

# A Guide for Parents

Redcar & Cleveland Children and Families

## Secondary Education in Redcar & Cleveland 2019-2020



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- It is quick and easy to do
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Go to the main Redcar and Cleveland website using the above address. Click on the blue tile entitled Secondary School Admissions and you will be taken to the online application site.

## Secondary Education, Redcar & Cleveland 2019-2020

This booklet gives important details about your child's transfer to secondary school and other information which you may find helpful. It applies to parents / carers of pupils whose date of birth lies between 1 September 2007 and 31 August 2008.

The transfer from primary to secondary school is an important milestone in a child's education. It can be a time of anxiety as well as anticipation and excitement for those concerned. Staff in the Children and Families Department and in schools are committed to making the transition as smooth as they can and, wherever possible, trying to meet your preference for a secondary school.

This booklet is divided into three parts:

### Part 1 Admission Arrangements

This will be of particular interest to those parents whose children transfer to secondary education in September 2019.

### Part 2 General Information

This will be of interest to all parents of pupils, who attend, or are about to transfer to, secondary schools in Redcar & Cleveland.

### Part 3 Details of Individual Schools

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# Part 1 Admission Arrangements

This section deals with the arrangements for admitting pupils to secondary schools in Redcar & Cleveland in September 2019. The children are those born between 1 September 2007 and 31 August 2008.

In addition to this booklet, each secondary school produces a prospectus. Copies are available by contacting the particular school concerned.

Three types of admissions authority operate for secondary schools in the Borough. For the Roman Catholic Aided Schools the governing body of the school is the admissions authority. Some secondary schools in the borough have become Foundation Schools. This means that the governing body of the school is the admissions authority. For academies in Redcar and Cleveland the Academy Trust is the admissions authority.

The Local Authority is responsible for sending out the letter offering your child a place for all schools. Where a child is in the care of the local authority and the authority has parental responsibility, the Children and Families Department may, in consultation with others who have parental responsibility, submit a preference for that child. Parents should note that attendance of a child at a particular primary school does not entitle him/her to a place in a particular secondary school – see the school's own oversubscription criteria. Places at secondary school are offered in accordance with the procedures outlined on pages 8 to 43 of this booklet.

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

Performance tables can be obtained from the Department for Education by telephoning 03700002288.

These are also available on the Internet at <http://www.education.gov.uk/schools/performance>

These 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 Children and Families Services Department has a Choice Adviser who can assist and advise you on all aspects of the transfer to secondary school. This can include advice about which schools you could choose, help with making the application and advice about any other questions you may have about secondary school education. A visit to your home or your child's current primary school can be arranged if preferred. The Choice Adviser can be contacted on 01642 444539.

### Further information can also be obtained from:

- a) Visiting the schools you are interested in, including the school which serves the admission zone in which you live. This will give you first hand experience of the facilities and teaching staff and will allow you to ask any questions you may have.
- b) The school prospectus which gives information about the school including the subjects on offer, extra curricular activities, arrangements for school meals and school uniform, policies on behaviour, discipline, special educational needs.
- c) Open days / evenings, which are usually held during the Autumn Term.
- d) 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 <http://www.ofsted.gov.uk>

The addresses and telephone numbers of all the schools are shown on page 53.

## What are school admission zones?

All secondary schools have their own admission zone serving a particular area. Your admission zone school is the one we have decided will serve your child's permanent home address. The home address means the place where your child lives most of the time. If your child lives for periods of time with both parents, the home address will be the one where the parent receiving the Child Benefit lives.

Each address is covered by two admission zones; one for the neighbourhood LA / Foundation school / Academy and one for the appropriate Roman Catholic Aided School.

Officers of the LA maintain close liaison with secondary head teachers on all educational matters. The head teachers, as a body, have expressed the opinion that all secondary schools in Redcar & Cleveland serve their community well and provide a first class, all round education. Given this, Redcar & Cleveland head teachers hope that all parents / guardians would give consideration to their admission zone school.

If your child attends a Roman Catholic Aided Primary School, then the appropriate Roman Catholic Aided Secondary School will serve your area (ie, St Peter's Catholic Voluntary Academy of Maths and Computing or Sacred Heart Secondary Catholic Voluntary Acadamey). Some areas of the Borough are also within the admission zone for schools outside the Borough

## What is the co-ordinated scheme for admissions?

The Secretary of State for Education has placed a statutory duty on every LA to formulate a scheme for co-ordinating admission arrangements for all maintained secondary schools and academies in their area.

The purpose of the scheme is to ensure, so far as reasonably practicable, that every parent of a child living in an LA who has applied for a secondary school place in the "normal admission round" receives an offer of one, and only one, school place to be posted on 1 March 2019.

In accordance with its approved scheme, Redcar & Cleveland LA will co-ordinate the admission arrangements for all its schools including voluntary aided schools, Foundation schools for whom their governing bodies are the admissions authorities and Academies for whom the Academy Trust is the admissions authority .

It will also exchange information with neighbouring LAs if applications have been received for places in their schools.

## How do I apply for a school place?

**Your child will NOT automatically be allocated a school place by the LA. You will have to apply for a place.**

In August 2018, you will be provided with details of how to apply for secondary schools and to give reasons for your preferences. These preferences can include maintained, foundation, academy and voluntary aided schools in this LA or in another LA, if you wish. The Redcar and Cleveland Choice Adviser can help you with the application. Telephone 01642-444539

Please apply online. If you are unable to make an online application, paper forms are available by contacting the Admissions Team on 01642 837740 / 837730 / 837702.

## Change of Address

If you notify a change of address during the application and appeal process you may be asked to provide evidence of your new address before it can be used for the allocation of a school place.

## What if I wish to apply for a school outside of the Borough

If you live within Redcar & Cleveland LA and wish to apply for a place in a school belonging to another LA, you should name this school on your application and Redcar & Cleveland LA will pass your request to the LA concerned.

If you live outside Redcar & Cleveland but want to apply for a place in a Redcar and Cleveland school you should apply to your own Authority who will pass your request to us.

You are strongly advised to provide any relevant supporting information, eg, medical evidence in order to give a clear picture of any problems or issues.

To increase your chances of getting a school of your preference it is important that you express three different preferences. Repeating the same school three times does not increase your chance of getting a place in that school. The school will only be considered once, if you do this.

You should rank your three preferences in your order of priority. Each preference will carry the same weighting.

### **The closing date for the receipt of the application and any supporting documents is 31 October 2018.**

For pupils with a Education, Health and Care Plan (EHC), decisions about transfer to secondary education will take place through the special arrangements for the annual review of the pupil's plan. Wherever it is appropriate, the LA seeks to enable pupils with plans to attend their local mainstream secondary school. Parents of pupils with EHC's will be included in the arrangements for all parents to express a preference regarding secondary education; however, final decisions will be made through the statement review process, having regard to the guidance set out in the national SEN code of practice.

### **Roman Catholic Academies**

If you intend to express a preference for a place in a Roman Catholic School, you will have to complete a supplementary form. This form will automatically be included in the application pack for children who are attending a Roman Catholic Primary Academy. Other applicants who wish to express a preference for a Roman Catholic school should contact the admissions team on 01642-837740 / 837730 / 837702 and request the supplementary form or it can be downloaded from the Redcar and Cleveland Council website at [www.redcar-cleveland.gov.uk](http://www.redcar-cleveland.gov.uk). This form will be forwarded to the Governors of the school who will make decisions on the applications received in line with the published criteria for admissions to that particular school. Details of the criteria for the two Redcar & Cleveland Roman Catholic Academies are published on pages 37 to 43 of this booklet.

## **What (and how much) information should I give on the application?**

It is important to provide as much relevant information on your application as possible to explain why you would like your child to attend the schools of your preference. If there are any exceptional medical or social reasons why you think your child should be allocated a place, you are strongly urged to provide independent, third party information, perhaps from a professional who knows or is involved with your child, to support your application. This written support must make clear why the preferred school is the only school which could meet your child's needs.

This will help give us a clear picture of any issues or problems. You will be contacted if further details or clarification are required.

If you have any difficulty completing the application, do not hesitate to contact the Choice Adviser on 01642-444539 or the admissions team on 01642-837730 / 837740 / 837702.

## **What may happen if I don't make the application by the closing date?**

If your application is late, you may miss out on your chance of getting your child a place in a school of your preference. This applies even if you live in the admission zone for the school or you have another child attending the school in the 2019/2020 school year.

Applications received after the closing date but before the allocation of places has been made will be treated as received on time if there is a good reason for their lateness. Examples of good reason for lateness would include serious illness of a parent or moving into the area from outside this LA. We will request evidence to support a late reason.

If the application is late without good reason, it will only be considered after all applications received on time have been allocated. Preferences will only be offered if places remain available in the preferred school. If the preferred school is full, a place will be offered in the school closest to your home with spare places.

If you do not make an application at all, your child will be offered a place in the school closest to your home with spare places; if other schools near to your home are full, you could end up being offered a school some distance away.

## What happens after I've made the application?

All applications submitted on time, ie, on or before 31 October 2018, will be processed at the same time.

It is the duty of the LA, or the Governors in respect of a Roman Catholic Aided School and Foundation Schools or the Academy Trust in respect of academies to comply with parental preferences and admit pupils up to the published admission limit fixed for the school. Information about school admission limits can be found on pages 49.

However, once a school is full and the admission number has been reached, the Admissions Authority will decline further admissions on the grounds that the admission of further children would prejudice the provision of efficient education or the efficient use of resources.

All preferences will be considered in accordance with the criteria for allocating places used by this LA, by neighbouring LAs or by the schools. Each admission authority will produce a list identifying which criterion a child falls into and whether or not it can offer a place. Redcar & Cleveland LA will then match these lists against one another and, treating all preferences equally and using your ranked order of priority, decide where a place could be offered.

The criteria used for schools in other LAs can be found in each LAs "Guide for Parents" which can be obtained at the website address or by telephoning the numbers given below.

Stockton on Tees	<a href="http://www.stockton.gov.uk/school_admissions">www.stockton.gov.uk/school admissions</a>	01642 526605
Middlesbrough	<a href="http://www.mgrid.org.uk">www.mgrid.org.uk</a>	01642 201890
North Yorkshire	<a href="http://www.northyorks.gov.uk">www.northyorks.gov.uk</a>	08450349420

If your child meets the criteria for a place at only one of your preferred schools, a place will be offered at that school. If your child meets the criteria for a place at two or more of your preferred schools, a place will be offered at the school which you have ranked as your higher preference. In most cases, the LA will be able to offer your child a place in one of your preferred schools. However, if your child does not meet the criteria for a place at any of your preferred schools, a place will be offered in the school closest to your home with spare places. If the schools near to your home are full, this may be a school some distance away.

On 1 March 2019 an email will be sent to applicants who applied online and a letter will be posted to each parent residing in Redcar & Cleveland who filled in the preference form, or applied online, informing them of their child's allocated secondary school place. Those parents who did not apply will also be sent a letter offering a place in the school nearest to their home address which has available places.

Below are important dates relating to the secondary admission process:

<b>31 October 2018</b>	The application must be made by this date.
<b>1 March 2019</b>	A letter will be posted to you notifying you of the place allocated for your child.
<b>29 March 2019</b>	Appeal Forms must be returned by this date.

All secondary school in Redcar and Cleveland are now their own admissions authority and their admission policies are shown below.

# Freebrough Academy

This policy outlines the admissions arrangements for 2019 - 2020. It covers admissions in Y7 and mid-year/occasional admissions, and comes into effect for admissions commencing 1 September 2019 and onwards.

## 1. Admission arrangements for the academy

In accordance with Regulations, the Academy Trust of Freebrough Academy has determined the admissions policy for 2019 - 2020

The arrangements are in line with those applied by the Local Authority for all maintained, community and voluntary controlled schools.

## 2. Admission of year 7 students

### 2.1 Admission Zone

No change is proposed to the formal admission zone. Details of the admissions zone can be obtained by contacting Freebrough Academy.

### 2.2 Admission Numbers

Students will be admitted into Year 7 without reference to ability or aptitude. The proposed admission number for Year 7 will be 200.

### 2.3 Application Procedure and Timetable for Admissions to Year 7

The application process for admissions into year 7 is co-ordinated by Redcar and Cleveland Local Authority (LA), which acts on behalf of our Academy Trust to offer Year 7 places at our school. At the appropriate time, parents/carers will receive information from Redcar and Cleveland Admissions on how to make an application and relevant dates. Offer letters will be issued by the LA on the national school places offers day. Applications can also be made on-line. An independent Choice Advice service will be available to assist families with their applications.

For details, please contact the Redcar and Cleveland Admissions Team on 01642 837730/ 837740 / 837702, or log onto [www.redcar-cleveland.gov.uk/admissions](http://www.redcar-cleveland.gov.uk/admissions).

All parents/carers are strongly advised to read the Redcar and Cleveland Local Authority Guide for Parents/Carers.

### 2.4 Children in Receipt of a Local Authority Statement

Any child who has a current Statement of Special Needs naming Freebrough Academy or Education Health and Care Plan as the designated school in year 7 will be automatically admitted, unless the school or Education Health and Care Plan has previously demonstrated (if necessary to an independent tribunal) that to admit the child would not be in her/his best interests, unreasonable in terms of its impact on the school, or detrimental to health and safety.

### 2.5 Over-Subscription Criteria

Where more parents/carers have expressed a preference for the school than there are places available, criteria will be applied to determine which parents'/carers' preferences can be met. The proposed over-subscription criteria are outlined below.

