www.stcuthbertspri.org.uk	30	25 (26)	Yes	-

<p>St Patrick's RC Primary, Lingfield Road, Fairfield, Stockton, TS19 7PL 01642 580850 www.stpatricksfairfield.org.uk</p>	<p>30</p>	<p>38 (40)</p>	<p>Yes</p>	<p>-</p>
<p>The Oak Tree Primary Academy, Newham Grange Avenue, Stockton, TS19 7 HA 01642 602029 https://ota.northerneducationtrust.org</p>	<p>60</p>	<p>22 (22)</p>	<p>No</p>	<p>-</p>

Voluntary-aided schools, academies and free schools – schools that determine their own admission arrangements				
School name and address	Reception Admission number September 2022	1 st Preferences received for September 2021 (and allocated places)	Supplementary Form Required?	Appeal forms received (Successful appeals)
Thornaby				
Bader Primary, Kintyre Drive, Thornaby, TS17 0BY 01642 762856 www.bader.org.uk	60	42 (48)	No	-
Christ the King RC, Tedder Avenue, Thornaby, TS17 9JP 01642 765639 https://ctking.npcat.org.uk	60	38 (41)	Yes	-
St Patrick's RC Primary, Westbury Street, Thornaby, TS17 6NE 01642 676724 https://stpatrickscp.npcat.org.uk	50	49 (50)	Yes	-
Thornaby CE Primary, Baysdale Road, Thornaby, TS17 9DB 01642 763060 www.thornaby.dalesmat.org	60	37 (37)	No	-
Village Primary, Windsor Road, Thornaby, TS17 8PW 01642 676768 www.thevillageprimary.org.uk	30	26 (29)	No	-

Voluntary-aided schools, academies and free schools – schools that determine their own admission arrangements				
School name and address	Reception Admission number September 2022	1 st Preferences received for September 2021 (and allocated places)	Supplementary Form Required?	Appeal forms received (Successful appeals)
Ingleby Barwick				
St Francis of Assisi CE Primary, Lowfields Avenue, Ingleby Barwick TS17 5GA 01642 769942 https://www.stfrancispri.dalesmat.org	60	46 (51)	No	-
St Therese of Lisieux RC Primary, Lamb Lane, Ingleby Barwick, TS17 0QP 01642 763623 https://sttherese.npcat.org.uk	30	30 (30)	Yes	-
Whinstone Primary, Lowfields Avenue, Ingleby Barwick, Stockton, TS17 0RJ 01642 750318 https://whinstone.org.uk	60	48 (56)	No	-

Voluntary-aided schools, academies and free schools – schools that determine their own admission arrangements				
School name and address	Reception Admission number September 2022	1 st Preferences received for September 2021 (and allocated places)	Supplementary Form Required?	Appeal forms received (Successful appeals)
Egglescliffe & Yarm				
Egglescliffe CE Primary, Butts Lane, Eaglescliffe, TS16 9BT 01642 787945 https://egglescliffeprimary.org.uk	30	20 (29)	No	-
Junction Farm Primary, Butterfield Drive, Eaglescliffe, TS16 0EU 01642 781586 www.junctionfarm.org.uk	60	34 (39)	No	-
Kirklevington Primary, Forest Lane, Kirklevington, Yarm, TS15 9TF 01642 781261 www.kirklevington.org.uk	20	15 (18)	No	-
Layfield Primary, Everingham Road, Yarm, TS15 9TF 01642 786153 www.layfield.org.uk	27	26 (26)	No	-
Levendale Primary, Mount Leven Road, Yarm, TS15 9RJ 01642 783684 www.levendaleprimary.org.uk	30	24 (24)	No	-
Preston Primary, Laurel Road, Eaglescliffe, TS16 0BE 01642 784735 www.prestonprimary.co.uk	29	26 (29)	No	-
St Mary's CE Primary, The Green, Long Newton, TS21 1DL 01642 581716 https://stmaryscephprimary.co.uk	15	18 (15)	No	3 (0)
The Links Primary, Carnoustie Drive, Eaglescliffe TS16 9ES 01642 785950 www.thelinksprimary.org.uk	30	21 (21)	No	-
Yarm Primary Academy, Spitalfields, Yarm, TS15 9HF 01642 782731 https://yarmprimaryschool.net	60	49 (55)	No	-

Figures taken from the School Admissions database post 16 April 2021 (National Offer Day) and include any parental changes, the outcome of appeals heard and/or successful appeals plus school specific agreed decisions to go over number.

