

Captain Cook Primary School



Admission Policy

November 2014

Primary and Secondary Education in Middlesbrough

A Guide for Parents

Introduction

MIDDLESBROUGH COUNCIL

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

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

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

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

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

School Admissions
Middlesbrough Council
PO Box 55
Civic Centre
Middlesbrough
TS1 9FZ

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

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PART ONE - ADMISSIONS ARRANGEMENTS

1. TYPES OF SCHOOL

Primary schools in Middlesbrough admit children between the ages of 4 and 11. They normally enter school via one of the nursery classes attached to schools. All our schools are age 4-11 primary schools. All secondary schools in Middlesbrough admit children from age 11 to 16. Some schools also have sixth forms where children can continue education until they are 18, namely Macmillan Academy, Trinity Catholic College and The Kings Academy. Other separate sixth forms exist in Middlesbrough also.

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

Later in this guide, a list of schools in the LA can be found. Each school publishes a prospectus describing the school. These are available from the school or may be consulted at the local library.

2. NURSERY EDUCATION

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

Individual Head Teachers consider admissions to nursery classes, most schools give priority in accordance with the following guidelines:-

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

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

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

3. SCHOOL ADMISSIONS GENERAL INFORMATION

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

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

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

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

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

Preference forms should be obtained from and returned to the Local Authority in which the pupil's home address is located. Parents can apply for schools in another Local Authority using the preference form, Local Authorities co-ordinate with each other to allocate school places. The preference forms must be completed and returned before the specified closing dates. There are spaces for up to three schools to be specified on the forms, you are strongly advised to enter three different schools, in order to give your child the best chance at being allocated a school of your choice.

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

Part One

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

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

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

How are the school places allocated?

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

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

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

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

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

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

Appeals Procedure

In the event of parents not being satisfied with the response to their preferences, there is an opportunity to make an appeal to an Independent Appeals Panel which is empowered to make a final

decision on the matter. Parents have the opportunity to put their own case to the Appeals Panel, if they so wish. Full details of how to make an appeal will be sent to you, should the Local Authority be unable to meet your preference for a particular school. Parents can only appeal once for any academic year unless there has been a change in circumstances relevant to the application. The appeal panel's decision is final and binding on the schools, parents and Local Authority. If a parent is not satisfied with the appeal panels decision, the only recourse is to the Local Government Ombudsman and would need to prove mal-administration.

In 2013 appeals for admissions to reception class were held in respect of the following primary schools: Abingdon, Breckon Hill, Caldicotes, Green Lane, Kader, Lingfield, Linthorpe, Marton Manor, Park End, Pennyman, Sacred Heart, St Bernadettes, St Edwards and St Josephs. In 2013 appeals for admissions to Y7 classes were held at the following secondary schools in Middlesbrough: Acklam Grange, The King's Academy and Macmillan Academy.

Which school admission zone do I live in?

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

Macmillan Academy has a separate admission zone, details of which are available from the Academy or from the Academy's prospectus. Pupils living in the admission zone of a school are not guaranteed a place at that school.

Child's Home Address

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

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

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

If you move house during the application and allocation process, you must inform the School Admissions section immediately as this could have an effect on which school your child is allocated. Proof of address move will be required, two pieces of evidence must be submitted such as Child Benefit letter, Child Tax Credit letters, Council Tax bill, tenancy agreement, solicitors letter confirming house sale, bank and credit card statements. The child's address used in the allocations process will be the address at the time of the place allocations (places will be finalised several weeks before offer letters are due to be issued to parents, if you are moving house around this time, please contact the School Admissions Team for guidance). It is the responsibility of the parent to ensure that the School Admissions Team are provided with the correct address and / or any address change details with any relevant evidence.

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

Fraudulent Applications

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

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

Late Applications

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

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

Waiting Lists

Waiting lists will be maintained for those unsuccessful at gaining a place at their preferred school for admission to Reception Year and Year 7. The waiting lists will be maintained until the last day of the autumn term, after which time they will close. If places become available, they will be

allocated according to the over-subscription criteria. If appeals are pending, places will still be allocated before appeals are heard from the waiting list.

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

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

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

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

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

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

School Performance Tables can be obtained from the Department for Education by telephoning 0370 000 2288. Alternatively they should be available in your local library. They are also available on the Internet at www.education.gov.uk/performance-tables. Performance Tables should only be used as part of the overall decision about the school you feel is most appropriate for your child.

Choice Adviser

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

On-Line School Admission Applications

Middlesbrough Council have introduced an on-line school admissions service. You will need to have access to an Internet connected computer; this could be at your home or at your local library, community centre etc. When you receive your application pack it will include details of how to apply on-line together with a log-on id and password.

The advantages of applying on-line are:

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

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

Please note: you must keep the details of your log-on id and password in order to log back on to the system to make amendments or view your child's allocated school.

4. PRIMARY SCHOOL ADMISSIONS

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

This section deals with the arrangements for admitting children into full time education at maintained primary schools in Middlesbrough during the 2014/15 academic year.

The children concerned are those born on or between 1 September 2009 and 31 August 2010. The first full-time class into which children start is called the reception class. Children start in reception in the academic year in which they turn five years of age*.

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

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

Note * Parents can defer entry (or request a part-time place) into reception to the term of the child's fifth birthday and a place will be held for that child. However a parent would not be able to defer entry beyond the term after the child's fifth birthday, nor beyond the end of the academic year. This would be arranged with individual primary schools after the Local Authority has allocated a place by the normal admissions process as detailed in this brochure.

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

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

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

Children at school nurseries will have their details passed to the School Admissions Section and we will send application packs out. (A place at a school nursery however does not guarantee a place at the school).

Children in private nurseries and those not at any nursery will need to contact the School Admissions Section to register their child's details so application packs can be issued. Adverts will be placed in the local press and posters will be displayed in public places, such as libraries, to inform parents of the need to register with the Admissions Section at the relevant time.

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

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

Primary Admissions Over-subscription Criteria

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

Listed below is the over-subscription criteria for Middlesbrough community schools. Some primary schools in Middlesbrough have become academies, namely Brambles Academy, Caldicotes Academy, Chandlers Ridge Academy, North Ormesby Academy and Pennyman Academy. These academies have adopted the Local Authorities oversubscription criteria as below. The over-subscription criteria for Middlesbrough's Roman Catholic primary schools are listed in Appendix A.

After the admission of children with Statements of Special Educational Needs where a particular school is named in the statement, the over subscription criteria will be applied as follows;

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

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

Note 1: Please see paragraph ' Child's Home Address' on page 6.

Note 2: Full details must be submitted at the time of application. If you have any concerns or need any guidance about what might be classed as exceptional social or medical reasons, or what evidence may be submitted, please contact the Admissions Team to discuss the matter in confidence before you submit your application.

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

The Authority will consider action should false information be submitted in order to secure a place at a particular school. Please refer to page 6/7 regarding Child's Home Address and Fraudulent Applications.

Timetable for Primary School Admissions

November 2014 - Advertisement in Press inviting parents to apply for primary places within the area for September 2015.

18th November 2014 - Letters to parents with common application form.

15th January 2015 - Closing date for parents with common application form.

16th April 2015 - Letter to parents confirming outcome of application.

June/July 2015 - Appeals as required.