<b>CRITERIA</b> <b>(In priority order)</b>	<b>EXPLANATORY NOTES</b>
<b>(i) children who are cared for by the Local Authority</b>	<p>Children who are looked after or who were previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order. A looked after child is a child who is (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions ( Section 22(1) of the Children’s Act 1989).”</p>
<b>(ii) children who are permanently resident in the admission zone defined for the school.</b>	<p>For the purposes of determining whether a child lives within the admission zone, only the address at which the parent/guardian ordinarily resides and with whom the child normally lives will be taken into account.</p> <p>If parents are separated and the child lives for periods of time with both parents, the address used will be of the parent who receives child benefit for the child. You will be asked to provide proof. Short term tenancies entered into with the prime objective of securing admission for a child at a particular school will not qualify as places of ordinary residence. The LA will take action should false information be submitted in order to secure a place at a particular school.</p>
<b>(iii) children not living in the admission zone who have elder siblings attending the school in the 2019/20 school year</b>	<p>Brothers and sisters and step brothers and sisters will qualify under this criterion as long as they both live at the same permanent address and the elder sibling is still attending the preferred school in the subsequent school year.</p> <p>Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent’s/carer’s partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.</p>
<b>(iv) children not living within the admission zone who have exceptional social and/ or medical reasons for attending a particular school, professionally supported by an independent third party and sustained by appropriate professional advisors to the school</b>	<p>Social reasons generally do not include domestic circumstances such as parents’/carers’ working commitments, child care arrangements, separation from friends.</p> <p>In the case of medical reasons, evidence would need to demonstrate the exceptional long-term nature of the condition. All mainstream schools are able to cater for a wide range of medical needs which may be encountered by children.</p> <p>Parents/carers are strongly urged to provide independent third party information (eg from a professional person who knows or is involved with the child) in support of any exceptional long term medical or social reason why they think their child should be given special consideration for placement in a particular school. This written support must make clear why the preferred school is the only school which could meet their child’s needs. The submission of independent information will not automatically guarantee a place under this criterion.</p> <p>However, the evidence will be carefully considered by the relevant professional advisors as to whether or not an application falls into this category.</p>
<b>(v) children living closest to the school</b>	<p>The distance from home to school will be measured by computer on a straight line basis using the number and postcode of the house and the postcode of the school.</p> <p>Distance will be measured in a straight line from the front door of the child’s home address (including flats) to the main entrance of the school (using the Local Authority’s computerised measuring system) with those living closer to the school receiving the higher priority.</p>

## 2.6 Tie-break

If it is necessary to distinguish between children within categories (i) – (iv) places will be offered using the criteria listed above in priority order and determined by criteria (v) – measurement on a straight line basis as defined above.

If it is necessary to distinguish between children in category (v), distance will be measured by the shortest walking route, using the number and postcode of the home and the postcode of the school.

## 2.7 Late Applications and Mid-Year Admissions

Every effort will be made to ensure parental applications are received by the published closing date. However, applications may still be received after the closing date if there is good reason for their lateness. In this instance, the Local Authority will accept applications for over-subscribed schools if they are received before places in the school have been allocated. Examples of good reasons may include when a parent has been ill for some time, or a family has just moved into the area, or a family is returning from abroad.

Where families have moved to a new address after places have been allocated, preferences will only be agreed if places remain available.

If Freebrough Academy is full, a place will be offered by the Local Authority at the school closest to the home address with places available. Parents/carers whose child has been refused a school place for which they have applied will be offered the right to appeal against the decision.

## 2.8 Allocation of Places which become available before Appeal Hearings

Where places become available prior to an appeal hearing, they will be allocated in accordance with the over-subscription criteria.

## 2.9 Waiting Lists

Those students who have not been allocated a place will automatically be placed on a waiting list. Parents/ carers may request that their child's name be placed on a waiting list for. If places become available in the school they will be allocated to children on the waiting list in accordance with the over-subscription criteria. The waiting list will be maintained for admission to Year 7 only until the end of the Autumn Term 2019.

## 2.10 Appeals

The parents/carers of any child who is refused a place have a right of appeal to an Independent Appeals Panel. The Panel consists of three people who are fully independent of the school's Academy Trust and the Local Authority. The Panel will consider the circumstances of each appeal case before putting them against the Planned Admission Number of the school as a whole. Both the Academy Trust and the parents/carers must abide by the decision it makes.

# 3. Admission of year 8, 9, 10 and 11 students – September 2019

Applications for places in these year groups can be received at any time of year. In the event of over-subscription, the criteria set out previously will be applied and places offered in accordance with those criteria.

To apply for a place after the start of the Autumn Term, please contact the Local Authority Admissions Office on 01642 837730/837740/837702. Parents/carers wishing to visit the school prior to submitting an application are welcome to do so.

# 4. Admissions to post 16

## 4.1 Introduction

This policy applies to students applying for admission to Year 12 and 13 at the Enterprise Academy@Freebrough. The Post 16 offers 50 places at Year 12 (commencing September 2018) and 50 at Year 13 (commencing September 2019).

## 4.2 Year 12 Admissions

### Entry requirements

All offers of a place in Year 12 will be made on condition of students meeting the criteria for each subject and level clearly stated in the prospectus.

BTEC Level 3 / A levels: A minimum of 5 GCSE A\*-C including English and Maths or a similar equivalent qualification (BTEC Level 2 etc.)

Some courses may require higher grades and course prospectus should be referred to for guidance

BTEC Level 2: Minimum of 5 GCSE D-G including English and Maths.

Some courses may have specific entry requirements please see the course prospectus for details. Students who achieve a grade D for English or maths may be offered a place on Level 2 or course provided they re-sit the relevant GCSE.

### **Applying for a place**

The Enterprise Academy@Freebrough welcomes applications from all young people who meet the entry requirements. An open evening will take place annually for all Year 11 Students and parents who are considering applying to the Academy.

### **4.3 Procedure for Admissions**

The following procedure for admissions is designed to ensure that the Admissions Policy is applied as fairly and consistently as possible.

To be considered for a place at The Enterprise Academy@Freebrough students must complete the Academy application form available from the Academy website or by telephoning the Academy on 01287 676305. All application forms must be completed and returned by the date shown for that academic year. Applications received after the deadline will be placed on a waiting list and will be considered when all other applications received on time have been processed.

**Internal applicants:** Year 11 Freebrough Academy students who have completed an application form who meet the entry requirements when they receive their GCSE results will be offered a place at the centre after the Director of Post 16 has spoken to individual subject teachers regarding suitability of the course choice. Each student will attend an interview with a member of the centre team to discuss their choices and career/ higher education pathway.

**External applicants:** Year 11 students from other schools and Academies who have completed an application form and who are on target to meet the course entry requirements will be interviewed by a member of the centre team to discuss their course choices and career/higher education pathway. A reference will be sought from the current school/ Academy regarding the student and their suitability for the chosen course.

### **4.4 Offer of Places**

Successful applicants will be sent a letter offering a place in Year 12/13. All offers made will be on condition that course entry requirements are met. Students holding conditional offers will have their place confirmed on receipt of their GCSE results in the summer. Guidance will be given to students who wish to consider a change of subject following receipt of GCSE results.

If spaces are available after all those students who have met the entry requirements have been offered places, it may be possible to look at students who have not quite met the entry requirements. This will be at the discretion of the Academy admissions team and will be allocated in accordance to the over subscription criteria contained in this policy.

Applicants who are unable to secure a place at the Academy will be notified. The Governors reserve the right to withdraw an offer of a place before the student is admitted to the Academy where it is found that:

- The offer of a place has been made on the basis of fraudulent or intentionally misleading application
- If the student has no right to study in the UK

**If you wish to withdraw your application for any reason or decline the offer of a place at the Academy you must inform the Director of Post 16 as soon as possible.**

### **4.5 Waiting List**

Once 60 places of offers are made then other candidates meeting the entry requirements will be placed on a waiting list until August that year. Places may become available, if students do not achieve the entry requirements or if they decide to take up an offer from another Post 16 provider. If places do become available they will be offered to those on the waiting list following the over-subscribed criteria.

### **4.6 Over-subscribed criteria**

The purpose of this criterion is to allow all applicants who meet the entry criteria a fair opportunity to apply for a place at the Academy. The Post 16 admissions team takes considerable time and the utmost care to ensure the system is applied fairly.

### **The criterion is as follows:**

- Young People who are in care or who have previously been in care – a person under the age of 18 years whom the local authority provides accommodation by agreement with their parents/carers (section 20 of the Children’s Act 1989) or who is the subject of a care order under Part IV of the Act.
- Health and Special Access Reasons – Young people whose health or physical impairment means they have to attend a particular school. Health reasons must be strong and must be supported with evidence in writing by a medical practitioner.

The evidence must demonstrate a special connection between the young person’s needs and the particular school. A physical impairment must be such that it requires the young person to attend the particular school because its buildings do not inhibit their mobility.

### **4.7 Appeals**

Applicants or their parents/carers who are unsuccessful in gaining a place at the Enterprise Academy@Freebrough may appeal to an Independent Appeals Panel. Parents/carers wishing to do this should contact in writing the Clerk to the Governing Body of Freebrough Academy within 14 days of notification.

The Independent Appeals Panels procedures are in accordance with the Schools standards and Framework Act 1998, as amended by the Education Act 2002, the Admissions code February 2012 and the Schools Appeals Code of Practice. Applicants and their parents/carers may attend the hearing of their appeal and make their case to the panel.

### **4.8 Enrolment**

Students who have been offered a place for Post 16 at the Enterprise Academy@ Freebrough must attend one of the enrolment sessions once they have received their GCSE results. External students will be required to provide proof of their GCSE results together with a copy of their birth certificate or passport.

### **4.9 Admission after the first teaching day in September**

Once the academic year has begun there will be no normal admission into the Post 16. Students wishing to enrol in Year 12 will need to contact the Director of Post 16, who will advise them of course availability and entry requirements and decide whether a place can be offered. 9

### **4.10 Admission to Year 13**

Students in Year 12 who wish to continue their studies into Year 13, must meet the entry requirement outlined below. Where the Academy has places available, external students who wish to join in Year 13 and meet entry requirements may join Year 13.

Entry requirements: All offers of a place in Year 13 will be made in condition of students meeting the Academy entry requirements laid out below:

- All students wishing to advance to A2 study must achieve a minimum of Grade E in the relevant AS course upon receipt of the summer results; or
- All students wishing to complete Level 3 Vocational courses must have completed all Year 12 modules; or
- All students wishing to progress from a Level 2 to a Level 3 course must achieve at least a pass in their overall results; or
- In exceptional circumstances a letter from the Post 16 admissions team can confirm a student’s suitability for continued study at Year 13.

### **4.11 Procedure**

Following receipt of the summer results, students who have met the entry requirements above are automatically offered a place in Year 13 to continue their studies.

Students who do not meet the entry requirements for Year 13 will be offered guidance about a change of pathway and relevant courses available.

# Huntcliff Foundation School

## (Part of Saltburn Learning Campus)

### Summary

Foundation Schools such as Saltburn Primary School and Huntcliff School are their own admission authorities. This policy outlines the admission arrangements for the academic year 2019/20. It covers admissions in Reception and Y7 and mid-year / occasional admissions, and comes into effect for admissions commencing 1st September 2019 and onwards.

Legislation now states that School Admission Policies only need to go to consultation every 7 years if there are no changes to admission criteria.

### Admission arrangements for the school for the academic year 2019/2020

In accordance with Regulations, the Governing Body of Saltburn Learning Campus wishes to consult with Governing Bodies of all maintained schools in the Authority and other interested parties, regarding the proposed admission arrangements for the school for the 2019/20 school year.

The arrangements are in line with those applied by the Local Authority for all maintained community and voluntary controlled schools.

### Admission of year 7 pupils – September 2019

#### Admission Zone

No change is proposed to the schools' admission zone. The schools' admission zone is that covered by the admission zones of Saltburn only.

#### Admission Numbers

Learners will be admitted into Reception and Year 7 without reference to ability or aptitude. The schools' admission numbers have been set with regard to the physical capacity of the schools. The proposed admission number for Reception for the 2019/20 school year is 60. The proposed admission number for Year 7 for the 2019/20 school year is 112. These figures are based on the assessed capacity of the school at the present time and may be subject to variation, depending on future plans and developments which may impact on the schools' physical capacity.

### Application procedure and timetable for admissions to reception and Y7 2019/2020

The application process for admissions into Reception and Y7 is co-ordinated by Redcar & Cleveland Local Authority (LA), which acts on behalf of our Governing Body to offer Reception and Year 7 places at our schools. At the appropriate time, Parents/Carers will receive information from Redcar & Cleveland Admissions on how to make an application on relevant dates. Offer letters will be issued by the LA on 1st March 2019 for Y7 and 16 April 2019 for Reception – the national schools places offer days. Applications can also be made on-line. An Independent Choice Advice service will be available to assist families with their applications. For details, please contact the Redcar & Cleveland Admissions Team on 01642 837740 / 837730 or log onto [www.redcar-cleveland.gov.uk/admissions](http://www.redcar-cleveland.gov.uk/admissions).

All parents/carers are strongly advised to read the Redcar & Cleveland Local Authority Guide for Parents/Carers 2019/2020.

The timetable for primary and secondary school admissions arrangements for Reception and Y7 2019/2020 is available from Redcar & Cleveland Admissions Office.

### Over-subscription criteria

Where more parents/carers have expressed a preference for the school than there are places available; criteria will be applied to determine which parents/carers' preferences can be met. The proposed over-subscription criteria are outlined below:-

<b>CRITERIA</b> <b>(In priority order)</b>	<b>EXPLANATORY NOTES</b>
<b>(i) children who are cared for by the Local Authority</b>	<p>Children who are looked after or who were previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order. A looked after child is a child who is (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (Section 22 (1) of the Children’s Act 1989).</p>
<b>(ii) children who are permanently resident in the admission zone defined for the school.</b>	<p>For the purposes of determining whether a child lives within the admission zone, only the address at which the parent/guardian ordinarily resides and with whom the child normally lives will be taken into account.</p> <p>If parents/carers are separated and the child lives for periods of time with both parents/carers, the address used will be of a parent who receives child benefit for the child. Parents/carers may be asked for proof. Short term tenancies entered into with the prime objective of securing admission for a child at a particular school will not qualify as places of ordinary residence. The Authority will take action should false information be submitted in order to secure a place at a particular school.</p> <p>Please note that admission to the Nursery at Saltburn does not guarantee admission to Saltburn Primary School and subsequently does not guarantee admission to Huntcliff School.</p>
<b>(iii) children not living in the admission zone who have elder siblings attending the school in the 2019/20 school year</b>	<p>Brothers and sisters and step brothers and sisters will qualify under this criterion as long as they both live at the same permanent address and the elder sibling is still attending the preferred school in the 2019/2020 school year.</p> <p>Siblings refer to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer’s partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.</p>
<b>(iv) children not living within the admission zone who have exceptional social and/or medical reasons for attending a particular school, professionally supported by an independent third party and sustained by appropriate professional advisors to the school</b>	<p>Social reasons generally do not include domestic circumstances such as parents/carers working commitments, childcare arrangements separation from friends.</p> <p>In the case of medical reasons, evidence would need to demonstrate the exceptional long-term nature of the condition. All mainstream schools are able to cater for a wide range of medical needs which may be encountered by children.</p> <p>Parents/carers are strongly urged to provide independent third party information (e.g. from a professional person who knows or is involved with the medical or social reason why they think their child should be given special consideration for placement in a particular school. This written support must make clear why the preferred school is the only school which could meet their child’s needs.</p> <p>The submission of independent information will not automatically guarantee a place under this criterion. However, the evidence will be carefully considered by the relevant professional advisors as to whether or not an application falls into this category.</p>
<b>(v) children living closest to the school</b>	<p>The distance from home to school will be measured by computer on a straight line basis using the number and postcode of the house and the postcode of the school.</p>

## Children in Receipt of a Local Authority Statement or Education Health Care Plan (EHCP)

Any child who has a current Statement of Special Educational Needs or Education Health Care Plan (EHCP) naming Saltburn Primary School or Huntcliff School as the designated school will be automatically admitted, unless the school has previously demonstrated (if necessary to an independent tribunal) that to admit the child would not be in her/his best interests, unreasonable in terms of its impact on the school, or detrimental to health and safety.