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

Admission Policy for September 2022 for Primary Community and Voluntary Controlled (VC) 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.

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

Where there are more applications for a school (listed on pages 6 - 9) than there are places available, places will be allocated in order using the over-subscription criteria below:

CRITERIA (In priority order)	EXPLANATORY NOTES
<p>1. Looked after children¹ and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted². Previously looked after children are children who were looked after but ceased to be so because they were adopted³ (or became subject to a child arrangements order⁴ or special guardianship order⁵).</p>	<p>¹ A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.</p> <p>²A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.</p> <p>³This includes children who were adopted under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders).</p> <p>⁴Child arrangements orders are defined in Section 8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.</p> <p>⁵See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).</p>
<p>2. Pupils with a Special Education Need who are going through a statutory assessment and who have been identified as needing a 'named' mainstream school.</p>	<p>This 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.</p>

<p>3. Pupils who have a brother or sister permanently living at the same address, who are still at the school when the pupil begins. Please note: the criteria, only applies to siblings who are of compulsory school age, not younger siblings who attend a nursery setting attached to a school (Primary applications only).</p>	<p>We define brother or sister as follows:</p> <ul style="list-style-type: none"> • A brother, sister, stepbrother, stepsister, adopted brother or sister, or children of partners who are 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. • 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. • If there are other family situations where there are different carers, e.g. aunts, uncles or grandparents, each case will be considered individually.
<p>4. Pupils permanently resident i.e. the address at which the child is registered for child benefit, who expresses a preference for that school (proof of address may be required) within the admission zone who have returned a Common Application Form by the closing date 15 January 2022.</p>	<p>When a school is oversubscribed with in-zone applications i.e. there are more applications from children living in the admission zone of the school than there are places available, we will allocate places:</p> <ul style="list-style-type: none"> • firstly to children permanently living in the admission zone (Criterion 4) with exceptional social or medical reasons for attending the school (Criterion 5); • then to children permanently living in the admission zone (Criterion 4) according to their distance from the school measured in a straight line “as the crow flies” (Criterion 6).
<p>5. Pupils with exceptional social and / or medical reasons for attending the school. A letter from the child’s GP or other relevant professional such as a social worker 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. When you apply online, tell us that there is supporting evidence in the space provided and send it to the School Admissions & Transfers team or email to school.admissions@stockton.gov.uk 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>Medical reasons</p> <ul style="list-style-type: none"> • 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; • 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;

	<ul style="list-style-type: none"> • the evidence should explain exactly what the child’s needs are, and what specialist support and/or facilities your child requires; • the evidence should explain why other schools could not provide the appropriate support for your child. <p>Social reasons</p> <ul style="list-style-type: none"> • 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; • 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; • the evidence should explain exactly what the child’s needs are, and what specialist support and/or facilities your child requires; • the evidence should explain why other schools could not provide the appropriate support for your child. <p>Social reasons do not include domestic arrangements such as parents working commitments or childcare arrangements.</p> <p>Please note that submitting this information does not guarantee that your child will be included in this category.</p>
<p>6. Pupils who live closest to a particular school measured in a straight line “as the crow flies”.</p>	<p>The LA uses a Geographic Information System, known as GIS, to identify and measure the distance from the home to the school. The distance is measured electronically from a point of the school (the same point for all applications) to a point of the home (including flats). The GIS undertakes all measures in exactly the same way for every applicant, to ensure consistency and fairness.</p>

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

Applying for a school

If you are a resident of the Borough you will need to apply for a school place through Stockton-on-Tees 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 the school's own website. When deciding which schools to apply for, you should look carefully at the admission policies to see the category that your child will be considered under.