### Tie-break:

If it is necessary to distinguish between children within categories (i)-(iv) places will be offered using the criteria listed above in priority order and determined by criteria (v) – measurement on a straight line basis as defined above.

## Late Applications and Mid-Year Admissions

Every effort will be made to ensure parental applications are received by the published closing date. However, applications may still be received after the closing date if there is a good reason for their lateness. In this instance, the Local Authority will accept applications for over-subscribed schools if they are received before places in the school have been allocated. Examples of good reasons may include when a parent has been ill for some time, or a family has just moved into the area, or a family is returning from abroad.

## Allocation of places which become available before appeal hearings

Where places become available prior to an appeal hearing, they will be allocated in accordance with the over-subscription criteria.

## Waiting Lists

Those pupils who have not been allocated their highest rank preference for Saltburn Primary School or Huntcliff School will automatically be placed on a waiting list. Parents/carers may request that their child's name be placed on a waiting list for Saltburn Primary School or Huntcliff School. If places become available in the school they will be allocated to children on the waiting list in accordance with the over-subscription criteria. Waiting lists will be maintained until the end of the Autumn Term 2019.

## Appeals

The parents/carers of any child who is refused a place at Saltburn Primary School or Huntcliff School have a right of appeal to an Independent Appeals Panel. The panel consists of three people who are fully independent of the school's Governing Body and the Local Authority. The panel will consider the circumstances of each appeal case before putting them against the Planned Admission Number of the school as a whole. Both the Governing Body and the parents/carers must abide by the decision it makes.

## Admission to years other than reception and Year 7 - September 2019

Applications for places in these year groups can be received at any time of year. In the event of over-subscription, the criteria set out above will be applied and places offered in accordance with those criteria.

To apply for a place after the start of the autumn term in September 2019, please contact the Local Authority Admissions Office on 01642 837740.

Parents/carers wishing to visit the school prior to submitting an application are welcome to do so.

# Outwood Academy Bydales

## Admission arrangements for the school for the academic year 2019/2020

The arrangements are in line with those applied by the Local Authority for all maintained community and voluntary controlled schools.

## Admission of year 7 pupils – September 2019

### Admission Zone

No change is proposed to the school's admission zone. A copy of the admission zone map is available from the school.

### Admission Numbers

Students will be admitted into Year 7 without reference to ability or aptitude.

The school admission number has been set with regard to the physical capacity of the school. The proposed admission number for Year 7 for the 2019/20 school year is 150. This figure is based on the assessed capacity of the school at the present time and may be subject to variation, depending on future plans and developments which may impact on the school's physical capacity.

## Application procedure and timetable for admissions to reception and Y7 2019/2020

The application process for admissions into Y7 is co-ordinated by Redcar & Cleveland Local Authority (LA), which acts on behalf of our Governing Body to offer Year 7 places at our school.

Parents/Carers should submit an Application Form which is issued by the Local Authority, no later than 31st October 2018. Offer letters will be issued by the Local Authority on 1st March 2019 – the national school places offers day. Applications can also be made on-line. An independent Choice Advice service will be available to assist families with their applications and can be contacted on 01642-444539.

The Redcar & Cleveland Admissions Team is also available on 01642 837730/837740/837702 or log onto [www.redcar-cleveland.gov.uk/admissions](http://www.redcar-cleveland.gov.uk/admissions)

## Over-subscription criteria 2019/2020

Where more parents/carers have expressed a preference for the school than there are places available; criteria will be applied to determine which parents/carers' preferences can be met. The over-subscription criteria are outlined below:

<b>CRITERIA</b> <b>(In priority order)</b>	<b>EXPLANATORY NOTES</b>
<b>(i) children who are cared for by the Local Authority</b>	<p>Children who are looked after or who were previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order. A looked after child is a child who is (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions ( Section 22(1) of the Children’s Act 1989).”</p>
<b>(ii) children who are permanently resident in the admission zone defined for the school.</b>	<p>For the purposes of determining whether a child lives within the admission zone, only the address at which the parent/guardian ordinarily resides and with whom the child normally lives will be taken into account.</p> <p>If parents/carers are separated and the child lives for periods of time with both parents/carers, the address used will be of a parent who receives child benefit for the child. Parents/carers may be asked for proof. Short term tenancies entered into with the prime objective of securing admission for a child at a particular school will not qualify as places of ordinary residence. The Authority will take action should false information be submitted in order to secure a place at a particular school.</p>
<b>(iii) children not living in the admission zone who have elder siblings attending the school in the 2019/20 school year</b>	<p>Brothers and sisters and step brothers and sisters will qualify under this criterion as long as they both live at the same permanent address and the elder sibling is still attending the preferred school in the 2019/20 school year.</p> <p>Siblings refer to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer’s partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.</p>
<b>(iv) children not living within the admission zone who have exceptional social and/ or medical reasons for attending a particular school, professionally supported by an independent third party and sustained by appropriate professional advisors to the school</b>	<p>Social reasons generally do not include domestic circumstances such as parents/carers working commitments, childcare arrangements separation from friends.</p> <p>In the case of medical reasons, evidence would need to demonstrate the exceptional long-term nature of the condition. All mainstream schools are able to cater for a wide range of medical needs which may be encountered by children.</p> <p>You are strongly urged to provide independent third party information (e.g., from a professional person who knows or is involved with the child) in support of any exceptional long term medical or social reason why they think their child should be given special consideration for placement in a particular school.</p> <p>This written support must make clear why the preferred school is the only school which could meet their child’s needs.</p> <p>The submission of independent information will not automatically guarantee a place under this criterion. However, the evidence will be carefully considered by the relevant professional advisors as to whether or not an application falls into this category.</p>
<b>(v) children living closest to the school</b>	<p>The distance from home to school will be measured by computer on a straight line basis using the number and postcode of the house and the postcode of the school.</p>

## Children in receipt of an Education, Health and Care Plan

Any child who has a current Education, Health and Care Plan naming Bydales School as the designated secondary school in Year 7 will be automatically admitted, unless the school has previously demonstrated (if necessary to an independent tribunal) that to admit the child would not be in her/his best interests, unreasonable in terms of its impact on the school, or detrimental to health and safety.

### Tie-break:

If it is necessary to distinguish between children within categories (i)-(iv) places will be offered using the criteria listed above in priority order and determined by criteria (v) – measurement on a straight line basis using the number and postcode of the house and the postcode of the school.

In the case of a tie break in category (v), the final allocation will be determined using the shortest walking route using the number and postcode of the house and the postcode of the school.

## Late Applications and Mid-Year Admissions

Every effort will be made to ensure parental applications are received by the published closing date. However, applications may still be received after the closing date if there is good reason for their lateness.

In this instance, the Local Authority will accept applications for over-subscribed schools if they are received before places in the school have been allocated. Examples of good reasons may include when a parent has been ill for some time, or a family has just moved into the area, or a family is returning from abroad.

Where families have moved to a new address after places have been allocated, preferences will only be agreed if places remain available at Bydales School. If Bydales School is full, a place will be offered by the Local Authority at the school closest to the home address with places available. Parents/carers whose child has been refused a school place for which they have applied will be offered the right to appeal against the decision.

All parents/carers seeking a place for their child at Outwood Academy Bydales School after the start of the academic year must contact the Admissions Officer at the LA. On receipt of the request for admission from the LA, the school will contact the parent(s)/carer(s) to invite them to meet with the Head Teacher or Senior Staff member, to discuss arrangements for admission.

The purpose of this discussion is to ensure that parent(s)/carer(s) are fully aware of the expectations that the school has in areas such as behaviour, uniform code and learning. The discussion is intended to replicate the induction procedures in place for the parent(s)/carer(s) of Year 7 pupils joining us at the start of the academic year.

## Applying the Fair Access Protocol (FAP) for Mid-Year Admissions

Bydales School will adhere to the (FAP) agreed by the schools in the Redcar & Cleveland Schools and Colleges Improvement Partnership (SCIP) outlined below.

### Procedure

Any child wishing to move schools 'in-year' will be placed through the FAP. Receiving schools make a decision as to whether the child is definitely 'hard to place' within a 6-week time frame which triggers entry onto the rolling total and access to any specific provision.

## Pupil Allocation

Pupils will be admitted to schools under the FAP in line with the agreed formula using a turn-taking rota system. The chronology of the FAP admissions will be used to identify the school whose turn it is next to admit. When a pupil needs to be placed under the protocol, the school on top of the list for the cluster in which the child lives will be approached. When a school admits a pupil under the protocol the school moves to the lowest position on the list. Schools will not normally be asked to admit FAP pupils in quick succession.

The FAP admission quota for each secondary school is based on NOR, taking 1.5% as the placement percentage and rolls forward from year to year.

## Monitoring Arrangements

The Redcar & Cleveland FAP will be monitored half-termly by the Behaviour and Attendance Partnership (BAP). LA Officers will provide accurate up-to-date data.

Allocation of Places which become available before Appeal Hearings

Where places become available prior to an appeal hearing, they will be allocated in accordance with the over-subscription criteria.

## Waiting Lists

Those pupils who have not been allocated their highest rank preference for Bydales School will automatically be placed on a waiting list. Parents/carers may request that their child's name be placed on a waiting list for Bydales School. If places become available in the school they will be allocated to children on the waiting list in accordance with the over-subscription criteria.

The waiting list will be maintained for admission to Year 7 only until the end of the Autumn Term 2019.

## Appeals

The parents/carers of any child who is refused a place at Bydales School has a right of appeal to an Independent Appeals Panel. The panel consists of three people who are fully independent of the school's Governing Body and the Local Authority. The panel will consider the circumstances of each appeal case before putting them against the Planned Admission Number of the school as a whole. Both the Governing Body and the parents/carers must abide by the decision it makes.

## Admission of year 8, 9, 10 and 11 pupils – September 2019

Applications for places in these year groups can be received at any time of year. In the event of over-subscription, the criteria set out above will be applied and places offered in accordance with those criteria.

To apply for a place after the start of the Autumn term in September 2019, please contact the Local Authority.

Parents/carers wishing to visit the school prior to submitting an application are welcome to do so.

# Laurence Jackson Foundation School

Foundation Schools such as Laurence Jackson School are their own admission authorities. This policy outlines the admissions arrangements for Laurence Jackson School. It covers admissions in Y7 and mid-year/occasional admissions, and comes into effect for admissions commencing 1 September 2019 and onwards.

## Admission arrangements for the school

The arrangements are in line with those applied by the Local Authority for all maintained, community and voluntary controlled schools.

## Admission of year 7 students

### Admission Zone

No change is proposed to the school's formal admission zone. Details of the admissions zone can be obtained by contacting school.

### Admission Numbers

Students will be admitted into Year 7 without reference to ability or aptitude. The proposed admission number for Year 7 will be 250. This figure is based on the proposed assessed capacity of the school in line with the PSBP new build capacity of 1250.

## Application procedure and timetable for Admissions to Y7

The application process for admissions into Y7 is co-ordinated by Redcar and Cleveland Local Authority (LA), which acts on behalf of our Governing Body to offer Year 7 places at our school. At the appropriate time, Parents/Carers will receive information from Redcar and Cleveland Admissions on how to make an application and relevant dates. Offer letters will be issued by the LA on the national school places offers day.

Applications can also be made on-line. An independent Choice Advice service will be available to assist families with their applications. For details, please contact the Redcar and Cleveland Admissions Team on 01642 837730/837740/087702, or log onto [www.redcar-cleveland.gov.uk/admissions](http://www.redcar-cleveland.gov.uk/admissions).

All parents/carers are strongly advised to read the Redcar and Cleveland Local Authority Guide for Parents/Carers.

## Children in Receipt of an Education Health and Care Plan

Any child who has a current Education Health and Care Plan naming Laurence Jackson School as the designated secondary school in Year 7 will be automatically admitted, unless the school has previously demonstrated (if necessary to an independent tribunal) that to admit the child would not be in her/his best interests, unreasonable in terms of its impact on the school, or detrimental to health and safety.

## Over-subscription criteria

Where more parents/carers have expressed a preference for the school than there are places available, criteria will be applied to determine which parents'/carers' preferences can be met. The proposed over-subscription criteria are outlined below:

<b>CRITERIA (In priority order)</b>	<b>EXPLANATORY NOTES</b>
<b>(i) children who are cared for by the Local Authority</b>	Children who are looked after or who were previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order. A looked after child is a child who is (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (Section 22(1) of the Children’s Act 1989).”
<b>(ii) children who are permanently resident in the admission zone defined for the school.</b>	<p>For the purposes of determining whether a child lives within the admission zone, only the address at which the parent/guardian ordinarily resides and with whom the child normally lives will be taken into account.</p> <p>If parents/carers are separated and the child lives for periods of time with both parents/carers, the address used will be of a parent who receives child benefit for the child. Parents/carers may be asked for proof. Short term tenancies entered into with the prime objective of securing admission for a child at a particular school will not qualify as places of ordinary residence. The Authority will take action should false information be submitted in order to secure a place at a particular school.</p>
<b>(iii) children not living in the admission zone who have elder siblings attending the school in the 2019/20 school year</b>	<p>Brothers and sisters and step brothers and sisters will qualify under this criterion as long as they both live at the same permanent address and the elder sibling is still attending the preferred school in the subsequent school year.</p> <p>Siblings refer to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer’s partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.</p>
<b>(iv) children not living within the admission zone who have exceptional social and/ or medical reasons for attending a particular school, professionally supported by an independent third party and sustained by appropriate professional advisors to the school</b>	<p>Social reasons generally do not include domestic circumstances such as parents/ carers working commitments, childcare arrangements separation from friends.</p> <p>In the case of medical reasons, evidence would need to demonstrate the exceptional long-term nature of the condition. All mainstream schools are able to cater for a wide range of medical needs which may be encountered by children.</p> <p>Parents/carers are strongly urged to provide independent third party information (e.g. from a professional person who knows or is involved with the medical or social reason why they think their child should be given special consideration for placement in a particular school. This written support must make clear why the preferred school is the only school which could meet their child’s needs.</p> <p>The submission of independent information will not automatically guarantee a place under this criterion. However, the evidence will be carefully considered by the relevant professional advisors as to whether or not an application falls into this category.</p>
<b>(v) children living closest to the school</b>	<p>The distance from home to school will be measured by computer on a straight line basis using the number and postcode of the house and the postcode of the school.</p> <p>Distance will be measured in a straight line from the front door of the child’s home address (including flats) to the main entrance of the school (using the Local Authority’s computerised measuring system) with those living closer to the school receiving the higher priority.</p>

## Tie-break:

If it is necessary to distinguish between children within categories (i) – (iv) places will be offered using the criteria listed above in priority order and determined by criteria (v) – measurement on a straight line basis as defined above.