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

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

There is no automatic transfer from nursery to primary school so you must apply for a place for your child, even if they attend a school nursery. Please be aware that attendance at a particular school nursery (in most cases – unless stated in the school's oversubscription policy) **does not guarantee** that your child will be offered a place at that school.

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.

Please note - all voluntary-aided schools (Roman Catholic and Church of England), academies and free schools have separate admission policies relating to their individual school. We advise you to look at the individual school websites or contact the schools directly to look at their policies.

Infant Class Size

The School Admissions Code (1 September 2021) states that Infant classes (those where the majority of children will reach the age of 5, 6 or 7 during the school year) must not contain more than 30 pupils with a single school teacher. Additional children may be admitted under limited exceptional circumstances. These children will remain an 'excepted pupil' for the time they are in an infant class or until the class numbers fall back to the current infant class size limit. The excepted children are:

- a) Children admitted outside the normal admissions round with statements of Special Educational Needs or Education, Health and Care Plans specifying a school;
- b) looked after children and previously looked after children admitted outside the normal admissions round;
- c) children admitted, after initial allocation of places, because of a procedural error made by the admission authority or local authority in the original application process;
- d) children admitted after an independent appeals panel upholds an appeal;
- e) children who move into the area outside the normal admissions round for whom there is no other available school within reasonable distance;
- f) children of UK service personnel admitted outside the normal admissions round;
- g) children whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil;
- h) children with special educational needs who are normally taught in a special educational needs unit attached to the school, or registered at a special school, who attend some infant classes within the mainstream school.

Nursery children admission into a primary school

In Stockton-on-Tees all of our primary schools have nurseries attached to them. As well as nursery places in mainstream schools, there are nursery places within independent schools, private day nurseries, playgroups and with childminders.

All settings aim to provide high quality education appropriate to the age and development of children in their care.

Local Authority School Nursery

There are nursery classes attached to all of the primary schools in the Borough. Some schools operate a Foundation Stage Unit, which includes nursery and reception age children.

How to register

To register you should go along to the school nursery and ask that your child's name be put on the waiting list; you may be asked for your child's birth certificate so take this with you. The Head Teacher/Governing Body has responsibility for managing the allocation of nursery places and will contact you when a place is available.

Allocation

Most schools will have a Nursery Policy which they follow to allocate places but generally they will give priority to four-year olds and offer places to three year olds if they have places remaining. For schools where nurseries are oversubscribed, they will also have priorities for people who live in zones, siblings of children already attending and to vulnerable families. You can request a copy of the admission policy for nursery intake and the school will provide this.

If your chosen nursery is full you will need to look at alternative nurseries with places. A complete list of schools can be requested from the School Admissions team on **01642 526605**. Alternatively contact the Families Information Service on **01642 527225** or visit <https://www.stockton.gov.uk/our-people/childcare/help-with-the-cost-of-childcare-and-the-free-entitlement/>.

Summer born children

A child reaches compulsory school age on the prescribed day following his fifth birthday (or on his fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August. The term 'summer born' is used to refer to children born from 1 April to 31 August. These children are not required to start school until a full school year after the point at which they could first have been admitted.

School admission authorities are required to provide for the admission of all children in the September following their fourth birthday, but flexibilities exist for children whose parents do not feel they are ready to begin school before they reach compulsory school age.

Where a parent requests their child is admitted out of their normal age group, the school admission authority is responsible for making the decision on which year group a child should be admitted to. They are required to make a decision on the basis of the circumstances of the case and in the best interests of the child concerned.

There is no statutory barrier to children being admitted outside their normal age group, but parents do not have the right to insist that their child is admitted to a particular age group.

Where a parent chooses to defer or delay their child's entry to school, the child remains entitled to a funded early education place of 15 hours or 30 hours if eligible a week for 38 weeks of the year until they are admitted to school.