If it is necessary to distinguish between children in category (v), distance will be measured by the shortest walking route, using the number and postcode of the home and the postcode of the school.

## Late Applications and Mid-Year Admissions

Every effort will be made to ensure parental applications are received by the published closing date. However, applications may still be received after the closing date if there is good reason for their lateness. In this instance, the Local Authority will accept applications for over-subscribed schools if they are received before places in the school have been allocated. Examples of good reasons may include when a parent has been ill for some time, or a family has just moved into the area, or a family is returning from abroad.

Where families have moved to a new address after places have been allocated, preferences will only be agreed if places remain available at Laurence Jackson School. If Laurence Jackson School is full, a place will be offered by the Local Authority at the school closest to the home address with places available. Parents/carers whose child has been refused a school place for which they have applied will be offered the right to appeal against the decision.

## Allocation of places which become available before appeal hearings

Where places become available prior to an appeal hearing, they will be allocated in accordance with the over-subscription criteria.

## Waiting Lists

Those students who have not been allocated Laurence Jackson School will automatically be placed on a waiting list. Parents/ carers may request that their child's name be placed on a waiting list for Laurence Jackson School. If places become available in the school they will be allocated to children on the waiting list in accordance with the over-subscription criteria.

The waiting list will be maintained for admission to Year 7 only until the end of the Autumn Term 2019.

## Appeals

The parents/carers of any child who is refused a place at Laurence Jackson School have a right of appeal to an Independent Appeals Panel. The Panel consists of three people who are fully independent of the school's Governing Body and the Local Authority.

The Panel will consider the circumstances of each appeal case before putting them against the Planned Admission Number of the school as a whole. Both the Governing Body and the parents/carers must abide by the decision it makes.

## Admission of year 8, 9, 10 and 11 students – September 2019

Applications for places in these year groups can be received at any time of year. In the event of over-subscription, the criteria set out previously will be applied and places offered in accordance with those criteria.

To apply for a place after the start of the Autumn Term, please contact the Local Authority Admissions Office on 01642 837730/837740/837702.

Parents/carers wishing to visit the school prior to submitting an application are welcome to do so.

# Redcar Academy

Academies such as Redcar Academy are their own admission authorities. This policy outlines the admissions arrangements made by the Directors for the academic year 2019/2020. It covers admissions in Y7 and mid-year / occasional admissions, and comes into effect for admissions commencing 1st September 2019 and onwards.

## Admission arrangements for the school for the academic year 2019/2020

In accordance with Regulations, the Directors of Redcar Academy have consult with Governing Bodies of Academies and the LA maintained and voluntarily controlled schools in the Authority and other interested parties, regarding the admission arrangements for the school for the 2019/2020 school year.

The arrangements are in line with those applied by the Local Authority for all maintained community and voluntary controlled schools.

## Admission of year 7 pupils – September 2019

### Admission Zone

No change is proposed to the school's admission zone.

### Admission Numbers

Students will be admitted into Year 7 without reference to ability or aptitude. The school admission number has been set with regard to the physical capacity of the school. The proposed admission number for Year 7 for the 2019/2020 school year is 172. This figure is based on the assessed capacity of the school at the present time and may be subject to variation, depending on future plans and developments which may impact on the school's physical capacity.

## Application procedure and timetable for admissions to reception and Y7 2019/2020

The application process for admissions into Y7 is currently co-ordinated by Redcar & Cleveland Local Authority (LA), which acts on behalf of our Directors to offer Year 7 places at our school. Parents / Carers should submit a Common Application Form, available from the LA Admissions Team, no later than 31 October 2018. Offer letters will be issued by the LA on 1st March 2019.

Applications can also be made on-line. An independent Choice Advice service will be available to assist families with their applications. For details, please contact the Redcar & Cleveland Admissions Team on 01642 837740 / 837730 or log onto [www.redcar-cleveland.gov.uk/admissions](http://www.redcar-cleveland.gov.uk/admissions).

## Over-subscription criteria

Where more parents / carers have expressed a preference for the school than there are places available; criteria will be applied to determine which parents / carers' preferences can be met. The proposed over-subscription criteria are outlined below:

<b>CRITERIA</b> <b>(In priority order)</b>	<b>EXPLANATORY NOTES</b>
<b>(i) children who are cared for by the Local Authority</b>	<p>Children who are looked after or who were previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order. A looked after child is a child who is (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions ( Section 22(1) of the Children’s Act 1989).”</p>
<b>(ii) children who are permanently resident in the admission zone defined for the school.</b>	<p>For the purposes of determining whether a child lives within the admission zone, only the address at which the parent/guardian ordinarily resides and with whom the child normally lives will be taken into account.</p> <p>If parents/carers are separated and the child lives for periods of time with both parents/carers, the address used will be of a parent who receives child benefit for the child. Parents/carers may be asked for proof. Short term tenancies entered into with the prime objective of securing admission for a child at a particular school will not qualify as places of ordinary residence. The Authority will take action should false information be submitted in order to secure a place at a particular school.</p>
<b>(iii) children not living in the admission zone who have elder siblings attending the school in the 2019/20 school year</b>	<p>Brothers and sisters and step brothers and sisters will qualify under this criterion as long as they both live at the same permanent address and the elder sibling is still attending the preferred school in the 2019/20 school year.</p> <p>Siblings refer to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer’s partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.</p>
<b>(iv) children not living within the admission zone who have exceptional social and/ or medical reasons for attending a particular school, professionally supported by an independent third party and sustained by appropriate professional advisors to the school</b>	<p>Social reasons generally do not include domestic circumstances such as parents/carers working commitments, childcare arrangements separation from friends.</p> <p>In the case of medical reasons, evidence would need to demonstrate the exceptional long-term nature of the condition. All mainstream schools are able to cater for a wide range of medical needs which may be encountered by children.</p> <p>Parents/carers are strongly urged to provide independent third party information (e.g. from a professional person who knows or is involved with the medical or social reason why they think their child should be given special consideration for placement in a particular school. This written support must make clear why the preferred school is the only school which could meet their child’s needs.</p> <p>The submission of independent information will not automatically guarantee a place under this criterion. However, the evidence will be carefully considered by the relevant professional advisors as to whether or not an application falls into this category.</p>
<b>(v) children living closest to the school</b>	<p>The distance from home to school will be measured by computer on a straight line basis using the number and postcode of the house and the postcode of the school.</p>

## Children in Receipt of a Local Authority Statement

Any child who has a current Education Health and Care Plan naming Redcar Academy as the designated secondary school in Year 7 will be automatically admitted, unless the school has previously demonstrated (if necessary to an independent tribunal) that to admit the child would not be in her/his best interests, unreasonable in terms of its impact on the school, or detrimental to health and safety.

### Tie-break:

If it is necessary to distinguish between children within categories (i)-(iv) places will be offered using the criteria listed above in priority order and determined by criteria (v) - measurement on a straight line basis as defined above.

## Late Applications and Mid-Year Admissions

Every effort will be made to ensure parental applications are received by the published closing date. However, applications may still be received after the closing date if there is good reason for their lateness. In this instance, the Local Authority will accept applications for over-subscribed schools if they are received before places in the school have been allocated.

Examples of good reasons may include when a parent has been ill for some time, or a family has just moved into the area, or a family is returning from abroad.

Where families have moved to a new address after places have been allocated, preferences will only be agreed if places remain available at Redcar Academy. If Redcar Academy is full, a place will be offered by the Local Authority at the school closest to the home address with places available. Parents / carers whose child has been refused a school place for which they have applied will be offered the right to appeal against the decision.

All parents/carers seeking a place for their child at Redcar Academy after the start of the academic year must contact the Admissions Officer at the LA. On receipt of the request for admission from the LA, the school will contact the parent(s)/carer(s) to invite them to meet with the Headteacher or Senior Staff member, to discuss arrangements for admission.

The purpose of this discussion is to ensure that parent(s)/carer(s) are fully aware of the expectations that the school has in areas such as behaviour, uniform code and learning. The discussion is intended to replicate the induction procedures in place for the parent(s)/carer(s) of Year 7 students joining us at the start of the academic year.

## Applying the Fair Access Protocol (FAP) for Mid-Year Admissions

Redcar Academy will adhere to the (FAP) agreed by the schools in the Redcar & Cleveland Schools and Colleges Improvement Partnership (SCIP) outlined below.

### Procedure

Any child wishing to move schools 'in-year' will be placed through the FAP. Receiving schools make a decision as to whether the child is definitely 'hard to place' within a 6-week time frame which triggers entry onto the rolling total and access to any specific provision.

## Pupil Allocation

Pupils will be admitted to schools under the FAP in line with the agreed formula using a turn-taking rota system. The chronology of the FAP admissions will be used to identify the school whose turn it is next to admit. When a pupil needs to be placed under the protocol the school at the top of the list for the cluster in which the child lives will be approached. When a school admits a pupil under the protocol the school moves to the lowest position on the list. Schools will not normally be asked to admit FAP pupils in quick succession.

The FAP admission quota for each secondary school is based on NOR, taking 1.5% as the placement percentage and rolls forward from year to year.

## Monitoring Arrangements

The Redcar & Cleveland FAP will be monitored half-termly by the Behaviour & Attendance Partnership (BAP). LA officers will provide accurate up-to-date data.

Allocation of Places which become available before Appeal Hearings

Where places become available prior to an appeal hearing, they will be allocated in accordance with the over-subscription criteria.

## Waiting Lists

Those pupils who have not been allocated their highest rank preference for Redcar Academy will automatically be placed on a waiting list. Parents / carers may request that their child's name be placed on a waiting list for Redcar Academy. If places become available in the school they will be allocated to children on the waiting list in accordance with the over-subscription criteria.

The waiting list will be maintained for admission to Year 7 until the end of the Autumn Term 2019.

## Appeals

The parents / carers of any child who is refused a place at Redcar Academy have a right of appeal to an Independent Appeals Panel. The panel consists of three people who are fully independent of the Academy's Directors and the Local Authority.

The panel will consider the circumstances of each appeal case before putting them against the Planned Admission Number of the school as a whole. Both the Directors and the parents / carers must abide by the decision it makes.

## Admission of year 8, 9, 10 and 11 students – September 2019

Applications for places in these year groups can be received at any time of year. In the event of over-subscription, the criteria set out above will be applied and places offered in accordance with those criteria.

To apply for a place after the start of the autumn term in September 2019, please contact the Local Authority.

The school's Admissions Manager can be contacted on Telephone 01642 289211 or by emailing [office@redcaracademy.com](mailto:office@redcaracademy.com). Information will also be available on the school's website [www.redcaracademy.com](http://www.redcaracademy.com).

Parents / carers wishing to visit the school prior to submitting an application are welcome to do so.

# Rye Hills Academy

## Admission Arrangements For The School For The Academic Year 2019 / 2020

### Admission Of Year 7 Students – September 2019

#### Admission Zone

No change is proposed to the school's admission zone. Anyone wishing to enquire about whether they live in the school's catchment zone should contact the Local Authority School Admissions Department on 01642 837740.

#### Admission Numbers

Students will be admitted into Year 7 without reference to ability or aptitude. The school admission number has been set with regard to the physical capacity of the school. The proposed admission number for Year 7 for the 2019/20 school year is 237. This figure is based on the assessed capacity of the school at the present time and may be subject to variation, depending on future plans and developments which may impact on the academy's physical capacity.

### Application Procedure and Timetable for Admissions to Year 7 2019 / 2020

The application process for admissions in Year 7 is co-ordinated by Redcar & Cleveland Local Authority (LA), which acts on behalf of our local Governing Body to offer Year 7 places at our academy. At the appropriate time, parents / carers will receive information from Redcar & Cleveland Admissions on how to make an application and relevant dates. Offer letters will be issued by the LA on 1st March – the national school places offers' day. Applications can also be made online. An independent Choice Advice Service will be available to assist families with their applications. For details, please contact the Redcar & Cleveland Admissions Team on 01642 837740 / 837730 or log onto [www.redcar-cleveland.gov.uk/admissions](http://www.redcar-cleveland.gov.uk/admissions).

All parents / carers are strongly advised to read the Redcar & Cleveland Local Authority Guide for Parents / Carers 2019 / 2020.

The timetable for secondary school admission arrangements for Year 7 2019 / 2020 is available from Redcar & Cleveland Admissions Office.

### Over-Subscription Criteria

Where more parents / carers have expressed a preference for the school than there are places available; criteria will be applied to determine which parents / carers' preferences can be met. The proposed over-subscription criteria are outlined below:

#### Tie-break:

If it is necessary to distinguish between children within categories (i) – (v) places will be offered using the criteria listed above in priority order and determined by criteria (v) – measurement on a straight line using the number and postcode of the house and the postcode of the school.

In the case of a tie-break in category (v) the final allocation will be determined using the shortest walking route using the number and postcode of the house and the postcode of the school.

<b>CRITERIA (In priority order)</b>	<b>EXPLANATORY NOTES</b>
<b>i) Looked after children in local authority care</b>	Children who are looked after or who were previously looked after but immediately after being looked after become subject to an adoption, residence or special guardianship order. A looked after child is a child who is (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (Section 22(1) of the Children’s Act 1989).
<b>ii) Children who are permanently resident in the admission zone defined for the school</b>	<p>For the purposes of determining whether a child lives within the admission zone, only the address at which the parent / guardian ordinarily resides and with whom the child normally lives will be taken into account.</p> <p>If parents are separated and the child lives for periods of time with both parents, the address used will be of the parent who receives child benefit for the child (if eligible). If neither parent is eligible for Child Benefit, the address used will be that on the child’s medical registration card (proof may be required). Short term tenancies entered into with the prime objective of securing admission for a child at a particular school will not qualify as places of ordinary residence. The Local Authority will take action should false information be submitted in order to secure a place at a particular school.</p>
<b>iii) Children not living in the admission zone who have elder brothers or sisters attending the school in the 2019 / 2020 school year</b>	<p>Brothers and sisters and step brothers and sisters will qualify under this criterion as long as they both live at the same permanent address and the elder sibling is still attending the preferred school in the 2019 / 20 school year.</p> <p>‘Sibling’ refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent / carer’s partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.</p>
<b>iv) Children not living within the admission zone who have exceptional social and / or medical reasons for attending a particular school, professionally supported by an independent third party and sustained by the Authority’s professional advisors</b>	<p>Social reasons generally do not include domestic circumstances such as parent / carers’ working commitments, childcare arrangements, separation from friends.</p> <p>In the case of medical reasons, evidence would need to demonstrate the exceptional long-term nature of the condition. Rye Hills Academy is able to cater for a wide range of medical needs which may be encountered by children.</p> <p>Parents / carers are strongly urged to provide independent third party information (e.g. from a professional person who knows or is involved with the child) in support of any exceptional long term medical or social reason why they think their child should be given special consideration for placement at Rye Hills Academy is the only school which could meet their child’s needs.</p> <p>The submission of independent information will not automatically guarantee a place under this criterion. However, the evidence will be carefully considered by the local authority’s professional advisors as to whether or not an application falls into this category.</p>
<b>(v) Children living closest to the school</b>	The distance from home to school will be measured by computer on a straight line basis using the number and postcode of the house and the postcode of the street.

## Children in receipt of an Education, Health and Care Plan

Any child who has a current EHCP / Statement of Special Needs naming Rye Hills Academy as the designated secondary school in Year 7 will be automatically admitted, unless the school has previously demonstrated (if necessary to an independent tribunal) that to admit the child would not be in her / his best interests, unreasonable in terms of its impact on the school, or detrimental to health and safety.

## Requests to Admit Children out of their Normal Age Group

All applications for children requesting admission outside their normal age group will be processed as outlined in the Redcar & Cleveland Admissions and Co-ordinated Scheme 2019 / 20.

## Late Applications and Mid-Year Admissions

Every effort will be made to ensure parental applications are received by the published closing date. However, applications may still be received after the closing date if there is good reason for their lateness. In this instance, the Local Authority will accept applications for over-subscribed schools if they are received before places in the school have been allocated. Examples of good reasons may include when a parent has been ill for some time, or a family has just moved into the area, or a family is returning from abroad.

Where families have moved to a new address after places have been allocated, preferences will only be agreed if places remain available at Rye Hills Academy. If Rye Hills Academy is full, a place will be offered by the Local Authority at the school closest to the home address with places available. Parents / carers whose child has been refused a school place for which they have applied will be offered the right to appeal against the decision.

## Allocation of places which become available before Appeal Hearings

Where places become available prior to an appeal hearing, they will be allocated in accordance with the over-subscription criteria.

## Waiting Lists

Those pupils who have not been allocated their highest rank preference for Rye Hills Academy will automatically be placed on a waiting list. Parents / carers may request that their child's name be placed on a waiting list for Rye Hills Academy. If places become available in the school they will be allocated to children on the waiting list in accordance with the over-subscription criteria.

The waiting list will be maintained for admission to Year 7 only until the end of the autumn term 2019.

## Appeals

The parents / carers of any child who is refused a place at Rye Hills Academy have a right of appeal to an Independent Appeals Panel. The Panel consists of three people who are fully independent of the academy's local Governing Body, Nunthorpe Multi Academy Trust and the Local Authority. The panel will consider the circumstances of each appeal case before putting them against the Planned Admission Number of the school as a whole. Both the local Governing Body, Nunthorpe Multi Academy Trust and the parents / carers must abide by the decision it makes.

## Admission Of Year 8, 9, 10 And 11 Students – September 2019

Applications for places in these year groups can be received at any time of year. In the event of over-subscription, the criteria set out above will be applied and places offered in accordance with those criteria.

To apply for a place after the start of the autumn term in September 2019, please contact the Local Authority Admissions Office on 01642 837740.

Parents / carers wishing to visit the academy prior to submitting an application are welcome to do so.

# Hillview Academy

Hillview Academy Admissions Arrangements for Academic Year 2019/20.

These arrangements are established in accordance with Annex 1 of the Academy's Supplemental Funding Agreement.

Academies Enterprise Trust is the Admissions Authority for the academy.

## Admission number

Hillview Academy has an agreed Published Admission Number (PAN) of 190 pupils for entry in Year 7. The Academy will accordingly admit at least 190 pupils in the relevant age group each year if sufficient applications are received. All applicants will be admitted if 190 or fewer apply.

## Children with a statement of Special Education Needs or an Educational, Health and Care Plan

Any child with a statement of Special Educational Needs or an Education, Health and Care Plan ("EHC") is required to be admitted. This gives such children overall priority for admission to the named academy. This is not an over-subscription criterion.

## Looked After Children

Any child that is Looked After or previously Looked After is required to be admitted to the Academy. This gives such children overall priority for admission to the named school. In the case of previously looked after children, admission authorities may request a copy of the adoption order, residence order or special guardianship order and a letter from the local authority that last looked after the child confirming that he or she was looked after immediately prior to that order being made.

## Oversubscription criteria

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

1. Children who are permanently resident in the admission zone defined for the school. For the purposes of determining whether a child lives within the admission zone, only the address at which the parent/guardian ordinarily resides and with whom the child normally lives will be taken into account.

If parents are separated and the child lives for periods of time with both parents, the address used will be of the parent who receives child benefit for the child. You may be asked to provide proof. Short term tenancies entered into with the prime objective of securing admission for a child at a particular school will not qualify as places of ordinary residence. The Academies Enterprise Trust will take action should false information be submitted in order to secure a place at a particular school.

2. Children not living in the admission zone who have elder brothers or sisters attending the school in the 2019/2020 school year. Brothers and sisters and step brothers and sisters will qualify under this criterion as long as they both live at the same permanent address and the elder sibling is still attending the preferred school in the 2019/2020 school year

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

3. Children not living within the admission zone who have exceptional social and/or medical reasons for attending a particular school, professionally supported by an independent third party and sustained by the Authority's professional advisors. Social reasons generally do not include domestic circumstances such as parents' working commitments, childcare arrangements, separation from friends.

In the case of medical reasons, evidence would need to demonstrate the exceptional long-term nature of the condition. All mainstream schools are able to cater for a wide range of medical needs, which may be encountered by children.

You are strongly urged to provide independent third party information (e.g., from a professional person who knows or is involved with your child) in support of any exceptional long term medical or social reason why you think your child should be given special consideration for placement in a particular school. This written support must make clear why the preferred school is the only school, which could meet your child's needs.

The submission of independent information will not automatically guarantee a place under this criterion. However, the evidence will be carefully considered by the Admissions Authority as to whether or not your application falls into this category.

#### 4. Children living closest to the school

The distance from home to school will be measured by computer on a straight line basis using the number and postcode of the house and the postcode of the school.

## Tie-breaker

If it is necessary to distinguish between children within categories 1-3 places will be offered using the criteria listed above in priority order and determined by criteria 4 measurement on a straight line basis using the number and postcode of the house and the postcode of the school.

In the case of a tie break in category 4 the final allocation will be determined using the shortest walking route using the number and postcode of the house and the postcode of the school.

## Sixth Form

The Academy operates a sixth form for a total of 250 students. 125 places overall will be available in year 12 (the year 12 'capacity') for its own pupils progressing from year 11. It will not admit external applicants to its sixth form unless undersubscribed by its own pupils progressing from year 11 and in such circumstances it will apply the same academic entry requirements as it does to pupils already on roll in the Academy and, if a tie-break is necessary to determine who is admitted, it will apply the oversubscription criteria in the Oversubscription Criteria Section.

To determine eligibility for admission, the Academy will publish specific criteria in relation to minimum entrance requirements for Year 12 based on GCSE grades or other measures of prior attainment. The Academy will also publish academic entry requirements for each course available based upon GCSE grades or other measures of prior attainment. Children on the Academy roll are entitled to transfer to Year 12 if they meet the published standards of entry.

There will be a right of appeal to an Independent Appeals Panel for internal students refused transfer.

## Operation of waiting lists

Subject to any provisions regarding waiting lists in the coordinated admission scheme, the Academy will operate a waiting list. Where in any year the academy receives more applications for places than there are places available, a waiting list will operate until the end of the first school term.

This will be maintained by the Academy and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application. Places from the waiting list will be offered in the priority order set out above, not in order of the date applications are made.

## Appeals

Parents who wish to appeal against the decision of the Admissions Authority to refuse their child a place in the academy may apply in writing to the Academy at the following address:

The Principal, Hillview Academy Normanby Road Middlesbrough, TS6 9AG  
Tel: 01642 454577 Fax: 01642 463905

Appeals will be heard by an independent panel.

## Definitions

A sibling is defined as a child who has a brother, sister, adopted brother or sister or stepbrother or stepsister living in the same family household and address who attends the Academy in any year group excluding the final year. Biological siblings who attend the Academy in any year group excluding the final year will also be treated as siblings irrespective of place and residence. Children residing in the same household as part of an extended family, such as cousins, will not be treated as siblings.

## Brothers and Sisters

Brothers and sisters include children with the same natural parents living at the same address children with the same natural parents living at different addresses (e.g. due to separation of natural parents) half – brothers/sister living at the same address step – brother/sister living at the same address – children living as part of the same family unit with their parents/guardians at the same address.

## Looked after children

A 'looked after child' (1) or a child who was previously looked after but immediately after being looked after became subject to an adoption (2) child arrangements order (3) or special guardianship order (4).

- (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.
- (2) This 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).
- (3) Under the provisions of S. 14 of the Children and Families Act 2014, which amend section 8 of the Children Act 1989, residence order have now been replaced by child arrangements orders.
- (4) See 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).

## Adoption Order

An adoption is an order under Section 46 of the Adoption and Children Act 2002

## Residence Order

A residence order is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989. Section 14A of the individuals to be a child's special guardian (or special guardians)

## Residence/resident

Residence is defined as the normal family address where the child resides.

The qualifications date is the closing date is the closing date for applications under the co-ordinated admissions scheme (where families change normal address after the closing date but before the allocation process has finished this can be considered under the review procedure). Where parents live at separate addresses and have joint custody, the address used will be the one where the child spends the main part of the school week (i.e. Sunday night to Thursday night inclusive). Childcare arrangements involving relatives' addresses do not qualify as normal family addresses for this purpose unless there is a court Residence Order in place.

# Nunthorpe Academy

## Admission Zone:

Nunthorpe's admission zone is as shown on the area map which is highlighted in yellow on our website: [www.nunthorpe.co.uk](http://www.nunthorpe.co.uk). All parents are also strongly urged to consult the Redcar and Cleveland Local Authority Guide for Parents along with our Admission Policy. At present, our admission zone includes the following primary schools:

Redcar and Cleveland LA  
Nunthorpe Primary School\*

Middlesbrough LA:  
Chandlers Ridge Primary School\*  
Captain Cook Primary School\* The Avenue Primary School\*  
St Bernadette's RC Primary School\*

\*Partner Primary Schools

However, current government legislation means that Nunthorpe can consider applications from students who do not attend one of the above listed primary schools. At present, we have admitted students from a large number of other local primary schools. In the case of these families, parents have used their right under parental choice legislation (supported by us) to name Nunthorpe as their preferred Academy.

## 1. Policy and admission numbers

Students will be admitted into Year 7 without reference to ability or aptitude. Our board of governors have set our published admission number ('PAN') as 291 for entry in September 2019.

## 2. Admissions criteria to be applied if places are over-subscribed

Where applications for admission exceed the number of places available, the following criteria will be applied, in the order set out below, to decide which children to admit:

- a) Children who are looked after or who were previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order. A looked after child is a child who is (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (Section 22(1) of the Children's Act 1989).
- b) Children living<sup>1</sup> in our designated admission zone<sup>2</sup>, attend one of the primary schools listed above and who have a sibling<sup>3</sup> at the school at the time of admission. Parents may contact their LA if they are uncertain whether or not they reside in the admission zone.
- c) Children living:1 in the designated admission zone<sup>2</sup> and who have sibling at the academy at the time of admission.
- d) Children living:1 in the designated admission zone<sup>2</sup> and attend one of the feeder schools listed above.
- e) Children living:1 in the designated admission zone<sup>2</sup>.
- f) Children who live outside the admission zone, who attend primary schools within it and who have a sibling: 3 at the academy at the time of admission.
- g) Children who live outside the admission zone who have a sibling<sup>3</sup> at the academy at the time of admission.
- h) Children who live outside the admission zone who attend a feeder primary school within the admission zone.
- i) Children who have proven medical grounds requiring certification by an appropriate doctor. This certification must explain why Nunthorpe is the most appropriate school/academy for their education in the context of their medical need(s).

- j) Children living closest to the academy measured on a straight line distance: 4, using the Local Authority's computerised system which measures using the postcode of the house and the postcode of the Academy.
1. The home address is defined as the address of the adult with parental responsibility with whom the child normally lives and which applies at the time of application.
  2. A map showing the admission zone and/or further information can be obtained from the academy.
  3. A sibling is defined as another child living in the same family home and on roll at our academy as of 1 September 2019. Sibling link does not apply to siblings on roll in year 11 or sixth form when allocation of places is decided.
  4. In the event of a tie break under criterion (J), places will be allocated according to the shortest walking route to the academy – from front door of the applicant's house to our academy main gate.

### 3. How to apply for a place in year 7 for September 2019

The application process for admissions into Year 7 is currently co-ordinated by Redcar and Cleveland Local Authority (LA), which acts on behalf of our Governors to offer Year 7 places at our academy. Parents should submit an online or paper Application Form, available from the LA Admissions Team (of the authority in which you live), no later than 31 October 2018. Offer letters will be issued by the LA on 1 March 2019 – the national school places Offers Day. Applications can also be made on line. For details please contact the Redcar and Cleveland LA Admissions Team on 01642 837740 / 837730 / 837702 or log onto [www.admissions.redcar-cleveland.gov.uk](http://www.admissions.redcar-cleveland.gov.uk).

All parents are again strongly advised to read the Redcar and Cleveland Local Authority Guide for Parents – 2019-2020.

### 4. Admission of year 7 pupils – September 2019

#### How places are offered

For admission into Year 7 in September 2019, the LA, on behalf of the Board of Governors, will offer places to 291 children. This is the Published Admission Number (PAN) for that year group. In the event that more than 291 applications are received, the oversubscription criteria will be applied to determine priority for places. (See Section 2)

Only in exceptional circumstances (and within the framework of the oversubscription criteria detailed in Section 2) will this number be exceeded in any one year.