Parents may also accept a place for September 2022 but defer the date their child is admitted to school until later in the academic year, providing this does not go beyond the point at which they reach compulsory school age, or beyond the **start of the final term of that year**.

The Policy currently states, "parents/carers have the right to accept a Reception place but to defer admission up to the beginning of the summer term of the academic year in which the place has been offered."

Please note: If parents/carers of summer born children (born April – August 2018) are interested in deferring their child's start date for admission in September 2022 then they must make this known and clear on their application form so that the LA can deal with the request.

How does the LA decide which admission zone your child lives in (where applicable)?

When you apply for a school place, you must have parental responsibility for the child and submit evidence to show that you and your child live at the address you've stated on your application, even if you have been placed in temporary accommodation. If you can't or don't provide the documents, this may result in the application and any offers that have been made, being processed using the current recorded residence as the 'admissions address'.

Whether during the allocation of places or to determine a child's position on a school waiting list, we will use a parents' or legal carers' permanent residence when processing an application. 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 previous/second property – see section below Proof of address.

The LA may only consider temporary addresses for the purpose of processing an application e.g. 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 or confirming your child's position on a waiting list 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 - see section below Proof of address. 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.

Proof of address

If we need to confirm you are living in the property and it is your main residence, we will ask for proof of your home address. We will ask for this in writing or by email if you have applied online. In the majority of cases, we will require 3 documents from Section A but may accept 2 from Section A and 1 from Section B if families can demonstrate extreme difficulties in proving their main residence.

Applications will be reviewed on a case by case basis and may include other possible proof of address not listed below.

It is important to note that parents of children of either UK service families or Crown Servants must provide the LA with some certainty as to their relocation address, in order to ensure that places are offered fairly and in accordance with the LA's oversubscription criteria.

Where a parent is unable to provide any confirmation of a relocation address, we would expect you to provide an indication of area, narrowed down as far as possible, to which the family intend to return. If this is not possible, we will only use your overseas / current posting address and the application treated as out of zone for the preferred school measured on distance 'as the crow flies'. Parents are responsible in keeping the LA informed of any changes to their planned address during the application process and should note that without being able to provide any confirmation of a relocation address, we may not be able to process your application.

Main residence – evidence will be required (must include a Utility Bill)	Previous / second property (where applicable)
Section A	
Solicitor's letter confirming purchase of property. <i>For children of service families we may accept a copy of an exchange of contracts.</i>	Solicitor's letter confirming sale of property.
Current Council Tax Bill, in your name, for the application address . <i>This must be supplied if you are the council taxpayer and must be for the current financial year.</i>	A Rental Agreement from the letting Agent stating house is now for let. <i>Must be current and include the pages that show your name and the name of the Letting Agent.</i>
A signed Tenancy Agreement by all parties for a minimum period of 6 months <i>Must be current and include the pages that show the names of the tenants. If this is a new address, you must supply a letter from solicitor confirming exchange of contracts.</i>	A signed Tenancy Agreement by all parties for a minimum period of 6 months <i>Must be current and include the pages that show the names of the tenants. If this is a new address, you must supply a letter from solicitor confirming exchange of contracts.</i>
A Utility Bill - gas or electricity bill <i>Must be in your name, showing usage at the application address, within the last 3 months. (Please do not send an instruction to use the company we need an actual bill.)</i>	
Benefit letter or Universal Credit Letter. <i>Must be for the current financial year.</i>	
A Child Benefit letter for the application address. <i>Must be for current financial year. All pages of the letter to include the home address and child's name. HMRC will provide you with a confirmation letter of this on request even if you do not receive payment.</i>	

<p>Child Tax Credit letter for the application address. <i>Must be for current financial year. Please copy all pages of the letter to include the home address, parents name and child's details.</i></p>	
<p>Letter from your GP confirming the child's name at the application address. <i>Must not be more than 12 months old.</i></p>	
<p>Section B</p>	
<p>Income Support <i>Must be for the current financial year</i></p>	
<p>TV Licence <i>Must be for the current year</i></p>	
<p>Driving Licence <i>Must be current</i></p>	

Children of UK service personnel (UK Armed Forces) and Crown Servants

For families of service personnel with a confirmed posting to the borough or crown servants returning from overseas to live in Stockton-on-Tees, the LA as the 'admission authority' for maintained Community or Voluntary Controlled (CE) schools only, will consider your family's individual circumstances when processing your application. If we receive your application within the agreed application dates, and you provide an official letter that declares a relocation date and a Unit Postal address or Quartering area address, then, when considering the application against our oversubscription criteria, we will, where possible allocate your child a place in advance of your family arriving.

This means the application will be processed during the main round timelines, prior to moving into the Borough so long as the application meets both conditions below:

- accompanied by an official Ministry of Defence, Foreign and Commonwealth Office or Government Headquarters letter declaring a relocation date; and
- a unit address or quartering address is provided.

In addition, there are schools that have converted to an Academy that have also retained the LA's School Admission Policy. (Please refer to each school's website for more details.)

We will not refuse a service child a place simply because the family does not currently live in the area, or reserve blocks of places for these children. We will ensure that arrangements in Stockton-on-Tees support the Government's commitment to removing disadvantage for service children whilst also ensuring we adhere and follow the prescribed timescales for the co-ordinated processes.

Please note we will not consider an application as per above, if the new address indicates the family are simply moving to the borough of Stockton-on-Tees only and that it is not as a confirmed military posting.

Parents/carers can express a preference for up to three schools but there is no guarantee that a preference will be met. Where a school has sufficient places for every child that applies, then we will admit all applicants. If, however, the school is oversubscribed, places will be ranked in order against its published oversubscription criteria which can differ from the LA's policy (please refer to the school/academy website for more details).

However, we will attempt to offer a place in accordance with the oversubscription criteria. As school places are often allocated based on the proximity of the child's home address to the school within an admission zone, using a Whitehall address would be unlikely to be helpful to the parent unless they planned to live in the Whitehall area.

If vacancies exist at your preferred school(s), we would, expect to be able to offer a place following the normal admissions process timelines and procedures for your child in advance of your move, even if you do not yet have a confirmed address. We cannot simply refuse to accept your application. However, if school(s) are oversubscribed, the LA will ensure that places are allocated lawfully and will expect to have some level of certainty about your intended new address, to ensure a place is allocated lawfully. We will accept as confirmation of a new address, a proof of exchange of contracts or a letting agreement.

Where a child has been refused a school place at a preferred school, parents will have the right of appeal to an Independent appeal panel.

Children from overseas

If your child is arriving in the UK from abroad and you would like a place at a school in Stockton-on-Tees, you should contact us (or your own LA if you live outside the Borough) and we will tell you how to apply.

You may need to provide 'Proof of address' (see above) that your child has the right to go to school in this country. If your stay in this country will be short, it may not be practical for your child to start a new school. We will tell you if we think this is the case. Please note that children whose parents are seeking asylum in this country have the same right to attend school as other children living in Stockton-on-Tees. We will use the same procedures for providing a school place for asylum-seeking children as for other children already resident in the area.

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

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

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

How are places allocated?

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

If however we cannot give you your first or second preference but offer you your third preference then your child will automatically be placed on the waiting list. These waiting lists will be open until the 31 December 2022. 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 highest two preferences.

Below are 2 examples explaining how the above works:

Child A

Parent/carer applies for 3 preferences on time.

1. Hartburn
2. Fairfield
3. Holy Trinity Rosehill CE

After all the preferences are processed and entered into the computer, the system allocates 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 – Fairfield, 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. Barley Fields
2. Myton Park

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

The 1st preference although oversubscribed, can offer 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 where possible and if there are spaces available, we will allocate your child their zone school, if this is also not possible an alternative school nearest to your home address (less than 2 miles) will be allocated instead.