### 5. Operation of the year 7 reserve list

As part of the co-ordinated scheme for secondary admissions, the Redcar and Cleveland LA Admissions Team hold the initial reserve list on behalf of the Board of Governors. Children will automatically be added to the reserve list which will be maintained until the end of the Autumn Term 2019.

### 6. Appeals

The parent of any child who is refused a place at the academy has a right of appeal to an Independent Appeals Panel. The panel consists of three people who are fully independent of the academy's Board of Governors and the Local Authority. The panel will consider the circumstances of each appeal case put before them against the Planned Admission Number of the school as a whole. Both the Board of Governors and the parents must abide by the decision it makes.

### 7. Late applications

Late applications will only be considered after applications received up to the closing date of 31 October 2018 unless there is good reason for the delay e.g. families moving into the area.

#### Admission Policy – Mid Year Admissions

Admission of year 8, 9, 10 and 11 students and year 7 after the start of the Autumn Term in September 2019.

## Admission Zone:

Nunthorpe's admission zone is as shown on the area map, which is highlighted in yellow on our website at [www.nunthorpe.co.uk](http://www.nunthorpe.co.uk).

All parents are strongly urged to consult the Redcar and Cleveland Local Authority Guide for Parents – 2019-2020 along with studying our Admission Policy.

## How to apply for places in years 8, 9, 10, 11 and year 7 after the start of the autumn term.

Applications for places in these year groups at any time of the year will be co-ordinated by Redcar and Cleveland local authority.

Application forms are available from Redcar and Cleveland local authority admissions team.

In the event of over-subscription the criteria set out above in Section 2 of the Year 7 Admissions Policy, will be applied and places offered in accordance with those criteria.

Parents wishing to visit the academy prior to submitting an application are very welcome to do so. However, this is not always possible to organise at short notice and visits are usually conducted in small groups. Visits are not interviews and do not affect any decision regarding the availability of a place.

Any parent wishing to visit our academy under these circumstances should contact Kate Kell, Vice Principle, on (01642) 310561 Extension 153 or email her on [kkell@nunthorpe.co.uk](mailto:kkell@nunthorpe.co.uk)

## Mid-phase applications:

Parents whose applications are not immediately successful because of over-subscription will be asked whether they wish their child's name to be placed on a reserve list. Applications will be ordered on the list according to the over-subscription criteria and when places become available, they will be offered accordingly. Parents should be aware that their place on the waiting list may vary if applications are subsequently received which meet a criterion higher on the list than their own. Please note that names held on the reserve list will not be carried over to a new academy year. Parents wishing to remain on the list should thus contact the academy.

## Fair Access and Managed Move Protocols:

Nunthorpe is committed to its participation in the Redcar and Cleveland Local Authority Fair Access and Managed Move Protocols. This also applies to any reciprocal arrangements for Fair Access and Managed Moves Protocols entered into with neighbouring local authorities.

## Admission Policy

## Admission of sixth form students - September 2019

### How to Apply

All students considering applying to our Sixth Form must consult our Sixth Form Experience Prospectus and Course Directory. These are available from the academy or through our website – [www.nunthorpe.co.uk](http://www.nunthorpe.co.uk). Our Sixth Form Application Form is available within our Sixth Form Prospectus.

## Planned Admission Number ('PAN')

Our Governors will admit to our Sixth Form any student who applies to us who has either already met the Guideline Entry Requirements or is estimated to meet them. Our Guideline Entry Requirements are detailed in our Sixth Form Course Directory.

Our overall Sixth Form capacity is 200 for September 2019 across the Sixth Form Experience.

Aspiring Nunthorpe Sixth Form Students can apply to us from Nunthorpe or any other academy or college.

## Applications Deadline

Applications for Sixth Form admission in September 2019 must be received by the deadline as published in our Sixth Form Experience Prospectus.

## Conditional Offers

Conditional offers of Nunthorpe Sixth Form places will be made by the deadline as published in our Sixth Form Experience Prospectus.

The closing date for students' acceptance of offers will be 1 September 2019.

## Appeals Procedure

Should you fail to receive an offer of a place in our Sixth Form, you have the right of appeal to an Independent Appeals Committee, whose decisions are binding on the Academy and Directors.

To exercise your right to appeal you should notify your intention to our Administration Manager and request a Notice of Sixth Form Appeal form.

## Further Appeals

The academy will not make any fresh decisions in relation to repeat applications made for places in the same academic year, unless there are significant and material changes in the circumstances of the parent, student or academy relevant to a further application.

## Home to Academy Transport

Nunthorpe will not, under normal circumstances, fund any transport to and from the academy for any student excepting those who have an entitlement as agreed with, and funded by, their home Local Authority (and in accordance with their home Local Authority Academy Transport Policy).

# Sacred Heart RC Academy

Sacred Heart Secondary Catholic Voluntary Academy was founded by the Catholic Church to provide education for baptised Catholic children. The Academy is run by the Board of Directors of Nicholas Postgate Catholic Academy Trust as part of the Catholic Church in accordance with its Trust Deed and Articles of Association and seeks at all times to be a witness to Jesus Christ.

Whenever there are more applications than places available priority will always be given to Catholic applicants in accordance with the oversubscription criteria listed below. By applying to the Academy parents or carers are declaring their support for the aims and ethos of the Academy.

The Board of Directors is the Admissions Authority and is responsible for determining the Academy's admissions policy. The planned admission number for September 2019 is 150.

The Catholic primary feeder Academies for Sacred Heart Secondary Catholic Voluntary Academy within the Nicholas Postgate Catholic Academy Trust are:

- St Bede's Primary Catholic Voluntary Academy, Marske-by-the-Sea
- St Benedict's Primary Catholic Voluntary Academy, Redcar
- St Joseph's Primary Catholic Voluntary Academy, Loftus
- St Paulinus Primary Catholic Voluntary Academy, Guisborough

## The partner parishes are:

- The Blessed Nicholas Postgate, Redcar
- Our Lady of Lourdes, Saltburn
- Our Lady Star of the Sea, Staithes
- St Anthony of Padua, Brotton
- St Joseph and St Cuthbert, Loftus
- St Bede's, Marske-by-the-Sea
- St Paulinus, Guisborough

The Admissions Policy Criteria will be applied on an Equal Preference basis.

## How and When to apply

Applications must be made on the Redcar and Cleveland Borough Council Common Application Form. Parents who express a preference for Sacred Heart Secondary on this form should also complete the Supplementary Information Form (SIF) and return this to the Academy with the relevant evidence, as this is used to determine whether they are applying under a specific category. All forms must be returned by the closing date set by the Local Authority (LA), failure to provide a Supplementary Information Form could affect the category your application is placed in. Please note that it is the responsibility of the parent / carer to complete all forms and supply evidence – reminders will not be sent. Parents/carers who require help to complete the Supplementary Information Form can contact the Main Office of the Academy for advice.

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

## Late Applications

Any applications received after the closing date will be accepted but considered only after those received by the closing date.

## Over Subscription Criteria

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

(First priority in each category will be given to siblings (see note 3) that is, children who will have older brothers or sisters attending the Academy in September 2019.)

1. Roman Catholic 'children looked after' (in public care) and Roman Catholic children previously 'looked after' but ceased to be so because they became adopted or became subject to a residence or special guardianship order immediately following having been looked after.
2. Roman Catholic children whose home address is within the partner parishes (identified on page 37).
3. Roman Catholic children of members of Academy staff who have been employed at the Academy or its predecessor school for two or more years at the time at which the application for admission to the Academy is made.
4. Other Roman Catholic children.
5. Other 'children looked after' (in public care) and other children previously 'looked after' but ceased to be so because they became adopted or became subject to a residence or special guardianship order immediately following having been looked after.
6. Children leaving our named feeder academies (identified on page 37) in summer 2019.
7. Children who are baptised or dedicated members of other Christian Churches as recognised by Churches Together (see note 3).
8. Other children of members of Academy staff who have been employed at the Academy or its predecessor school for two or more years at the time at which the application for admission to the Academy is made.
9. Other children.

## ADDITIONAL NOTES

### 1. Definition of Roman Catholic

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

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

A looked after child is a child who is (a) in the care of a LA or (b) being provided with accommodation by a LA in the exercise of their social services functions (see the definition in section 22 (1) of the Children Act 1989):

### 3. Churches Together in England See

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

Applicants seeking admission under criteria 7 will be required to produce a baptismal certificate or a letter confirming their baptism.

### 4. Definition of Sibling

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

## Tie-breaker

Where there are places available for some, but not all applicants within a particular criterion, distance from home address to the Academy entrance will be the deciding factor. Distance will be measured in a straight line from the child's home address to the Academy [using the LA's computerised measuring system], with those living closer to the Academy receiving the higher priority.

If the admission number is reached at the point at which the next applicant resides in a home equidistant from the last successful place(s) offered, the LA will calculate the shortest walking route from the child's home address to the Academy and the child with the shortest route will receive the place. Where the shortest walking route is equidistant, the last place will be offered by drawing lots. When the application of this rule would lead to the separation of twins or multiple birth siblings, both (or all) will be admitted.

## Right of Appeal

Where a parent has been notified that a place is not available for a child, every effort will be made by the LA to help the parent to find a place in a suitable alternative school or academy. Parents who are refused a place have a statutory right of appeal. Further details of the appeals process are available by contacting Redcar & Cleveland Admissions Team on 01642 837740 /837730/837702.

## Home Address

It is the parental address which will be used in applying the admission criteria. This means that, when stating your choice of school or academy, you should give the parental/guardian address at the time of application. The address of childminders or other family members who may share in the care of your child should not be quoted as the home address.

## Waiting Lists

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

## Application Information

It is very helpful to have an early indication of the number of children to be admitted to the Year 7 in the following September. However, it must be stressed that formal written applications for admission must be made on the form provided by the LA and returned to them by the stated date. Places will then be allocated by strict application of the above criteria, with no reference to the date of application. Parents will be notified as to whether or not their child has been allocated a place according to the LA timetable.

Date of last consultation: December 2015 – January 2016

Due date for next consultation: December 2022

Date of last Revision: June 2018

# St. Oswald's Catholic Academy Trust

St Oswald's Catholic Academy Trust is a Multi-Academy Trust consisting of four schools in the Catholic Diocese of Middlesbrough: St Peter's Catholic Voluntary Academy of Maths & Computing, St Gabriel's Catholic Voluntary Primary Academy, St Margaret Clitherow's Catholic Voluntary Primary Academy and St Mary's Catholic Voluntary Primary Academy. All schools in the Trust were founded for the education of Catholic children and it is the intention of the Governors that the Catholic character of each school will always be maintained.

The Board of Directors expects that parents/carers applying for places in any of these four schools will accept and uphold the Catholic character and ethos of the school.

## How and When to Apply

Applications must be made on the Local Authority Common Application Form. Parents applying to a Voluntary Aided Catholic school should also complete the Supplementary Information Form. All forms must be returned by the statutory closing date.

Admissions to the Nursery do not guarantee admission to that Primary school. Children attending Nursery are not given priority in allocation of a place to Reception.

Each Trust school is a voluntary aided school in which the Local Management Board of Governors is the admissions authority responsible for determining the Admission Policy and for administration of the process.

The planned admission numbers for September 2019 are as follows:

105 at St Peter's Catholic Voluntary Academy of Maths & Computing  
30 at St Gabriel's Catholic Voluntary Primary Academy  
47 at St Margaret Clitherow's Catholic Voluntary Primary Academy  
30 at St Mary's Catholic Voluntary Primary Academy

The partner parishes are the parishes of:

- St Andrew's, incorporating the parishes of St Peter's and St Anne's
- St Gabriel's

The Admissions Policy criteria will be applied on an Equal Preference basis.

In administering the Admissions Policy the Governors will have due regard for the Catholic ethos of the Academy and will want to ensure that all applicants for admission clearly desire an education within that ethos and positively support our policies.

## Admission Date – Primary Schools

The Local Management Board of Governors in the Primary schools will admit children into school in September of the academic year that they turn five.

## Baptism

Proof of Baptism is required from Catholic children who wish to apply. Applications from Christians of other denominations and children of other faiths must be supported by a baptism certificate and/or a statement of commitment from their minister or religious leader.

## Late Applications

Any applications received after the closing date will be accepted and considered.

## Children with an Education Health & Care Plan (EHCP)

A school that is named on a child's EHCP will admit that child.

### Oversubscription Criteria:

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

(First priority in each category will be given to siblings (see note 3) that is, children who will have older brothers or sisters attending the school in September 2019).

1. 'Children looked after' (in public care) from Catholic families and children from Catholic families previously 'looked after' but ceased to be so because they became adopted or became subject to a residence or special guardianship order immediately following having been looked after.
2. **St Peter's** – Baptised Catholic children from practicing families attending the Catholic primary schools of St Gabriel's, St. Margaret Clitherow's and St. Mary's  
**St Gabriel's** – Baptised Catholic children from practicing families who are resident in the Parish of St Gabriel's for whom St Gabriel's Voluntary Catholic Primary Academy is the nearest Catholic school  
**St Mary's** - Baptised Catholic children from practicing families who are resident in the Parish of St Andrew's for whom St Mary's Voluntary Catholic Primary Academy is the nearest Catholic school.  
**St Margaret Clitherow's** - Baptised Catholic children from practicing families who are resident in the Parishes of St Peter's and St Andrew's for whom St Margaret Clitherow's Voluntary Catholic Primary Academy is the nearest Catholic school.
3. Catholic children whose home address is within the parishes of St Andrew's, incorporating the churches of St Peter's, St Anne's and St Gabriel's.
4. Catholic children of members of school staff who have been employed at the Academy for two or more years at the time at which the application for admission to the school is made.
5. Other Catholic children.
6. Other 'children looked after' (in public care) and other children previously 'looked after' but ceased to be so because they became adopted or became subject to a residence or special guardianship order immediately following having been looked after.
7. Non-catholic children who have siblings currently attending the school
8. Other children of members of all school staff who have been employed at the school for two or more years at the time at which the application for admission to the school is made.
9. Children of other denominations, or of other Faiths, whose parents or carers are in sympathy with the aims and ethos of the Academy and whose application is supported in writing by a minister of religion or an appropriate religious leader.
10. Children not living within the admission zone who have exceptional social and/or medical reasons for attending a particular school, professionally supported by an independent third party and sustained by professional advisors. Social reasons generally do not include domestic circumstances such as parents' working commitments, childcare arrangements, separation from friends. In the case of medical reasons, evidence would need to demonstrate the exceptional long-term nature of the condition. All mainstream schools are able to cater for a wide range of medical needs which may be encountered by children.