In summary, as described in the example on the previous page, if you only put down 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 below shows how we allocate those places:

You	Our Admissions Team	Schools & Other LAs
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-on-Tees	Only pupil details from the application form for a free school, foundation, voluntary aided or academies 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 of Stockton-on-Tees	Pupil details and school preferences on the application form for schools in other boroughs will be sent to the LAs which maintain those schools (maintaining LA). These LAs 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-on-Tees Borough 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 LAs until there are no further changes and all places have been allocated
All places are allocated	Stockton-on-Tees Borough Council identifies which children are potentially in a position to be offered a place at more than one of its schools. In such cases, we will only hold the offer of a place at the school the parents ranked highest on their form. Other lower ranked offers will be released allowing further offers to be made to children who are next on the school's lists.	

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

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

During this process the LA will either manage the application list for its schools or provide all other schools (those who are their own admission authority) with a list of applications for their school in no particular order of preference. Each application is then equally ranked against the relevant oversubscription criteria and when finalised are then returned and entered into the computer system.

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

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

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

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

Each school will be given only the information it needs to consider your application. They may send you a supplementary form to complete if you want to apply for a church place.

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 28 "Proof of address".

Late applications

If we receive your form after the closing date (15 January 2022), 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 but you believe there are exceptional circumstances that prevented you from applying before the closing date, then you must provide us with clear evidence as to why you were unable to apply on time. Please be aware that if we do this, it does not guarantee your child a place at your preferred school – it simply means that we will consider your application along with the applications we received on time.

If you move into the Stockton-on-Tees area or move to a different area within the Borough after the closing date and we have not already allocated places, your application will be classed as being received on time.

However, for your application to be processed using your new address, you will need to provide proof that you are living in the property and it is your main residence. Until we are satisfied that you are living at the new address, your previous address will be used for processing your application.

What if I want to change my preference?

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

Waiting lists

The School Admissions Code (1 September 2021) 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 and 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 primary. These waiting lists will therefore be open until the 31 December 2022. After this date your child's name will be removed unless you request them

Case studies

These case studies are provided to help parents understand the implications of the choices they might make in using all three preferences available. While every effort has been made to ensure that the case studies provide guidance, it is impossible to predict all the circumstances in which it may be used.

The local authority 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

Mr & Mrs C's only daughter attended a school nursery that she began in the previous autumn term. They chose this nursery as it close to Mrs C's parent's home for childcare reasons. When they applied online, they only put one preference for her and named the school that she attends nursery because they assumed that this was ok. Unfortunately, as the school was oversubscribed and the last place offered was to a child who lived in the school admission zone, Mrs C's application was unsuccessful. This was because they lived well outside of the admission zone for this school.

If they had read the admissions policy, they would have realised that attending a school nursery does not always guarantee your child a place in that school.

Case study 2

Mrs K listed three different preferred schools in Stockton-on-Tees on her application form for her son.

Unfortunately, she was not successful for any of her preferred schools. As Stockton-on-Tees Borough Council has an obligation to ensure that all its pupils receive an offer of a school place at the nearest school where a vacancy exists, Mrs K's son was offered a place at a local school which had a vacancy. This offer was turned down by the family. A few weeks later Mrs K changed her mind and contacted the admission team and asked if she could have the place previously on offer. But the place had been offered to another child, so Mrs K had to settle for a school which was even further away from her home address.

Mrs K would have had a school much closer to her home address had she accepted the initial offer, even though it was not one of her preferences.

Case Study 3

Mr L lived reasonably close to some community and faith schools. However, he wanted his child to attend a faith school. Mr L mistakenly listed the community schools higher on his application form than the faith school that he wanted his child to attend. He was offered one of the community schools which he had listed. Mr L appealed for the faith school but was unsuccessful.

Had he listed his choice of schools in the correct preference order, his child would probably have been offered a place at the faith school.

Case Study 4

Mrs Q has two children who attend the same school - one in Y3 and the younger one in the nursery class. Initially Mrs Q did not make an application, thinking that the nursery age child would have an automatic transfer to the primary school. Unfortunately, this is not the case. When Mrs Q realised her error and made her application after the admission round had closed, the preferred school was already full. Mrs Q appealed for her preferred school, but the appeal was unsuccessful because she had failed to apply at the proper time.