You are strongly urged to provide independent third party information (e.g. from a professional person who knows or is involved with your child) in support of any exceptional long term medical or social reason why you think your child should be given special consideration for placement in a particular school. This written support must make clear why the preferred school is the only school which could meet your child's needs.

The submission of independent information will not automatically guarantee a place under this criterion. However, the evidence will be carefully considered by professional advisors as to whether or not your application falls into this category.

11. Other children.

## Additional Notes:

### 1. Definition of Catholic

Children who have been baptised as Catholics or have been formally received into the Catholic Church. All applicants seeking admission under any of criteria 1 to 5 will be asked to provide evidence that the child has been baptised as a Catholic or has been received into the Catholic Church. A baptismal certificate or a letter from their priest confirming their baptism or reception into the Catholic Church will suffice.

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

A 'looked after' child is a pupil who is in the care of an LA or provided with accommodation by the Authority. (For more in depth definitions see Section 22(1), Section 8, Section 14A of the Children's Act 1989 and Section 46 of the Adoption and Children Act 2002).

### 3. Definition of Sibling

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

### 4. Multiple Births

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

## Tie-Breaker

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

## Right of Appeal

Parents who are refused a place have a statutory right of appeal. Further details of the appeals process are available by writing to the Headteacher at the Academy address in the first instance, who will explain the procedure.

## Home Address

It is the child's permanent address which will be used in applying the admission criteria. This means that, when stating your choice of school, you should give the parental/carer address at the time of application. The address of child-minder or other family members who may share in the care of your child should not be quoted as the home address. If a child spends time with both parents, the address used to apply the admission criteria will be the one where child benefit is paid to.

## Waiting Lists

If your child has been refused admission, a waiting list is available where priority will be given according to the above criteria based on the information provided at the time of application. The waiting list will be open until the end of the Autumn term 2019.

## Application Information

Places will be allocated by strict application of the above criteria. Parents will be notified as to whether or not their child has been allocated a place according to the Local Authority timetable.

## Admission of child outside their normal age group

Parents may seek a place for their child outside of their normal age group, for example if the child is gifted and talented or has experienced problems such as ill health. If you wish to request admission of a child outside of their normal year group you must contact the school to discuss your request six weeks before the closing date of the admission period for your child's normal year group. If the school agrees to your request you should submit your application in the application window for the deferred year in which you wish your child to be admitted to the school.

**Please Note – the deferred applications will be considered against all other applications for entry that year based upon a strict application of the admissions criteria and agreement to deferral does not automatically mean your child will be offered a place at school in that year.**

## If I am not offered a place in any of my preferred schools, what happens next?

Your preferences may not be successful if there are not enough places for all the children who want to go to your preferred schools. If we are not able to offer your child a place at any of your preferred schools, a place will be offered in the next school closest to your home with spare places; if other schools near to your home are full, this may be a school some distance away. Expressing a preference for a particular school does not automatically mean that a place is available for your child at the school concerned. Applications are considered in accordance with the arrangements described in this booklet. The following table shows the number of preferences received as at 1 March 2018 for each school for the 2018 / 2019 school year:

School Name	1st Pref	2nd Pref	3rd Pref
FREEBOROUGH ACADEMY	171	22	17
HILLSVIEW ACADEMY	74	18	8
HUNTCLIFF	87	80	33
LAURENCE JACKSON	308	107	61
NUNTHORPE ACADEMY	329	230	87
OUTWOOD ACADEMY BYDALES	202	86	28
OUTWOOD ACADEMY REDCAR	78	44	20
RYE HILLS ACADEMY	145	68	31
SACRED HEART RC CATHOLIC VOLUNTARY ACADEMY	169	48	19
ST PETER'S CATHOLIC VOLUNTARY ACADEMY	120	36	18

Information on oversubscribed schools in the previous four academic years is given below (figures indicate how many first preferences for a place were not successful as at 1st March)

2015/16		2016/17		2017/18		2018/19	
HUNTCLIFF	29	NUNTHORPE	104	FREEBOROUGH ACADEMY	4	LAURENCE JACKSON SCHOOL	64
LAURENCE JACKSON	2	SACRED HEART	35	LAURENCE JACKSON SCHOOL	47	NUNTHORPE ACADEMY	62
NUNTHORPE	60	ST. PETERS	14	NUNTHORPE ACADEMY	128	OUTWOOD ACADEMY BYDALES	5
ST PETER'S	13			OUTWOOD ACADEMY BYDALES	5	SACRED HEART RC ACADEMY	20
				SACRED HEART	8	ST. PETER'S RC ACADEMY	20
				ST. PETERS RC ACADEMY	44		

## When will I be informed of the outcome of my application.

Parents who applied online will be sent an e mail on 1 March 2019. We will also write to each parent living within Redcar & Cleveland to tell them of their child's allocated place. The letters will be posted on 1 March 2019. If you live within another LA, that LA will write to you by the same date to tell you of your child's allocated place for September.

## What should I do if I change my address?

If you move to a new address after places have been allocated, preferences will only be agreed if places remain available in the preferred school. If the preferred school is full, a place will be offered in the school closest to your home with spare places; if other schools near to your home are full, you could end up being offered a school some distance away.

## What can I do if my application is not successful?

If you are not satisfied with the response to your expressed preference, there is an opportunity to make an appeal to an Independent Appeal Panel. All letters advising that it has not been possible to meet an expressed preference also contain information on how to appeal. To appeal against the refusal of a place at a LA school you will need to contact

the admission team for an appeal form. You should set out your case for believing why your child really should have a place at the school of your preference despite the fact that the strict application of the criteria means that no place is available. You should include any personal or other key factors which you think are relevant.

An appeal does not have to be limited to the school you have ranked as your first preference. You can also appeal if your applications to the school you have ranked as your second and third preference have been unsuccessful. You should indicate on the form to which school(s) your appeal is related. Every effort will be made to ensure that appeals are heard by 6 July. All appeal hearings are arranged by Legal & Democratic Services with the exception of Sacred Heart RC Academy who arrange their own appeals. They will send you details of the time and venue for your appeal and invite you to attend the hearing in person. You may be accompanied by a friend or representative who may put your case for you. The Independent Appeal Panel is empowered to make a final decision after considering all the aspects of your circumstances as well as the difficulties the school would encounter in taking further pupils. The decision of the Independent Appeal Panel is final and binding upon parents, schools and the LA. You will be notified in writing of the decision of the Appeal Panel.

## What happens if vacant places arise before an appeal hearing?

If places become available before appeal hearings, all applicants will be considered, in accordance with the published oversubscription criteria, whether or not they have appealed for a place.

## Can I make a second appeal?

Where you have been unsuccessful in your appeal for a place in a particular school, new applications for the same school for the same academic year cannot be considered unless there have been significant and material changes in your circumstances to warrant a further application.

## Can I place my child's name on a waiting list for a school?

If you have not been successful in gaining a place at a school of your preference, the LA will place your child's name on the waiting list for the school. However, you need to be aware that places may not become available and you may need to consider a place for your child in another school. Any places which become available will be offered to pupils on the waiting list in accordance with the priorities set out in the next section "How are places prioritised".

The waiting list will be maintained for admissions to Year 7 only and will close at the end of the autumn term 2019. You may ask for your child's name to be placed on the waiting list of more than one school. If a place becomes available in any of those schools and you are offered and accept the place. You will be asked if you wish to remain on the waiting list for any other school.

## How are places prioritised?

Children whose names are placed on a waiting list for a place in a particular school will be ranked in priority order in line with Oversubscription Criteria for that particular school.

If you change address during the time the waiting list is held, proof of the address change may be required. In aided schools, the governing body decides whether to maintain a waiting list and how vacancies are filled, in line with their oversubscription criteria.

## Important Dates

6 August 2018	Application information posted to home address.
31 October 2018	Closing date for online applications and receipt of paper applications.
1 March 2019	An email will be sent to applicants who applied online and a letter will be posted to all applicants notifying you of the place allocated to your child.
29 March 2019	Closing date for the return of the appeals form

## School Term Dates 2019/20

Autumn term starts	1 September 2019	Half term holiday	17 February to 21 February 2020
Half term holiday	28 October to 1 November 2019	Spring term ends	3 April 2020
		Summer term starts	20 April 2020
Autumn term ends	20 December 2019	Half term holiday	26 May to 29 May 2020 (25 May Bank Holiday)
Spring term starts	6 January 2020	Summer term ends	20 July 2020

## Part 2 General Information

### The Partnership between Schools and Parents

All Redcar and Cleveland secondary schools/ Academies are staffed and equipped to provide education to meet the varying needs of their pupils. The particular details of each school are given in a prospectus available from the school concerned.

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

You can also help by contacting the school when you think that something is wrong. Head teachers and their staff are always willing to discuss problems and are glad of any help you can give. The head teacher is the first person to contact on such matters. Further advice, where necessary, can be obtained from the People Services Department.

### Does the Children and Families Services Department have a policy for children with special educational needs?

Children who have special educational needs will often have had their needs identified at an early stage of their education. In the majority of cases, provision for those needs will be made from the resources available to mainstream schools in the area. In a small number of cases, the needs may be such that additional resources may be provided by the LA through a statutory assessment of the child's special educational needs.

When a school considers that some special educational arrangements may be needed for a child, you will be contacted by the head teacher or SENCO so that any difficulties can be assessed. Similarly, if you feel that your child may require some additional help, you should not hesitate to contact the head teacher with your concerns. Further information about LA services available to support children with special educational needs can be obtained by looking on the local offer (<http://www.peoplesinfont.net.org.uk/kbs/redcar/directory/localoffer.page>).

Alternatively, the special Educational needs and disability information, advice and support services (SENDIASS) can provide information, advice and support to parents/carers who may be concerned about their child's individual needs. Telephone: 01642 444527.

### Am I entitled to support with travel costs for my child to attend school?

Your child may be eligible for travel assistance between home and school if they meet any of the conditions set out in Redcar & Cleveland Council's 'Home to School Travel Policy' which is available at [www.redcar-cleveland.gov.uk/schooltransport](http://www.redcar-cleveland.gov.uk/schooltransport).

There are a number of categories under which your child may be eligible including:

#### Distance

The Council will provide free school travel for children of compulsory school age if their nearest suitable school is:

- beyond 2 miles (if below the age of 8 years).
- beyond 3 miles (if aged between 8 and 16 years).

Free travel will not be provided if there are places available in a suitable school closer to home. The Council will determine what is considered to be a suitable school.

#### Low Income

Low income criteria are intended to secure access to schools for children for whom a lack of affordable transport could otherwise be a barrier to choice.

Children will meet low income criteria if entitled to free school meals on grounds of low income, or if parents are in receipt of the maximum level of Working Tax Credit (the level of entitlement to Working Tax Credit is shown on the notice issued by H.M. Revenue and Customs) and if:

- The nearest suitable school is beyond 2 miles (for children over the age of 8 and under 11 years);
- The school is between 2 and 6 miles (if aged 11-16 years and there are not three or more suitable nearer schools);
- The school is between 2 and 15 miles and is the nearest school preferred on grounds of religion (aged 11-16 years).

### Children unable to walk in safety to school

Where children live within statutory walking distance, local authorities are under a duty to make travel arrangements where the nature of the route is such that a child cannot reasonably be expected to walk (accompanied as necessary) in reasonable safety. Therefore, free home to school travel may be provided for children who live within the statutory walking distance of their nearest qualifying school where the nature of the route is such that a child cannot reasonably be expected to walk to school (accompanied as necessary) because of the unsafe nature of the route.

The Council will determine eligibility by considering such things as age of the child, road width, traffic speed, street lighting and condition of the route. In reaching decisions on suitable safe routes, the Council will not override a parent's legal responsibility to ensure their child attends school regularly and punctually.

### Special Educational Needs

Children and young people with a statement of special educational needs (SEN) or an Education Health and Care Plan (EHCP) may receive transport help depending on their individual circumstances. Councils are empowered to make any non-educational provision specified in the statement or EHCP, including transport. Provision of transport for pupils with SEN will be based on an individual child's needs and if a child's needs are such that transport is not necessary, then eligibility should be assessed using the same criteria as for other pupils (e.g. distance, low income etc.).

In the application of the Council's policy for SEN transport, free provision will only be made on the basis of an assessment of the child's individual special educational needs or disabilities as part of the statutory assessment procedure and will be reviewed as part of the process of annual review of the child's statement or EHCP

For further information and advice please contact:

Redcar & Cleveland Borough Council  
Children & Families  
Transport Section  
Phone: 01642 444973  
[www.redcar-cleveland.gov.uk](http://www.redcar-cleveland.gov.uk)

## Do I need to insure my child?

It should be noted that pupils are not automatically covered by insurance for personal property or accident in school during school hours. The LA recognises the prudence of pupils being insured during educational visits. Suitable insurance covering visits within the United Kingdom and European countries has been arranged by the LA through the Council on behalf of all schools. Further details of the insurance can be obtained from your child's school. You should note that if you would like your child to be covered by insurance for personal property or accident in school during school hours, you would therefore need to make your own arrangements.

## Is my child entitled to free school meals?

There is provision in each school for pupils to receive a midday meal. All schools operate a multi choice system. Please contact your child's school for the cost of a meal as catering providers vary in different schools. In addition some schools have snack bars where individual items of food/drink may be purchased. Where a snack bar system is in operation, the remission of cost would be up to the amount of a meal.

If you are in receipt of one of the following, you may qualify for Free School Meals:

Income Support, **or**

Jobseeker's Allowance (Income Based), **or**

State Pension Credit (Guaranteed Credit),

**or** Employment and Support Allowance (Income Related), **or**

Child Tax Credit and have an annual gross income as assessed by Her Majesty's Revenue and Customs which does not exceed £16,190.00. (This figure is subject to change in April of each year.) **or**

Universal Credit with an annual net earned income of no more than £7,400 (£616.67 per month).

It should be noted that if you are in receipt of working tax credit on a regular basis you will not qualify for free school meals.

From the 1st May 2009 new legislation came into effect allowing Free School Meals to be given to children whose parents become unemployed, or reduce their hours to less than 16 hours a week but still receive working tax credit (WTC) for a further FOUR WEEKS. This is known as WTC "run on" period. After this four week "run on" period the customer must receive at least one of the qualifying incomes.

Children of asylum seekers are entitled to Free School Meals whilst the family is supported under the Immigration and Nationality Directorate National Asylum Support Services (NASS).

If you have any questions about Free School Meals you can contact us by:

- Telephoning – 01642 774774
- Emailing – [educationalbenefits@redcar-cleveland.gov.uk](mailto:educationalbenefits@redcar-cleveland.gov.uk)
- Visiting Customer Services – Redcar and Cleveland House, Kirkleatham Street, Redcar or Low Grange District Centre, Normanby Road, Southbank or Belmont House, Rectory Lane, Guisborough.

Application forms can be obtained from Educational Benefits, Schools, Customer Services and the Redcar and Cleveland website. ([www.redcar-cleveland.gov.uk](http://www.redcar-cleveland.gov.uk))

Alternatively you contact the Educational Benefits on 01642 774774 and an application form can be completed over the telephone.

Please note that it is not possible to backdate Free School Meals entitlement. Applications should, therefore, be submitted at the time you wish Free School Meals to be paid. Parents/Guardians will no longer be required to send a copy of their benefit evidence to support their claim. Unless we are unable to confirm eligibility, we will require proof of benefit. You must also advise Educational Benefits when you have a change in your circumstances, i.e.

- Change of address **or**

Change of school **or**

Your entitlement to any of the following changes or ends: Income Support, Pension Credit (Guaranteed Credit), Jobseekers Allowance (Income-based), Employment and Support Allowance (income related), or Child Tax Credit, or Universal Credit.

Whilst the school meal is recommended as a healthy, nutritious and well balanced meal, facilities exist within each secondary school for children who prefer to bring packed lunches.

## How do I change the secondary school my child attends?

Part one of this booklet deals with the arrangements for pupils to transfer between primary and secondary schools. There will be occasions, however, when pupils wish to transfer between secondary schools; for example, if the family moves from one area to another. In this event, you should contact the School Admissions Section (Telephone 01642 837740 / 837730).

From time to time parents may wish their child to transfer to another secondary school for other reasons. In the first instance, you should consult the head teacher of your child's present school with a view to resolving any problems. If, after speaking to the head teacher, it is still your preference for a change of school, you should contact the admissions team on 01642-837740 / 837730.

Where the transfer involves admission to a LA school, the request will be considered by the LA. The LA will make a place available if there are vacancies in the Year Group requested. The decision on a request for a transfer to a Roman Catholic aided school is made by the governors of the school concerned.

In the event of you not being satisfied with the response to your request for a transfer, it will be possible to make an appeal against the decision.

The following table shows the published admission number for each year group in the 2019 / 2020 school year.

School	Year Group 7	Year Group 8	Year Group 9	Year Group 10	Year Group 11
OUTWOOD ACADEMY BYDALES	150	150	150	150	150
HILLSVIEW	190	190	190	190	190
HUNTCLIFF	108	108	108	108	108
LAURENCE JACKSON	250	250	250	250	250
NUNTHORPE	291	291	291	291	291
OUTWOOD ACADEMY REDCAR	172	172	172	172	172
RYE HILLS	237	237	237	237	237
SACRED HEART	150	150	150	150	150
ST PETERS	105	105	105	105	105

## In-Year Fair Access Protocol

In-Year Fair Access Protocols (formerly referred to as “hard to place pupil protocols”) exist to ensure that access to education is secured quickly for children who have no school place, and to ensure that all schools in an area admit their fair share of children with challenging behaviour. Along with devolved funding and responsibility for alternative provision, Redcar and Cleveland encourages schools to work together in partnership to improve behaviour and tackle persistent absence.

## Do I have to pay for school trips?

Pupils have the right to free school education for activities offered wholly or mainly during the normal teaching time regardless of parents’ ability or willingness to help meet the cost. It is possible to charge for optional activities provided wholly or mainly out of school hours and each school’s governing body has determined its policy. Details are available from the head teacher of the school concerned.

## What subjects will my child be taught in school?

LEA maintained schools in England are legally required to follow the statutory national curriculum which sets out in programmes of study, on the basis of key stages, subject content for those subjects that should be taught to all pupils. All schools must publish their school curriculum by subject and academic year online. All schools should make provision for personal, social, health and economic education (PSHE), drawing on good practice. Schools are also free to include other subjects or topics of their choice in planning and designing their own programme of education.

Academies have discretion over the curriculum they offer. Full details of the secondary national curriculum are available on <https://www.gov.uk/government/collections/national-curriculum>

In secondary schools, the National Curriculum covers English, mathematics, science, design and technology, computing, modern foreign languages, history, geography, art and design, music, physical education and citizenship. In addition, schools are required to offer religious education for all pupils as part of the “basic” curriculum and follow a framework of guidance for personal, social and health education. Careers education and guidance should also be provided in secondary schools.

The latter usually covers sex education but schools are free to decide the detailed content and nature of this individually. However, it must encourage pupils to have due regard for moral considerations and the value of family life. You can choose to withdraw your children from all or part of sex education.

Further details are available in individual school prospectuses. If you have any concerns about the curriculum offered by the school your child attends, you should, in the first instance, approach the head teacher.

## Who decides what public examinations my child should take?

The decision about whether a pupil should be entered for external examinations is made by the school and will reflect the considered professional judgement of the subject teacher, the head of department and the head teacher. It will be reached over a period of time, during which the pupil’s ability and progress have been regularly assessed and monitored. You will be regularly informed about progress through a written report and a consultation evening at least once a year. Where it is decided that a pupil should be entered for a public examination, the school will select the appropriate examination and level of entry. Any queries should be addressed directly to the head teacher of the school.

In most cases, pupils will be entered for the General Certificate of Secondary Education (GCSE), a single system of examinations which is appropriate across a wide ability range. Students may also be entered for vocational qualifications which are offered by a range of examination bodies. Examinations are being reformed with the content of GCSEs to make them more challenging so pupils are better prepared for further academic or vocational study, or for work.

### The changes are:

- the English language GCSE will require better reading skills and good written English
- the English literature GCSE will encourage students to read, write and think critically; it will assess students on challenging and substantial whole texts and on shorter unseen texts
- the mathematics GCSE will provide greater coverage of areas such as ratio, proportion and rates of change; it will require all students to master the basics, and will be more challenging for those aiming to achieve top grades

- science GCSEs will cover new content, including the human genome, life cycle analysis and space physics, and they will be more mathematically challenging
- the history GCSE will require students to study more historical periods; it will cover 3 eras - medieval, early modern and modern - and will concentrate more on British history
- the geography GCSE will require pupils to use maths and statistics, and will concentrate more on UK geography; it will also require students to carry out at least 2 pieces of fieldwork
- languages GCSEs will be more demanding and most exam questions in modern languages will be asked in the respective foreign language

More information on the content of revised GCSEs is available at <https://www.gov.uk/government/collections/gcse-subject-content> For the regulatory aspects of the new GCSEs, Ofqual has introduced:

- a new grading scale that uses the numbers 1 to 9 to identify levels of performance, with 9 being the top grade
- a structure where all assessment happens at the end of the course and content is not divided into modules
- exams as the default method of assessment, except where they cannot provide valid assessment of the skills required
- new rules on tiering, which will only apply for subjects where untiered papers do not allow all students to demonstrate their knowledge and skills, or will not stretch the most able

Parents of all students should be aware that it is increasingly important that they should not withdraw their child from their school for holidays during term time as there is a direct link between attendance at school and examination performance.

Information about public examination results is published in school prospectuses and made available in each school's annual report to parents.

The above information is correct as at the date of publication

## Admissions – Looked After Children

Redcar & Cleveland continue to give the highest priority in their over subscription criteria to looked after children, whether they are looked after by this authority, or originate from another local authority.

Following a change in the schools admissions code this also applies to children who were previously in care but immediately after being looked after, became subject to an Adoption, Residence, Child Arrangement or Special Guardianship Order.

Whilst recognising the importance of educational stability for looked after children, in the very few exceptional cases where a transfer of schools has been deemed to be in the best interest of the child, and in consultation with the child's social worker and virtual school head, transfer requests are progressed in a timely and sensitive manner.

## Who are the School Governors and what do they do?

Governing boards are the strategic decision makers and vision setters in every school and academy trust. They play a vital role in ensuring the best possible education for every child by creating robust accountability for head teachers and other school leaders and oversee the financial performance of the school, making sure public money is well spent. The extent of the duties and powers of governing boards are determined through national legislation and statutory guidance. They are not responsible for decisions around operational matters. Such matters are determined by the head teacher or head of school. The composition of governing boards can vary depending upon the type of school but all boards need people with skills appropriate to the scale and nature of their role; including parents. Presently, all governance models include provision for parents, with parent governors generally elected by other parents of children attending the school. Where it is not possible to elect a parent governor the governing board may appoint a parent to the role. Parents are normally notified of any vacancies via a letter sent home with their child, but many schools also advertise vacancies on their website. We encourage you to consider standing for election if and when a vacancy occurs. Most schools buy into a package of support and training for school governors, with the cost met by the school. All training is free of charge to individual governors. If you would like further information about becoming a governor please contact the Governance Support Service on 01642 837758.

## Where can I get advice and support if my child is having difficulties in school?

The Attendance and Welfare Service provides advice and support to schools and families in respect of matters which may prevent children from fully benefiting from the educational opportunities available to them. The Service promotes regular school attendance supporting the Local Authority with its statutory duties regarding school attendance under section 444 of the Education Act 1996. The service recognises that good attendance is essential if pupils are to gain the most from their education.

Frequent absence seriously disrupts the continuity of learning and leads to under-achievement and low attainment. Parents are primarily responsible for ensuring the regular school attendance of their children. They should speak to school in the first instance, if they have any concerns around their child's education or attendance. If you would like to know more about the Attendance and Welfare Service or would like some advice or guidance, please telephone 01642 837738 / 37.

## When can my child leave school?

The Government is increasing the age at which all young people are required to remain in learning. Those due to leave school in 2015 and future years will need to remain in learning until their 18th birthday. This does not mean that young people have to stay in school, they will be able to choose the best post-16 option for them.

Further information is available at [www.redcar-cleveland.gov.uk/tunedin](http://www.redcar-cleveland.gov.uk/tunedin) or you can speak to a Redcar and Cleveland Careers Adviser on 01287-612323, Monday to Friday 8.30am - 5.00pm.

## Part 3 Details of Individual Schools

This Section gives details of all secondary schools in Redcar & Cleveland including a map which shows the location of each school. You will also find in this section details of telephone numbers of LA staff who can provide advice on a range of educational matters.

SCHOOL & ADDRESS	TELEPHONE NUMBER	STATUS (ADMISSIONS AUTHORITY)	AGE RANGE	NUMBER ON ROLL (MAY 2018)	PUBLISHED ADMISSION LIMIT
Outwood Academy Bydales Coast Road, Marske-by-the Sea, Redcar TS11 6AR <a href="http://www.bydales.outwood.com">www.bydales.outwood.com</a>	01642 474000 fax: 495488	Academy	11-16	765	150
Hillsview Academy Normanby Road South Bank, Middlesbrough, TS6 9AG <a href="http://www.hillsviewacademy.org">www.hillsviewacademy.org</a>	01642 454577 fax: 374790	Academy	11-16	640	190
Freebrough Academy Linden Road Brotton Saltburn, TS12 2SJ <a href="http://www.freebroughacademy.org">www.freebroughacademy.org</a>	01287 676305 fax: 677814	Academy	11-16	764	200
Huntcliff School Marske Mill Lane, Saltburn, TS12 1HJ <a href="http://www.huntcliff.co.uk">www.huntcliff.co.uk</a>	01287 621010 fax: 621011	Foundation School	11-16	531	108
Laurence Jackson School Church Lane, Guisborough, TS14 6RD <a href="http://www.laurencejackson.org">www.laurencejackson.org</a>	01287 636361 fax: 610309	Foundation School (Specialist Sports College)	11-16	1203	250
Nunthorpe Academy Guisborough Road Middlesbrough, TS7 0LA <a href="http://www.nunthorpe.co.uk">www.nunthorpe.co.uk</a>	01642 310561 fax: 325672	Academy	11-16	1432	291
Outwood Academy Redcar Kirkleatham Lane, Redcar TS10 4AB <a href="http://www.redcaracademy.com">www.redcaracademy.com</a>	01642 289211 fax: 489202	Academy	11-16	489	172
Rye Hills Academy, Redcar Lane, Redcar TS10 2HN <a href="http://www.ryehills.com">www.ryehills.com</a>	01642 484269 fax: 484961	Academy	11-16	895	237
Sacred Heart Catholic Voluntary Academy, Mersey Road, Redcar <a href="http://www.sacredheartrc.org.uk">www.sacredheartrc.org.uk</a>	01642 487100 fax: 771470	Academy	11-16	750	150
St Peter's Catholic Voluntary Academy, Normanby Road, South Bank, Middlesbrough, TS6 6SP <a href="http://stpeters-sch.com">stpeters-sch.com</a>	01642 453462 fax: 455010	Academy	11-16	540	105

# REDCAR & CLEVELAND BOROUGH COUNCIL SECONDARY SCHOOLS / ACADEMIES

Map No.	School
1	Outwood Academy Bydales
2	Freebrough Academy
3	Hillsview Academy
4	Huntcliff Foundation School
5	Laurence Jackson Foundation School
6	Nunthorpe Academy
7	Outwood Academy Redcar
8	Rye Hills Academy
9	Sacred Heart Catholic Voluntary Academy
10	St Peter's Catholic Voluntary Academy



## Useful Telephone Numbers

		TELEPHONE NUMBER	EMAIL ADDRESS
SCHOOL ADMISSIONS TEAM	Redcar & Cleveland House	01642 837740	schools_admissions@redcar-cleveland.gov.uk
	Cooper Centre, Kirkleatham Street, Redcar	01642 837702	
		01642 837730	
CHOICE ADVISER	Christine Morris	01642 444539	christine_morris@redcar-cleveland.gov.uk
FREE SCHOOL MEALS		01642 774774	educationalbenefits@redcar-cleveland.gov.uk
SCHOOL TRANSPORT		01642 776926	intergrated_transport_unit@redcar-cleveland.gov.uk
SPECIAL EDUCATIONAL NEEDS		01642 304547	sen@redcar-cleveland.gov.uk
EDUCATION WELFARE OFFICE		01642 837738 / 37	
ADVISORY CENTRE FOR EDUCATION (ACE)		0808 800 5793	(A national organisation which gives independent advice on admissions)



# Admissions

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REDCAR AND CLEVELAND

School Admissions Department  
Redcar & Cleveland House,  
Cooper Centre, Redcar TS10 1RT

“Redcar and Cleveland Borough Council accepts  
its responsibility for creating equality”

[www.redcar-cleveland.gov.uk/admissions](http://www.redcar-cleveland.gov.uk/admissions)

The information contained in this brochure was accurate at the time of publishing on August 2019. It should not be assumed, however, that arrangements and policies for the provision of education within the Redcar & Cleveland Local Authority will remain unchanged.