If Mrs Q had applied on time, then her younger child would have secured a place under the sibling link criterion.

Apply for your child's school place online

The online facility opens on 8 November 2021 and is available 24 hours a day, 7 days a week until 11.59pm on 15 January 2022. You will receive an email informing you of your allocation on the 16 April 2022.

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 15 January 2022 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-on-Tees)

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 16 April 2022 informing them of the school they 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 16 April 2022.

In-year admission to primary schools

Applications for a primary 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-on-Tees Borough Council and you want to change your child's school, you will need to complete an 'In-Year Application for change of school' form for each child who you want to transfer.

If you are moving away from Stockton-on-Tees to another Local Authority you still need to complete a Stockton-on-Tees 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-on-Tees 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 School Admissions Code (1 September 2021) (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-on-Tees application only and apply directly to Stockton School Admissions.

Contact the School Admissions team for additional information:

Email: school.admissions@stockton.gov.uk

Telephone: **01642 526605**

School transfer procedure

School transfers can take between 5-10 school days (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.

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 via SEN Support.

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

Pupils with an Education, Health & Care Plan

If your child has an EHCP you will have already completed the school's preference form sent to you by the SEN and Engagement Team. If your child's EHC Plan states specialist provision and you express a preference for this type of school, then your child will be given priority for a specialist school place. In all cases, the 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 an EHCP and you are not satisfied with the school place that the local authority has determined for your child, you will be able to appeal to the special educational needs and disability tribunal. You will be given details about the appeal procedure when your child is issued with an amended statement identifying the allocated primary 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 Stockton-on-Tees Borough Council's SEN and Engagement Team on **01642 527145**.

Home to school transport information for parents & carers

Stockton-on-Tees Borough 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 from 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-on-Tees Borough 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.

The policy can be found on our website at 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 Local Authority (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 complete an online appeal form via the following web page <https://www.stockton.gov.uk/schoolappeals>.

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

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

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

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

If your appeal concerns a VA School, Academy or Free School, the LA will not attend the hearing. Instead, a representative from the school will attend as these school's 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

For further information please contact the Admissions Appeal Service
Admissions.Appeals@stockton.gov.uk

Neighbouring local authorities

Darlington Borough Council

People Group
School Admissions Team
Town Hall
Darlington
DL1 5QT
Phone: **01325 406333**
E-mail: school.admissions@darlington.gov.uk

Durham County Council

The School Places and Admissions Team
Children & Young People's Services
Green Lane
Spennymoor,
Co. Durham,
DL16 6JQ

Jan Pettersen – Secondary 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's and Joint Commissioning Services
Hartlepool Centre of Excellence for 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
Secure Email: admissions@hartlepool.gcsx.gov.uk
Phone: **01429 523768/ 523765/ 284368**

Middlesbrough Borough Council

Children's Services
School Admissions
Third Floor
Middlesbrough House
TS1 2RH

Helen Oliver – Senior Admissions Officer

Phone: **01642 729544 / 01642 201891**

E-mail: schooladmissions@middlesbrough.gov.uk

North Yorkshire County Council

Admissions, Transport & Welfare Team
Jesmond House
31-33 Victoria Avenue
Harrogate
HG1 5QE

Julia Griffiths - School Admission Officer

Phone: **01609 533679**

E-mail: schooladmissions@northyorks.gov.uk

Redcar and Cleveland Borough Council

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

Chris Sawdon – School Admission Officer

Phone: **01642 837740**

E-mail: school_admissions@redcarcleveland.gov.uk

Other information

Free School Meals

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

- Universal Credit (provided you have an annual net earned income of no more than £7,400, as assessed by earnings from up to three of your most recent assessment periods)
- 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

Your child's school may be able to offer some assistance, particularly if you are in receipt of Free School Meals. You should contact the primary 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 visit www.stockton.gov.uk/schoolmeals or email freeschoolmeals@stockton.gov.uk or call **01642 526606**.

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 for more information which includes web chat or telephone **01642 527225** to speak to one of the advisors.